

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

Background on ESSER

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

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

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

Purpose of the Template

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

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

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

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

LEA Name:

Tipton Elementary School District

Option for ensuring safe in-person instruction and continuity of services:
has developed a plan

1. Please choose one:

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

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

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

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

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

<https://tiptonschool.org/District/Portal/reports-and-plans>

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

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

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

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

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

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

In addition, the LEA provides the following assurances:

- ☒ The LEA has made (in the case of statutorily compliant plans) or will make (in the case of new plans) its plan publicly available no later than 30 days after receiving its ARP ESSER allocation.

- o Please insert link to the plan:

<https://tiptonschool.org/District/Portal/reports-and-plans>

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

- ☒ The LEA will periodically review and, as appropriate revise its plan, at least every six months.

- ☒ The LEA will seek public comment in determining whether to revise its plan and, if it determines revisions are necessary, on the revisions it makes to the plan.

- ☒ If the LEA revises its plan, it will ensure its revised plan addresses each of the aspects of safety currently recommended by the Centers for Disease Control(CDC), or if the CDC has revised its guidance, the updated safety recommendations at the time the LEA is revising its plan.

- ☒ The LEA has created its plan in an understandable and uniform format.

- ☒ The LEA's plan is, to the extent practicable, written in a language that parent can understand, or if not practicable, orally translated.

- ☒ The LEA will, upon request by a parent who is an individual with a disability, provide the plan in an alternative format accessible to that parent.

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

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

Cherie Solian, Principal 370 N. Evans Rd. Tipton, CA 93272, Tulare County. Contact information: Cherie Solian or Stacey Bettencourt (559) 752-4213.

Tipton Elementary School

2021 Safe Return to In Person Instruction

Based on COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year as of July 12, 2021 and updates on September 1, 2021



Board Approved: September 14, 2021

Updated Plan

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Teaching & Learning on Campus

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking, hand washing and sanitizing) are fully implemented. This is consistent with [CDC K-12 School Guidance](#). Students will return to a regular school schedule five days a week starting August 9, 2021. Parents and guardians of enrolled pupils have the option to enroll their children in in-person instruction or independent study for the 2021-2022 school year. Parents who chose to keep their student from returning to in person learning will need to complete requirements for independent study. Independent study is for the purpose of COVID mitigation and will only be offered for the 2021-2022 school year.

Independent Study

Independent Study Definitions:

Short Term: 3-14 days.

Long Term: Full school year in the program unless there are extenuating circumstances or if the student does not meet the minimum requirements.

Asynchronous Instruction: Independent work

Live interaction means interaction between the pupil and the teacher, aide or other personnel and may include peers; this interaction may be in person, by internet or phone.

Synchronous instruction means classroom-style instruction, or small group, or one-on-one instruction delivered in person or by internet or phone and involving two-way communication between the pupil and teacher.

Short Term Independent Study

A student may be assigned to a program of Independent Study when it appears to be the best interest of the student. Such an assignment requires a signed contract between the school, parents, and pupils. An Independent Study assignment shall be based on the individual needs of the student. Such a program may be utilized as an alternative to suspension, home teaching, or an extended family vacation. To request short-term independent study parents must contact the school at least one week prior to starting Independent Study. To fulfill the Independent Study contract, all coursework must be completed and turned in to the office upon return. The Tipton School Board has the right to deny Independent Study to any student.

Long Term Independent Study

Long term independent study may be used for any students that are unable to attend in-person school due to a medical condition during the 2021-2022 school year. Long term independent

study is intended to be for the duration of the full school year unless there are extenuating circumstances or if the student does not meet the requirements to remain in the independent study program (outlined below).

To enroll in Independent Study for the 2021-2022 school year, there must be an agreement in place for each pupil. The agreement must be signed by the pupil's parent, legal guardian, or caregiver. For pupils with exceptional needs, the pupil's individualized education program (IEP) must specifically provide for independent study before the pupil can begin participating.

If you wish to have your pupil return to in-person instruction during the school year, you may provide notice to the school secretary and your pupil will be returned to in person instruction no later than five instructional days after we receive the notice. To ensure student success in the long-term Independent Study program, parents and/or guardians must be active participants during both synchronous and asynchronous learning.

When any student fails to actively participate in their education, or has unsatisfactory attendance (this includes but is not limited to three consecutive absences, or excessive absences or tardies within the school year), or misses two live interactions without valid reasons or prior approval, an evaluation by administration and/or the teacher shall be conducted to determine whether the student should be allowed to continue in Independent Study. A written record of the findings of any evaluation conducted pursuant to this policy shall be maintained in the student's permanent record.

Satisfactory educational progress will be based on formalized projects, assignments, pre/post tests, local assessment data, and/or active participation in their education. The student must complete and turn in quality work to the best of their abilities. If the student fails to show progress or growth in required learning concepts or coursework completion, the student will have violated this agreement and must have a parent contact. This may lead to a conference with the teacher or administration and/or removal from the program.

The Independent Study option is to be substantially equivalent in quality and intellectual challenge of in person instruction. The minimum daily time requirement for each student is required based on their grade level. For transitional kindergarten through 3rd grade, there will be opportunities for daily synchronous instruction. For grades 4 through 8, there will be opportunities for both daily live interaction and at least weekly synchronous instruction. The teacher will provide synchronous and asynchronous work for each student to meet the minimum time requirement. The teacher may require more than the minimum amount of time. The requirements are as follows:

TK-K	180 minutes
1st-3rd	230 minutes
4th-8th	240 minutes

In addition, the teacher may require that students enrolled in the long-term independent study program attend in-person periodically. These in-person sessions may include but are not limited to assessments, interventions, engagement, and social emotional services.

Students participating in the long-term independent study program will not have the opportunity to participate in extracurricular activities including but not limited to sports, dances, spelling bee, etc.

Independent Study Tiered Re-Engagement Plan

TIER 1

When any student fails to actively participate in their education, or has unsatisfactory attendance (this includes but is not limited to three consecutive absences, or excessive absences or tardies within the school year), or misses two live interactions without valid reasons or prior approval.

Re-engagement Strategies:

- Parent is contacted by phone or in-person for an evaluation of continued enrollment, which is placed in student's permanent record for three years
- Assist with connectivity issues, technology needs, and navigating online platform
- Review independent study expectations and contract
- Offer assistance with barriers causing a lack of engagement including outreach to school and community agencies for access or counseling support

TIER 2

When any student continues to fail to actively participate in their education, or has unsatisfactory attendance (this includes but is not limited to three additional absences, or additional excessive absences or tardies within the school year), or additional missed in-person sessions without valid reasons or prior approval

Re-engagement Strategies:

- Continue offering assistance with connectivity issues, technology needs, and navigating Independent Study curriculum, e.g. Edgenuity.
- Phone call or meeting with parents to review Independent Study expectations, contract, and evaluate whether student should continue in Independent Study
- Student may be required to participate in additional synchronous instruction
- Close monitoring of student participation including parent notification within one day of the student's lack of participation or absence
- Continue to offer assistance with barriers causing a lack of engagement including outreach to school and community agencies for access or counseling support

- Referral to School Counselor, Family Social Worker, School Psychologist, Resource Teacher, and/or District Nurse

TIER 3

When any student continues to fail to actively participate in their education, or has unsatisfactory attendance (this includes but is not limited to ten absences, or excessive tardies within the school year), or additional missed live interactions without valid reasons or prior approval

Re-engagement Strategies:

- Parent meeting with administration either by video conference, phone or in person to discuss concerns regarding attendance and educational progress
- Administration, school psychologist, family social worker, resource teacher, and/or counselor may conduct a Home Visit
- Referral to appropriate community service agencies
- Student may be transitioned to in-person instruction in no later than five instructional days with collaboration between administrators and family
- May result in a Student Attendance Review Board (SARB) meeting

Bell Schedule

Instructional Day 2021 - 2022 3:05 Release Day

Class Level	Activity	Bell	Instruction Minutes	Non-instructional Minutes
Kindergarten	Warning Bell	08:20		
	Class time	08:25-10:05	100	
	Recess	10:05-10:20	15	
	Class time	10:20-11:15	55	
	Lunch/recess	11:15-12:00		45
	Class time	12:00-02:00	120	
	Dismiss	02:00		
	Total instructional minutes		290	
1 st	Warning Bell	08:20		
	Class time	08:25-10:05	100	
	Recess	10:05-10:20		15
	Class time	10:20-11:35	75	
	Lunch	11:35-12:05		30

	Recess	12:05-12:20		15
	Class time	12:20-01:30	70	
	Recess	01:30-01:45		15
	Class time	01:45- 2:55	70	
	Dismiss	02:55		
	Total instructional minutes		315	
2 nd	Warning Bell	08:20		
	Class time	08:25-10:05	100	
	Recess	10:05-10:20		15
	Class time	10:20-11:40	80	
	Lunch	11:40-12:10		30
	Recess	12:10-12:25		15
	Class time	12:25-01:30	65	
	Recess	01:30-01:45		15
	Class time	01:45- 2:55	70	
	Dismiss	02:55		
	Total instructional minutes		315	
3 rd	Warning Bell	08:20		
	Class time	08:25-10:05	100	
	Recess	10:05-10:20		15
	Class time	10:20-11:50	90	
	Lunch	11:50-12:20		30
	Recess	12:20-12:35		15
	Class time	12:35-01:30	55	
	Recess	01:30-01:45		15
	Class time	01:45-02:55	70	
	Dismiss	02:55		
	Total instructional minutes		315	
4 th	Warning Bell	08:20		
	Class time	08:25-10:05	100	
	Recess	10:05-10:20		15
	Class time	10:20-12:10	110	
	Lunch	12:10-12:40		30
	Recess	12:40-12:55		15
	Class time	12:55-03:05	130	
	Dismiss	3:05		
	Total instructional minutes		340	
5 th	Warning Bell	08:20		
	Class time	08:25-10:05	100	
	Recess	10:05-10:20		15
	Class time	10:20-12:10	110	

Lunch	12:10-12:40		30
Recess	12:40-12:55		15
Class time	12:55-03:05	130	
Dismiss	3:05		
Total instructional minutes		340	

6 th -8 th	Warning Bell	08:20		
	Block 1	08:25-09:45	80	
	Recess	09:45-10:00		15
	Passing	10:00-10:05	05	
	Block 2	10:05-11:25	80	
	Block 3	11:25-12:45	80	
	Lunch	12:45-01:15		30
	Recess	01:15-01:30		15
	Block 4	01:30-02:20	50	
	Block 5 P.E.	02:20-03:05	45	
	Dismiss	3:05		
Total instructional minutes		340		

Safety Measures for TESD

The following guidelines and procedures have been developed to ensure the safety of all students and staff when on campus.

Masks

- Masks are optional outdoors for all school settings.
- All K-12 students are required to mask indoors, with exemptions per [CDPH face mask guidance](#). Adults in K-12 school settings are required to mask when sharing indoor spaces with students.
- Masks will be required on all school busses and vehicles.
- Persons exempted from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- Masks will be provided for students who forget to bring one or do not have a facemask. Extra masks are located on all school busses, school vehicles, in classrooms and the main office on campus.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others.

Physical Distancing

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with [CDC K-12 School Guidance](#).

Outdoor Play

Students will be permitted to use all play structures on campus. Students are expected to adhere to all existing rules for playground use.

School-Based Extracurricular Activities

The requirements and recommendations apply to all extracurricular activities that are operated or supervised by schools, and all activities that occur on a school site, whether or not they occur during school hours, including, but not limited to, sports, band, chorus, and clubs. Masks are required for all persons while playing all indoor sports, unless wearing a mask during play has been determined to pose a choking hazard by a well-recognized health authority, such as the American Academy of Pediatrics.[\[1\]](#)

For (1) the playing of musical instruments that cannot be done with a face covering (e.g., wind instruments); or (2) when wearing a mask during play poses a choking hazard, at least one of the following options is required:

- a. Conduct these activities outdoors;
- b. Use modified face coverings and bell coverings when playing wind and brass instruments, and maintain 6 feet of physical distancing;
- c. Perform at least weekly screening testing with either PCR testing (1:1 or pooled PCR) or antigen testing of all individuals, including those who are fully vaccinated.

Hand Hygiene

- TESD will teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
- Promote hand washing throughout the day, especially before and after eating, after using the toilet, and after handling garbage, or removing gloves. 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.
- Staff should model, practice, and monitor proper handwashing.
- TESD will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers.
- Hand sanitizer will be placed inside each classroom entry door.
- Free standing hand sanitizing stations are being positioned around the campus for easy access.
- Students will sanitize their hands on the way in and out.

GENERAL DISINFECTION MEASURES

In general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces. Disinfecting (using disinfectants on the [U.S. Environmental Protection Agency COVID-19](#) list) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.

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
Common Areas	Cafeteria, Library, Meeting rooms, etc.	At the end of each use/day as appropriate
Technology	Chromebooks, laptops, etc.	Once per week (unshare 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.
- If the facility has had a sick person with COVID-19 within the last 24 hours, TESD will clean AND disinfect the spaces occupied by that person during that time.

Ventilation

In order to provide high-efficiency filtration and sufficient clean air delivery the district updated their HVAC filters to Merv 13 to eliminate added contaminants. (Dust, Pollen, Smog, & Bacteria) TESD installed Ionizers to all our HVAC units as an added way to help with indoor air quality.

Recommendations for staying home when sick and getting tested

- Follow the strategy for Staying Home when Sick and Getting Tested from the [CDC](#).

- Getting tested for COVID-19 when symptoms are [consistent with COVID-19](#) will help with rapid contact tracing and prevent possible spread at schools.
- Staff members and students with symptoms of COVID-19 infection are not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
 - ii. Other symptoms have improved; and
 - iii. They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

Case reporting, contact tracing and investigation

The Superintendent, Stacey Bettencourt or Dr. Cherie Solian will immediately notify the Tulare County Public Health Liaison. 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.

Quarantine recommendations for vaccinated close contacts

- For those who are vaccinated, TESD will follow the [CDPH Fully Vaccinated People Guidance](#) regarding quarantine.

Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the [CDC K-12 guidance](#) and [CDC definition of a close contact](#).

- When both parties were wearing a mask in the indoor classroom setting, unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified 10-day quarantine as follows. They may continue to attend school for in-person instruction if they:
 - i. Are asymptomatic;
 - ii. Continue to appropriately mask, as required;
 - iii. Undergo at least twice weekly testing during the 10-day quarantine; and
 - iv. Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

Quarantine recommendations for unvaccinated [close contacts](#) who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described above.

- For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:
 - i. Quarantine can end after Day 10 from the date of last exposure without testing; OR
 - ii. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
- To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
 - i. Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND ii. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.
- If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.

Isolation recommendations

- For both vaccinated and unvaccinated persons, follow the CDPH [Isolation Guidance](#) for those diagnosed with COVID-19.

Food Service Recommendations

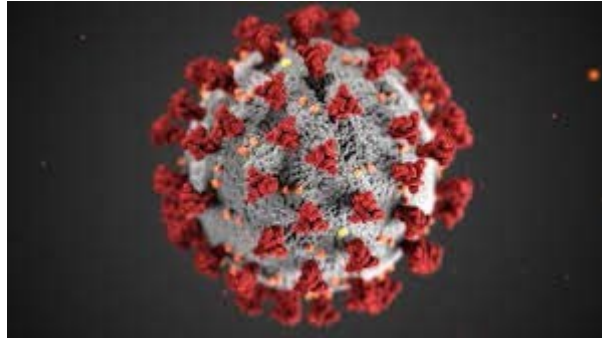
- Given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.
- Some students may eat outside when weather permits.
- TESD will clean frequently touched surfaces. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.
- Meal service is supervised by designated staff/ instructional aides.

Updates

CDPH will continue to assess conditions on an ongoing basis, and will determine no later than November 1, 2021, whether to update mask requirements or recommendations. This plan will be updated every six months as needed.

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.
- Contact 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			

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]