



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

Updated September 30, 2020

Dear Educational Partners of Tulare County:

While our communities continue to deal with the COVID-19 outbreak, the Tulare County Health Department is assisting schools by providing guidance, resources, and information to schools as they develop their back-to-school plans.

On July 17, Governor Gavin Newsom announced that if a county has been on the County Data Monitoring (CDM) list within the last 14 days, a school must conduct distance learning only, until the county has been off the monitoring list for at least 14 days.

In preparation for the 2020-2021 school year, CDPH has released guidance which allows elementary schools on the CDM list, grades TK- 6, to request a waiver from the local health department to open for in-person instruction.

The Tulare County Public Health Department will be monitoring the status of our counties epidemiological data and will continue to keep our educational partners informed of any updates. In addition, we will continue to work with all of our partners across the County to implement the infection control strategies we know effectively reduce community transmission and case rates so that schools can re-open for in-person instruction as soon as the epidemiological data indicates that it's safe to do so.

In effort to prepare for the return of in-person instruction, Tulare County recommends that schools develop a plan that meets the State and Tulare County requirements.

Prior to applying for a waiver, the superintendent (or equivalent for charter or private schools) must consult with labor, parent, and community organizations and must develop and publish an elementary school reopening plan on their website before submitting each school's waiver application. The local health officer then reviews the application, along with local community epidemiological data, and consults with CDPH about the request. Tulare County Public Health has developed an application process and form for elementary school waiver requests. To apply for a waiver, an elementary school must submit the following documents:



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- Confirmation that the elementary school reopening plans have been published on the website of the local educational agency (or equivalent). Reopening plans must address the components in the CDPH guidance for schools and school-based programs.
- Completed Application Cover Form for Elementary School Reopening Waiver.
- Verification of approval by the school governing board or agency of waiver request.
- Documentation of consultation with the following stakeholder groups – labor, parents, community.
- \*If a school district is applying for a waiver for multiple elementary schools, please indicate all school names on the application.

\*School districts for multiple schools will need to ensure each site has their own addendum to ensure that each school site meets specific waiver criteria. To assist in determining which elements can be consistent throughout each site and which should be unique to the site, we've broken it down below

Areas within the waiver requirements that will differ based on each individual's school site:

- Clarification of student body at each school site
- Distancing- each plan must confirm that every classroom will have appropriate distancing to allow for a minimum of 6' between all students as well as other common areas
- Contact tracing- each school site must have identified individuals responsible for certain aspects of contact tracing- it should be made clear in each school's plan who is responsible for each element (this can be a specific person or it can be identified by a person's job title/role).
- Sick persons on campus- each school should identify an isolation room when handling sick individuals on campus
- Movement- Each school plan should identify entrance, egress, etc.

Areas within the waiver requirements that can be the same between all schools in the district:

- General safety guidelines and hygiene practices
- Staff training, family training, and Communication plans
- Triggers for returning to distance learning
- PPE and face covering requirements



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- Symptom checking, health screening protocols, surveillance testing plans □  
Cohorting guidelines

Applications and all supporting documents should be submitted at least two weeks before the desired reopening date to [TCCovidSchools@tularehhsa.org](mailto:TCCovidSchools@tularehhsa.org).

Sincerely,

Staci Chastain  
Deputy Director Public Health Operations

**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, faithbased, or charter school, please submit an application for each school.

Name of Applicant (Local Educational Agency or Equivalent):

Ducor Unon Elementary School

School Type:

Traditional Public School

Charter School

Private, Independent, or Faith-Based School

Number of schools: 1 Enrollment/ADA for each school: 143





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Superintendent (or equivalent) Name: Isidro Rodriguez

Address: 23761 Ave. 56 Ducor, CA 93218

Grades of Students Proposed to be Reopened:

TK K 1st 2nd 3rd 4th 5th 6th 7<sup>th</sup> 8<sup>th</sup> ( ALL GRADES)

Date of Proposed Reopening: January 4, 2021

Name of Person Completing Application:

Phone Number: 559-534-2261 Email: superintendent@ducor.k12.ca.us

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Waiver Criteria**

- please reference your reopening plan by page number for each item below. -.

**I. Consultation**

Please confirm consultation with the following groups:

Labor Organization:

Name of Organization(s) and Date(s) Consulted:

Ducor Teachers Association November 10, 2020

California School Employees Association November 10, 2020

Parent and Community Organizations: Parent/student survey was given. Many students responded that they are ready to return to in-person learning. There was a small group of students that choosed to stay home for distance learning only. Most teachers also were ready to teach in-person. Communication with the parents via email, text messages, newsletter, phone calls and in-



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person meeting was used to reach out to parents. School board members, school staff, CTA and CSEA unions also have received this information.

Name of Organization(s) and Date(s) Consulted:

Governing Board      November 10, 2020

DLAC      November 10, 2020

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

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**II. Elementary School Reopening Plans**

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):

- **Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.
  - Cleaning and disinfection process will be administered often in the classrooms and bathrooms. Teachers will use disinfection fluids and wipes to clean high traffic student contact areas. Custodians will clean bathrooms immediately after being used. Custodians will also disinfect all classrooms when all staff and students have exited the facility.
- Custodians will be assigned to disinfect high traffic areas; doors, restrooms
  - Two custodians will be onsite located opposite sides of the schools near the restrooms to clean after being used. Custodians will wipe all areas in the bathroom, disinfect airborne moisture with our current mister/fogger that was purchased to help disinfect the surrounding air.



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- Suspend or modify the use of site resources that necessitate sharing or touching of items.
  - Each student will have their own assigned computer to use in class. All paper and pencil items will be assigned to each student. Seating arrangements will be assigned to each student. Each student will have their own water bottle to use. The classroom sink will not be used. Hand sanitation will be available for students to use in the classroom
- Staff will regularly clean and disinfect high touch surfaces within the school.
  - Staff will have a labeled disinfection bottle to use for spraying and wiping down high touch areas in the classroom. Teachers will regularly clean before students arrive, during class time as needed, and after students have exited the classroom. Custodians will administer deep cleaning and air quality control disinfection protocol.
- Limit the sharing of school supplies, provide school supplies as needed, to take home
  - Each student will be assigned and provided their own writing utensils, writing paper, color utensils, assigned classroom curriculum books and a computer laptop for classroom use only.
- Distribute school supplies that will remain at home for at home use.
  - Each student will be assigned and provided their own writing utensils, writing paper, color utensils, assigned classroom curriculum books and a computer laptop for home use only.
- classroom and office doors will remain open to introduce fresh outdoor air as much as possible
  - Each classroom currently have new 2018 A/C Heating units independent from other classrooms. Each classroom have windows that can open and close safely. Doors will be open to allow constant airflow. The doors will be open as long as needed for health and safety issues.

Cohorting: How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

- Ducor School is a TK-8 school district. Grades K-8, the average class size is about 14 students per class. Synchronous education will be conducted on Monday, Tuesdays, Thursday and Friday's. Students will not attend in-person learning on Wednesday. Instead Asynchronous learning will be offered. All students will still be required to meet with their assigned instructor Wednesday morning. Students choosing to return to in-





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person teaching, seating arrangements will be assigned. Each classroom will have extra tables to accommodate a student to be seated six feet away. All classrooms will have Plexiglas between students. Instructional time will be between 8:30 AM to 12:30 pm. Morning brunch will be delivered to each classroom. Each student will have their own sack brunch. Trash containers will be provided so the custodian can collect all food waste. The teacher will disinfect student seating area after each meal. Students will be allowed to use the restroom as needed. No more than two students can use the restroom at one time. Custodians will be onsite to clean the restrooms after use. Special Education services will continue to provide services in their assigned classroom. Students will receive their assigned minutes of instruction with the special education instructional aide. School lunches will be delivered to the classrooms. Students will be dismissed at 12:30 pm. Students will collect their lunch before leaving the class. Students will then follow the exit plan to maintain safe distance and minimal contact. Teachers will take their designated lunch time from 12:30-1:15 pm. Teachers will then meet with distance learning students from 1:15 to 2:50 pm. All teachers will be required to exit the facility by 4:00pm to allow the custodians to disinfect all classrooms as needed.

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

- Student entrance will be marked with social distancing markers to stand on. All students, staff and parents that are on campus will need to have their temperature scanned. The thermal scanner can scan 150 persons in less than 15 minutes. Students will follow the entrance walking path to their classrooms (Map). Each walking path is designed to minimize student contact, maintain social distancing and to follow direct entrance to the classroom. Break time for each grade level will be assigned. This schedule will minimize cross cohort contact, isolating the same cohort to stay together. Restrooms are located opposite ends of the school building. For example, Kinder and 8<sup>th</sup> grade students will have the same restroom break time but restrooms are located opposite sides of the building. No cross cohort contamination will take place. Custodians will immediately disinfect the restrooms, wiping high hand traffic and other general cleaning.



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Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced.

- Face coverings will be required for all adults. Students in grades 3-8 will also require a mask. Students in grades K-2 will have an option to wear a face mask but is not required. Students and adults that request to be exempt must have a medical excuse. A medical note must be provided. Extra mask will be available as needed for all students, staff and visitors.

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

- OneScreen thermal imaging will be used to check each person's temperature. The imaging device will determine the person's temperature. The unit is set to flag any person to have a temperature over 100.4 degrees. The unit is programmed to flag any person that is not wearing a mask. Record of the person's temperature will be taken and kept internally. Only the administrator will have access to each person's temperature for contact tracing purposes. The information will be confidential for all persons being scanned. The administrator or office administrator will monitor temperature checks. If a person's temperature is recorded to be higher than normal, 99-100.3 degrees, then the administrator will ask the person if they have any COVID-19 symptoms. The administrator will also follow up contacting the student's parents as needed. The adult will be asked to self-monitor their temperature.
- If a student or staff member is ill, the office will separate that person in an isolation room. An adult that is ill will be asked to go home, self-monitor, visit their doctor to be tested, stay home up to 10 days as needed if no symptoms develop. If a student is ill, the office will isolate the student, call parents to pick up the student, advice to visit a doctor, be tested for Covid-19, advice that if student is tested positive that all siblings must also be quarantined 10-14 days as needed if symptoms develop. Parents and school office will stay in communication.
- If a student or staff has reported to be positive for Covid-19, then the school administrator will follow contact tracing protocol, inform parents and students in their cohort, determine if any student or adult have symptoms, or send all students home up to 10 days. If 25% of the school population has been exposed and show symptoms, then school closure will be initiated up to 14 days for all students and staff.





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- Contact tracing information and support will be communicated with TCHHS and TCOE health department. The school's assigned nurse will ensure process and procedures are being followed as needed.

**Healthy Hygiene Practices:** The availability of hand washing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

- Hand sanitizer units will be available for all students and staff in their classroom, office space and restrooms. Students will use hand sanitizers as they enter and exit the classrooms. Hand sanitizers will be used after the use of the restroom. Hand sanitizers will be available to use during class time. Hand sanitizers will be restocked as needed. Custodians will recycle the containers and provide new sanitizers as needed.

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

- The superintendent/principal will be the designated person to contact the local health department if there is a confirmed case. Staff, students and parents will be contacted if the class cohort has been exposed to a positive case. All students and staff may be asked to stay home for up to 10-14 days as needed. Siblings of those students will also be asked to stay home for the same number of days. Distance learning will be assigned to those students staying home. The teacher will have already generated distance learning assignments to be completed. Asynchronous time will be documented during distance learning.

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

- The walking path to and from the students classrooms, office and restrooms will be identified. Students and staff will be responsible to maintain social distancing, staying on the markers. Classrooms will be dismissed in a sequential order. This order will support cohort separation as well as allow students to report to their exit location.



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

- Staff training was provided by Tulare County Office of Education Health Department. The school nurse provided a virtual training. The superintendent/principal also received training regarding contact tracing, identifying Covid-19 symptoms and proper isolation protocols and student and staff follow up after any student and staff positive case scenarios. Staff will also receive online training with our current health and wellness agency. These trainings are available for all staff members.

Testing of Students and Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

- Testing sites are available for all student and staff at the following locations;
  - Veterans Memorial Building
    - 1900 W. Olive Ave. Porterville, CA
    - Monday-Friday 7:00 am to 7:00 pm
    - By appointment only: 1-800-634-1123
  - Family HealthCare Network
    - 65 N. Hockett St. Porterville, CA
    - Monday-Friday 8:00 am to 7:00 pm
    - Saturday and Sunday 8:00 am to 5:00 pm
    - 1-877-960-3426
  - Personal Physician or Family physician

Triggers for Switching to Distance Learning: The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.

- Distance Learning will be a continuous format for daily in-person learning integrated with the teacher lesson planning. Students and teachers that have to be quarantined for a period of days will not lose any educational time. Anytime a student needs to stay home



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or is required to stay home due to Covid-19 cases, switching to distance learning will have no negative impact.

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

- Communication with students, staff and parents will be discussed case by case situations. Maintaining a small cohort class, this will allow the administrator to collect information and to share information within the boundaries of the cohorts. If a school wide case has exposed the students and staff, then a school wide alert will be sent to all community members given little details of persons or cause. Communication will take place using the following communication resources; online parent communication text, voice, email services Applegly Thrillshare, person to person phone contact, community letter and in-person contact as needed.

#### Resources for Completing Your Plan

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs  
<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools <https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID19/Schools%20Reopening%20Recommendations.pdf>