

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

LEA Name:

Option for ensuring safe in-person instruction and continuity of services:

has developed a plan will amend its 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.

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 food services.

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.

- Please insert link to the plan:

- 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 parents 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.

Isidro Rodriguez, Superintendent/Principal
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REOPENING SCHOOL PLAN
DUCOR ELEMENTARY SCHOOL
2020-2021

Covid-19 Safety Plan (CSP)

Tulare County COVID-19 School Plan

Ducor Elementary School District COVID-19 Reopening Procedures

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These procedures apply while people are on the Ducor Elementary School District ("District" or "school") campus during the 2020-2021 school year, unless altered by mutual agreement of the parties. The schedule is temporary and is subjected to changes as needed by mutual agreement of the parties. Parent support, student participation and teacher leadership are all combinations of a successful program. This schedule will only be implemented in accordance with 2.a of the Reopening in Person MOU.

Daily Schedule: 180-240 Instructional Minutes

Day: Mon., Tues., Thur., Friday	Grades TK-K/4-5	Grade 1/6	Grade 2/7	Grade 3/8
Class Time	8:30-9:30 (60)	8:30-9:45 (75)	8:30-10:00 (90)	8:30-10:15 (105)
Brunch	9:30-9:45	9:45-10:00	10:00-10:15	10:15-10:30
Class Time	9:45-11:30 (105)	10:00-11:30 (90)	10:15-11:30 (75)	10:30-11:30 (60)
Class Dismissal	11:30-11:45	11:30-11:45	11:30-11:45	11:30-11:45
Student Lunch	Grab-n-Go	Grab-n-Go	Grab-n-Go	Grab-n-Go
Teacher Lunch	11:45-12:30	11:45-12:30	11:45-12:30	11:45-12:30
12:30-1:00	Transition	Transition	Transition	Transition
1:00 – 2:45 (105)	Distance Learning	Distance Learning	Distance Learning	Distance Learning

Online Distance Learning Schedule:

Online learning will take place Monday through Friday for families choosing to keep their children in distance learning and Wednesday for all students. Middle school shall remain in online learning until two weeks after Tulare County has been certified in the Red Zone or unless a cohort model is able to be implemented.

- Online learning will provide Math & ELA instruction.
- All instruction and schoolwork will be online, and students must be on all daily required calls.
- Daily attendance will be recorded.

Class Size/In-person learning

- Class size shall not exceed the number of students that may be present with a minimum of 6 feet social distance in each classroom.
- Any student choosing not to return to in-person instruction will remain in distance learning.
- Instructional aides may be assigned to assist in-person learning.
- Teachers and students should be encouraged to test before returning to in-person learning

Classroom Layout-CSP

- Children remain in self-contained classroom settings.
- Students will be socially distanced and seated at least 6 feet apart at all times.
- A Plexiglas partition may separate students in assigned seating but does not alter the social distancing requirement.
- The teachers and students in grades 3 through 8 will wear face masks or face shields with a drape at all times, including while seated. Students in grades TK-2 are strongly encouraged to wear a face mask or face shield.
- Classroom supplies (such as crayons, markers, pencils, Chromebooks, textbooks, hand sanitizer, tissue box) will not be shared. Each student will have their own supplies.
- Google Classroom/Edgenuity/AERIES will be used in all grade levels to submit classwork and homework and complete exams to cut down on the handling of papers.
- Staff members handling student papers will wear gloves and wash their hands before and after the handling of papers.
- CDPH approved the small cohort of 10 students per class. The current stable group allows a ratio of 1:10 for each grade level.

Custodians

- Two custodians will be assigned cleaning duties during instructional time.
- Custodians will properly disinfect classrooms, sinks, desks, chairs, tables, and restrooms after student use.
- Bus drivers will disinfect the bus before and after student use.
- Custodians will manage all hand sanitizer and paper dispensers.

Meal Services

- The school requires children to practice proper hand washing/sanitizing before and after eating.
- Students and staff will eat in the classroom to minimize multiple uses of lunch tables.
- Meal servers will wear masks and gloves at all times during the serving and cleanup of food.
- Workers will wash their hands after removing their gloves or after directly handling used food service items.
- Pre-Packaged brunch and lunch will be served daily. Nutrition department will deliver all meals to the classrooms. Students will be responsible for all paper products and waste to be deposited in the trash containers.

Temperature Checks-CSP

Per CDPH guidance, daily visual wellness and symptom checks prior to entering campus will be required.

Please use full Hyperlink and click “Get Started” button on “Coronavirus Self-Checker” for CDC list of symptoms and symptom screening.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- All employees will have to complete a COVID-19 Health Questionnaire before the start of their shift.

- All students, staff and visitors will have their temperature checked daily with a touchless thermo scanner. Any person with a temperature above 100.4 degrees will be sent home immediately.
- Students will have masks on while their temperature is taken.
- Staff taking temperatures will wear masks and gloves.
- No parent can come onto campus unless their temperature is taken as well. Visitors on campus will not be allowed without prior permission. Visitor temperature will be taken. Visitors will not be allowed into classrooms without the consent of the teacher.
- Quarantine room will be designated for any student with a high temperature or displaying symptoms.
- COVID-19 testing is recommended if any student has symptoms of COVID-19 such as: temperature of greater than 100.4, coughing, breathing difficulties, body aches, loss of smell or loss of taste.

Masks-CSP

- All staff, students, and visitors will be required to wear masks that cover their nose and mouth. The District will provide masks to those who do not have one or if they need a new one.
- Students or staff members with a medical condition, mental health condition, or disability that prevents wearing a face covering are exempt provided they provide a note from a qualified medical practitioner.
- Students in grades TK-2nd will be required to wear a mask or shield with a drape if medically necessary.
- Any student refusing to wear a mask without appropriate clearance, shall be sent home and assigned to distance learning.

Student Illness-CSP

- Any student who appears to not feel well throughout the day, will be sent to the quarantine room for isolation, temperature checked, monitored, and sent home.
- The teacher will call the office prior to sending the student to the office.
- A quarantine room has been designated for the student.
- If a student has a temperature greater than 100.4 degrees or is exhibiting symptoms, the student will be sent

home immediately.

- Students not being tested for COVID-19 will need to follow the CDC isolation guidance and will not be allowed to return to campus until they have:
 - Isolated at home for 10 days after symptom onset.
 - Resolution of fever for at least 24 hours, without the use of fever-reducing medicine.
 - Improvement of other symptoms.
- A doctor's note will also be required to clear the student to come back to school.
- A doctor's note or negative COVID-19 test and improvement of symptoms within the 10-day isolation period will allow a student to return to campus sooner.

Student or Staff Member Testing Positive for COVID-19-CSP

- Designated Primary Contact Person for Ducor: Isidro Rodriguez, Superintendent
- Designated Secondary Contact Person for Ducor: Ruby Navarro, Secretary
- It is recommended that staff will be periodically tested by the primary care physician or through a community testing site.
- Recommended frequency includes all staff being tested over two months, where 25% of staff are tested every two weeks, or 50% every month to rotate which staff members are tested over time.
- Staff testing will be on a bi-weekly and or monthly testing cycle. This schedule will encompass various sites, dates and times. Results will be collected and saved as needed.
- Testing sites available for staff and parents:

Free Testing Locations. Anyone can get tested for COVID-19, regardless of symptoms. Make an appointment to get tested at one of our community testing sites. Visit lhi.care/covidtesting or call 1-888-634-1123 to register for an appointment.

Free Testing Locations

Tulare County Fairgrounds, Building One - OptumServe 620 South K Street Tulare, CA, 93274
Wednesday - Sunday 7:00 AM - 7:00 PM

miércoles - domingo 7:00 AM - 7:00 PM
 888-634-1123

Porterville Memorial Building - OptumServe 1900 W. Olive Ave Porterville, CA, 93257
 Wednesday - Sunday 7:00 AM - 7:00 PM
 miércoles - domingo 7:00 AM - 7:00 PM
 888-634-1123

Dinuba Memorial Building - OptumServe 249 S. Alta Ave Dinuba, CA, 93618
 Wednesday - Sunday 7:00 AM - 7:00 PM
 miércoles - domingo 7:00 AM - 7:00 PM
 888-634-1123

Tulare County Human Resources & Development 2500 West Burrel Ave. Visalia, Ca, 93291
 January 14. Open from 9:00 AM - 3:00 PM
 14 de enero. Abierto de 9:00 AM - 3:00 PM

Lindsay Wellness Center - OptumServe 860 North Sequoia Lindsay, CA, 93247
 January 20 - January 21 Open from 8:00 AM - 8:00 PM
 20 de enero - 21 de enero. Abierto de 8:00 AM - 8:00 PM
 888-634-1123

Woodlake - OptumServe 145 N. Magnolia St. Woodlake, CA, 93286
 January 11 - January 15 Open from 8:00 AM - 8:00 PM
 11 de enero - 15 de enero. Abierto de 8:00 AM - 8:00 PM
 888-634-1123

Tulare County Fire Department Station 26 - Tipton 241 S. Graham Road Tipton, CA, 93272
 January 25. Open from 1:00 PM - 5:00 PM
 25 de enero. Abierto de 1:00 PM - 5:00 PM

- If a student or staff member tests positive, they cannot return to school for a minimum of 10 days after the onset of symptoms, symptom improvement and 1 day without a fever without the use of fever reducing medication, and unless providing a negative test result.
- A student or staff member who tests positive for COVID-19 will also be required to provide a doctor's note to return to school.
- If a student or staff member tests positive for COVID-19, any student or staff who may have come in contact with

- that person will be notified by email, school messaging app, phone or text message by the Superintendent or school secretary.
- If a student is tested due to symptoms or high exposure risk, that student shall stay at home while awaiting the test results. Upon receiving test results, the student or guardian of the student should notify the school by calling the front office and speaking with the secretary or Superintendent.
 - If a student or staff member tests positive for COVID-19, any parents of children who may have come in contact with that person will be notified by email, school messaging app, phone or text message by the Superintendent or school secretary.
 - The areas of potential contact of the positive staff or student will be sanitized and closed for 24 hours after cleaning before re-entry.
 - If a student or staff member in a classroom tests positive, that classroom shall be sent home to quarantine for 14 days and be placed on full distance learning. The classroom shall be deep cleaned before students and staff returning.
 - If 5% of the school tests positive for COVID-19, the school would go to Distance Learning for 14 days. The school will be deep cleaned prior to students and staff returning to campus.
 - The school administrator will work with the Public Health Department and become familiar with using the SPOT outbreak recording portal. The tool will be used for recording exposures, positives, and contacts that occur at school.

Identification and Tracing of Contacts-CSP

- At the start of in-person school:
 - o Teachers will provide the Superintendent with their class roster and seating chart. If any seating changes are made, the teacher will provide the Superintendent with an updated chart within 24 hours of the changes being made.
 - o The student enrollment form identifies siblings and relatives within our district.
 - o A digital copy of the Student enrollment form spreadsheet is made available to all staff including the Superintendent and secretary.

- Contact Tracing Process-CSP
 - o The Superintendent will immediately notify local health officials of a confirmed case. These officials will assist the Superintendent in determining the proper course of action for the school.
 - o The Superintendent will release proper communication to the school community through phone, text, email, and school messaging app.
 - o The Superintendent will work with the local health officials to determine appropriate next steps including a potential return to full distance learning.
 - o All high-risk contacts, those within 6 feet of the confirmed positive person for more than 15 minutes in a 24-hour period, will need to quarantine for 14 days from the last day of exposure.
 - o All risk contacts, and especially high-risk contacts, will be recommended to tested, at any of the sites mentioned in this plan, at the end of the 14-day quarantine.
 - o High-risk contacts will immediately move into distance/remote learning and complete all assignments digitally for the duration of quarantine. School laptops, chargers and hot spots will be provided to those in quarantine.
 - o Those identified as a high-risk contact will not be allowed to return to campus before the 14-day quarantine is over, even if a COVID-19 test returned a negative result.
 - o Should additional positive cases arise, the above contact tracing procedures will be followed.
 - o Please note that, even if the test is negative, if you were exposed you would still need to complete quarantine and therefore testing is recommended at the end of quarantine.

Substitute Teacher Process:

- Should a teacher fall ill, COVID-19 related or not, a qualified substitute from the approved Tulare County Office of Education substitute list will be called.
- Substitute teachers will be sent the health questionnaire prior to arriving on campus and will have their temperature checked with a touchless thermometer by a staff member prior to entering campus.
- If a substitute teacher does not meet the requirements on the health questionnaire, another substitute will be called.
- Substitute teachers will be required to wear a mask and practice social distancing rules.

- Upon entering campus, substitute teachers will report directly to the office where they will be presented a copy of the reopening plan and given daily instructions from the Superintendent and/or secretary.

Cleaning Procedures

- The classrooms will be cleaned on a regular basis using sanitizer approved by the Center for Disease Control and Prevention (CDC).
- Bathrooms will be sanitized after being used. They will be thoroughly cleaned at the end of the day.
- Staff will clean highly touched surfaces (such as door handles, cabinets, light switches) throughout the day.
- All classrooms will be sanitized at the end of each day using a commercial sprayer and sanitizer.
- Each classroom will have a spray bottle of sanitizer that staff will use to sanitize when the students are out of the classroom.
- A Custodial member will be assigned to check on the inventory of cleaning supplies and will place an order as soon as the cleaning supplies are running low.

Ventilation

- Doors and windows will be opened as much as possible unless it poses a safety or health risk to the students.

Hand washing/CSP

- Handwashing guidelines for all staff and children will be enforced. Posters on proper handwashing techniques shall be posted around campus.
- All students are required to use hand sanitizer or hand wash whenever they enter and exit the classroom.
- Students will wash or sanitize their hands on a regular basis. All classrooms are equipped with a hand washing station. Each of these classrooms will be equipped with soap and paper towels from a dispenser.

Drinking Fountains

- All community drinking fountains are closed and the water is turned off.
- Students will bring their own water bottles from home.
- Students will not be allowed to refill their water bottles.
- We will have available disposable cups for students who forget to bring their own water bottle or who run out of water during the day.

Restrooms

- The janitors sanitize the sink and toilet handles before school, during school, and after each recess.
- The students will be taught how to use a tissue when using the handle to flush the toilet.
- Only two children are allowed to enter the restroom at a time. There are two sinks in each bathroom.
- If there are two students in the bathroom already, students will stand on the socially distanced markers that are placed outside the bathroom.

Other

- Students cannot answer the classroom phone or use the office phone.
- All extracurricular activities will be placed cancelled until further notice (such as sports).
- No student will be sent to the office to deliver notes etc.
- The Library will not be available for students to check out books.
- There will be no assemblies. All awards assemblies and flagpole ceremonies will be held virtually using Google Meets or zoom meetings.

School Day Activities

Bus

- Students will be socially distanced 6 feet apart on the bus.
- Students will have masks on while their temperature is taken.
- Students and parents waiting for the bus shall have on masks.
- All students and staff will wear masks while on the bus.

- Staff taking temperatures will wear masks.
- No parent can come onto the bus.
- All seats, handles, and surfaces on the bus will be disinfected after every use.
- Students shall be seated back to front per bus pick-up route to avoid passing by in aisles.
- Siblings shall be seated together.
- Windows shall be open as weather permits.

Campus Arrival-CSP

- All students must wear a mask when arriving at school.
- All students will line up for temperature testing.
- Students will immediately go to their classroom and sit at their desk.
- If students need to use the restroom before the start of class, they are to follow the 2 students at a time and socially distanced markers as outlined in the previous bathroom section.

Recess-CSP

- NO RECESS will be allowed at this time.

Brunch/Lunch-CSP

- Nutrition Department will deliver all brunch and lunch bags to each classroom.
- Each student will receive a brunch or lunch.
- Students will still be allowed to bring their own meals.

Dismissal-CSP

- All students will follow the end of school dismissal map.
- Bus riders will follow their path to the bus.
- Students getting a ride will follow their path to the front of the school.
- All walkers will follow their path exiting the school.

Staff Training and Family Education-CSP

Family

- Communication with parents will be an on-going process throughout the 2020- 2021 school year.
- The school's modes of communication include our school website, school messaging App Thrillshare, email, mail, phone calls and text messages.
- Parents and students are given a copy of the parent/student handbook and reopening plan prior to school reopening.
- The Parent/Student Handbook and Reopening Plan are available to our families on our school website and messaging system.
- Monthly newsletters are sent home through our school messaging system with current information.

Staff

- Training for staff will be an on-going process throughout the 2020-2021 school year.
- All staff members were trained at the beginning of the school year from our assigned Tulare County Office of Education School Nurse.
- The Superintendent attended the Tulare County Public Health Webinar on contract tracing and shared the presentation slides with staff members.
- Staff meet on a monthly basis throughout the school year and will meet on an "as needed" basis in accordance with the Collective Bargaining agreement.
- As new information is presented, the Superintendent emails to the staff.