

## Reopening Protocols for K-12 Schools: Appendix T1

### Recent Updates (Changes highlighted in yellow)

**7/1/21**

- Updated to remove the reference to the Youth Sports Protocol and Live Events Protocol at the end of the document and to adjust guidance around performing arts.
- Aligns with new CDPH masking guidance and new Cal/OSHA COVID-19 Prevention Emergency Temporary Standards. Clarifies that masks are not required outdoors.
- Clarifies that physical distancing, stable group cohorting and entry screening are best practice recommendations rather than requirements.
- Water fountains may be used with proper flushing prior to use.

**6/14/21**

- Updated to realign completely with CDPH Guidance for K-12 Schools

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

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

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

The TK-12 reopening checklist starts on page 5, and provides safety measures in five areas:

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

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

### General Reopening Guidance for All Schools

**At this time, all schools are permitted to reopen for all students in any grades TK – 12.** Note that the state defines an open or reopened school as one that offers in person instruction at least one day each week to all students in at least one of the grades served by the school. Schools that do not meet that criteria may be

providing certain in person services to a limited number of students, but do not meet the criteria of being open or having reopened for the purposes of this protocol.

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

At this time, schools open for in person learning should also continue to offer 100% distance learning as an option for those families that prefer it.

### **Options for Schools That Have Not Yet Reopened for Full-grade In-person Instruction**

Schools that are preparing for reopening or electing to remain closed at this time, may still initiate or continue the following in person on campus activities. These activities may occur regardless of whether the school has reopened or remains closed:

- **Child care programs located in schools.**
  - LEAs and schools that offer day care services for children on school campuses must be in compliance with the DPH [Guidance for ECE Providers](#).
- **Specialized services for defined subgroups of children who need in person services and supports.**
  - LEAs and schools that are not prepared for full reopening retain the option to provide specialized, in-person services to defined groups of high needs students with IEPs, students who are English Language learners, and students with other needs that cannot be met through a virtual instruction platform. Schools that have fully reopened for one or more of the grades served, but not for all grades served by the school, may also deliver these special services to students in the grades not yet opened for full in person instruction, as long as the school is prepared to implement all required mitigation strategies, with additional recommended prevention measures implemented as feasible.
  - Specialized services may include but are not limited to occupational therapy services, speech and language services, other medical services, behavioral services, educational support services as part of a targeted intervention strategy, or assessments, such as those related to English Learner status, Individualized Education Plans, and other required assessments.
- **Supervised administration of college admission tests, including PSAT, ACT, and SAT exams, and Advanced Placement (AP) testing for college credits.**
  - College admission tests, including PSAT, ACT, and SAT exams, and AP testing, may be conducted at schools.
  - All students and staff are wearing face masks for the entire time on campus when indoors, and infection control directives are in place.
  - There is no gathering at arrival and dismissal times or during test breaks.

**TK to Grade 12 Reopening Checklist**

**Institution name:** Horace Mann Elementary School

**Address:** 501 Acacia Ave, Glendale, CA 91205

**Maximum Occupancy, per Fire Code:** 2,051

**Approximate total square footage of space open to faculty and/or students:** 73,266

**Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of in person services for students:** 80

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

TK: <u>92</u>	K: <u>92</u>	1: <u>92</u>	2: <u>92</u>	3: <u>92</u>	4: <u>92</u>	5: <u>92</u>
6: <u>0</u>	7: <u>0</u>	8: <u>0</u>	9: <u>0</u>	10: <u>0</u>	11: <u>0</u>	12: <u>0</u>

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

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

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

- A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.
- A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student, or visitor) tests positive for COVID-19.
- The plan addresses:
  - Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person’s return to their home.
  - Fact sheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with

further information.

- ✓ A plan or protocol to initiate a [School Exposure Management Plan](#) consistent with DPH guidance that outlines procedures for:
  - Isolation of case(s);
  - Identification of persons exposed to cases at school;
  - Quarantine of exposed unvaccinated employees and/or students; and
  - Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
  - Notification to DPH of all confirmed cases of COVID-19 disease among employees and children who had been at school at any point within 14 days prior to the illness onset date. The illness onset date is the COVID-19 test date or Symptom Onset Date of the infected person, whichever is earlier. Reporting of cases should be done within 1 business day of the school's notification of the case. This can be completed online using the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport> or by downloading and completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and sending it to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).
- ✓ A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health. This can be done using the same reporting options described above: (1) submitting the report online at <http://www.redcap.link/lacdph.educationsector.covidreport> or (2) completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and emailing it to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov). The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.
- ✓ Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.
- ✓ A plan or protocol for incorporating COVID-19 testing into regular school operations.
  - At a minimum the plan should describe the strategy for ensuring access to testing for students or employees who are symptomatic or have known or suspected exposure to an individual infected with SARS-CoV-2. Note that current Cal/OSHA COVID-19 Prevention Emergency Temporary Standards ([Cal/OSHA ETS](#)) requires employers to offer testing at no cost to employees during paid time for:
    - o Symptomatic unvaccinated employees, regardless of whether there is a known exposure.
    - o Unvaccinated employees after an exposure.
    - o Vaccinated employees after an exposure if they develop symptoms.
    - o Unvaccinated employees in an outbreak (3 or more employee cases).
    - o All employees in a major outbreak (20 or more employee cases).
  - In addition, the school may consider a strategy for periodic testing for asymptomatic individuals with no known exposure. The California Department of Public Health (CDPH) is not requiring any particular frequency or procedure for asymptomatic testing at this time. However, the state has put into place support for specific testing cadences through supplemental testing supplies, shipment, laboratory capacity, enrollment and reporting technology, training, and assistance with insurance reimbursement. Schools are advised to access information and resources regarding school-centered testing at the state's [Safe Schools for All hub](#).
  - The plan must provide that all testing results will be reported to the Department of Public Health.
  - Please Note: Screening testing is not recommended for:
    - o Persons who are fully vaccinated against COVID-19 and are asymptomatic.
    - o Persons who have recovered from laboratory confirmed COVID-19 within the past 90 days and are asymptomatic.
- ✓ Consider assigning vulnerable employees (employees not yet fully vaccinated who are above age 65 and/or

with chronic health conditions that would place them at high risk if infected) work that can be done from home **when feasible**. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.

- ✓ **Consider reconfiguration of work** processes to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.
- ✓ All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding [employer or government sponsored leave benefits](#), including their right to paid sick leave as guaranteed by the [2021 COVID-19 Supplemental Paid Sick Leave Law](#).
- ✓ Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is permitted. Use of indoor school facilities provides more risk of contamination of indoor air and surfaces and care should be taken to avoid unnecessary exposure for regular school employees and students. Routine cleaning after use of indoor facilities by non-school groups is recommended. Use of outdoor athletic fields by non-school youth sports teams, leagues, or clubs is permitted as long as care is taken to avoid unnecessary exposures for regular school employees and students.
- ✓ **Employee screenings are recommended to** be conducted before employees may enter the workspace. Entry screening **should include** a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee is currently under isolation or quarantine orders. Temperature checks are recommended if feasible.
  - These screenings can be done in-person upon arrival at the site or remotely before arrival using a digital app or other verifiable approach.
  - Note that current [Cal/OSHA ETS](#) requires employers to exclude employees from the workplace who have COVID-19 symptoms and/or are not fully vaccinated and have had a close contact. Cal/OSHA does not prescribe any particular method of employee screening but implementing some method as recommended will assist in compliance with the current ETS.
- ✓ Anyone entering school buildings or transports (school buses as well as school buildings) who has contact with others (students, parents, or other employees) is required to wear a face mask.
  - Employees who have contact with others are offered, at no cost, an appropriate face mask that covers the nose and mouth. The mask must be worn by the employee at all times during the workday when **indoors and is** in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used.
  - **Employers are required to provide, upon request, respirators to any unvaccinated employee along with instructions on how to ensure the mask fits appropriately.**
  - Employees that are in a setting where they are in close contact with other people who may not be fully vaccinated should be offered and should consider wearing higher level of protection, such as wearing two masks (“double masking”) or a respirator (e.g., KN95 or N95). This is particularly important if the employee is not fully vaccinated and is working in an indoor or crowded outdoor setting.
  - **At times when the school is open for any in person student programming and services, all** staff must wear a face mask at all times when indoors, except when working alone in private offices with closed doors or when eating or drinking. **During periods when the school is not providing any in-person student services, for example during a holiday or summer break, or at a district office which does not provide direct student services, staff may follow less restrictive [Cal/OSHA ETS](#) masking requirements.**
  - **Note:** To be extra safe, it is **strongly recommended** at this time that everyone wear masks indoors in schools regardless of their vaccination status and even when students are not present at the facility,



unless every individual who is present is known to be fully vaccinated. While fully vaccinated people are protected from getting sick from variants, they may get asymptomatic or mild infections. Until we better understand how and to whom the Delta variant is spreading, everyone is asked to wear masks to help slow the spread of the virus. For the most updated LACDPH guidance and information on masking, refer to our [COVID-19 Masks](#) page.

- A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a clothface mask.
- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who have medical reasons why they cannot use or tolerate a face mask. They should substitute a face shield with drape at the bottom if tolerated. They may also receive instruction and services in a one-to-one setting with staff wearing appropriate PPE or be accommodated via distance learning.

✓ It is recommended that employees be instructed to wash or replace their face masks daily and parents be instructed to ensure that children have clean face masks.

✓ To ensure that masks are worn consistently and correctly, staff are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and increase their physical distance from others. Eating or drinking outdoors is best but eating or drinking at a cubicle or workstation indoors is preferred to eating in a breakroom if eating in a cubicle or workstation permits greater distance from and barriers between staff.

✓ Consider increasing space between employees in any room or area used by staff for meals and/or breaks, especially when space will be shared by employees who are not fully vaccinated or whose vaccination status is unknown.

✓ All employees, on-site contractors, vendors, and delivery personnel have been provided instructions regarding required use of face masks when around others indoors.

✓ Break rooms, restrooms, classrooms, and other common areas used or visited by staff are cleaned at the frequency listed below. Routine cleaning is recommended at a frequency no less than once per day during periods of operation but may be done more frequently.

- Break rooms \_\_\_\_\_ Daily \_\_\_\_\_
- Restrooms \_\_\_\_\_ Daily \_\_\_\_\_
- Classrooms \_\_\_\_\_ Daily \_\_\_\_\_
- Laboratories \_\_\_\_\_ Daily \_\_\_\_\_
- Nurse's office \_\_\_\_\_ Daily \_\_\_\_\_
- Counseling and other student support areas \_\_\_\_\_ Daily \_\_\_\_\_
- Front office \_\_\_\_\_ Daily \_\_\_\_\_
- Other offices \_\_\_\_\_ Daily \_\_\_\_\_
- Other (auditorium, gymnasium, library if in use) \_\_\_\_\_ Daily \_\_\_\_\_

✓ High touch areas in staff breakrooms are recommended to be cleaned at least once per day.

✓ It is recommended that hand sanitizer effective against COVID-19 be made available to all employees in or near the following locations (check all that apply):

- Building entrance/s, exit/s \_\_\_\_\_ ✓ \_\_\_\_\_
- Central office \_\_\_\_\_ ✓ \_\_\_\_\_
- Stairway entrances \_\_\_\_\_ ✓ \_\_\_\_\_
- Elevator entry (if applicable) \_\_\_\_\_ ✓ \_\_\_\_\_
- Classrooms \_\_\_\_\_ ✓ \_\_\_\_\_

- Faculty breakroom
- Faculty offices:

- It is recommended that employees be offered frequent opportunities to wash their hands with soap and water.
- Copies of this Protocol have been distributed to all employees. Posted on school web site.
- Optional—Describe other measures:

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

- Maximum number of employees permitted in facility, is: 80
- Consider maintaining measures to promote physical distancing of students on school buses since many students remain unvaccinated. These measures may include (check all that apply):
  - A maximum of one child per bus seat.
  - Face masks **REQUIRED** at all times (**Use of face masks on buses is not optional**).
  - Use of alternating rows.
  - Open windows as air quality and rider safety concerns allow.
- Additional measures that may be considered to promote physical distancing and reduce rider density on school buses (Check all that apply):
  - Staggered school start times to permit more than one trip per bus at school start and close.
  - Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry.
  - Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming. 
    - Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of face masks.
    - Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.
  - Other: \_\_\_\_\_
- Consider implementing measures to reduce crowding as students, parents or visitors enter and move through the school building. These may include (check all that apply):
  - Schedules are adjusted to ensure that only one cohort or stable group is moving through common spaces (such as hallways and bathrooms) at a given time.
  - School employees are deployed in hallways to promote physical distancing and reduce loitering and crowding as students enter, go through symptom checks and proceed to classrooms.
  - Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining a 3-foot distance between riders; during peak building entry and exit times, this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 3-foot physical distance between riders. All riders are required to wear face masks.
  - The following measures may be implemented to avoid crowding on stairways:

- Designation of up and down stairways
- Staggering of breaks between classes
- Monitoring of stairways by school staff
- Other: \_\_\_\_\_

**Consider adopting a school-wide** approach to creating and maintaining stable groups, in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting, throughout the school day. Stable groups are considered a best practice at all grade levels and therefore recommended but not required.

- Students with IEP or 504 plans who require specialized services may be pulled out of their general education classroom and grouped with other students requiring similar services as needed to provide appropriate level of instruction and care. This additional special education learning group may also follow stable group principles to keep membership the same day to day to the extent possible.
- In addition to working with different stable groups, specialized staff who serve students with IEP or 504 plans may pull out individual students from group settings to provide 1-to-1 interactions, without limit on the number of individual students they work with. **It is recommended that** the space used for 1-to-1 meetings have contact surfaces and objects cleaned between meetings, **to the extent possible.**
- Specialized staff who serve students with IEP or 504 plans may also enter multiple classrooms in order to interact with individual students, without limit on the number of classrooms they may enter. It is strongly recommended that such staff be fully vaccinated before engaging in this behavior, and any staff not fully vaccinated should wear a face shield in addition to the required surgical mask if entering multiple classrooms for this purpose. All staff must wash or sanitize hands after leaving a classroom and before entering another classroom with a different stable group of students.

**Consider maintaining measures to allow for recommended** physical distancing within classrooms. These **may** include the following measures (check all that apply): Class size is dependent on size and layout of the classroom.

- In-person class size has been limited to see above students in elementary grades.
- In-person class size has been limited to see above students in middle and high school grades.
- The school day has been divided into shifts to permit fewer students per class.
- Attendance is staggered to reduce the overall number of students in classrooms on a given day.
- Some classes have been moved entirely online.
- Online class attendance and participation is offered as an option for all students for all classes.
- Alternative spaces are used to reduce the number of students within classrooms. These may include:
  - School library
  - Auditorium
  - Cafeteria
  - Gymnasium
  - Other: \_\_\_\_\_
- Classroom furniture is set up to maximize distance between students and between students and teachers. It is strongly recommended that distance between students in the classroom **and** between students and teachers **be no less than 3 feet in classrooms where there are unvaccinated students.** Additional considerations for schools **who choose to maintain** a physical distancing policy **with** a 3-foot distance include:
  - Focus on high mask adherence—if there are doubts about mask adherence, consider more robust physical distancing practices;
  - Consider enhancing other mitigation layers, such as stable groups or **improved** ventilation;
  - Maintain **an increased distance** as much as possible during times when students or staff are not masked (e.g., due to eating or drinking, napping)



Use physical barriers between students to minimize contact.

- Nap or rest areas in classrooms have students placed **increased distance** apart and alternating feet to head.
- Other: \_\_\_\_\_

**Consider offering physical education class outdoors as much as possible and select activities that allow physical distancing and limited physical contact.**

**Consider implementing school policies that promote physical distancing in locker rooms.** Policies may include:

- Offering access to locker rooms only when staff supervision is possible. Staggering locker room access.
- Creating alternative options for storage of student clothing, books, and other items.

**Consider implementing measures to increase physical distancing during school meals when students will be unmasked.** These may include (check all that apply):

- Meals are eaten in classrooms or outdoors, without any mingling of stable groups from different classrooms.
- If students line up to pick up food, tape or other markings are used to **promote appropriate** distance between students.
- Staff are deployed during meals to maintain physical distancing and prevent any mixing of students from different stable groups.
- If meals take place in a cafeteria, mealtimes are staggered to **reduce the number of groups** in the cafeteria **at any one time**.
- If meals take place in a cafeteria, space between all tables/chairs has been increased to **maintain appropriate distance between students while eating**. Barriers between tables and/or chairs may be used as an alternative when **enhanced** distancing is not possible.

**Consider implementing measures to promote physical distancing in school areas used for student support services.**

- Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) have been instructed to maintain a physical distance of at least 3 feet to the extent feasible while engaging in student support activities.
- Furniture and equipment in school areas used for student support services are arranged to promote a **3-foot** distance between any two students and/or between students and staff.
- Where feasible and appropriate, therapeutic and support activities are conducted virtually.
- Sharing of equipment and supplies is avoided where possible.
- Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.

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

**Symptom screening is recommended to be** conducted before students, visitors and staff may enter the school. Screening should include a check-in concerning symptoms consistent with possible COVID-19 and any other symptoms the individual may be experiencing. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival. A temperature check with a no-touch thermometer at entry is recommended as part of the screening, **if feasible**, especially for visitors who may not be part of a systematic at-home screening process.

- Students, staff, and visitors who screen positive at entry or who report symptoms at any point during the school day **should** be reported to the COVID-19 Compliance Team (see Section A). The COVID-

19 Compliance Team will determine whether the individual should be excused from the facility according to DPH guidance on [Symptom and Exposure Screening Pathways](#) at Educational Institutions. Students who screen positive are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while a determination is made on exclusion and arrangements are made for their return home, where indicated.

- Per the DPH Symptom and Exposure Screening Pathways, students, staff, and visitors who have had close contact with an individual who has screened positive for symptoms consistent with possible COVID-19 are notified of the potential exposure. These individuals are not required to quarantine unless the exposure has been confirmed through a positive COVID-19 diagnostic viral test or a clinical diagnosis from a medical provider. Students who have a confirmed exposure are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Quarantine Order.

✓ Screening of adults and of middle and high school age students **should include a** question about close contact with anyone at home, school or elsewhere **in the past 10 days who** has tested positive for COVID-19.

- Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID-19.
- Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.

✓ **Consider implementing measures** to limit risk of infection due to visits by individuals other than staff and students. These **may** include (check all that apply):

- Visitors **should be** registered in a visitor log that includes a visitor's name, phone number and email address **in case this information is needed in the future for contact tracing purposes**. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information **should also be** captured in the visitor log. ✓
- Movement of visitors within the school is **best** limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible, in order to **reduce unnecessary interaction** with any stable learning groups. ✓
- Visitors arriving at the school are reminded to wear a face mask at all times while inside the school. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed by their medical provider that they should not wear a face mask **should** wear a face shield with a drape on the bottom edge, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them. ✓

✓ **Implementing measures** to promote optimal ventilation in the school **is recommended**. These may include (check all that apply):

- **Movement** of classroom learning, meals, and activities to outdoor space **is maximized** whenever feasible and weather permitting. ✓
- The school HVAC system is in good, working order. Prior to school reopening, **consider having** the HVAC system evaluated by an appropriate engineer familiar with the Guidance for Reopening Schools as developed by the American Society of Heating, Refrigerating, and Air-conditioning Engineers (ASHRAE). ✓
- HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate. ✓

- Portable, high-efficiency air cleaners have been installed if feasible.
  - Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate. Existing fire codes requiring closure of fire-rated doors must be respected.
  - Air filters have been upgraded to a higher efficiency (MERV-13 or higher rating is preferred).
  - Other: \_\_\_\_\_
- It is recommended to have measures in place to promote appropriate cleaning of space, surfaces, and objects throughout the school. These may include (check all that apply).
- A cleaning schedule have been established in order to avoid both under-and over- use of cleaning products.
  - Buses are thoroughly cleaned daily and disinfected after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are cleaned after every completed bus route.
  - Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are cleaned at least daily and more frequently as resources allow using appropriate products (see below).
  - Drinking fountains may be available for use. To minimize the risk of Legionnaire's disease and other diseases associated with water, take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. This includes proper flushing and may require additional cleaning steps (including disinfection). Refer to CDC Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation: <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>.
  - Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are sanitized between users.
  - Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list "N) are used according to product instructions. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together – this causes toxic fumes that may be very dangerous to breathe.
  - Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
  - Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product.
  - All cleaning products are kept out of children's reach and stored in a space with restricted access.
  - Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
  - Enhanced cleaning and disinfection of school premises, when indicated, is done when students are not at school with adequate time to let spaces air out before the start of the school day.

- Steps are taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water. ✓
- Restrooms, lobbies, break rooms and lounges, and other common areas are cleaned at the frequency listed below. Routine cleaning is recommended at a frequency no less than once per day during periods of operation but may be done more frequently.
  - Restrooms: Daily
  - Lobbies/entry areas: Daily
  - Teacher/staff break rooms: Daily
  - Classrooms: Daily
  - Cafeteria dining area: Daily
  - Cafeteria food preparation area: Daily
  - Front office: Daily
  - Other offices: Daily
  - Other areas: Daily

✓ Measures are in place to ensure use of appropriate face masks by all staff, students, and visitors at all times when indoors. These must include (check all that apply):

- Staff, parents, and students are informed of the requirement for face masks prior to the start of the school year and on a regular basis throughout the school year. ✓
- All students 2 and older are required to wear face masks at all times while indoors on school property except while eating, drinking, or carrying out other activities that preclude use of face masks. ✓
- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who have medical reasons why they cannot use or tolerate a face mask. They should substitute a face shield with drape at the bottom if tolerated. Those who cannot wear masks may also be accommodated in a one-to-one setting with staff wearing appropriate PPE or be accommodated via distance learning. ✓
- Information is provided to staff, parents and students concerning proper use of face masks including the need to wash face masks after each day's use. ✓
- Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and depicts proper use of cloth face masks. ✓
- As feasible, two face masks are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own face masks. ✓
- Parents of younger children are encouraged to provide a second face mask for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face mask during the day. ✓
- Staff who are deployed at school entry or in hallways or other common areas remind students of rules concerning use of face masks. ✓
- Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.), as appropriate. ✓
- Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building. ✓

**NOTE:** Staff and students who are alone in closed offices are not required to wear face masks. Students may also remove face masks **indoors** when eating or napping or when wearing a face mask is otherwise impracticable (e.g., while **swimming or** showering). The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a face mask to enable the youngest students to see their teacher's face and avoid potential **barriers to phonological instruction**. During periods when the school is not providing any **in-person student services**, for example during a holiday or summer break, or at a district office which does not provide direct student services, staff may follow less restrictive **Cal/OSHA ETS** masking requirements.

**Implementing measures** to promote frequent hand washing by staff, students, and visitors **is recommended**. These may include (check all that apply):

- Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
- Younger students are regularly scheduled for frequent handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.
- Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper hand washing.
- Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
- Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol-based hand sanitizer is preferred and should be used in school environments. Hand sanitizers with isopropyl alcohol as the main active ingredient are not used in the school, as it is more irritating and can be absorbed through the skin.
- Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Hand sanitizer is not out in the open and should be used with adult supervision for children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.
- Hand sanitizer, soap and water, tissues and trash cans are available at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.

### SPECIAL CONSIDERATIONS FOR PERFORMING ARTS

**Music classes**

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



hand openings for woodwind instruments to minimize the generation of droplets and aerosols.

### ✓ Theater classes

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

### ✓ Dance classes

- Students and instructors must wear face masks at all times while indoors. Masks may be removed **briefly** to drink water; during water breaks, students should be reminded to maintain **an increased distance from others while masks are removed**. Students should be reminded to limit their exertion to a level that is comfortable while wearing a face mask and to **immediately take a break** from exercise if they begin to experience any difficulty breathing. **Masks may be briefly removed while a participant rests and catches their breath as long as they move an appropriate distance from all others in the space.** Masks should be changed if they become wet, if they stick to a person's face, or if they obstruct breathing.
- For activities that generate **a greater volume of** respiratory droplets such as heavy exertion, **increasing the distance between individuals and limiting such activities to outdoor space is strongly recommended.**
- Maximize use of outdoor space for practice and performance as much as possible. **Masks must be worn at all times for indoor activities.**

### ✓ Music Recording

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

### ✓ Performances

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

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

- Information **should be** sent to parents and students prior to the start of school concerning school policies related to (check all that apply):
  - Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19
  - Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19
  - Who to contact at the school if student has symptoms or may have been exposed:  
 \_\_\_\_\_
  - How to conduct a symptom check before student leaves home
  - Required use of face masks
  - Importance of student compliance with any physical distancing and infection control policies in place
  - Changes in academic and extracurricular programming in order to avert risk
  - School policies concerning parent visits to school and advisability of contacting the school remotely
  - Importance of providing the school with up-to-date emergency contact information including multiple parent contact options
  - Other: \_\_\_\_\_
- A copy of this protocol is posted at all public entrances to the school and uploaded to a public facing page on the school or district website.
- Signage has been posted throughout the school reminding staff and students of policies concerning use of face masks and importance of hand washing.
- Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
- Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face masks, physical distancing, and hand washing.
- Online outlets instruct students, parents, and teachers on how to contact the school in case of infection or exposure.

**E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

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

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

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

**Business Contact Name:** Stephen Dickinson, Chief Business and Financial Officer

**Phone Number:** 818-241-3111

**Date Last Revised:** 7-2-2021

### SUMMARY OF REQUIRED PROCEDURES CONTAINED IN THIS DOCUMENT

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