

# 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](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/guidanceeuseseseinvestment.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](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](mailto: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](mailto:EmergencyServices@cde.ca.gov).

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

LEA Name:

Saddleback Valley Unified 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.

[https://drive.google.com/file/d/1iknkgiNnS5-HsP2dAljXIMjVgem\\_180o/view?usp=sharing](https://drive.google.com/file/d/1iknkgiNnS5-HsP2dAljXIMjVgem_180o/view?usp=sharing)

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.

Saddleback Valley Unified School District welcomed students, families, and employees back to the 2021-22 school year! We are so excited to open school with all students on campus for in-person learning. The health and safety of SVUSD students, staff, and the community is of the highest priority to the District. The District continues to follow the guidance issued by the California Department of Public Health (CDPH) and Orange County Health Care Agency (OCHCA). The information in this handbook reflects current guidance and will be updated as the situation evolves.

SCHOOLS AND CLASSROOMS

## Masks

Outdoors - Masks are optional outdoors for all in K-12 school settings.

### Indoors - Students

Masks are required at all times indoors for K-12 students.

### Indoors - Employees

When sharing spaces with K-12 students, adults are required to wear a mask.

Vaccinated employees may remove their mask when K-12 students are not present in a room. A self-attestation is available for employees to indicate they are vaccinated. Once an employee completes the self-attestation, they are permitted to remove their mask when no students are present. Employees will use their Saddleport username and password to log in at: <https://web.svUSD.org/CovidForm>

Unvaccinated employees must wear a face mask at all times except when in a room alone or outdoors.

### Visitors

All visitors must wear a mask indoors while on any SVUSD campus or facility. Visitors who refuse to wear a mask will not be allowed to access campus and must arrange for a meeting via alternate methods such as phone or video conference. Masks are to be secured to the head with ties or straps and cover the nose and mouth. Masks must be worn anytime the child is in the classroom.

### Mask Exemptions

In limited situations where masks can't be used due to the nature of the lesson or for developmental reasons, a face shield with side netting may be used in combination with physical distancing. For those students with disabilities who require accommodations and modifications, please refer parents to their student's case carrier.

All students, staff, and visitors in need of a mask will be provided with a face covering. Face shields do not qualify as face coverings at this time.

For additional information on masks please see: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

For information on how to wear a mask please see:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

### Reusable and Disposable Mask

Disposable and reusable masks were distributed to all school sites. Disposable masks should be provided for visitors without a mask and staff or students who forgot their mask. Staff and students in need of masks should be provided 2 reusable masks to keep. They can wash and reuse the masks.

### Students who Refuse to Wear a Mask

Students are required to wear a mask indoors on campus. Students who refuse to wear a mask should go through the site disciplinary process. Students who continually refuse to wear a mask can participate in independent study through SVUSD Virtual Academy. (AR 5144)

### Visitors who Refuse to Wear a Mask

Visitors refusing to wear a mask are not allowed to access campus and must arrange for a meeting via alternate methods such as phone or video conference.

### Physical Distancing

Physical distancing is not required when other mitigation strategies are implemented. These strategies include

(but are not limited to) masking, hand hygiene, frequent cleaning and ventilation.

#### Washing Hands and Hand Sanitizer

Students should wash their hands or use hand sanitizer when entering the classroom. Hand sanitizer is available in every classroom, office space, and throughout campuses. Hand washing and hand sanitizing stations are available outside on all campuses.

Hand sanitizer is available in each classroom. Also, sites are placing sanitizing carts around campus to provide students additional areas to clean their hands.

#### Student Drop Off/Pick Up

To limit the risk of COVID-19, visitors are limited on school campuses. Areas for parents and guardians to drop off and pick up their child will be designated on elementary school campuses.

#### Outdoor Learning

Classes may use outdoor spaces throughout campus. If taking a class outside, masks may be removed.

#### Meal Service

Elementary Schools: Breakfast and lunch will be served daily. All students are eligible for free breakfast and lunch. Items will be individually packaged, but students will be provided a selection of choices daily. Breakfast will be delivered to the classroom.

Students participating in Independent Study through the SVUSD Virtual Academy can pick up meals through the District Grab-and-Go meal service. This service will continue to run as it has for the last year. Details on dates and times for the Grab-and-Go services for the new school year are forthcoming.

Similar to the 2020-21 school year, schools will implement protocols to enforce the mask requirements. Students unwilling to wear a mask will be offered enrollment in Saddleback Valley USD Virtual Academy.

### CLEANING

#### Cleaning During the Day

Custodial staff utilizes a punch list to clean and sanitize the campus throughout the day. Bathrooms will be sanitized multiple times during the day as well touchpoints such as door handles and pushes, banisters, outdoor seating, and more. Sign off sheets are kept in the main office indicating when areas were cleaned.

#### Cleaning at the End of the Day

Each evening, custodians using electrostatic sprayers sanitize classrooms, restrooms, office spaces, and outdoor areas. The sprayers utilize a FDA approved chemical to kill coronavirus and other contaminants. There is no need to wipe down surfaces after spraying, providing custodial staff time to sanitize the entire campus.

#### Electrostatic Sprayer

The District uses electrostatic sprayers with an EPA approved disinfectant for our facilities including the classrooms. The electrostatic charge of the sprayer allows the disinfectant droplets to attract to the surface rather than float in the air. No wiping down of surfaces is needed after the spray.

#### Sanitizing Classroom Supplies

Whenever possible items should not be shared between groups of students. Recognizing that some manipulatives, objects, or other items must be shared, please follow these guidelines.

Toys or supplies that cannot be cleaned and sanitized should not be used. This would include soft objects such as stuffed animals, soft manipulatives, and other items.

Toys and supplies must be cleaned and sanitized after each use.

- Cleaning includes washing the item in water with detergent, rinsing the item and allowing it to dry. The items should be cleaned by hand or in a dishwasher.
- When washing items staff should wear gloves.
- Sanitize the item by leaving the items out to be sprayed with the electrostatic sprayer or use Vital Oxide (custodians can provide) to spray the item down. If using Vital Oxide, follow the directions and allow the item to sit 10 minutes before wiping down. Staff can get Vital Oxide spray bottles from their custodian. These bottles should be kept out of reach of students at all times.
- Items could also be sanitized with a disinfecting wipe.

#### Heating, Ventilation, and Air Conditioning (HVAC)

In compliance with CDC guidelines, SVUSD completes the following HVAC work and continues to upkeep units in accordance with CDC guidelines.

- Replace filters in all HVAC equipment twice per year. The filter type and size depends upon the HVAC equipment.
- Adjusted fresh air intake.
- Adjusted run time to 2 hours prior to school beginning through 2 hours after school dismissal.
- Install HEPA air purifiers with medical grade filtration (capturing 99.97% of air particles including those carrying COVID-19) in classrooms, MPRs, libraries, and offices.

#### Air Purifiers

HEPA air purifiers with medical grade filtration (capturing 99.97% of air particles including those carrying COVID-19) were distributed to school sites for every classroom, multi-purpose rooms, libraries, and offices. The purifiers should be installed at this time. Teachers and staff can turn them on every morning by pressing the power button on top and setting the timer for 8 hours to run throughout the day.

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.

For all cases of isolation and quarantine, families are provided the option to elect participation in short term Independent Study. During that time, they are provided access to a teacher or counselor at specific days/times during the week.

For students with disabilities, if instruction, services, or both, cannot be provided to Student, either at school or in person for more than 10 school days due to one or more emergency conditions as defined by Education Code § 46392(a) and 41422(a), Student's IEP services will be provided to the extent practicable, taking into consideration Student's unique circumstances, the specific emergency circumstance(s), District policy, and federal, state and local orders. Each student's IEP details the services that would be provided in those conditions.

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.

From the emergency closure during Spring 2020 and throughout the 2020-2021 school year, the Saddleback Valley Community provided input through various surveys and preferences for learning options. Our community

desired all of our schools to be open for full-time in-person instruction five days a week and provide opportunities for distance learning program for those families that were not comfortable returning to full-time in person instruction. All developed procedures and protocols are in accordance with Orange County Health Agency, California Department of Public Health, and/or Center for Disease Control and Prevention (whichever is more restrictive).

In addition, the LEA provides the following assurances:

- X 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:  
<https://www.svusd.org/departments/educational-services/assessment-accountability>
- X The LEA sought public comment in the development of its plan and took those public comments into account in the development of its plan.
- X The LEA will periodically review and, as appropriate revise its plan, at least every six months.
- X 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.
- X 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.
- X The LEA has created its plan in an understandable and uniform format.
- X The LEA's plan is, to the extent practicable, written in a language that parent can understand, or if not practicable, orally translated.
- X 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.

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