

# **Tipton Elementary School Reopening School Guidelines**

*In response to the COVID-19 Pandemic*



## ***REOPENING GUIDELINES***

Updated 9/23/2020

Board Approved 10/6/2020

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## **Preface**

The guidelines on the following pages were created in response to the COVID-19 pandemic. Tipton Elementary School closed on March 13, 2020 to ensure the safety and well being of its students and staff. The goal was to reopen our campus on August 12, 2020 while still maintaining the highest standards of health and safety while delivering an educational program that will serve all families at the same time. In order to do so, all stakeholders will need to work together to be flexible and adaptable at a moment's notice in response to ever changing health conditions. The guidelines in this document will serve as our roadmap in navigating a new road in our history.

Update: On July 17, 2020, Governor Newsom unveiled details about the revised guidance for opening schools amid the COVID-19 pandemic. The guidelines require a county to meet specific criteria in order for schools to open for in-person instruction. If the county does not meet the criteria, school districts must provide rigorous instruction through distance learning. Tulare County currently does not meet the criteria to open its schools to on campus instruction. We have spent a lot of time planning so that we could provide options for parents that included on campus instruction through a blended model as well as distance learning for those who prefer for students to stay home during this time. TESD's reopening plan will be done in phases, based on the CDPH framework.

**TESD will start with full distance learning until we have met the guidelines to reopen with students on campus.**

The following plan was made to safely accommodate as many students as possible while following all the recommended guidelines for safety.

### **The goals of these policies and practices are to:**

- Protect the health and safety of students and staff
- Follow the guidelines set by Tulare County and Human Services Agency (County Health Department), California Department of Education (CDE), and the California Department of Public Health (CDPH)
- Provide students with school routines for social, emotional, and academic learning
- Provide clear safety expectations for teachers, students, staff and parents during this new era of school.

## **Reopening Model**

When the district reopens for school, the way that school is conducted will look much different than it ever has before. It is the intent of the district to open school in a **Blended Learning Model**. Under this model, students will attend two days per week in a Traditional Learning Model (in person), and three days per week in Distance Learning. Distance Learning is a form of education in which there is a physical separation of teachers and students during instruction. In some instances, students receive materials and are provided instructional support through virtual check-ins. Other models involve the use of a variety of technology for instruction.

Update: As of July 17, 2020, Tipton Elementary is mandated to open in a Distance Learning Model.

It is the belief of the district that whenever possible, it is important to have students on campus

in a traditional classroom model as much as possible. As we continue to monitor the health conditions in our area, it may be possible to transition back to a traditional model. The district also recognizes that some families may not choose to participate in a traditional or blended model due to the health conditions. In response the district will make every effort to serve these families in a Distance Learning Model. It is also possible that health conditions will dictate all students and staff transitioning to a full Distance Learning Model, and the district will provide education in that environment if necessary.

In order to safely accommodate as many students as possible, students will attend a ***blended model schedule***, a group of students attend school two days per week and then work from home on the other 3 days.

- ***Group A Schedule: Students attend school on Mondays/Tuesdays with distance learning on Wednesdays, Thursdays and Fridays.***
- ***Group B Schedule: Students attend school on Thursdays/ Fridays with distance learning on Mondays, Tuesdays and Wednesdays.***

**Distance learning** will be an option available to families. Parents should expect to work with their child 3-4 hours daily in this scenario.

### **Teaching & Learning On Campus**

The schedule used while students are on campus is designed to meet CDE guidelines, student needs, and to limit the movement and contact of staff and students throughout the school to maintain the safest environment possible. The schedule may need to be modified in response to the current health situation.

With direct student contact being limited, our instructional focus must intensify. The focus of lessons will be on Reading, Writing, and Math first and foremost. Daily lessons will need to be planned around recess and lunch schedules. All lessons will take place in the students' regular classroom whenever possible to maintain social distancing and minimize the potential for spreading of germs.

With all students engaging in some form of distance learning, it will be imperative to focus on teaching foundational technology skills to all students during the first several weeks of school. Students will need to be familiar with basic technology proficiencies and platforms in order to be successful (see Distance Learning below for platforms).

State requirements for PE minutes have been waived for the 2020-2021 school year. Students are encouraged to get physical activity each day.

Teachers will engage with students via technology 3 days per week. Daily live interaction for teachers and peers will be supported via the Google Suite Platform (e.g. Google Doc, Google Meet, etc.) and/or other district approved platforms. Reoccurring office hours for parents and students will be established.

Frequent, but brief, formative assessments will be used to provide instruction, collaborative work, video and audio clips, hands-on activities and individual work time.

Teachers will focus on the most essential standards to deepen the understanding of fewer standards but to make the biggest impact on student learning, giving the limited time that students can be on campus.

To accommodate staggering students to limit large groups coming to school and dismissing at the same time, each grade level will have a different start and end time.

Tk-5th grade students will stay with their classroom all day to minimize contact with other people except for recess and lunch. 6th - 8th grade students will attend their classes while following safety measures that include social distancing, face coverings, staff monitoring hallways and cleaning desks between classes.

### **Daily Schedule During the Blended Learning Model**

Daily schedule by grade will include:

- 15 minute morning break
- 30 minute daily lunch
- 15 minutes built in the day for handwashing

#### **Grade TK-K**

8:15 Arrival Time (Students must be dropped off at the Kindergarten gate)

8:20-12:45 (school day) (Students must be picked up by the Kindergarten gate)

#### **Grades 1-3**

8:15 Arrival Time (Student will enter using the front gate on Evans Rd or the South gate on Woods Ave)

8:20-1:00 (school day) (Students will exit using the front gate on Evans Rd or the South gate on Woods Ave)

#### **Grades 4-8**

8:25 Arrival Time (Student will enter using the front gate on Evans Rd or the South gate on Woods Ave)

8:30-1:25 (school day) (Students will exit using the front gate on Evans Rd or the South gate on Woods Ave)

### **Library**

Students will not have access to the library during this time. Teachers may request reading materials for their students. The librarian will develop a schedule to pick up and drop of reading materials.

### **Student Cohorts**

Student cohorts (for the blended model) will be created by administration and will need to be strictly adhered to. Cohorts of students will be created with the following priorities in mind:

- **Health and Safety of Students and Staff**
- **Bussing**
- **Siblings Together**
- **Social Distancing**
- **Combo Classes**
- **Food Service**

Parents will receive a letter that indicates which schedule their students will follow once school is able to reopen with in person instruction. This will include the days of the week they are attending and their assigned teacher(s).

### **Distance Learning**

Distance learning means instruction in which the student and instructor are in different locations. This may include interacting through the use of a computer and communications technology, as well as delivering instruction and check-in time with the teacher. Distance learning may include video or audio instruction in which the primary mode of communication between the student and instructor is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology. It may also include the use of print materials incorporating assignments that are the subject of written or oral feedback.

TESD's Distance Learning will include, but is not limited to:

- Use of teacher-selected materials (e.g. district-adopted textbooks, digital content, district-provided online math and reading fluency programs)
- Instruction recorded or live sessions through digital platforms in Google Suite for Educators
- Personalized instruction through menu-driven activities allowing for self-pacing, monitoring of student time on task and task completion
- Student communication through district-licensed digital platform

The District's choice of online platform for teaching and learning is Google Suite. Google Doc is part of the platform which will be used for communicating with students and maintaining attendance records via Google Classroom. Teachers will use other components of the Google Suite platform such as, Google: Sheets, Calendar, Chat, Meet, Sites, Forms, Hangouts, Keep, Jamboard, Earth, Presentation, and Collections.

All students and parents will need to be familiar with the above platforms to support student success. Additionally, foundational technology skills will need to be taught in the first several weeks of school to all students. These include but are not limited to:

- Google Logins and passwords, Clever Badges
- Email
- Norms for online behavior (Zoom, Google Classroom)
- Google Suite (Docs, Slides, Forms, etc.)
- AERIES Gradebook (Grades 6-8)

All students will be provided with a district issued Chromebook to ensure access to all instruction. In addition, should families need internet access, the district will provide a “hot spot.” All parents must sign contracts accepting responsibility for these items prior to them being distributed.

### **Attendance**

Daily student participation will be documented each school day. If a student does not participate in class and/or online, the student will be marked absent. Daily participation includes, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments and contact with teachers. Weekly engagement records will be reviewed by the attendance clerk and reported to the principal. The Tipton staff is dedicated to developing engaging lessons for both in-class and remote learning so that students are motivated to participate and attend school daily. Classes with perfect daily attendance will be recognized in morning announcements.

California compulsory education law requires everyone between the ages of six and eighteen years of age to attend school, except sixteen- and seventeen-year-olds who have graduated from high school or passed the California High School Proficiency Exam (CHSPE) and obtained parental permission to leave. Some students, however, violate compulsory education laws and have a pattern of unexcused absences. Although truancy and excessive absenteeism are not new problems, they cause costly, long-term problems for the students, school, and the community.

*Ed Code* Section 48321 provides several organizational structures for School Attendance Review Boards (SARBs) at the local and county level to create a safety net for students with persistent attendance or behavior problems. Although the goal of SARBs is to keep students in school and provide them with a meaningful educational experience, SARBs do have the power, when necessary, to refer students and their parents or guardians to court.

Students who are absent for three schooldays, including in class and distance learning, or 60% of the instructional days in a week, will be considered at risk of not being academically successful.

1. The students teacher and/or attendance clerk will make daily phone calls to families for students who have one unexcused absence. Parents are encouraged to call Tipton Elementary School at 559-752-4213, if they know that their child will be absent from school.
2. When a student has two unexcused absences the student's teacher and/or attendance clerk will make daily phone calls to families for students who miss one day of school. The student will receive educational material that includes research on learning loss when a student is absent and information regarding the legal process that includes the Student Attendance Review Board (SARB).
3. A third unexcused absence will start a process in which the school principal will make parent contact via phone call or home visit. An attendance Student Study Team will meet to determine an attendance action plan for support.



4. A fourth unexcused absence will result in the beginning of the SARB process wherein the principal and parents will attend a legal hearing to attain support from the county legal system. The principal and parents will follow the SARB recommendations with fidelity.
5. A fifth unexcused absence will result in the SARB process progressing to the county level, wherein a judge will determine the next steps for parents and/or if a fine is warranted. The principal and parents will follow the judge's recommendation with fidelity.

At Tipton Elementary, our staff is committed to building supportive partnerships with parents. Together, we will work to identify challenges that are keeping a student from attending school. As we determine needs, the school staff will do their best to maintain the most current contact information so that regular communication can occur.

### **Discipline**

Even though much of school will be online rather than in person, school rules still apply in the virtual classroom. Some important rules for online instruction:

### **Schoolwide Online Expectations**

#### **Be On Time**

- Be ready to learn with all of the necessary materials.
- Check to be sure your technology is working before your class begins.

#### **Dress Appropriately**

- Follow the school's dress code.
- You will be expected to share your screen.
- Sleepwear is not appropriate.

#### **Mute Yourself**

- Be sure to mute your microphone to avoid background noise.
- Your teacher will let you know when you should and should not have your microphone turned on.

#### **Take Turns**

- Raise your hand when you have a question or comment.
- Wait for your turn to talk. Be patient.

#### **Presentation**

- Check your surroundings to make sure that you are ok with what everyone else will see.
- Remove distractions that could interrupt you or your audience.

### Participation

- Stay Focused.
- Pay attention to what your teacher and others are saying.
- Be an active participant.

### Be Responsible

- Ask and answer questions.
- Treat others kindly
- Respect others' opinions
- Complete your work. Work completion counts towards your attendance.

If you do not follow any of the school wide expectations, there are negative consequences.

- The first time you do not follow the school's or your teacher's expectations, you will receive a verbal warning from your teacher.
- The second time you do not follow the school's or your teacher's expectations, there will be parent communication.
- The third time you do not follow the school's or your teacher's expectations, you will receive a referral and will be in contact with the principal, Dr. Solian.

Most synchronous meetings will be recorded by school staff for the purpose of providing reteaching of lessons as needed to students who are not in attendance. This does not waive a student's requirement to attend class as scheduled.

Students who are in violation of school rules or are disruptive to the learning environment will be held accountable for their actions. Typically, students will receive a verbal warning. If the same behavior continues, the student may be removed from the virtual classroom and parents will be contacted. Should corrective action prove ineffective, the student could face further disciplinary action including suspension and expulsion from the school based on the severity of the offense.

### **Grading and Accountability**

All students, whether in Distance Learning, Blended Learning, or if school resumes in a traditional format, will be graded as normal. Each grade level will determine specific grading policies for their students.

# *Safety Guidelines*

## General Safety Guidelines

The following guidelines and procedures have been developed to ensure the safety of all students and staff **when on campus (as of July 17, 2020, Tipton Elementary will be in a Distance Learning model).**

### **For Students:**

- Whenever practicable, maintain 6 feet social distancing.
- Students will be trained in proper hygiene and hand washing techniques.
- Students should not arrive prior to their assigned start time each day.
- Students will do a self check daily before coming to school.
- If a student has a temperature of 100.4 F or higher, the student must stay home. They must be free of a temperature for 24 hours without fever-reducing medication.
- If your child is experiencing any symptoms on the **CDC list**, your child must stay home.
- The CDC lists the following symptoms: 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 and or diarrhea.
- All students will have their temperature taken prior to boarding the school bus and arriving on campus.
- Students arriving late must check in at the main office and will have their temperature taken before proceeding to the classroom.
- Masks and/or face shields will be worn by all students. Students will be provided with a face mask, but are encouraged to bring their own.
- Wash/sanitize hands at each entry and exit of classrooms or other facilities.
- Students will be taken to their dismissal point by teachers or designated staff members. Staff will wait with students until all students are picked up. If students are not picked up by a reasonable time staff bring students to the front of the office and notify office staff.
- Bus riders will stay in the Multipurpose room until it is time to board the school bus.
- Students who walk home will exit the gate at the front of the school on Evans Rd or the gate in front of the library on Woods Ave.
- Students will enter the restrooms two at a time.
- Students will stay seated at their assigned seating areas as much as practicable.
- Students will bring their belongings with them to the classroom, including coats and bags.

- Students are allowed to bring a water bottle. Water stations will be out to refill water bottles. Sinks in the classroom maybe used as well to refill water bottles.
- Students will not have access to drinking fountains.
- Students cannot bring personal toys/items to school.

#### **For Parents:**

- Parents will arrive at the assigned start time and dismissal time.
- Parents are encouraged to bring their children to school rather than using the school bus for transportation. **Once a mode of transportation is selected, it cannot be changed.**
- Parents will be allowed to drop off and pick up students using the circle drive behind the old cafeteria on Woods Ave.
- Parents need to allow their student to walk into school independently unless delivering a reluctant student or a student that needs special assistance.
- Please take your students' temperature daily before leaving or sending them to school. Students with a fever of 100.4 or above or who exhibit COVID-19 symptoms **MUST NOT** be sent to school.
- Parents must inform the school administrators if someone in their home has traveled abroad in the last 14 days, had close contact with a confirmed case, or been diagnosed with COVID-19. Students must be kept at home in all these situations.
- If a family has been infected with COVID-19, please contact the school office immediately.
- Parents should help their children keep their facial coverings clean and in a safe place (their backpack) so that students have them when they need them.
- Early pick-up of students will be highly discouraged to limit exposure for staff and students.
- Parents and students were provided an updated handbook this year that included school procedures and rules during blended/distance learning due to COVID -19.

#### **For Staff:**

- Staff will be trained on new guidelines and procedures for health and safety before the beginning of the school year. Each staff member was assigned an online training through Keenen and Associates as well as a safety training provided by our school nurse. This training included COVID-19 procedures and safety protocols.

- Teachers and staff should limit their travels around campus and to and from common areas (office) to those essential needs. Make every effort to consolidate trips to the office and copy areas.
- Staff should not congregate in break rooms and distancing/masking in these situations is especially important.
- Teachers and staff must sanitize hands when entering the campus at the start of the work day and when entering and exiting all facilities throughout the day.
- All employees are to complete the Return to Work Affirmation. Employees must conduct a daily self assessment to ensure that they are well enough and symptom free and able to come to work. This is a mandatory requirement.
- Teachers and staff are to use the 6-foot distancing standard when entering and leaving the buildings and campus where practicable.
- To ensure the safety of all students, designated staff members will help monitor students before school and after school.
- Teachers and staff will take their classes to dismissal areas as assigned while maintaining the 6-foot distancing standard where practicable.
- Teachers are to discourage students from sharing electronic devices and other school materials.
- Teachers should remove all non-essential personal belongings from the classroom.
- All staff must wear face masks/face shields while on school campus. If staff is alone in their work space, masks are not required.
- All staff should have a mask with them at all times.

### Classrooms





### **Classroom Considerations**

- Teachers should maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Establish separation of students through other means if practicable, such as, six feet between desks, markings on classroom floors to promote distancing. Maintenance staff will be going in and out of classrooms to disinfect throughout the day.
- Implement procedures for turning in assignments to minimize contact, utilize electronic assignment submission as much as possible.
- Teachers need to maintain the sanitization of the classroom and materials during the day.
- Teachers/staff need to wash or sanitize their hands prior to handling materials. All toys and manipulatives need to be cleaned/sanitized after every group of students uses them. If they cannot be washed they should not be used.
- To the extent practicable, materials should not be transported between home and school each day.
- Teachers will designate learning materials for each student that will not be shared with others.
- Students cannot bring personal toys/items to school.
- Limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable. When allowed, items must be cleaned and disinfected between use.
- Singing should only occur outside and students should be properly distanced.
- No musical instruments will be used.

### **Outdoor Play**

- Students are expected to adhere to all existing rules as well as new procedures to meet guidelines for health and safety.
- Students who struggle to meet the new expectations will be provided alternative physical activities.

- Students must maintain a 6-foot distance when playing where practicable.
- Staggered recess times.
- Outdoor play areas will be divided into sections and grades/cohorts will be assigned a different area to play.
- Cleaning and sanitizing will need to take place after every student group.

### **Physical Distancing**

- All desks have been arranged in each classroom observing 6 feet of social distancing
- Tape or floor decals will be used to indicate the 6 feet of distance that must be maintained in the office or waiting in lines and around campus.
- Acrylic dividers will be used in the front office to ensure safety to our office staff when needing to deal directly with a family member or student at the office.
- Posters will be posted around campus to remind everyone to social distance by 6 ft.

### **Visitors and Volunteers**

In an effort to reduce the chance of exposure to COVID-19 and other illnesses, visitors and volunteers will not be permitted without the consent of school administration. This also includes parents dropping off or picking up students. Students will have to enter campus without parents, and parents must wait for students in assigned areas for pick up.

### **Sanitization**

- Hand sanitizer will be placed inside each classroom entry door.
- Free standing hand sanitizing stations are being positioned around the campus for easy access.
- Upon entering the classroom, all students will wash their hands or use hand sanitizer (gel in, gel out).
- Staff will teach students to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow. Tissue should be thrown away in the trashcan when students are finished using it and sanitize their hands.
- Students and staff should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly. Hand washing should be done frequently throughout the day.

- Staff should model, practice, and monitor proper handwashing.
- Disinfecting Foggers will be used daily.

### **FACEMASKS/FACE SHIELDS AND GLOVES**

Staff should teach and reinforce the use of [face coverings](#), masks, or face shields. Face coverings are most essential when physical distancing is not practicable.

- Face coverings are required at all times indoors per state mandate (except eating, drinking, working alone in their office or classroom) and when unable to socially distance outdoors. Social distancing is not a substitute for masking nor vice versa, they work best when used together. Face coverings and masks better contain droplets than face shields, but face shield w a drape attached may be an alternative for those w medical exemptions whose condition allows for its use per state mandate
- Food service workers and staff in routine contact with the public (e.g., front office) need to wear facial coverings.
- Students are required to wear face coverings.
- Staff working in isolation (i.e., dedicated office, classroom with nobody else present, etc.) may remove their face coverings until they leave that setting or when other people enter their area.
- Food Service employees must wear face masks and gloves when preparing, delivering, or serving food.
- Bus drivers must wear face coverings while driving a bus with students on board

### **GENERAL DISINFECTION MEASURES**

Category	Area	Frequency
Workspaces	Classrooms, Offices, tables , desks	At the end of each day
Appliances	Exterior surfaces of refrigerators, microwaves, coffee machines	Daily
Electronic Equipment	Copier machines, TV's, Telephones	At the end of each day via general disinfecting
General Used Objects	Handles, light switches, sinks, restrooms	Daily or more often as needed



<b>Common Areas</b>	Cafeteria, Library, Meeting rooms, etc.	At the end of each use/day as appropriate
<b>Technology</b>	Chromebooks, laptops, etc.	Once per week (unshared devices)

### **Cleaning of Rooms**

- Door handles, light switches, faucet handles etc. will be wiped down and sanitized by custodial staff daily.
- Toilets and sinks will be washed and sanitized at various times throughout the day as needed by the custodial staff. A log for daily bathroom cleaning will be kept for each bathroom documenting date, time and custodian who cleaned the bathroom.

### **Health Office**

Students who show signs of illness, have a temperature of 100.4F, or higher will be sent home from school. The student shall wear his/her face mask/face shield and the student shall be isolated from the non-ill students until parent pick up. A staff member should contact parents or guardians immediately for pick-up of the student.

- Students who need to be sent home due to illness will be assessed and then isolated as per district health office guidelines.
- Other non-illness student health needs will be initially checked by trained staff and sent to the office only when necessary.
- Minor injuries or other issues will be treated when the office is clear of students with fever.

When positive cases in staff or students arise, health personnel or other designated staff will determine the impact of the situation, in conjunction, with the Tulare County Health Department to advise on the next step. Next steps may include keeping a student quarantined, closing a classroom, or closing a grade level. A last resort would be to close the school entirely should the administration deem it necessary after consultation with health officials.

### **Student and Staff Illness**

Students or staff who show signs of illness or have a temperature of 100.4F or higher should not come to school, or if already at school, should go home immediately.

Students and staff are considered sick when there are symptoms of illness, even mild symptoms. Staff with symptoms of illness are to stay home from work and use their appropriate leave entitlement. **The CDC lists the following symptoms: 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 and or diarrhea.**

If a person who has been at school is confirmed (or suspected) to be infected with COVID-19, the **Administration must be informed in order to ensure proper leave benefits are applied and any legal notices are given.**

It is recommended that a person with diagnosed COVID-19 isolates themselves as much as possible in their home away from other family members and avoid all physical contact with others in the home. Employees may not return to work until a clearance note from a healthcare professional is submitted.

If you suspect someone in your home has COVID-19, stay home out of caution. You will be using your COVID-19 leave. Do your best to isolate yourself from the ill person. Contact your doctor and ask to have the ill person tested as you are an essential worker and need to return to work. If it is confirmed that it is not COVID-19, you are to return to work.

### **Symptomatic Staff and Students:**

Out of caution, anyone who endorses symptoms of COVID-19 should be treated presumptively as if it is COVID-19 until it is ruled out: Stay home in isolation and recommend testing ASAP. Any household contacts in school, such as siblings or relatives, should quarantine until a negative test result is confirmed.

- If the test is negative: they can return per usual school sick protocol (typically at least 24 hours without fever, vomiting, diarrhea).
- If the test is positive: they should isolate and return when CDC criteria is met (at least 10 days have passed from symptom start, symptomatic improvement, and no fever in at least previous 24 hours without fever-reducing medicines).
- If a test is refused or not done: recommend isolating for 10 days as above and return when CDC criteria is met OR a doctor's note (i.e. if symptoms from a chronic known condition, for example) permitting person to return sooner than 10 days per usual school sick protocol.

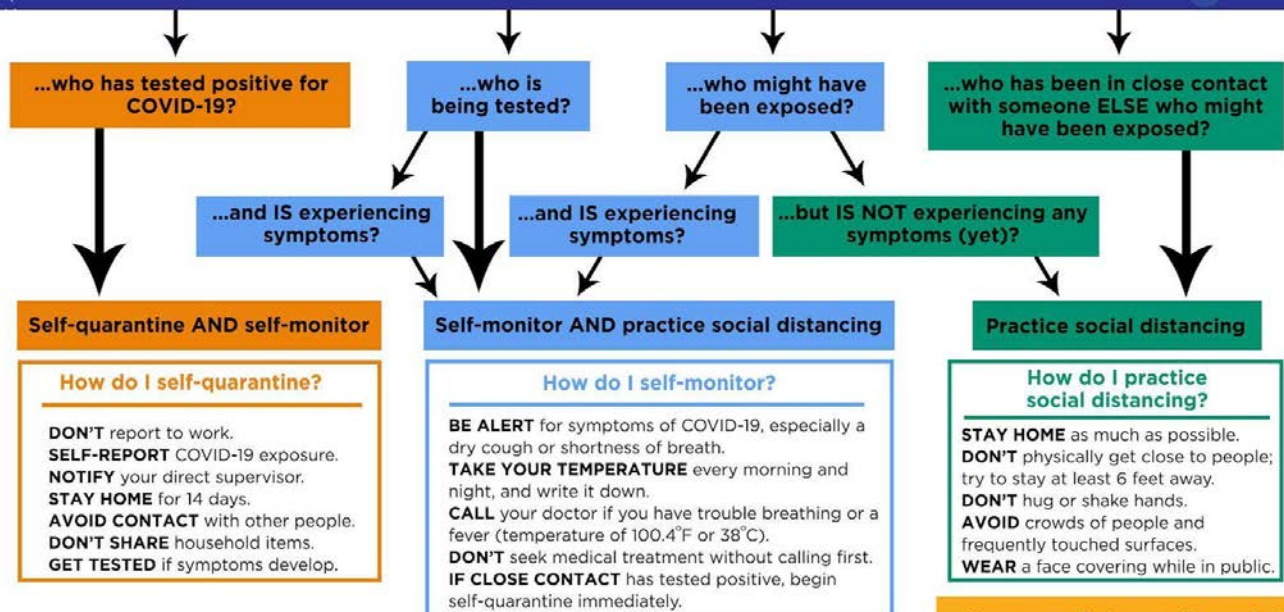
# COVID-19

If you have been in close contact with someone who tested positive, is being tested, or might have been exposed, please inform your personal physician and direct supervisor.



Tulare County  
Health & Human  
Services Agency

## What should I do if I've been in close contact with someone...



The Centers for Disease Control and Prevention (CDC) considers an interaction as close contact when YOU:

- Spend a **PROLONGED** (15 minutes or more) period of time within six feet of someone.
- Have **DIRECT PHYSICAL CONTACT** or **SHARE** eating or drinking utensils with them.
- Come into contact with their **RESPIRATORY SECRETIONS** such as airborne respiratory droplets from coughing, sneezing or talking.

For more information, visit [www.tchhsa.org](http://www.tchhsa.org) or call 2-1-1.

## Wear a face mask or covering to reduce the spread of COVID-19.

July 2020

*This chart is considered out of date and will be updated once received from the health department.*

### Transportation

Before the start of the school year, families that may need school provided transportation will be contacted. Once a transportation request is approved, there is no variance from that method of transportation. Consideration for transportation changes will be considered at the end of each Semester. This is necessary for the Transportation Department to accurately plan for routes and the number of riders to ensure compliance with health guidelines for the bus. The following rules are in place for all bus riders:

- Face coverings **must** be worn at all times while on the bus by students and the bus driver. Face coverings should be worn by parents and children waiting for the bus.
- All students will have their temperature taken while boarding the bus.
- All students will sanitize their hands while boarding the bus.
- Parents should wait at the bus stop with students until the student has boarded the bus.
- Students will be seated from the back to the front of the bus to avoid unnecessary exposure.

- Upon arrival, the students will exit the bus from the front to the rear.
- Students must stay in assigned seats and adhere to social distancing guidelines.
- Students will maintain 6 feet of social distance.
- Siblings will be seated together.
- Windows will be open as weather permits.
- Students must follow directions from bus drivers regarding loading and unloading procedures.
- Parents are highly encouraged to transport their children to school if at all possible.
- If students fail to adhere to bus rules, they will be removed from the route.
- Buses will be disinfected between routes.
- Multiple bus schedules have been added to accommodate the health department guidelines for transportation.

### **Food Service**

#### **Blended Model:**

All students will practice social distancing guidelines in the designated eating areas. Meals served will be packaged before being served to students.

- All students and staff will wash their hands and/or gel in - gel out of the designated eating areas.
- Students in grades Tk-5<sup>th</sup> will be given their breakfast as they enter the school grounds. They will eat breakfast in the classroom.
- Students sit at their designated spot with their cohort for breakfast and or lunch. Students will be socially distanced by 6 feet. Student cohorts will not mix with other cohorts.
- Meal service is supervised by designated staff/ instructional aides.
- Tables will be cleaned and disinfected between uses.
- Students will not be allowed to share food items or utensils.

#### **Distance Learning:**

- Two meals (breakfast and lunch)
- Meals will be provided in a drive through fashion two times per week from 7 a.m. to 9 a.m.

- Meals for two days will be provided on Mondays
- Meals for three days will be provided on Wednesday
- Meals will be delivered to bus stops on Wednesdays only
- Meals will be delivered to six locations on the east side of the city on Mondays and Wednesdays

### **SERVICE IN THE CAFETERIA (SPECIAL OCCASIONS)**

Cafeteria use will be limited to special occasions. All such usage must have pre-approval from administration. If approved, all social distancing guidelines will need to be adhered to.

### **ASES**

Students who participate in ASES will continue with distance learning until further notice. This will be revisited after the winter break. When ASES is allowed to stay after school they will operate and will follow the same safety and social distancing guidelines as during the school day. Students will be grouped in cohorts. Space will be limited due to the social distancing guidelines. Only students participating in ASES will be allowed to remain on campus after school. Bus transportation will not be available for those participating in ASES.

### **Contact Tracing**

The Superintendent, Stacey Bettencourt will immediately notify the Tulare County Public Health Liaison and the school nurse. Superintendent, Stacey Bettencourt and the Principal, Dr. Cherie Solian, are the contact tracers for Tipton Elementary School and will conduct all the contact tracing in consultation with TCHHSA. In the event that both Stacey Bettencourt and Dr. Cherie Solian are unavailable, MOT Director, Fausto Martin and Resource Teacher, Desiree Heinks will conduct contact tracing. These officials will help administrators determine a course of action for the school.

### ***Steps of Contact Tracing:***

1. Asses the risk – identify close contacts, create a list, take action.
2. Identify close contact – was the person within 6 feet for a prolonged period of time (more than 15 minutes) with the confirmed person? Were they wearing a mask?
3. Identify exposure locations – classroom, bus, entrance, exit and or common areas etc.
4. Start the Facility Contact List Risk Assessment Spreadsheet – risk level- high or low?

Specific Time/Distance, PPE and Description

- a. If high – 14 day quarantine

- b. If low – remain in school and monitor symptoms
- 5. Be prepared to take action
  - a. Confirmed Positive – Isolate
  - b. High Risk – Quarantine
  - c. Low Risk – Monitor Symptom

### **Testing of Students and Staff**

Any student or staff member who has any symptoms of the virus or reports that they have been exposed will be sent home immediately or if notified by phone will be encouraged to get a COVID test. Parents and employees must have a letter from a qualified physician stating the child or employee is safe to return to school. That letter must be shared with the school superintendent or principal before the child or employee is allowed back to school. Staff are tested periodically by their primary care provider or by referring teachers to a community-testing site, as testing capacity permits and as practicable. Examples of recommended frequency include all staff being tested over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate which staff members are tested over time.

### **Testing sites in Tipton, CA:**

Tipton Medical Clinic

565 N. Thompson Rd.

Tipton, CA

559-752-4147

### **Testing sites in Tulare and Visalia, CA:**

CVS Tulare

- 2175 E Bardsley Ave, Tulare · (559) 685-0123· Appointment needed and testes limited to certain patients
- 1395 E Prosperity Ave, Tulare · (559) 688-2992 · Appointment needed and testes limited to certain patients

CVS Visalia

- 3619 W Caldwell Ave, Visalia · (559)732-5971 · Appointment needed and testes limited to certain patients
- 1102 N Demaree St, Visalia · (559) 738-8629

### **Triggers for Switching to Distance Learning**

Tipton Elementary, with consultation from TCHHSA, will close for 14 days if 5% of the school becomes infected. TESD may typically reopen after 14 days, in consultation with the local public

health department provided a thorough cleaning and disinfection regimen has been completed and Public Health has been consulted and done their investigation of the outbreak.

### **Communication Plans**

Tipton Elementary will use our teleparent phone system to communicate messages to all of our parents. At all times, student and staff confidentiality will be of utmost importance and names or other identifying information will not be revealed.