TULARE COUNTY
HEALTH & HUMAN SERVICES AGENCY

Timothy W. Lutz, MBA
Agency Director

Karen M. Elliott, MBA • Director • Public Health Branch Director
Karen Haught, MD, MPH • County Health Officer

Waiver Application Cover Form

(for use by a Local Education Agency or equivalent)

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

Name of Applicant (Local Educational Agency or Equivalent): Hope Elementary School

School Type:

X Traditional Public School

_____ Charter School

_____ Private, Independent, or Faith-Based School

Number of schools: 1 Enrollment/ADA: 238

Superintendent (or equivalent) Name: Melanie Matta

Address: 1013 W. Teapot Dome Ave.
Porterville, CA. 93257

Grades of Students Proposed to be Reopened:

TK K 1st 2nd 3rd 4th 5th 6th

Date of Proposed Reopening: As soon as clearance is granted.

Name of Person Completing Application:

Phone Number: 559-784-1064 Email: mmatta@hope-esd.org

Signature: M. Matta Date: 9/8/20

I. Consultation

a. Labor Organization
   i. Hope Teachers Association -
      1. May 19, June 2, June 23, July 7, July 23, Aug 3, Aug 11, Aug 18 , Aug 25, Sept. 1, Sept. 16

   ii. Classified Staff (non-union)
      1. May 19, June 2, July 7, Aug 3, Aug 25

100% of the staff at Hope stated that they were ready to return to face to face instruction. Each staff member had a meeting with the Superintendent and each staff member indicated that they wanted students back on campus because it was in the best interest of the students to be learning in the classroom. It has been difficult to get all students connected to the internet and learning. Currently, all Hope Staff are teaching virtually from their classrooms.

b. Parent and Community Organizations -
   i. Parents
      1. Surveys - June 11, July 27, July 29, Aug 1, Aug 10, Sept. 9
   ii. School Site Council
      1. May 21, Aug 7
   iii. Hope School Board of Education
      1. June 10, June 17, July 22, Aug 12, Sept 9

In multiple parent meetings through Facebook live, surveys, phone calls, and Site Council meetings, we have found that 60% of parents would like their children to receive in-person, face to face instruction. Many of our families have 2 working parents and they are finding it extremely difficult to ensure their children are getting online and learning. In addition, we are experiencing issues with our distance learning platform. Students are getting kicked out of zoom or are experiencing connectivity problems that makes it hard for them to understand the teacher and the instruction.

II. Elementary School Reopening Plans

Sanitizing of each classroom is currently completed and will continue to be completed every evening. This includes the use of foggers as well as approved sanitizer. Each student has already been issued their own chromebook to use at school as well as at home. Any supplies provided by the school will be labeled for individual use and are new in packaging. Students will remain at their own desk with a sneeze guard at each desk. The school office is wiped down multiple times daily after each person is served.

Outdoor equipment will be sprayed down with no-rinse disinfectant after each recess session. In addition, staggered recess times with ample area for spacing is available. Outdoor areas will be divided into sections and cohorts will be assigned a different area each day to be

able to provide proper distancing and to provide a better opportunity for safe supervision of cohorts. If the student is a bus rider, they will be assigned a seat on the bus that is 6ft in distance from another student. Siblings will sit together. Currently, we only have 5 students riding the bus in a 65 passenger bus. If we get more students riding the bus and are unable to socially distance all students, the bus driver will drop off (at Hope School) the students that were already picked up, sanitize the bus, and go back for the rest of the students.

Cohorting:

Each classroom of students will remain together for the entirety of their school day. Students will eat breakfast together in their classroom and be able to play outside together in their designated area. The student break times will be staggered so that students remain with their cohort and do not mix with other cohorts. Breakfast will be bagged and handed to each student individually. Lunch will be the "grab and go" style. All lunches will be pre-bagged for the entire week and given to the students as they leave campus.

Entrance, Egress, and Movement within the School:

Please see attached map which has been provided to parents/guardians for drop off and pickup procedures. Students will be coming directly from their parents vehicle into the school through the front entrance and they will leave through the side gate. To minimize distance between the students and to not mix cohorts, we will use our walkie/talkies to call the students out of their classrooms as we see their parents' cars come through. We do this during rainy day schedule and it works perfectly. Socially distant markers have been placed along the sidewalks and outside classrooms to ensure students maintain 6ft of distance.

Face Coverings and Other Essential Protective Gear:

Face coverings are required of all students in grades 3-6 at all times. Per the California Health Department, face coverings for students in TK-2 are strongly encouraged. We have extra masks on hand in case a child forgets theirs. There is also extra face coverings for all staff. Employees taking staff and student temperatures as they arrive at school will wear a mask. All employees are required to wear a mask at all times. Extra masks (cloth and disposable) as well as face shields are available in the office should they be needed by staff.

Health Screenings for Students and Staff:

Each staff member has their temperature taken daily with a touchless thermometer as they walk through the door. They also must fill out a questionnaire daily (see attached). If staff know that they are starting symptoms, they are to call administration to report before they come to work. Students will have their temperature taken with a touchless thermometer daily. The protocol is as follows:

1. **Temperature checks with touchless thermometer will be taken at the gate or when getting on the bus.** Parents are strongly encouraged to take their child's temperature

before getting in the car or getting on the bus to come to school to ensure they do not have a fever.

a. Parents who are dropping off their students must wait for staff to take the students temperature before they leave.
b. If a child's temp is higher than 100.4, they will automatically be returned to the car. If the child is a bus rider, the student will not be allowed on the bus. We will ensure the student goes back into their home and office staff will contact the parent.
c. If a child has a temp off 99.-100.3 - we will assess the situation for any other symptoms of illness. If the child is riding the bus, the student will be placed in a seat away from others. The student will be sent to the quarantine tent for further assessment of illness.

2. If students are presenting symptoms of illness during the day, it is mandatory for the teacher to send the student to the quarantine tent for symptom assessment. As stated in the previous letter, the office staff and the district nurse will assess the child for illness. If a child is presenting signs or symptoms of Covid-19, the parents will be contacted to pick up their child and follow up with their primary health care physician. If a child is sent home, the parent will need to present the office with a doctor's note before their child can return to the classroom per TCHHSA guidelines. *If children present symptoms, they are encouraged to be tested for Covid.

Healthy Hygiene Practices:

Hope School is on bottled water so students will not be sharing a drinking fountain as they have been turned off and are not available for use. Students are provided individual paper cups to use at the water station. They may also bring their own water bottle to fill up. Water stations are disinfected after every use. Hand sanitizer is positioned at every classroom entrance, in the school office and cafeteria. Students will be taught the proper way to wash their hands and the area will be sanitized after every use. Before returning to in-person instruction, teachers will conduct an online lesson to preview the safety protocols before students return to school as well as a lesson on hand washing and proper use of wearing a mask.

Identification and Tracing of Contacts:

The Superintendent/Principal, Melanie Matta will immediately notify the Tulare County Public Health Liaison and the school nurse. Superintendent/Principal, Melanie Matta, is the contact tracer for Hope Elementary School and will conduct all the contact tracing in consultation with the TCHHSA nurse. In the event that Melanie Matta is unavailable, District Nurse, Ana Borba, will conduct the contract tracing. These officials will help administrators determine a course of action for the school. The Superintendent/Principal will work with TCHHSA to determine appropriate next steps, including whether an extended closure is needed to stop or slow further spread of Covid-19. The Superintendent/Principal will notify all families and employees of those who may be affected by the exposure after all contract tracing is completed.

Steps of Contact Tracing:

1. Assess the risk - identify close contacts, create a list, take action
2. Identify close contact - was the person within 6 ft for a prolonged period of time (more than 15 minutes) with the confirmed person? Were they wearing masks?
3. Identify exposure locations - classroom? Bus? Entrance? Exit? Common area?
4. Start the Facility Contact List Risk Assessment Spreadsheet - risk level - high? Low?; Specific time/distance? PPE? Description
    a. If high - 14 day quarantine
    b. If low - remain in school and monitor symptoms
5. Be prepared to take action
    a. Confirmed positive- Isolate
    b. High Risk - Quarantine
    c. Low Risk - Monitor symptoms

****All high risk contacts will need to be Covid tested by the end of the 14 day quarantine.**

Physical Distancing:

Markers placed all around the campus will indicate the 6ft. of distance that must be maintained throughout the campus. All desks have been arranged to ensure 6ft of distance. All students who are returning will also have sneeze guards on the desks to help with prevention of Covid-19. No students will ever share a desk or desk space.

Staff members observe distancing in all shared spaces such as the teacher work room and in hallways. If teachers need to speak with one another, they will observe 6ft of distance and meet outside rather than in the classroom. It is encouraged for teachers to use zoom or phone communication rather than to speak to each other in person.

An acrylic divider has been placed on the front desk of the office to ensure safety to our office personnel. There is a sign on the door that states only one person in the office at a time. All others must wait their turn. There is also one entry point and one exit point that a separate. The office desk is cleaned after every parent.

Staff Training and Family Education:

All staff members were trained prior to the start of the school year. Each staff member was assigned an online training through Keenan and Associates as well as had safety training with our district nurse. This training included Covid-19 procedures and safety protocols.

A Covid-19 handbook was given to our families at the start of the school year. Parents, district staff, and the school board were consulted in the creation of the handbook.

Testing of Students and Staff:

Any student or staff member who has any symptoms of the virus or reports that they have been exposed will be sent home immediately or if notified by phone, will be encouraged to go get a Covid test. Parents and employees must have a letter from a qualified physician stating that the child or employee is safe to return to school. That letter must be shared with the school

principal before the child or employee is allowed back to school. Staff are tested periodically by their primary care provider or by referring teachers to a community testing site, as testing capacity permits and as practicable. Examples of recommended frequency include all staff being tested over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate which staff members are tested over time.

Testing Sites in Porterville, CA:

Veterans Memorial Building 1900 W Olive Ave., Porterville Mon- Fri, 7:00 am- 7:00 pm By appointment only 1-888-634-1123

Family HealthCare Network - Downtown Porterville, 65 N Hockett St., Porterville, Ca. Mon-Fri 8:00am-7pm; Saturday and Sunday-8am-5pm 1-877-960-3426

CVS - Porterville - 800 N. Westwood St., Porterville, Monday-Friday 9am-9pm; Saturday 9am-6pm; and Sunday 10am-6pm

Rite Aid - Porterville - 66 Morton Ave. Porterville, Monday-Friday 8am-8pm; Saturday 10am-5pm; Sunday 11am-5pm

Triggers for Switching to Distance Learning:

Hope School, with consultation from TCHHSA, will close for 14 days if 5% of the school becomes infected. Hope may typically reopen after 14 days, in consultation with the local public health department provided a thorough cleaning and disinfection regimen has been completed and Public Health has been consulted and done their investigation of the outbreak.

Hope School has also communicated our Virtual Learning Plan in a handbook available to families at materials pick up appointments and through mass email blasts available to families. In addition, the handbook is available on our school website.

Communication Plans:

The Superintendent/Principal will send a letter to all parents explaining the cases and exposure without releasing student or staff names. Hope School will also continue to use Blackboard Connect, our parent communication apps, Class Dojo and ClassTag, as well as our email blasts to communicate with parents. At all times, student and staff confidentiality will be of utmost importance and names or other identifying information will not be revealed.

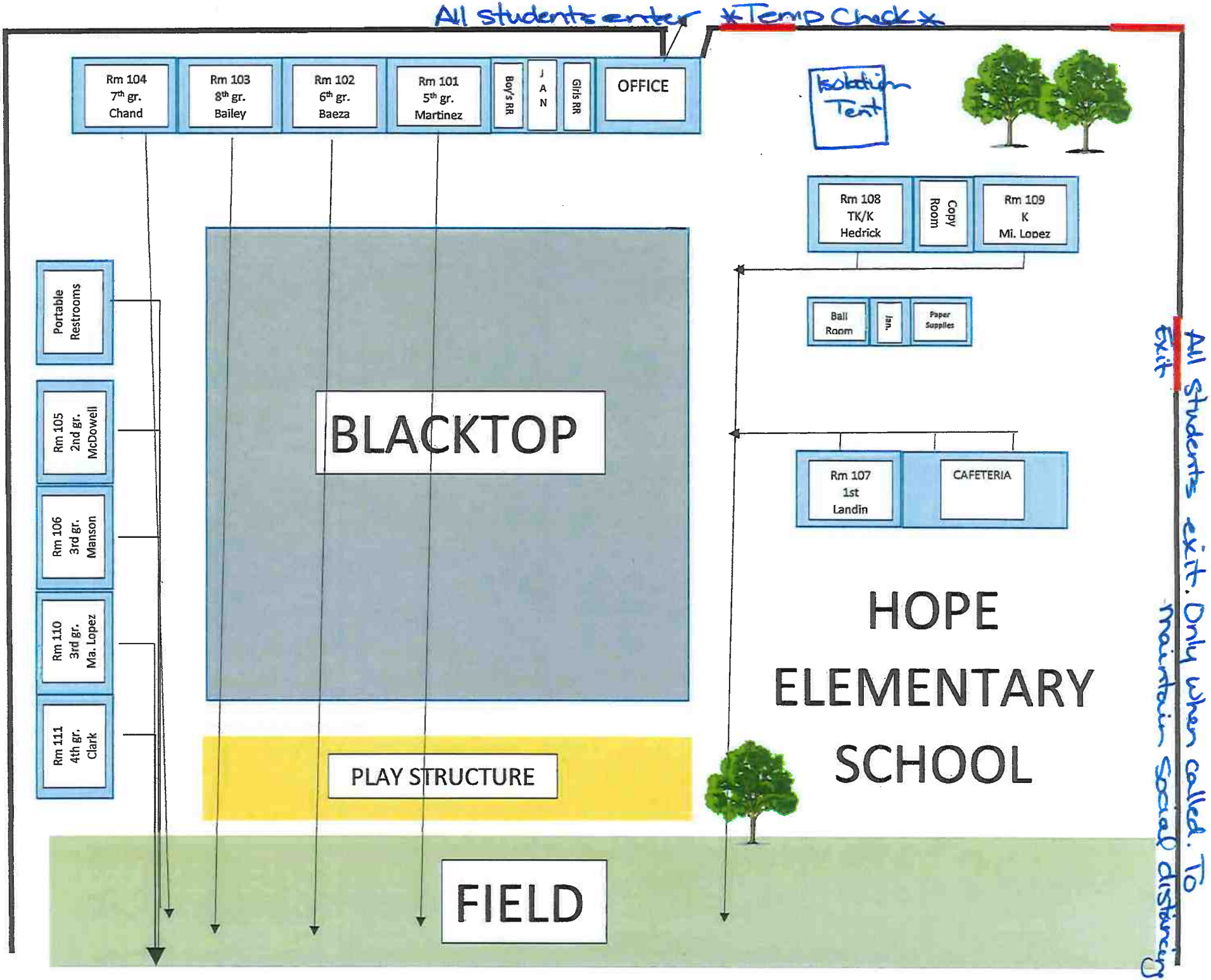
Additional Comments:

We have utilized our CARES Act Funding to ensure that each child has their own supplies and doesn't need to share. This includes computing devices and day to day classroom supplies that students use on a regular basis. Signage was also purchased so that students know where to

stand and what 6ft of distance looks like. All classrooms are staffed with 2 adults to ensure safety at all times.

Because the class sizes will average at approximately 10 students, there is plenty of room for each cohort to play on the playground and ensure social distancing. After each cohort has their recess, our two janitorial staff members will wipe down all equipment for use for the next group. They will also be available during the 3 hours the students are on campus to constantly sanitize the restrooms.

All parent meetings with teachers will be held over the phone or via Zoom video conferencing. Parents will not be allowed on campus at any time unless they are needing to drop something off in the office or pick something up. At all other times, they are to remain in their vehicle if they are dropping off or picking up students.


All students enter
Temp Check
Rm 104
7th gr.
Chand
Rm 103
8th gr.
Bailey
Rm 102
6th gr.
Baeza
Rm 101
5th gr.
Martinez
Boy's RR
J A N
Girls RR
OFFICE
Isolation Tent
Rm 108
TK/K
Hedrick
Copy Room
Rm 109
K
Mi. Lopez
Ball Room
Jan.
Paper Supplies
Portable Restrooms
Rm 105
2nd gr.
McDowell
Rm 106
3rd gr.
Manson
Rm 110
3rd gr.
Ma. Lopez
Rm 111
4th gr.
Clark
BLACKTOP
Rm 107
1st
Landin
CAFETERIA
HOPE
ELEMENTARY
SCHOOL
PLAY STRUCTURE
FIELD
All students exit. Only when called. To maintain social distancing
Exit

Covid19SchoolHealth@tularehhsa.org

July 29, 2020

CDHP State Guidance Pending

- Initial information on July 17, 2020 for Elementary Schools K-6;
- Waiver application
- Consultation with Health Officer

Email plan and waivers to:
TCCOVIDSchools@tularehhsa.org

COVID 19 CORONAVIRUS DISEASE

COVID19 + AT YOUR SITE

What to do when notified Covid19 Positive employee/student/volunteer?

1. Mitigate Spread & Prevent Outbreak
2. Employees, Student & Business Operations

COVID 19 CORONAVIRUS DISEASE

Mitigate the SPREAD

CDC Guidelines

COVID 19 CORONAVIRUS DISEASE

School Decision Tree

Assess Risk

- Identify the Close Contacts;
- Create Facility Contact List (tool);
- Understand Exposure Risk
- Take Action

COVID 19 CORONAVIRUS DISEASE

Mitigate the SPREAD

Identify - Close Contact

- Within 6 feet for a prolonged period of time of the confirmed person
- Unprotected direct contact with infectious secretions or excretions of the confirmed person

* Prolonged period of time is defined by CDC as (15) minutes.

COVID 19 CORONAVIRUS DISEASE

Mitigate the SPREAD

Identify – Exposure Locations

- Classroom
- Bus
- Entrance/Exits
- Common Areas

Common Areas
- Hallways;
- Restrooms; Break Rms;
- Lobbies & waiting areas;
- Library;
- Playground

COVID 19 CORONAVIRUS DISEASE

Mitigate the SPREAD

Facility Contact List: Risk Assessment

Full Name	Exposure Risk (high, low)	Dept Name	Job Title	Date of Birth	Address	City	Cell Phone	Home Phone	Working or Quarantine	Time spent within 6 feet of COVID-19 employee?	Type of PPE used during exposures?	Description

- Risk Level: High/Low
- Specific: Time/Distance
- Personal Protective Equipment (PPE)
- Description

COVID 19 CORONAVIRUS DISEASE

Mitigate the SPREAD

Exposure Risk Assessment

- High: 14day Quarantine
  - Illness can develop within 14 days
  - Negative Test; employee/student must still quarantine
- Low: Remain at School and Monitor symptoms

COVID 19 CORONAVIRUS DISEASE

Mitigate the SPREAD

Be Prepared to Take Action

- Confirmed Positive: **Isolate**
- High Risk: **Quarantine**
- Low Risk: **Monitor symptoms**

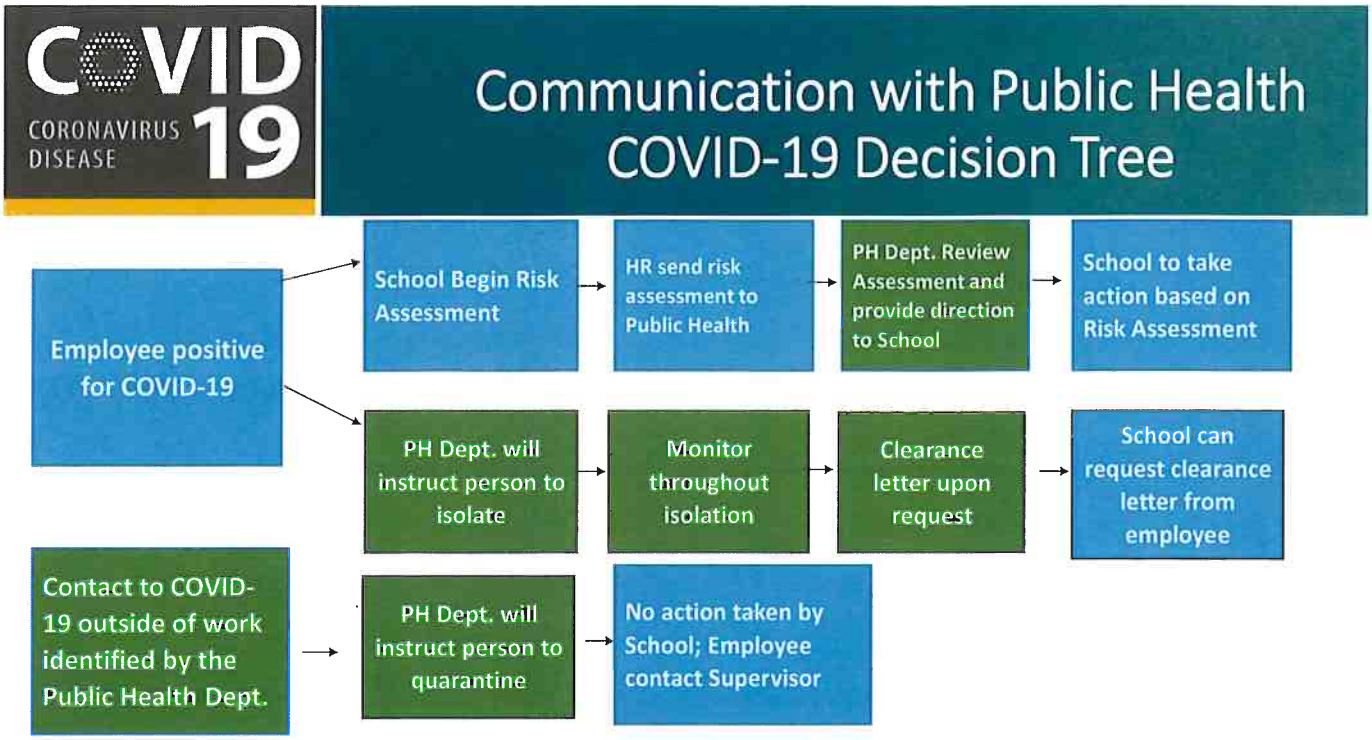
COVID 19 CORONAVIRUS DISEASE

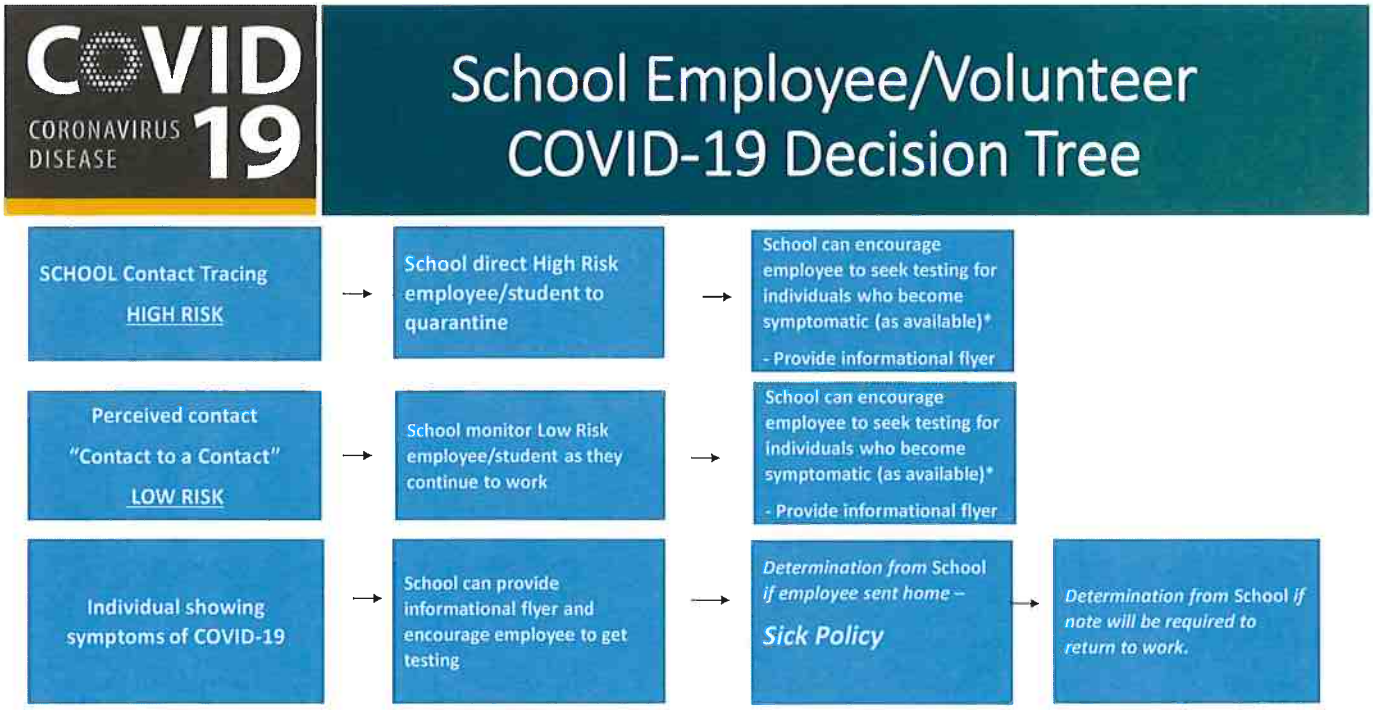
Mitigate the SPREAD

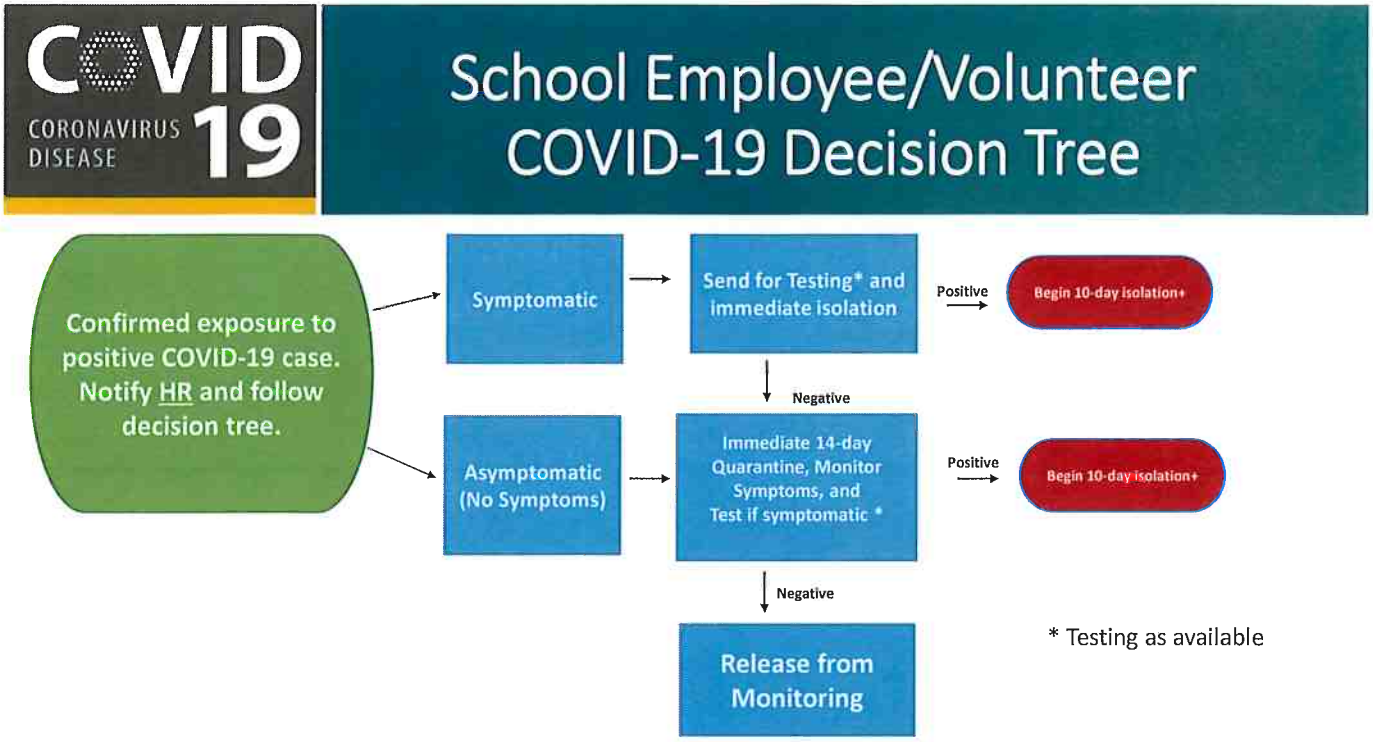
CDC Guidelines

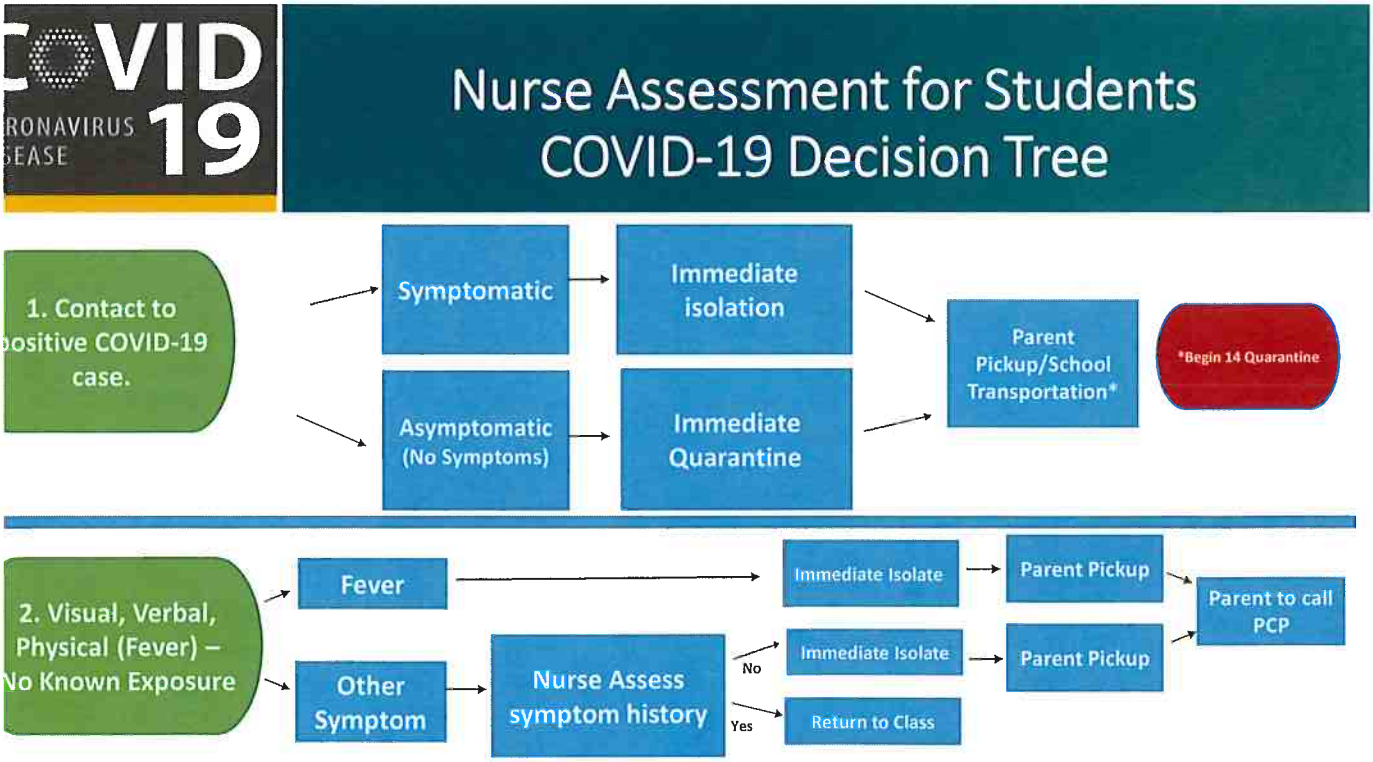
COVID 19 CORONAVIRUS DISEASE

School Decision Tree


COVID 19
CORONAVIRUS DISEASE
Communication with Public Health
COVID-19 Decision Tree
Employee positive for COVID-19
School Begin Risk Assessment
HR send risk assessment to Public Health
PH Dept. Review Assessment and provide direction to School
School to take action based on Risk Assessment
PH Dept. will instruct person to isolate
Monitor throughout isolation
Clearance letter upon request
School can request clearance letter from employee
Contact to COVID-19 outside of work identified by the Public Health Dept.
PH Dept. will instruct person to quarantine
No action taken by School; Employee contact Supervisor


COVID 19
CORONAVIRUS DISEASE
School Employee/Volunteer
COVID-19 Decision Tree
SCHOOL Contact Tracing
HIGH RISK
School direct High Risk employee/student to quarantine
School can encourage employee to seek testing for individuals who become symptomatic (as available)*
- Provide informational flyer
Perceived contact
"Contact to a Contact"
LOW RISK
School monitor Low Risk employee/student as they continue to work
School can encourage employee to seek testing for individuals who become symptomatic (as available)*
- Provide informational flyer
Individual showing symptoms of COVID-19
School can provide informational flyer and encourage employee to get testing
Determination from School if employee sent home –
Sick Policy
Determination from School if note will be required to return to work.


COVID 19
CORONAVIRUS DISEASE
School Employee/Volunteer COVID-19 Decision Tree
Confirmed exposure to positive COVID-19 case. Notify HR and follow decision tree.
Symptomatic
Send for Testing* and immediate isolation
Positive
Begin 10-day isolation+
Negative
Asymptomatic (No Symptoms)
Immediate 14-day Quarantine, Monitor Symptoms, and Test if symptomatic *
Positive
Begin 10-day isolation+
Negative
Release from Monitoring
* Testing as available


COVID 19
RONAVIRUS
SEASE
Nurse Assessment for Students COVID-19 Decision Tree
1. Contact to positive COVID-19 case.
Symptomatic
Immediate isolation
Asymptomatic (No Symptoms)
Immediate Quarantine
Parent Pickup/School Transportation*
*Begin 14 Quarantine
2. Visual, Verbal, Physical (Fever) – No Known Exposure
Fever
Immediate Isolate
Parent Pickup
Parent to call PCP
Other Symptom
Nurse Assess symptom history
No
Immediate Isolate
Parent Pickup
Yes
Return to Class

COVID 19 CORONAVIRUS DISEASE

Employees, Students & Business Operations

CDC Clearance Procedures:
Time and Symptoms Based

COVID 19 CORONAVIRUS DISEASE

Confirmed Positive Employees/Students

- Isolation:
  - ✓ 10 days from symptom onset/collection date
  - ✓ 24 hour (1 day) fever free (without medication)
  - ✓ Improved symptoms
- ***Public Health Clearance Letter***

COVID 19 CORONAVIRUS DISEASE

Close Contact Employees/Students

- High Exposure Risk at work, or Household
- Quarantine
  - Illness can develop within 14 days
  - Negative Test; employee/student must still quarantine

COVID 19 CORONAVIRUS DISEASE

Low Risk Contact

- Low risk Exposure, continue to work or attend school when:
  - ✓ Monitor symptoms 14 days
  - ✓ Remain Symptom Free
- **If symptomatic:** call medical provider and get tested
- *No Public Health Department action*

COVID 19 CORONAVIRUS DISEASE

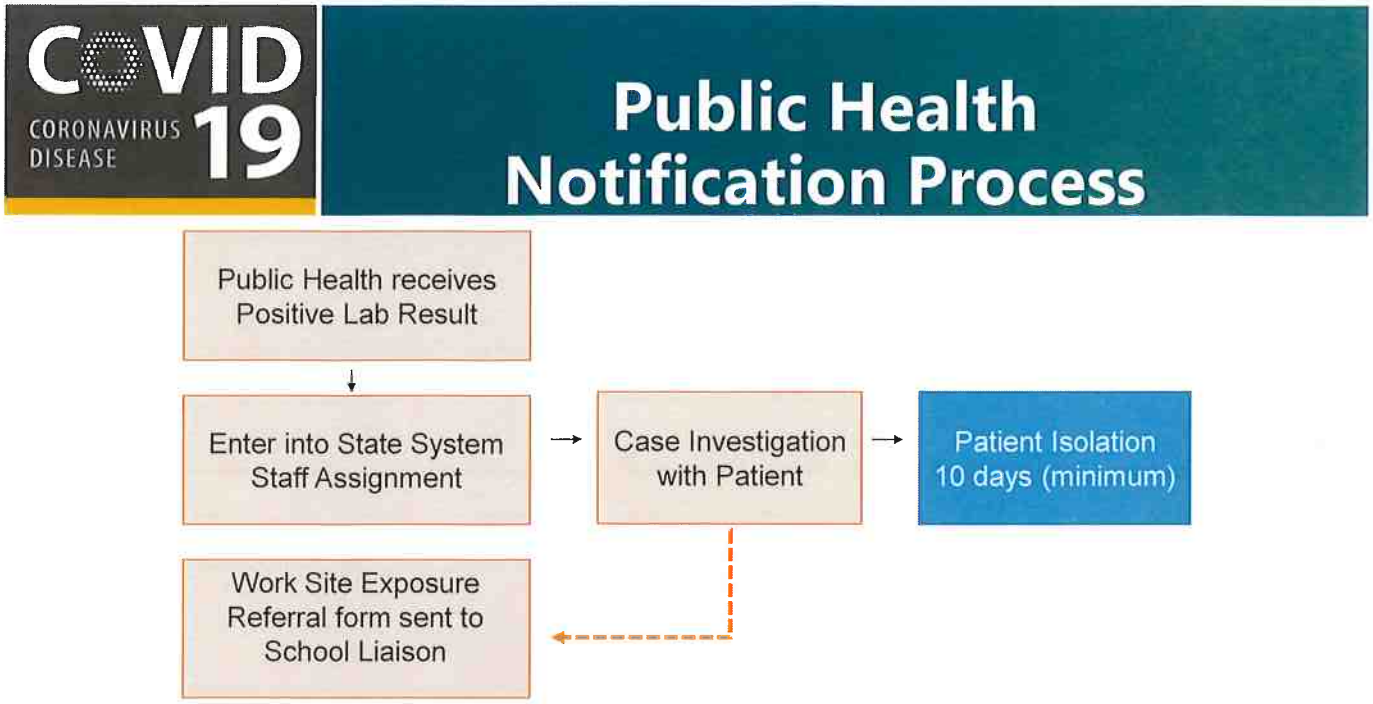
Contact to Contact

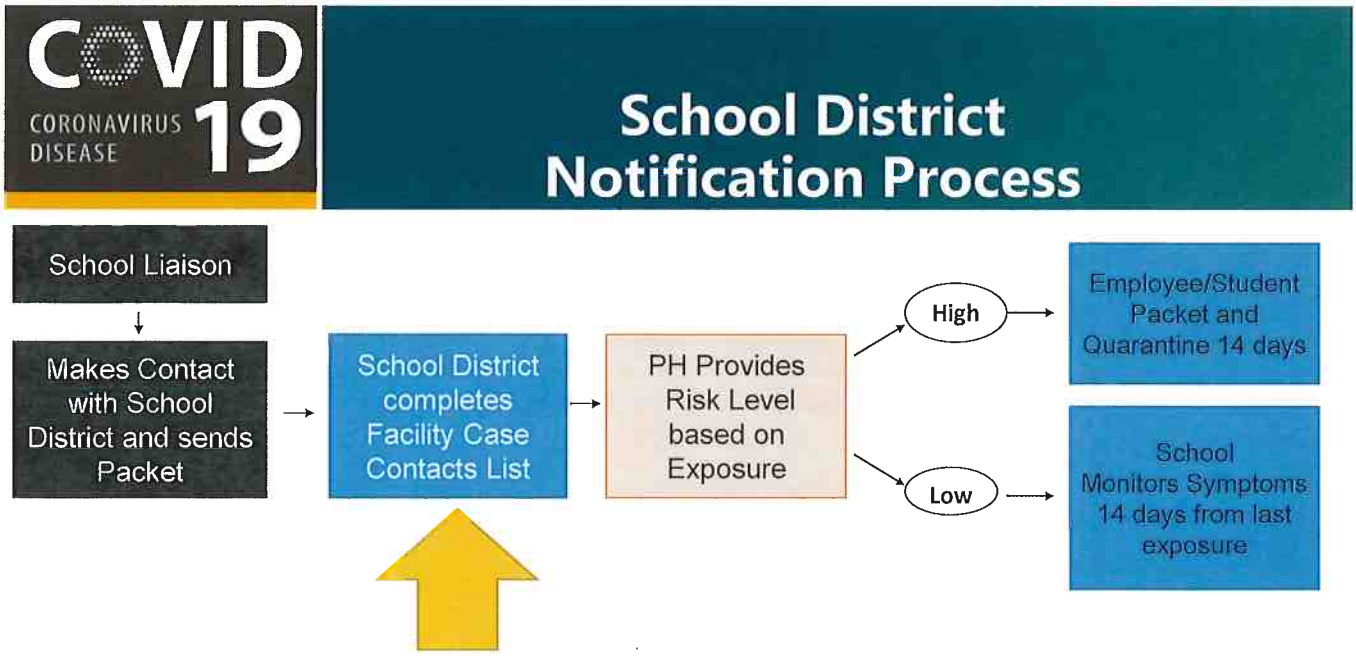
- Not a Direct Exposure
- **Continue School District Policy for Staff & Student Illness**
- *No Public Health Department action*

COVID 19 CORONAVIRUS DISEASE

Employees, Students & Business Operations

- Doctors Notes
- ***Employer staffing issues***
- Public Health Department consult conference call


COVID 19
CORONAVIRUS DISEASE
Public Health Notification Process
Public Health receives Positive Lab Result
Enter into State System Staff Assignment
Case Investigation with Patient
Patient Isolation 10 days (minimum)
Work Site Exposure Referral form sent to School Liaison


COVID 19
CORONAVIRUS DISEASE
School District Notification Process
School Liaison
Makes Contact with School District and sends Packet
School District completes Facility Case Contacts List
PH Provides Risk Level based on Exposure
High
Low
Employee/Student Packet and Quarantine 14 days
School Monitors Symptoms 14 days from last exposure

Transition Back to School

Establish:

- Social Distancing Protocol
- Face Covering/PPE Protocol
- Disinfecting Protocol
- Common Areas Protocol
- Risk Assessment Protocol
- Isolation Rooms

School Operations

- Consult with Public Health;
- Notification to Administration/ Staff/Parents/community;

COVID 19 CORONAVIRUS DISEASE

Resources

- CDPH: Covid19 Industry Guidance

https://files.covid19.ca.gov/pdf/guidance-schools.pdf

- CDPH: https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx
- CDC: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html
- OSHA: https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html
- Tulare County: https://covid19.tularecounty.ca.gov/reopening-tulare-county/covid-19-guide-playbook-for-reopening-your-business-in-the-age-of-covid-19/

HHSA Public Health

COVID-19

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

Tulare County Health & Human Services Agency

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

...who has tested positive for COVID-19?

→ **Self-quarantine AND self-monitor**

...who is being tested?

→ **Self-monitor AND practice social distancing**

...who might have been exposed?

- **...and IS experiencing symptoms?** → **Self-monitor AND practice social distancing**
- **...but IS NOT experiencing any symptoms (yet)?** → **Practice social distancing**

...who has been in close contact with someone ELSE who might have been exposed?

→ **Practice social distancing**

How do I self-quarantine?

DON'T report to work.
SELF-REPORT COVID-19 exposure.
NOTIFY your direct supervisor.
STAY HOME for 14 days.
AVOID CONTACT with other people.
DON'T SHARE household items.
GET TESTED if symptoms develop.

How do I self-monitor?

BE ALERT for symptoms of COVID-19, especially a dry cough or shortness of breath.
TAKE YOUR TEMPERATURE every morning and night, and write it down.
CALL your doctor if you have trouble breathing or a fever (temperature of 100.4°F or 38°C).
DON'T seek medical treatment without calling first.
IF CLOSE CONTACT has tested positive, begin self-quarantine immediately.

How do I practice social distancing?

STAY HOME as much as possible.
DON'T physically get close to people; try to stay at least 6 feet away.
DON'T hug or shake hands.
AVOID crowds of people and frequently touched surfaces.
WEAR a face covering while in public.

For more information, visit www.tchhsa.org or call 2-1-1.

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

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

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

July 2020

COVID-19

Si ha estado en contacto cercano con alguien que dio positivo, está siendo examinado o podría haber estado expuesto, informe a su médico personal y supervisor directo.

Tulare County Health & Human Services Agency

¿Qué debo hacer si he estado en contacto cercano con alguien ...

... ¿Quién dio positivo a COVID-19?

Auto Cuarentena Y Auto Monitoreo

¿Cómo me pongo en auto cuarentena?

NO se reporte al trabajo.
REPORTE su exposición a COVID-19.
NOTIFIQUE a su supervisor(a).
QUEDESE EN CASA por 14 días.
EVITE EL CONTACTO con otras personas.
NO COMPARTA artículos para el hogar.
HAGASE LA PRUEBA si desarrolla síntomas.

... ¿quién se está haciendo la prueba?

...y ESTÁ experimentando síntomas

Auto Cuarentena Y Auto Monitoreo

¿Cómo me auto monitoreo?

ESTÉ ALERTA para detectar síntomas de COVID-19, especialmente tos seca o falta de aliento
TOME SU TEMPERATURA todas las mañanas y noches, y anótela.
LLAME a su médico si tiene problemas para respirar o fiebre (temperatura de 100.4°F o 38°C).
NO busque tratamiento médico sin llamar primero.
SI EL CONTACTO del quien ha estado cerca ha resultado positivo, comience la cuarentena imediatamente.

... ¿Quién podría haber estado expuesto?

... y ESTÁ experimentando síntomas

... pero NO está experimentando ningún síntoma (todavía)?

... ¿Quién ha estado en contacto cercano con alguien más que podría haber estado expuesto?

Practique Distanciamiento Social

¿Cómo practico el distanciamiento social?

QUEDESE EN CASA el tiempo possible.
NO se acerque físicamente a las personas; trate de mantenerse al menos a 6 pies de distancia.
NO abraze o salude de mano.
EVITE las multitudes de personas y las superficies frecuentemente tocadas.
USE un cubre boca mientras está en público.

Para mas informacion, visite la pagina tchhsa.org o marque 211

Los Centros para el Control y la Prevención de Enfermedades (CDC) consideran una interacciónco mo contacto cercano cuando USTED:

- Pase un período de tiempo **PROLONGADO** (15 minutos o más) dentro de los seis pies de distancia de alguien.
- Tenga **CONTACTO FISICO DIRECTO** o **COMPARTA** utensilios para comer o beber con ellos.
- Entre en contacto con sus **SECRECIONES RESPIRATORIAS**, tales como gotas respiratorias en el aire por toser, estornudar o hablar.

Use un cubre boca o una cubierta para reducir la propagación de COVID-19.

July 2020

SCHOOL YEAR PLANNING:

A GUIDE TO ADDRESS THE CHALLENGES OF COVID-19

HOPE
ELEMENTARY SCHOOL DISTRICT
EVERY CHILD, EVERY OPPORTUNITY, EVERY DAY

UPDATED: SEPTEMBER 15, 2020

A MESSAGE FROM OUR SUPERINTENDENT/PRINCIPAL

The Hope Elementary School District in collaboration with the Tulare County Health and Human Services Agency and the Tulare County Office of Education are fully committed to working together to prepare for the reopening of our school.

As COVID-19 continues to change our world, we have been working together to obtain resources, share best practices, and advocate for regulatory flexibility in how we deliver the best instructional possible amidst this global pandemic.

There is no one-size fits all approach to reopening schools in our county and across the state of California. Based on available information as of July 1, 2020, the Hope Elementary School District will create contingency plans for reopening school based on the guiding principles, current planning considerations based on parent feedback, and assumptions set forth in this document. The plans are subject to change as public health guidelines are updated.

Special thanks to Hope Staff, parents, our board members, and the community for helping us develop these guidelines to best serve students moving forward.

Sincerely,

Melanie Matta

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WHAT FAMILIES CAN EXPECT WHEN SCHOOLS REOPEN

The health and safety of our students, staff, and families is of the utmost importance. When the 2020-2021 school year begins, on-campus school will look much different than what we have been traditionally used to due to the new health and safety measures. Each district in our county and counties throughout the State of California will be developing plans to reopen schools based on the guidance from public health officials and state agencies. Our district will update its plans as the situation evolves.

We are very proud of the fact that 85% of our students took advantage of the distance learning that took place last school year. While we didn't have much control over the fact that 15% of our students didn't engage in the work, we are making plans to enhance student performance and address learning loss. At the same time, our district will also try it's best to maintain extracurricular programs that are very important to the physical, mental, and social well-being of our students.

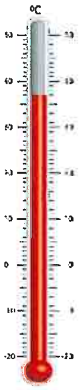
WHEN SCHOOLS RESUME IN THE FALL, THEY WILL LOOK DIFFERENT.

HERE IS WHAT YOU CAN EXPECT:

Hope school will reopen with a continuum of options that include on-campus and remote learning.

The following health and safety guidance has been recommended by the Tulare County HHSA for the reopening of schools based on current information and will be updates as the situation changes.

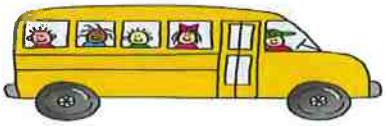
SCREENING AT HOME



Families are recommended to take temperatures **DAILY** before going to school. Anyone with a fever of **100.4 or higher should not go to a school site.**

Students and adults should also screen themselves for respiratory symptoms such as cough and shortness of breath prior to coming to school each day. Students and adults experiencing those symptoms should not attend school and call the office to let us know.

ARRIVING AT SCHOOL



* Staff will be wearing face coverings
* The bus will carry fewer students
* Parents and visitors may have limited access to the school campus.
* Students will be socially distanced for breakfast and then report to their class.

REOPENING SCHOOL GUIDELINES AS OF SEPTEMBER 2020

Hope School can reopen in person when: Tulare County has been moved from the purple tier to the red tier **and** has been so for 14 consecutive days.

HEALTH AND SAFETY:

State recommendations schools are asked to follow as they reopen:

*Staff testing every 2 months

*Staff required to wear face coverings

*Face coverings for students: Grades TK-2 is recommended. Grades 3-8 is required.

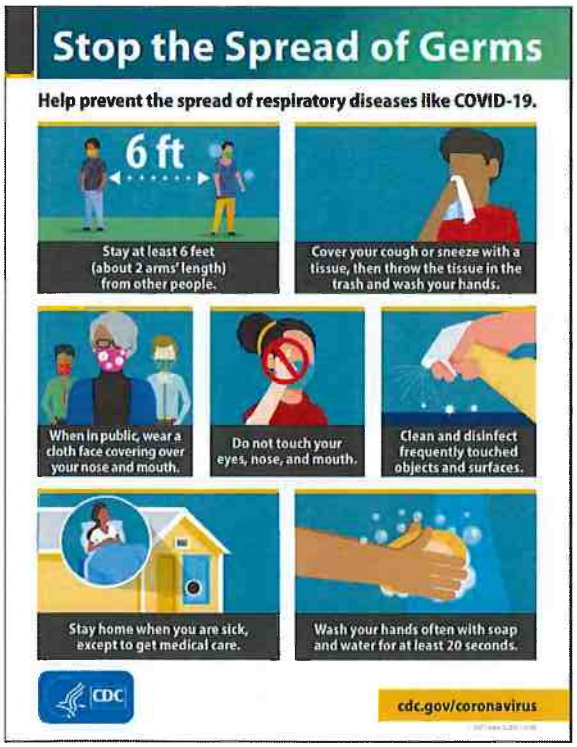
*Students **not** willing to wear a face covering while at school will be enrolled in and receive instruction through distance learning.

*Students and staff will maintain physical distancing of at least 6 feet.

CLOSING SCHOOL:

Because we are a single school site: The entire school must close if:

*There is a 5% or more positivity rate. A mandatory 14 day quarantine will be in effect. Learning will continue through the distance learning platform.



GENERAL SAFETY PRECAUTIONS THROUGHOUT THE DAY

- Hope School will follow disinfection guidelines developed by the Tulare County Health and Human Services Agency and the California Department of Health. This will include all classroom, workspaces, outdoor spaces, and the playground.
- Physical barriers may be installed where social distancing is not possible.
- All students and staff will be encouraged to wash/clean their hands regularly.
- In addition to the soap and water station in the classroom, there will be hand sanitizer available.
- We will limit sharing of supplies between students and disinfect between uses if sharing is unavoidable.

OTHER SAFETY CONSIDERATIONS

- Face coverings must be worn by staff and students, and are most essential in times when physical distancing is difficult.
- Gloves are not recommended for use by students or staff, with the exception of those conducting duties such as cleaning, first aid, or food service.

ON CAMPUS AND IN THE CLASSROOM

Social distancing will help limit the spread of the virus. Schools will consider the following strategies to maintain smaller groups of students in shared spaces:

- Modify school schedules
- Limit visitors on campus
- Keep students in smaller groups
- Serve meals in small group settings
- Space desks further apart to ensure a minimum of 6 feet distance between students
- Serve individually plated or boxed meals
- Where possible, keep student cohorts from mixing

- Stagger lunches, recesses, and other transition times
- Do not host large gatherings such as assemblies and dances
- When feasible, identify a sick room for students who are not feeling well to minimize contact with others until they are able to go home

BECAUSE OF THE NEED FOR SOCIAL DISTANCING, EVERY CHILD CANNOT BE ON CAMPUS AT THE SAME TIME

Quality instruction and a commitment to equity for ALL students to be at the forefront of all the decisions we make. These decisions are based on state policy, local community feedback, and available resources. In order to maintain social distancing, Hope School will utilize a combination of on-campus instruction and distance learning. Some examples may include smaller class sizes to accommodate the 6-feet apart guideline where students attend classes for a portion of the week and/or reduced hours per day. Additionally, schedules may change throughout the year depending on additional information and/or a community outbreak.

At any given time, Hope School will be required to modify the schedule to limit the number of students on campus. Some examples of schedule may include:

Smaller Cohorts/Student Groups:

Classes can be divided into smaller cohorts/student groups (ex: one group may come to school on Monday and Wednesday, the other group on Tuesday and Thursday or any combination of two days per group. The fifth day could be flexible based on school site plans.

Half Day Schedule (AM/PM):

The school offers double sessions where half of the students attend class in the morning and the other half attend in the afternoon.

Distance Learning:

Teachers would be on campus to deliver distance learning to students via the district approved online platforms (Zoom, Google Classroom, Flipgrid, Seesaw)

To address childcare needs, community partnerships will be explored to offer expanded learning programs to support families. Hope School will still be offering CHOICES After School Program from 2:45-6:00 p.m.

Hope School will work with students and families to ensure equity and access to quality instruction. Accommodations for students with disabilities, students with diverse learning needs, students who are medically vulnerable, and English learners will be made as needed.

ATTENDING TO THE SOCIAL EMOTIONAL WELL-BEING OF OUR STUDENTS WILL BE A PRIORITY AS THEY RETURN TO SCHOOL

The Hope School Staff is committed to supporting students' Social-emotional wellness and offering resources to ensure students transition back to school smoothly. Support may include emotional learning, building relationships, community building activities, and increased access to mental health and wellness services. We will work together with our families to check in on how students are feeling and assess their individual needs to provide the right support during these challenging times.

IN ORDER TO MAINTAIN SOCIAL DISTANCING, ACTIVITIES THAT REQUIRE STUDENTS TO CONGREGATE WILL BE LIMITED AND MODIFIED AS GUIDELINES CHANGE

Social Distancing is important to ensure the health and safety of our students and will impacts how some classes will be taught and which sports and extracurricular activities students will be able to participate in safely.

Sports and Extracurricular Activities

As of June 10, 2020, the recommended health and safety guidance currently prohibits team or close contact sport play. As the school year approaches, further guidance will likely be forthcoming from the California Department of Public Health (CDPH), California Department of Education (CDE), and local health authorities.

Field Trips

Field trips are not currently recommended. We have scheduled Scicon for our 6th grade students for later in the school year to have the best chance of being able to attend.

The Tulare County Office of Education, Tulare County Health and Human Services Agency, and local school districts are committed to ensuring the health and safety of all students. Tulare County Health and Human Services Agency will continue to closely monitor the rate of infection in Tulare County. As public health guidelines change, the local districts and schools will adapt and modify plans. We will work together with our students and families to keep our children safe as we transition to our new approach to educating students.

FAMILY RESOURCES

Check out www.tcoe.org website for resources available.

- Enrichment Learning Resources
- Social Emotional Wellness
- Math homework hotline

PLANNING CONSIDERATIONS

INTRODUCTION

The health and safety of our students, employees, families, and community is of the utmost importance.

As part of that shared commitment, Hope Elementary School District as well as all other local school districts are closely monitoring the on-going developments regarding COVID-19 in partnership with Tulare County Health and Human Services Agency and the California Department of Public Health. As we work in partnership, we are clear that there is no one-size-fits-all approach to reopening schools. Districts will need to adapt to the evolving guidance from health officials and implement plans with strategies best tailored to local needs. Strategies will need to be adaptive and flexible to be scaled up or down depending on local conditions during this process. Planning for reopening schools creates the opportunity to strengthen partnerships and our commitment to work together as a community with the shared goal of improving outcomes for all students.

As mentioned above, we are all monitoring the ongoing developments regarding COVID-19 and will continue to provide frequent updates to you.

We will start off the year with the AM/PM schedule and will monitor the implementation for the month of August. **If we have determined we can safely open up for all students**, we will make that determination by August 28th and will start school on August 31st on a normal schedule. Mrs. Matta will be in communication with the families if that decision is made. If you do not fee comfortable sending your child to a full return at that time, please let us know and we will set up the distance learning plan for them.

GUIDING PRINCIPLES

1. **QUALITY INSTRUCTION –** Whether distance learning or in person, quality instruction continues to be the key to the success of educational programs since coursework delivered through hybrid modalities must continue to be available (on-campus and distance learning) and should meet the same standards as coursework offered only on-campus. We will need to give educators "space and grace" as they work to improve the delivery of content through multiple modalities.

2. **COMMIT TO EQUITY –** All students must have opportunities to achieve academic success that are accessible, personalized, culturally relevant, and responsive. Schools have a responsibility to be culturally and linguistically responsive and meet the continued needs of ALL students, including students from low-income backgrounds, students with disabilities, students experiencing homelessness, foster youth, English learners, and students from diverse cultures.

3. **ADOPT WHOLE SCHOOL WELLNESS APPROACH-** Take a systems approach to promoting student academic, social and emotional learning, and physical well-being. Adopt a whole school wellness approach to ensure student success in school and community.

4. **PARTNER WITH STUDENTS, FAMILIES, COMMUNITY, AND LABOR GROUPS -** Engage with students, families, community partners, and labor groups to build collective impact and support public health. Maximize the resources of the entire community, including health care, expanded learning, early learning, family and community partnerships to implement health and safety protocols and to advance alternative learning modalities.

5. **LEARN AND IMPROVE**– Adopt continuous improvement practices and use evidence to guide decision making while aiming to enhance the quality of students learning opportunities. Use data to inform improvement of instructional and school practices. Work together, leverage our collective positive effect through advocacy and share best practices and resources. To maximize impact, Hope ESD, TCOE, and other county Superintendents to collaborate and share best practices among districts.

SECTION 1: HEALTH AND SAFETY CONSIDERATIONS FREQUENTLY ASKED QUESTIONS (FAQ'S)

What are the latest guidelines from the Tulare County Health and Human Services Agency?

SCHOOL CAMPUS PROCEDURES

Screening and Testing:

- **Will students and adults entering campuses be screened for symptoms?**
  Schools may implement screening measures for students and adults entering campus. We recommend asking families to take temperatures each morning prior to coming to school. Anyone with a fever of 100.4 or higher should not come to campus. Students and adults should also screen themselves for respiratory symptoms such as cough and shortness of breath prior to coming to school each day. Students and adults experiencing those symptoms should not attend school.
- **Is the protocol for testing children different than adults? How available will it be?**
  The process for testing children and adults are the same.

Personal Protective Equipment (PPE)

- **Will students and adults wear face coverings?**
  Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings **must** be worn by staff and students, and are most essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently. This means that when a student is not sitting at their desk (which are distanced 6 feet apart), they must wear their face covering. If there is a medical reason why a student cannot wear a face covering, please call the office.
- **What supplies are needed (e.g., face coverings, thermometers, personal protective equipment)?**
  If social distancing is unattainable and face coverings are needed, it is recommended that schools provide face coverings for students and staff who are unable to provide their own. Schools should have a temporal or other external thermometer to detect fever in students or staff who become ill after arriving at school. Hand washing stations with soap and/or hand sanitizer should be made

available in classrooms and other areas where staff/students are likely to be present. Gloves are not recommended for use by students or staff, with the exception of those conducting duties such as cleaning, first aid, or food service.

- **What supplies should be included in every classroom and general area (e.g., office, cafeteria, bathroom) for use by students and employees?**

  All sinks should have soap. Handwashing stations with soap and/or hand sanitizer should be available in classrooms or other commonly used areas. Face coverings should be worn by staff and students and are most essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently.

- **Are gloves recommended for students and adults?**

  Gloves are not recommended for use by students or staff, with the exception of those conducting duties such as cleaning, first aid, or food service.

Social Distancing

- **What are the social distancing protocols in multiple settings: classroom, hallways, common outdoor spaces?**

  Depending on grade level, physical space, and class sizes, school should consider the following strategies where possible and appropriate:

  *Keep students in small group 6 feet apart

  *Serve meals in smaller groups or in their classrooms

  *Stagger lunches, recesses, and other breaks to maintain smaller groups of students in shared spaces

  *Individually plate or box lunches

  *Space desks further apart and orient desks so students are not facing each other

  *Utilize larger classroom for larger class sizes

  *Keep student cohorts together and limit inter-mixing between different students

  *Do not host larger gatherings such as assemblies

  *Space students out on busses

*** Do schools need to close or limit access to common outdoor spaces?**

Common outdoor spaces may present less risk of transmission than indoor spaces, assuming students and adults maintain distancing. Schools may consider staggering recesses and/or outdoor time so that smaller groups are using shared spaces at one time. When using outdoor spaces, cohorts should be maintained whenever possible.

*** What are the recommendations to configure the campus to include a space to isolate emergent cases?**

A sick room (or tent when no such room is available) will be available for symptomatic individuals to remain in until they are picked up to go home.

At Hope, there will be a tent set up for a student showing symptoms of being ill. The student will be made comfortable in the medical tent until a parent arrives to pick up the child.

Transportation

- **What safety measures will need to be in place for bus drivers and students**

  To lower the risk of exposure, Hope School District will implement the following"
  - Bus driver will be wearing face coverings.
  - Students will be required to wear a face covering on the bus at all times.
  - Hand sanitizer may be available for students when getting on or off the bus.
  - When possible, space students out.
  - Windows may be open for better ventilation.
  - Siblings will be encouraged to sit together.
  - Physical distancing when getting on/off the bus will be required.

REPORTING/HEALTH PROTOCOLS

- **What is the protocol for handling students or staff exhibiting symptoms?**

  Students or staff who are symptomatic should NOT come to school and call the school to inform them as soon as possible. If students or staff begin to exhibit symptoms after arriving at school, we will separate the individual from others as much as possible and make arrangements for the individual to go home as soon as possible. Students will be sent to the sick room/tent to wait on family to pick them up. Staff will be sent home.

- **What are the communication guidelines when a positive case is confirmed?**

  Communication recommendations will vary depending on the specific circumstances of a case in a school community. At a minimum, the affected cohort will need to be notified. Letters and phone calls will be made to the affected families.

- **Will staff or students diagnosed with COVID-19 need a document to return to school?**

  Guidelines for determining when a COVID-19 infected person is able to return to school or work continues to evolve as we learn more about OCVID-19. Tulare County Public Health Department will provide specific guidance on this as the school year commences. If needed, TCHHSA can provide a clearance letter for return to school.

- **If a parent is diagnosed with COVID=19, will their student need to self-isolate 14 days prior to returning to school? How will the school know when the student is ok to return?**

  If a student or staff has a household member that tests positive for OCVID-19, the student/staff will be required to quarantine at home for 14 days. The student will be placed in distance learning.

HEALTH EDUCATION

What are the recommended health education topics schools will provide?

Schools will educate all students and staff on the importance of hygiene, understanding and monitoring for symptoms of illness, social distancing, and mental health sources of support. Administration will train all staff in sanitization techniques. TCOE Nurse Ana Borba will also spend time with the staff prior to the beginning of the school year to train on a variety of different health topics.

FACILITIES – SAFETY AND SANITATION CONSIDERATIONS

- **What supplies should be included in every classroom and general area for use by students and employees?**

  All sinks will have soap. Handwashing stations with soap and/or hand sanitizer will be made available in every classroom, bathroom, office, and cafeteria.

- **Where might physical barriers need to be installed to ensure student and employee safety?**

  Hope School is in the process of installing clear plexi-glass barriers at the front counter of the office and anywhere else social distancing is not possible. Because many items are on backorder, we may not have them at the start of school but they will be installed when items arrive.

- **Will extensive classroom cleaning need to be performed if a student or teacher is diagnosed with COVID-19? What are the guidelines for this?**

  Yes. The district will deep clean and sanitize classroom where there is found to be a case of COVID-19. In addition, between AM/PM sessions, each classroom and public space will be sanitized.

OTHER CONSIDERATIONS

- **Limit sharing of supplies between students and disinfect between uses if sharing is unavoidable**
- **No field trips until further notice**
- **Limit events to those where social distancing can be maintained**
- **Limit/restrict visitors to campus**
- **Limitations/elimination of extra-curricular activities/sports**
- **Be prepared for the possibility of additional closures after campus reopens if outbreaks occurs**
- **Staff use face shields so students can see them instructing**