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Public Health guidelines and recommendations related to COVID-19 change rapidly. Glendale Unified will make every effort to update this handbook on a regular basis. However, please note that it may not reflect the most up-to-date Public Health guidelines and recommendations being followed by the District.
Dear Glendale Unified Students, Families, Employees and Community:

Since the beginning of this pandemic, Glendale Unified School District has remained steadfast in our commitment to provide on-campus childcare and in-person services for our highest need students and families while following all guidance from state and county departments of public health. Based on the most recent public health guidance, we are excited to offer our elementary families an option to return their students for in-person learning if they choose to do so. We remain hopeful that Los Angeles County will move into the Red Tier for COVID-19 transmission soon, allowing us to expand in-person learning opportunities for middle and high school students. A distance learning option will continue to be available for all students for the remainder of the 2020-21 school year.

We are confident that the health and safety measures being implemented across our district are effective at keeping our students, employees, families, and community safe. Our school and district staff worked diligently last summer to prepare our campuses for the safe return of students and employees. Throughout this school year, we have continued to refine our operations and update our protocols as new public health guidance becomes available. I am proud to say that the health and safety measures and testing and contact tracing protocols we have implemented across our district have proven effective this year as we continue to expand in-person learning opportunities.

As educators and essential workers, our Glendale Unified school and district administrators, teachers, and staff have a responsibility to do everything in our power to meet the needs of children and families. We are working tirelessly to provide rigorous academic instruction and social emotional support for every student while ensuring the health and safety of our students, employees, families, and community. The following School Opening and Safety Plan has been developed by school and district leaders with input from our students, teachers, families, and public health experts to clearly communicate the health and safety measures being implemented across our district. We will continue to update this document as health and safety guidelines evolve.

Thank you for your continued support and for entrusting your child’s education to our dedicated team of educators.

Sincerely,

Vivian Ekchian, Ed.D.
Superintendent
Important Information from the California Department of Public Health

The California Department of Public Health (CDPH) has issued three documents to inform the reopening of schools. They are available in their entirety in the links below and critical points are summarized on this page. This information guides our planning to ensure that all students and employees are safe as we transition back to in-person instruction.

- **Summary: CA Safe Schools for All Plan**
- **Evidence Summary: TK-6 Schools and COVID-19 Transmission**
- **Rationale: CA's Safe Schools for All Plan**

With growing evidence that the right precautions can effectively stop the spread of COVID-19 in schools - especially in elementary schools - CDPH is committed to doing everything it can to make in-person instruction in schools safe for students and staff. Developed in partnership with the Legislature, the CDPH's plan focuses on ensuring careful implementation and building confidence by supporting schools to bring back the youngest children (TK-2) and those who are most disproportionately impacted first, then phasing in other grade levels through the spring, as conditions allow. This phased-in approach recognizes that younger children are at a lower risk of contracting and transmitting COVID-19, with core safety measures in place. At the same time, distance learning will remain an option for parents and students who choose it and for those whose health status does not allow them to return to school in the near term.

Research across the globe shows that children get COVID-19 less often than adults, and when they do get sick, they get less sick than adults. Population-wide studies in Italy and Spain using antibody tests, which indicate whether a person has been infected at any point previously, find that children have lower rates of infection compared to adults.

In studies of open schools in America and around the world, children do not seem to be major sources of transmission—either to each other or to adults. In fact, the greatest risk in school settings comes from adults transmitting it to other adults, often in settings like breakrooms where we sometimes let down our guard. One study in Australia of 10 early childhood centers and 15 schools (> 6,000 people) found low rates in the schools overall (1.2%), and an adult-to-adult transmission rate almost 15 times higher than child-to-child transmission.

When children do get COVID-19, the predominant pattern of transmission is to get the infection from an adult household contact (someone the child lives with at home who has COVID-19). High rates of household infection from adults to children have been seen in studies from Chicago, India, Greece, Australia, Switzerland, South Korea, and China. This has been seen in settings where schools were open.

The growing body of evidence is particularly strong for lower risks associated with elementary schools. For example, a study analyzing elementary schools in a heavily impacted region of France found that the risks of transmission inside schools were approximately the same as outside schools. The lower risks associated with younger grades is likely due to, among other reasons, the fact that younger people produce fewer ACE-2 receptors—COVID's doorway into human cells.

Even in communities with many COVID cases, the CDPH does not see many outbreaks in schools. That's because the right precautions can stop outbreaks before they start. Evidence shows that schools with the right mitigation strategies have been able to prevent in-school transmission among students and staff. We can stop the spread in schools by layering and carefully implementing mitigation strategies, including masks, cohorting, proper ventilation, washing hands, testing and symptom screening.
Pivot to Hybrid Learning

Glendale Unified is preparing for the slow and deliberate return of students for on-campus hybrid instruction. The centerpiece of our Board-approved reopening plan is a robust, consistent, and engaging curriculum that can be successfully delivered both in a traditional classroom setting and online through distance learning.

**Elementary K-6 Options: Phase-ins beginning March 2021**

- **Hybrid Model**: In order to maintain proper physical distancing, Glendale Unified elementary schools will operate on a hybrid schedule. Students returning for in-person learning will alternate between on-campus and distance learning in small groups.

- **Full Distance Learning Model**: The District will offer a full-time distance learning option for the remainder of the school year for all families who choose not to return to campus.

- **Child Care**: Child care in the District’s Technology Learning Pods will continue to be available on days when students are distance learning. The more than 1,000 students who have been enrolled in Technology Learning Pods since the beginning of the 2020-21 school year will have priority for child care.

Videos demonstrating a hybrid model can be found at [www.gusd.net/HybridLearningVideos](http://www.gusd.net/HybridLearningVideos)

**Elementary K-6 Weekly Schedule**

<table>
<thead>
<tr>
<th>Student Group</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday Classroom Deep Cleaning</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday/Sunday Classroom Deep Cleaning</th>
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<tr>
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<td>In-Person Learning for Full Day</td>
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<td></td>
<td>Distance Learning</td>
<td>Distance Learning</td>
<td></td>
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<tr>
<td>Hybrid Learning: Thursday/Friday Group</td>
<td>Distance Learning</td>
<td></td>
<td></td>
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<td>In-Person Learning for Full Day</td>
<td></td>
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<td>Full Distance Learning Group</td>
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<td></td>
<td></td>
<td></td>
<td>Distance Learning</td>
<td></td>
</tr>
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</table>

- Daily attendance is taken and live teacher instruction is provided for both hybrid and distance learning.
- Glendale Unified provides Chromebooks for all students to access distance learning.

According to the CA Blueprint for a Safer Economy middle and high schools may not return for in-person learning until the County is consistently in the Substantial (Red) Tier for COVID-19 transmission.
As students return, some things will look different.

**Screening at Home**

- Parents/guardians should take their students’ temperatures each day before arriving at school. Any student with a fever of 100.4°F or higher should not report to their school site. Personal illness, quarantine, and COVID-19 illness or symptom-related absence will be excused. Parents/guardians should contact their schools’ attendance office when their student is ill and not attending school.
- All employees are required to self-screen and complete a daily temperature check prior to arriving at work. Any employee with a fever of 100.4°F or higher should not report to their school or work site. If an employee is experiencing symptoms of COVID-19, they should stay home and contact their supervisor immediately.
- Prior to attending school or work, students and employees should be fever free for 24 hours, without fever reducing medicine.
- Anyone who has tested positive for COVID-19 within the past 14 days should notify their principal or supervisor immediately.

**Arriving at School**

- Students’ temperatures will be taken before exiting their vehicle or arriving on campus.
- Employees’ and other essential visitors’ temperatures will be taken before entering district facilities.
- The District will minimize access to all school and district facilities, including limiting non-essential visitors, facility use permits, volunteers, and students who are not participating in on-campus instruction, activities, or child care.
- School sites will have designated routes for entry and exit in order to limit direct contact as much as possible.
- Schools have signage posted throughout campus to remind students and employees about physical distancing, hand washing, and how to wear a mask properly.
- Safety and Personal Protective Equipment, including but not limited to hand-washing stations, touch-free thermometers, plexiglass shields, hand sanitizer, disinfecting wipes, and masks are available at all school sites.

**COVID-19 safety measures implemented at school and district facilities**

- Thermometers at entrances
- Directional walkways
- Plexiglass desk shields
- Signage posted throughout campus to remind students and employees about physical distancing, hand washing, and how to wear a mask properly
- Portable handwashing stations and water fountains converted to handwashing/bottle filling stations
- Touchless faucets in many primary classrooms
- Supplies and PPE in all classrooms: masks, face shields, hand sanitizer, disinfecting wipes, gloves
Health & Safety Protocols

Mask Wearing for Employees

- Masks are required at all school and district facilities
- Face shields may be used by teachers and other staff for specific lessons, programs, or services
- Teachers and identified staff members will receive a reusable face shield
- The following are exceptions to the use of masks in our workplace:
  - When an employee is alone in a room
  - While eating and drinking at the workplace, provided employees are at least six feet from another person
  - Employees wearing respiratory protection according to CCR Title 8 sec 5144 or other order
  - Employees who cannot wear masks due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person
  - Specific tasks that cannot feasibly be performed with a mask, where employees will be kept at least six feet apart

Mask Wearing for Students

- Wearing a mask is the most significant safety measure and standard of care for protecting our students and employees
- Board approved plan requires students ages two and up to wear masks to meet the standard of care for all students and staff
- Students are required to wear masks at school. Families may select the distance learning program as an option
- Mask accommodations will be determined through the student’s 504 and Individualized Education Plan (IEP) process. Parents or guardians should work with the site principal or assistant principal to discuss 504 and IEP accommodations

Other Safety Considerations

- Over 90% of staff have completed mandated COVID-19 online trainings and rest will complete before reopening
- Campuses will follow guidelines developed by the CDPH for cleaning, disinfection, and ventilation of school campuses
- Common touch surfaces will be cleaned regularly (e.g. countertops, door handles, restrooms, student desks, student chairs)
- Staff and students will be expected to wash/sanitize their hands regularly
- Schools will limit the share of supplies between students to the extent possible and encourage students to take home personal items for cleaning daily
- Students will be encouraged to bring personal/ refillable water bottles
- Classrooms spaces will be reconfigured to ensure proper physical distancing between desks and work spaces
- Student and employee temperatures will be checked daily
Implementing Physical Distancing
On Campus and in the Classroom

Physical distancing will limit the spread of the virus. Schools will adhere to the following strategies as much as possible.

- The District shall minimize access to all campuses, including limiting non-essential visitors, facility use permits, volunteers; and students who are not participating in pods / FLCs or on-campus instruction / assessments / services /athletics
- Classrooms arranged to remove non-essential furniture, allowing for maximum space for students and staff
- Minimize movement of students and teachers or staff as much as possible
- Arrange student desks to face the same direction (rather than facing each other) and maintain physical distancing
- Designated routes for entry/exit during transitions
- Staggered schedules for restroom breaks and hand washing
- Small groups limited to 3-4 students; small groups meet for less than 15 minutes
- Students may bring snacks/lunch from home; backpacks may remain outside classrooms; water bottles, snacks, jackets, and other personal items will stay at students’ desks
- Student/teacher desks will be equipped with plastic shields
- Manipulatives, if used, will be allocated per students or sanitized between use
- Recess and play activities in separate areas designated by class

Elementary and Secondary Cafeteria Service

All students can eat for free through June 2021. When students receive meals on campus, the District will utilize contactless methods to track who we serve. A la carte items will be handled in the same manner, with a big emphasis on loading students accounts with money to minimize cash transactions.

Elementary Methods and Service
- Meals will be individually packed and delivered to classrooms
- Cafeteria lines will be marked to socially distance students and staff
- Grab and go meals will be served to students as they leave campus for the number of days they will be distance learning

Secondary Methods and Service
- Meals will be individually packed and delivered to classrooms
- Service windows and lines will be marked to socially distance students and staff
- Additional points of service will be provided through meal service carts located in outdoor common areas
- Grab and go meals will be served to students as they leave campus for the number of days they will be distance learning

Student Arrival and Dismissal

Each school site will establish student arrival and dismissal protocols to minimize contact between students, staff, families and the community as much as practical. Signage will clearly designate entrance and exit routes.
Facilities Cleaning & Sanitation Protocols

Student and employee health and safety is our first priority. School and district facilities are regularly cleaned and disinfected based on public health and safety protocols.

CLEANING
Physical removal of soil (dirt and debris) from surfaces which can include the use of water and detergent.

SANITIZATION
Treating a surface to effectively reduce microorganisms of public health significance. Cleaning before sanitizing is always recommended when time permits.

DISINFECTING
Destroy or inactivate microorganisms, including bacteria and viruses on surfaces.

Sanitize the Following At Least Daily
- Desks and chairs
- Keyboards, phones, headsets, copy machines
- Door handles
- Handrails
- Restroom surfaces and sink handles
- Light switches
- Public interface/Interaction areas
- Kitchens and food preparation areas

Sanitize the Following Weekly
- Elevators
- Bike Racks

Hand washing
Hand washing is strongly encouraged as one of the most effective ways to prevent the spread of any biological pathogen, including COVID-19.

Hand washing stations are being utilized to supplement existing facilities, especially where food is eaten and in common areas.

Types of hand washing stations:
- Self-contained system – foot pump operated water and soap hand washing stations
- Hand sanitizer dispensers - touchless dispensers
- Hand sanitizer bottles - readily available

Drinking Fountains
- All outdoor drinking fountains have been disabled or converted to bottle filling stations
- Students should bring their own reusable water bottles to school

Indoor Air Quality
Indoor air quality is essential to providing a safe and comfortable environment for schools and offices.

Proper temperature and humidity levels can help slow down the reproduction of viruses and bacteria. GUSD is ensuring proper preventive maintenance is being performed on all HVAC units and is changing filters on a regular basis and providing adequate air filters:
- The Center for Disease Control recommends increasing air filtration as high as possible (target MERV 13) without diminishing air flow and enforcing the existing or revised indoor air quality plan.
- The District has replaced all air filtration systems with MERV 13 air filters in Elementary and Middle Schools.
Ventilation & Air Filtration

The Los Angeles County Department of Public Health Reopening Protocols for K-12 Schools: Appendix T1 lists several recommendations that may be used to promote optimal ventilation in schools.

Multiple layers of protection have proven to be most effective in preventing the spread of COVID-19.

Glendale Unified School District has taken the following actions to improve ventilation and air filtration in all school and district facilities in response to recommendations from the Los Angeles County Department of Public Health.

**LACDPH Recommendation:** At least 50% of classroom learning, meals, and activities have been moved to outdoor space, whenever feasible and weather permitting.

**GUSD Action:** School sites are encouraged to use outdoor space whenever feasible and weather permitting. The District has created semi-permanent outdoor classroom spaces on campuses for students and staff to enjoy.
Ventilation & Air Filtration

**LACDPH Recommendation:** The school heating ventilation and air conditioning (HVAC) system is in good, working order.

**GUSD Action:** Glendale Unified has approximately 2,300 HVAC units in the district. HVAC units are typically mounted on the rooftop or in mechanical rooms and may service one or several classrooms. On average at any given time, no more than 20 (less than 1%) of the units are down for routine maintenance or repair. During these times of the COVID-19 pandemic, Glendale Unified staff will not shut down units that are serving classrooms with students, teachers, or staff.

**LACDPH Recommendation:** 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

**GUSD Action:** The Facility and Support Operations (FASO) team made these adjustments to the HVAC units during the summer of 2020.

**LACDPH Recommendation:** Portable, high-efficiency air cleaners have been installed, if feasible.

**GUSD Action:** Portable HEPA (High Efficiency Particulate Air) filter units have been placed in all classrooms where students are present.

**LACDPH Recommendation:** Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.

**GUSD Action:** Teachers in classrooms with operable windows and/or exterior-facing doors are encouraged to keep their windows and doors open during the school day to allow fresh air to circulate. Teachers and students are also encouraged to utilize outdoor spaces for learning whenever possible.

**LACDPH Recommendation:** Air filters have been upgraded to the highest efficiency possible.

**GUSD Action:** MERV 13 (Minimum Efficiency Reporting Value) air filters have been installed into all HVAC units of elementary and middle schools with anticipated completion at high schools by the end of March 2021. Filters are changed three times per year.

Learn more at [www.gusd.net/AirQuality](http://www.gusd.net/AirQuality)
COVID-19 Testing & Reporting

Regular Employee Testing

In October 2020, the California Department of Public Health developed the Valencia Branch Laboratory to increase the state’s COVID-19 testing capacity and reduce test turnaround time.

Glendale Unified is partnering with Valencia Branch Laboratory to provide voluntary COVID-19 testing for all employees:

- Employees are eligible to be tested every two weeks
- Tests are self-administered, but observed
- Nasal PCR test
- Results are sent to employee and District within 24 to 48 hours

Testing and Contact Tracing in Response to COVID-19 Symptoms or Exposure

- All employees and families should report any incident of COVID-19 symptoms, close contact exposure, or positive test results to their site administrator or department supervisor.
- The site administrator or department supervisor will communicate with the District’s COVID-19 Response Team.
- Positive cases of COVID-19 on a campus or District facility will be reported to the Los Angeles County Department of Public Health.
- Students and adults experiencing symptoms listed MUST NOT attend school. This includes anyone with a fever of 100.4°F or higher.
- A COVID-19 Response Team member will contact the employee, parent/guardian.
- Student absences related to personal illness, quarantine, and COVID-19 illness or symptoms will be excused.
- Students or employees seeking testing due to exposure or symptoms of illness MUST stay home until they receive their results.
- Families should contact the school office about their student’s absence.
- Individuals determined by contact tracing to be in close contact with a COVID-19 exposure will be contacted directly.
- Individuals determined by contact tracing not to be at risk for exposure will be notified of a COVID-19 case on the campus or facility. The notification will not name the person who tested positive, but will give information regarding the date of the incident.
COVID-19 Testing & Reporting

COVID-19 Symptoms

Students and employees should stay home and contact their school administrator or department supervisor if they are experiencing the following symptoms:

- Fever of 100.4°F or higher in the last 24 hours
- Cough
- Shortness of breath or difficulty breathing
- Chills/unexplained fatigue
- Muscle or body aches

- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

HEADACHE  FEVER  COUGH  SORE THROAT
Action Guidelines

Student or staff with COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing):
• Send home student or staff immediately, place in school site isolation room while awaiting pick-up
• Recommend COVID-Testing
• School/classroom remain open
• No communication sent to classroom or school community

Student or staff with close contact to a confirmed COVID-19 case:
• Send home student or staff immediately, place in school site isolation room while awaiting pick-up
• Quarantine for 10 days from last exposure
• Recommend COVID-testing
• School/classroom remain open
• Consider school community notification of a known contact

Staff or student with confirmed COVID-19 case infection:
• Notify the local public health department
• Isolate case and exclude from school for 10 days from symptom onset or test date
• Identify close contacts, quarantine and exclude exposed contacts; could be entire cohort for 14 days after the last date the case was present at school while infectious

Recommend testing of contacts, prioritize symptomatic contacts
• Disinfection and cleaning of classroom and primary spaces where case spent significant time
• School remains open
• School or classroom community notification of a known case

Staff or student tests negative after symptoms:
• Staff or student may return to school three days after symptoms resolve
• School/classroom remain open
• Consider school community notification if prior awareness of testing

What are the criteria for closing a school?
The California Department of Public Health recommends individual school closure based on the number of cases, the percentage of the teacher/student/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teacher/student/staff cases are within a 14-day period, depending on the size and physical layout of the school. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If a school is closed for in-person learning, when may it reopen?
Schools may typically reopen after 14 days and the following has occurred:
• Cleaning and disinfection
• Public health investigation
• Consultation with the local public health department

What are the criteria for closing a school district?
The California Department of Public Health recommends that a superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local health department.

If a school district is closed, when may it reopen?
Districts may typically reopen after 14 days, in consultation with the local health department.

*These action guidelines may change in accordance with recommendations from CDPH and the local county health officer

CLOSE CONTACT:
A close contact is defined as a person who is less than six feet from a case for more than 15 minutes.

COHORT
A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts to the greatest extent practicable.
COVID-19 Decision Tree

The flowchart below shows the steps the District will take after concerns about COVID-19 symptoms are identified in students or staff.

COVID-19 Screening Flow Chart

Signs and Symptoms of COVID-19
- Fever over 100.4 F
- Headache
- Chills
- Nasal Congestion
- Runny Nose
- Sore throat
- Cough
- Difficulty Breathing
- Nausea/Vomiting/Diarrhea
- Fatigue
- Muscle or body aches
- New loss of taste or smell

Signs and Symptoms of Multisymptom Inflammatory Syndrome in Children (MIS-C)
- Rash
- Red Eyes
- Cracked/swollen lips
- Red/Swollen tongue
- Swelling hands/feet
- Stomach Pain

Questions:
1. When did symptoms begin? Date and Time?
2. What symptoms?
3. Have they been exposed to COVID?
4. Anyone at home diagnosed with COVID?
5. History of fever >100?
6. Have they been seen by their primary care physician?

Verbal, Visual & Physical Evaluations abnormal?

No

Allow to rest for 10 min.

Improved

Yes

→ Notify parent/guardian that the school nurse will contact them.
→ Notify the school nurse

Mask, Isolate and Send home ASAP
Contact Coordinator of health services

No

→ Call 9-1-1 (EMS)
Trouble Breathing
Bluish lips/face
New Confusion
Unable to wake or stay awake

Physical:
Temp >100.0 F

Visual:
Difficulty breathing
Rapid breathing (no recent physical activity)
Flushed cheeks
Fatigue
Extreme Fussiness
Coughing
Other COVID-19 Signs or Symptoms

Student or Staff complains of COVID-19 or Multisymptom Inflammatory Syndrome in Children (MIS-C). Mask student or staff (unless they are having difficulty breathing, if so call 911).
*Isolate student in a room away from others;
*Staff should immediately be sent home if they are able to self-transport.
COVID-19 Decision Tree

The preceding flowchart showed the process for next steps after COVID-19 symptoms are reported. The flowchart below shows next steps after an individual tests positive for COVID-19 or is in close contact with someone with symptoms of COVID-19.

COVID-19 Symptoms
- Send Home
  - Recommend Testing
  - **NEGATIVE or NO TEST RESULTS allows for return to school or work**
  - 3 days after symptoms resolve
  - No further action

Confirmed as a Close Contact
- Send Home
  - Recommend Testing
  - QUARANTINE 10 days
  - **NEGATIVE or NO TEST RESULTS requires ISOLATION for 10 days from symptom onset or test date**
  - No further action

Confirmed Positive for COVID-19
- Send Home
  - ISOLATION 10 days
  - **POSITIVE ISOLATION for 10 days from symptom onset or test date**
  - Notify CDPH & contact trace

Notification of unnamed positive case sent to School Community

Classrooms and schools remain open per CDPH
COVID-19 FAQ

What do I do if my student is experiencing COVID-19 symptoms while at home?
If your student is experiencing COVID-19 symptoms, please keep him/her home and contact your student’s health care provider. Please contact your school to report the absence; a COVID-19 related absence is excused. If someone in your household tested positive for COVID-19 and is currently under quarantine or self-isolation, your student should follow the guidelines from the California Department of Public Health (CDPH) on how long to remain at home and when to return to school.

What happens if a student demonstrates COVID-19 symptoms while at school?
If a student becomes ill during the school day, the following steps will be taken:
- Student will be taken to an isolation area where temperature and symptoms will be evaluated; student will remain in the isolation area until they are picked up by a parent or guardian
- The school site will work with the family to follow the Center for Disease Control Home Isolation Guidelines, as recommended by the CDPH

What happens if a positive COVID-19 case occurs at a school site?
For any positive COVID-19 case the following protocol will be applied, in accordance with state and local laws and regulations. School administrators will notify the District COVID-19 Response Team with the following information:
- Name of person confirmed
- If known, date of potential exposure
- Date of test
- Last date on Glendale Unified campus
- Names of individuals who may have had physical contact with an infected person or spent 15 minutes or more within six feet of distance

The COVID-19 Response Team will coordinate a response with LADPH. After receiving direction from LADPH, the Team member will only notify students, employees, and families who have been potentially exposed to COVID-19 and provide health recommendations and guidance from LADPH.

A positive COVID-19 case may lead a classroom, multiple classrooms, or a school to pivot to distance learning for a period of time. Any closures will be determined by District administration after consultations with LADPH. The classroom or impacted areas will receive extensive cleaning and disinfection following District and LADPH guidelines.

How are others notified they were in contact with an individual who tested positive for COVID-19?
Glendale Unified works with LADPH to determine close contacts and low risk contacts. Individuals identified by LADPH as close contacts are contacted by a District nurse with specifics regarding how long the individual must quarantine, steps to mitigate contracting COVID-19, and list symptoms associated with the virus. HIPPA notifications and guidelines for privacy are followed at all times.

What are the guidelines for attending school after returning from a trip?
LADPH issued updated travel guidance on April 5, 2021 recommending that LA residents restrict non-essential travel out of the state or country. All non-essential travelers who are not fully vaccinated arriving in or returning to California from other states or countries must quarantine according to LADPH guidelines. Please do NOT come to school until this quarantine period is complete. You may contact your school attendance clerk or health clerk to let them know about your travel/attendance status. You can find information on the travel guidance at: http://www.publichealth.lacounty.gov/media/coronavirus/traveladvisory.htm. Note, Glendale Unified continuously updates procedures to adhere to the latest guidance for travel as posted by LADPH.
Special Education Programs

All special education programs and related services will be available both on-campus and distance

• All special education families will have the same choices for instruction as their general education peers

• Secondary students in specialized programs will have the additional option of being on campus full-time, in order to meet the requirements of their IEP

• All students in specialized programs attending 100% on campus will follow a similar schedule as their general education peers
  o All elementary students: 2.5 hours direct instruction, 2.5 hours extended learning
  o If specified in the IEP, secondary students in specialized programs will have the additional option to remain on campus full-time for what would be their distance independent learning support times as well as the days they would be off track

Related services such as speech, occupational therapy and adaptive PE. will be provided both on campus and through distance learning in preschool, grades TK-12, and Adult Transition program

When a student with an IEP (or 504) is scheduled to attend school for any reason (specialized services, instruction, childcare, etc.), the following protocols will be implemented:

1. Before the student begins on campus services:
   a. Check with the parent regarding the student’s tolerance to wearing a mask
   b. Check with the Special Education department and/or teacher to verify the student’s ability and compliance in wearing a mask
      i. If determined the student may have difficulty wearing a mask the Special Education department will ensure an appropriately trained assistant is available to shadow the student while on campus. Special Education department will assign a Behavior Intervention Assistant (BIA) to the student
   c. The BIA will be trained on the following:
      i. Appropriate personal use of medical-grade PPE for their safety (KN95 mask, shield (or face shield w/drape), gloves, gowns)
      ii. Campus safety procedures
      iii. Student’s behavior goals or a Behavior Intervention Plan, strategies and data collection

2. Once student begins on campus services, the following is implemented:
   a. Development of an informal mask-wearing goal and plan (not included in IEP)
   b. If a student cannot wear a mask, determine what period of time the student is able to tolerate the mask and develop a goal based on this baseline. Determine if an alternative face covering is an appropriate interim step (ex. face shield). The goal should include benchmarks for improvement and needs to be tracked
      • BIA checks in periodically with the assigned Board-Certified Behavior Analyst (BCBA) for troubleshooting, data analysis and appropriate mask-goal progress reporting
c. Implemented mask breaks
   • Provide “mask-less” breaks as needed outside the classroom for student. Let the student take off their masks for limited, individual outside activities with increased physical distancing from other students
   • Prepare a classroom where the BIA and the student can access instruction. The BIA can work with the student on wearing a mask for increasing periods of time. **The student should NOT be secluded/excluded for the whole day, but rather have a side classroom at the school for times during which they are resistant to wearing the mask and for direct implementation of Applied Behavior Analysis (ABA) strategies

d. While in the classroom, arrange classroom seating
   • Turn the student’s desk in the classroom to face away from facing peers, with extra physical distancing, and use physical barriers (plexiglass) around the student’s desk (if appropriate)

e. BIA will utilize visual supports and consistently prompt the student to wear the mask while in the main classroom and use alternative locations if the student is being resistant to wearing the mask

f. BIA will provide positive reinforcement to student for compliance with wearing a mask.

g. Additional masks will be provided if students mask becomes lost or damaged.

3. If student continues to be mask-resistant and the safety of other students or staff are a concern, the team will consult and decide if the student should be referred to distance learning services only

**Additional Safety Considerations for Employees**

• Employees will be given a Mask Protocol to assist students with mask compliance
• IEP services will be delivered with adherence to the wearing of masks, physical distancing, increased hand washing, and sanitizing
• All employees who work with students who require more hands-on services such as diapering, tube feeding, etc. will utilize both face coverings, gloves and gowns
• Employees who work with students who require modeling of oral tasks to complete work will be issued clear face masks or face shields with drapes so students are able to better view their instructor
Athletics

Per CIF Guidelines, the following steps must be followed to ensure the best chance for CIF competition to commence as allowed by the guidance from the California Department of Public Health:

Physical conditioning, practice, skill-building, and training can be conducted outdoors, with proper physical distancing, and within stable team cohorts remain authorized regardless of county tier status. The full guides can be found in the CDPH guidance for Outdoor and Indoor Youth and Recreational Adult Sports. Such activities may be conducted indoors consistent with the Gym & Fitness Center Guidance Capacity. In counties under the Regional Stay at Home Order, only activities consistent with this statement are permitted, regardless of the county’s tier status.

- In the event of a positive test for COVID-19, schools will follow the current CDPH Guidelines for Schools
- Any student-athlete testing positive for COVID-19 may not return to practice or competition until cleared by their physician
- Schools must still follow all guidelines from their local county and the governing board of their school district or private/parochial school
- Competitions, meets, races, or similar events are authorized only if (a) both teams are located in the same county and the sport is authorized, or (b) teams are located in immediately bordering counties and the sport is authorized in both counties.
- Out of state competition is not allowed at this time.
- The county-based authorizations outlined in this document apply to the locations/counties in which the teams, schools, and leagues are functionally based (e.g. where the players reside, where facilities are located, etc.)
- Any tournaments or events that involve more than two teams are not currently permitted in California. Exceptions may be made, with authorization from the local health department, for the following sports where individual competitors from multiple teams are routine: track and field; cross-country; golf; skiing and snowboarding; tennis; and swimming/diving.

Note: CIF Guidelines will be adjusted as new updates are available
California Interscholastic Federation

EDUCATION-BASED ATHLETICS
COVID-19 MODIFICATIONS

• CDPH Youth Sports Guidelines (please review for complete Return to Play details)
• CIF Guidelines will be adjusted weekly
• In the event of a positive test for COVID-19, schools will follow the current CDPH Guidelines for Schools
• Any student-athlete testing positive for COVID-19 may not return to practice or competition until cleared by their physician
• Schools must still follow all guidelines from their local county and the governing board of their school district or private/parochial school

CIF Season 1 Sports (January - April):
Traditional Competitive Cheer, Cross Country, Field Hockey, Football, Gymnastics, Skiing/Snowboarding, Girls Volleyball, Water Polo

CIF Season 2 Sports (March - June):
Badminton, Baseball, Basketball, Competitive Sport Cheer, Golf, Lacrosse, Soccer, Softball, Swimming & Diving, Tennis, Track & Field, Boys Volleyball, Wrestling

*Please refer to respective CIF Sections for verification of seasons of sport

"Outdoor Sports in Red (Substantial) and Orange (Moderate) Tiers may hold competitions, regardless of county tier status, if respective county COVID-19 adjusted case rate is equal to or less than 14 per 100,000.

Additionally, the sports of football and water polo must conduct COVID-19 testing once per week in order to compete. Testing for these sports will be required until their county meets the red tier metrics. CDPH to provide further details regarding testing.

Please visit the State Dashboard for the latest county case rate data.

February 16, 2021
County Tier Status

Updated 2/19/2021
Mental Health & Social Emotional Wellness

Supporting students’ social emotional wellness is a priority for District and school staff. On-campus school counselors will provide self-paced lessons for all students districtwide. The core competencies include emotion regulation, empathy, skills for learning, social justice, and bully prevention. Since parents and guardians play such an important role in the lives of students, various webinars and other resources will be offered for students and families who may be experiencing anxieties or stresses through these challenging times.

All schools with be staffed with a mental health therapist and mental health interns. The following services will be provided:

- Individual counseling
- Weekly student support groups (i.e. grief counseling, motivational skills, stress management, etc.)
- Weekly LGBTQIA+ support groups
- Weekly parent workshops/support groups
- Weekly mindfulness activities for teachers to utilize in the classrooms
- Weekly mindfulness/self-care resources for middle and high school students
- Weekly mindfulness activities for elementary school students and parents
- Monthly self-care and social emotional wellness professional development for educators
- Monthly self-care newsletter for educators
- Monthly mental health focused newsletters and videos for students and families
- Monthly mental health forums
- Virtual Wellness Room to be utilized by parents and students

Visit Our Virtual Wellness Room at www.gusd.net/WellnessRoom
Additional Resources

CA Coronavirus (COVID-19) Response

California Department of Public Health Industry Guidance: Schools and School Based Programs

California Department of Education (CDE) Stronger together: A Guidebook for the reopening for California’s Public Schools

California Interscholastic Federation (CIF) Statement Regarding 2020-21 Sports Calendar and Bylaw Modification

How to Talk with Children about COVID-19: A Parent Resource