



Sulphur Springs Union School District

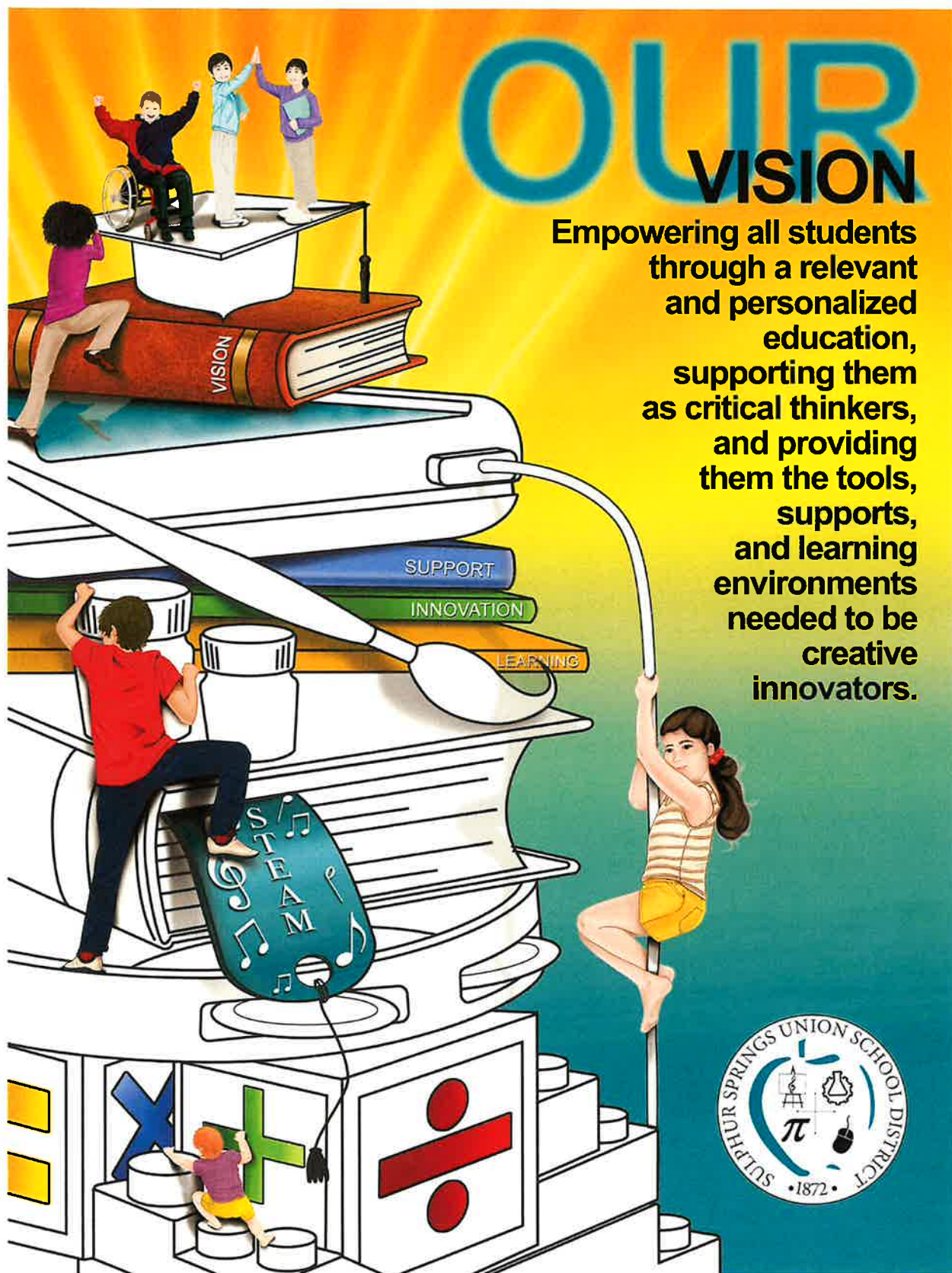
Safe Return to In-Person Instruction And Continuity of Services Plan

COVID-19 Prevention Program

*Safe Return to
In-Person Learning plan*

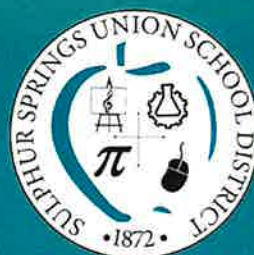
This Plan is based on information that the District has been provided from State and Public Health Officials. Plan Update: August 9, 2023

2023-2024
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

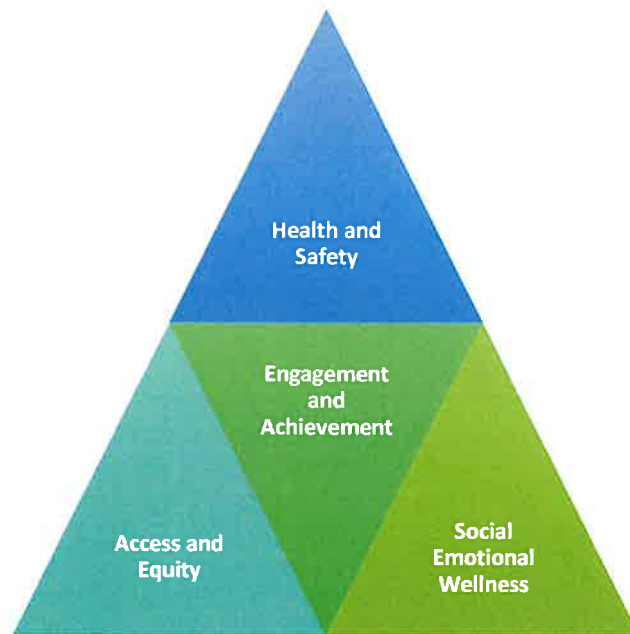
Safe Return to In-Person Instruction and Continuity of Services Plan



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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, dated March 31, 2023 and COVID-19 Exposure Management Plan Guidance in TK-12 Schools, dated March 31, 2023.***

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. The following are ***recommended*** guidelines:

- **Physical Distancing**
 - 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 must follow all required health and safety measures
 - All school entry and exit points may 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
 - 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 may be assigned stable seating arrangements
 - Student belongings may be kept separate from other students
 - 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
 - May use non-classroom space for instruction, playgrounds and grass areas, to further allow greater distance between students
- **Non-Classroom Settings**
 - **Restrooms:** 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 when possible 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.
- **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 recommended but not required for adults to wear a face covering while indoors
 - 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 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 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
- 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 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 should 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 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
 - Outdoor playgrounds/natural play areas only need routine maintenance
- **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 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 March 31, 2023)

1-2 Cases	<p>1) Required: School notifies cases to follow isolation instructions. Cases may return when the criteria for ending isolation have been met.</p> <p>2) Recommended: School notifies school close contacts of exposures and actions to take.</p>
3+ Cases	<p>1) Required: School notifies cases to follow isolation instructions. Cases may return when the criteria for ending isolation have been met.</p> <p>2) Recommended: School notifies school close contacts of exposures and actions to take.</p> <p>3) Required: If there is 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 linked and on campus at any point within the 14 days prior to illness onset date, the school immediately notifies DPH by reporting online at: https://spot.cdph.ca.gov/s/?language=en_US and no later than 1 business day of being notified of the third, or last, case in the cluster.</p> <p>4) DPH determines if the outbreak criteria have been met. If a DPH outbreak investigation is activated, a Public Health Outbreak 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 2023-24 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 an 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
- iReady
- Orton-Gillingham

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 10th, 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**





Los Angeles County Department of Public Health (LAC DPH) Guidelines for COVID-19 Prevention in TK-12 Schools

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

Copies of this guidance should be distributed to all employees.

Recent Updates: (Changes highlighted in yellow)

3/31/2023

- Aligns with the California Department of Public Health (CDPH) COVID-19 Public Health Guidance for K–12 Schools to Support Safe In-Person Learning, 2022–2023 School Year ([CDPH Guidance for K-12 Schools](#)) that took effect on March 20, 2023.

3/14/2023

- This update aligns with the CDPH [Guidance for Local Health Jurisdictions on Isolation and Quarantine of the General Public](#) that took effect on March 13, 2023.
- Updates also reflect the [Los Angeles County Department of Public Health Guidelines for COVID-19 Cases \(Isolation\) and Close Contacts](#) that went into effect on March 13, 2023, replacing the now rescinded Los Angeles County Public Health Emergency Orders regarding isolation and quarantine for the general public.

The County of Los Angeles Department of Public Health (DPH) is adopting a targeted public health response to contain COVID-19 exposures, supported by science and public health expertise, at 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 guidance](#).

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



Los Angeles County Department of Public Health (LAC DPH) Guidelines for COVID-19 Prevention in TK-12 Schools

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 Guidance for All Schools TK to Grade 12 COVID-19 Prevention Checklist

Institution
name: _____

Address: _____

NOTE: The terms “employees” and “staff” as used in this **guidance** 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” as used in this **guidance** refers 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)

Note: Students, staff, and administrators at schools must cooperate with instructions from DPH outbreak investigators who may implement temporary strategies that exceed the requirements below if an outbreak occurs at the **school**, such as requirement to notify all close contacts within an exposed group and requirement for masking of close contacts.

A. General Requirements

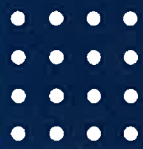
- ☐ Each school needs to appoint a designated COVID-19 Compliance Officer who serves as liaison to DPH in the event of an outbreak on campus.
- ☐ The following steps are to be taken immediately upon notification of school officials that any



Los Angeles County Department of Public Health (LAC DPH) Guidelines for COVID-19 Prevention in TK-12 Schools

member of the school community (faculty, staff, student, or visitor) has a confirmed COVID-19 infection, confirmed by a COVID-19 viral test or clinical diagnosis.. (Note: For the benefit of all individuals present on the school campus, to allow for complete notification of exposed staff, and to effectively identify clusters and outbreaks that may occur at education sites, LACDPH strongly recommends that parents continue to immediately inform schools when a student tests positive for COVID-19 and has been present on the school campus during the student's infectious period).

- Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The school 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 current instructions for self-isolation and links to sites with further information.
 - Initiation of the [COVID-19 Exposure Management Plan for TK-12 Schools](#) consistent with DPH guidance that outlines procedures for:
 - Isolation of case(s)
 - Identification of employees exposed to cases at school
 - Actions for exposed staff to mitigate additional viral transmission
 - Assurance of access to testing for all exposed staff within the school.
- ❑ **Adherence with Case Reporting Guidance.** 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 linked and 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. Report all cluster notifications to DPH immediately, and no later than 1 business day after the school is notified of the cases, online at: https://spot.cdph.ca.gov/s/?language=en_US. For any questions or assistance with reporting clusters, contact DPH at the TK-12 School COVID-19 Cluster Reporting Call Center or email acdc-education@ph.lacounty.gov. DPH will work with the school to determine whether the cluster meets outbreak criteria and requires a public health outbreak response.
- ❑ Schools need to have 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.
- ❑ Each local education agency, in accordance with [SB 1479](#), which went into effect on January 1, 2023, is required to develop a COVID-19 testing plan or adopt the [California Department of Public Health School Testing Framework](#) and post its plan on its website. See [Senate Bill 1479 Implementation Questions and Answers](#)



Los Angeles County Department of Public Health (LAC DPH) Guidelines for COVID-19 Prevention in TK-12 Schools

- ❑ Signage **should be** posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.

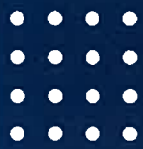
B. Obligations for Employers and Employees at Schools

- ❑ To comply with the Cal/OSHA COVID-19 Prevention–Non-Emergency Regulations, an employer must develop a written COVID-19 Prevention Program or ensure its elements are included in an existing Injury and Illness Prevention Program (IIPP).
- ❑ Employees with an exposure or suspected exposure to a person who has COVID-19 must follow post-exposure guidance as detailed in COVID-19 Exposure Management Plan for TK-12 Schools.
- ❑ Employers are required, per the Cal/OSHA COVID-19 Prevention–Non-Emergency Regulations, 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 are required to offer testing at no cost to employees during paid time for:
 - All employees who had a close contact with a person with COVID-19 except for employees considered recently returned COVID-19 cases without symptoms ("returned cases," as defined in subsection 3205(b)(11)).
 - All employees exposed during an outbreak regardless of vaccination status.
- ❑ 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 any applicable 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.

- ❑ **Mask Exemption Policy:** At times when a Health Officer Order requires universal masking in an indoor public setting, including schools, alternative protective strategies may be adopted to



Los Angeles County Department of Public Health (LAC DPH) Guidelines for COVID-19 Prevention in TK-12 Schools

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. or Ph.D.) Professional Clinical Counselor (LPCC), or Marriage and Family Therapist (LMFT).

At times when the Health Officer **Outbreak Order** 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. **Some** 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 **student** close contacts: Recently, County Public Health rescinded its isolation and quarantine emergency orders for COVID-19 cases and their close contacts and replaced those orders with [Guidelines for COVID-19 Cases \(Isolation\) and Close Contacts](#). For students who are an asymptomatic close contact of a COVID-19 case, it is strongly recommended that they wear a well-fitting mask indoors around others for 10 days after the close contact. **Asymptomatic close contacts should test immediately after exposure and a second time 3-5 days after the last date of exposure. Close contacts who test positive for COVID-19 need to stay home away from others and follow instructions for a confirmed COVID-19 case.** Students who are identified as close contacts with a valid mask exemption who remain in school after an exposure need to monitor for symptoms for 10 days after last exposure. If they develop symptoms of possible COVID-19 infection, regardless of vaccination status or previous infection, they stay away from others and test for





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COVID-19. Refer to DPH's [Learn about Symptoms and What to do if You are Sick](#).

- For employees who are unable to wear a mask, refer to [Cal/OSHA COVID-19 Prevention–Non-Emergency Regulations](#) for return-to-work requirements after an exposure event.

D. Communication of Guidelines

- ☐ Copies of [these guidelines](#) have been distributed to all employees.
- ☐ A copy of [these guidelines](#) is posted at the school office and uploaded to a public facing page on the school or district website.

RECOMMENDED MEASURES TO ALLOW FOR IMPROVED VENTILATION (CHECK ALL THAT APPLY)

- ☐ Implementing measures to promote optimal ventilation in the school is strongly recommended. These may include (check all that apply):
 - The school HVAC system is in good, working order. 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 _____
 - Consider improving ventilation on school buses by opening windows as air quality and rider safety concerns allow _____
 - Consider offering physical education classes outdoors as much as possible as outdoor weather conditions and air quality allow _____



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- 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](#).

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

- ☐ Schools should actively encourage employees, students, parents, and visitors to stay home when sick. Employers/facilities need to have a way to communicate that anyone with symptoms of COVID-19 and/or a positive COVID-19 test must not enter the premises.
- ☐ It is strongly recommended for individuals who are at 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 stricter 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 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. _____
- ☐ 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. Maintaining a supply of masks for students who may develop symptoms during the school day is recommended for consistent safety of the campus.
- ☐ 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



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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_____



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- 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 and when community transmission is elevated. 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**



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- Any organized youth sports including school sports teams and clubs should review **COVID-19 Guidelines** 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 **the aforementioned guidelines**.
- 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 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.



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- 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 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.



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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.
 - 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.



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- ☐ 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 these guidelines:

**Business Contact
Name:**

Phone Number:

Date Last Revised:



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

Recent Updates: (Changes highlighted in yellow)

3/31/2023:

- Notification of student close contacts has changed to a strong recommendation.
- Clarifies that staff and students who are infected with COVID-19 must stay home and cannot return to school until the criteria to end isolation have been met.

3/14/2023:

- This update aligns with the new California Department of Public Health (CDPH) [Guidance for Local Health Jurisdictions on Isolation and Quarantine of the General Public](#) that took effect on March 13, 2023.
- Updates also reflect the new [Los Angeles County Department of Public Health Guidelines for COVID-19 Cases \(Isolation\) and Close Contacts](#) that went into effect on March 13, 2023, replacing the now rescinded Los Angeles County Public Health Emergency Orders regarding isolation and quarantine for the general public.

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's (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. The guidance presented is 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 are located in the [TK-12 School COVID-19 Toolkit](#).

Exposure Management Planning Prior to Identifying COVID-19 Cases at School

- ☐ **Required:** A designated School COVID-19 Compliance Officer who is responsible for serving as a liaison to DPH for sharing site-level information to facilitate public health action.
- ☐ **Required:** Ensure compliance with applicable State COVID-19 testing plan requirements,

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e.g., [SB-1479](#) and the [Cal/OSHA COVID-19 Prevention Non-Emergency Regulations](#).

- ❑ **Required:** A plan to report all school-associated clusters of 3 or more epidemiologically linked COVID-19 cases within 1 business day of being notified of the third, or last, case in the cluster and all known COVID-19 hospitalizations and/or deaths among students or staff to DPH by sending a notification to [ACDC-Education@ ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).

Exposure Management for COVID-19 Cases at School

- ❑ Students and staff with confirmed COVID-19 infection (cases) **must** stay home and away from others (isolate) and follow all isolation instructions, regardless of their vaccination status, history of previous infection, or lack of symptoms. (Refer to Isolation Instructions for People with COVID-19 ph.lacounty.gov/covidisolation.) Please note that current state law and regulations require staff and students who have a communicable disease infection to stay home from school while contagious.¹
 - A confirmed COVID-19 case is a person who has received a positive result of the presence of SARS-CoV-2 virus as confirmed by a COVID-19 viral test or clinical diagnosis.
- ❑ Persons with symptoms of possible COVID-19 infection, regardless of vaccination status or previous infection, should isolate and test for COVID-19. Refer to DPH's [Learn about Symptoms and What to do if You are Sick](#).
- ❑ Students and staff with COVID-19 may end isolation after Day 5* (i.e., between Day 6-10) if both of the following criteria are met**:

- 1) No fever for at least 24 hours without the use of fever-reducing medicine, AND
- 2) Other symptoms are not present, or symptoms are mild and improving.

*For symptomatic students and staff, Day 0 is the first day of symptoms; Day 1 is the first full day after symptoms develop. For students and staff who never develop symptoms, Day 0 is the day the first positive test was collected; Day 1 is the first full day after the positive test was collected. Please note that if they develop symptoms, their new Day 0 is the first day of symptoms.

It is **strongly recommended that an individual test negative (with an antigen test) for COVID-19 prior to ending isolation between Day 6-10 to reduce the chance of infecting others with COVID-19.

¹ See, Title 17 California Code of Regulations, section 2526: "It shall be the duty of the principal or other person in charge of any public, private or Sunday School to exclude therefrom any child or other person affected with a disease presumably communicable, until the expiration of the prescribed period of isolation for the particular communicable disease. If the attending physician, school physician, or health officer finds upon examination that the person is not suffering from a communicable disease, he may submit a certificate to this effect to the school authority who shall readmit the person." Title 5 California Code of Regulations, section 202: "A pupil while infected with any contagious or infectious disease may not remain in any public school." California Health and Safety Code, section 120230: "No instructor, teacher, pupil, or child who resides where any contagious, infectious, or communicable disease exists or has recently existed, that is subject to strict isolation or quarantine of contacts, shall be permitted by any superintendent, principal, or teacher of any college, seminary, or public or private school to attend the college, seminary, or school, except by the written permission of the health officer."

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- Persons who continue to have symptoms of COVID-19 that are not improving should continue to isolate until their symptoms are improving or until after Day 10.
- Persons who have left isolation and have a return or worsening of their COVID-19 symptoms need to re-test (with an antigen test). If they test positive, they should re-start isolation at Day 0.
- If a student meets the criteria to leave isolation after Day 5, the student should continue to wear a well-fitting mask indoors around others, except when eating or drinking, through Day 10, unless they have two sequential negative COVID-19 tests taken at least one day apart.
- For staff requirements related to isolation, refer to [Cal/OSHA COVID-19 Prevention Non-Emergency Regulations](#). Employers must review and follow these regulations for the prevention and control of COVID-19 in the workplace setting. Additional information may be found in the Cal/OSHA [COVID-19 Prevention Non-Emergency Regulations FAQs](#) and DPH's [Responding to COVID-19 in the Workplace](#).
- It is strongly recommended that parents continue to immediately inform schools when a student tests positive for COVID-19 and was present on site during the student's infectious period.*

*The infectious period is:

- *For symptomatic confirmed cases:* Persons who have tested positive on a COVID-19 viral test or received a clinical diagnosis of COVID-19 (i.e., a confirmed case) are considered infectious starting 2 days before their symptoms began (symptom onset is Day 0) until their isolation ends (i.e., through Days 6-10 after symptoms first appeared AND 24 hours have passed with no fever, without the use of fever-reducing medicines, and symptoms have improved).
- *For asymptomatic confirmed cases:* Persons who have tested positive on a COVID-19 viral test and never develop symptoms are infectious starting 2 days before their test was taken (test collection day is Day 0) until their isolation ends (after Day 5).

- ❑ When schools are notified of a confirmed COVID-19 case, it is strongly recommended that they notify students who were exposed to the COVID-19 case during the case's infectious period and provide them with the actions to take for close contacts. Schools are required to notify employees if they have been exposed to a known case of COVID-19 in the workplace during the case's infectious period, as per [Cal/OSHA COVID-19 Prevention Non-Emergency Regulations](#).

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for TK-12 Schools

- Close Contacts: Persons are considered to have been exposed to a COVID-19 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.

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. 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.

❑ Close contacts to a COVID-19 case should take the following actions:

- Close contacts who have or develop symptoms of COVID-19 infection, regardless of vaccination status or previous infection, **must** stay home away from others and test for COVID-19.
- Asymptomatic close contacts do not need to stay home away from others but should take the following actions to lower the risk of spreading COVID-19 to others:
 - 1) Wear a well-fitting mask around others through Day 10, especially in indoor settings.
 - Students who have a mask exemption* and have been exposed 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 should monitor their health for symptoms for 10 days after last exposure AND test for COVID-19 immediately after exposure and a second time between Days 3-5 after the last date of exposure, with at least **24 hours** between the first and second tests.
 - 2) Test for COVID-19 between Days 3-5 after the last date of exposure.
 - Close contacts who recently tested positive for COVID-19 within the prior 30 days do not need to be tested unless symptoms develop.
 - Close contacts who recently tested positive for COVID-19 in the past 31-90 days should use an antigen test.
 - Close contacts who are or live with persons at **higher risk for severe illness** are recommended to test as soon as possible after exposure. If testing negative before Day 3, retest during the 3–5 day window following exposure, with at least 24 hours between the first and second tests.
 - Close contacts who test positive for COVID-19 stay home away from others and

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follow the instructions for a confirmed COVID-19 case outlined above. Refer to DPH's [Guidelines for COVID-19 Cases \(Isolation\) and Close Contacts](#).

- 3) Monitor their health for symptoms for 10 days after the last date of exposure. If symptoms develop, stay away from others and test immediately. If the test is positive, they **must** stay home away from others and follow the instructions for a confirmed COVID-19 case.

Refer to Instructions for Close Contacts for COVID-19 (ph.lacounty.gov/covidcontacts) for details.

*Individuals may be exempt from wearing a mask for the following reasons (refer to COVID-19 Guidelines for TK-12 Schools for additional information): 1) persons younger than two years old; 2) 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; and 3) 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 can 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. or Ph.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 Non-Emergency Regulations](#). See also DPH's [Responding to COVID-19 in the Workplace](#).
 - 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.
 - Employers must make COVID-19 testing available at no cost and during paid time in a manner that ensures employee confidentiality to staff who are close contacts. See [Cal/OSHA COVID-19 Prevention Non-Emergency Regulations Frequently Asked Questions-Testing](#).
- 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 linked and 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.
 - All school-associated COVID-19 clusters should be reported online through the secure web application, the Shared Portal for Outbreak Tracking (SPOT):

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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.
- The School Compliance Officer will work with Public Health as needed to confirm 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.
- 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 **can** 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 **Outbreak** Investigator will communicate directly with the school to coordinate the response.
- NOTE:** In outbreak settings, the Public Health Outbreak Investigator may implement temporary strategies that are more protective than these guidelines to prevent further spread of COVID-19 at the site.
- *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.



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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.

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

1-2 Cases	<p>1) Required: School notifies cases to follow isolation instructions. Cases may return when the criteria for ending isolation have been met.</p> <p>2) Recommended: School notifies school close contacts of exposures and actions to take.</p>
3+ Cases	<p>1) Required: School notifies cases to follow isolation instructions. Cases may return when the criteria for ending isolation have been met.</p> <p>2) Recommended: School notifies school close contacts of exposures and actions to take.</p> <p>3) Required: If there is 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 linked and on campus at any point within the 14 days prior to illness onset date, the school immediately notifies DPH by reporting online at: https://spot.cdph.ca.gov/s/?language=en_US and no later than 1 business day of being notified of the third, or last, case in the cluster.</p> <p>4) DPH determines if the outbreak criteria have been met. If a DPH outbreak investigation is activated, a Public Health Outbreak Investigator will contact the school to coordinate the outbreak investigation.</p>

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: August 1, 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.

Application of the Sulphur Springs Union School District Injury & Illness Prevention Program (IIPP)

COVID-19 is a recognized hazard in our workplace that is addressed through our IIPP, which will be effectively implemented and maintained to ensure the following:

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:
 - a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
 - b. COVID-19 is treated as an airborne infectious disease. Applicable State of California and the Los Angeles County Department of Public Health orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:
 - i. Remote work.
 - ii. Physical distancing.
 - iii. Reducing population density indoors.
 - iv. Moving indoor tasks outside.
 - v. Implementing separate shifts and/or break times.
 - vi. Restricting access to work areas.
2. Training and instruction on COVID-19 prevention is provided:

- a. When this CPP was first established.
- b. To new employees.
- c. To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained.
- d. Whenever new COVID-19 hazards are introduced.
- e. When we are made aware of new or previously unrecognized COVID-19 hazards.
- f. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.

Appendix A COVID-19 **Training Roster** will be used to document this training.

- 3. Procedures to investigate COVID-19 illnesses at the workplace include:
 - a. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-19 case first had one or more COVID-19 symptoms. Appendix B Investigating COVID-19 Cases will be used to document this information.
 - b. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace. This is accomplished by making our District Nurses the first point of contact to those with symptoms to get support in finding testing and resources.
 - c. Encouraging employees to report COVID-19 symptoms and to stay home when ill. Employees self report and are put in contact with a District Nurse.
- 4. Effective procedures for responding to COVID-19 cases at the workplace include:
 - a. Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:
 - i. COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
 - ii. COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:
 - a. The infectious period.
 - b. Through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
 - iii. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
 - iv. Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
 - b. Reviewing current [California Department of Public Health \(CDPH\)](#) guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
 - c. The following effective policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts. Please see Exposure Management Plan (attached).
 - d. If an order to isolate, quarantine, or exclude 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.

- e. If removal of an employee would create undue risk to a community's health, Sulphur Springs Union School District may submit a request for a waiver to Cal/OSHA in writing to rs@dir.ca.gov to allow employees to return to work if it does not violate local or state health official orders for isolation, quarantine, or exclusion. Please see Exposure Management Plan (attached).
- f. Upon excluding an employee from the workplace based on COVID-19 or a close contact, Sulphur Springs Union School District will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and Sulphur Springs Union School District leave policies and leave guaranteed by contract.

Testing of Close Contacts

COVID-19 tests are available at no cost, during paid time, to all of our employees who had a close contact in the workplace. These employees will be provided with the information outlined in paragraph (4)(f), above.

Exceptions are returned cases as defined in CCR, Title 8, section 3205(b)(11).

Notice of COVID-19 cases

Employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact, will be notified as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements of paragraph (4)(a) above, are met.

When Labor Code section 6409.6 or any successor law is in effect, Sulphur Springs Union School District will:

- Provide notice of a COVID-19 case, in a form readily understandable to employees. The notice will be given to all employees, employers, and independent contractors at the worksite.
- Provide the notice to the authorized representative, if any of:
 - The COVID-19 case and of any employee who had a close contact.
 - All employees on the premises at the same worksite as the COVID-19 case within the infectious period.

Face Coverings

Employees will be provided face coverings and required to wear them:

- When required by orders from the CDPH. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors.
- During outbreaks and major outbreaks.
- When employees return to work after having COVID-19 until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test, or after a close contact. Please refer to the section in this FAQ on CDPH's Isolation and Quarantine Guidance.

Face coverings will be clean, undamaged, and worn over the nose and mouth.

The following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
3. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144.
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
5. During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

If an employee is not wearing a face covering due to exceptions (4) and (5), above, the COVID-19 hazards will be assessed, and action taken as necessary.

Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard.

Respirators

Respirators will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be:

- Encouraged to use them.
- Provided with a respirator of the correct size.
- Trained on:
 - How to properly wear the respirator provided.
 - How to perform a user seal check according to the manufacturer's instructions each time a respirator is worn.
 - The fact that facial hair interferes with a seal.

The requirements of CCR, Title 8 section 5144(c)(2) will be complied with according to the type of respirator (disposable filtering face piece or elastomeric re-usable) provided to employees.

Ventilation

For our indoor workplaces we will:

- Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#). Sulphur Springs Union School District will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
 - Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
 - In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
 - Use High Efficiency Particulate Air (HEPA) filtration units in accordance with

manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

- Please see Exposure Management Plan (attached).
- Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.

In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

Reporting and Recordkeeping

Appendix B **Investigating COVID-19 Cases** will be used to keep a record of and track all COVID-19 cases. These records will be kept by Jay Greenlinger, Assistant Superintendent of Personnel/Pupil Services and retained for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.

The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.

Dr. Jay Greenlinger

08/01/2023

Title of Owner or Top Management Representative

Signature

Date

Appendix A: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

Employee Name	Signature

Appendix B: 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. Unredacted 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 COVID-19 case (suspect or confirmed) became known: **[enter information]**

Date investigation was initiated: **[enter information]**

Name of person(s) conducting the investigation: **[enter name(s)]**

Name	Contact Info	Occupation	Location	Last day and time present	Date of positive test and/or diagnosis	Date of first symptoms

COVID-19 Case Summary

Summary of employees, independent contractors, and employees of other employers that came in close contact **[CCR Title 8, section 3205 does not require recordkeeping for close contacts. These tables are included to assist employers in keeping track of which close contacts they have notified to meet the notice requirements.]**

Name	Contact Info	Date notified	Date offered COVID-19 testing (employees only)

Summary notice of a COVID-19 case (employees, employers, independent contractors) – during the infectious period and regardless of a close contact occurring.

Name	Date notified

Summary notice of a COVID-19 case (authorized representative of the COVID-19 case and employee who had close contact).

Name	Date notified

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]

Additional Consideration #1

COVID-19 Outbreaks

This addendum will stay in effect until there are one or fewer new COVID-19 cases detected in the exposed group for a seven-day period.

Exclude from Work

All COVID-19 cases, as well as employees who had close contacts but do not take a COVID-19 test, will be excluded from the workplace.

COVID-19 Testing

We immediately provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, and continue to make test available to employees at least weekly until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

Employees who had close contacts and remain at work will be required to take a COVID-19 test within three to five days after the close contact and those who test positive for COVID-19 will be excluded. Those who do not take a COVID-19 test will be excluded until our return-to-work requirements have been met.

Face Coverings

Employees in the exposed group, regardless of vaccination status, will wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in our CPP applies.

Respirators

Employees will be notified of their right to request and receive a respirator for voluntary use, as stipulated in our CPP.

COVID-19 investigation, review, and hazard correction

Sulphur Springs Union School District will perform a review of potentially relevant COVID-19 policies, procedures and controls, and implement changes as needed to prevent further spread of COVID-19 when this addendum initially applies and periodically thereafter. The investigation, review, and changes 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 supply of outdoor air to indoor workplaces.
 - Insufficient air filtration.
 - Insufficient physical distancing.
- Review updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:

- In response to new information or to new or previously unrecognized COVID-19 hazards.
- When otherwise necessary.
- Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing the outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing to the extent feasible.
 - Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
 - Other applicable controls.

Ventilation

Buildings or structures with mechanical ventilation will have recirculated air filtered with Minimum Efficiency Reporting Value (MERV)-13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, filters with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units will be used in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

These ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

Major Outbreaks

The following will be done while CCR, Title 8 section 3205.1 applies if 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period:

- Exclude COVID-19 cases as well as employees in the exposed group who do not take a COVID-19 test.
- Immediately ensure that all employees in the exposed group who remain at work are tested for COVID-19 at least twice weekly until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period. Employees in the exposed group that do not take the COVID-19 test will be excluded until our return-to-work criteria have been met.
- Report the outbreak to Cal/OSHA.
- Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.
- Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include:
 - Telework or other remote work arrangements.
 - Reducing the number of persons in an area at one time, including visitors.
 - Visual cues such as signs and floor markings to indicate where employees and others

should be located or their direction and path of travel

- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not feasible to maintain a distance of at least six feet, individuals will be as far apart as feasible.

Additional Consideration #2

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

The requirements of our CPP will be complied with within a vehicle, including how a COVID-19 case will be responded to.

Assignment of transportation

To the extent feasible:

- Transportation will be assigned such that cohorts travel and work together, separate from other workers.
- Employees who usually maintain a household together shall travel together.