

Sulphur Springs Union School District

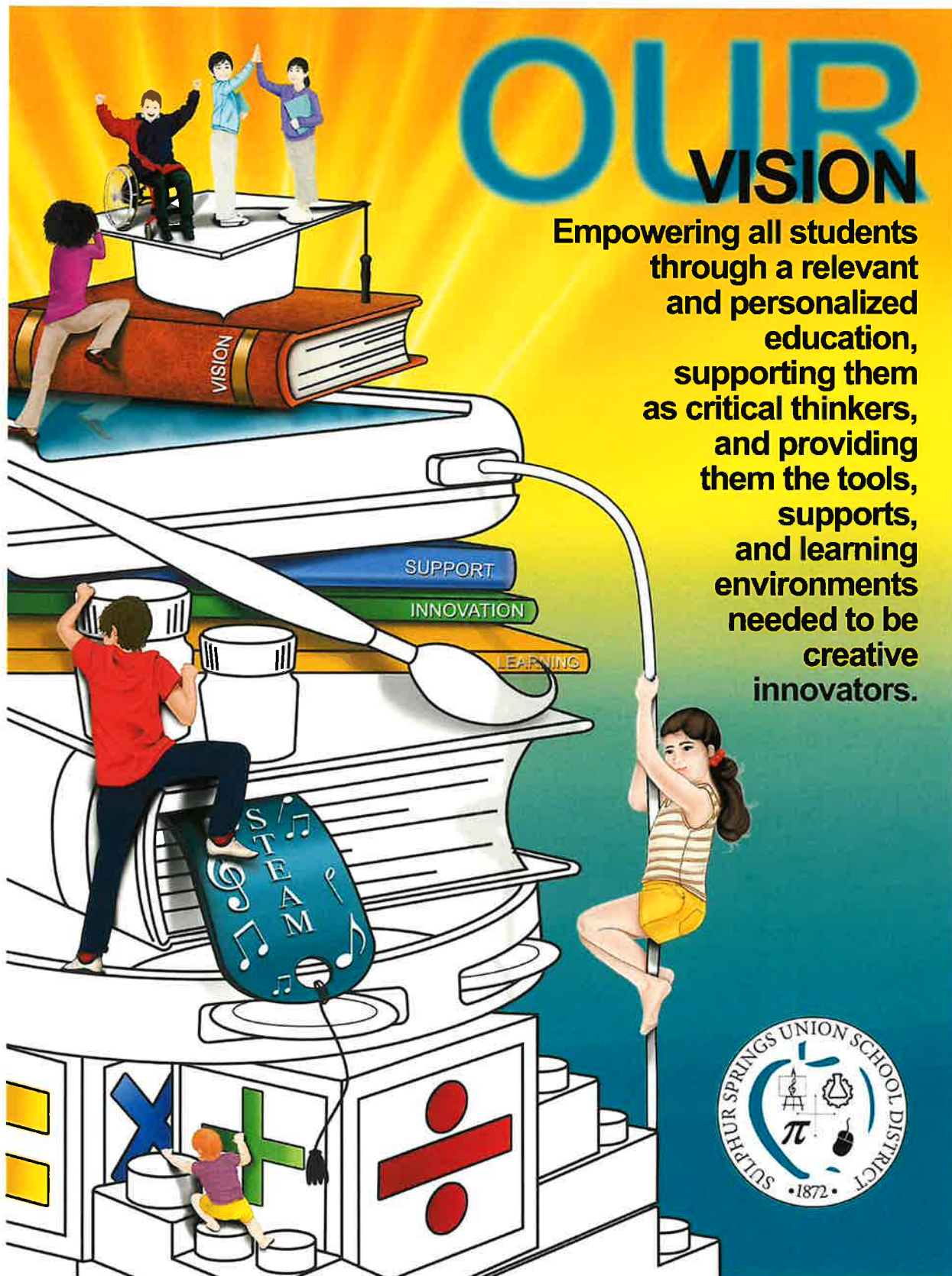
Safe Return to In-Person Instruction And Continuity of Services Plan

COVID-19 Prevention Program



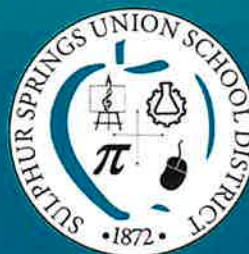
**This Plan is based on information that the District
has been provided from State and Public Health
Officials. Plan Update: February 8, 2023**

**2022-2023
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

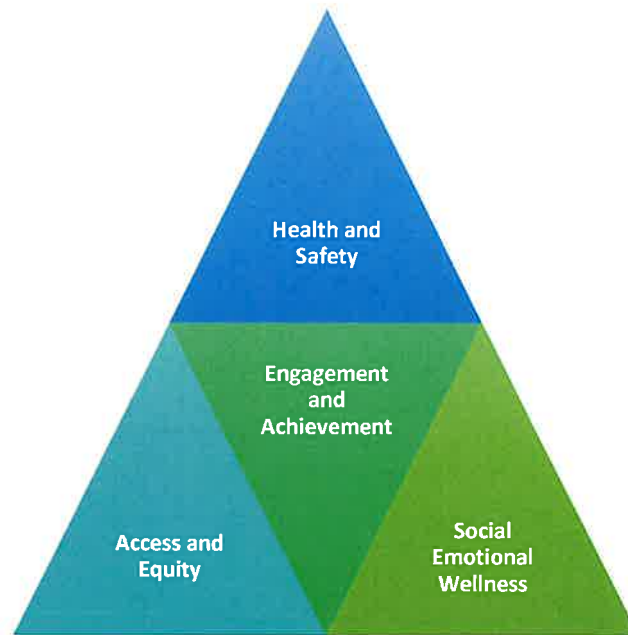
Part I

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 March 11, 2022 and COVID-19 Exposure Management Plan Guidance in TK-12 Schools, dated May 13, 2022.***

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 have the option to 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 wish to request 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 may be set up to maximize distance between students and between students and teachers. Classroom furniture may be set-up in pod seating
 - 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
- **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:** Recommended to 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**
 - It is strongly recommended but not required for drivers and students to wear face coverings while on the bus

- Clean and disinfect buses daily between routes and end of day after transporting students

- **Face Coverings**

- It is strongly recommended but not required for adults to wear a face covering while indoors
- Staff must wash their face coverings daily
- Parents have the option to send their child to school daily with a clean face covering
- Medical grade mask is provided to any employee who cares for sick children
- It is strongly recommended but not required for staff to wear a face covering when in close contact with any child with a medical condition that precludes the child's use of a cloth face covering
- It is strongly recommended but not required for students over the age of 2 to wear face coverings while on school property
 - 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, may wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it if the person chooses to do so
- Face coverings will be provided for staff and students who request one
- Staff have access to 3-ply surgical masks if requested
- Workers or other persons handling or serving food must use gloves and is strongly recommended but not required to wear face coverings
- For additional information regarding masking, please see the most updated Reopening Protocol for K-12 Schools

- **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
 - It is strongly recommended but not required for students and staff to conduct symptom screenings at home, prior to arrival
 - Schools do not need to monitor compliance with home screenings
- **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*

Steps for Managing Exposures to COVID-19 Cases at School

(COVID-19 Exposure Management Plan in TK-12 Schools, dated May 13, 2022)

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

1 Case	<p>1) <i>Required:</i> School notifies case to follow isolation instructions.</p> <p>2) <i>Required:</i> School works with DPH to identify school contacts. Schools can call the TK-12 School COVID-19 Case Reporting Call Center for assistance with identification of close contacts and exposure management.</p> <p>3) <i>Required:</i> School identifies and notifies school contacts of exposure.</p> <p>4) <i>Required:</i> School submits a report to DPH with information on the confirmed case.</p> <p>5) <i>Recommended:</i> School sends general notification to inform the school community of the school exposure and precautions taken to prevent spread.</p>
2 Cases	<p>1) <i>Required:</i> Follow required steps for 1 confirmed case.</p> <p>2) <i>Recommended:</i> If the 2 cases occurred within 14 days of each other, <i>school consults with DPH to determine whether the cases have epidemiological (epi) links.</i> If epi links exist, school implements additional infection control measures. Schools can call the TK-12 School COVID-19 Case Reporting Call Center or email: ACDC-Education@ph.lacounty.gov for assistance in determining whether cases have epidemiological links.</p>
3+ Cases	<p>1) <i>Required:</i> If a cluster of 3 or more cases occurred within 14 days of each other, the school immediately notifies DPH by calling the TK-12 School COVID-19 Case Reporting Call Center or reporting online at: https://spot.cdph.ca.gov/s/?language=en_US.</p> <p>2) <i>Required:</i> DPH determines if the outbreak criteria have been met. If a DPH outbreak investigation is activated, a public health investigator will contact the school to coordinate the outbreak investigation.</p>

- **Additional Information regarding Exposure Management**

- Refer to: COVID-19 Exposure Management Plan Guidance in TK-12 Schools
 - See Addendum 2

**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.*

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 2022-23 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 or synchronous time with the teacher as required by the instructional minutes.
- Students who do not meet the required assignments or synchronous time with the teacher 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 11th, 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**



Appendix T-1: COVID-19 Protocol for TK-12 Schools

Note: This document is frequently updated. Please check the date on the webpage for the most recent version.

Recent Updates (Changes highlighted in yellow)

12/13/2022

- Clarified that general masking guidance for TK-12 Schools remains aligned with guidance in most other public and work settings and is based on current COVID-19 community and hospital metrics, with resulting mitigation strategies in accordance with the [LA County COVID-19 Response Plan](#). See [Mask Wearing Rules and Recommendations for LA County](#) for the most up-to-date masking guidance. Special considerations for School Sports and Performing Arts includes additional content unique to this appendix in the appropriate section below.
- At this time, it is strongly recommended that all individuals wear well-fitting masks with good filtration when they are in indoor public settings, including K-12 schools. Schools and school districts are free to implement more restrictive masking policies than the current LA County guidance in order to provide a higher level of safety to all.

The County of Los Angeles Department of Public Health (DPH) is adopting a staged approach, supported by science and public health expertise, for schools serving students from transitional kindergarten through grade 12. In addition to the conditions imposed on schools by the State Public Health Officer and the California Department of Education, schools must also comply with any requirements contained in this protocol.

Please note: This document may be updated as new information and resources become available. Go to [LAC | DPH | TK-12 Education Toolkit](#) for updates to this document.

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

This TK-12 protocol provides safety measures in five areas:

- (1) Required workplace policies and practices to protect employee and student health
- (2) Measures that allow for improved ventilation and reduced crowding
- (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

Required policies and actions are grouped together in the first section, while the additional four sections contain numerous strategies that your school may choose to implement as your facility develops a plan to promote safety for all employees, students, and visitors. Although some preventive and protective measures are required in all schools, most measures are optional and voluntary. Nevertheless, it is appropriate for schools to implement multiple layers of COVID-19 mitigation strategies to reduce risk and limit cases and transmission on the school campus. There are additional measures described in [Appendix T2: Exposure Management Plan for K-12 Schools](#) that are also required and are applicable to all on-site personnel. Further resources for TK-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 be open for all students in any grades TK–12.

Note: for childcare programs located in schools. Local Education Agencies (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 cannot be fully vaccinated, are immunocompromised, or have underlying health conditions. 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 and booster doses 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. The State announced on October 1, 2021, their plan to require that students be vaccinated against COVID-19 for in person learning starting with the term following full FDA approval of the vaccine for their grade span (7-12 and K-6); however, this requirement was postponed for the 2022-2023 school year and the earliest it may go into effect is July 2023. The FDA has granted full approval to the Pfizer Comirnaty vaccine for persons ages 12-15, thus the State could proceed with the COVID-19 vaccine requirement for students in grades 7-12 beginning in July 2023.

TK to Grade 12 COVID-19 Prevention Checklist

Institution
name: _____

Address: _____

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.

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

A. 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.
- ☐ Protocol outlining 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.
 - 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.
- ☐ Protocol to initiate [Appendix T2: Exposure Management Plan for TK-12 Schools](#) consistent with DPH guidance that outlines procedures for:
 - Isolation of case(s)
 - Identification of persons exposed to cases at school
 - Actions for exposed staff and students to mitigate additional viral transmission
 - Assurance of access to testing for all exposed students and staff within the school regardless of vaccination status.
- ☐ **Adherence with New Case Reporting Guidance Effective August 1, 2022.** Schools are required to report clusters of 3 or more cases of COVID-19 in a classroom, office, or pre-defined or identifiable group (i.e., teammates, club members, cohort, etc.) who were on campus at any point within the 14 days prior to illness onset date. The illness onset date is the date COVID-19 symptoms started or the COVID-19 test date, whichever is earlier. All cluster notifications should be reported to DPH immediately, and no later than 1 business day of the school being notified of the cases by submitting a report online at: https://spot.cdph.ca.gov/s/?language=en_US or calling the TK-12 School COVID-19 Case Reporting Call Center. For any questions or assistance with reporting clusters, contact DPH by calling the TK-12 School COVID-19 Case Reporting Call Center or emailing 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. 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.
- ☐ A protocol for providing COVID-19 response testing. At a minimum the protocol should describe the strategy for ensuring access to testing for students or employees who are symptomatic or students and staff who have known or suspected exposure to an individual infected with SARS-CoV-2 regardless of vaccination status. 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:
 - Symptomatic employees, regardless of whether there is a known exposure.
 - All employees after an exposure with the exception of staff close contacts who were

previously infected with SARS-CoV-2 within the last 90 days.

- Testing must be provided for all employees exposed during an outbreak regardless of vaccination status
- ☐ 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.

B. Obligations for Employers and Employees at Schools

- ☐ Employees with an exposure or suspected exposure to a person who has COVID-19 must follow post-exposure guidance as detailed in [Appendix T2: Exposure Management Plan for K-12 Schools](#).
- ☐ Employers are required, per the [Cal/OSHA ETS](#) to exclude employees from the workplace who have COVID-19 symptoms. Cal/OSHA does not prescribe any particular method of employee screening but implementing some method as recommended will assist in compliance with this requirement.
- ☐ Employers are required to offer for voluntary use well-fitting medical masks and respirators, such as an N95, KN95 or KF94, at no cost to their employees who work indoors and have contact with other workers, students and members of the public, or who are in vehicles with more than one person. Note that Cal/OSHA also requires employers to provide respirators upon request for voluntary use to any employee, regardless of vaccination status, who is working indoors or in vehicles with more than one person along with instructions on how to ensure the mask fits appropriately.
- ☐ Employers must ensure that no person is prevented from wearing a mask as a condition of participation in an activity or entry into the school site unless wearing a mask would pose a safety hazard.
- ☐ Employees engaged in activities such as provision of physical therapy or personal assistance to individual students must be equipped with the appropriate personal protective equipment (gloves, masks, gowns, etc.) _____

C. Implementation of Masking Requirements

All schools are required to adhere to health officer orders requiring masking in LA County and to have plans in place to communicate such requirements to the workforce, visitors, parents, and students. General masking requirements for the school population remain aligned with those in most other public and work settings, and are determined based on current COVID-19 community and hospital metrics, with resulting mitigation strategies in accordance with the Los Angeles County COVID-19 Response Plan. See [COVID-19 Mask Wearing Rules and Recommendations](#) for the most up-to-date Los Angeles County guidance.

- ☐ **Mask Exemption Policy:** At times when the Health Officer Order requires universal masking in indoor public settings including schools, alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and cannot tolerate masks or in situations where use of masks is challenging due to pedagogical reasons, student safety, or an existing disability. Individuals may be exempt from wearing a mask for the following reasons:
 - Persons younger than two years old.
 - Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
 - Persons with a medical condition, mental health condition, or disability or whose medical provider has determined that it is unsafe for them to wear a mask, may file for an exemption with their school. A certification from a state licensed health care provider attesting that the student has a condition or disability that precludes them from wearing a mask safely will be

accepted as proof of exemption. The following licensed health care professionals may provide such attestations: Medical providers including physician (MD or DO), nurse practitioner (NP), or physician assistant (PA) practicing under the authority of a licensed physician; and licensed mental and behavioral health practitioners including Clinical Social Worker (LCSW), clinical psychologist (Psy.D.) Professional Clinical Counselor (LPCC), or Marriage and Family Therapist (LMFT).

At times when the Health Officer Orders may require universal indoor masking or may require masking for certain individuals, students who are exempt from wearing a mask should wear a face shield with a drape at the bottom, as long as their condition allows it. Schools should enter into an interactive process with individuals who would be required to wear a mask but have a valid exemption and may choose to implement alternative protective strategies when accommodating such students in school. Alternative strategies for consideration include regular (e.g., weekly) screening testing of unmasked students; strategies to improve ventilation in indoor spaces that accommodate unmasked students; seating unmasked students closer to open windows, exhaust fans, HVAC intake vents, and free-standing air purifiers; and offering students and staff who share indoor air spaces with unmasked students upgraded respirator masks (e.g. N95, KN95, KF94).

- Mask exemption for close contacts: Regardless of universal indoor masking policy, the LA County Blanket Quarantine Order currently requires close contacts to a case who remain asymptomatic to wear a highly protective mask for 10 days after last exposure when around others while indoors, and to test at least once 3-5 days after exposure if they wish to avoid quarantine at home. Students who are identified as close contacts with a valid mask exemption who wish to remain in school after an exposure must remain asymptomatic, monitor for symptoms for 10 days after last exposure, **and test negative for COVID-19 at least once 3-5 days after exposure and once 6-9 days after exposure. Students who are not able to meet these requirements and cannot wear a mask after exposure will need to remain at home for ten days after last exposure.** Furthermore, students, staff, and administrators at schools must cooperate with instructions from LA County DPH outbreak investigators who may implement temporary strategies that differ from these protocols if an outbreak occurs at the school. For example, students who are unable to mask may be instructed to stay home during an active outbreak for the safety of those students and the campus population as a whole.
- For employees who are unable to wear a mask, refer to Cal/OSHA ETS for return-to-work requirements after an exposure event.

D. Communication of Protocol

- ☐ Copies of this Protocol have been distributed to all employees.
- ☐ A copy of this protocol is posted at the school office and uploaded to a public facing page on the school or district website.

MEASURES TO ALLOW FOR IMPROVED VENTILATION AND REDUCED CROWDING BY STAFF, STUDENTS AND VISITORS (CHECK ALL THAT APPLY)

- ☐ 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). _____
 - Due to large room capacity and high-risk activities occurring on the court, improved ventilation in gymnasiums is a critical strategy to lower risk of viral transmission and outbreaks occurring as a result of high-risk competitive play. Strategic use of fans to improve air exchange at floor level may have significant impact at mitigating this risk. See [Best Practices for Gymnasium Ventilation](#) for further guidance. _____
 - Other: _____
-
- More information on improving air quality in schools including a CDC interactive tool and CDPH guidance is available at the LACDPH [TK-12 Schools COVID-19 Toolkit](#).
- ☐ Consider implementing measures to improve ventilation and promote physical distancing of students on school busses. 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. _____
- ☐ 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):
- School employees are deployed in hallways to promote physical distancing and reduce loitering and crowding as students enter and proceed to classrooms. _____
- ☐ Consider implementing measures that allow for 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. As a best practice, avoid using “pod” seating arrangements in classrooms. Where distancing is not feasible consider other safety measures including improved ventilation.
 - Nap or rest areas in classrooms have students placed an increased distance apart and alternating feet to head.
 - Other: _____
- ☐ Consider offering physical education classes outdoors as much as possible
- ☐ Consider implementing school policies that promote physical distancing in locker rooms. Policies may include:

- Staggering locker room access. Consider limiting the total time students and student athletes spend in locker rooms, for example, suggest student athletes shower at home after practice and games.
 - 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 indoors and unmasked. These may include (check all that apply):
- If students line up to pick up food, tape or other markings are used to promote distance between students. _____
 - 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.

MEASURES TO OPTIMIZE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)

- ☐ Employee screenings are recommended to be conducted before employees may enter the workspace, as well as for students and visitors. 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. These screenings can be done in-person upon arrival at the site or remotely before arrival using a digital app or other approach.
- 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. 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 provided a surgical mask, unless they are already wearing a mask of recommended quality 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.
- ☐ Pre-entry 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. Anyone who is screened for recent exposure and reports close contact with an infected person should be managed per guidance in [Appendix T2: Exposure Management Plan for TK-12 Schools](#).
- ☐ Schools 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, during times of high community transmission and increased hospitalizations, such as when LA County is in the CDC-designated High community level, regular testing of all students and staff regardless of vaccination status* is likely to yield a large number of positive cases that would otherwise remain unidentified and allow more significant transmission in the school setting to occur. The Los Angeles County Department of Public Health has resources available for schools to assist with testing capacity. Inquiries regarding testing resources may be sent to ACDC-Education@ph.lacounty.gov.
- *Screening testing is not recommended for persons who have recovered from laboratory confirmed COVID-19 within the past 90 days and are asymptomatic.

□ In order to confirm the current mask guidance that applies to everyone entering indoor portions of school buildings or transports (e.g., school buses) and who has contact with others (students, parents, or other employees), schools may refer to [Mask Wearing Rules and Recommendations for LA County](#) which summarizes the latest local guidance around masking as determined by the [LA County COVID-19 Response Plan](#). At this time it is strongly recommended that all individuals wear well-fitting masks with good filtration when they are in indoor public settings, including K-12 schools. It is particularly important, and strongly recommended for individuals who are risk for severe disease to wear a highly protective mask in the following settings:

- Closed spaces with poor air flow
- Crowded places with many people nearby, and
- Close contact settings especially where people are talking (or breathing heavily) close together.

Schools and school districts are free to implement more restrictive masking policies than the current LA County guidance in order to provide a higher level of safety to all.

- Schools are encouraged to maintain signage at the entry to the school, at the entry to the school office and throughout the school building noting that face masks are strongly recommended for use indoors by all, that face masks are effective at preventing transmission of COVID-19 and other respiratory illnesses, and the proper use of face masks for those who choose to wear them.
- Parents of younger children who prefer their child continues to wear a mask 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. _____
- In alignment with [CDC Operational Guidance for K-12 Schools](#), masking is recommended for all persons in the school nurse's office or health office, unless the school nurse or other staff is working alone in the space. Nothing in this protocol requires that the school provide masks to its general student population who choose to wear them. However, maintaining a supply of masks for students who may develop symptoms during the school day is recommended for consistent safety of the campus.
- For the most updated LACDPH guidance and information on masking, refer to [COVID-19 Masks](#).
 - Pedagogical considerations: During periods when the Health Officer Order requires universal indoor masking, or for employees who prefer to wear a mask voluntarily when masking is not required, teachers or other staff who are concerned about potential barriers to phonological instruction should consider substituting masks equipped with clear areas that make the lips and mouth visible. They also may consider substituting a face shield with a drape at the bottom in place of a face covering, during these specific activities.
- 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).
- 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.
 - 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 (PPE), 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. _____
- 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: _____

☐ 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 no touch hand driers or 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. _____
- 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. _____
- ☐ 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: _____

SPECIAL CONSIDERATIONS FOR SCHOOL SPORTS AND PERFORMING ARTS

- ☐ **General Considerations:** Physical exertion and other activities with increased or more forceful breathing, such as contact sports, singing, playing wind instruments, dancing, or enunciating during theatrical rehearsal and performances, will increase the risk of viral transmission, especially indoors. For up to date masking guidance refer to [Mask Wearing Rules and Recommendations for LA County](#) as determined by the [LA County COVID-19 Response Plan](#). The COVID-19 Response Plan indicates that if the early alert metric for number of classroom outbreaks enters the high level of concern, masking will be strongly recommended for these higher risk activities. Since the COVID-19 Response Plan already indicates a strong recommendation for indoor masking for all individuals regardless of activity, this strong recommendation applies to all participants in school sports and performing arts as well. Schools, performing art classes and clubs, and youth sports clubs and leagues are free to consider taking a more cautious approach and implement stricter masking or testing policies around these higher risk activities.
- ☐ **School sports**
 - Any organized youth sports including school sports teams and clubs should review [Appendix S: Protocol for Organized Youth Sports](#) and must comply with any requirements therein to reduce the risk of spreading COVID-19. A few specific recommendations follow but are not a substitute for Appendix S.
 - Even outdoor sports may include higher risk interactions that happen indoors, including travel on team buses, weight training, sharing locker rooms, or watching game films, among others. Sports programs should consider if additional safety measures are appropriate, such as masking in these settings, requiring vaccination, routine periodic testing, limiting number of participants using weight rooms and locker rooms at the same time, and moving activities outdoors whenever possible.
 - If youth sports activities are taking place indoors, make sure your building's Heating, Ventilation, and Air Conditioning (HVAC) system is in good, working order. Ventilation in gymnasiums can be improved with strategic placement of floor fans. See [Best Practices for Gymnasium Ventilation](#) for diagrams.
- ☐ **Music classes**
 - Schools may consider if current COVID-19 community metrics (such as high community transmission) call for implementation of additional safety measures when wind instruments are being played or singing is occurring in a group setting, especially indoors. Some suggestions include:

- Individuals playing wind instruments may wear a modified face covering that allows for direct contact with the instrument mouthpiece whenever they are playing the instrument. During periods that the students are not actively practicing or performing, they may choose to switch to full face coverings.
- Instrument bell covers are recommended to be used during playing of wind instruments.
- Consider allowing for some physical distancing (3 feet minimum recommended) any individual playing a wind instrument and all other participants.
- Consider performing routine screening testing at least weekly of **all** individuals participating in the indoor group practice or performance especially if masking, bell covers, and distancing are not being implemented.

Move these activities outdoors whenever possible which will greatly reduce risks related to poor ventilation and crowding indoors. Additional preventive measures described above such as modified masks, bell covers, and distancing can also be implemented outdoors based on level of caution desired.

- For music activities that includes singing in a group setting, consider allowing for increased distance between individuals, and engaging in these activities outside whenever practicable. Routine testing of all members of the group at least weekly is another consideration if singers are vocalizing without masks and without recommended physical distancing while indoors.
- 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.

☐ Theater classes

- Consider allowing for increased physical distance between participants when they are enunciating and masks are not being used (for example, those in a theater workshop).
- Consider routine testing at least weekly for all participants if masks are not used and physical distance is not maintained while practicing or rehearsing indoors.
- Consider holding virtual or outdoor rehearsals and performances instead of indoor whenever practicable.

☐ Dance classes

- During movements that generate a greater volume of respiratory droplets due to heavy exertion, consider increasing the distance between individuals and/or moving those activities to outdoor space.
- Consider routine screening testing at least weekly for all participants if masks are not used and physical distance is not maintained during indoor activity.

☐ Music Recording

- Consider increasing distance between singers and all others in the sound booth or recording booth, especially if the vocalists are not wearing masks, due to the large amounts of respiratory droplets released into a relatively small, confined indoor space.
- If wind instruments are being played inside a sound booth with others present, refer to section above on music classes for suggestions on how to improve safety and mitigate risk.

- Other group instrumental music besides wind instruments may be recorded using a sound booth; however, consider maintaining a minimum of 3 feet of physical distance between all musicians, where practicable, especially if masks are not being used.
- Routine testing at least weekly is strongly recommended for all members of a group that shares a recording booth if masks are not worn by all and physical distancing is not maintained.
- 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**

- For all performances in TK-12 school-sponsored productions, consider implementing additional safety measures, especially if masks will not be worn during indoor performances. Consider routine testing at least weekly for all performers and stage crew with close contact to performers, beginning no more than 72 hours before the first gathering of the production ensemble and continuing until the end of the performance schedule.

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 _____
 - The effectiveness of face masks at decreasing risk of transmission of COVID-19 and other respiratory infections, and the right of all individuals to wear a mask without threat of interference or discrimination. _____
 - 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: _____

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.

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- 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:

COVID-19 Exposure Management Plan Guidance in TK-12 Schools: Appendix T2

Note: This document is frequently updated. Please check the date on the webpage for the most recent version.

Recent Updates: (Changes highlighted in yellow)

12/12/2022

- Updated recommendations on when close contacts who had a recent COVID-19 infection (i.e., within the past 90 days) and are asymptomatic should test after an exposure.

10/21/2022

- Clarified close contact definitions to incorporate CDPH's specifications for large indoor airspaces. In indoor airspaces greater than 400,000 cubic feet per floor, close contacts are individuals (staff and students) within 6 feet of the infected person for 15 minutes or more over a 24-hour period. In indoor airspaces that are 400,000 cubic feet or less per floor, student close contacts are: 1) those who shared the same indoor airspace as the infected person for 15 minutes or more over a 24-hour period (preferred definition) or 2) those who were within 6 feet of the infected person for 15 minutes or more over a 24-hour period. For staff, identification of close contacts must use the shared airspace definition in indoor airspaces that are 400,000 cubic feet or less (per floor) as per Cal/OSHA guidelines.

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 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 prevention and exposure management 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, employees, and visitors who (1) have symptoms consistent with COVID-19, (2) were exposed 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.
- ❑ *Required:* A plan to report all known COVID-19 hospitalizations and/or deaths among students or staff to DPH by sending a notification to ACDC-Education@ph.lacounty.gov.
- ❑ *Recommended:* Seating charts in classrooms and participant rosters for students and staff participating in school extracurricular programs to facilitate identification of close contacts of persons with COVID-19 at the school.
- ❑ *Recommended:* If a school elects to implement a routine school testing program, programs should use an FDA-authorized viral COVID-19 test, including a Nucleic Acid Amplification Test (NAAT, such as PCR) or an Antigen test, that is collected and performed in a healthcare setting or certified testing site. An FDA-authorized Over-the-Counter test (or at-home test) is also acceptable for use in COVID-19 school testing programs. Note: Unverified Over-the-Counter test results cannot be used to fulfill required testing for school employees under the [California State Health Officer Order](#).
- ❑ *Recommended:* Schools 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 COVID-19 Cases at School

- ❑ *Required:* After identifying 1 confirmed COVID-19 case on campus, 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. Refer to sample [isolation instruction notification](#) (posted on ph.lacounty.gov/EducationToolkitTK12) for a model that can be adapted.
 - Students and staff with COVID-19 can end isolation after Day 5* ONLY if all of the following criteria are met: 1. A COVID-19 viral test** collected on Day 5 or later is negative, and 2. No fever for at least 24 hours without the use of fever-reducing medicine, and 3. Other symptoms are improving --or-- Isolation can end after Day 10 if no fever for at least 24 hours without the use of fever-reducing medicine.

*For symptomatic students and staff, Day 0 is the first day of symptoms; Day 1 is the first full day after symptoms develop. For asymptomatic students and staff, Day 0 is the day the first positive test was collected; Day 1 is the first full day after the positive test was collected.

**The test must be an FDA-authorized viral test (e.g., PCR or Antigen test, including at-home tests). An antigen test is preferred for testing out of isolation.
 - If a student meets the criteria to leave isolation after Day 5, it is **strongly recommended** that they wear a [highly protective mask](#) around others, except when eating or drinking for 10 days after onset of symptoms or, if asymptomatic, after the first positive test. Staff with COVID-19 are **required** to wear a highly protective mask in the workplace around others, except when eating or drinking, for 10 days after the positive test.
 - NOTE: For staff, per Cal/OSHA COVID-19 Prevention [Emergency Temporary Standards](#) (ETS), employers are required to fulfill the following: inform all employees about how they can obtain testing, offer testing at no cost and during paid time, and provide testing in a manner that ensures employee confidentiality. To comply with the testing requirements of the ETS, an over-the-counter (OTC) COVID-19 test may be both self-administered and self-read if verification of the results, such as a time and date stamped photograph of the result or an OTC test that uses digital reporting with time and date stamped results, is provided. Additionally, staff may request masks

and respirators from their employer at no cost to staff. See [Wear a Mask and Know your Rights](#) for more information.

- ❑ **Required:** The Compliance Officer works to identify all persons in the school with 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 their isolation ends, as described in the Home Isolation Instructions for COVID-19 (ph.lacounty.gov/covidisolation). A person with a positive COVID-19 test but no symptoms is considered infectious from 2 days before their test was taken until their isolation ends.
- Close Contact: Persons are considered to have been exposed to a case (close contact) during the case's infectious period if:

In indoor airspaces that are 400,000 cubic feet or less per floor. They shared the same indoor airspace at school with the infected person (case) for a cumulative total of 15 minutes or more over a 24-hour period during an infected person's infectious period. This is the **preferred** definition to best mitigate additional transmission in school and is strongly recommended for identifying student close contacts in classrooms and similar sized indoor spaces. This shared indoor airspace definition must be used for identification of staff close contacts per Cal/OSHA([COVID-19 Prevention ETS](#)).

- Alternatively, schools may limit designation of student close contacts to students who were within 6 feet of the infected person for 15 minutes or more over a 24-hour period and may apply this definition in all settings, including classrooms.

In indoor airspaces that are greater than 400,000 cubic feet per floor. They were within 6 feet of the infected person (case) for a cumulative total of 15 minutes or more over a 24-hour period during the infected person's infectious period. This applies to both student and staff close contacts. NOTE: Spaces that are separated by floor-to-ceiling walls (e.g., offices, suites, break/eating areas separated by floor-to-ceiling walls) are considered distinct indoor airspaces.

NOTE: Persons with an outdoor exposure at school are not considered close contacts.

- ❑ **Required:** The School Compliance Officer must notify Public Health of all clusters of 3 or more cases of COVID-19 in a classroom, office, or other pre-defined or identifiable group (i.e., cohort, team/club, etc.) who were on campus at any point within the 14 days prior to illness onset date (school-associated cases). Cases include employees, children/students, and visitors with confirmed COVID-19.
- ❑ **Required:** All school-associated COVID-19 clusters should be reported online through the secure web application, the Shared Portal for Outbreak Tracking (SPOT): https://spot.cdph.ca.gov/s/?language=en_US. For reporting multiple cases, schools can submit their reports using the "Bulk Upload Template" located within the SPOT Portal. All clusters with information for the cases should be reported to Public Health immediately, and no later than 1 business day of being notified of the third, or last, case in the cluster.
 - Schools that need assistance on COVID-19 case reporting or other exposure management processes can call the TK-12 School COVID-19 Case Reporting Call Center, Monday through Friday from 8:00AM to 5:00PM. School administrators that do not have the Call Center number should contact ACDC-Education@ph.lacounty.gov for the number.
- ❑ **Required:** All close contacts to a COVID-19 positive case at school are notified by the School Compliance Officer of the exposure and provided with actions to take.
 - Notification can be done using an individual notification or group notification method where individuals are notified of their exposure and actions to take. Refer to the sample exposure

notification letter (posted on ph.lacounty.gov/EducationToolkitTK12) for the appropriate templates that can be adapted for this notification.

- If applying the within 6 feet of an infected person for 15 minutes or more over a 24-hour period definition for identifying student close contacts in indoor spaces that are 400,000 cubic feet or less (e.g. classrooms or similar size settings), all other students who shared in the same indoor airspace with the infected person for 15 minutes or more over a 24-hour period must be notified of a potential exposure and provided with recommended actions to take.

Actions for close contacts

- Asymptomatic close contacts are not required to quarantine; they may remain on campus if they follow all [requirements for close contacts](#). Specifically: (1) monitor for symptoms; (2) wear a [highly protective mask](#) around others indoors, except when eating or drinking, for 10 days after the last date of exposure; (3) test with an FDA-authorized viral COVID-19 test (e.g., PCR or Antigen test, including at-home tests) within 3-5 days since the last date of exposure.*

*NOTE: Asymptomatic student and staff close contacts who were previously infected with SARS-CoV-2 within the last 90 days are exempt from the post-exposure testing requirement. While testing is not required, it is recommended that asymptomatic close contacts who recovered from recent COVID-19 infection more than 30 days ago (i.e., date of first positive test was 31-90 days ago) test 3-5 days after an exposure. An antigen test, which includes at-home tests, should be used. If their previous infection was within the past 30 days (i.e., first positive test was 1-30 days ago), testing is not recommended. Asymptomatic close contacts who had a recent COVID-19 infection must mask around others indoors for 10 days after the last date of exposure. Refer to [Instructions for Close Contacts for COVID-19](#) (ph.lacounty.gov/covidcontacts) for details.

- If applying the within 6 feet of an infected person for 15 minutes or more over a 24-hour period definition to identify student close contacts in indoor spaces that are 400,000 cubic feet or less (e.g., classrooms and similar size settings), all other students who shared in the same indoor airspace with the infected person for 15 minutes or more over a 24-hour period are also advised to: (1) monitor for symptoms; (2) wear a highly protective mask around others indoors, except when eating or drinking, for 10 days after the last date of exposure; and (3) test with an FDA-authorized viral COVID-19 test (e.g., PCR or Antigen test, including at-home tests) within 3-5 days since the last date of exposure.
- If symptoms develop, test using an FDA-authorized viral COVID-19 test and stay home. If the test is positive, follow Home Isolation Instructions for COVID-19 (ph.lacounty.gov/covidisolation).
- For students who have a mask exemption* and have been exposed, students should wear a face shield with drape at the bottom if their condition allows. For students who cannot tolerate a mask or a face shield with drape at the bottom, they may remain on campus if 1) they remain asymptomatic, 2) monitor for symptoms for the 10 days after last exposure, and 3) test for COVID-19 twice during the 10 days after last exposure, once during days 3-5 and once during days 6-9. Students who cannot mask after exposure and cannot meet these requirements must remain at home until after Day 10 after last exposure.

*Individuals may be exempt from wearing a mask for the following reasons (refer to [Appendix T-1: COVID-19 Protocol for TK-12 Schools](#) for additional information):

- Persons younger than two years old.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

- Persons with a medical condition, mental health condition, or disability or whose medical provider has determined that it is unsafe for them to wear a mask, may file for an exemption with their school. A certification from a state licensed health care provider attesting that the student has a condition or disability that precludes them from wearing a mask safely will be accepted as proof of exemption. The following licensed health care professionals may provide such attestations: Medical providers including physician (MD or DO), nurse practitioner (NP), or physician assistant (PA) practicing under the authority of a licensed physician; and licensed mental and behavioral health practitioners including Clinical Social Worker (LCSW), clinical psychologist (Psy.D.), Professional Clinical Counselor (LPCC), or Marriage and Family Therapist (LMFT).
 - Staff who are close contacts exposed at work must follow the guidance outlined in Cal/OSHA COVID-19 Prevention [Emergency Temporary Standards](#). Please refer to Table 2 in Cal/OSHA's [COVID-19 Emergency Temporary Standards Frequently Asked Questions](#) for guidance after an exposure, including for staff who are unable to mask.
 - Staff may request masks and respirators from their employer at no cost to staff. See [Wear a Mask and Know your Rights](#) for more information.
 - For staff, per Cal/OSHA COVID-19 Prevention [Emergency Temporary Standards](#) (ETS), employers are required to fulfill the following testing requirements: inform all employees on how they can obtain testing, offer testing at no cost and during paid time, and provide testing in a manner that ensures employee confidentiality; to comply with the testing requirements of the ETS, an over-the-counter (OTC) COVID-19 test may be both self-administered and self-read if verification of the results, such as a time and date stamped photograph of the result or an OTC test that uses digital reporting with time and date stamped results, is provided. Additionally, staff may request masks and respirators from their employer at no cost to staff. See [Wear a Mask and Know your Rights](#) for more information.
- ❑ *Required:* Schools are required to have a plan to facilitate COVID-19 response testing for persons who have an exposure at school. Staff and students who are tested must inform the school of the test results. Testing resources include: School Testing Programs, Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, LA City and County Testing Sites: covid19.lacounty.gov/testing, and [Community-Based Testing Sites](#) (local health centers and pharmacies). Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
- ❑ *Required:* The School Compliance Officer will work with Public Health to determine whether the cases within the reported cluster are epidemiologically linked, meaning that the affected individuals were present at some point in the same setting during the same time period while either or both were infectious.* 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.
- *A case is considered to be infectious from 2 days before symptoms first appeared until isolation ends. 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 isolation ends.
- Epidemiologically linked cases include persons with identifiable connections to each other such as sharing a physical space (e.g., in a classroom, school event, sports team, other extracurricular activities, school transportation, office site), indicating a higher likelihood of linked spread of disease in that setting rather than sporadic transmission from the broader community. If epidemiological links exist, DPH will advise the school on important steps to take

and communications to students and employees on precautions to take to prevent further spread at the school, including implementation of site- specific interventions for infection control. Schools should contact DPH for assistance in determining whether cases are epidemiologically linked by emailing ACDC-Education@ph.lacounty.gov or by calling the TK-12 School COVID-19 Case Reporting Call Center.

- Public Health will determine if the outbreak criteria have been met: at least 3 confirmed cases of COVID-19 within a 14-day period of each other in a specified 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.
 - If outbreak criteria are not met, DPH will advise the school to continue with routine exposure management.
 - If outbreak criteria are met and DPH recommends an outbreak response, 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 response.

*Specified group include persons that share a common membership at school (e.g., classroom, school event, sport teams, other school extracurricular activities, school transportation, office site). 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. Confirmed cases that are part of the same household cohort are not counted separately toward meeting outbreak criteria. Additional guidance regarding overnight camps is located in the [Reopening Protocol for Overnight Organized/Children’s Camps: Appendix K-1](#).
- *Recommended:* The 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. Refer to sample [general notification letter](#) (posted on ph.lacounty.gov/EducationToolkitTK12) for a model that can be adapted.

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

1 Case	<ol style="list-style-type: none">1) <i>Required:</i> School notifies case to follow isolation instructions.2) <i>Required:</i> School identifies school close contacts. Schools can call the TK-12 School COVID-19 Case Reporting Call Center for assistance with identification of close contacts and exposure management.3) <i>Required:</i> School notifies school close contacts of exposure.
2 Cases	<ol style="list-style-type: none">1) <i>Required:</i> School notifies cases to follow isolation instructions.2) <i>Required:</i> School identifies and notifies school close contacts of exposures.3) <i>Recommended:</i> If the 2 cases occurred within 14 days of each other, school consults with DPH to determine whether the cases have epidemiological (epi) links. If epi links exist, school implements additional infection control measures. Schools can call the TK-12 School COVID-19 Case Reporting Call Center or email ACDC-Education@ph.lacounty.gov for assistance in determining whether cases have epidemiological links.
3+ Cases	<ol style="list-style-type: none">1) <i>Required:</i> School notifies cases to follow isolation instructions.2) <i>Required:</i> School identifies and notifies school contacts of exposures.3) <i>Required:</i> If a cluster of 3 or more cases in a classroom, office, or in a pre-defined group (i.e., cohort, team, or club, etc.) who were on campus at any point within the 14 days prior to illness onset date, the school immediately notifies DPH by calling the TK-12 School COVID-19 Case Reporting Call Center and reporting online at: https://spot.cdph.ca.gov/s/?language=en_US.4) <i>Required:</i> DPH determines if the outbreak criteria have been met. If a DPH outbreak investigation is activated, a public health investigator will contact the school to coordinate the outbreak investigation.5) <i>Recommended:</i> School sends general notification to inform the school community of the cluster(s) and precautions taken to prevent spread.

Part II

COVID-19 Prevention Program

COVID-19 Prevention

Program (CPP)

Sulphur Springs Union School District

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

Date: January 31, 2023

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 of our employees by using **Appendix E: Documentation of Employee COVID-19 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 Dr. Jay Greenlinger, Assistant Superintendent of Personnel/Pupil Services at jgreenlinger@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 may conduct self screening of their symptoms and self-assess.

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 ensure the face coverings used in the workplace meet the section 3205(b)(8) "face covering" definition and requirements, and the 3205(b)(9) definition of "fully vaccinated" is applied.

In addition, disposable face coverings are available at all entrances to buildings for employee use. It is strongly recommended that employees wear face coverings while at work.

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 employees working closing with special needs students, full PPE equipment including masks, face shields, gloves, and gowns are available upon request.

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 daily 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.

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. Employee 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 County Department of Public Health regarding each case. This is accomplished by using the Appendix C: Investigating Covid-19 Cases form. 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.
- We consider a "close contact" that meets the definition as described in section 3205(b)(1) definition; "high-risk exposure period" meets the section 3205(b)(10) definition; and "worksite" meets the section 3205(b)(12) definition

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 the Superintendent and the Assistant Superintendent of Personnel/Pupil Services 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 tests within the district, free of cost, during their work hours.

- 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 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 is strongly recommended 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, it is strongly recommended that physical distancing is 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.
- It is strongly recommended that face coverings are 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 D: 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 symptoms. 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.

Dr. Jay Greenlinger

1/31/2023

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, Dr. Greenlinger 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			
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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: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Date: [enter date COVID-19 case – suspected/confirmed - became known to the employer]

Name of person conducting the investigation: [enter name]

Name of COVID-19 case (employee or non-employee*) and contact information: [enter information]

Occupation (if non-employee*, why they were in the workplace): [enter information]

*If we are made aware of a non-employee COVID-19 case in our workplace

Names of employees/representatives involved in the investigation: [enter information]

Date investigation was initiated: [enter information]

Locations where the COVID-19 case was present in the workplace during the high-risk exposure period, and activities being performed: [enter information]

Date and time the COVID-19 case was last present and excluded from the workplace: [enter information]

Date of the positive or negative test and/or diagnosis: [enter information]

Date the case first had one or more COVID-19 symptoms, if any: [enter information]

Information received regarding COVID-19 test results and onset of symptoms (attach documentation): [enter information]

Summary determination of who may have had a close contact with the COVID-19 case during the high-risk exposure period. Attach additional information, including:

- The names of those found to be in close contact.
- Their vaccination status.
- When testing was offered, including the results and the names of those that were exempt from testing because:
 - They returned to work per our return-to-work criteria and have remained symptom free for 90 days (or a different period than 90 days if it is required by a CDPH regulation or order) or, for those that never developed symptoms, for 90 days (or a different period than 90 days if it is required by a CDPH regulation or order) after the initial positive test.
- The names of those close contacts that were excluded per our Exclusion of COVID-19 Cases and Employees who had a Close Contact requirements.
- The names of those close contacts exempt from exclusion requirements because:
 - They were fully vaccinated before the close contact and did not develop COVID-19 symptoms, and are required to wear a face covering and maintain six feet of distance from others at the workplace for 14 days following the last date of close contact.
 - They returned to work per our return-to-work criteria and have remained symptom free, and are required to wear a face covering and maintain six feet of physical distance from others at the workplace for 14 days following the last date of close contact.
 - They never developed symptoms and are required to wear a face covering and maintain six feet of physical distance from others at the workplace for 14 days following the last date of close contact.

[enter information]

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

- 1. All employees who were on the premises at the same worksite as the COVID-19 case during the high-risk exposure period
- 2. Their authorized representatives (If applicable, the notice required by Labor Code section 6409.6(a) (2) and (c))

Names of employees that were notified:	Names of their authorized representatives:	Date

Independent contractors and other employers on the premises at the same worksite as the COVID-19 case during the high-risk exposure period.

Names of individuals that were notified:	Date

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?
[enter information]

What could be done to reduce exposure to COVID-19?
[enter information]

Was local health department notified? Date?
[enter information]

Appendix D: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

Employee Name	Signature

Appendix E: Documentation of Employee COVID-19 Vaccination Status - **CONFIDENTIAL**

Employee Name	Fully or Partially Vaccinated ¹	Method of Documentation ²

¹ Update, accordingly and maintain as confidential medical record. T8CCR section 3205(b)(9) definition of “fully vaccinated” will be applied.

² Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.

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.