



# **Comprehensive Plan for In-Person Instruction and Assessment**

**With Site Specific Details**

**Updated December 16, 2022**

- **Juvenile Detention Facility Court School**
  - **La Sierra Military Academy**
  - **Mid-County Community School**
  - **Superior Community School**
    - **Tulare County Office of Education-  
Special Education Schools**
- **University Preparatory High School**

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### **STABLE GROUPS- CLASSROOM GROUPS- COHORTS**

Following local and state requirements, the number of students permitted on campus each school day and in classrooms will be limited to the amount that can be safely accommodated while maintaining a physical distance of 6 ft. between individuals.

Students will be grouped by class and will spend the majority of each school day with the same group.

Any equipment that is used by a stable group will not be shared with other stable groups until it has been cleaned. When multiple groups are outdoors at the same time, plenty of physical distancing will ensure that each group has ample room to practice distancing and at the same time hang out, play and move within their cohort.

Staff members are expected to follow the same guidelines as students and limit any interactions with other groups when possible. Staff will sign up at designated time slots to use copy machines and other shared spaces/objects.

Related Service Providers will have the option to see students virtually for group services or in a one-to-one setting for individual services. Individual services may be conducted virtually while students are in the classrooms or in an alternative work area.

Certain staff members will be authorized to work with multiple cohorts. These include principals, administrators, nurses, teachers, behavioral and mental health support staff, and related service providers.

Juvenile Detention Facility Court School	All students will be served in their unit which is a stable cohort; all students will continue to receive the same education.
Mid-County Community School	All students for on-site instruction have been assigned to a stable cohort. These cohorts have a primary assigned teacher as will. All student desks face forward. All teachers have access to use outdoor space for instructional purposes.
Superior Community School	
La Sierra Military Academy	Groups will be based on current class rosters. Groups represent the students and staff who work together throughout the day. Cleaning schedules will be maintained for all facility needs.
University Preparatory High School	Masks are available and optional at UPHS.
Special Education Centers (4)	Groups will be based on current class rosters and no class will exceed 10 students. Students will be positioned 6 ft. apart or more. For students who are not independent in health/hygiene, PPE which may include mask, gloves, gown, and face shield, will be available. Sites will be limiting school staff moving between cohorts and will follow individual assessment protocols for assessments. Hallway movement will be kept to a minimum. Students will remain in class or in a dedicated adjacent outdoor area assigned to the class. Where appropriate common areas will be closed to student access.

## **ENTRANCE, EGRESS, AND MOVEMENT WITHIN SCHOOL**

### **PRIOR TO COMING TO CAMPUS:**

Parents are asked to screen students daily by checking their temperature and observing for other symptoms associated with COVID-19 prior to sending their students to school. Parents must keep their student at home if the student exhibits one or more symptoms associated with COVID-19. Parents will notify the school of the reason for the student's absence and should consult with their physician. (See the health screening section of this document.)

### **ENTERING CAMPUS:**

All sites have PPE including masks and hand sanitizer available in the front office and classrooms.

### **LATE ARRIVALS:**

Late arrivals will go to the office to check in and screen at the Health Check-In Station as needed.

### **EGRESS/LEAVING CAMPUS:**

Dismissal times may be staggered with multiple exits in order to ensure physical distance and to avoid crowding at campus exits. Parents or caregivers should be on time and wait in the parking lot outside the assigned student exit area, standing 6 ft. apart or wait in their cars. Parents must have a plan for picking up their children from school if they are contacted and should be able to pick up their children within 30 minutes.

Students will walk (physically distanced) to the exit area and will be released by the teachers/staff.

### **SIGNS:**

A variety of signs have been strategically placed at the entrance and through the campuses that instruct students, parents, and other visitors not to enter if they are experiencing symptoms associated with COVID-19. Signs have been placed at all school entrances that instruct students, parents, and other visitors not to enter if they are experiencing symptoms associated with COVID-19. The signs also instruct people who are not experiencing these symptoms and who can enter the facilities that they are to wear face coverings and maintain 6 ft. of distance between themselves and others as well as directions to designated entrances and school office. All bathrooms will have appropriate Hand Washing Procedures signs. All staff rooms will have appropriate Stay Home If You Have Symptoms signs.

### **PHYSICAL DISTANCING MARKERS:**

Juvenile Detention Facility Court School	Non-essential visitors will not be allowed entry into school. This is a probation protocol. However, all visitors determined to be essential are designated one entry point in probation front office and are required to take a thermal scan and complete a series of health questions.
Mid-County Community School Superior Community School	Non-essential visitors, including parent volunteers, will be limited and essential workers will be required to adhere to all health and safety guidelines.
La Sierra Military Academy	Non-essential visitors, including parent volunteers, will be limited and essential workers will be required to adhere to all health and safety guidelines. All visitors will be granted a visitors' badge before entry into the building.

University Preparatory High School	During passing time between classes, it is recommended that students maintain social distance, avoid physical contact with each other, and will not share food and drinks. Non-essential visitors, including parent volunteers, may be limited and essential workers may be required to adhere to all health and safety guidelines.
Special Education Centers (4)	Upon exit the students will follow the same pattern. Anyone who arrives after drop-off or needs to pick up early will be required to check-in at the front office. Movement outside of the classroom will be kept to a minimum. Students will remain in their classroom except as required. Open spaces will be closed or used sparingly during this time to limit student access. Assemblies or school-wide events will be planned to adhere to all health and safety guidelines . Students will use outdoor space as appropriate.

### **FACE COVERINGS AND OTHER PERSONAL PROTECTIVE EQUIPMENT (PPE)**

PPE is available to all staff and students as needed.

Students can be at school with appropriate face coverings and can bring their own face coverings from home. The school will provide clean cloth or disposable face masks in case of an emergency.

Face coverings should be made of breathable cloth materials, cover the person's entire nose and mouth area, and be secured to the person's head. Face coverings that do not cover the nose and mouth, do not stay on the face, are soiled, or have holes or tears are not acceptable.

Staff who work with students who are not able to wear a face covering due to medical needs or as a result of a disability can wear added covering such as a mask and shield, or a neck guard, gloves, clothing, etc. Staff who work with students who are in need of medical procedures can wear an N95 mask and appropriate goggles or face shields. Staff who work with students who may not be able to maintain physical distancing guidelines at all times may choose to wear either an N95 mask and shield, or a surgical mask and shield. Staff may be required to wear a mask in addition to any shields.

Juvenile Detention Facility Court School	Face masks are available at all times.
Mid-County Community School Superior Community School	Masks are not required, but are available for staff and student use if desired.
La Sierra Military Academy	All staff and students will have the option of having a face mask available to them for daily use if they choose to utilize one.
University Preparatory High School	While not required, staff and students are welcome wear a mask if they so choose.
Special Education Centers (4)	Masks, face shields, gloves, gowns are available for staff/students to use as needed in the classroom and during medical procedures.

**HEALTH SCREENING FOR STUDENTS AND STAFF**

In order to protect the safety of our students and employees, thermal detectors will be available at each site to screen staff and students.

**Overview of Symptoms Associated with COVID-19:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**PARENT HEALTH SCREENING AND REPORTING:**

All local and state public health guidelines are followed at all times for all schools.

Parents must screen their students daily by checking their temperature and observing for other symptoms associated with COVID-19 prior to sending their student to school. Parents must keep their student at home if the student exhibits one or more symptoms associated with COVID-19. Parents must notify the school of the reason for the student's absence.

The school will track a student's potential exposure to COVID-19 and document his or her temperature, symptoms, and incidents of exposure. All documentation regarding a student's COVID-19 symptoms will be considered confidential medical records pursuant to the School's Policy for Use and Disclosure of Student Information Related to COVID-19.

Students who report symptoms associated with COVID-19 may return to school after they meet the requirement described above.

**SYMPTOM SCREENING:**

All staff and students who enter campus will be visually monitored for symptoms. Staff may ask questions or seek clarifications..

Students or staff who are sick, have a fever, or report symptoms associated with COVID-19 will be sent home. In determining whether to exclude a student based on symptoms of COVID-19, the school may consider the student's medical history in coordination with the School Nurse.

Juvenile Detention Facility Court School	<u>Staff</u> - All probation and school staff are screened before entry into buildings. Probation screening includes Thermal Head Scan, questionnaire regarding past 24 hours and current physical conditions. Physical signature entry into probation contact tracing log. <u>Students</u> - All students are screened following State and Local Health Guidelines and Protocols upon intake. Students are placed into 5 days
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	isolation to ensure they are symptoms free before being transferred to a permanent unit, Pod 5. Student isolation area is Pod 1 and is monitored by Probation and County Health. School staff is restricted from entrance into the isolation area, Pod 1.
Mid-County Community School Superior Community School	COVID tests are available to any student who demonstrates symptoms while at school.
La Sierra Military Academy	All students and staff with cold or flu-like symptoms are encouraged to stay home until symptoms clear. COVID tests are available to any students and staff who request them for use.
University Preparatory High School	All students and staff will complete an at-home self-assessment prior to coming to campus. If anyone feels ill, has a fever, sore throat, runny nose, etc., they are encouraged to stay home.
Special Education Centers (4)	<u>Staff</u> - Health screenings are in place for all staff members prior to reporting to work. <u>Students</u> -Staff monitor students for symptoms and inform parents should students present with illness.

**DEVELOPING ILLNESS AT SCHOOL / ISOLATION ROOMS:**

All schools have designated and prepared isolation areas for the purposes of isolating sick or symptomatic individuals until arrangements can be made for them to go home. Students who develop a fever or cough during the school day or other symptoms will be moved to an isolation room (an adult will either be with them or nearby). Isolation rooms will be monitored by staff who will be required to wear PPE including a surgical or N95 mask. Gloves are required when any physical contact is provided in the isolation area. Each area is set to allow for students to be supervised by staff from the doorway.

Staff or faculty who develop symptoms while at school will be sent home immediately unless transportation needs to be arranged, in which case they will remain in one of the isolation rooms.

Cares team will provide step by step directions for reporting and communicating with appropriate parties.

Juvenile Detention Facility Court School	Students who develop symptoms while in class will be evaluated by a site medical team at the facility’s health center. Student isolation area is Pod 1 and is monitored by Probation and County Health. School staff is restricted from the isolation area, Pod 1.
Mid-County Community School Superior Community School	All community schools sites have an identified isolation room for students who exhibit symptoms during the school day. Mid-County: Round room Superior: Classroom #2
La Sierra Military Academy	The Student Isolation room will be the spare office located adjacent to the LSMA Infirmary. The Isolation room will be monitored by the school nursing staff.
University Preparatory High School	Students who are ill will be sent home as soon as possible.

Special Education Centers (4)	All centers have an isolation area identified on campus and vetted by nursing staff. All spacing and material are in place.
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**Overview of Symptom and Screening Actions (per CA Department of Education)**

	<b>Student/Staff with...</b>	<b>School's Action</b>	<b>Communication</b>
<b>1</b>	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none"> <li>● Isolate and send home</li> <li>● Recommend testing (If positive, see #3, if negative see #4)</li> <li>● School/classroom remain open</li> </ul>	Contact Parent/Guardian
<b>2</b>	Close contact (*) with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>● Isolate and send home</li> <li>● Recommend testing</li> <li>● School/classroom remain open</li> </ul>	Community Notification of a known contact
<b>3</b>	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>● Notify the local health department</li> <li>● Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>● Identify contact (*), quarantine &amp; exclude exposed contacts (likely entire cohort (**)) for 10 days after the last date the case was present at school while infectious</li> <li>● Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 10-day quarantine)</li> <li>● Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>● School remains open</li> </ul>	School wide Communication
<b>4</b>	Test negative after symptoms	<ul style="list-style-type: none"> <li>● May return to school 24 hours after symptoms resolve</li> <li>● School/classroom remain open</li> </ul>	May need to notify the community depending on individual situation



(\*) A contact is defined as a person who is less than 6 ft. from a case for more than 15 minutes in a 24 hour period. In some school situations, it may be difficult to determine whether. Individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(\*\*) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.), and avoids contact with other persons or cohorts.

**HEALTHY HYGIENE PRACTICES**

Hand sanitizer is available prior to entrance into classrooms and in the classrooms. Staff and students will be required to sanitize their hands when arriving to and leaving school, before and after meals, after outside play, before and after using the restroom, after having close contact with others, after using shared surfaces and tools, and after blowing the nose, coughing, and sneezing.

Hand sanitizer will be provided in all classrooms that do not have sinks with soap and water. Students using hand sanitizer should rub it into their hands until it is completely dry. Hand sanitizer will be a minimum of 60% alcohol and fragrance-free.

TCOE staff and any on-campus visitors will also be instructed about handwashing expectations and will be expected to follow the policy's requirements.

Juvenile Detention Facility Court School	All students are orientated to State and Local Public Health Safety Protocols upon intake to the facility, including PPE usage and overview of hygiene in relation to handwashing and preventing the spread of germs. Training was provided to staff on topics such as Probation and COVID-19 Health and Safety Protocols, appropriate hand washing and PPE guidance. Each instructional space will be provided with supplemental air filters. Students and staff will be presented with multiple opportunities throughout the school day to regularly wash their hands at staggered intervals. Each student has been provided their own Chromebook and textbook. Instructional materials and supplies will not be shared, and instructional materials and supplies will be dedicated to each student.
Mid-County Community School Superior Community School	Students and staff will be presented with multiple opportunities throughout the school day to regularly wash their hands at staggered intervals. Materials will not be shared. Students will be provided with their own materials.
La Sierra Military Academy	Students and staff will be presented with multiple opportunities throughout the school day to regularly wash and disinfect their hands.
University Preparatory High School	Students and staff will be presented with multiple opportunities throughout the school day to regularly wash their hands.
Special Education Centers (4)	All staff are aware to engage in following appropriate safety practices. Each teacher will develop specific classroom structures around hand washing in addition to washing hands after restroom use, before eating and after outside time. These will be developed

	<p>by individual teachers within the structure of their daily routines. Class materials that are shared have been reduced and individualized containers have been purchased so sharing is reduced. The school purchased containers identified as clean and dirty, so that once used the material can be set aside to be cleaned as appropriate. Each student has been provided their own Chromebook, as needed.</p>
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**IDENTIFICATION and TRACING of CONTACTS**

In addition to managing on-campus movements and processes to ensure classroom groups follow health and safety protocols. The following systems will allow for effective contact tracing should the need arise:

**COVID-19 RESPONSE TEAM FOR STAFF:**

Staff are instructed to contact their supervisor and the Human Resources (HR) Department for incidents of COVID-19 so that contact tracing protocols can be followed. HR staff are thoroughly trained and have been following all recommended Tulare County Health and Human Services Agencies (TCHHSA) protocols.

Any positive COVID-19 tests by staff and staff families must be reported to the administrator and HR and contact tracing can be conducted, and individuals who were in close contact with the person who has received a positive test can be notified.

HR will then contact the Tulare County Health and Human Services Agencies (TCHHSA) in the case of any known COVID-19 case in the community. HR will work closely with TCHHSA to determine, through contact tracing, if additional individuals will need to be quarantined.

Students' presence on campus is tracked via attendance. Attendance will be recorded to capture students who are on distance learning and those who are physically on campus.

Any positive COVID-19 tests by students or student families must be reported to the administrator or nurse immediately so that thorough contact tracing can be conducted, and individuals who were in close contact with the person who has received a positive test and be notified.

Through contact tracing, the affected child's classroom or school and/or additional individuals will need to be quarantined. For students who need to quarantine, administration will provide appropriate notification and will ensure distance learning opportunities for the duration of the quarantine.

<p>Juvenile Detention Facility Court School</p>	<p><u>Staff</u>- There are Health Check-In Stations where all who enter conduct an initial health screening. Staff will contact HR with questions and health issues. <u>Students</u>- Teachers log their students' attendance daily. Principal will notify HR who will serve as the primary contact to Public Health.</p>
<p>Mid-County Community School Superior Community School</p>	<p><u>Staff</u>- There are Health Check-In Stations upon all entrances to the building, they will conduct an initial health screening. Staff will contact HR with questions and health issues.</p>

	<u>Students-</u> Teachers log their students’ attendance daily. Designated administrator will notify HR who will serve as the primary contact to Public Health. We will follow the guidance provided on the response grid from County Public Health.
La Sierra Military Academy	<u>Staff-</u> Staff will have access to Human Resources for questions regarding health issues. <u>Students-</u> Teachers log their students’ attendance daily. School Administration will notify HR who will serve as the primary contact to Public Health. We will follow the guidance provided on the response grid from County Public Health.
University Preparatory High School	<u>Staff-</u> Adults will have access to contact Human Resources with questions and health issues. <u>Students-</u> Teachers log their students’ attendance daily using our Student Information System, PowerSchool. The principal, office secretary, and the school nurse will serve as the primary and secondary points of contact as liaison to their designated administrator. Designated administrator will contact HR. We will follow the guidance provided on the response grid from TCHSA.
Special Education Centers (4)	Nursing team will contact staff directly in case of any known positive contact. Administration will contact each student's parent/guardian.

**PHYSICAL DISTANCING**

**Use of Markers and Signs:**

Markers and signs have been strategically placed around campuses and at entrances to remind and inform students and adults of safety protocols and practices.

**Physical Distances in Classrooms:**

TCOE classrooms will not exceed the maximum capacity limits that adequately provide for physical distancing of students and teachers. Students will be instructed and required to follow physical distancing protocols in the classroom.

In all classrooms, desks, activity station tables, and chairs have been spaced so that students will be spaced 6 ft. apart when feasible, and 3ft at a minimum. Student chairs at a large table will be spaced 6 ft. apart when feasible, and 3ft at a minimum.

**Recess, Break, and Lunch Periods:**

Physical distancing requirements will be in place for recess, break and lunch periods. Lunches will take place in individual classrooms or at designated indoor and outdoor spaces, and students will be required to maintain safe physical distance.

**Playgrounds/Outdoor Play Activities/Athletics:**

Outdoor areas are monitored at all times for the safety of students and staff.

Juvenile Detention Facility Court School	All student desks face forward. Students will be served meals in their unit, social distancing maintained.
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Mid-County Community School Superior Community School	Social distancing requirements maintained as needed.
La Sierra Military Academy	School Administration and staff assist in monitoring of students between classes and designated break times on a rotating basis.
University Preparatory High School	Staff and administration will assist in monitoring students between classes on a rotating basis.
Special Education Centers (4)	All special education centers are set with physical distance signage and markers throughout the center and within classrooms.

**STAFF TRAINING AND FAMILY EDUCATION**

All staff have been trained in all COVID-19 cleaning and safety procedures and policies.

Custodians have been thoroughly trained on Cleaning and Sanitizing Procedure/COVID-19 Response Procedures and Practices.

Substitutes and Administrators have been trained to provide substitute teaching instruction through Distance Learning as well as In-Person Instruction.

Staff at the Special Education Program sites have been provided Crisis Prevention Intervention training which highlighted de-escalation strategies geared toward supporting students safely during the pandemic.

Mental Health First Aid Training has been provided to support staff and mental health clinicians to support students and identify students with mental health needs when they return to school in person.

**FAMILY EDUCATION:**

At the beginning of school Parent Information was and will be provided via handout or virtually to give families an update on COVID-19 information about campus safety, cleaning protocols, expectations of students, and to answer any questions. Our Reopening School plan is published in both English and Spanish and posted on the TCOE website as well as shared at School Site Council Meetings, Community Advisory Committee meetings and School Site Advisory Board.

**TESTING OF STAFF:**

If a staff exhibits symptoms or is suspected of having symptoms based on symptom screening, they will be isolated and sent home. School staff will contact HR and they will advise the next steps.

**TESTING OF STUDENTS:**

If a student exhibits symptoms or is suspected of having symptoms, they will be isolated and sent home. School staff will recommend to the family that the student get tested at school or with their health care provider or at a community testing site as soon as possible.

Students and families are encouraged to get a COVID-19 test from one of the local health centers when they have been in close contact with someone for more than 15 minutes who has tested positive for COVID-19.

**IDENTIFICATION and REPORTING of CASES:**

The Human Resources Department will contact TCHHSA in the case of any known COVID case in the community. HR will work closely with Public Health to determine, through contact tracing, if additional individuals need to be quarantined.

**COMMUNICATION PLANS:**

Since the start of the pandemic in March 2020, our Superintendent has issued regular and timely agency-wide emails to all employees providing detailed information about such topics as Health Orders, School Closures, COVID-19 Testing, links to County Health and CDC websites, Emergency Childcare Centers, Face Coverings and Physical Distancing, and several virtual meetings for all employees to ensure a shared understanding of safe practices and protocols.

Protocols have been established to ensure that clear, consistent communication systems are in place for all COVID-19 related issues.

School Administrators and teachers will communicate with students and families regarding changes to any practices or guidance. Parent messages via email and Remind App, along with other means of communication, have been used to provide information to families. Staff will work closely with site administrators to ensure ongoing communication. All staff are responsible for reporting any safety concerns to the site administrator immediately.

Designated TCOE staff members will report to the CDE the status of In-Person Instruction for all TCOE Programs as required.

**EXPOSURE & COMMUNICATION FOR STAFF:**

Staff are instructed to contact their supervisor and the HR Department for incidents of COVID-19 so that contact tracing protocols can be followed. HR staff are thoroughly trained and have been following all recommended TCHHSA protocols.

Any positive COVID-19 tests by staff and staff families must be reported to the administrator and HR immediately so thorough contact tracing can be conducted, and individuals who were in close contact with the person who has received a positive test can be notified.

HR will immediately contact TCHHSA in case of any known COVID-19 case in the community. HR will work closely with TCHHSA to determine, through contact tracing, if additional individuals will need to be quarantined.

**EXPOSURE & COMMUNICATION FOR STUDENTS:**

TCOE has created a COVID-19 Response Teams to be the designated contacts with TCHHSA and the contact for any exposure situations involving students and staff. These teams are made up of school nurses, administrators and site staff, and will serve as the leads during potential exposure situations.

Any positive COVID-19 tests by students or student families must be reported to the administrator or nurse immediately so that thorough contact tracing can be conducted, and individuals who were in close contact with the person who has received a positive test can be notified.

Our COVID-19 Response Team will continue to report to TCHHSA any positive case or any known COVID-19 case in the community. Our Response Team will work closely with TCHHSA to determine, through contact tracing, if the affected child's classroom or school and/or additional individuals will be quarantined. For students who need to quarantine, TCOE will provide appropriate notification to families and will ensure distance learning opportunities for the duration of the quarantine.

When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at the school site, the Response Team will refer to the California Department of Public Health Framework for K-12 Schools and provide all staff members with appropriate guidance of potential exposure.

In consultation with the local public health department, TCOE Administration and Response Team members will determine whether school closure is warranted, including the length of time necessary, based on the risk level citing the specific community as determined by the local public health officer.

Recommendation will be made to the Superintendent for final decision.

**VACCINATION FOR STAFF AND STUDENTS**

All TCOE School and Program Staff will receive vaccinations from their local health official in conjunction with state and county distribution guidelines. Staff are not required to receive the vaccination but are highly encouraged to be vaccinated when working in person with students.

**TRANSPORTATION**

Students arrive to campus via personal vehicle, parent transportation or school bus (provided by TCOE or the student's district of residence). Bus drivers have received training regarding the protocols that have been implemented to assure that students do not board the bus with COVID-19 symptoms.

Mid-County Community School Superior Community School	Students who require transportation arrive by private car or by public transportation. Students who use the private cars will be required to wear masks while all drivers are required to wear face masks and follow CDC health guidelines.
La Sierra Military Academy	Students who require transportation arrive by private car or by public transportation. All staff and students are permitted to use a face mask throughout the school day.
University Preparatory High School	Students who require transportation arrive by private car or by public transportation. All staff and students are permitted to wear their face mask when they are in a class with students.
Special Education Centers (4)	Face coverings are available for staff or students. Students have assigned seating on all bus routes.

## **CLEANING AND DISINFECTING**

TCOE has established regular and frequent cleaning and disinfection protocols to mitigate the spread of COVID-19. The following items detail these activities:

### **CLEANING DURING THE SCHOOL DAY:**

Each classroom and staff work area is stocked with enough approved cleaning and disinfecting supplies to clean and sanitize surfaces and high touch areas throughout the day. High touch areas include door handles, light switches, bathroom surfaces, student desks and chairs. Whenever possible, windows and interior doors to classrooms and offices will be open for air circulation as well as to reduce the need for touching doorknobs and other high touch areas.

Teachers, aides, and all staff will clean and disinfect the common surfaces and objects used throughout the day such as office workspaces, break rooms, eating areas, copiers, restrooms, and items in other shared spaces. Teachers will include cleaning staff daily schedules to ensure regular cleaning throughout the day.

### **NIGHT CLEANING:**

After 4:00pm all classrooms and common areas that have been used during the school day will be cleaned thoroughly. All products, practices and procedures follow current guidelines for school buildings during the Covid-19 pandemic.

### **EDUCATIONAL MATERIALS:**

To the extent possible, students will have individual and personalized kits with learning materials, books, art supplies, and other learning materials, and will not share any materials or supplies. Any equipment or supplies that are to be used by multiple students will be cleaned and/or sanitized properly between uses.

### **PLAYGROUND AND OUTDOOR STRUCTURES:**

Frequently touched areas of playground equipment will be disinfected daily, with cohorts using separate equipment or staggered schedules to eliminate sharing of play equipment. TCOE staff will use safe and effective disinfecting solutions between uses.

### **WATER FOUNTAINS:**

All water fountains that are not touchless have been removed or disconnected. Students will be required to use personal water bottles and those who do not have water bottles will be provided a disposable water bottle for the day.

### **RESTROOMS:**

Each classroom or cohort of students will use one dedicated set of student restrooms. Students who need to be escorted will be escorted by staff, and students needing personal hygiene support will follow recommended protocol as guided by the school nurse or health/IEP plan. Students will be expected to lower the toilet seat when flushing. All staff will use dedicated staff restrooms.

### **AIR PURIFIERS AND HVAC SYSTEMS:**

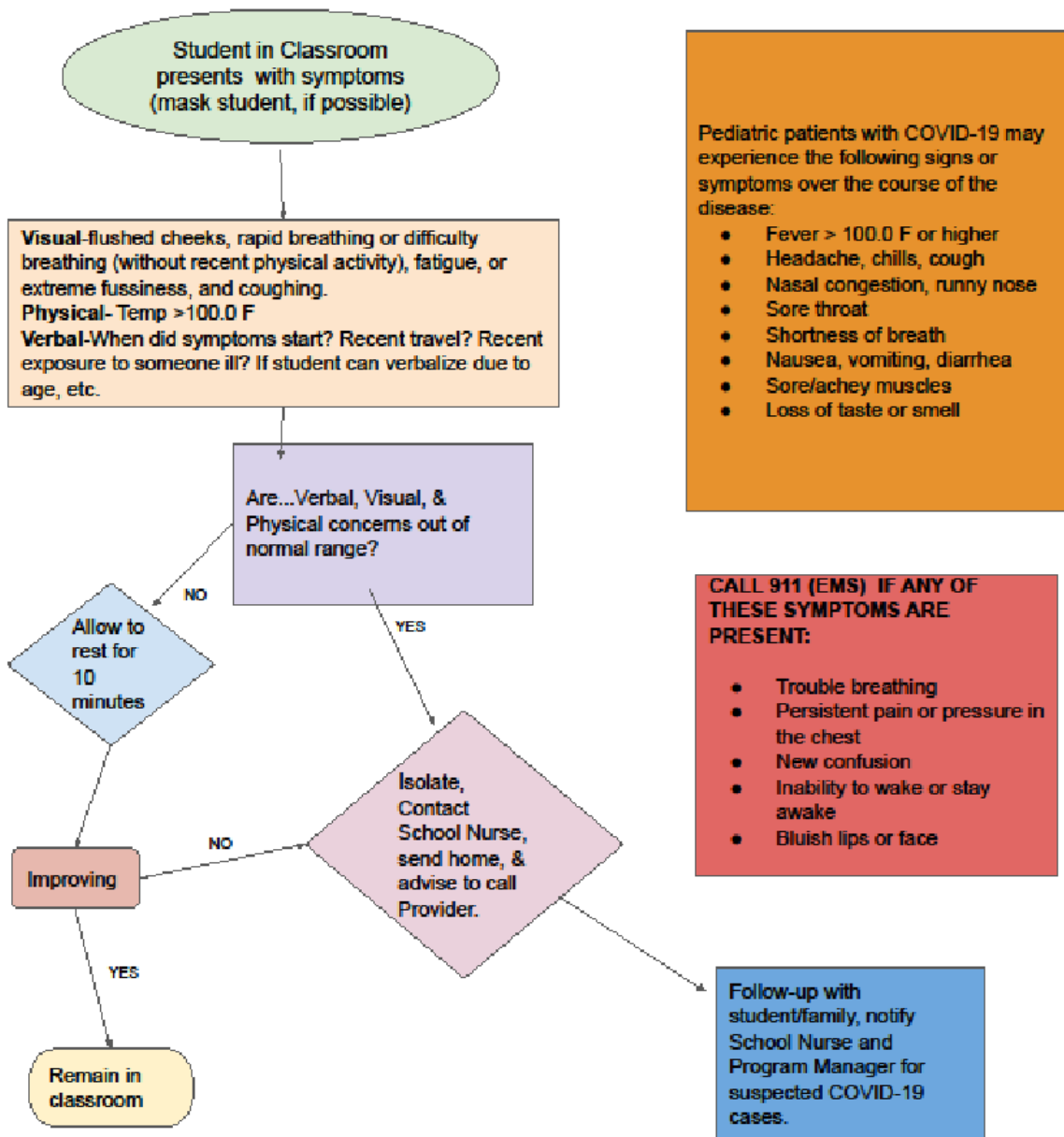
All buildings and classrooms within our TCOE Schools have working air purifiers or HVAC systems.





## COVID-19 Screening Flowchart

This flowchart will be used by classroom staff to provide guidance for students who may present with COVID-19 like symptoms.



Reference:  
TCSD, Health Services, 6/2020; CSNO 2020.  
TCOEAcCEL Health Services 10/2020.