



COVID-19 SAFETY PLAN

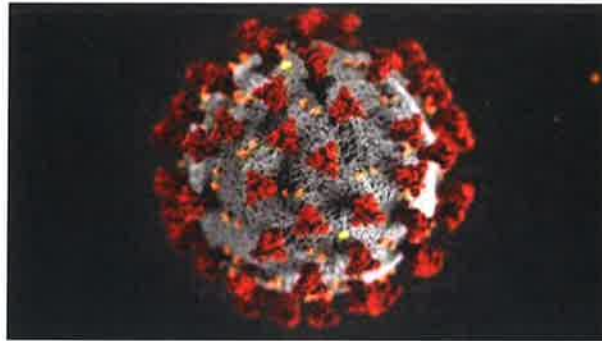
Tipton Elementary School

*Board Approved March 9, 2021 with updates on
the 2021 COVID-19 School Guidance Checklist*

Amended on 3/9/2021 and 3/31/2021
Amended and approved on 12/13/2022

COVID-19 Prevention Program (CPP)

Tipton Elementary School District



Covid-19 Prevention Plan

(CPP)

Approved: January 12, 2021

(This plan supersedes any previous addendum to the IIPP)

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1. Authority and Responsibility

The Superintendent has overall authority and responsibility for implementing the provisions of this CPP 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.

2. Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of Covid-19 Hazard** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- 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.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: Covid-19 Inspection** 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 having representatives on the safety committee. All employees will be encouraged to participate in identification of COVID-19 hazards.

Employee Screening

We screen our employees by having them self-screen daily according to CDPH guidelines. Each employee has completed a return to work affirmation that has been submitted to the Superintendent. If a staff member answers yes to any of the questions, he or she must contact an administrator. Persons with any COVID symptoms will be treated presumptively as if positive for COVID19. They will be asked to do the following:

- a. Isolate until they meet the CDC criteria of >10 days of symptom start, symptoms have improved, and no fever in the last 24 hours.
- b. Person may return sooner than 10 days with a negative COVID test (testing recommended) or a doctor's note plus no fever, without medication, in the last 24 hours and symptoms have improved per the school sick protocol.

3. 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 severity of the hazards, as follows:
 - The severity of the hazard will be assessed, and correction time frames assigned, accordingly.
 - Individuals are identified as being responsible for timely correction.
 - Follow-up measures are taken to ensure timely correction.

4. Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Allowing workers to work remotely when possible.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate 6-foot distancing.
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures to allow greater distance between employees.
- Provide a map of campus showing entrances and exits.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Each employee is given several types of face masks and a shield. Employees can request replacement masks from the administrative assistant. If an employee witnesses another employee not wearing a mask or wearing it improperly and he or she does not feel comfortable reminding the co-worker, then he or she needs to let an administrator know. The employee that gives that information will remain anonymous.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- 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.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee, at his or her cost, is tested at least twice weekly for COVID-19 and receives a negative result each time.

Engineering Controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Individuals will wear masks or shields face covering, face shield with a drape or other effective alternative, or respiratory protection, some type of partition between the individuals will be installed.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Keeping the doors open when feasible due to air quality.
- Increase the cleaning/replacement of all ventilation filters, as well as the maintenance.
- Reprogram the thermostats to keep the HVAC fan system on in classrooms

Cleaning and Disinfecting

The District recognizes that high traffic – high touch common areas in the workplace need, to the extent possible, cleaning and disinfecting to limit the spread of the COVID-19 virus.

The District will assign personnel and establish routine schedules to clean and disinfect common surfaces and objects in the workplace. We implement the following cleaning and disinfection measures:

- Tipton will establish routine schedules to clean and disinfect common surfaces and objects in the workplace.
- This includes but is not limited to:
 - Tools, machinery, containers, desktops, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, appliances such as coffee pot or microwave, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles-inside and out, and trash cans.
- The process of disinfecting includes providing disinfecting products, and PPE required for their safe use along with review of manufacturer instructions or protocols for proper use.
- All custodial/maintenance staff will be trained on the cleaning plan and proper cleaning, sanitizing and disinfecting according to our risk manager and state guidelines.
- Staff is to email the office and, or the Director of MOT for PPE, and, or cleaning supplies, if they run out during the day, before they are replenished.
- Good Sanitation Practices will be followed:
 - Check restroom facilities frequently and make sure they are clean and sanitary
 - Assign an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
 - Make sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
 - Make sure handwashing supplies are re-stocked regularly
 - Assign an employee to oversee appropriate PPE including but not limited to gloves and facial coverings
 - Sanitize frequently

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

- Temporarily close the general area where the infected employee worked until cleaning is completed.
- After 24 hours or as practical, the room will be cleaned and sanitized to the state mandated standards with the assigned custodial staff wearing the appropriate safety gear to sanitize.
- Campus will be closed if need be according to the regulations.
- All employees and contractors, that could have possible exposure, will receive notice of the possible exposure.
- Contract tracing will immediately be put into operation and work with the County Health Department.
- District custodian personnel cleaning the area should be equipped with the proper personal protective equipment for COVID-19 disinfection (gloves, eye protection, or mask, as needed).
- Staff will be trained according to our risk manager and state guidelines

Shared Tools, Equipment and Personal Protective Equipment (PPE)

PPE must not be shared, e.g., gloves, goggles, and face shields.

- Tipton will establish routine schedules to clean and disinfect common surfaces and objects in the workplace.
- Where there must be sharing, the items will be disinfected between uses. Such items include but not limited to, tools, machinery, containers, desktops, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, appliances, (such as coffee pot or microwave, refrigerators, vending machines), phones, headsets, desks, keyboards, writing materials, and bathroom surfaces, and trash cans.
- 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 between users.
- The process of disinfecting includes providing disinfecting products, and PPE required for their safe use along with review of manufacturer instructions or protocols for proper use.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluate handwashing facilities.
- Determine the need for additional handwashing or sanitizing facilities.
- Encourage and allowing time for employee handwashing.
- Provide employees with an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time.

PPE Used to Control Employees' Exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide 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 not feasible or maintained.

We provide and ensure 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.

5. Investigating and Responding to COVID-19 Cases

This will be accomplished by using the ***Appendix C: Investigating COVID-19 Cases*** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours. An administrator will give the employee options of where he or she can go to have the test completed. The employee will give their supervisor or administrator the results.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

6. System of Communicating

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 should report COVID-19 symptoms and possible hazards to their supervisor or principal by phone.
- That employees can report symptoms and hazards without fear of reprisal.

- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness should contact the Superintendent to determine if accommodations are needed and whether they can be met.
- Where testing is not required, employees can access COVID-19 testing through any publically available testing site. The following link to all testing sites available in Tulare County is posted on the District website for all to access:
<https://covid19.tularecounty.ca.gov/covid-19-testing-sites/>.
- 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. An administrator will notify employees of the workplace exposure or outbreak and arrange a time and give the employee options of which testing sites he or she can get tested at. At the same time, the administrator will explain the process of waiting for the test and what happens in the event of a positive case, including length of leave, leaves available to use and pay according to laws and regulations.
- Employees will receive information about COVID-19 hazards (including other employers and individuals in contact with our workplace) potential exposures, what is being done to control those hazards, and our COVID-19 policies and procedures.
- Employees will receive regular updates on any changes to laws or regulations that may affect the employees.

7. Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures 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 of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel, 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.
- 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.
- Proper use of wearing an N95 mask and cleaning/sanitizing procedures and protective gear.
- **Appendix D: COVID-19 Training Roster** will be used to document this training

8. Exclusion of COVID-19 Cases from Work

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 are met.

- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by employer-provided employee sick leave benefits, payments from the budget or any funds allocated by the federal or state permitted by law and when not covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.

9. Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- 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 the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all 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.

10. Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- 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.
- 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.

11. Multiple COVID-19 Infections and COVID-19 Outbreaks

This section applies if the workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period.

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

- We will offer COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- In the event of an outbreak triggered by three or more cases in a 4-day period present in the same exposed workplace, COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later in a confidential manner. 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.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace in a confidential manner and as required by law or required by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.

Exclusion of COVID-19 Cases

We 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

We 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, we 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 that 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 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We 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 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.

12. Major COVID-19 Outbreaks

This section applies should your workplace experience 20 or more COVID-19 cases within a 30-day period.

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

We will provide twice a week 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

We 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

We 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, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if 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 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

We will comply with the requirements of our Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.

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, students, 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.

Person(s) Conducting the Evaluation: _____

Date: _____

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 B: COVID-19 Inspections

Person(s) Conducting the Inspection: _____

Name of Location Inspected: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection			
Hand washing facilities			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE			
Face coverings			
Gloves			
Face shields/goggles			
Respiratory protection			

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, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, 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.

Person(s) Conducting the Investigation: _____

Name(s) of staff involved in the investigation:

Date: _____

Employee Name: _____

Occupation/Job Title: _____

Was COVID-19 test offered? ☐Yes ☐No

Date the case first had one or more COVID-19 symptoms: _____

Date and time the COVID-19 was last present in the workplace: _____

Date of the positive or negative test and/or diagnosis: _____

Information received regarding COVID-19 test results and onset of symptoms. ☐Yes ☐No

If yes, attach documentation

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):

--

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

All employees who may have had COVID-19 exposure and their authorized representatives.	Date:	
	Names of employees that were notified:	

Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:	
	Names of employees that were notified:	

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?

--

What could be done to reduce exposure to COVID-19?

--

Was local health department notified? ☐ Yes ☐ N Date: _____

Appendix D: COVID-19 Training Roster

Person(s) Conducting the Training: _____

Date: _____

[illegible]

Updated COVID-19 Safety/Testing Plan

Appendix E Testing Plan

The following are recommended practices for California districts, schools, and county offices of education:

- Identify a COVID Testing Point of Contact to facilitate communication and coordination with the CA Testing Task Force along with other relevant agencies or organizations that oversee school operations.
- Review and reference current testing recommendations provided in the CDPH K-12 School COVID Guidance and any additional recommendations or requirements provided by the Local Health Jurisdiction.
- Maintain situational awareness of the testing resources and programs offered by the CA Testing Task Force and monitor availability of pre-positioned testing resources housed with a County Office of Education or Local Health Jurisdiction for rapid distribution to schools.
- Monitor the CDC's COVID Community Data Tracker as a method of identifying when to increase or reestablish school testing operations.

The following list describes operational considerations and recommendations for COVID-19 testing for K-12 schools:

- California is currently offering direct ordering of COVID-19 over-the-counter (OTC) tests to schools. Schools may use OTC tests to supplant on-site testing in many situations. Such efforts should be paired with educational materials to facilitate proper OTC use, particularly in communities with limited English proficiency and/or lower health literacy.
- California also offers COVID-19 OTC tests to all county offices of education (COEs) for use by public and private school students and staff for return from various prolonged school holiday break testing, such as summer and winter breaks.
- CDPH recommends that antigen tests be considered the primary option for detecting COVID-19 in schools, rather than PCR tests. Both the professional, on-site antigen tests as well as the OTC at-home antigen tests have been effective in identifying persons who have infectious levels of all known variants of SARS-CoV-2.
- Diagnostic testing is recommended for all people with symptoms of or exposure to COVID-19.
- Diagnostic screening testing may still be considered in high-risk settings. However, if implemented it should include all persons, regardless of vaccination status, given recent variants and subvariants with significant immune evasion.
- This plan refers to testing under various sections (see the following sections:)

- Identification and Evaluation of COVID-19 Hazards
- Investigating and Responding to COVID-19 Cases
- System of Communicating
- Training and Instruction
- Multiple COVID-19 Infections and COVID-19 Outbreaks
- Appendix E-Letters

PCR or other molecular testing is recommended in the following limited situations in the school setting:

- People at high risk for hospitalization or death from COVID-19* benefit from early treatment and should have an immediate PCR (or other molecular) test and repeat an antigen test {at-home tests are acceptable} in 24 hours if the PCR result has not returned (Updated Testing Guidance). Sometimes people with COVID-19 have a negative antigen test in the first days of symptoms. PCR (or other molecular tests) may detect the virus earlier than an antigen test. For low-risk people, repeat an antigen test (at-home tests are acceptable) in 24-48 hours. Individuals may consider repeat testing every 24-48 hours until a positive test is returned or until symptoms improve.
- When a participant has ambiguous or invalid antigen test results, even on a repeat test, schools can consider also repeating an antigen test in 24-48 hours as an alternative.

Testing Information:

Tipton Elementary School has continued their partnership with the California Department of Public Health to offer free COVID-19 testing for our students and staff. Testing is through Primary.Health. All students and staff have the ability to take a free rapid COVID-19 test if registered with Primary.Health and request to take a test. Office hours are 8:00 am – 4:00 pm. <https://tiptonschool.org/District/Portal/covid-19-information>

All students and staff receive free home COVID-19 tests to use prior to returning to school after holidays or breaks.

Tipton Elementary School is using the Testing Framework for K-12 Schools for the 2022-2023 School Year to fulfil the testing plan requirement for SB1479.

COVID-19 testing locations in Tulare County.

<https://covid19.tularecounty.ca.gov/covid-19-testing-sites/all-testing-locations/>.

Date: January 20, 2020

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Tipton Elementary School District

Number of schools:

1

Enrollment:

527

Superintendent (or equivalent) Name:

Stacey Bettencourt

Address:

370 N. Evans Rd

Phone Number:

559-752-4213

City

Tipton

Email:

sbettencourt@tipton.k12.ca.us

Date of proposed reopening:

November 9, 2020

County:

Tulare

Current Tier:

Purple

(please indicate Purple, Red,
Orange or Yellow)

Type of LEA:

K-8

Grade Level (check all that apply)

X TK

X 2nd

X 5th

X 8th

11th

X K

X 3rd

X 6th

9th

12th

X 1st

X 4th

X 7th

10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

- ☒ I, Stacey Bettencourt, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

- ☒ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Each classroom of students will remain as a group for the entirety of the school day. For breakfast, students will sanitize as they enter the campus. After sanitizing their hands, students will receive a pre-packaged breakfast in a Grab-N-Go bag. Students will go directly to class adhering to the social distancing marks on the walkway and direction arrows indicating traffic patterns. Students will take their breakfast to the classroom to eat at their desk. Students will remove their masks prior to eating. When students finish their breakfast, they will put their face masks back on. Students will place trash in waste can, adhering to traffic patterns established by the teacher.

For lunch, students will walk to the multipurpose room adhering to the social distancing marks and traffic pattern arrows on the ground. Students will sanitize their hands on the way into the multipurpose room. Students will wear face masks until they are seated to eat. They will wait in line adhering to the social distancing stickers on the floor. Students will take prepackaged lunches and sit at an appropriately distance seat at a table. Students will be seated with their cohort. Lunch and recess times are staggered by grade levels. All students will remain with their cohort during recess times.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Each class in grades Tk-5 grade have a minimal number of students in each class. Each class has one teacher and in some cases has one adult instructional aide. All students participate in a hybrid model where one group of students attend Monday and Tuesday and the other group attend Thursday and Friday. Each class ranges from 6 to 13 students per class. All students participate in distance learning on Wednesday.

If you have departmentalized classes, how will you organize staff and students in stable groups?

When Tipton school is able to bring back 7th and 8th grade, our departmentalized classes are in grades 6, 7, and 8. Each class will facilitate up to 12 students and one teacher. Each group of students will remain in the student group for each core class. The student groups will remain in the same class for the duration of the quarter.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

When Tipton school is able to bring back 7th and 8th grade, each group of students will enter class and exit class as a group. One group will not enter the classroom before all students from the previous group has left the classroom. Students will move from one class to another at assigned times as a stable group. Teachers will remain in their assigned classroom for instruction. Students and teacher will sanitize hands prior to entering class and sanitize as they exit the class. Desks will be sanitized in between each group of students.

- X **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Staggered start and end times for each grade level have been established to limit the number of students entering and exiting campus. There are three designated entrances and exits for students. Bus riders will be the only students dropped off and picked up each day next to the multipurpose room. Three other entrances and exits will be used by students walking or being dropped off. Parents will be able to pull into the circle drive on South Woods Avenue to drop off and pick up their child. 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 will bring students to the front of the office and notify office staff. Kindergarten parents will drop off their child at the north gate on Evans Road located at the circle driveway. Students will walk to their designated classroom. We will use walkie/talkies to call the students out of the Kindergarten classroom to meet their parents at the gate. Parents will need to socially distance while waiting for their student. Socially distant markers have been placed along the sidewalks and outside classrooms to ensure students maintain 6ft of distance. Arrows have been added to direct the flow of traffic around campus. Teachers and staff should limit their travels around campus and to and from common areas (office) to those essential needs. Staff will make every effort to consolidate trips to the office and copy areas.

- X **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be and enforced for staff and students.satisfied

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. Food service workers and staff in routine contact with the public (e.g., front office) need to wear facial 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. All staff should have a mask with them at all times.

Face coverings are required at all times for all students while riding the bus and while on campus. Students will be provided a mask but are encouraged to use their own. Students are encouraged to use a cloth face covering. We have extra cloth masks as well as disposable masks for all students and staff, which are located in the main office. All school buses will have extra disposable masks if needed. Staff have been provided a face shield and disposable masks. All employees who are taking student temperatures as they enter the school grounds will wear a mask. Students will remove their mask in prior to eating. Once the student has finished eating, they will be asked to put their mask back on.

- X **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

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. All students will do a self-check daily before coming to school. All students will have their temperature taken prior to boarding the school bus and arriving on campus. The protocol is as follows:
1. Temperature checks with touchless thermometer will be taken at the gate or when getting on the bus.
Parents are strongly encouraged to take their child's temperature before getting in the car or coming to the

bus stop to ensure they do not have a fever. 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, before they return to school.

- a. Parents who are dropping off their students must wait for staff to take the students temperature before they leave.
- b. If a student's temperature is higher than 100.4, they will automatically be returned to the car. If they are a bus rider and the parent/guardian is present, they will be returned to their parent/guardian. If no parent/guardian is present the student will be placed in a seat away from others. The bus driver will notify the office so that parents/guardians may be contacted and directed to pick up their child at the main office. Students will be brought immediately to the isolation room located next to the main office once the bus arrives on campus. They will remain there until they are picked up. If the student is a walker and has a fever they will be brought immediately to the isolation room and parents/guardians will be called for pick up. Parents are to pick up their child immediately after receiving a phone call from the school.
- c. Students who show signs of illness during the school day, 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.
- d. 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.
- e. 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.
- f. 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.
- g. Staff may return to work 24 hours after he/she no longer has a fever and is not using any fever reducing medication.
- h. 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.
- i. 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.

x Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Each classroom and restroom are equipped with sinks that include soap and paper towels. 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. Before returning to in-person instruction, teachers will conduct an online lesson with their students to preview the safety protocols before students return to school as well as a lesson on hand washing and proper use of wearing a mask. Videos are available on the TESD website regarding staying home when you are sick, washing hands, and wearing cloth face covering.

Staff that will be conducting health assessment of persons exhibiting COVID symptoms will wear appropriate PPE, which include a face shield, surgical mask (N95 if available) gloves +/- gown as needed.

- X **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

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 TCHSA. 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. Assess the risk – identify close contacts, create a list, take action
2. Identify close contact – was the person within 6 feet for more than 15 minutes cumulatively within a 24-hour period. 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 Symptoms

** All high risk contacts will need to be recommended COVID tested by the end of the quarantine.

- X **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

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. and to wear a mask. Staff members observe distancing in all shared spaces such as the teacher work room and in hallways. If teachers need to speak with one another they will observe the 6ft of distance and meet outside when practicable. It is encouraged to use zoom or phone communication rather than speak to each other in person. An acrylic divider has been placed on the front counter of the office as well as personal desks to ensure safety to our office personnel. There is only one entrance and exit to the front office. A sign is posted on the window next to the main office door that states only 2 people are allowed in the office at one time along with wearing a mask and social distance reminders. Signs are posted next to each student restroom limiting students to only two individuals at a time in the restroom. 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. All parent teacher conferences will be held over the phone or via Google Meets/Zoom video conferencing. All staff and teacher meetings along with any school sponsored parent meetings will be held through Zoom video conferencing.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: feet

Minimum feet

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

In order to accommodate in person learning some classrooms may need to have desks 4 feet apart due to the number of students in the classroom.

X **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

Staff were 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. All families were provided an updated student handbook, which was approved by the School Board that included a section on school procedures and rules during distance learning. The school website has a variety of resources available to parents and the community.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

TESD will follow the provisions mandated by CalOsha and CDHP. TESD will direct every staff member to to be tested for COVID-19, who are in the affected cohort (work area) if there is a major outbreak (20 positive cases within a 14 day period). TESD will direct staff to be tested if there is an outbreak of 3 or more positive cases with in a 14 day period. The District will offer reimbursement of testing cost, if a staff member is exposed at work. Tipton will also encourage testing for those demonstrating Covid-19 symptoms. Administration will communicate with each staff member affected to give him or her information regarding testing sites and what to do while waiting for results. TESD is partnering with Tipton Clinic at 575 N Thompson Road in Tipton for staff testing in the event of an outbreak. A list of free testing locations can be found on the district's website.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

As stated in Tipton Elementary School's Reopen Plan, office staff will communicate with and encourage parents/guardians regarding testing, for students who show symptoms of COVID-19.

Planned student testing cadence. Please note if testing cadence will differ by tier:

X

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).
All cases will be reported to the Tulare County Public Health Liaison.

X

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
The Superintendent or Principal will send a letter to all parents explaining the cases and exposure. 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. TESD will provide a written notice to all employees who were at that worksite within the potentially infectious time period and who may have been exposed to COVID-19.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

X

Labor Organization
Name of Organization(s) and Date(s) Consulted:
Name: CTA & CSEA
Date: 5/18/20, 6/9/20, 7/8/20, 7/17/20, 8/10/20, 9/8/20 & 9/10/20

X

Parent and Community Organizations
Name of Organization(s) and Date(s) Consulted:
Name: SSC/ELAC, Parents Meetings and Surveys
Date: 5/8/20, 6/10/20, 7/10/20, 7/27/20, 8/31/20, 9/11/20, 9/29/201/20

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

X

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Tulare. County has certified and approved the CRP on this date: October 19, 2020. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

Guidance on Schools

Safe Schools for All Hub