

Sulphur Springs Union School District

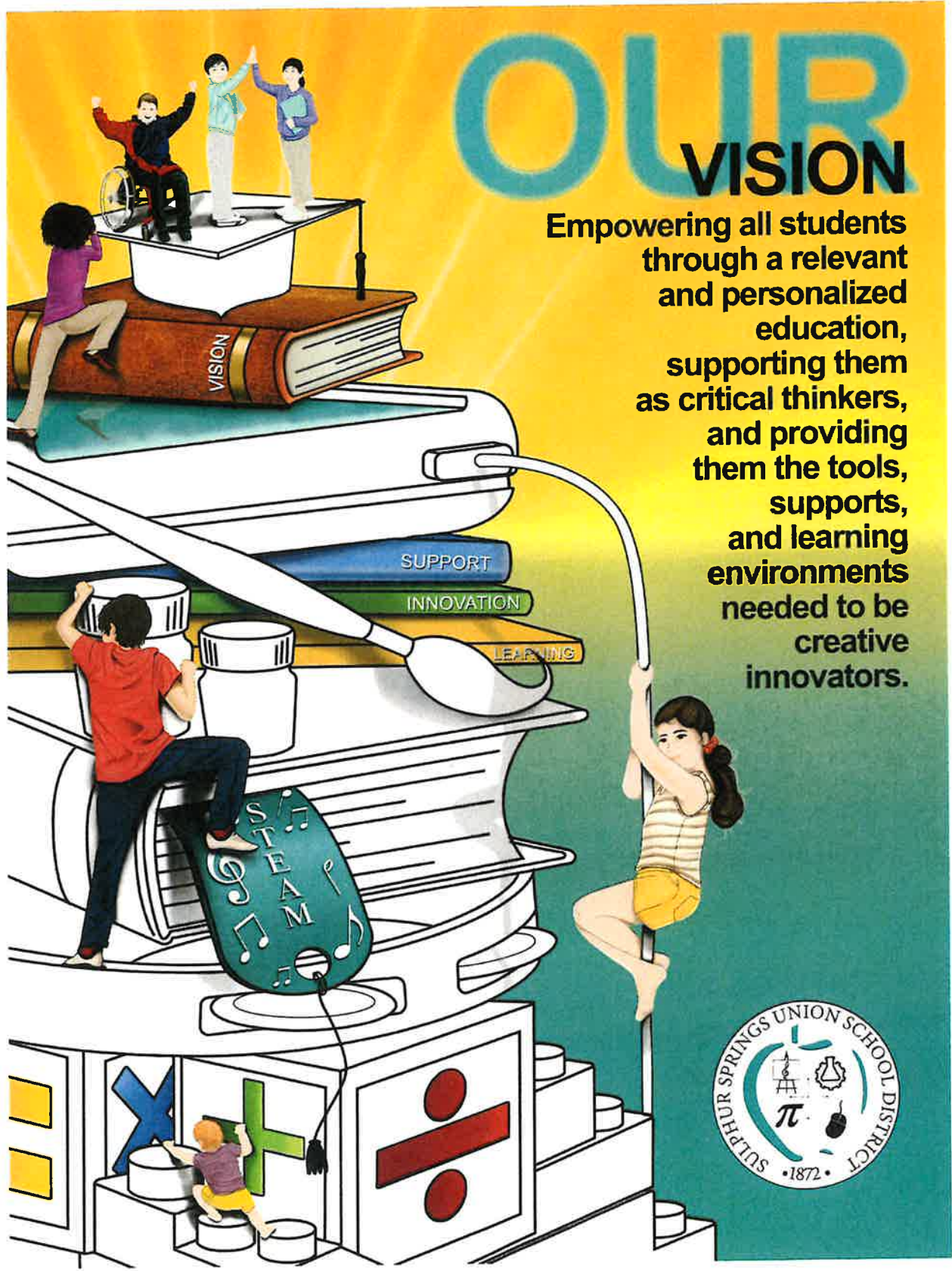
Safe Return to In-Person Instruction And Continuity of Services Plan

COVID-19 Prevention Program



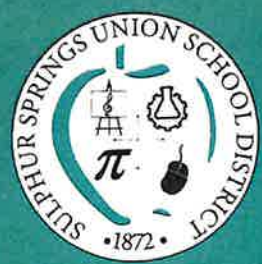
This Plan is based on information that the District has been provided from State and Public Health Officials as of July 28, 2021.

2021-2022
School Year



OUR VISION

Empowering all students through a relevant and personalized education, supporting them as critical thinkers, and providing them the tools, supports, and learning environments needed to be creative innovators.



Message from the Superintendent



Dear Sulphur Springs Families and Staff,

The Sulphur Springs Union School District **Safe Return to In-Person Instruction and Continuity of Services Plan and COVID-19 Prevention Program** have been designed to assist in preparing for the opening of our schools with health and safety as a top priority. We recognize the importance of returning students to school campuses for in-person instruction, as well as, the overarching need to protect the health and safety of our students, staff, and the broader community. The purpose of this Plan is to support families and staff as we work together to open our schools, and implement measures to reduce COVID-19 transmission in the school settings, while continuing to meet the educational needs of all students. The requirements in this Plan follow the State and local health orders.

I want to thank parents, certificated and classified staff members, who will continue to provide feedback on the Plan. The District will revisit the Plan every six months to keep the Plan up-to-date with the most current requirements from the State and local health orders.

It is important to remember that even though we are in very uncertain times, our goal for our students is to continue to provide them an enriching and rigorous education that consists of academic learning and social-emotional growth. Our children will continue to thrive while being surrounded by amazing families and talented teachers, staff, and administrators.

Dr. Catherine Kawaguchi, Superintendent

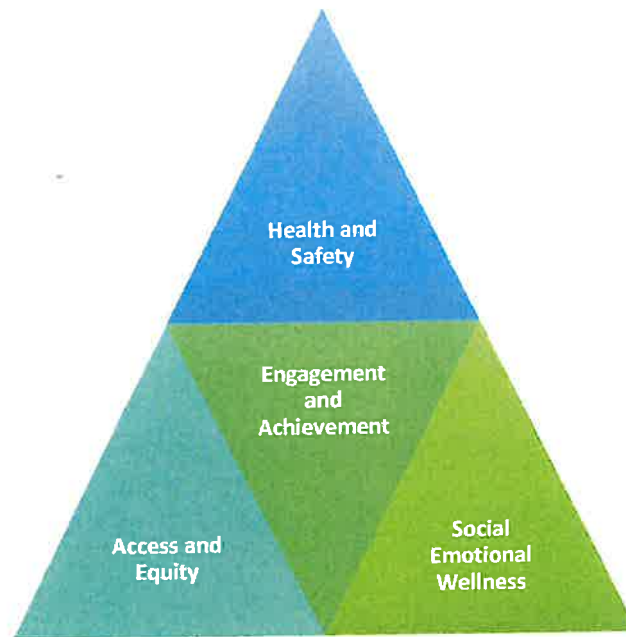
Part I

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

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Guiding Principles



Health and Safety

- Focus on safety is a top priority
- Follow State and local public health guidelines

Engagement and Achievement

- Engaging and rigorous curriculum
- Accountability in grading and attendance
- Adapt teaching to fit the learning environment for all students

Access and Equity

- Focus on embracing diverse students and families
- Targeted resources to assist English Learners, foster youth, homeless, and socially economically disadvantaged

Social Emotional Wellness

- Provide social emotional learning and resources to support student mental health
- Access to District Social Worker, Counselors, and Psychologists
- Continue to build social interactions

Health and Safety

The health and safety of our students, staff, and families is of utmost importance. It is important that when students, staff, and families are entering our school campuses and/or District office, the following measures are implemented District wide. Please note that the measures indicated in this section are in compliance with the guidelines as stated in the ***Reopening Protocols for K-12 Schools: Appendix T1, dated July 28, 2021 and COVID-19 Exposure Management Plan Guidance in TK-12 Schools, dated July 27, 2021.***

Protocols may be subject to change if additional guidance and directives are provided to school districts from the State and/or local department of public health.

Guidelines

District and all school sites have posted the ***Safe Return to In-Person Instruction and Continuity of Services Plan and COVID-19 Prevention Program*** on the website homepage as well as a hard copy at front offices for review. All staff are required to follow the Guidelines.

- **Physical Distancing**
 - Follow directions on signage reminding staff and students about physical distancing in prominent locations throughout each school campus
 - Allow only necessary visitors and volunteers on school campuses and limit the number of students and staff who come into contact with them
 - Outside organizations utilizing school facilities, when permitted, must follow all required health and safety measures
 - All school entry and exit points have markings on ground to facilitate physical distancing

- **Staff-to-Staff Interactions**
 - Staff will use face coverings in accordance with Reopening Protocol for K-12 Schools and Cal/OSHA standards
 - Staff will minimize use of and congregation of adults in staff rooms, break rooms, and other settings

- **Arrival and Departure**
 - Minimize close contact between students, staff, families, and the broader community at arrival and departure
 - Use designated routes for entry and exit on school campuses

- Ask families to remain in their vehicles, to the extent possible, when dropping off or picking up their children
 - Administrators at school campuses will provide supervision to disperse student gatherings during school arrival and departure
 - Ensure each school is equipped with extra unused face coverings for students and/or staff who may have inadvertently failed to bring one
- **Classroom Settings**
 - Students and teacher remain in stable classroom groups for as many activities as possible
 - Students may be assigned stable seating arrangements
 - Student belongings will be kept separate from other students
 - *“Classroom furniture is set up to maximize distance between students and between students and teachers. When distancing is not feasible consider other safety measures including focus on high mask adherence”*, (page 8, Reopening Protocol for K-12 Schools)
 - Increase ventilation by increasing outdoor air circulation (i.e. opening classroom door) and using high-efficiency air filters
 - Use non-classroom space for instruction, playgrounds and grass areas, to further allow greater distance between students
 - Students with IEPs and/or 504s, see page 7 of Reopening Protocol for K-12 Schools
- **Non-Classroom Settings**
 - **Restrooms:** Stagger restroom use by groups of students to the extent practicable and monitor number of students in restrooms at one time
 - **MPR:** Meals may be served in classrooms and/or MPR. Markings on floors to facilitate physical distancing when students are lined up to pick up food. Mealtimes are staggered to reduce the number of groups in the cafeteria. Students may sit indoors or outdoors, weather permitting, to eat their meals
 - **Recess:** Recess is staggered throughout the day. Students are not required to wear a face mask when outdoors for recess
 - **Staff Break Rooms and Office Space:** increase space between employees in any room or area used by staff for meals and/or breaks
 - **Visitors:** Maintain six feet apart while in front office. If needed, visitors will wait outside the front office on marked spaces to be assisted due to limited space in the front office

- **Bus Transportation to and from School**
 - Drivers and students wear face coverings at all times while on bus
 - Clean and disinfect buses daily between routes and end of day after transporting students

- **Face Coverings**
 - All adults must wear a face covering at all times while indoors, except while eating or drinking, or when in a classroom or office with no other students and/or adults
 - Staff must wash their face coverings daily
 - Parents need to send their child to school daily with a clean face covering
 - Staff who are unable to wear a face covering will meet with their direct supervisor
 - Medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering
 - All students over the age of 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that may preclude use of a face covering
 - When a face covering is temporarily removed, it should be placed in a clean, safe area, until it needs to be used again
 - Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings
 - People are exempted from the requirement if they have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Those communication disabilities or caregivers of those with communication disabilities can consider wearing a clear mask or cloth mask with a clear panel when appropriate
 - Persons exempted from wearing a face covering due to a medical condition, as confirmed by school district health team and therapists, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it
 - Face coverings will be provided for staff and students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. All students are provided with two cloth face coverings
 - For staff that come into routine contact with others are provided a 3-ply surgical mask

- Workers or other persons handling or serving food must use gloves in addition to face coverings
- For additional information regarding masking, please see Reopening Protocol for K-12 Schools, dated July 28, 2021
- **Handwashing and Other Hygiene Measures**
 - All students will be taught proper handwashing techniques, avoiding contact with eyes, nose, and mouth, and covering coughs and sneezes
 - Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended
 - Teachers will establish routines to ensure students wash their hands or use hand sanitizer upon arrival to campus, after using restrooms, after playing outside, before and after eating, and after coughing or sneezing
 - Signage is posted in classrooms and restrooms to remind staff and students of proper techniques for handwashing
 - Hand sanitizers are provided in classrooms, work stations, and offices. Students may use hand sanitizers under adult supervision
 - Sanitizer must be rubbed into hands until completely dry
 - Students may use reusable water bottles, provided by the District or brought from home, for drinking instead of using drinking fountains
 - Drinking fountains are available for student and staff use on school campuses
- **Cleaning and Disinfection**
 - Frequently touched surfaces are cleaned and disinfected daily at school and on school buses
 - Buses should be thoroughly cleaned daily and after transporting any individual who is exhibiting symptoms of COVID-19
 - Drivers are provided cleaning materials, including but not limited to wipes and disposable gloves
 - Use cleaning and disinfectant products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list “N” and follow product instruction
 - Establish a cleaning schedule to avoid both under- and over-use of cleaning products
 - Outdoor playgrounds/natural play areas only need routine maintenance
 - Students will wash hands or sanitize their hands before and after using these spaces

- When hand hygiene is emphasized, cleaning of outdoor structures play is not required
- **Ventilation**
 - Sufficient ventilation will be provided in all school classrooms and office spaces
 - All HVAC systems use filters with a minimum efficiency reporting value (MERV) of at least 13
 - On buses, use open windows as much as possible to improve airflow
- **Food Services**
 - Follow all requirements issued by the County's Department of Environmental Health to prevent transmission of COVID-19 in food facilities
- **Health Screenings**
 - Post signs at all entrances instructing students, staff and visitors not to enter campus if they have any COVID-19 symptoms
 - All students and staff are to conduct symptom screenings at home, prior to arrival
 - Schools do not need to monitor compliance with home screenings
 - Staff will take the self-symptom check and report their information daily by logging into **Parent Square** and providing their information to the site Administrator. This information will remain confidential
 - Parents will complete the symptom checks for student(s) before they enter the school campus and will enter the information in Parent Square . All information will remain confidential
- **Symptoms at School**
 - Schools will have an isolation room or area to separate anyone who exhibits 1 or more symptoms of COVID-19
 - Staff and students should self-monitor throughout the day for signs of illness
 - Staff should observe students for signs or symptoms of illness to support students who are less able to self-monitor or less likely to self-report
 - Any student or staff exhibiting 1 or more symptoms should be required to wait in the isolation area until they can be transported home or to a healthcare facility, as soon as practicable
 - Any staff or student exhibiting symptoms should immediately be required to wear a face covering and wait in the isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay

- If a student is exhibiting 1 or more symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card
- All school health offices will have a 'well' room for students needing assistance that are not exhibiting sick symptoms. This room will be separated from the 'sick' room where students will be picked up if they are not feeling well
- Staff will notify the District's school nurse of any positive COVID-19 case

**Protocols may be subject to change if additional guidance and directives are provided to school districts from the State and/or local department of public health.*

Appendix A: Steps for Managing Exposures to COVID-19 Cases at School

1 Case

- 1) *Required:* School instructs the case to follow COVID-19 Home Isolation Instructions.
- 2) *Required:* School informs the case that DPH will contact the case directly to collect additional information and issue Health Officer Order for Isolation.
- 3) *Required:* School works with the case to identify school contacts.
- 4) *Required:* School notifies* school contacts of exposure and instructs them to quarantine at home and test for COVID-19. NOTE: Asymptomatic persons who are [fully vaccinated](#) AND have an exposure are recommended to test but are not required to quarantine. Asymptomatic persons who have been diagnosed with COVID-19 within the last 90 days AND have an exposure are not required to quarantine or test for COVID-19.
- 5) *Required:* School informs school contacts that DPH will contact them directly to collect additional information and issue Health Officer Order for Quarantine.
- 6) *Required:* School submits a report to DPH within 1 business day with information on the confirmed case and persons who were exposed to the case at the site.
- 7) *Recommended:* School sends general notification* to inform the school community of the school exposure and precautions taken to prevent spread.

*Templates for contact notification and general notification are available at: [COVID-19 Template Notification Letters for Education Settings](#).

2 Cases

- 1) *Required:* Follow required steps for 1 confirmed case.
- 2) *Recommended:* If the 2 cases occurred within 14 days of each other, school works with DPH to determine whether the cases have epidemiological (epi) links. If epi links exist, school implements additional infection control measures.

3+ Cases

- 1) *Required:* If a cluster of 3 or more cases occurred within 14 days of each other, school immediately notifies DPH.
- 2) *Required:* DPH determines if the outbreak criteria have been met. If outbreak criteria are met, a DPH outbreak investigation is activated, and a public health investigator will contact the school to coordinate the outbreak investigation.

ENGAGEMENT AND ACHIEVEMENT

Access to Technology



Grades TK-6th

- Students will have access to technology at school. If a parent needs access to a device for their child enrolled in Scholars@Home Online Independent Study Program, a device will be issued to the student from the school campus.

Hot Spots:

- Students that are in need of a hot spot to support their learning in the Scholars@Home Online Independent Study Program will be provided one to use.

ENGAGEMENT AND ACHIEVEMENT

Instructional Programs

For the 2021-22 school year, two Instructional Programs are being offered to students:

- Full day, five days a week TK-6, In-Person Learning
- Scholars@Home Online Independent Study

Start and End Times for All Schools- Full Day, In-Person Learning

	Regular School Hours	Wednesday Early Release	Minimum Day Release
Canyon Springs	7:45 AM – 2:15 PM	1:15 PM	11:45 AM
Fair Oaks Ranch	8:45 AM – 3:15 PM	2:15 PM	12:45 PM
Golden Oak	8:15 AM – 2:45 PM	1:45 PM	12:15 PM
Leona Cox	7:45 AM – 2:15 PM	1:15 PM	11:45 AM
Mint Canyon	8:15 AM – 2:45 PM	1:45 PM	12:15 PM
Mitchell	8:15 AM – 2:45 PM	1:45 PM	12:15 PM
Pinetree	7:45 AM – 2:15 PM	1:15 PM	11:45 AM
Sulphur Springs	8:45 AM – 3:15 PM	2:15 PM	12:45 PM
Valley View	8:45 AM – 3:15 PM	2:15 PM	12:45 PM



Scholars@Home Online Independent Study Program

A program for families who wish to continue their child's academic learning in the home environment with the ongoing support of a dedicated credentialed teacher. This program is a good fit for any family who chooses to continue their child's instruction at home and can be an active partner with their child's teacher to deliver at home curriculum and support.

Instructional Minutes

The Scholars@Home program falls under the state of California's Independent Study guidelines and AB 130, students must complete daily assignments that equate to:

- 180 minutes per day for TK and K
- 240 minutes per day for grades 1-6

Attendance Requirement

- Student's daily attendance will be determined by the completion of the minimum number of assignments as assigned by the teacher, required by the instructional minutes.
- Students who do not meet the required assignments for any given day (TK/K 180 min; 1st-6th 240 min) will not be given credit for the day.
- Students will be provided live interaction and one hour of synchronous instruction on a daily basis.
- Students who are not completing assignments on a regular basis will be assigned to in-person learning.

Students with an IEP

- If your child has an Individualized Education Program (IEP), and you wish to enroll your child in Scholars@Home, an IEP team meeting needs to be held.

- The IEP team must consider whether your child’s IEP can be fully implemented through the Scholars@Home program.
- If the IEP team determines that your child’s IEP can be implemented through Scholars@Home, the team can endorse this option.
- If the IEP team determines that your child requires a full instructional day of in-person teaching and/or support in order to implement his/her IEP, then the IEP team cannot recommend the Scholars@Home program

Enrollment and Program Change Requests

- All Scholars@Home families will need to submit a intra-district transfer form to join the Scholars@Home Program. Once approved, students will be registered in the program virtually based at Mint Canyon Community School.
- For enrollment purposes your child will be placed as a student at Mint Canyon Community School in the virtual Scholars@Home program.
- Students will continue to be enrolled as a Scholars@Home student unless requested to move to in-person instruction.
- Change in program is based on space at the student’s home school or another by request.
- Students who are not complying with the Scholars@Home contract will be switched to the in-person program.

Curriculum Support

- Benchmark Advance
- Math Expressions
- Social Studies Weekly
- Inspire Science
- Imagine Learning
- IXL

Instructional Delivery

- Each student will have access to interactive learning platforms including district issued curriculum.
- All textbooks, workbooks, and supplementary materials will be provided to students who attend SSUSD schools.

- Computer devices provided (WiFi available upon request.)
- Students will have the opportunity to participate in school events (assemblies, field trips, special events).
- A teacher will be assigned to students to track and record student participation and attendance.
- Weekly meetings with families to support the instructional schedule.

Family Support

- Access to an assigned teacher who is available daily to ask questions and clarify information. (office hours)
- Access to the site Computer Lab Tech to address technology concerns.

Access and Equity

Students who are learning English will have their needs met across all Instructional Programs. All Programs are designed to include designated and integrated English Language Development instruction.

Students who are foster youth, homeless, and/or socially economically disadvantaged will have their needs met across all Instructional Programs. Teachers and Principals will work with families to provide additional academic as well as social/emotional supports as needed.

Social Emotional Wellness



As we prepare for our schools to open on August 12th, some students may experience some uneasiness, anxiety and/or stress. Our District is committed to supporting social emotional wellness to ensure that students transition back to school smoothly. Some of the supports include: social emotional learning, building relationships, increased access to mental health/wellness services, both in person and virtually. If parents need access to supports for their child, please contact your child's teacher and/or school Principal.



Family Resource Center

Our District is proud to be able to assist families as needed. The goal of the District's Family Resource Center is to help remove the barriers that often interfere with many students attending and thriving in school by providing food, clothing, toiletries, and school supplies to our families in need. Additionally, the District Social Worker supports students and families to ensure that they get their social emotional needs met, either in the District or through referrals to outside resources. If a family is in need of any of these items or services, please call 661-252-4322.

Conclusion

It is our hope that the Sulphur Springs Union School District Schools **Safe Return to In-Person Instruction and Continuity of Services Plan** will serve as a resource for families and staff as we continue to work together to educate, support, and nurture our students. The Superintendent has provided families communication updates every Friday and these are posted on the District's website homepage for additional information. Please know that at any time, families can email their child's teacher and/or school Principal for additional support as needed.

Addendums

Reopening Protocols for K-12 Schools: Appendix T1

**COVID-19 Exposure Management Plan Guidance in TK-12
Schools**

Reopening Protocols for K-12 Schools: Appendix T1

Recent Updates (Changes highlighted in yellow)

8/12/21

- Language inserted emphasizing vaccination as first line of prevention and urging schools to adopt policies that normalize, promote, and facilitate vaccination for all eligible persons on campus.
- Added additional clarification regarding determination of mask exemption in alignment with CDPH K-12 Schools Guidance 2021-2022 Questions & Answers. Determination must be made by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician.

7/28/21

- Reaffirms indoor masking requirement for everyone at K-12 schools regardless of vaccination status; customary exceptions apply
- Revised testing recommendations to include vaccinated individuals after COVID-19 exposure and in surveillance testing programs, if testing capacity allows.
- In alignment with current Health Officer Order, employees exempt from wearing masks indoors must be tested at least twice per week.
- Clarified that mask is not required when individual is the only person present in a room or contiguous workspace.
- Confirms that at this time, students granted a reasonable accommodation in the form of mask exemption due to a disability or other condition **are not prohibited by LACDPH** from in-person education. Strongly recommended that such students be tested for COVID-19 at least twice weekly.
- Students who are excluded from campus because they will not wear a face covering should be offered alternative educational opportunities.
- Clarifies that physical distancing strategies are still recommended as long as they do not interfere with full-time attendance for all students.
- PE classes falls under the 100% masking requirement if class is held indoors.
Updated exposure guideline to note that fully vaccinated individuals who are close contacts to a case do not need to quarantine but it is strongly recommended that such individuals be tested after exposure regardless of vaccination status.

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to enable schools serving students from transitional kindergarten through grade 12 to reopen safely. In addition to the conditions imposed on schools by the State Public Health Officer and the California Department of Education, schools must also be in compliance with these employee and student safety and infection control protocols.

Please note: This document may be updated as new information and resources become available. Go to <http://www.ph.lacounty.gov/media/Coronavirus/> for updates to this document.

This document starts with a discussion of current provisions for on-campus education in Los Angeles County, followed by information about safety strategies specific to the school environment.

The TK-12 reopening checklist provides safety measures in five areas:

- (1) Workplace policies and practices to protect employee and student health
- (2) Measures to create distancing where feasible
- (3) Measures to optimize infection control
- (4) Communication with employees, students and families of students and the public
- (5) Measures to ensure equitable access to critical services.

These five key areas contain numerous strategies that your school may choose to implement as your facility develops a plan to provide a safe environment for all employees, students, and visitors. Although some preventive and protective measures are currently required in all schools and are clearly indicated as such in the following protocol, most measures are optional and voluntary. Nevertheless, it is still appropriate for schools to implement multiple layers of COVID-19 mitigation strategies while fully re-opening to limit cases and transmission on the school campus. All measures in the associated [School Exposure Management Plan](#) **must** be implemented and are applicable to all on-site personnel. Additional resources for K-12 Schools can be found in the [TK-12 School COVID-19 Toolkit](#).

General Reopening Guidance for All Schools

At this time, all schools are permitted to reopen for all students in any grades TK – 12.

Schools that have not yet reopened or not reopened fully and are planning to implement full in person instruction for the first time during the Summer or Fall of 2021 should refer to the [LACDPH Safe Schools for All](#) site for complete instructions on the reopening process and documents to complete.

Note for child care programs located in schools. LEAs and schools that offer day care services for children on school campuses should refer to DPH [Guidance for ECE Providers](#).

COVID-19 VACCINATION IS THE FIRST LINE OF DEFENSE

Achieving a high vaccination rate on your school campus is the first and best way to lower risk of infection and transmission at your school, greatly decrease risk of severe illness, hospitalization and death in those who are fully vaccinated, and provide an additional layer of protection for those who are not currently eligible for vaccination (e.g., all students younger than 12 years of age). For this reason, in addition to all requirements and recommendations written in this protocol, schools are urged to adopt strategies that normalize, promote and facilitate COVID-19 vaccination for all eligible staff and students on your campus. Please see [LACDPH Vaccine Clinic Toolkit for Schools](#), a step-by-step guide with best practices for hosting a school-based vaccine clinic. Also be aware that a [Health Officer Order](#) issued by the State of California on August 11, 2021 requires all school staff to either show proof of full vaccination or be tested at least once per week.

TK to Grade 12 Reopening Checklist

Institution name:

Address:

Maximum Occupancy, per Fire Code:

Approximate total square footage of space open to faculty and/or students:

Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of in person services for students:

Estimated total number of students that will return per grade (if none, enter 0):

TK: _____ K: _____ 1: _____ 2: _____ 3: _____ 4: _____ 5: _____
6: _____ 7: _____ 8: _____ 9: _____ 10: _____ 11: _____ 12: _____

NOTE: The terms “employees” and “staff” are used in these protocols to refer to individuals who work in a school facility in any capacity associated with teaching, coaching, student support, provision of therapies or personal assistance to individual students, facility cleaning or maintenance, administration, or any other activity required for the school to function. “Employees” or “staff” may include individuals who are: paid directly by the relevant school system, paid by entities acting as contractors to the school, paid by outside entities acting in collaboration with the school to serve students, paid by third parties to provide individual student services, or unpaid volunteers acting under school direction to carry out essential functions. The term “parents” is used in these protocols to refer to any persons serving as caregivers or guardians to students.

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF (“EMPLOYEES”) AND STUDENTS
(CHECK ALL THAT APPLY)**

The school must have a COVID-19 Containment, Response and Control Plan that describes the school’s comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to the following elements:

- A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.
- A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student, or visitor) tests positive for COVID-19.
- The plan addresses:
 - Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person’s return to their home.
 - Fact sheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.
- A plan or protocol to initiate a [School Exposure Management Plan](#) consistent with DPH guidance that outlines procedures for:
 - Isolation of case(s);
 - Identification of persons exposed to cases at school;
 - Quarantine of exposed unvaccinated employees and/or students; and
 - Assurance of access to testing for all exposed individuals within the school, regardless of vaccination status, as the basis for further control measures.
 - Notification to DPH of all confirmed cases of COVID-19 disease among employees and children who had been at school at any point within 14 days prior to the illness onset date. The illness onset date is the COVID-19 test date or Symptom Onset Date of the infected person, whichever is earlier. Reporting of cases should be done within 1 business day of the school’s notification of the case. This can be completed online using the secure web application: <http://www.redcap.link/lacdpheducationsector.covidreport> or by downloading and completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and sending it to ACDC-Education@ph.lacounty.gov.
- A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health. This can be done using the same reporting options described above: (1) submitting the report online

at <http://www.redcap.link/lacdph.educationsector.covidreport> or (2) completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and emailing it to ACDC-Education@ph.lacounty.gov. The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.

- Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.
- A plan or protocol for incorporating COVID-19 testing into regular school operations.
 - At a minimum the plan should describe the strategy for ensuring access to testing for students or employees who are symptomatic or have known or suspected exposure to an individual infected with SARS-CoV-2. Note that current Cal/OSHA COVID-19 Prevention Emergency Temporary Standards ([Cal/OSHA ETS](#)) requires employers to offer testing at no cost to employees during paid time for:
 - o Symptomatic unvaccinated employees, regardless of whether there is a known exposure.
 - o Unvaccinated employees after an exposure.
 - o Vaccinated employees after an exposure if they develop symptoms.
 - o Unvaccinated employees in an outbreak (3 or more employee cases).
 - o All employees in a major outbreak (20 or more employee cases).
 - In addition, the school may consider a strategy for periodic testing for asymptomatic individuals with no known exposure. The California Department of Public Health (CDPH) is not requiring any particular frequency or procedure for asymptomatic testing at this time. However, the state has put into place support for specific testing cadences through supplemental testing supplies, shipment, laboratory capacity, enrollment and reporting technology, training, and assistance with insurance reimbursement. Schools are advised to access information and resources regarding school-centered testing at the state's [Safe Schools for All hub](#). In times of high rates of community transmission, LA County recommends that periodic testing include fully vaccinated individuals where resources allow.
 - The plan must provide that all testing results will be reported to the Department of Public Health.
 - Please note: Screening testing is not recommended for persons who have recovered from laboratory confirmed COVID-19 within the past 90 days and are asymptomatic.
- Consider assigning vulnerable employees (employees not yet fully vaccinated who are above age 65 and/or with chronic health conditions that would place them at high risk if infected) work that can be done from home when feasible. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- Consider reconfiguration of work processes to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.
- All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding [employer or government sponsored leave benefits](#), including their right to paid sick leave as guaranteed by the [2021 COVID-19 Supplemental Paid Sick Leave Law](#).
- Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is permitted. Use of indoor school facilities provides more risk of contamination of indoor air and surfaces and care should be taken to avoid unnecessary exposure for regular school employees and students. Routine cleaning after use of indoor facilities by non-school groups is recommended. Use of outdoor athletic fields by non-school youth sports teams, leagues, or clubs is permitted as long as care is taken to avoid unnecessary exposures for regular school employees and students.
- [Employee screenings](#) are recommended to be conducted before employees may enter the workspace. Entry screening should include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee is currently under isolation or quarantine orders. Temperature checks are recommended if feasible.

- These screenings can be done in-person upon arrival at the site or remotely before arrival using a digital app or other verifiable approach.
 - Note that current [Cal/OSHA ETS](#) requires employers to exclude employees from the workplace who have COVID-19 symptoms and/or are not fully vaccinated and have had a close contact. Cal/OSHA does not prescribe any particular method of employee screening but implementing some method as recommended will assist in compliance with the current ETS.
- ☐ Masking is required for anyone entering school buildings or transports (school buses as well as school buildings) who has contact with others (students, parents, or other employees).
- Employees who have contact with others are offered, at no cost, an appropriate face mask that covers the nose and mouth. The mask must be worn by the employee at all times during the workday when indoors and is in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used.
 - Employees who are exempt from wearing a mask while indoors, **must** undergo COVID-19 testing at least twice per week, unless the employee provides proof of full vaccination status against COVID-19. In times of high rates of community transmission, LA County recommends that periodic testing also include fully vaccinated individuals where resources allow.
 - Employers are required to provide, upon request, respirators to any unvaccinated employee along with instructions on how to ensure the mask fits appropriately.
 - Employees that are in a setting where they are in close contact with other people who may not be fully vaccinated should be offered and should consider wearing higher level of protection, such as wearing two masks (“double masking”) or a respirator (e.g., KN95 or N95). This is particularly important if the employee is not fully vaccinated and is working in an indoor or crowded outdoor setting.
 - All staff **must** wear a face mask at all times when indoors, except: when working alone in private offices with closed doors; when they are the **only** individual present in a larger open workspace for multiple employees; or when eating or drinking.
 - For the most updated LACDPH guidance and information on masking, refer to our [COVID-19 Masks](#) page.
 - A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child’s use of a clothface mask.
 - Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who have medical reasons why they cannot use or tolerate a face mask. Students who present appropriate documentation demonstrating a disability or condition that does not allow them to safely wear a mask should wear a face shield with drape at the bottom if their condition allows it. Students with documented conditions that do not accommodate the face shield and drape may request a reasonable accommodation from the school or district. **Assessing for exemption due to a medical condition, mental health condition, disability that prevents wearing a mask, or hearing impairment is a medical determination and therefore must be made by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician. Self-attestation and parental attestation for mask exemptions due to the aforementioned conditions do not constitute medical determinations.**
 - It is strongly recommended that any student who is exempt from wearing a mask indoors be tested for COVID-19 at least twice a week, unless they provide proof of full vaccination status against COVID-19. In times of high rates of community transmission, LA County recommends that periodic testing also include fully vaccinated individuals where resources allow.
 - Public schools should be aware of the requirements in AB 130 to offer independent study programs

for the 2021-22 school year.

- It is recommended that employees be instructed to wash or replace their face masks daily and parents be instructed to ensure that children have clean face masks.
- To ensure that masks are worn consistently and correctly, staff are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and increase their physical distance from others. Eating or drinking outdoors is best but eating or drinking at a cubicle or workstation indoors is preferred to eating in a breakroom if eating in a cubicle or workstation permits greater distance from and barriers between staff.
- Consider increasing space between employees in any room or area used by staff for meals and/or breaks, especially when space will be shared by employees who are not fully vaccinated or whose vaccination status is unknown.
- All employees, on-site contractors, vendors, and delivery personnel have been provided instructions regarding required use of face masks when around others indoors.
- Break rooms, restrooms, classrooms, and other common areas used or visited by staff are cleaned at the frequency listed below. Routine cleaning is recommended at a frequency no less than once per day during periods of operation but may be done more frequently.
 - Break rooms _____
 - Restrooms _____
 - Classrooms _____
 - Laboratories _____
 - Nurse's office _____
 - Counseling and other student support areas _____
 - Front office _____
 - Other offices _____
 - Other (auditorium, gymnasium, library if in use) _____
- High touch areas in staff breakrooms are recommended to be cleaned at least once per day.
- It is recommended that hand sanitizer effective against COVID-19 be made available to all employees in or near the following locations (check all that apply):
 - Building entrance/s, exit/s _____
 - Central office _____
 - Stairway entrances _____
 - Elevator entry (if applicable) _____
 - Classrooms _____
 - Faculty breakroom _____
 - Faculty offices: _____
- It is recommended that employees be offered frequent opportunities to wash their hands with soap and water.
- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures:

B. MEASURES TO ALLOW FOR RECOMMENDED PHYSICAL DISTANCING AND REDUCE CROWDING BY STAFF, STUDENTS AND VISITORS (CHECK ALL THAT APPLY)

NOTE: LACDPH recommends that measures be implemented to create physical distancing when doing so will not interfere with the full-time attendance of all enrolled students. This is especially important during times that groups of students are outside the classroom (e.g., hallway transitions) and/or anytime masks must be removed in a group setting (e.g., lunch time, recess) where increased physical distance is preferred. For situations when physical distancing may not be feasible (e.g., very full classrooms), the importance of 100% mask adherence is critical.

- Maximum number of employees permitted in facility, is: _____.
- Face masks are required at all times on school buses and vans.
- Consider maintaining measures to promote physical distancing of students on school busses since many students remain unvaccinated. These measures may include (check all that apply):
 - Seating one child per bus seat. _____
 - Use of alternating rows. _____
 - Open windows as air quality and rider safety concerns allow. _____
- Additional measures that may be considered to promote physical distancing and reduce rider density on school buses (Check all that apply):
 - Staggered school start times to permit more than one trip per bus at school start and close. _____
 - Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry. _____
 - Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming. _____
 - Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of face masks.
 - Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.
 - Other: _____
- Consider implementing measures to reduce crowding as students, parents or visitors enter and move through the school building. These may include (check all that apply):
 - Schedules are adjusted to avoid crowding in common spaces and when possible, allow single classrooms or small groups to move through common spaces (such as hallways and bathrooms) at a given time. _____
 - School employees are deployed in hallways to promote physical distancing and reduce loitering and crowding as students enter and proceed to classrooms. _____
 - Elevator capacity, if applicable, is limited to reduce crowding. All riders are required to wear face masks. _____
 - The following measures may be implemented to avoid crowding on stairways:
 - Designation of up and down stairways _____
 - Staggering of breaks between classes _____
 - Monitoring of stairways by school staff _____
 - Other: _____

- Consider adopting a school-wide approach to creating and maintaining stable groups, in which supervising adults and children stay together for as many activities as possible (e.g., meals, recreation, etc.), and avoid inter-mingling with people outside of their group in the setting, throughout the school day. Stable groups are considered a best practice at all grade levels and therefore recommended but not required.
 - Students with IEP or 504 plans who require specialized services may be pulled out of their general education classroom and grouped with other students requiring similar services as needed to provide appropriate level of instruction and care.
 - Specialized staff who serve students with IEP or 504 plans and/or provide specialized services will need to work with different stable groups during the school day and this should be accommodated. Staff that are not fully vaccinated should consider wearing a face shield in addition to the required mask if entering multiple classrooms for this purpose. All staff should be encouraged to wash or sanitize hands after leaving a classroom and before entering another classroom with a different group of students.

- Consider implementing measures that allow for recommended physical distancing within classrooms when possible without interfering with essential operations. These may include the following measures (check all that apply):
 - Classroom furniture is set up to maximize distance between students and between students and teachers. Where distancing is not feasible consider other safety measures including focus on high mask adherence.
 - Consider enhancing other mitigation layers, such as stable groups or improved ventilation.
 - Maintain an increased distance as much as possible during times when students or staff are not masked (e.g., due to eating or drinking, napping).
 - Nap or rest areas in classrooms have students placed an increased distance apart and alternating feet to head.
 - Other: _____

- Consider offering physical education class outdoors as much as possible and select activities that allow for physical distancing. Physical education classes held indoors requires all present to wear masks except when drinking water.

- Consider implementing school policies that promote physical distancing in locker rooms. Policies may include:
 - Offering access to locker rooms only when staff supervision is possible. Staggering locker room access.
 - Creating alternative options for storage of student clothing, books, and other items.

- Consider implementing measures to increase physical distancing during school meals when students will be unmasked. These may include (check all that apply):
 - Meals are eaten in classrooms or outdoors, without mingling of stable groups from different classrooms. _____
 - If students line up to pick up food, tape or other markings are used to promote distance between students. _____
 - Staff are deployed during meals to maintain distancing and prevent mixing of students from different stable groups. _____
 - If meals take place in a cafeteria, mealtimes are staggered to reduce the number of groups in the cafeteria at any one time. _____
 - If meals take place in a cafeteria, space between all tables/chairs has been increased to maintain distance between students while eating. Barriers between tables and/or chairs may be used as an alternative when distancing is not possible. _____

- Consider implementing measures to promote physical distancing in school areas used for student support services.
 - Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) are encouraged to maintain when feasible physical distance while engaging in student support activities.
 - Furniture and equipment in school areas used for student support services are arranged to promote distancing between any two students and/or between students and staff.
 - Sharing of equipment and supplies is avoided where possible.
 - Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.

C. MEASURES THAT ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)

- Symptom screening is recommended to be conducted before students, visitors and staff enter the school. Screening should include a check-in concerning symptoms consistent with possible COVID-19 and any other symptoms the individual may be experiencing. These checks can be done remotely (using a digital app or in person upon arrival. A temperature check with a no-touch thermometer at entry can be included as part of the screening, if feasible, especially for visitors who may not be part of a systematic at-home screening process.
 - Students, staff, and visitors who screen positive at entry or who report symptoms at any point during the school day should be reported to the COVID-19 Compliance Team (see Section A). The COVID-19 Compliance Team will determine whether the individual should be excused from the facility according to DPH guidance on [Symptom and Exposure Screening Pathways](#) at Educational Institutions. Students who screen positive are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while a determination is made on exclusion and arrangements are made for their return home, where indicated.
 - Per the DPH Symptom and Exposure Screening Pathways, students, staff, and visitors who have had close contact with an individual who has screened positive for symptoms consistent with possible COVID-19 are notified of the potential exposure. These individuals are not required to quarantine unless the exposure has been confirmed through a positive COVID-19 diagnostic viral test or a clinical diagnosis from a medical provider. Students who have a confirmed exposure are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Quarantine Order.
 - The preceding quarantine instructions do not apply to an individual who has a confirmed exposure but demonstrates proof of full vaccination against COVID-19 and is asymptomatic. Those individuals are not required to quarantine but are strongly recommended to be tested for COVID-19 as a result of their exposure *regardless of their vaccination status*.
- Screening of adults and of middle and high school age students should include a question about close contact with anyone at home, school or elsewhere in the past 10 days who has tested positive for COVID-19.
 - Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID-19.
 - Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.
 - The preceding quarantine instructions do not apply to an individual who reports a close contact but demonstrates proof of full vaccination against COVID-19 and is asymptomatic. Those individuals are

not required to quarantine but are strongly recommended to be tested for COVID-19 as a result of their exposure *regardless of their vaccination status*.

- Consider implementing measures to limit risk of infection due to visits by individuals other than staff and students. These may include (check all that apply):
 - Visitors should be registered in a visitor log that includes a visitor's name, phone number and email address in case this information is needed in the future for contact tracing purposes. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information should also be captured in the visitor log. _____
 - Movement of visitors within the school is best limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible, in order to reduce unnecessary interaction with any stable learning groups. _____
 - Visitors arriving at the school are reminded to wear a face mask at all times while inside the school. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed by their medical provider that they should not wear a face mask should wear a face shield with a drape on the bottom edge, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them. _____
- Implementing measures to promote optimal ventilation in the school is strongly recommended. These may include (check all that apply):
 - Movement of classroom learning, meals, and activities to outdoor space is maximized whenever feasible and weather permitting. _____
 - The school HVAC system is in good, working order. Prior to school reopening, consider having the HVAC system evaluated by an appropriate engineer familiar with the Guidance for Reopening Schools as developed by the American Society of Heating, Refrigerating, and Air-conditioning Engineers (ASHRAE). _____
 - HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate. _____
 - Portable, high-efficiency air cleaners have been installed if feasible. _____
 - Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate. Existing fire codes requiring closure of fire-rated doors must be respected. _____
 - Air filters have been upgraded to a higher efficiency (MERV-13 or higher rating is preferred). _____
 - Other: _____
- It is recommended to have measures in place to promote appropriate cleaning of space, surfaces, and objects throughout the school. These may include (check all that apply):
 - A cleaning schedule have been established in order to avoid both under-and over- use of cleaning products. _____
 - Buses are thoroughly cleaned daily and disinfected after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are cleaned after every completed bus route. _____
 - Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are cleaned at least daily and more frequently as resources allow using appropriate products (see below). _____

- Drinking fountains may be available for use. To minimize the risk of Legionnaire’s disease and other diseases associated with water, take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. This includes proper flushing and may require additional cleaning steps (including disinfection). Refer to CDC Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation: <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>. _____
 - Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are sanitized between users. _____
 - Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list “N”) are used according to product instructions. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together – this causes toxic fumes that may be very dangerous to breathe. _____
 - Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer’s directions, Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable. _____
 - Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product. _____
 - All cleaning products are kept out of children’s reach and stored in a space with restricted access. _____
 - Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality. _____
 - Enhanced cleaning and disinfection of school premises, when indicated, is done when students are not at school with adequate time to let spaces air out before the start of the school day. _____
 - Steps are taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water. _____
 - Restrooms, lobbies, break rooms and lounges, and other common areas are cleaned at the frequency listed below. Routine cleaning is recommended at a frequency no less than once per day during periods of operation but may be done more frequently.
 - Restrooms: _____
 - Lobbies/entry areas: _____
 - Teacher/staff break rooms: _____
 - Classrooms: _____
 - Cafeteria dining area: _____
 - Cafeteria food preparation area: _____
 - Front office: _____
 - Other offices: _____
 - Other areas: _____
- Measures are in place to ensure use of appropriate face masks by all staff, students, and visitors at all times when indoors. These must include (check all that apply):
- Staff, parents, and students are informed of the requirement for face masks prior to the start of the school year and on a regular basis throughout the school year. _____

- All students 2 and older are required to wear face masks at all times while indoors on school property except while eating, drinking, or carrying out other activities that preclude use of face masks. _____
- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who have medical reasons why they cannot use or tolerate a face mask. They should substitute a face shield with drape at the bottom if tolerated. **Assessing for exemption due to a medical condition, mental health condition, disability that prevents wearing a mask, or hearing impairment is a medical determination and therefore must be made by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician. Self-attestation and parental attestation for mask exemptions due to the aforementioned conditions do not constitute medical determinations.**
- Information is provided to staff, parents and students concerning proper use of face masks including the need to wash face masks after each day's use. _____
- Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and depicts proper use of cloth face masks. _____
- As feasible, two face masks are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own face masks. _____
- Parents of younger children are encouraged to provide a second face mask for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face mask during the day. _____
- Staff who are deployed at school entry or in hallways or other common areas remind students of rules concerning use of face masks. _____
- Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.), as appropriate. _____
- Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building. _____

NOTE: Staff and students who are alone in closed offices are not required to wear face masks. Students may also remove face masks indoors when eating or napping or when wearing a face mask is otherwise impracticable (e.g., while swimming or showering). The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a face mask to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

- Implementing measures to promote frequent hand washing by staff, students, and visitors is recommended. These may include (check all that apply):
- Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly. _____
 - Younger students are regularly scheduled for frequent handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity. _____
 - Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper hand washing. _____
 - Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable. _____
 - Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing

station (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol-based hand sanitizer is preferred and should be used in school environments. Hand sanitizers with isopropyl alcohol as the main active ingredient are not used in the school, as it is more irritating and can be absorbed through the skin. _____

- Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Hand sanitizer is not out in the open and should be used with adult supervision for children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer. _____
- Hand sanitizer, soap and water, tissues and trash cans are available at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions. _____

SPECIAL CONSIDERATIONS FOR PERFORMING ARTS

Music classes

- Any activity that requires participants to remove their face masks (e.g., playing wind instruments) may only be done as a group if the activity is held outdoors. However, individuals may practice such activities alone indoors in a studio or practice room with the door closed.
- For activities that generate more forceful expired respiratory droplets such as singing, increased distance between individuals and engaging in these activities outside is strongly recommended. Individual singers may practice alone indoors without a mask or with a single instructor present while indoors in a studio or practice room if both of them are masked. Increased distance between the singer and instructor is recommended.
- Limit the exchange (or sharing) of any instruments, parts, music sheets, or any other items.
- Use disposable absorbent pads or other receptacles, where possible, to catch the contents of spit valves or water keys; discard or clean properly after use.
- Consider using “bell covers” for the openings of brass instruments and specially designed bags with hand openings for woodwind instruments to minimize the generation of droplets and aerosols.

Theater classes

- Students and instructors in theater classes must wear face masks at all times when indoors. It is recommended that there be increased physical distance if the participants are enunciating (for example, those in a theater workshop).
- Limit, where possible, sharing of props, costumes, and wigs. If they must be shared, choose props, costumes and other materials that can be more easily disinfected. All props must be disinfected before first use on the set, and between uses by different actors. All shared clothing must be cleaned after each use. All wigs or other shared prosthetics must be disinfected after each use.
- Clean dressing rooms, green rooms, and production areas using a disinfectant from EPA’s List N: Disinfectants for COVID-19.
- Consider holding virtual or outdoor rehearsals and performances instead of indoor. Masks must be worn at all times for indoor activities.

Dance classes

- Students and instructors must wear face masks at all times while indoors. Masks may be removed briefly to drink water; during water breaks, students should be reminded to maintain an increased distance from others while masks are removed. Students should be reminded to limit their exertion to a level that is comfortable while wearing a face mask and to immediately take a break from exercise if they begin to experience any difficulty breathing. Masks may be briefly removed while a participant rests and catches their breath as long as they move an appropriate distance from all others in the space. Masks should be changed if they become wet, if they stick to a person’s face, or if they obstruct breathing.

- For activities that generate a greater volume of respiratory droplets such as heavy exertion, increasing the distance between individuals and limiting such activities to outdoor space is strongly recommended.
- Maximize use of outdoor space for practice and performance as much as possible. Masks must be worn at all times for indoor activities.

Music Recording

- Singing in sound booths/recording booths is permitted at this time as long as face masks are worn at all times as required and increased distance between singers and from all others in the booth is strongly recommended due to the large amount of respiratory droplets released into a relatively small, confined indoor space.
- Playing of wind instruments inside a sound booth with others present in the booth is not permitted at this time due to inability to adhere to indoor masking requirements.
- Singers or musicians playing wind instruments are permitted to perform in the sound booth without masks only if they are sealed in the booth for solo recording and no other individuals are in the booth at the time.
- Other group instrumental music may be recorded using a sound booth; however, a minimum of 3 feet of physical distance should be maintained between all musicians at all times and masks are required as for all other indoor spaces.
- Before the booth is used by another musician or group of musicians, the booth should be well ventilated (consider use of an air purifying device) to promote full air exchange and shared equipment (e.g., microphones) should be sanitized.

Performances

- Any performances should follow the [Best Practices for Large Events](#) recommendations to reduce the risk of spreading COVID-19. Note that all performances in schools or other supervised youth settings requires use of masks in indoor spaces by all persons present regardless of vaccination status.

D. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC

- Information should be sent to parents and students prior to the start of school concerning school policies related to (check all that apply):
- Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19 _____
 - Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19 _____
 - Who to contact at the school if student has symptoms or may have been exposed:

 - How to conduct a symptom check before student leaves home _____
 - Required use of face masks _____
 - Importance of student compliance with any physical distancing and infection control policies in place _____
 - Changes in academic and extracurricular programming in order to avert risk _____
 - School policies concerning parent visits to school and advisability of contacting the school remotely _____
 - Importance of providing the school with up-to-date emergency contact information including multiple parent contact options _____
 - Other: _____

- A copy of this protocol is posted at all public entrances to the school and uploaded to a public facing page on the school or district website.
- Signage has been posted throughout the school reminding staff and students of policies concerning use of face masks and importance of hand washing.
- Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
- Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face masks, physical distancing, and hand washing.
- Online outlets instruct students, parents, and teachers on how to contact the school in case of infection or exposure.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- A plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student.
 - This plan includes a method for proactive school contact with parents at the beginning of the school year to assure that issues related to the child’s education and safety are being addressed.
 - Modifications to individual IEPs and 504 plans may involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning.
 - Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
- Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____

Phone Number: _____

Date Last Revised: _____

SUMMARY OF REQUIRED PROCEDURES CONTAINED IN THIS DOCUMENT

- The school must have a COVID-19 Containment, Response and Control Plan that describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on campus.
- A plan or protocol to initiate a [School Exposure Management Plan](#) consistent with DPH guidance.
- A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health.
- A plan or protocol for incorporating COVID-19 testing into regular school operations, which at a minimum should describe the strategy for ensuring access to testing for students or employees who are symptomatic or have known or suspected exposure to an individual infected with SARS-CoV-2.
 - The plan must provide that all testing results will be reported to the Department of Public Health.
- All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19.
- Anyone entering school buildings or transports (school buses as well as school buildings) who has contact with others (students, parents, or other employees) is required to wear a face mask while indoors regardless of vaccination status.
- All employees, on-site contractors, vendors, and delivery personnel have been provided instructions regarding required use of face masks when around others indoors.
- Copies of this Protocol have been distributed to all employees.
- Face masks required at all times on buses.
- Information should be sent to parents and students prior to the start of school concerning school policies related to COVID-19 prevention.
- A copy of this protocol is posted at all public entrances to the school and uploaded to a public facing page on the school or district website.
- Signage has been posted throughout the school reminding staff and students of policies concerning use of face masks and importance of hand washing.
- Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- A plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student.
- Per order of the State Public Health Officer, all school staff are required to show proof of full COVID-19 vaccination or be tested at least once per week.

COVID-19 Exposure Management Plan Guidance in TK-12 Schools

Recent Updates: (Changes highlighted in yellow)

8/10/2021:

- Added guidance for responding to worksite exposure among employees.
- Clarified that staff and employees who are not vaccinated must continue to quarantine for 10 days from last exposure.
- Clarified that a shortened quarantine applies only to exposed students who remain asymptomatic and test negative after Day 5 from last exposure.

A targeted public health response to contain COVID-19 exposures at a community-level can help maximize the impact of the Los Angeles County Department of Public Health (DPH) COVID-19 response.

Primary and Secondary Schools serving students from Transitional Kindergarten through Grade 12 (TK-12 Schools) are trusted community partners that can help DPH improve the timeliness and impact of the Public Health response through rapid initiation of a COVID-19 Exposure Management Plan (EMP). Immediate implementation of an EMP when a single case of COVID-19 is identified at a school can accelerate the ability to contain the spread of infection and prevent outbreaks from occurring.

The steps for managing exposures to 1, 2, and 3 or more COVID-19 cases at TK-12 Schools are described below and summarized in Appendix A. Because TK-12 Schools will vary in the level of resources available for COVID-19 exposure management, *required* steps are the minimum elements that must be included in the EMP. *Recommended* steps include optional elements for exposure management where school resources are sufficient. The requirements and recommendations presented are specific to TK-12 instructional and non-instructional facilities serving TK-12 Schools. For the purposes of this plan, the word "School" applies to both TK-12 instructional and non-instructional facilities. Additional resources for TK-12 Schools can be located in the [TK-12 School COVID-19 Toolkit](#).

Exposure Management Planning Prior to Identifying 1 COVID-19 Case at School

- ❑ *Required:* A designated School COVID-19 Compliance Officer that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves as a liaison to DPH for sharing site-level information to facilitate public health action.
- ❑ *Required:* A plan for all students and employees who (1) have symptoms consistent with COVID-19, (2) are quarantined because of exposures at school, or (3) are at a school with an active public health investigation to have access to testing or be tested for COVID-19.
- ❑ *Recommended:* If a school elects to implement an asymptomatic screening testing program, staff and students that are not fully vaccinated should be prioritized for regular testing as an important part of identifying infections early to prevent transmission on campus. Based on the current level of community transmission, if there is ample testing capacity it is recommended that fully vaccinated individuals be included in a school's asymptomatic screening testing program.
- ❑ *Recommended:* The School that choose to implement a symptom screening program are advised to apply DPH guidance on [Decision Pathways](#) for persons who have not been tested yet for COVID-19 but screen positive for symptoms prior to school entry or while at school.

Exposure Management for 1 COVID-19 Case at School

- ❑ *Required:* After identifying 1 confirmed COVID-19 case (student or employee), the School Compliance Officer instructs the case to follow Home Isolation Instructions for COVID-19 (ph.lacounty.gov/covidisolation). NOTE: a confirmed COVID-19 case is an individual who has a positive COVID-19 test.
- ❑ *Required:* School Compliance Officer provides a copy of the Public Health Emergency [Isolation Order](#) and informs the case that DPH will contact the case directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.
- ❑ *Required:* The Compliance Officer works to identify all individuals in the School who have had an exposure to the confirmed positive case during their infectious period (Close Contacts).
 - A case is considered to be infectious from 2 days before their symptoms first appeared until the time, they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered infectious from 2 days before their test was taken until 10 days after their test.
 - Close Contact: A person is considered to have been exposed to a case during the infectious period if at least one of the following criteria are met:
 - Being within 6 feet of the infected person for 15 minutes or more over a 24-hour period.
 - Having had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
 - Exposures will be reviewed by Public Health to assess which persons need to quarantine including the possibility of quarantining all individuals in the same cohort or classroom as an infected person if exposures cannot be ruled out for the entire group. NOTE: Exposures associated with youth sports programs will be reviewed by Public Health to confirm which persons need to quarantine, including the possibility of quarantining all individuals on the same team with an infected person (or individuals on an opposing team who were playing against a team with an infected person), if exposures cannot be ruled out. Please refer to the [Exposure Management Plan for Youth Recreational Sports Programs](#) for specific guidance.
- ❑ *Required:* School Compliance Officer must notify DPH of (1) employees and children with confirmed COVID-19 who were on campus at any point within the 14 days prior to the illness onset date and (2) persons on campus who were exposed to the infected person during the infectious period. The illness onset date is the first date of COVID-19 symptoms or the COVID-19 test date, whichever is earlier.
 - Secure online reporting is the preferred method for notifying DPH of COVID-19 exposures and can be done on a computer or mobile device with access to the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport>. If online reporting is not possible, reporting can be done manually by downloading and completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and sending it to ACDC-Education@ph.lacounty.gov. All case notifications should be submitted within 1 business day of being notified of the case.
- ❑ *Required:* All persons identified to have had an exposure to a COVID-19 positive case at school are notified by the School Compliance Officer of the exposure through a letter or other communication strategies. A School Exposure Notification letter template is available at: [COVID-19 Template](#)

[Notification Letters for Education Settings](#). The notification of exposure should include the following messages:

- Employees with a worksite exposure should follow guidance outlined in Cal/OSHA COVID-19 Prevention [Emergency Temporary Standards](#) (ETS). A summary of requirements is provided in the Public Health guidance document on [Responding to COVID-19 in the Workplace](#).
 - Students and employees with an exposure to the case should test for COVID-19 and inform the school of test results. This will determine the extent of disease spread at the school and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, Community Testing Sites: covid19.lacounty.gov/testing. Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
 - Exposed students and employees who are not fully vaccinated must self-quarantine (stay in their home or another residence, separate from others) and monitor for symptoms for 10 days from their last contact with the case while infectious (as defined above). If they remain asymptomatic, quarantine can end after Day 10 from the last date of exposure without testing but they must continue to monitor their health and adhere to COVID-19 prevention precautions through Day 14. Quarantine may end after Day 7 for exposed students who remain asymptomatic, if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative, but they must continue to monitor their health and adhere to COVID-19 prevention precautions through Day 14.
 - NOTE: Asymptomatic persons who are [fully vaccinated](#) AND who are a close contact to a confirmed case are recommended to test for COVID-19 as a result of their exposure but are not required to quarantine. However, they should monitor for symptoms of COVID-19 for 14 days following an exposure. Persons who have recovered from laboratory-confirmed COVID-19 within the last 90 days AND who are a close contact to a confirmed case are not required to quarantine or test for COVID-19.
 - DPH will contact exposed students and employees who meet the quarantine requirement through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.
- Recommended:* School Compliance Officer will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#).

Exposure Management for 2 COVID-19 Cases at School within a 14-day Period

- Required:* After identifying 2 confirmed cases (students and/or employees) within a 14-day period, the school follows the *required* steps for 1 confirmed case.
- Recommended:* School Compliance Officer determines whether the 2 cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting during the same time period while either or both were infectious. *

**A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since*

symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.

- Determination of epidemiological links between cases may require further investigation to assess exposure history and identify all possible locations and persons that may have been exposed to the case while infectious at the site. NOTE: Epidemiologically linked cases include persons with identifiable connections to each other such as sharing a physical space (e.g. in a classroom, office site on campus, or gathering), indicating a higher likelihood of linked spread of disease in that setting rather than sporadic transmission from the broader community.
- If epidemiological links do not exist, the school continues with routine exposure management.
- If epidemiological links exist, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site- specific interventions.

Exposure Management for ≥ 3 COVID-19 Cases at School within a 14-day Period

- **Required:** If the school identifies a cluster of 3 or more confirmed cases (students and/or employees) within a 14-day period, the school should proceed with the following steps:
 - Report the cluster immediately to DPH. Secure online reporting is the preferred method for notifying DPH and can be done on a computer or mobile device with access to the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport>. If online reporting is not possible, reporting can be done manually by downloading and completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and sending it to ACDC-Education@ph.lacounty.gov.
 - DPH will review the submitted information to determine whether the outbreak criteria described below have been met and will notify the school within 1 business day on next steps.
 - **Outbreak Criteria:** At least 3 confirmed cases with symptomatic or asymptomatic COVID-19 within a 14-day period in a group* with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus. *School groups include persons that share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.
 - **NOTE:** For overnight camps, a “household cohort” means cabinmates (campers and staff) who are staying together in a cabin, bunkhouse, or similar space. Additional guidance regarding overnight camps is located in the [Reopening Protocol for Overnight Organized/Children's Camps: Appendix K-1](#).
 - If outbreak criteria are not met, DPH will advise the school to continue with routine exposure management.
 - If outbreak criteria are met, DPH will notify the school that an outbreak investigation has been activated and a public health investigator will communicate directly with the school to coordinate the outbreak response.

Appendix A: Steps for Managing Exposures to COVID-19 Cases at School

1 Case

- 1) *Required:* School instructs the case to follow COVID-19 Home Isolation Instructions.
- 2) *Required:* School informs the case that DPH will contact the case directly to collect additional information and issue Health Officer Order for Isolation.
- 3) *Required:* School works with the case to identify school contacts.
- 4) *Required:* School notifies* school contacts of exposure and instructs them to quarantine at home and test for COVID-19. NOTE: Asymptomatic persons who are [fully vaccinated](#) AND have an exposure are recommended to test but are not required to quarantine. Asymptomatic persons who have been diagnosed with COVID-19 within the last 90 days AND have an exposure are not required to quarantine or test for COVID-19.
- 5) *Required:* School informs school contacts that DPH will contact them directly to collect additional information and issue Health Officer Order for Quarantine.
- 6) *Required:* School submits a report to DPH within 1 business day with information on the confirmed case and persons who were exposed to the case at the site.
- 7) *Recommended:* School sends general notification* to inform the school community of the school exposure and precautions taken to prevent spread.

*Templates for contact notification and general notification are available at: [COVID-19 Template Notification Letters for Education Settings](#).

2 Cases

- 1) *Required:* Follow required steps for 1 confirmed case.
- 2) *Recommended:* If the 2 cases occurred within 14 days of each other, school works with DPH to determine whether the cases have epidemiological (epi) links. If epi links exist, school implements additional infection control measures.

3+ Cases

- 1) *Required:* If a cluster of 3 or more cases occurred within 14 days of each other, school immediately notifies DPH.
- 2) *Required:* DPH determines if the outbreak criteria have been met. If outbreak criteria are met, a DPH outbreak investigation is activated, and a public health investigator will contact the school to coordinate the outbreak investigation.

Part II

COVID-19 Prevention Program

COVID-19 Prevention Program (CPP)

Sulphur Springs Union School District

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: July 27, 2021

Authority and Responsibility

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

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Document the vaccination status, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

Relaying any concerns they might have to their supervisor without fear of retaliation and

Sharing any concerns or identified needs to Mrs. Ardrella Hamilton, Assistant Superintendent Personnel/Pupil Services at ahamilton@sssd.k12.ca.us and or calling (661) 252-5131.

Employee Screening

We screen our employees and respond to those with COVID-19 symptoms by:

All employees conduct self screening through our ParentSquare portal before arriving to work each day. Dr. Kawaguchi and Mrs. Hamilton (as well as department supervisors and site principals for site based staff) monitor submissions on a daily basis.

When indoors, face coverings are used by screeners as well as by employees.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

- Employees are encouraged to share any hazards with their supervisor. Employees are assured that they will not face retaliation for reporting any COVID-19 hazard at the facility.

The severity of the hazard will be assessed and correction time frames assigned, accordingly. The appropriate supervisor to oversee the correction will be assigned and will be responsible for the timely correction. Cabinet-level staff will review to assure corrections have been completed.

Controls of COVID-19 Hazards

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Two cloth face coverings have been provided to all employees. In addition, disposable face coverings are available at all entrances to buildings for employee use. Employees are required to wear face coverings while at work.

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

- When an employee is alone in a room or vehicle.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis. Such employee will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least twice weekly for COVID-19.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccinated status.

Engineering controls

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission.

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- For front offices and classroom, physical plexiglass barriers are utilized in addition to face coverings, when six feet cannot be achieved between individuals.
- For employees working closing with special needs students, full PPE equipment including masks, face shields, gloves, and gowns are utilized.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Ventilation systems are checked frequently and are in working order. Merv 13 filters are used throughout the district to assure the appropriate level of airflow and particulate capturing is occurring. Staff are encouraged to open doors for fresh air when possible.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces and steering wheels:

- Disinfecting happens frequently throughout the day at designated times for frequently touched surfaces. These areas are cleaned with an approved cleaner that kills the Covid-19 virus. Classes are disinfected after each cohort on a daily basis with a solution approved to kill the Covid-19 virus.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- Restrict access to contaminated area(s). Close off contaminated area(s), open windows, and turn on ventilation fan for 24 hours (or as long as practical) before disinfecting crews and disinfect all contaminated areas. Cleaning and disinfecting high-touched surfaces.

Areas where the infected individual was are disinfected immediately.

Hand sanitizing

In order to implement effective hand sanitizing procedures, the following occurs:

- Hand washing facilities were evaluated and identified at each district site. Signs are posted encouraging hand washing and employees are regularly encouraged to wash hands and/or use provided hand sanitizer frequently. Employees are encouraged to wash their hands a minimum of 20 seconds each time.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

Upon request, we provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Testing of Symptomatic Employees:

We make COVID-19 Testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employee's paid time.

Investigating and Responding to COVID-19 Cases

This will be accomplished by our district nurses who work in conjunction with Los Angeles Department of Public Health regarding each case. Employees who had potential COVID-19 exposure in our workplace will be supported as follows:

- Employees that had close contact are offered COVID-19 testing at no cost during work hours, excluding: employees who are fully vaccinated before the close contact and do not have symptoms. COVID-19 cases who were allowed to return to work per our return-to-work criteria and have remained free of symptoms for 90 days after the initial onset of symptoms, or for cases who never developed symptoms, for 90 days after the first positive test.
- Provided information on free community Covid-19 Testing resources so the employee can receive a Covid-19 test.
- Written notice within 1 day of District's knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative) independent contractors and other employers at worksite during the high-risk exposure period. These notifications must meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4);

(a)(2); and (c), and in a form readily understandable by employees and can be anticipated to be received by the employees.

System for Communicating

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

- Who employees should report COVID-19 symptoms and possible hazards to, and how:
 - Employees and Supervisors have been advised to notify Dr. Kawaguchi and Mrs. Hamilton regarding any possible COVID-19 symptoms and hazards. In addition, employees are put in contact with one of two district nurses who conduct an analysis of their individual situation and provide next steps.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing:

Employees are provided options for local testing centers that provide COVID-19 testing in the community.

- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- The district regularly updates to all employees on the current status of work conditions, and pandemic conditions.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, our policies for providing the respirators.

- Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
 - How to properly wear them.
 - How to perform a seal check according to the manufacturer’s instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Since COVID-19 is an airborne disease, N95 and more protective respirators protect the user from airborne diseases, while face coverings primarily protect people around the user. The condition where face coverings must be worn at the workplace.
- That face coverings must be worn at the workplace.
- That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
- Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- We use Keenan Safe Schools web portal to train staff on Pesticide (IPM)

Appendix C: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases and Employees who had a Close Contact

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Employees who were fully vaccinated before close contact and who do not develop COVID-19 systems. COVID-19 cases who return to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever we’ve demonstrated that the COVID-19 exposure is work related. This will be accomplished by Providing the employee the appropriate leave benefits for their situation and working with the employee to navigate the employee leave rights and processes.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.

- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work once the requirements for the “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
- Persons who had a close contact may return to work as follows:
 - Close contact but never developed symptoms
 - When 10 days have passed since the last known close contact
 - Close contact with symptoms when the “case with the symptoms” criteria (above) have been met unless the following is true:
 - The person tested negative for the COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms and at least 10 days have passed since the last known close contact, and the person has been symptom-free for at least 24 hours, without using fever reducing medication.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Mrs. Ardrella Hamilton

7/28/2021

Title of Owner or Top Management Representative

Signature

Date

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person Conducting the Evaluation: Site Principal, Mrs. Hamilton and Dr. Randall

Date:

Name(s) of Employees and Authorized Employee Representative that Participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date:

Name of Person Conducting the Inspection:

Work Location Evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/Partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Face shields/goggles			
Respiratory protection			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/Partitions			

Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Face shields/goggles			
Respiratory protection			

Appendix C: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing at no cost to all employees, during paid time in our exposed workplace except for:
 - Employees who were not present during the relevant 14-day period.
 - Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.
- COVID-19 cases who did not develop symptoms after returning to work pursuant to our return –to- work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.

- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

Building or structures with mechanical ventilation

- We will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters, if compatible, we will use filters with the highest compatible filtering efficiency.
- We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and if so implement their use to the degree feasible.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

COVID-19 testing

We will continue to comply with the Multiple COVID-19 infections and COVID-19 Outbreaks addendum, except that the COVID -19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and Multiple Infections and COVID-19 Outbreaks addendum, we also:

- Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employee in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.

Additional Consideration #3

COVID-19 Prevention in Employer-Provided Transportation During Work Hours

Assignment of transportation

We will prioritize shared transportation assignments in the following order:

- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Physical distancing and face coverings

We will ensure that the:

- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.