

# Reopening Schools Planning Committee Recommendations



July 16, 2020 TUHSD Special Board Meeting

**Taft Union High School District sincerely appreciates the time and effort of the Reopening School Planning Committee members who contributed to this comprehensive plan:**

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<u>David Cooper, Board Member</u>	<u>McKittrick School District</u>	<u>Cari Fivecoat, Classified</u>	<u>Taft Union High School District</u>

<u>Michelle Gerry, Teacher</u>	<u>Taft City School District</u>	<u>John Kopp, Board Member</u>	<u>Taft Union High School District</u>
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<u>Joe Gregory, School Resource Officer</u>	<u>Taft Union High School District</u>	<u>Billy Long, Parent</u>	<u>Taft Union High School District</u>
<u>Mary Hagstrom, Board Member</u>	<u>Taft Union High School District</u>	<u>Bella Long, Student</u>	<u>Taft Union High School District</u>
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<u>Serena Hinojosa, Teacher</u>	<u>Taft Union High School District</u>	<u>Michelle Lopez, Teacher</u>	<u>Taft Union High School District</u>
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<u>James Hooker, Teacher</u>	<u>Taft Union High School District</u>	<u>Maria Martinez, Parent - Migrant</u>	<u>Taft Union High School District</u>
<u>Guillermina Huizar, Parent - DELAC</u>	<u>Taft Union High School District</u>	<u>Stephanie McDaniel, Administrator</u>	<u>Taft City School District</u>
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<u>Julie Ortlieb, Board Member</u>	<u>Taft Union High School District</u>	<u>Shawn Sutherland, Parent - School Site Council</u>	<u>Taft Union High School District</u>
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<u>Steve Parker, Teacher</u>	<u>Taft Union High School District</u>	<u>Dave Tate, Nurse</u>	<u>Taft City School District</u>
<u>Christian Parra, IT</u>	<u>Taft Union High School District</u>	<u>Melissa Taylor, Administrator</u>	<u>Taft City School District</u>
<u>Shane Pate, Teacher</u>	<u>Elk Hills School District</u>	<u>Michael Thoms, Classified</u>	<u>Taft Union High School District</u>
<u>Ted Pendergrass, Teacher</u>	<u>Taft Union High School District</u>	<u>Josh Tofte, Teacher</u>	<u>Taft Union High School District</u>
<u>Mallory Peters, Nurse</u>	<u>Taft Union High School District</u>	<u>Monica Toro, Administrator</u>	<u>Taft Union High School District</u>
<u>Tessa Pilgrim, Parent - School Site Council</u>	<u>Taft Union High School District</u>	<u>Carl Twisselman, Board Member</u>	<u>McKittrick School District</u>
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<u>Robert Ramirez, Administrator</u>	<u>Taft Union High School District</u>	<u>Merrie Vossen, Classified</u>	<u>Taft Union High School District</u>
<u>Kara Ranney, Teacher</u>	<u>Taft Union High School District</u>	<u>Laquida Wafford, School Psychologist</u>	<u>Taft Union High School District</u>
<u>Randy Rico, Director of Nutrition</u>	<u>Taft City School District</u>	<u>Erin Welch, Teacher</u>	<u>Elk Hills School District</u>
<u>Tami Rowell, Transportation Lead</u>	<u>Taft City School District</u>	<u>Diane Wheeldon, Classified</u>	<u>Taft Union High School District</u>
<u>Murray Sinden, MOT Director</u>	<u>Elk Hills School District</u>	<u>Jacque White, Teacher</u>	<u>Taft Union High School District</u>
<u>Stacey Stansberry, Administrator</u>	<u>Taft Union High School District</u>		
<u>Mason Stepp, Student</u>	<u>Taft Union High School District</u>		
<u>Mandee Stewart, Classified</u>	<u>Taft Union High School District</u>		
<u>Jordan Straube, Classified</u>	<u>Taft Union High School District</u>		

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## Instruction Committee Recommendations

July 10, 2020

Sub-Committee: Instruction

Co-Chairs (Name, Position, District):

- Steve Parker, Teacher, TUHSD
- Mark Fitzsimmons, Teacher, TUHSD
- Mary Alice Finn, Principal, TUHSD

Members (Name, Position, District): *(If student, parent, or community member, please list position as such)*

- Adilene Altriano, Staff, TCSD
- Wendy Berry, Board Member/Parent, TUHSD
- Maggie Bratcher, Parent, TUHSD & TCSD
- Jana Brown, Teacher/CTA, TCSD
- Amanda Carter, Teacher/CTA, TCSD
- April Conners, Teacher/CTA/Parent, TUHSD
- Matt Davis, Teacher, TUHSD
- Rachel Dayton, Parent, TUHSD
- Bekki Dodson, Parent, TUHSD
- Chloe Dodson, Student, TUHSD
- Mary Alice Finn, Principal/Parent, TUHSD & TCSD
- Mark Fitzsimmons, Teacher, TUHSD
- Michelle Gerry, Teacher, TCSD
- Leigh Golling, Parent, TCSD & TUHSD
- Yalonda Hodges, Registrar/Parent, TUHSD
- Dianne Kaszycki, Staff, TUHSD
- Chelle Koerner, Alt Ed/Sped Admin, TUHSD
- John Kopp, Board Member, TUHSD
- Bella Long, Student, TUHSD
- Billy Long, Parent, TUHSD
- Judith Lopez, Student, TUHSD
- Michelle Lopez, Teacher, TUHSD

- Aaron Mosley, Teacher, TUHSD
- Mandi Neudorf, Parent/Staff, TUHSD & McKittrick
- Steve Parker, Teacher/Parent, TUHSD & TCSD
- Stephanie Parker, Parent, TUHSD & TCSD
- Ted Pendergrass, Teacher, TUHSD
- Kara Ranney, Teacher, TUHSD
- Victoria Schooler, Teacher/Librarian, TUHSD
- Brandi Swearengin, Principal/Parent, TCSD
- Josh Tofte, Teacher/Parent, TUHSD & TCSD
- Monica Toro, Assistant Principal, TUHSD
- Erin Welch, Teacher/Parent, Elk Hills & TUHSD
- Jacquelyn White, Teacher/Parent, TUHSD & McKittrick

Meeting Dates:

- June 22nd, 2020 - Initial timeline meeting and subcommittee interest
- June 24th, 2020 - Student Attendance Schedule Meeting - exploration of different models
- June 25th, 2020 - Special Ed & EL Meeting
- June 26th, 2020 - Online Engagement Meeting
- June 29th, 2020 - Online Engagement Meeting
- June 30th, 2020 - Student Attendance Schedule Meeting - Discussion of different models and selection of model with bell schedule follow-up
- July 2nd, 2020 - Student Attendance Schedule Meeting - Follow up of bell schedule selection (240 minimum achieved)
- July 6th, 2020 - Full Committee Report of all subcommittees and formal recommendation to other Reopening Committees

Sub-Committee Considerations: *(Those particular to the work of this group)*

- Student Attendance Schedule - The attendance schedule for the hybrid model combining both in person instruction and distance learning
- Online Engagement - The engagement expectations for students and focused direction of instruction
- Special Education/EL Student Needs - The ways in which the specific needs of our special populations will be met in light of the hybrid schedule
- Canvas Training - Committee didn't meet due to this task being taken on by TUHSD Admin in collaboration with Taft College

Selected Recommendations:

- Student Attendance Schedule will be a A/B Split with the Cohort A: Monday/Thursday and Cohort B: Tuesday/Friday and Wednesday will be all online to allow for deep cleaning. [Schedule](#)
- Split Lunches
- Closed campus for lunch to minimize re-screening requirements
- Online Learning Platform and training with dual access for collaborative teachers, case managers, IAs (TUHSD - CANVAS)
- Student enrolled in the self-contained Special Education programs will attend 4 of 5 days
- IEP's will be held virtually on Wednesday during deep cleaning
- Assign instructional aides to students for SWD & EL
- Online Engagement Schedule will allow for structure, but will be flexible so families are supported

Provisions/Resources: *(What resources are out there to help us or partner with us?)*

Link to document with all resources used and considered embedded [INSTRUCTION COMMITTEE RECOMMENDATION REPORT](#)

Tasks: <i>(What needs to be done?)</i>	Talent: <i>(Who is responsible?)</i>	Time: <i>(Deadlines?)</i>	Estimated Costs:
Dividing students into cohorts with consideration given to student address	IT/Master Schedulers	Early August	
Dividing lunches (building or teachers)	Principals	Early August	
Access to online platforms	IT/Admin	Early August	
Transportation for Sped programs	MOT	Early August	
Adjusted schedule for SPED programs to allow for multiple bus loads	Sped Department, Admin, MOT	Early August	Additional bus runs
Communication of student attendance schedule & safety protocols through Data Confirmation & Student Handbook	IT/Admin	Early August	
Protocols of in classroom cleaning and hallway traffic need to be determined, taught, and communicated	Admin, MOT, IT	Early August	Cleaning Products
Next steps for students not complying with safety protocols	Admin	Early August	
Next steps for symptomatic students & classrooms	Admin & Nurse	Early August	
Distance Learning Options for Students	Admin	Early August	
Transition to Distance Learning when positive test	Admin	Early August	

# Health and Safety Committee Recommendations

July 10, 2020

Sub-Committee: Health and Safety
Co-Chairs (Name, Position, District): Mallory Peters, School Nurse, TUHSD; Kathy Fitzsimmons, School Nurse, TCSD; David Tate, School Nurse, TCSD; Michael Thoms, Campus Supervisor, BV.
Members (Name, Position, District): <i>(If student, parent, or community member, please list position as such)</i> Byron Isaac, TUHSD HR; Cari Fivecoat TUHSD Business; Kim Martin TUHS Administrative Assistant; Mande Stewart TUHS Athletic Trainer; Mandi Neudorf McKittrick Administrative Assistant; Michelle Gerry Lincoln Faculty; Murrary Sinden, Elk Hills MOT; Yalonda Hodges, TUHSD Registrar; Chelle Koerner, Director of Special Services, BVHS Principal; Jodi Jackson, TUHSD IT; Merrie Vossen, TUHS Guidance; Ashlei Duncan, TUHSD HR; Dianne Kaszycki, TUHS Admin. Assistant; Jacquelyn White, TUHS Faculty; Joshua Tofte, TUHS Faculty; Kelly Federoff, TUHS Library; Victoria Schooler, TUHS Faculty/Library
Meeting Dates: June 23, 26 & 29 July 2 & 7
Sub-Committee Considerations: <i>(Those particular to the work of this group)</i> <ol style="list-style-type: none"><li>1. Health and Safety of Students, Staff and the community.</li><li>2. Physical Distancing – minimum 6 ft. of spacing</li><li>3. Face Coverings – students &amp; staff should wear face coverings</li><li>4. Symptom Screening – taking of temperatures of students &amp; staff</li><li>5. Hygiene/Cleaning and Disinfecting – scheduling cleaning between groups</li><li>6. Liability to the District – our Liability</li><li>7. Memorandum of Coverage (MOC) contains an exclusion for injuries or damages resulting from exposure to organic pathogens (Novel Coronavirus)</li></ol>
<b>Selected Recommendations based on information available as of 7/7/2020:</b> <b><u>Campus Access MP</u></b> <ul style="list-style-type: none"><li>● Staff and Parents/guardians of students should be trained in passive (performed at home) screenings and should be informed that these screenings should be conducted every day before coming to school. Anyone who is sick should stay home and follow the CDC guidelines for “What to do if you are sick.” <a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html</a></li></ul>

- In order for any person to be admitted to a school campus or a school vehicle, active screening by trained staff shall occur. Hand sanitizer shall be used by all persons before entry and all persons shall wear a mask while on campus or on a district vehicle. Students who are symptomatic will be isolated and parents should be called to pick them up immediately. Symptomatic students shall wait in the designated isolation area until they are picked up. Note: obtaining additional emergency contacts should be a priority at registration.
- Volunteers should be limited, but if allowed must be screened prior to entry.
- Delivery persons should be screened before being admitted to campus. Site specific.
- Frequent education/communication should be provided to parents regarding requirements for campus admission and any revisions of the attendance policy (SARB). Clear communication to parents regarding student inability to access campus if symptomatic.
- Multiple entry points to sites will decrease time needed to screen before entry but may increase challenge of tracking who has been screened.
- Transportation staff should screen students before they board. Districts will need to decide how they will handle students who show up at the bus stop with symptoms. Consideration points:
  - It is recommended that students who are at the bus pick-up site are not left without custody being handed off to a parent, guardian, or emergency contact.
  - If sites of older students decide to allow symptomatic students to transport themselves back home, the minimum recommended action would be to inform parents immediately and also to share information with their designated point person regarding this student's symptoms so the school nurse or office staff can follow up and the return to school date can be accurately tracked.
  - If student has symptoms, release back to parent If the parent is present. If the parent is not present, have student mask and sit in a designated isolation area on bus until delivered to school and then move immediately to school isolation area to await parent pick up.
  - OR Extra vehicles available to transport students with symptoms.
- Isolate symptomatic student at school in a location that provides for physical distancing, is staffed, mask students, provide PPE for staff monitoring these students
- Staff screened prior to entry on campus (fast tracked to get teacher's on campus quickly)
- Staff - Multiple screening stations
  - Separate screening station for staff
- Symptomatic staff sent home or transported to healthcare immediately depending on severity of symptoms.

**Plan for Positive COVID-19 Cases KE**

**Positive (testing has happened, and results indicate positive):**

- In this case, notification has been received from Public Health. A doctor's note may be received but it will likely not indicate a diagnosis due to patient privacy considerations. It should, however, indicate a length of time before return to school is permitted.
- No action should be taken until guidance from public health has been received. Public health will make decisions regarding length of quarantine, what can be shared with the public, and whether closure of classroom, school, or district is needed.
- Have a prepared script for use when district personnel interact with the public that does not violate medical privacy.
  - Training should be provided to all staff (OFFICE, TEACHERS, ETC...) regarding how their statements should be worded to the public and should include information regarding liability to the district if medical privacy is violated.
- Establish a point person or persons in the district to handle communication with public health and disseminate information appropriately.
  - Decide who should be informed of positives in order to facilitate sharing of information to public health.
  - District nurses should be notified of positive cases in the district – medical issue.

#### **Plan for Symptomatic Students DT**

#### **Suspected (student/staff has symptoms, but has not been tested for COVID-19):**

- Students who are identified with COVID-19-like symptoms should be isolated and masked if possible until they are picked up by parent/guardian.
    - A staffed isolation area should be in place that allows for physical distancing. Students should be masked while waiting unless medically prohibited. Disinfection should occur between every student utilizing this space.
  - Local resources (WSHCD/Omni/ PCP) should be given to the parents of symptomatic students.
  - Protocols should be put in place to track students (RN) and staff (HR) who are isolating at home based on COVID-like symptoms but who have not been tested for Covid-19. The health department will not be tracking these students/staff.
    - Possible: AERIES, Google sheets, electronic mechanism with permissions that maintain privacy, paper tracking...
    - Based on current CDC guidelines, students and staff may return to school after ALL of the following are satisfied:
      - If student/staff are NOT tested for COVID-19:
        - 10 days since symptoms first appeared (since the school first became aware of symptoms) AND
        - Respiratory symptoms have improved AND
        - 3 days with no fever (without the use of fever-reducing medications)
- OR**
- If student or staff are tested for COVID-19 after being sent home for symptoms,
    - 2 negative tests in a row at least 24 hours apart AND

- 3 days with no fever AND
  - Respiratory symptoms have improved
- <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
- Students with underlying medical conditions that increase their risk of severe illness from COVID-19 should have an online only option for education during the pandemic.  
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>
- Staff who develop symptoms while at school should be removed from student contact immediately, released home, and advised to consult their primary care provider (PCP).

#### **Hygiene Selected Recommendations: MP**

- Training for students, staff, families about:
  - Frequent handwashing/ hand sanitizing
  - Cough and sneeze etiquette
  - Keeping hands away from face
  - Use of face coverings
  - Physical distancing
  - Screening for symptoms
  - Signage around campus for students and staff to remind about proper hygiene practices.
- Cleaning and Disinfecting: The cleaning and disinfection committee will cover specifics of this topic. Our recommendations include:
  - Inspection/disinfection of school sites prior to opening
  - Frequent cleaning/disinfection of spaces,
  - More frequent cleaning/disinfection of high frequency touch items (light switches, door knobs, restrooms, etc.)
  - Hand sanitizing stations at every point of entry (and more as appropriate).
    - Offices, library, PE, cafeteria, vehicles
    - Consider at least 2 per classroom to alleviate physical distancing issues and time constraints.
  - If staff are wiping down items, education and equipment (gloves) provided.
  - It is not our recommendation that students assist with disinfection. If a district chooses to utilize students, parent permission should be obtained.
  - Be aware of pg 12 of “COVID-9 Industry Guidance: Schools and School-based programs that states, “Close off all areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and

disinfect. If it is not possible to wait 24 hours, wait as long as practicable..." The Cleaning and Disinfecting Committee has some tools that may address these concerns.

- Inform parents of the ways that cleaning and disinfection are occurring. There may be some asthma or allergic issues that will need to be addressed.
- Clean and dirty bins for items (ie for pens at office etc)
- Close playground equipment. (monkey bars, etc) - no way to sanitize between touches

**Protective Equipment Selected Recommendations: KF**  
**(Personal Protective Equipment (PPE) and Essential Protective Gear (EPG))**

- All staff, students, and visitors should wear masks unless medically exempt per CDC guidelines
  - Per CDE all students and staff should wear cloth face masks while on campus
    - Per CDC: Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance
    - Provide education on proper use, cleaning, and disposal of PPE/EPG.
- At screening, replace inappropriate masks (masks that have a hole, obviously dirty, etc...) with disposable
- Health plans or 504 plans for students with medical excusals from mask wearing. Nurses will communicate health plans to staff regarding students who have a medical excusal. SPED will need to communicate to staff as well regarding exceptions.
  - SPED student issues addressed in IEPs - (see Stronger Together pg 19)
- Staff:
  - As recommended by the CDC, all staff should wear face coverings. Per CDPH guidance, teachers could use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction.
  - Provide masks if the employee does not have a clean face covering.
  - Provide other protective equipment, as appropriate for work assignments (See CDE document pg 6 for details).

**Physical Distancing: DT**

- 6 foot distance at all times unless delivering specialized health care services
- Seats situated so that they are not face to face
- Limit number of people on campus - no unnecessary visitors
- Virtual field trips
- Signage (bilingual) to remind of physical distancing
  - At entry and other locations
- Limit amount of movement on campus

- One directional movement when possible
  - Arrows on the floor
  - If there are 2 doors then one for entry and one for exit
- Teachers move rather than students if possible
- call office before sending students for medical care
- minor first aid in classrooms
- If possible hold class outside
- Non-contact activities for PE and class
- Stagger meals/recesses/schedules
- Staff
  - Staff stagger breaks/lunches to free up space in breakroom.
  - Do not share coffee maker/machine, water machine. :-)
  - Staff - refer to OSHA checklist for each specific office space
  - Each site/each office will look different
  - Compile a list of needs based on the checklist
  - Virtual meetings

#### **Communication/Education/Compliance MT**

- Utilize reputable sources such as CDC, CDE, OSHA, SISC, KCSOS, etc for training material
  - CSNO (California School Nurses Organization) has flow charts and screening tools available at: [csno.org](http://csno.org)
- Consistent information provided to staff, students and parents on:
  - Frequent handwashing/ hand sanitizing
  - Cough and sneeze etiquette
  - Keeping hands away from face
  - Use of face coverings
  - Physical distancing
  - Screening for symptoms
  - Proper use of PPE/EPG - see CDE guidelines
  - Refrain from sharing opinions rather than facts.
- Screeners are trained for temp/symptom checks
- Age appropriate education should be utilized
- Include parents in process
- Bilingual communication

- Myth vs fact approach might be helpful when communicating
- Links to training materials
  - KINSA thermometer app
- Staff Education: virtual training before staff return on campus
  - When to send students to nurse/call before send
  - What is their role?
- Student Education
  - CLAWS acronym
  - <https://drive.google.com/file/d/1dGYfYPAbV65d6Gb0MVKyDrRXWOq2iOQc/view?usp=drivesdk>
  - <https://drive.google.com/file/d/19h2JtECW4gNkuf7nxJwYvYGV1gXWwTxx/view?usp=drivesdk>
  - <https://drive.google.com/file/d/1uDzuGKmPGqf-EA7yIYOp8CbkI6JNB83a/view?usp=drivesdk>
  - Educate students so they are able to perform passive screening themselves and possible siblings as well.

Provisions/Resources: *(What resources are out there to help us or partner with us?)*  
 COVID-19 testing available locally through WSHCD and Omni Family Health  
 PPE/EPG through KCSOS, CLAWS acronym, KINSA thermometer app, CSNO Tracking Document  
 Possible helpful tool for tracking: CSNO Return to Work/School Screening Tool

<b>Tasks: <i>(What needs to be done?)</i></b>	<b>Talent: <i>(Who is responsible?)</i></b>	<b>Time: <i>(Deadlines?)</i></b>	<b>Estimated Costs:</b>
<b>Campus/Vehicle Access</b>			
● Entry Points - Active screening, hand sanitizer, mask	Trained staff at entry points (to be determined)	Prior to school/vehicle entry	Thermometers, PPE, hand sanitizer
● Identify (Multiple?) entry sites to campus	Administration	Prior to fall re-opening	no cost
● Identify verification method for complete screenings (daily sticker on ID?)	Administration	Prior to fall re-opening	no cost
● Transportation staff to screen prior to boarding bus	Driver or designated trained staff	Prior to entry onto vehicle	Thermometers, PPE, hand sanitizer
● Identify district plan for students who are symptomatic at a bus stop	Administration/Transportation	Prior to fall opening	dependent on plan adopted (extra vehicles/staff possible)

<ul style="list-style-type: none"> <li>Hand Sanitizer Station and/or handwashing stations at every point of entry and multiple locations around campus</li> </ul>	Administration/MOT	Prior to fall re-opening	Cost of stations
<ul style="list-style-type: none"> <li>Isolation area to be identified and set up</li> </ul>	Administration/MOT/RN	Prior to fall re-opening	Thermometers, PPE, hand sanitizer, staff, choice of location
<ul style="list-style-type: none"> <li>Identify and adopt protocol and tracking/re-admittance method for symptomatic students</li> </ul>	Administration/RN	Prior to fall re-opening	None
<b>Education</b>			
Signage around campus	Administration/MOT/RNs...	Prior to fall re-opening	???
Flyers sent home	Administration	Prior to fall re-opening	Paper
PPE/EPG available to staff and students as appropriate – district, site, and class specific	Administration/KCSOS/State	Prior to fall re-opening	???
Create and distribute health plans for students who are medically excused from wearing a mask. (IEPs will address some)	RN's	As received	None
<b>Staff Training</b>			
<ul style="list-style-type: none"> <li>Training for staff providing screenings (includes transportation)</li> </ul>	RNs, MOT, Transportation, Office Staff...	Prior to fall opening	Staff time
<ul style="list-style-type: none"> <li>Training for staff who are manning the isolation area</li> </ul>			
<ul style="list-style-type: none"> <li>Prepare script for staff use when discussing COVID cases</li> </ul>	Administration	Prior to fall re-opening	None
<ul style="list-style-type: none"> <li>Passive screening prior to coming to school</li> </ul>	Administration	Prior to fall re-opening	
<b>Communication to parents</b>			

<ul style="list-style-type: none"> <li>Entry to campus requirements for students/parents (stay home if sick)</li> </ul>	Administration	Prior to fall re-opening	Paper
<ul style="list-style-type: none"> <li>Focus on getting as many emergency contacts a possible</li> </ul>	Office staff	Prior to fall opening	none
<ul style="list-style-type: none"> <li>Proper hygiene practices (CLAWS?)</li> </ul>	To be determined	Prior to fall re-opening	None
<ul style="list-style-type: none"> <li>Attendance Policy revisions/update</li> </ul>	Administration	Prior to fall re-opening	None
<ul style="list-style-type: none"> <li>Passive screening training – flyer, letter, video</li> </ul>	District to send flyer/letter with clear expectations	before fall	Cost of paper
<ul style="list-style-type: none"> <li>Passive screening</li> </ul>	Parent/guardian/student	Before sending to school	For parent – thermometer, school – cost of materials (paper)
<b>OTHER</b>			
PPE/EPG available to staff and students as appropriate – district, site. and class specific	Administration/KCSOS/State	Prior to fall re-opening	???
Create and distribute health plans for students who are medically excused from wearing a mask. (IEPs will address some)	RN's	As received	None
KINSA thermometer app?	If yes then application will need to be made for district		none

## Transportation Committee Recommendations

July 10, 2020

Sub-Committee: <b>Transportation</b>
Co-Chairs (Name, Position, District): Tami Rowell, Lead Transportation, Taft City Schools Rocky O'Neill MOT, TUHS
Members (Name, Position, District): <i>(If student, parent, or community member, please list a position as such)</i> Mary Hagstrom, TUHS Board Member Tommy Aguilera MOT Taft City School Danielle Chiamonte, ARC Greg Davis TUHS Lead Transportation Murray Sinden MOT Elk Hills Mike Goodwin TUHS Teacher Kathy Fitzsimmons, Taft City Schools Nurse
Meeting Dates: 6-26-2020, 7-1-2020, 7-2-2020
Sub-Committee Considerations: <i>(Those particular to the work of this group)</i> (What's keeping us from our destination?) 1. Physical Distancing – minimum 6 ft. of spacing 2. Face Coverings – students & staff should wear face coverings 3. Symptom Screening – the taking of temperatures of students & staff 4. Cleaning and Disinfecting – scheduling cleaning between groups 5. Liability to the District – our Liability Memorandum of Coverage (MOC) contains an exclusion for injuries or damages resulting from exposure to organic pathogens (Novel Coronavirus) 6. Bargaining Agreements – must abide by existing agreements unless a Memorandum of Understanding is negotiated
Possible Recommendations: 1. Only transport Special Education & McKinney Vento students. Postpone Regular ed transportation until feasible to provide service meeting all guidelines (lack of drivers and/or fleet).

2. Ask parents to transport their students, offer to pay the .575 for Special Ed students with Transportation in IEP. Create an OPT Out program.
3. Have Covid-19 active screening prior to loading the bus (a temperature below 100.4, any symptoms within the last 24 hours, and anyone in their home has had symptoms or a positive test). Parent/Guardian must wait at the stop until the student is cleared to board.
4. Symptomatic students should be released back to the parent/guardian at the stop prior to loading. Any student not meeting the active screening will be tracked on a form provided by the health & safety committee and sent to an appropriate source for tracking. A release date will be given to transportation once cleared to attend school.
5. If no parent/guardian one will be called to immediately pick up the student. For not having a parent/guardian waiting until the student is cleared will result in a bus citation and possible loss of riding privileges. The bus will wait for the parent/guardian to arrive or other district staff will be dispatched to wait with the student.
6. All students/staff must sanitize hands as entering the bus. Staff will continually sanitize hands before and after assisting a student. Gloves and other PPE gear will be provided.
7. Seating one student per seat skipping every other row or alternating row in a zigzag pattern. Marking seats to be left vacant. If the same household students sit together, skip the adjacent row to implement 6 ft distancing.
8. Prevent students from walking past each other. AM- load students from the rear of the bus forward. PM- load students by drop off location (last off in rear and first off in front).
9. All students are required to wear a face covering. (Special ed will need to verify in IEP, a face shield may be able to be implemented) Have spare masks on hand in case a student forgets theirs.
10. Staff- Drivers are to wear a face mask while loading and unloading. No facemask or face shield should be worn while driving (creates an obstruction to the driver's view and becomes a safety issue). Trans. Aide- to wear face mask & face shield while aboard the bus and while assisting with loading or unloading. Other PPE gear will be determined for use when assisting hands-on with students. Any Staff

member unable to wear a mask for medical reasons should wear a face shield with a cloth drape that is tucked into a shirt collar.

11. Seating charts should be made when feasible. Who was seated near each other in case an outbreak happens? With loading guidelines in place, there will be minimal contact made.

12. Unloading the bus should be done from the front. Make sure students wait to get up to exit once the seat in front of them has exited. If unloading at multiple school sites still unloads from the front with 6ft distancing between those exiting. All other students should be seated next to the window while other students exit.

13. Additional loading and unloading time will be needed to implement active screening and social distancing guidelines. Additional time needed depends on how many students are at that particular stop.

14. Bus stop locations need to be looked at to implement the safest bus stop locations to implement social distancing, longer loading times and driver/aide will have to exit to clear students before entry.

15. Disinfecting and cleaning will be done after every bus run by driver/aide. Make disinfecting part of the post-trip.

16. Seats will need to be marked for where students are to sit. (mark where to sit vs were not to is less labeling needed) Blocking any seats will go against regulations.

17. Sit one student per seat not skipping any seats.

18. Students with no face mask or face shield should not be transported. Release back to parent/guardian if they refuse to wear one of the following. Check IEP for Special Ed students to see if a mask or shield must be worn.

19. Outdoor air circulation will be met by keeping the one rear window down on each side of the bus at all times. Buses with A/C can still keep windows down to increase outdoor airflow. If outside air poses a safety risk close windows until the air is no longer a risk (dust, heavy rain, high pollen areas, etc..)

#### Selected Recommendations:

1. Ask parents to transport their students. Create a Transportation OPT out of the program. Some

districts may only be able to provide SDC and McKinney Vento transportation. This depends on the number of students needing transportation and staff/fleet size.

2. Have Covid-19 active screening prior to loading the bus (a temperature below 100.4, any symptoms within the last 24 hours, and anyone in their home has had symptoms or a positive test).

Parent/Guardian must wait at the stop until the student is cleared to board.

3. Symptomatic students should be released back to the parent/guardian at the stop prior to loading. Any student not meeting the active screening will be tracked on a form provided by the health & safety committee and sent to an appropriate source for tracking. A release date will be given to transportation once cleared to attend school.

4. If no parent/guardian one will be called to immediately pick up the student. For not having a parent/guardian waiting until the student is cleared will result in a bus citation and possible loss of riding privileges. The bus will wait for the parent/guardian to arrive or other district staff will be dispatched to wait with the student.

5. All students/staff must sanitize hands as entering the bus. Staff will continually sanitize hands before and after assisting a student. Gloves and other PPE gear will be provided.

6. Seating one student per seat skipping every other row or alternating row in a zigzag pattern. Marking seats to be left vacant. If the same household students sit together, skip the adjacent row to implement 6 ft distancing.

7. Prevent students from walking past each other. AM- load students from the rear of the bus forward. PM- load students by drop off location (last off in rear and first off in front).

8. All students are required to wear a face covering. (Special ed will need to verify in IEP, a face shield may be able to be implemented) Have spare masks on hand in case a student forgets theirs.

9. Staff- Drivers are to wear a face mask while loading and unloading. No facemask or face shield should be worn while driving (creates an obstruction to the driver's view and becomes a safety issue).

Trans. Aide- to wear face mask & face shield while aboard the bus and while assisting with loading or unloading. Other PPE gear will be determined for use when assisting hands-on with students. Any Staff

member unable to wear a mask for medical reasons should wear a face shield with a cloth drape that is tucked into a shirt collar.

10. Seating charts should be made when feasible. Who was seated near each other in case an outbreak happens? With loading guidelines in place, there will be minimal contact made.

11. Unloading the bus should be done from the front. Make sure students wait to get up to exit once the seat in front of them has exited. If unloading at multiple school sites still unloads from the front with 6ft distancing between those exiting. All other students should be seated next to the window while other students exit.

12. Additional loading and unloading time will be needed to implement active screening and social distancing guidelines. Additional time needed depends on how many students are at that particular stop.

13. Bus stop locations need to be looked at to implement the safest bus stop locations to implement social distancing, longer loading times and driver/aide will have to exit to clear students before entry.

14. Disinfecting and cleaning will be done after every bus run by driver/aide. Make disinfecting part of the post-trip.

15. Seats will need to be marked for where students are to sit. (mark where to sit vs were not to is less labeling needed) Blocking any seats will go against regulations.

16. Sit one student per seat not skipping any seats.

17. Students with no face mask or face shield should not be transported. Release back to parent/guardian if the refusal to wear one of the following. Check IEP for Special Ed students to see if a mask or shield must be worn.

18. Outdoor air circulation will be met by keeping one rear window down on each side of the bus at all times. Buses with A/C can still keep windows down to increase outdoor airflow. If outside air poses a safety risk close windows until the air is no longer a risk (dust, heavy rain, high pollen areas, etc..)

*Provisions/Resources: (What resources are out there to help us or partner with us?)*

Provisions/Resources:

(Who or what resources are out there to help us or partner with us?)

1. [COVID-19 Industry Guidance: Schools & School-Based Programs](#) (6/5/20)

2. [Stronger Together Guidebook](#) (June 2020)
3. [Guidance on Preparing Workplaces for COVID-19](#) (2020)
4. [Guidance for the Use of Face Coverings](#) (6/18/20)

Tasks: <i>(What needs to be done?)</i>	Talent: <i>(Who is responsible?)</i>	Time: <i>(Deadlines?)</i>	Estimated Costs:
1. List of who will be riding	1. MOT Director or Trans. Supervisor/Lead	ASAP	
2. Create a schedule/routes	2. MOT or Trans. Supervisor/Lead		
3. Install hand sanitizer	3. Mechanic or MOT	Complete by 8/11/2020	13.00 per side mount bracket, \$147.00 per case of 12
4. Label seats to be used	4. MOT or Trans. Supervisor/Lead	Complete by 8/11/2020	7" circle is \$1.63 each for qty 50=\$81.50
5. Get a thermometer for each bus	5. MOT or Trans. Supervisor/Lead	Complete by 8/11/2020	Cost varies \$39.99 avg. each
6. The stock of masks, shields, and PPE gear per bus/staff.	6. MOT or Trans. Supervisor/Lead	Complete by 8/11/2020	. Face shields \$154.00 pk

			of 50
7. IEP info on face mask/shield per SDC Student. Add to route info.	7. MOT or Trans. Supervisor/Lead		
8. Training for all staff on proper cleaning guidelines being implemented, usage of PPE gear, and Active Screening techniques.	8. MOT, Nurse and/or Instructors		

Time to be done:

1. ASAP
2. Complete by 8/7/2020
3. Complete by 8/11/2020

Estimated Cost:

1. \$300.00 if mailers for 280 families.  
2 tier routing = transporting cost double.
2. No additional cost.
3. \$13.00 per side mount bracket, \$147.00  
Non-Alcohol foam sanitizer case of 12

**C & P SANITARY SUPPLY (661)638-0465**



4. Complete by 8/11/2020

4. 7" circle is \$1.63 each for qty 50=\$81.50  
10" circle is \$2.44 each for qty 50=\$122.00



5. Complete by 8/11/2020

5. Cost varies \$39.99 avg. each



6. Complete by 8/11/2020

6. Face shields \$154.00 pk of 50



7. Complete by 8/11/2020

7. No additional cost

8. Complete by 8/11/2020

8. Additional cost for 10 month employees

# Cleaning and Disinfecting Committee Recommendations

July 10, 2020

<b>Sub-Committee: Cleaning and Disinfecting</b>
<b>Co-Chairs (Name, Position, District):</b>  Rocky O’Neil, MOT Director, TUHS Tommy Aguilera, MOT Director, TCSD Murray Sinden, MOT Director, Elk Hills
<b>Members (Name, Position, District):</b> <i>(If student, parent, or community member, please list the position as such)</i>  Danielle Chiriamonte, ARC Diane Wheeldon, TUHS A Trout, TUHS Mary Hagstrom Board Member TUHS Kathy Fitzsimmons, TCSD Nurse Yuri Torres, MOT Secretary, RSD
<b>Meeting Dates:</b> 6/30/20, 7/6/20
<b>Sub-Committee Considerations:</b> <i>(Those particular to the work of this group)</i>  <ol style="list-style-type: none"><li>1. <i>Physical Distancing – minimum 6 ft. of spacing</i></li><li>2. <i>Face Coverings – students &amp; staff should wear face coverings</i></li><li>3. <i>Symptom Screening – the taking of temperatures of students &amp; staff</i></li><li>4. <i>Cleaning and Disinfecting – scheduling cleaning between groups</i></li><li>5. <i>Liability to the District – our Liability Memorandum of Coverage (MOC) contains an exclusion for injuries or damages resulting from exposure to organic pathogens (Novel Coronavirus)</i></li><li>6. <i>Bargaining Agreements – must abide by existing agreements unless a Memorandum of Understanding is negotiated</i></li></ol>

**Selected Recommendations:**

- TCSD will need 5 extra staff to cover cleaning and disinfecting extra duties.
- Washing station OR hand sanitizing station at each entry point for every person who enters the campus
  - Sample available - Tommy
- Close drinking fountains, students bring their own water bottles, the school will provide water bottles for those who forget.
- As possible - Jr. High Teachers rotate from class to class rather than students travel from class to class. Teachers disinfect the desk before leaving and upon arrival. If additional staff is not provided, teachers help with cleaning and disinfecting their rooms.
- Supervision for all student’s restroom use.
  - Limit restroom stall access to allow for focused disinfection. (close some stalls)
- No shared lockers
- No Playground equipment that is shared
- PE - provide non-touch, non-shared activities - running, exercise, etc...
- Backpack sprayers with E23 (COVID-19 kill) to disinfect classrooms and playground equipment
- PPE for classified staff who are cleaning/disinfecting. I'm working with SISC to prepare training for MOT employees on the PPE.
  - disposable gowns, gloves, eye protection, mask or respirator.
  - Training by SISC for PPE training
- No meals in the classroom - impossible to clean and disinfect

**Provisions/Resources:** *(What resources are out there to help us or partner with us?)*

- Backpack sprayers with E23 (COVID-19 kill)

<b>Tasks:</b> <i>(What needs to be done?)</i>	<b>Talent:</b> <i>(Who is responsible?)</i>	<b>Time:</b> <i>(Deadlines?)</i>	<b>Estimated Costs:</b>
Screening student/staff as they enter the site	???	Prior to entry,	Hand sanitizing stations, thermometers,
Disinfection between classes	Custodial staff? Gardening? Teachers? (classrooms)	Between when students leave a class	Fogging machines/backpacks

		and the next class enters	
Hand sanitizing stations at entry point (battery operated) -Tommy has a sample	Screening personnel	Prior to school entry	approx 35.00/auto dispensing mechanism
Cleaning and Disinfecting	Custodial		TCSD - 5 extra staff needed

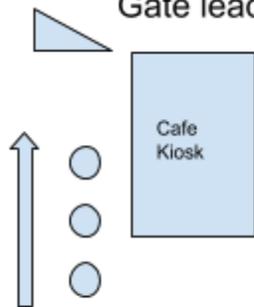
## Meals Committee Recommendations

July 10, 2020

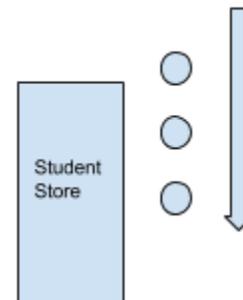
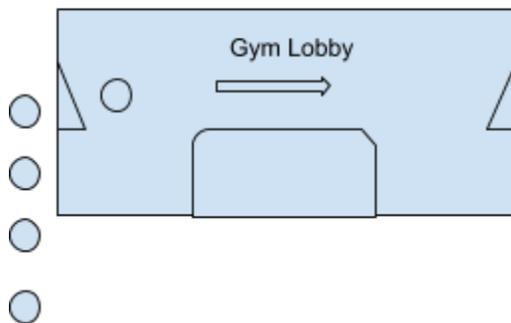
<b>Sub-Committee:</b> <b>Meals</b>
Co-Chairs (Name, Position, District): Josh Bryant CBO, Cari Fivecoat Sr. Acct Tech TUHSD
Members (Name, Position, District): <i>(If student, parent, or community member, please list the position as such)</i> Randy Rico TCSD, Brooke Cimental - Cafeteria Manager TUHS , Judith Lopez Figueroa - Student
Meeting Dates: 6/22 - Outline goals 6/24 - Student thoughts/recommendations 6/29-7/1 - waiting on information on schedule 7/10 - entering basic recommendations (may change once schedule is received)
Sub-Committee Considerations: <i>(Those particular to the work of this group)</i> <i>Physical Distancing, Signage, Time Constraints, Closed/Open Campus, Student/Staff Safety, Serving and Eating Locations, Measuring Attendance for Meal Service, Communication, Compliance</i>
Selected Recommendations - Dependent on Student Schedule: <ul style="list-style-type: none"><li>● Physical Distancing/Signage<ul style="list-style-type: none"><li>○ signage on ground and walls with directional and spacing instructions *</li></ul></li><li>● Staff Safety<ul style="list-style-type: none"><li>○ Food service workers and staff in routine contact with the public should use gloves and facial coverings. CDC</li><li>○ Sneeze guards, face shields</li></ul></li><li>● Student Safety<ul style="list-style-type: none"><li>○ Wear a mask while in food service lines and until seated to eat meals. Proper spacing while in line, hand sanitizer at all serving locations</li></ul></li><li>● Closed Campus<ul style="list-style-type: none"><li>○ to avoid students needing to be reassessed upon return to campus (High School)</li></ul></li><li>● Timely serving<ul style="list-style-type: none"><li>○ (Lunch) - Multiple serving locations where applicable (TUHS/Lincoln) - ALL HS Students must have ID for POS Sales (less contact)</li><li>○ Breakfast service - Student pick up at serving sites with either classroom or campus dining</li></ul></li></ul>

- Curbside pickup of both breakfast and lunch for students not on-site, Students can pick up the following day's meal at the end of their onsite school day.
- Student recommendation - entree options to increase participation
- Location for serving and eating - Outdoor or classroom dining - gym/mirror room with tables set up with 2 students per table to allow for indoor seating, cafeteria - two students per table all facing the same direction. Campus outdoor eating with proper spacing. Multiple serving locations - see map below for TUHS

Gate leading to front lawns



- Sneeze guards or plexi
- Ice Chests / refrigerators
- Grab and Go
- Gloves and masks
- Students sanitize as they enter Gym lobby
- One-way traffic
- Signage with directions on walls and ground



- Measuring Attendance
  - TCSD - projections and attendance counts
  - TUHS - attendance count, Google form (student report form sent thru email)
  
- Communication
  - Student ran social media announcements - peer to peer (ASB, Leadership)
  - District social media to communicate with parents, all-calls
  
- Compliance
  - Additional supervision to assure compliance (social distancing, table spacing, classrooms) - campus supervisors, I.A, Admin.

Provisions/Resources: *(What resources are out there to help us or partner with us?)*

[Schoolnutrition.org](http://Schoolnutrition.org)  
[Easy Shield \(guards\)](#)

Tasks: <i>(What needs to be done?)</i>	Talent: <i>(Who is responsible?)</i>	Time: <i>(Deadlines?)</i>	Estimated Costs:
Signage around campus	MOT/Cafeteria	prior to reopening	
Plexiguards	MOT	prior to reopening	
<i>provide additional seating area(s) (e.g. picnic tables, banquet tables, etc.). Also temporary (or semi-permanent) shade structures (e.g. umbrellas, EZ Ups, etc)</i>	Districts/MOT	prior to reopening	
Disinfecting and cleaning between meal service times	Custodial / Cafeteria		

## Mental Health Committee Recommendations

July 10, 2020

Sub-Committee: Mental Health
Co-Chairs (Name, Position, District): Chelle Koerner, Dir. of Alt. & SpEd, TUHSD, & Patricia Baldrich, Bilingual Translator/Assistant, TUHSD
Members (Name, Position, District): <i>(If student, parent, or community member, please list position as such)</i> Julie Ortlieb, Parent/Board Member TUHSD Krista Long, Parent, TUHS Maggie Bratcher, Parent, TUHS Chloe Dodson, Student, TUHS Tracy Merickel, Counselor, BVHS LaQuida Wafford, Psychologist TUHSD Stacey Haiungs, Teacher, TUHS Tanya Mauldin, Teacher, TUHS Sarah Harriger, School Social Worker, KCSOS Mayra Munoz, Kern Behavioral Health Mylum Nicholson, SpEd Director, TCSD Barry Koerner, Superintendent, McKittrick Michael Thoms, Campus Supervisor, BVHS Scott Huhn, Owner, Aspire Counseling Services Lilie Murillo, Counselor, TUHS Staci McMinn, Teacher, CTEC Karen Mitchell, Teacher, CTEC Jasmeet Bains, Physician Cesar Orosco, Community Liaison, Taft College Amber Lobos, Kern Behavioral Health
Meeting Dates: <a href="#">Mental Health Sub Committees and meetings</a>
Sub-Committee Considerations: <i>(Those particular to the work of this group)</i> <b>School Based Mental Health Services/Supports:</b> • Deepen the Multi-Tiered system of mental health support in the district (Tier I-(all), Tier II-(some), and Tier III-(a few) using a screening tool to gather information about where students are NOW & linking students with school based & other services • Survey staff to see who would be willing to serve as a “family group” leader with students assigned <b>Community Based Mental Health Services/Supports:</b> • Updated Community Resource Guide <b>Social Emotional Learning:</b> • Provide training for all staff on SEL practices prior to start of school • Provide/connect SEL curriculum and support for students, regardless of model (distance, blended or in-person) • Connect every student with a staff member (small groups) who will SEE and connect with them, regardless of model <b>Assessing and Addressing Need:</b> • Universal screening for all students  <b>Staff Mental Health Training and Support:</b> • Investigate Peer Support program • provide training and support for SEL for staff

Selected Recommendations:

Universal Screening for all district students (maybe for staff)-PrepareU pre/post survey may be used  
 SEL training and support for staff (used to support students)  
 Students assigned to small groups (with volunteer staff members)-Phased in over first part of year (1st month?)

Provisions/Resources: *(What resources are out there to help us or partner with us?)*  
*Updated Resource Guide*  
*PrepareU Curriculum*  
*Counseling/Support staff*  
*Universal Screening Tool (need to find one-maybe PrepareU pre-assessment survey)*

<i>Tasks: (What needs to be done?)</i>	<i>Talent: (Who is responsible?)</i>	<i>Time: (Deadlines?)</i>	<i>Estimated Costs:</i>
Locate and determine screening tool	Celle & LaQuida	By July 17th	0-\$6,000
Determine SEL training and means for Staff	Admin & board	By July 17th	\$4K plus
Survey for staff who may be interested in being family group leaders for students	Tanya & Celle	Already sent out	0
Sending out emotional temp survey to students (& staff)	Karen & Celle	By August 1st (Staff)	
Maybe a once-per-month(or more) check-in with staff-maybe departments ask each other (Scale of 1-5)		By August 15th(Students)	0

## Athletics and Activities Committee Recommendations

**July 10, 2020**

Sub-Committee: Athletics and Activities			
Co-Chairs (Name, Position, District): Robert Ramirez, Charlotte Kidd, Mande Stewart			
Members (Name, Position, District): <i>(If student, parent, or community member, please list position as such)</i> Les, leighbg, Aaron, Wendy, Anthony, Amanda, Charlotte, George, Julie, Marsha, Russell,, Steve and Stephanie Parker,, Jennifer, krystal.bracken			
Meeting Dates:			
Sub-Committee Considerations: <i>(Those particular to the work of this group)</i>			
Selected Recommendations: Awaiting CIF decision on July 20, 2020 for what and if sports will be offered in the fall. Depending on the sports allowed to play, TUHS Athletic Department will follow under the guidance of CIF and NFHS guidelines and recommendations, in addition to all CDE, CDC,CDPH, Kern County Public Health and Cal OSHA directives. Please see Google drive for our detailed outline on how we plan to return to athletics safely.			
Provisions/Resources: <i>(What resources are out there to help us or partner with us?)</i> CIF, NFHS, SMAC ( Sports Medicine Advisory Committee), WSHCD.			
Tasks: <i>(What needs to be done?)</i>	Talent: <i>(Who is responsible?)</i>	Time: <i>(Deadlines?)</i>	Estimated Costs:
Mass screening for spectators and athletes ( Fever Warn?)	Robert, Mande, Charlotte	TBD	
Communication & Information Documents for guardians of Student Athletes	Mandee	July 21,2020	via email

## Communications Committee Recommendations

**July 10, 2020**

<b>Sub-Committee:</b> Communications			
<b>Co-Chairs</b> (Name, Position, District): Tom Brown, IT Director, Taft City School District/ Stacey Stansberry, Director of Tech and Curriculum Innovations, Taft Union High School District			
<b>Members</b> (Name, Position, District): <i>(If student, parent, or community member, please list position as such)</i> Sigi Cruz, Teacher Taft High/Rex Cooper, Student/Erin Landis, Teacher-Taft High/ Tresa Leaf, Taft High Classified/Billy Long, Parent/Stephanie McDaniel, Principal Taft City/Mylum Nicholson, Special Ed Director, Taft City			
<b>Meeting Dates:</b> 6/23/20, 6/30/20, 7/7/20			
Sub-Committee Considerations: <i>Those particular to the work of this group)</i>			
<b>Selected Recommendations:</b> The Districts will need to create a comprehensive return to school plan that is user friendly for parents, students and staff to understand. It will need to include all subcommittee topics and board decisions. The information will also need to be displayed on social media and school websites.			
Provisions/Resources: <i>(What resources are out there to help us or partner with us?)</i>			
<b>Tasks: (What needs to be done?)</b>	<b>Talent: (Who is responsible?)</b>	<b>Time: (Deadlines?)</b>	<b>Estimated Costs:</b>
<a href="#">Survey of Students and Parents</a>	Communications Committee	End of June -beg of July	Employee time
Constant and consistent communication between districts and parents using social media, webpage and email	Communications Committee	Ongoing	Employee time
Work with other groups on what communication needs they have moving forward	Communications Committee	July/Aug	Employee time
Creation of reopening document for parents	Committee chairs, Administration	Beginning of Aug	Printing and postage if mailed. Possibly template costs

Creation of reopening document for staff	Committee chairs, Administration	Beginning of Aug	Printing and postage if mailed Possibly template costs
Creation of reopening document/video for students	Committee chairs, Administration	Beginning of Aug	Printing and postage if mailed Possibly template costs
Communication of plans to parents, students and community	Communications committee	Beginning of Aug	Printing and postage if mailed
Translation of all documents	District translators	Beginning of Aug	Possibly hourly cost of translation if they are not 12 month employees
Survey of staff-TUHS	Communications Committee and Bargaining units.	In Process	None
Signage around schools and posters as needed to remind students and staff of school protocols	Communications Committee	End of July	Printing costs
Webpage creation to host reopening plan	Communications Committee	End of July/Beg Aug	None

# Risk Management Committee Recommendations

**July 10, 2020**

Sub-Committee: Risk Management			
Co-Chairs (Name, Position, District): Billy Long, Lightspeed Systems (parent), Christian Parra, TUHSD, Julie Valdez, TUHSD			
Members (Name, Position, District): <i>(If student, parent, or community member, please list position as such)</i> Julie Graves, TCSD Superintendent, Melissa Taylor, TCSD, Stacey Falgout, Byron Isaac, Chelle Koerner, Barry Koerner			
Meeting Dates:			
Sub-Committee Considerations: <i>(Those particular to the work of this group)</i> The Risk Management sub-committee focused on the liability issues and legal questions surrounding the reopening of school and the questions each sub-committee should consider when formulating and implementing plans.			
Selected Recommendations:			
Provisions/Resources: <i>(What resources are out there to help us or partner with us?)</i>			
Tasks: <i>(What needs to be done?)</i>	Talent: <i>(Who is responsible?)</i>	Time: <i>(Deadlines?)</i>	Estimated Costs:
Review of each approved plan for liability issues			
Attend CSBA and CASBO webinars regarding legal issues, July 15th and July 29th			
Compile list of questions to be addressed for each sub-committee based on guidelines and guidance from CDE and legal and insurance resources			
Compile list of possible scenarios that will occur when reopening and how they can be addressed or mitigated			