Reopening Protocols for K-12 Schools: Appendix T1

Recent Updates (Changes highlighted in yellow)

1/4/22

- Clarified language regarding indoor and outdoor masking requirements for student.

1/1/22

- Strong recommendation for all eligible staff and students to receive a booster dose of a COVID-19 vaccine in addition to their primary vaccine series.
- COVID-19 testing required for all close contacts who are permitted to remain in school, regardless of vaccination or booster status.
- Masking now required for all outdoor activities where physical distancing is not feasible, except while eating or drinking.
- Staff are required to wear upgraded masks (surgical mask or higher-level PPE).
- Students are strongly recommended to wear masks that are well-fitting, non-cloth masks of multiple layers of non-woven material with a nose wire.

12/9/21:

- Updated to clarify that students that are playing wind instruments indoors as a part of a group must be separated by at least 3 feet from others while playing the instruments (in addition to adhering to other requirements).

The County of Los Angeles Department of Public Health (DPH) is adopting a staged approach, supported by science and public health expertise, to enable schools serving students from transitional kindergarten through grade12 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 ph.lacounty.gov/Coronavirus for updates to this document.

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

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

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

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

General Reopening Guidance for All Schools
At this time, all schools are permitted to reopen for all students in any grades TK – 12.

Note for childcare programs located in schools. Local Education Agencies (LEAs) and schools that offer day care services for children on school campuses should refer to DPH Guidance for ECE Providers.

COVID-19 VACCINATION IS THE FIRST LINE OF DEFENSE

Achieving a high vaccination rate on your school campus is the first and best way to lower risk of infection and transmission at your school, greatly decrease risk of severe illness, hospitalization, and death in those who are fully vaccinated, and provide an additional layer of protection for those who cannot be fully vaccinated, are immunocompromised, or have underlying health conditions. For this reason, in addition to all requirements and recommendations written in this protocol, schools are urged to adopt strategies that normalize, promote, and facilitate COVID-19 vaccination and booster doses for all eligible staff and students on your campus. Please see LACDPH Vaccine Clinic Toolkit for Schools, a step-by-step guide with best practices for hosting a school-based vaccine clinic. Also be aware that a Health Officer Order issued by the State of California on August 11, 2021 requires all school staff to either show proof of full vaccination or be tested at least once per week. The State also announced that students will be required to be vaccinated for in person learning starting the term following full FDA approval of the vaccine for their grade span (7-12 and K-6).

TK to Grade 12 Reopening Checklist

Institution name: Caifornia Creative Learning Academy

Address: 3838 Eagle Rock Blvd, Los Angeles CA 90065

Maximum Occupancy, per Fire Code: 396

Approximate total square footage of space open to faculty and/or students: 39027

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

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

TK:	25	**K:**	75	**1:**	75	**2:**	n/a	**3:**	n/a	**4:**	n/a	**5:**	n/a
6:	n/a	**7:**	n/a	**8:**	n/a.	**9:**	n/a	**10:**	n/a	**11:**	n/a	**12:**	n/a

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

acting under school direction to carry out essential functions. The term "parents" is used in these protocols to refer to any persons serving as caregivers or guardians to students.

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

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

✅ A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.

✅ A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student, or visitor) tests positive for COVID-19.

✅ The plan addresses:

- Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person's return to their home.
- Fact sheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.

✅ A plan or protocol to initiate a School Exposure Management Plan consistent with DPH guidance that outlines procedures for:

- Isolation of case(s);
- Identification of persons exposed to cases at school;
- Quarantine of exposed unvaccinated employees and/or students; and
- Assurance of access to testing for all exposed individuals within the school, regardless of vaccination status, as the basis for further control measures.
- Notification to DPH of all confirmed cases of COVID-19 disease among employees and children who had been at school at any point within 14 days prior to the illness onset date. The illness onset date is the COVID-19 test date or Symptom Onset Date of the infected person, whichever is earlier. Reporting of cases should be done within 1 business day of the school's notification of the case. This can be completed online using the secure web application: http://www.redcap.link/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.

✅ A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health. This can be done using the same reporting options described above: (1) submitting the report online at http://www.redcap.link/lacdph.educationsector.covidreport or (2) completing the COVID-19 Case and Contact Line List for the Education Sector and emailing it to ACDC-Education@ph.lacounty.gov. The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.

✅ Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.

✅ A plan or protocol for incorporating COVID-19 testing into regular school operations.

- At a minimum the plan should describe the strategy for ensuring access to testing for students or employees who are symptomatic or have known or suspected exposure to an individual infected with SARS-CoV-2. Note that current Cal/OSHA COVID-19 Prevention Emergency Temporary Standards (Cal/OSHA ETS) requires employers to offer testing at no cost to employees during paid time for:

- Symptomatic unvaccinated employees, regardless of whether there is a known exposure.
- Unvaccinated employees after an exposure.
- Vaccinated employees after an exposure if they develop symptoms.
- Unvaccinated employees in an outbreak (3 or more employee cases).
- All employees in a major outbreak (20 or more employee cases).

- At this time, testing is required for all staff and students who are close contacts and who remain in school after exposure, including those who are fully up to date on vaccination and booster doses, as well as those students not up to date but permitted to continue to participate in their academic activities per modified quarantine. Full compliance with this directive is expected to occur no later than two weeks after the post-holiday reopening date of the school or district For details of changes to and implementation of isolation and quarantine rules, refer to Appendix T2: Exposure Management Plan for K-12 Schools
  - In addition, the school should consider a strategy for periodic testing for asymptomatic individuals with no known exposure. The California Department of Public Health (CDPH) is not requiring any particular frequency or procedure for asymptomatic testing at this time. However, the state has put into place support for specific testing cadences through supplemental testing supplies, shipment, laboratory capacity, enrollment and reporting technology, training, and assistance with insurance reimbursement. Schools are advised to access information and resources regarding school-centered testing at the state's Safe Schools for All hub. In times of high rates of community transmission, LA County recommends that periodic testing include fully vaccinated individuals where resources allow. Note at this time given the dynamics of the current pandemic surge and the increased infectivity of the omicron variant, screening testing has become increasingly important as a mitigation strategy to limit in-school transmission. Universal screening testing is still not required in this protocol but is strongly recommended as a strategy to prioritize.
  - The plan must provide that all testing results will be reported to the Department of Public Health.
  - Please note: Screening testing is not recommended for persons who have recovered from laboratory confirmed COVID-19 within the past 90 days and are asymptomatic.

✅ Consider assigning vulnerable employees (employees not yet fully vaccinated who are above age 65 and/or with chronic health conditions that would place them at high risk if infected) work that can be done from home when feasible. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.

✅ Consider reconfiguration of work processes to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.

✅ All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding employer or government sponsored leave benefits.

✅ Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is permitted. Use of indoor school facilities provides more risk of contamination of indoor air and surfaces and care should be taken to avoid unnecessary exposure for regular school employees and students. Routine cleaning after use of indoor facilities by non-school groups is recommended. Use of outdoor athletic fields by non-school youth sports teams, leagues, or clubs is permitted as long as care is taken to avoid unnecessary exposures for regular school employees and students.

✅ Employee screenings are recommended to be conducted before employees may enter the workspace. Entry screening should include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee is currently under isolation or quarantine orders. Temperature checks are recommended if feasible.

- These screenings can be done in-person upon arrival at the site or remotely before arrival using a digital app or other verifiable approach.

- Note that current Cal/OSHA ETS requires employers to exclude employees from the workplace who have COVID-19 symptoms and/or are not fully vaccinated and have had a close contact. Cal/OSHA does not prescribe any particular method of employee screening but implementing some method as recommended will assist in compliance with the current ETS.

✅ Masking is required for anyone entering school buildings or transports (school buses as well as school buildings) who has contact with others (students, parents, or other employees).

- Employees who have contact with others are offered, at no cost, an appropriate face mask that covers the nose and mouth. The mask must be worn by the employee at all times during the workday and is in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used.
- Employees who are exempt from wearing a mask **must** undergo COVID-19 testing at least twice per week unless the employee provides proof of full vaccination status against COVID-19 and proof of receipt of booster dose once they become eligible. In times of high rates of community transmission, LA County recommends that this periodic testing also include fully vaccinated individuals with or without booster doses where resources allow.
- **Requirement to provide upgraded masks to all school employees:** At this time, all school employees, as defined above, must wear surgical-grade masks (also referred to as medical procedure masks) or higher-level PPE (e.g., KN95 or N95 respirator masks). For those wearing surgical masks, double masking, with a cloth face covering worn over the surgical mask, is recommended for enhanced protection. Cloth face coverings alone are no longer acceptable, as they do not provide the same level of source control or personal protection as a proper surgical mask or higher-level PPE. Full compliance with this directive is expected to occur no later than two weeks after the post-holiday reopening date of the school or district
- Employers are required to provide, upon request, respirators to any unvaccinated employee along with instructions on how to ensure the mask fits appropriately.
- All staff **must** wear a face mask at all times when indoors, except: when working alone in private offices with closed doors; when they are the **only** individual present in a larger open workspace for multiple employees; or when eating or drinking.
- All staff are also required to wear masks outdoors on school campuses, except when eating or drinking, when in crowded outdoor settings where distancing cannot be easily and reliably maintained.
- it is strongly recommended but not required that students wear upgraded masks which at a minimum are well-fitting, non-cloth mask of multiple layers of non-woven material with a nose wire. Nothing in this protocol requires that the school provide upgraded masks to its general student population and parental preference should be respected as to the level of PPE the student wears. **However, universal masking with some appropriate type of face covering is still currently required for both indoor and outdoor settings on the school campus**. Exceptions would include when actively eating or drinking and in outdoor settings where physical distancing can be reliably maintained.
- For the most updated LACDPH guidance and information on masking, refer to our COVID-19 Masks page.
- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who have medical reasons why they cannot use or tolerate a face mask. Students who present appropriate documentation demonstrating a disability or condition that does not allow them to safely wear a mask should wear a face shield with drape at the bottom if their condition allows it. Students with documented conditions that do not accommodate the face shield and drape may request a reasonable accommodation from the school or district. Assessing for exemption due to a medical condition, mental health condition, disability or hearing impairment that prevents wearing a mask, is a medical determination and therefore must be made by a physician,

nurse practitioner, or other licensed medical professional practicing under the license of a physician. Self-attestation and parental attestation for mask exemptions due to the aforementioned conditions do not constitute medical determinations. Appropriately documented medical exemptions are the only acceptable reason a student may be excused from the requirement to wear a mask indoors at school. Personal belief or religious exemptions do not apply to masking requirements.

- It is strongly recommended that any student who is exempt from wearing a mask indoors be tested for COVID-19 at least twice a week, unless they provide proof of full vaccination status (and booster status if eligible) against COVID-19. In times of high rates of community transmission, LA County recommends that this periodic testing also include fully vaccinated and boosted individuals where resources allow.
- Public schools should be aware of the requirements in AB 130 to offer independent study programs for the 2021-22 school year.

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

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

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

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

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

- Break rooms Mon-Fri: 17:00-20:00
- Restrooms Mon-Fri: 7:00-8:00, 10:00-11:00, 13:00-14:00, 17:00-20:00
- Classrooms Mon-Fri: 17:00-20:00
- Laboratories n/a
- Nurse's office n/a
- Counseling and other student support areas Mon-Fri: 17:00-20:00
- Front office Mon-Fri: 17:00-20:00
- Other offices Mon-Fri: 17:00-20:00
- Other (auditorium, gymnasium, library if in use) Mon-Fri: 17:00-20:00

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

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

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

- Faculty breakroom ☑
- Faculty offices: ☑

☑ It is recommended that employees be offered frequent opportunities to wash their hands with soap and water.

☑ Copies of this Protocol have been distributed to all employees.

❑ Optional—Describe other measures:

_____

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

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

☑ Maximum number of employees permitted in facility, is: 35.

❑ Face masks are required at all times on school buses and vans.

❑ Consider maintaining measures to promote physical distancing of students on school busses since many students remain unvaccinated. These measures may include (check all that apply):

- Seating one child per bus seat. _____
- Use of alternating rows. _____
- Open windows as air quality and rider safety concerns allow. _____

☑ Additional measures that may be considered to promote physical distancing and reduce rider density on school buses (Check all that apply):

- Staggered school start times to permit more than one trip per bus at school start and close. _____
- Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry. _____
- Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming. _____
  - Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of face masks.
  - Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.
- Other: _____

☑ Consider implementing measures to reduce crowding as students, parents or visitors enter and move through the school building. These may include (check all that apply):

- Schedules are adjusted to avoid crowding in common spaces and when possible, allow single classrooms or small groups to move through common spaces (such as hallways and bathrooms) at a given time. _____
- School employees are deployed in hallways to promote physical distancing and reduce loitering and crowding as students enter and proceed to classrooms. _____

- Elevator capacity, if applicable, is limited to reduce crowding. All riders are required to wear face masks. n/a
- The following measures may be implemented to avoid crowding on stairways:
  - Designation of up and down stairways n/a
  - Staggering of breaks between classes n/a
  - Monitoring of stairways by school staff n/a
  - Other: _____

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

- Students with IEP or 504 plans who require specialized services may be pulled out of their general education classroom and grouped with other students requiring similar services as needed to provide appropriate level of instruction and care.
- Specialized staff who serve students with IEP or 504 plans and/or provide specialized services will need to work with different stable groups during the school day and this should be accommodated. Staff that are not fully vaccinated should consider wearing a face shield in addition to the required mask if entering multiple classrooms for this purpose. All staff should be encouraged to wash or sanitize hands after leaving a classroom and before entering another classroom with a different group of students.

☑ Consider implementing measures that allow for recommended physical distancing within classrooms when possible without interfering with essential operations. These may include the following measures (check all that apply):

- Classroom furniture is set up to maximize distance between students and between students and teachers. As a best practice, avoid using "pod" seating arrangements in classrooms. Where distancing is not feasible consider other safety measures including focus on high mask adherence.
- Consider enhancing other mitigation layers, such as stable groups or improved ventilation.
- Maintain an increased distance as much as possible during times when students or staff are not masked (e.g., due to eating or drinking, napping).
- Nap or rest areas in classrooms have students placed an increased distance apart and alternating feet to head.
- Other: _____

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

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

- Offering access to locker rooms only when staff supervision is possible. Staggering locker room access. Consider limiting the total time students and student athletes spend in locker rooms, for example, suggest student athletes shower at home after practice and games.
- Creating alternative options for storage of student clothing, books, and other items.

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

- Meals are eaten in classrooms or outdoors, without mingling of stable groups from different classrooms. _____
- If students line up to pick up food, tape or other markings are used to promote distance between

students. _____

- Staff are deployed during meals to maintain distancing and prevent mixing of students from different stable groups. _____
- If meals take place in a cafeteria, mealtimes are staggered to reduce the number of groups in the cafeteria at any one time. _____
- If meals take place in a cafeteria, space between all tables/chairs has been increased to maintain distance between students while eating. Barriers between tables and/or chairs may be used as an alternative when distancing is not possible. _____

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

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

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

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

- Students, staff, and visitors who screen positive at entry or who report symptoms at any point during the school day should be reported to the COVID-19 Compliance Team (see Section A). The COVID-19 Compliance Team will determine whether the individual should be excused from the facility according to DPH guidance on Symptom and Exposure Screening Pathways at Educational Institutions. Students who screen positive are provided a surgical mask, unless they are already wearing a mask of recommended quality and accompanied to a pre-selected isolation space where they can remain while a determination is made on exclusion and arrangements are made for their return home, where indicated.
- 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, unless the student meets criteria to remain in the classroom space during the post-exposure period (students who remain in the classroom space post-exposure must wear a well-fitting, non-cloth mask of multiple layers of non-woven material with a nose wire. This quarantine 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.

- Anyone who is screened for recent exposure and reports close contact with an infected person should be managed per guidance in Appendix T2: Exposure Management Plan for K-12 Schools

✅ 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. For the safety of the visitors, as well as the entire school population, it is recommended but not required at this time that visitors wear an increased grade of mask while on campus such as a surgical grade (or medical procedure) mask or higher-level PPE (e.g., KN95 or N95 respirator). _____

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

- Movement of classroom learning, meals, and activities to outdoor space is maximized whenever feasible and weather permitting. _____
- The school HVAC system is in good, working order. Prior to school reopening, consider having the HVAC system evaluated by an appropriate engineer familiar with the Guidance for Reopening Schools as developed by the American Society of Heating, Refrigerating, and Air-conditioning Engineers (ASHRAE). _____
- HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate. _____
- Portable, high-efficiency air cleaners have been installed if feasible. _____
- Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate. Existing fire codes requiring closure of fire-rated doors must be respected. _____
- Air filters have been upgraded to a higher efficiency (MERV-13 or higher rating is preferred). _____
- Due to large room capacity and high-risk activities occurring on the court, improved ventilation in gymnasiums is a critical strategy to lower risk of viral transmission and outbreaks occurring as a result of high-risk competitive play. Strategic use of fans to improve air exchange at floor level may have significant impact at mitigating this risk. See Best Practices for Gymnasium Ventilation for further guidance. _____
- Other: _____

✅ 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 has 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 (PPE), including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product. _____
- All cleaning products are kept out of children's reach and stored in a space with restricted access. _____
- Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality. _____
- 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: See section above for schedule
    - Lobbies/entry areas: _____
    - Teacher/staff break rooms: _____
    - Classrooms: _____
    - Cafeteria dining area: _____
    - Cafeteria food preparation area: _____

- Front office: _____
- Other offices: _____
- Other areas: _____

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

- Staff, parents, and students are informed of the requirement for face masks prior to the start of the school year and on a regular basis throughout the school year. _____
- All students 2 and older are required to wear face masks at all times while indoors on school property except while eating, drinking, or carrying out other activities that preclude use of face masks. _____
- All students 2 and older are also required to wear masks while outdoors on campus when in crowded settings, and in other outdoor spaces where distancing is not possible or practical.
- It is strongly recommended but not required that students wear upgraded masks. A well-fitting, non-cloth mask of multiple layers of non-woven material with a nose wire is recommended. Nothing in this protocol requires that the school provide upgraded masks to its general student population and parental preference should be respected as to the level of PPE the student wears. **However, universal masking with some appropriate type of face covering is still currently required for both indoor and outdoor settings on the school campus**. Exceptions to universal masking requirements would include when actively eating or drinking and in outdoor settings where physical distancing can be reliably maintained. Upgraded level of masking may be required for a limited time in special circumstances such as a student in school who was recently isolating after illness and/or a positive test or recently exposed to a confirmed case
- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who have medical reasons why they cannot use or tolerate a face mask. They should substitute a face shield with drape at the bottom if tolerated. Assessing for exemption due to a medical condition, mental health condition, disability that prevents wearing a mask, or hearing impairment is a medical determination and therefore must be made by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician. Self-attestation and parental attestation for mask exemptions due to the aforementioned conditions do not constitute medical determinations.
- Information is provided to staff, parents and students concerning proper use of face masks including the need to wash or replace 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 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. _____

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. Masks with transparent areas that make the lips and mouth visible also exist for this purpose and are permitted as an exemption to the upgraded mask requirements for staff for this specific purpose and only for the period of time when this activity requires the exemption.

☑ 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 group musical activity requires participants to wear face masks both indoors and outdoors. However, individuals may practice such activities without masks when outdoors when alone and with enhanced physical distancing from others, and when alone indoors in a studio or practice room with the door closed.
- Playing of wind instruments is permitted in a group setting as long as the following safety measures are adhered to:
  - Those playing wind instruments must properly wear a modified face covering that allows for direct contact with the instrument mouthpiece whenever they are playing the instrument. During periods that the students are not actively practicing or performing, they should switch to full face coverings.
  - Instrument bell covers must be used during playing of wind instruments.
  - A minimum of 3 feet of physical distancing must be maintained between participants.
  - Perform at least weekly screening testing with either PCR testing or antigen testing of **all** unvaccinated individuals and fully vaccinated individuals who are eligible for but overdue for their booster shot who are participating in the group practice or performance. Those musicians playing wind instruments must test at least weekly regardless of vaccination status.

- 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 outdoors and indoors in a studio or practice room without a mask or with a single instructor present if both of them are appropriately masked per the guidance contained above in this protocol. 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.

✅ **Theater classes**

- Students and instructors in theater classes must wear face masks at all times. 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 when multiple individuals are participating together in the activities.

✅ **Dance classes**

- Students and instructors must wear face masks at all times. 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 when multiple individuals are participating together in the 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. 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 permitted as long as musicians comply with all requirements above. Refer to section on music classes.
- Singers or musicians playing wind instruments are permitted to perform in the sound booth without masks and other protective equipment 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 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 Guidance for Smaller Events to reduce the risk of spreading COVID-19, unless your performance or event is a Mega Event (defined as more than 1,000 attendees in an indoor venue or 10,000 attendees outdoors), then you should follow the Guidance for Mega Events.
- Note that all performances in TK-12 school-sponsored productions require use of masks in indoor spaces by all persons present, including performers during the performance, regardless of vaccination status. At this time, student performers are also required to wear appropriate face coverings during outdoor performances as well. Spectators are not required to mask outdoors unless the performance qualifies as an outdoor mega-event. A TK-12 school-sponsored performance includes any performing art activity that is supervised, organized or sponsored by the school and includes students as part of their curricular or extracurricular programming, regardless of whether the performance is held at the school campus or at an offsite venue.

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: Dr. Linda Lee

Phone Number: 323-539-2810

Date Last Revised: January 9, 2022

SUMMARY OF REQUIRED PROCEDURES CONTAINED IN THIS DOCUMENT

✅ The school must have a COVID-19 Containment, Response and Control Plan that describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on campus.

✅ A plan or protocol to initiate a School Exposure Management Plan consistent with DPH guidance.

✅ A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health.

✅ A plan or protocol for incorporating COVID-19 testing into regular school operations, which at a minimum should describe the strategy for ensuring access to testing for students or employees who are symptomatic or have known or suspected exposure to an individual infected with SARS-CoV-2.

✅ The plan must provide that all testing results will be reported to the Department of Public Health. All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19.

✅ Anyone entering school buildings or transports (school buses as well as school buildings) who has contact with others (students, parents, or other employees) is required to wear a face mask while indoors regardless of vaccination status.

✅ School employees are required to wear higher grade masks. Surgical masks are minimum requirement. Higher level PPE (e.g., KN95 or N95 respirator masks may also be considered.

✅ Students and staff are required to wear masks in outdoor spaces, unless eating or drinking, in any crowded setting where physical distancing cannot be easily or reliably maintained.

- ✅ Assessing for mask exemption due to a medical condition, mental health condition, disability or hearing impairment that prevents wearing a mask, is a medical determination and therefore must be made by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician.
- ✅ All employees, on-site contractors, vendors, and delivery personnel have been provided instructions regarding required use of face masks when around others indoors.
- ✅ Copies of this Protocol have been distributed to all employees.
- ✅ Face masks required at all times on buses.
- ✅ Information should be sent to parents and students prior to the start of school concerning school policies related to COVID-19 prevention.
- ✅ A copy of this protocol is posted at all public entrances to the school and uploaded to a public facing page on the school or district website.
- ✅ Signage has been posted throughout the school reminding staff and students of policies concerning use of face masks and importance of hand washing.
- ✅ Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- ✅ A plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student.
- ✅ Per order of the State Public Health Officer, all school staff are required to show proof of full COVID-19 vaccination or be tested at least once per week.