

American Rescue Plan Act Elementary and Secondary School Relief Fund (ESSER III) Safe Return to In-Person Instruction Local Educational Agency Plan Template

Background on ESSER

The American Rescue Plan Act (ARP) signed into law on March 11, 2021, provided nearly \$122 billion for the Elementary and Secondary School Relief Fund (ESSER). ARP ESSER, also known as ESSER III, funds are provided to State educational agencies in the same proportion as each State received under Title I-A of the Elementary and Secondary Education Act (ESEA) in fiscal year (FY) 2020. The U.S. Department of Education (ED) published Interim Final Requirements (IFR) on April 22, 2021 requiring Local Educational Agencies (LEAs) receiving ESSER III funds to submit an LEA Plan for the Safe Return to In-Person Instruction and Continuity of Services. If an LEA had already developed a plan for safe return to in-person instruction and continuity of services prior to the enactment of ARP that meets the statutory requirements of section 2001(i) but did not address all of the requirements in the IFR, the LEA must revise and post its plan no later than six months after receiving its ESSER III funds. This applies even if an LEA has been operating full-time in-person instruction but does not apply to fully virtual schools and LEAs.

The IFR and ARP statute, along with other helpful resources, are located here:

- April 2021 IFR: <https://www.govinfo.gov/content/pkg/FR-2021-04-22/pdf/2021-08359.pdf>
- ARP Act text: <https://www.congress.gov/117/bills/hr1319/BILLS-117hr1319enr.pdf>
- Centers for Disease Control and Prevention (CDC) COVID-19 School Operation Guidance: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html#anchor_1616080023247
- ED COVID-19 Handbook Volume I: <https://www2.ed.gov/documents/coronavirus/reopening.pdf>
- ED COVID-19 Handbook Volume II: <https://www2.ed.gov/documents/coronavirus/reopening-2.pdf>
- ESEA Evidence-Based Guidance: <https://oese.ed.gov/files/2020/07/guidanceeuseseeinvestment.pdf>
- ED FAQs for ESSER and Governor's Emergency Education Relief (GEER): https://oese.ed.gov/files/2021/05/ESSER.GEER_FAQs_5.26.21_745AM_FINALb0cd6833f6f46e03ba2d97d30aff953260028045f9ef3b18ea602db4b32b1d99.pdf

Purpose of the Template

The IFR issued by ED outlines several requirements for all LEAs that receive ESSER III funds, including that LEAs have in place a plan for ensuring safety during in-person instruction (either in-progress or planned) as well as ensuring continuity of services should the LEA or one or more of its schools be required to close temporarily for COVID-19-related public health reasons in the future. LEAs who had a plan in place by March 11, 2021, which incorporated opportunity for public comment and was posted publicly have six months from the date their ESSER III Assurances were completed to update and revise the plans to meet those requirements. Examples of previous plans that may be allowable would be a completed Cal/OSHA or Assembly Bill 86 plan, as long as it meets the requirements previously stated. LEAs which did not have a statutorily compliant plan in place as of March 11, 2021, must create and post this plan within 30 days of completing their ESSER III Assurances.

If you have questions as to which category applies to your LEA, please contact EmergencyServices@cde.ca.gov. Plans are required for all LEAs, regardless of operating status, unless an LEA is fully virtual with no physical location. All plans must be reviewed, and, as appropriate, revised, at least every six months to incorporate new or revised CDC guidance and other changed factors.

This template has been created to assist LEAs in the creation of these plans and to ensure all required elements are met. The following requirements and assurances pertain to both the statutory requirements and the IFR published by ED. LEAs may provide any additional information they believe are helpful in assessing their plan. If you have any questions, please contact EmergencyServices@cde.ca.gov.

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

LEA Name:

Scotia Union School District

Option for ensuring safe in-person instruction and continuity of services:
has developed a plan

1. Please choose one:

- ☐ The LEA had a plan, as of March 11, 2021, that is already compliant with the ARP statute and will review and, as appropriate, revise it every six months to take into consideration the additional requirements of the IFR; or

NOTE: If your LEA already has a compliant plan as of March 11, 2021, and has assured such by checking the box above, then you may skip questions 2-4 and complete the Assurance and Contact sections.

- ☒ The LEA has amended/created a plan compliant with the IFR using this template and has posted/will post it within 30 days of completing the ESSER III Assurances.

NOTE: If checking the box above that you are using this template to meet the 30 day plan requirements, you must respond to each question in the template.

Please note whether the LEA has a compliant plan and include a link to the plan, or acknowledge that the LEA is submitting a new plan and will post it within 30 days of receiving funds.

The LEA is submitting a compliant plan which will be posted within 30 days of receiving funds.

2. The LEA will maintain the health and safety of students, educators, and other school and LEA staff, and the extent to which it has adopted policies, and a description of any such policies, on each of the CDC's safety recommendations, including: universal and correct wearing of masks; modifying facilities to allow for physical distancing; handwashing and respiratory etiquette; cleaning and maintaining healthy facilities, including improving ventilation; contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments; diagnostic and screening testing; efforts to provide vaccinations to school communities; appropriate accommodations for children with disabilities with respect to health and safety policies; and coordination with State and local health officials.

Describe how the LEA will maintain, or continue to maintain, health and safety policies and procedures. Include a description of any adopted policies and procedures regarding the CDC's safety recommendations (or available LEA website links to such policies). Include descriptions of appropriate accommodations adopted and coordination efforts conducted with outside State and local health officials. Please include or describe current public health conditions, applicable State and local rules and restrictions, and other contemporaneous information that informs your decision-making process.

Scotia School has an adopted a COVID-19 School Site-Specific Protection Plan (SSPP) based on the template Site-Specific Protection Plan provided by Humboldt County Office of Education and Humboldt County Public Health. Scotia School also has a Cal-OSHA Covid Protection Plan designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace, as well as an Injury Illness and Prevention Plan COVID 19 Addendum, which is attached as Appendix A-1, and is considered part of this COVID-19 Prevention Program. These plans are also informed by the American Academy of Pediatrics "COVID-19 Planning Considerations: Guidance for School Re-entry", and incorporate past and current Humboldt County Public Health Orders and requirements, updated guidance from the Centers for Disease Control & Prevention, and the California Department of Public Health and the California Department of Education. These plans have been modified to meet specific guidance and

requirements for schools and school offices and are intended to ensure schools and school/district offices have well developed and thorough plans in place and remain in compliance. The LEA's Plan for Safe Return to In-Person Instruction and Continuity of Services is based on these plans.

These plans can be found at scotiasd.hcoe.org under the "Plans" tab.

The school provides essential protective equipment, including face coverings, for all students and staff, gloves for all staff members, and plexiglass tabletop barriers where social distancing is not readily achieved. All staff members wear face coverings while on campus. All students grades transitional kindergarten-8 wear face coverings while in the school building. Students are instructed on proper care and wear of face coverings, and proper handwashing. Sinks and soap to do so are located in each restroom and in each classroom. Hand sanitizer dispensers are located at the entrance of all rooms in the school building, and at all entrances to the building. Students and staff are required to "sanitize in, sanitize out" upon entering or leaving a room. Portable containers of hand sanitizer are also available in all classrooms. All student use of student hand sanitizer is monitored by a staff member. Anti Microbial soap is not recommended. Hand sanitizer that contains methanol is not used. All staff is trained on keeping social distance from others, proper use of face coverings, the need for frequent and routine handwashing, and the proper use of hand sanitizer when handwashing is not an option, for all students and staff. All staff is trained on educating students on the above mentioned safety practices. Training sources will be Keenan Safe Schools online modules and guidance documents from CDC, CDE, and Public Health. Staff is also trained on signs and symptoms of COVID 19, in order to properly screen students for such symptoms. Staff explicitly trains students on safety protocols of keeping social distance, caring for and wearing a face covering, proper hand washing, and the appropriate use of hand sanitizer if a hand washing station is not readily available. All staff is trained on the proper use of cleaning and disinfecting supplies through the Keenan Safe Schools Training Portal. All staff has access to cleaning supplies and essential protective equipment to use while cleaning/disinfecting. The daily schedule is written to ensure that classified and certificated staff are allowed time to follow a regular disinfecting schedule during the school day, while students are not in the classroom. This regular disinfecting will take place while students are at recess break, and out of the classroom for outside learning time. This cleaning will involve cleaning surfaces including door handles. Custodial staff completes intensified cleaning and disinfecting in each room of the building at the conclusion of each school day. All cleaning supplies are EPA approved for COVID-19.

Scotia School parents are instructed and expected to complete a daily health screening of their student prior to leaving home, including symptoms, history of exposure, and temperature screening. Upon arrival at school and prior to entering campus, all students are screened by a school employee for symptoms, possible exposure to anyone with symptoms, and a temperature screening. All staff is trained on signs of illness, and is vigilant in observing for and reporting signs immediately to the front office. In the classroom, teachers are vigilant for signs of illness in students and follow school protocols when a child becomes ill. When a staff member reports to the office, the student will be sent to the nurse's room, adjacent to the school office, and will remain there until a parent/guardian picks them up.

Families of students choosing to return to in person learning are given the Scotia School in Person Learning Guidance document. This document includes instructions to remain home if the health screening responses entered into the Qualtrics app triggers a message to remain home, or if the student exhibits any symptoms of being ill. Staff is provided with Scotia School's written guidance to remain at home if exhibiting any signs of illness, and to remain home for 14 days if exhibiting any COVID 19 symptoms, after testing positive to COVID 19, or after spending any time with anyone who tests positive for COVID 19.

The Superintendent/Principal or designee will insure cooperation with County Public Health to support testing and surveillance testing for staff, and students (with appropriate parental permission). The school will provide information about testing opportunities to staff members, and will provide release time and resources necessary to allow for regular testing of all staff members at District expense. This testing cadence will include regular, routine testing of staff, according to the agreement between the staff and administration. This testing cadence will also include the offer of regular, routine testing of students with appropriate parental permissions obtained in advance. Parents will be notified of student testing opportunities and will be asked permission prior to any student testing.

Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Humboldt County Public Health Protocols & Communication Templates for each scenario](#)):

A student or staff member either exhibits COVID-19 symptoms, answers yes to a health screening question, or has a temperature of 100.4 or above.

A family member or someone in close contact with a student or staff member test positive for COVID-19.

A student or staff member tests positive for COVID-19.

A student or staff member tests negative for COVID-19 after any of the reasons in scenarios a, b or c.

The appropriate Humboldt County Public Health Protocols and Communication Templates will be utilized for each of the above scenarios. The CDC School Decision Tree will also be utilized when making decisions in each of the above scenarios. Specifically:

Scenario A) If any of these occur before coming to school, the student's parent/guardian or the staff member remains at home and contacts the school. The parent/guardian or staff member is instructed by the Superintendent/Principal or designee to contact their health care provider for testing. If the student is at school when this occurs, the student is immediately sent to the nurse's room until parent/guardian picks the student up; the staff member is immediately sent home. The staff member or student's parent/guardian is instructed by the Superintendent/Principal or designee to contact their health care provider for testing.

Scenario B) If this occurs before coming to school, the student's parent/guardian or the staff member contacts the school to report the information to the Superintendent/Principal or designee, and remains home. The staff member or student's parent/guardian is instructed to quarantine, and contact their health care provider for testing. The families of the student's or staff member's cohort are notified individually via phone call by the Superintendent/Principal or designee, that a family member or close contact of a member of the cohort has tested positive for COVID-19. A letter is also sent to each family of the student or staff member's cohort. The student or staff member remains home until a negative COVID-19 test result after waiting the public health recommended number of days after exposure, or 14 days of quarantine. The student or staff member's cohort remains open.

Scenario C) If this occurs, the student's parent/guardian or the staff member contacts the school to report the information to the Superintendent/Principal or designee, and quarantines. The families of the student's or staff member's cohort are notified individually via phone call by the Superintendent/Principal or designee, that a member of the cohort has tested positive for COVID-19, and the cohort will be closed for 14 days from last exposure. A letter is also sent to each family of the student or staff member's cohort.

Scenario D) If this occurs, the parent/guardian of student, or the staff member, is notified by the Superintendent/Principal or designee that they may return to school at the completion of the 14 day quarantine if exhibiting no symptoms. However, if a family member that the student or staff member is in close contact with is COVID-19 positive, the student or staff member is instructed by the Superintendent/Principal or designee to remain in quarantine and not return to school for 14 days. The families of the student's or staff member's cohort are notified individually via phone call by the Superintendent/Principal or designee, that a member of the cohort tested negative for COVID-19. A letter is also sent to each family of the student or staff member's cohort. The cohort remains open.

Staff desks are positioned 6 feet from student desks. Student desks are arranged facing forward with 6 feet of distance, as space allows, and a minimum of 3 feet of distance, when necessary. When 6 feet is not able to be maintained, plexiglass barriers are used between desks. Scotia School students are in small, stable classroom cohorts. Each cohort includes one certificated teacher and one classified employee (paraprofessional) who is responsible for in class meal supervision, and outdoor recess supervision. Additional staff members entering classrooms while students are present will be kept to a minimum, and will include essential services only. Students who receive specialized instruction (special education, speech, intervention) will do so outside of the classroom 1 on 1 or in a small group only with students from the same cohort, and six feet of distance will be maintained at all times. Each cohort will use its own restroom and hand washing station assigned to that specific cohort. The school's one sixth grade class cohort is self-contained with one teacher and one paraprofessional for the duration of the instructional day. The class remains in its own classroom, and uses its own restroom, handwashing stations, and outside areas.

The school's one seventh and one eighth grade classroom cohort remain in their respective classrooms for the duration of the instructional day. Rather than students changing classrooms, the 2 teachers rotate to the other classroom to teach his/her subject content.

In all grades, students and staff wear face coverings at all times while in the classroom, and plexishield barriers are placed between students if a minimum of 3 feet between each student is unable to be maintained. Scotia School encompasses a large campus with a great deal of outdoor space. Teachers are encouraged to utilize this outdoor space for instruction and recreation to the greatest extent possible. Each classroom cohort is assigned specific outdoor spaces across the campus, including the picnic tables under the eaves, the lower basketball courts, the lower kickball diamond, the upper cement tables, the upper basketball courts, the upper field, and Murphy's Mountain. Interior non-classroom spaces such as the library, cafeteria, and music room are utilized for small group instruction, with distancing, if exterior spaces are not conducive to the activity. However, the utilization of exterior spaces is preferred to the utilization of interior multi-use spaces. Interior non-classroom spaces will be used only when previously scheduled. Use of the space will be logged, and the space will be sanitized after each use.

All classrooms (with the exception of one) contain sinks and soap dispensers. Each cohort is assigned its own restroom, and all restrooms contain sinks and soap dispensers. All cohorts have scheduled hand washing times built into their daily schedule. The cohort classroom without a sink utilizes hand sanitizer as well as the sinks in its assigned restroom for regular handwashing. All other cohorts utilize the sink within the classroom for regular handwashing.

Face coverings are mandatory for all students and adults. Face coverings are available from the school, and are found in each classroom as well as the office. However, staff members and students can choose to provide their own face covering. Staff trainings on the proper use and care of face masks take place prior to the beginning of the school year. Instruction and training for students on the proper use and care of face masks takes place during the first weeks of school, and regularly throughout the school year.

3. The LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health and other needs, which may include student health and foodservices.

Describe how the LEA will ensure continuity of services in case isolation, quarantine, or future school closures are required, including how the LEA will meet the needs of students with disabilities and English learners.

In case of isolation, quarantine, or future school closures, Scotia School will continue to provide a full range of academic, social emotional, and nutrition services to our students. Currently, all students are assigned a device. If the need arises, students will have their device at home in order to access online services. The school has surveyed all families regarding connectivity, and is in possession of enough hotspots for those families who do not have internet access. These hotspots will be assigned to families as the need arises. If the need to remain at home occurs, students will use their devices to access daily online academic instruction from their classroom teacher. Students will also receive additional intervention support and special education services, as required by the students individualized education plan or need. These additional services include services for our EL students. Social emotional support will also be provided remotely, facilitated by the school counselor. Weekly schoolwork drop off and pick up will be instituted for those students requiring paper and pencil tasks. Materials will be delivered to those families that are unable to come to the school in person. Daily school meals will be made available to all students. Families that are unable to pick up meals can opt to have meals delivered.

4. The LEA sought public comments in the development of its plan and took those comments into account in the development of its plan.

Describe the LEA's policy or practice that provided the public with an opportunity to provide comments and feedback and the collection process. Describe how any feedback was incorporated into the development of the plan.

Scotia School's Plan for Safe Return to In-Person Instruction and Continuity of Services was discussed and developed with staff and community stakeholder input. This plan is based on the school's COVID-19 School Site-Specific Protection Plan (SSPP) and CalOSHA Covid Protection Plan. The SSPP was developed with input from staff, stakeholders, and the Humboldt County Department of Public Health. The plan was shared and discussed

with stakeholders at a School Board of Trustees meeting. The Plan is posted on the school's website, and is updated every six months, and as state and local Public Health guidance dictates.

In addition, the LEA provides the following assurances:

- ☒ The LEA has made (in the case of statutorily compliant plans) or will make (in the case of new plans) its plan publicly available no later than 30 days after receiving its ARP ESSER allocation.
 - o Please insert link to the plan:
scotiasd.hcoe.org
- ☒ The LEA sought public comment in the development of its plan and took those public comments into account in the development of its plan.
- ☒ The LEA will periodically review and, as appropriate revise its plan, at least every six months.
- ☒ The LEA will seek public comment in determining whether to revise its plan and, if it determines revisions are necessary, on the revisions it makes to the plan.
- ☒ If the LEA revises its plan, it will ensure its revised plan addresses each of the aspects of safety currently recommended by the Centers for Disease Control(CDC), or if the CDC has revised its guidance, the updated safety recommendations at the time the LEA is revising its plan.
- ☒ The LEA has created its plan in an understandable and uniform format.
- ☒ The LEA's plan is, to the extent practicable, written in a language that parent can understand, or if not practicable, orally translated.
- ☒ The LEA will, upon request by a parent who is an individual with a disability, provide the plan in an alternative format accessible to that parent.

The following person or persons is/are the appropriate contact person for any questions or concerns about the aforementioned plan.

Please list name(s), title(s), address, county, and contact information for the person or persons responsible for developing, submitting, and amending the LEA plan.

Amy Gossien, Superintendent/Principal
Scotia Union School District
417 Church Street
Scotia, Humboldt County, California, 95565