

COVID-19 SAFETY PLAN (CSP)

On January 14, 2021, the California Department of Public Health issued guidance to schools regarding reopening for in-person instruction. Per the document *COVID-19 Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year*, local education agencies who were not previously opened for in-person instruction must submit a plan for in-person reopening that incorporates two main components: the Cal/OSHA COVID-19 Prevention Program (CPP) and the COVID-19 School Guidance Checklist. Tracy Unified School District's documentation addressing these components is detailed in this plan.

Component 1: Cal/OSHA COVID-19 Prevention Program

In response to the Cal/OSHA Emergency Temporary Standards (December 1, 2020) requirement to develop a Cal/OSHA Prevention Program (CPP) specific to COVID-19, Tracy Unified School District developed an addendum to its existing Injury and Illness Prevention Program (IIPP). The addendum, referred to as the COVID IIPP Addendum, was made available to employees through the online Keenan Safe Schools platform and is detailed below.

TRACY UNIFIED SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) COVID-19 Prevention Plan (CPP)

Purpose

It is the policy of the Tracy Unified School District to ensure a safe and healthy environment for employees, staff, and students. It is known that communicable and infectious diseases such as COVID-19 are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Due to the widespread of COVID-19 in the community Tracy Unified School District has implemented the following infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC) and our state and local guidelines.

Authority and Responsibility

The Superintendent or Designee has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Introduction

What is COVID-19?

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is Coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as “2019 novel coronavirus” or “2019-nCoV”. There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a new coronavirus that has not previously been seen in humans.

What are the Symptoms of COVID-19?

Symptoms may appear 2-14 days after exposure to the virus. Common symptoms of COVID-19 may include the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Procedures to Help Prevent the Spread of COVID-19

Protect Yourself

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

How does it spread?

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet)
- Through respiratory droplets produced when an infected person coughs, sneezes or talks
- Through respiratory droplets that can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms. To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended.

Germs can spread from other people or surfaces when:

- Touching eyes, nose, and mouth with unwashed hands
- Preparing or eating food and drinks with unwashed hands
- Touching a contaminated surface or object
- Blowing nose, coughing, or sneezing into hands and then touching other people's hands or common objects
- Touching an item or surface in a public area that may be frequently touched by other people, such as door handles, tables, etc.

Hand Hygiene

Hand hygiene procedures include the use of alcohol-based hand sanitizer and hand washing with soap and water. Washing hands with soap and water is the best way to get rid of germs in most situations, and it's one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 60% alcohol).

Properly wash hands with soap and water by:

- Wet hands first with water (avoid using hot water).
- Apply soap to hands.
- Rub hands vigorously for at least 15 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with paper towel.
- Use paper towel to turn off water faucet.

Alcohol-based hand sanitizer is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used.

Using Alcohol-based Hand Sanitizer (follow manufacturer's directions):

- Dispense the recommended volume of product;
- Apply product to the palm of one hand; and
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required), this should take around 20 seconds.

Coughing and Sneezing Etiquette

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

Germs can be easily spread by:

- Coughing, sneezing, or talking
- Touching your face with unwashed hands after touching contaminated surfaces or objects
- Touching surfaces or objects that may be frequently touched by other people

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash.
- If a tissue is not available, cough or sneeze into the elbow, not in hands.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% alcohol.

Avoid Close Contact – Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. To help prevent the spread of respiratory disease, employees should avoid close contact with people who are sick.

Each site will have a plan in place to ensure social distancing at their location. The plan will include, but is not limited to the following:

- Avoiding shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, follow the cleaning and disinfecting guidelines to clean and disinfect shared workspaces and work items before and after use.
- Increasing physical space between employees and public by providing physical barriers such as partitions.
- Using signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Limit access to common areas where employees are likely to congregate and interact.
- Delivering services and holding meetings remotely by phone, video or internet.
- Limiting any unnecessary travel with passenger(s) from one site to another in work vehicles and personal employee vehicles.
- Eliminating all non-essential and non-related services, such as entertainment activities.
- Using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, holding meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear a face covering.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the COVID-19 Inspection Form (Appendix A) as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employees will also be asked to practice social distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas
- Entering, working and exiting physical buildings or other structures

Employee Self-Assessment

Employees will be asked to monitor their health each day, and are asked to notify their supervisor before their scheduled shift and prior to arriving at the site, if they have been exposed to someone with COVID-19 or you have a temperature of 100 or more, tiredness, chills, shortness of breath, difficulty breathing, nausea, vomiting, diarrhea, sore throat, loss of taste or smell, cough, or muscle pain.

Conduct a Self-Health Assessment Before Entering the Building

Do not enter the building if you have experienced any of the following in the last 14 days:

- Fever greater than 100 degrees
- Difficulty breathing or shortness of breath
- Pervasive cough
- Repeated shaking with chills
- Unfamiliar muscle pain
- Headache
- Sore throat
- New loss of taste or smell, or
- **been in **direct contact* with someone that has been diagnosed with COVID-19 regardless of whether you are personally experiencing symptoms.**

If any of the above conditions describe your situation, contact your supervisor or the HR department by phone or e-mail to obtain directions about what to do.

****Direct contact: A direct contact is someone who was less than 6 feet away for more than 15 cumulative minutes within the last 48 hours with someone who has been diagnosed with COVID-19.***

Personal Protective Equipment

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on

geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Unless otherwise directed by your supervisor, all employees must cover their mouth and nose with a face covering when around others.

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a face covering.
- The face covering is meant to protect other people in case you are infected.
- Continue to keep about 6 feet between yourself and others. The face cover is not a substitute for social distancing.
- Employees performing disinfecting duties are required to wear all required PPE, even if working alone in an area.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room. This does not include employees performing cleaning or sanitization duties, as PPE should be worn at all times when performing those duties.
- While eating and drinking in the workplace.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Washing Facilities

Notify your supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water and single-use towels.

Cleaning and Disinfecting

Trained employees will clean and disinfect commonly touched surfaces within school and on school buses, as frequently and practicable throughout the day. When using air-conditioning, use the setting that brings in fresh air and check air filters to ensure optimal air quality.

- Ensure staff clean and disinfect frequently touched surfaces within school and on school buses daily and as practicable throughout the day by trained staff.
- Use District provided PPE when performing cleaning and sanitization of areas/work surfaces.
- Use District provided cleaning products that are approved for use against COVID-19 by CDC (Centers for Disease Control) and follow product instructions. Do not wipe areas after spraying. Allow to sit for recommended time period (10 minutes). All employees, other than MOT and Food Service, utilizing the approved products must complete the Keenan IPM for Teachers and Office Staff training prior to product usage.
- Establish a cleaning and disinfectant schedule in order to avoid both under and overuse of cleaning products.
- Ensure safe and correct application of disinfectant and keep products away from students.

- Ensure proper ventilation during cleaning and disinfecting.
- All TUSD air conditioning units are equipped with economizers allowing 10%-20% outside fresh air depending on outside temperatures and conditions. Fresh air from outside of the buildings replenishes the oxygen level and reduces the carbon dioxide level in the room, helping to maintain good quality air.
- TUSD uses high quality anti-microbial air filters with a MERV 11 rating to filter any particulates exiting the room to avoid returning to the room. Air filters will be regularly checked for replacement as needed.

Shared tools, equipment and personal protective equipment (PPE)

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses

- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 60% alcohol. Dry surface thoroughly.

Cleaning and Disinfecting Building or Facility in the Event of a Suspected or Positive Diagnosis. TO BE PERFORMED BY TRAINED MAINTENANCE AND OPERATIONS EMPLOYEES ONLY:

- Close off/secure areas used by the employee for a period of 24 hours when feasible in accordance with Public Health guidance. Areas should be labeled 'Do Not Enter' for the designated time period.
- Open outside doors and windows to increase air circulation in the area if possible.
- Spray and disinfect (do not wipe) all areas used by the positive individual, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls.
- Allow the cleaner to sit, undisturbed, for the recommended length of time (10 minutes).

Employee Training/Communication

Tracy Unified School District will provide regular training and communication for employees on the following topics:

- Signs and symptoms of COVID-19
- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings

- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws
- COVID-19 symptoms, the importance of consulting with their health care provider, and not coming to work if the employee has COVID-19 symptoms

All employees will complete, either independently or in a group meeting setting, the training provided by CAL/OSHA. Employees who are not able to attend a group session will be afforded time during work hours to complete this training.

<https://trainingacademy.dir.ca.gov/covid-19-training-for-california-workers-1>

Employee participation

Employees and their authorized employee representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by monitoring their individual or assigned work environment and immediately reporting any concerns. Employees are protected under OSHA Whistleblower Status and Board Policy, both which prohibit retaliation for filing a concern.

- If the concern is related to actions of an individual (i.e. individuals not wearing a mask, not following social distancing protocols, etc.) please report this to your immediate supervisor. Supervisors will address this directly with the employee(s).
- Alternately, the COVID reporting form found in appendix A of this document may be used to report workplace hazards, including actions of individuals. Once completed, the form should be submitted to site/department administration for hazard correction.
- The form may be viewed via the Staff Portal, District e-forms in the section for MOT E-forms: <https://tracyusd.sharepoint.com/HumanResources/eForms/Pages/default.aspx>.

Employees who are not comfortable reporting utilizing the options above may report by contacting Human Resources and/or their bargaining representative.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the COVID-19 Inspection Form (Appendix A), and corrected in a timely manner based on the severity of the hazards, as follows: The severity of the hazard will be assessed and correction time frames assigned, accordingly. Individuals will be identified as being responsible for a timely correction. Follow-up measures will be taken to ensure timely correction. The COVID 19 Inspection Form will be completed by management to document correction of reported hazards. The form may be viewed via the Staff Portal, District e-forms in the section for MOT

E-forms: <https://tracyusd.sharepoint.com/HumanResources/eForms/Pages/default.aspx>.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Symptoms, testing, and diagnosis information should be reported to HR. Hazard information should be reported as noted above in the Employee Participation section.
- Employees can and should report symptoms and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness that may require accommodations should contact Human Resources to engage in the interactive process.
- For COVID-19 testing information consult with your healthcare provider or visit: <http://www.sjready.org/events/covid19/testing.html>
- In the event we are required to provide testing because of a workplace exposure or outbreak, impacted employee(s) will be provided testing resources through Dr. Patel or other District providers. Human Resources staff will assist the impacted employee(s) with scheduling testing at a facility at no cost to the employee(s).

If an Employee has COVID-19 or is Experiencing COVID-19 Symptoms

Employees who are being tested or have tested positive for COVID-19 must notify Human Resources as we need to notify employees who have been in contact with that individual.

- Do not report to work.
- Enter your absences in Aesop, using the absence reason: "Sick-C19".
- Contact your healthcare provider for further guidance.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 positive employees are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure (direct contacts) from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever it has been demonstrated that the COVID-19 exposure is work related. This will be accomplished through the Workers Compensation process and in accordance with benefits afforded through the collective bargaining agreements and applicable state and federal law.
- Providing employees with information on available benefits at the time of exclusion.

Investigating and Responding to COVID-19 Cases

Employees who had potential COVID-19 exposure in our workplace will be notified in writing of the exposure. The written notification includes guidance on protocols to follow, a recommendation to consult with their healthcare provider, and when necessary information on

COVID-19 testing resources. Applicable workers compensation information will be provided. In the event a positive diagnosis is confirmed to be connected to the workplace, Human Resources will work in conjunction with site/department personnel to conduct an investigation and implement all required protocols.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b) as addressed in our IIPP.
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the COVID-19 Employee Questionnaire (Appendix B) investigation form to keep a record of and track all COVID-19 cases. The location of cases and number of cases at each location will be made available to employees; or authorized employee representatives upon request, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 positive employees will not return to work until medical clearance is obtained or the employee has met the requirements of at least 10 days since the onset of symptoms or positive test **and** symptoms have improved **and** the employee has been fever free without the use of fever-reducing medication for at least 24 hours.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.

This addendum will be reviewed regularly and according to federal, state and local requirements. These guidelines and written prevention plan are subject to change as information is received and the situation evolves.

Appendix A: COVID-19 Inspections

Date:

Name of person submitting the inspection request:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Brief Description of Concern	Person Assigned to Correct	Date Corrected
Exposure Control			
Individual not maintaining social distance			
Individual not wearing a face mask			
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Administrative			
Physical distancing of workspaces			
Surface cleaning and disinfection supplies provided			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (available)			
Face coverings			
Gloves			
Face shields/goggles			

Appendix B: COVID-19 Employee Questionnaire

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

COVID-19 Employee Questionnaire

When an employee reports as being COVID-19 positive and/or symptomatic (Sick-C19), please ask the following questions and send this questionnaire to COVIDReporting@tusd.net ASAP. This information is needed for documentation purposes, to notify Public Health and the bargaining units, and to clean and disinfect the sites/areas:

1. Name/Position of Employee: _____
2. Employee Phone Number: _____
3. Campus/Site/Department: _____
4. Last date on campus: _____
5. Names of employees (include their position and cell phone numbers) that were in direct contact at less than 6 feet for more than 15 minutes within 48 hours before the onset of symptoms: _____

6. Was the employee in direct contact with students within 48 hours before the onset of symptoms? _____
If yes, how many? _____
 - a. If yes, contact Erica Contreras, Health Services 321-3793, econtreras@tusd.net.
7. List of room numbers and areas employee physically entered (i.e. specific staff rooms, restrooms etc.): _____

8. Number of individuals on site.
 - a. Employees: _____
 - b. Students: _____
9. Please note when a specific room is identified as an area where a COVID-19 positive employee has been, the room needs to be secured with no access allowed for **24 hours as practicable**.
 - a. Signage posted to indicate area is to remain idle for 24 hours:
10. Date symptoms began (if known): _____
11. Date COVID-19 test taken: _____
12. Date of positive test results: _____
13. Potential source of exposure (i.e. workplace, travel, family etc. if known): _____

For Positive Cases Only:

14. Non exposure letter sent to staff including Food Service, MOT, Vendors (if applicable) within 24 hours:
15. Direct exposure letter sent to direct contacts identified in #5 above within 24 hours:

For District Office use only:

Employee assigned to disinfect: _____
Scheduled date and time for disinfecting: _____

Were workplace conditions present that could have contributed to the risk of COVID-19 exposure? _____

What can be done to reduce exposure to COVID-19? _____

Component 2: COVID-19 School Guidance Checklist

The information which follows serves as the supporting documentation for the categories noted on the 2021 COVID-19 School Guidance Checklist.

***Stable Group Structures:** How students and staff will be kept in 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 stable group.*

Tracy Unified School District will implement a Hybrid/Distance Learning Concurrent Model to ensure stable groups of students and staff. If opening in purple tier status, only students in grades TK-6 will return to in-person instruction during purple tier status. All other grades would return upon movement to red tier status. Students will have the option of remaining in Distance Learning for the remainder of the 2020-2021 academic year. Those electing to attend in-person instruction will be divided into groups as follows:

- a) Group A students will be those attending in-person instruction on Monday and Thursday. These students will attend via distance learning on Tuesday and Friday. Student class sizes will be balanced to ensure a minimum of 3 feet of spacing between student chairs in accordance with framework guidance.
- b) Group B students will be those attending in-person instruction on Tuesday and Friday. These students will attend via distance learning on Monday and Thursday. Student class sizes will be balanced to ensure a minimum of 3 feet of spacing between student chairs in accordance with framework guidance.
- c) One day per week (Wednesdays) will be assigned for all students to receive distance learning so that teachers may perform all professional duties for both the in-person and distance learning. Teachers will have the option to work from home on this day, including attendance at professional development and staff meeting activities.
 - a. All shared playground structures and equipment will be suspended until further notice
 - b. All shared classroom supplies will be limited and strongly discouraged.

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Each classroom will be reviewed to ensure a minimum of 3 feet of space between student chairs for those students attending in-person instruction. Classroom assignments will be adjusted accordingly to ensure these spacing requirements are met, with no more than 23 individuals in a classroom.

If you have students in departmentalized classes, how will you organize staff and students in stable groups?

At the K-8, Middle School, and High Schools departmentalized classes will be organized following the A/B in-person hybrid scheduling described above. Passing periods will be utilized to disinfect classroom desks and other shared spaces prior to the start of each class period.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

At the K-5 level, Music and PE electives will take place in the afternoon via Distance Learning.

At the K-8, Middle School, and High Schools departmentalized classes, including electives, will be organized following the A/B in-person hybrid scheduling described above. Passing periods will be utilized to disinfect classroom desks and other shared spaces prior to the start of each class period.

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.*

All schools will follow their TUSD site operational plans to keep stable groups together. The site operational plans include: keeping stable groups together and not mixing stable groups as much as possible, one directional foot traffic patterning in buildings and hallways, identified designated areas for each stable group outside of the classroom to enter the campus, line up, and exit the campus.

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

Per California Department of Public Health guidance dated November 16, 2020, people in California must wear face coverings when they are outside of the home, unless one of the exemptions below applies. Wearing a face covering does not eliminate the need to physically distance yourself from others and to wash your hands frequently.

Individuals are exempt from wearing face coverings in the following specific settings:

- Persons in a car alone or solely with members of their own household.
- Persons who are working in an office or in a room alone.
- Persons who are actively eating or drinking provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
- Persons who are outdoors and maintaining at least 6 feet of social distancing from others not in their household. Such persons must have a face covering with them at all times and must put it on if they are within 6 feet of others who are not in their household.
- Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.

- Workers who are required to wear respiratory protection.
- Persons who are specifically exempted from wearing face coverings by other CDPH guidance.

The following individuals are exempt from wearing face coverings at all times:

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. Such conditions are rare.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

Note: Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

Each staff member and student has been provided a face mask as well as face shield for use. In addition, each school site and district office department has been provided with disposable masks for use in instances when a student or staff member forgets their mask, or the mask they brought is no longer wearable due to damage. School buses will also carry a supply of masks should a student not have one when attempting to board a bus or need a replacement mask.

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.*

All students will have their temperature checked upon entering their 1st period/homeroom class, daily. Students with a temperature of less than 100.4 degrees will be permitted to enter the class and participate in live instruction for the day. Students with a temperature of 100.4 degrees or higher will be sent to the office in a quarantined area of the office to be sent home.

- a. Before students and staff come to school, they will need to conduct a self-check for signs and symptoms of COVID-19.
- b. Anyone who has been exposed to someone with COVID-19 in the past 14 days, has COVID-19 symptoms, or who is not feeling well should not go to the school/work site.
- c. Those who develop signs and symptoms throughout the day will be sent to an identified isolation area when feasible. The identified isolation area should be an area in which others do not regularly pass, where symptomatic individuals can remain until they can go home.

Healthy Hygiene Practices: *The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and student use.*

All schools will teach and reinforce washing hands, avoiding contact with one's eyes, hands, and mouth, and covering one's coughs and sneezes. Students and staff will have access to hand sanitizer throughout the school/work site. The district will require all staff and students to wear cloth face coverings/masks (unless an individual has a health/medical condition that prohibits it, or other verifiable exemption reason). Food Service workers and staff in routine contact with the public should use gloves and facial coverings.

- All rooms with running water will have soap and paper towels available
- Liquid hand sanitizer will be available in all rooms
- Office space departments will have designated locations with hand sanitizer available
- All hand sanitizer bottles will be refilled as needed
- Cloth face coverings, masks, or face shields will be required (unless an individual had a health/medical condition that prohibits it),
- Information will be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings
- Ensure adequate supplies of the following to support healthy hygiene behaviors, including soap, tissue, no touch trash cans, face coverings, and hand sanitizers
- Provide staff with face coverings and other PPE as required based on job classification and assigned duties

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.*

Following identification of a positive individual, the supervisor/administrator of the positive individual will consult with the positive individual to determine those who were direct contacts during the exposure period by completing the COVID 19 Employee Questionnaire. Unless required by the local health authority, confidentiality will be maintained as directed by State/Federal HIPAA and FERPA compliance laws.

Contact tracing of diagnosed staff members will be completed by Human Resources staff. Contact tracing of diagnosed students will be completed by Health Services. Human Resources and Health Services staff will utilize an established email address, COVIDreporting@tusd.net, to share information so all contact information is centralized for notification to the local health officer and to coordinate disinfection of the impacted area(s). Reporting of all confirmed positive cases and associated contact tracing information will be reported to the local health officer as required.

Families of students who attend a site where a positive case exists, but who were not direct exposures will receive the following notification.

Date: _____

This is to inform you that a case of COVID-19 has been identified in our school. The staff and students in your child's class(es) have NOT been exposed. Your child's classroom(s) remain(s) open and your child can still come to school.

COVID-19 is spread from person-to-person. This occurs between people who are in close contact when an infected person coughs, sneezes or talks. Close contact can mean being in the same classroom or being within six feet of someone for more than 15 minutes during their infectious period. There is a small risk of spread from touching a surface or object that has the virus on it and then touching your own mouth, nose, or eyes.

Symptoms can occur from 2 to 14 days after exposure. COVID-19 common symptoms are fever, chills, cough, shortness of breath, difficulty breathing, tiredness, muscle aches, body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, diarrhea and respiratory difficulty.

We are working closely with San Joaquin County Public Health Services (SJC PHS) and taking the following steps:

- *The COVID-19 positive individual is not at school and is in isolation following SJC PHS Isolation Orders and Instructions.*
- *Exposed students and staff have been identified and are no longer at school. They are ordered to quarantine and monitor for symptoms for 14 days from the last exposure following SJC PHS Quarantine Orders and Instructions http://www.sjcphs.org/Isolation_Quarantine.aspx*

Staff, families, and students can take the following steps:

- *If symptoms develop, stay home. Call your doctor to arrange a COVID-19 test and call the school or TUSD Health Services to let them know your child has symptoms.*
- *Free testing is available. Find COVID-19 information and testing sites in San Joaquin County at www.sjready.org.*

If you have questions, please call TUSD Health Services at (209)830-3241

*Sincerely,
Erica Contreras
TUSD Health Services Coordinator
(209)830-3241*

Families of students who have been identified as direct contacts will receive the following notification:

Dear TUSD Families:

Our district has been working with our local public health department monitoring the 2019 novel coronavirus (COVID-19). When responding to infectious diseases, it is important to know that our school district follows the directions and recommendations made by the state and county health departments.

Please be aware your child may have been exposed to COVID 19. The information provided below does not replace talking with your health care provider if you or your child is ill. If you or your child have symptoms, please seek diagnosis and treatment from your health care provider as soon as possible.

The student/staff member who was confirmed for COVID-19, attended school premises on the following date/s _____ . If you are receiving this notification it is because a 14-day quarantine is required per CDC and CPHD guidelines before the student receiving this notification can return to school. Out of an abundance of caution, we advise you to monitor your health, follow CDC and Public Health guidelines and contact your primary care physician if you have any symptoms or concerns. In accordance with FERPA and HIPPA laws, we are not allowed to disclose any further information regarding the student/staff member who tested positive for COVID 19.

It has been determined that the end of the 14 day self-quarantine period for the student receiving this notification will be _____ .

What is COVID 19?

Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

What are some of the symptoms?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste and/or smell
- Sore throat
- Nausea and/or vomiting
- Diarrhea
- Headache

What is the school district doing?

We are staying in close contact with local and state health officials to ensure we are taking the appropriate steps under the current circumstances, including:

- Thorough and frequent cleaning and disinfecting of high touch surfaces.
- Enhanced infection control precautions, such as wearing personal protective equipment (PPE) when working with students and others.
- Increasing the availability of hand sanitizer.
- Screening of students and staff for COVID 19 symptoms, as well as anyone else who must enter our facilities.
- Providing and requiring face masks for students and staff to wear.

- Requiring all others entering our facilities to wear face coverings to help prevent the spread of COVID 19.
- Practicing Social distancing as indicated by CDC and Public Health.

Keeping our students and staff safe is our top priority. In our district, we are following high standards and strict procedures for frequent and thorough cleaning and disinfecting.

What can I do to stay healthy?

- Multiple times a day, wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home from work or school if you are not feeling well.
- Seek medical attention if you have reason to believe you have been exposed to coronavirus or influenza. Call your healthcare provider before visiting a healthcare facility.
- Monitor your health daily.
- Practice social distancing.

You can also review the CDC website for information about COVID 19, including its symptoms, how it spreads, and actions you can take to protect your health: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Please know that the district is monitoring this situation. Our focus is maintaining the safety of students and staff. We will continue to update staff and families with any new information.

For more detailed information contact TUSD Health Services or your local Public Health Department. More resources are provided below.

Sincerely,

Erica Contreras
Coordinator of Health Services
Tracy Unified School District

Resources:

CDC. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

CDC. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

CDPH: <https://www.cdph.ca.gov/programs/CID/DCDC/Pages/Guidance.aspx>

San Joaquin Public Health: <http://www.sjcphs.org/>

U.S. Department of Education. FERPA and Coronavirus Disease 2019. https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FERPA%20and%20Coronavirus%20Frequently%20Asked%20Questions.pdf

All employees on site where a positive case has been identified will receive the “**NOTICE OF POTENTIAL EXPOSURE TO COVID-19 AT WORKPLACE**” as shown below:

VIA EMAIL or HAND DELIVERY (circle one)

TO: All (INSERT SCHOOL NAME/DEPT. EMPLOYEES)

FROM: Human Resources

DATE: _____

RE: **NOTICE OF POTENTIAL EXPOSURE TO COVID-19 AT WORKPLACE**

We have been notified that the District has a COVID-19 case, which means that an individual at your workplace has received a positive COVID-19 test or positive COVID-19 diagnosis from a licensed healthcare provider, has received a COVID-19 related order to isolate from a public health official, or has died due to COVID-19 (as determined by a local health department or per inclusion in the county’s COVID-19 statistics).

*COVID-19 is spread from person-to-person. Symptoms can occur from 2 to 14 days after exposure. **COVID-19 common symptoms are fever, chills, cough, shortness of breath, difficulty breathing, tiredness, muscle aches, body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, diarrhea and respiratory difficulty.***

As an immediate response to protect the health and safety of our staff and students, we conducted an investigation to identify staff who were on the premises of the same work location, working area, or common area at work used or accessed by the COVID-19 case (“exposed workplace”) during the COVID-19 case’s high-risk exposure period as defined by law.

*Based on our investigation, we are notifying you that you may have been exposed to COVID-19 because you were on the premises of the exposed workplace during the COVID-19 case’s high-risk exposure period. At this time, you have **not** been identified as a close contact to the COVID-19 case, which is defined as being within six feet of the COVID-19 case for a cumulative total of 15 minutes or more in any 24-hour period within or overlapping with the high-risk exposure period, regardless of whether you wore a face covering.*

Please see below information regarding COVID-19 related benefits to which you may be entitled to, and the disinfection and safety plan that we will implement and complete.

COVID-19 Related Benefits

Please note that if you are unable to work (or telework) due to COVID-19, there are leave and other benefits available to you. Information regarding COVID-19-related benefits under the applicable collective bargaining agreement, and applicable federal, state, or local laws including, but not limited to, workers’ compensation and available COVID-19-related leave, are listed below:

Classified Employees: Refer to the Master Agreement, Articles:

- *XIX, Sick Leave*
- *XX, Extended Sick Leave*
- *XXI, Industrial Accident/Illness Leave*
- *XXII, Personal Necessity/Personal Business Leave*
- *XXIII, Leave of Absence*
- *XXVI, Vacation Leave*
- *XXVII, Holidays*
- *FMLA and Labor Code 233 – please contact Human Resources for additional information.*

Certificated Employees: Refer to the Master Agreement, Articles:

- *XXXI, Sick Leave*
- *XXII, Industrial Accident or Illness Leave*
- *XXIX, Personal Necessity Leave*
- *XX, Leave of Absence*
- *FMLA and Labor Code 233 – please contact Human Resources for additional information.*

Disinfection and Safety Plan

We will implement and complete the following disinfection and safety plan in accordance with Centers for Disease Control and other applicable guidelines to ensure the safety of our employees as a result of the potential COVID-19 exposure at the workplace.

- *The COVID-19 positive individual is not at school/site/department and is in isolation following SJC PHS Isolation Orders and Instructions.*
- *Exposed students and staff have been identified and are no longer at school/site/department. They are ordered to quarantine and monitor for symptoms for 14 days from the last exposure.*

Cleaning and Disinfecting Building or Facility in the Event of a Positive Diagnosis:

- *Close off/secure areas used by the employee who tested positive for a period of 24 hours when feasible, per Public Health Guidance.*
- *Open outside doors and windows to increase air circulation in the area if possible.*
- *Clean and disinfect all areas used by the positive individual, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls.*
- *Continue routine cleaning and disinfection.*

Additional information regarding cleaning procedures can be found by reviewing the COVID IIPP Addendum available on the Keenan Safe Schools Training site accessible through the Staff Portal, under Services, and clicking on Keenan Modules.

Our staff and students' health and safety are our top priority. We appreciate your support in ensuring a healthy and safe working environment. We are here for you during these trying times.

Please contact Stacy Johnson (sjohnson@tusd.net or 830-3260) with any questions or concerns.

Individuals identified as a direct exposure will receive the “**NOTICE OF POTENTIAL EXPOSURE AS CLOSE CONTACT TO COVID-19 CASE AND EXCLUSION FROM WORKPLACE**” document as shown below.

VIA EMAIL or HAND DELIVERY (circle one)

DATE

[EMPLOYEE NAME]

RE: NOTICE OF POTENTIAL EXPOSURE AS CLOSE CONTACT TO COVID-19 CASE AND EXCLUSION FROM WORKPLACE

We have been notified that the District has a COVID-19 case, which means that an individual at your workplace has received a positive COVID-19 test or positive COVID-19 diagnosis from a licensed healthcare provider, has received a COVID-19 related order to isolate from a public health official, or has died due to COVID-19 (as determined by a local health department or per inclusion in the county’s COVID-19 statistics).

As an immediate response to protect the health and safety of our staff and students, we conducted an investigation to identify staff who were on the premises of the same work location, working area, or common area at work used or accessed by the COVID-19 case (“exposed workplace”) during the COVID-19 case’s high-risk exposure period as defined by law.

Based on our investigation, we are notifying you that you may have been exposed to COVID-19 because you have been identified as a close contact to the COVID-19 case, which means you were within six feet of the COVID-19 case for a cumulative total of 15 minutes or more in any 24-hour period within or overlapping with the high-risk exposure period, regardless of whether you wore a face covering.

Please see below direction regarding work exclusion and information regarding COVID-19 related benefits to which you may be entitled to, and the disinfection and safety plan that we will implement and complete.

Work Exclusion

Due to your close contact with the COVID-19 case, until further notice, you are excluded from physically coming to work as to help prevent potential spread of the virus. Please contact Stacy Johnson (sjohnson@tusd.net or 830-3260) for more information and direction regarding the duration of your exclusion from work and home quarantine, and remote work options if possible.

COVID-19 Testing

Due to your close contact with the COVID-19 case, the District is offering COVID-19 testing at no cost to you during your working hours through the District’s designated physician, Dr. Patel. Should you wish to utilize Dr. Patel, please contact Stacy Johnson (sjohnson@tusd.net or 830-3260) for further direction.

COVID-19 Related Benefits

Please note that if you are unable to work (or telework) due to COVID-19, there are leave and other benefits available to you. Information regarding COVID-19-related benefits under the applicable collective

bargaining agreement, and applicable federal, state, or local laws including, but not limited to, workers' compensation and available COVID-19-related leave, are listed below:

Classified Employees: Refer to the Master Agreement, Articles:

- *XIX, Sick Leave*
- *XX, Extended Sick Leave*
- *XXI, Industrial Accident/Illness Leave*
- *XXII, Personal Necessity/Personal Business Leave*
- *XXIII, Leave of Absence*
- *XXVI, Vacation Leave*
- *XXVII, Holidays*
- *FMLA and Labor Code 233 – please contact Human Resources for additional information.*

Certificated Employees: Refer to the Master Agreement, Articles:

- *XXXI, Sick Leave*
- *XXII, Industrial Accident or Illness Leave*
- *XXIX, Personal Necessity Leave*
- *XX, Leave of Absence*
- *FMLA and Labor Code 233 – please contact Human Resources for additional information.*

Disinfection and Safety Plan

We will implement and complete the following disinfection and safety plan in accordance with Centers for Disease Control and other applicable guidelines to ensure the safety of our employees as a result of the potential COVID-19 exposure at the workplace.

- *The COVID-19 positive individual is not at school/site/department and is in isolation following SJC PHS Isolation Orders and Instructions.*
- *Exposed students and staff have been identified and are no longer at school/site/department. They are ordered to quarantine and monitor for symptoms for 14 days from the last exposure.*

Cleaning and Disinfecting Building or Facility in the Event of a Positive Diagnosis:

- *Close off/secure areas used by the employee who tested positive for a period of 24 hours when feasible, per Public Health Guidance.*
- *Open outside doors and windows to increase air circulation in the area if possible.*
- *Clean and disinfect all areas used by the positive individual, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls.*
- *Continue routine cleaning and disinfection.*

Additional information regarding cleaning procedures can be found by reviewing the COVID IIPP Addendum available on the Keenan Safe Schools Training site accessible through the Staff Portal, under Services, and clicking on Keenan Modules.

Our staff and students' health and safety are our top priority. We appreciate your support in ensuring a healthy and safe working environment. We are here for you during these trying times.

Please contact Stacy Johnson (sjohnson@tusd.net or 830-3260) with any questions or concerns.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff. Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 6 feet

Minimum: 3 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet. Classroom capacity will be reviewed in each classroom to ensure a minimum of 3 feet of space between student chairs.

Tracy Unified School District will implement a Hybrid/Distance Learning Concurrent Model to ensure small stable groups of students. Students will have the option of remaining in Distance Learning for the remainder of the 2020-2021 academic year. Those electing to attend in-person instruction will be divided into groups as follows:

- Group A students will be those attending in-person instruction on Monday and Thursday. These students will attend via distance learning on Tuesday and Friday. Student class sizes will be balanced to ensure a minimum of 3 feet of spacing between student chairs in accordance with framework guidance.
- Group B students will be those attending in-person instruction on Tuesday and Friday. These students will attend via distance learning on Monday and Thursday. Student class sizes will be balanced to ensure a minimum of 3 feet of spacing between student chairs in accordance with framework guidance.
- One day per week (Wednesdays) will be assigned for all students to receive distance learning so that teachers may perform all professional duties for both the in-person and distance learning. Teachers will have the option to work from home on this day, including attendance at professional development and staff meeting activities.
- All students and staff are required to wear masks, with the exception of those who have a medical/health condition that prohibit it when attending in-person instruction at school.

All TUSD school sites will implement Operational COVID-19 Safety Measure Plans

- a. Established arrival and departure processes & protocols
- b. Classroom Space: will recommend to space desks further apart to promote physical distancing, with one directional seating
- c. Remove all excess furniture to allow for maximum distancing within a classroom.
- d. Non-Classroom Space will have established processes & protocols for one directional foot trafficking

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

All families and staff will be provided the COVID-19 Safety Plan prior to the reopening of schools and will be trained to implement the guidelines that are relevant to them, upon their return to school.

All staff will be trained through the use of the on-line Cal/OSHA platform, as well as provided job specific trainings based on job classification as need (ex: disinfection procedures for custodial staff, food service employees, etc.)

Testing of 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. Below, please describe any planned periodic asymptomatic staff testing cadence.*

As noted previously, employees identified as direct contacts of a positive COVID case will receive the **NOTICE OF POTENTIAL EXPOSURE AS CLOSE CONTACT TO COVID-19 CASE AND EXCLUSION FROM WORKPLACE**. Contained within the letter is information related to COVID-19 testing and exclusion from work as shown below:

COVID-19 Testing

Due to your close contact with the COVID-19 case, the District is offering COVID-19 testing at no cost to you during your working hours through the District's designated physician, Dr. Patel. Should you wish to utilize Dr. Patel, please contact Stacy Johnson (sjohnson@tusd.net or 830-3260) for further direction.

Work Exclusion

Due to your close contact with the COVID-19 case, until further notice, you are excluded from physically coming to work as to help prevent potential spread of the virus. Please contact Stacy Johnson (sjohnson@tusd.net or 830-3260) for more information and direction regarding the duration of your exclusion from work and home quarantine, and remote work options if possible.

Testing of Students: *How school officials will ensure that students 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. Below, please describe any planned periodic asymptomatic student testing cadence.*

Students who are identified as a direct contact to a COVID-positive individual will be excluded from the school site per the notification sent by Health Services. Additionally, these families will be advised to contact their healthcare provider as shown in the letter excerpt below:

The student/staff member who was confirmed for COVID-19, attended school premises on the following date/s _____ . If you are receiving this notification it is because a 14-day quarantine is required per CDC and CPHD guidelines before the student receiving this notification can return to school. Out of an abundance of caution, we advise you to monitor your health, follow CDC and Public Health guidelines and contact your primary care physician if you have any symptoms or concerns. In accordance with FERPA and HIPPA laws, we are not allowed to disclose any further information regarding the student/staff member who tested positive for COVID 19.

It has been determined that the end of the 14 day self-quarantine period for the student receiving this notification will be _____.

Identification and Reporting of Cases: *At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with reporting requirements.*

Pursuant to the California Department of Public Health, January 14, 2021, guidance, Tracy Unified School District shall notify its local health officer of any known case of COVID-19 among any student or employee who was present on a K-12 public or private school campus within the 10 days preceding a positive test for COVID-19. Specifically, the local educational agency or private school shall report the following information:

- The full name, address, telephone number, and date of birth of the individual who tested positive;
- The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
- The full name, address, and telephone number of the person making the report.

This information shall be reported to the local health officer by telephone within twenty-four hours from the time an individual within the local educational agency or private school is first made aware of a new case.

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.*

In addition to the notifications referenced in the ***Identification and Tracing of Contacts*** section of this document, TUSD will utilize multiple methods of communication with students, staff and families such as: biweekly informational sessions, automated phone calls, email, social media, and personal outreach.

TUSD also maintains a COVID-19 webpage that provides current information for the public.

Consultation (For schools not previously open): *Please confirm consultations with the following groups:*

Memorandums of Understanding (MOUs) related to hybrid/distance learning concurrent model of instruction were signed with TEA on 10/30/20 and CSEA on 1/12/21, which address elements of the checklist. CSEA has not yet ratified this agreement with their membership. Additional consult with stakeholder groups took place as follows:

Tracy Educators Association, 1/20/21; 1/22/21; 1/25/21; 2/17/21.

California School Employees Association Chapter 98, 1/20/21; 1/25/21; 1/28/21; 2/4/21; 2/9/21.

All Employee Information Session conducted via Teams 2/18/21.

Parent and Community Organizations Name and Dates Consulted

Boys and Girls Club (Kelly Wilson, Genaro Cueva): 2/16/21.

Title I Parent Advisory Committee Information Session conducted via Teams 2/18/21.

Parent/Guardian Information Session conducted via Teams 2/18/21.

District English Learner Advisory Committee Information session via Teams 2/19/21.