



PUBLIC HEALTH DEPARTMENT

November 6, 2020

Terra Toscano, Head of School
Walden School
74 S. San Gabriel Blvd.
Pasadena, CA. 91107

Dear Ms. Toscano:

Your waiver application has been approved by both the Pasadena Public Health Department and the California Department of Public Health. The complete application was submitted to the Pasadena Public Health Department on November 4, 2020. This waiver allows in-person instruction for grades TK-2nd at your institution, as applicable, in compliance with your application and reopening plan as submitted. Please ensure your application components, including the protocols and attestations, are posted on your website and disseminated to students, parents, faculty and staff. They will also be posted on the Pasadena Public Health Department website.

Your attestation binds your school to follow the public health protocols as documented, in addition to all local and state Health Officer Orders. This waiver is discretionary and can be revoked for non-compliance with public health protocols at any time. For the purpose of outbreak control, you are expected to be prepared to suspend in-person operations and resume remote learning if directed to do so by the Pasadena Public Health Department.

We expect to maintain an ongoing conversation with schools that have reopened under the waiver process, so that we may continue to provide technical assistance and support. As community conditions change and science evolves, we may require you to revise your application and/or reopening plan and update your posted documents.

We truly appreciate your dedication to the educational mission and to adherence to public health protocols. Thank you for your continued efforts to reduce the spread of COVID-19 and to keeping our community as safe as possible during these challenging times.

Sincerely,

A handwritten signature in black ink, appearing to read "Ying-Ying Goh".

Ying-Ying Goh, MD, MSHS
Director and Health Officer



October 24, 2020

Dear Dr. Goh and Pasadena Public Health,

As Head of School, I have worked closely with our faculty and staff, Board of Trustees, medical experts, and our leadership team to develop a comprehensive plan for the Walden School campus's safe reopening. Being an elementary school that focuses solely on childhood, we believe that for those who choose this option, being in person with all the safety protocols and precautions in place is vital for the academic, social, and emotional well-being of our Tk-2nd grade students.

We have shared Walden's reopening plans with both our faculty and parent communities. We also hosted grade-level town hall meetings to provide details and answered questions in a Q&A format. Staff, parents, and community members who wanted more information were encouraged to follow up with administration privately, and I spent 1:1 and group time answering questions from these three stakeholder groups. Full recordings of these sessions and details of our reopening plans are available [on the Walden website](#). This process supported families and faculty in choosing an educational model (Enhanced Hybrid or Walden@Home) for the year. Today, 15% of Walden families are committed to remote learning for the duration of the school year.

We are mindful that reopening a school at this time takes stakeholder collaboration from all levels of the school community. As part of our pedagogical commitment to teaching cooperation, we are submitting signed letters from all members of our on-campus Enhanced Hybrid teaching faculty and Administrative Team., community members, in addition to our Board Chair and Parent Guild.

We are genuinely appreciative of the guidance and support that Dr. Goh and Pasadena Public Health is offering to school leaders right now. We respectfully submit our plans and are confident we can meet or exceed the guidance to reopen.

Please do not hesitate to reach out if you have any questions.

Warmly,

Terra Toscano
Head of School



October 25, 2020

Dear Dr. Goh and Pasadena Public Health officials,

As the administrative team at The Walden School, under the guidance of the Head of School, we are responsible for the day to day operations at Walden and have recently been assigned responsibilities within the scope of our job as members of the COVID-19 School Compliance Task Force.

Our school leadership, in consultation with health experts, the California Association of Independent Schools and local and national health guidelines have created a plan to return to school that takes into account a number of safety precautions and protocols.

Walden's re-opening plan was shared with the entire community in August, since then we have been offered times to ask questions, been provided virtual COVID-19 trainings as well as made adjustments and trouble shoot the protocols in real time as many of us have been working from campus since the start of school. Additionally, our preschool has also been open since September 14 and operating under Public Health protocols.

Additionally, Walden requested that our families make a decision (Walden@Home or Enhanced Hybrid) in early August to allow students and faculty to prepare and teach in a way that supported personal and pedagogical preference in light of the COVID-19 circumstances.

If granted a waiver, we are confident that our school will continue to operate based on the latest data, guidelines and recommendations of the CDC, and state and local officials.

The Walden Return to Campus Plan includes the following highlights:

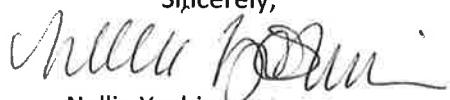
- In early summer, our Para-Nurse, Nellie Yoshimura completed a Pandemic Coordinator training with Joffe Educational Services to guide, advise and implement the protocols directed by Public Health. Additionally, Kathy Larson, NP has agreed to assist Nellie as a clinical consult for all matters related to COVID-19.
- Regular testing of staff and baseline testing of students who return to campus
- Working with an architect to map our campus to develop a stable and cohorted (10-12 students) campus map taking into consideration density, play space and circulation patterns.
- Installing touchless bathroom fixtures, sanitizing stations, door handles, HVAC upgrades with UV lights throughout the building.
- The addition of easy to use app-based software for at home screening and a secondary temperature check upon arrival to school
- Removal of faculty break room

- Purchasing and redistributing all existing furniture to our already large classrooms to create classroom spaces that allow for and maintain physical distancing requirements.
- Providing Walden's first onsite flu clinic for faculty and families
- Purchasing plexiglass barriers, student separation panels, approved cleaning supplies and procuring all necessary PPE for our staff.

Walden's safety protocols include screening requirements, a strict mask policy, a stable cohort structure that was introduced and implemented online for students and faculty since the beginning of school. As administrators, have been consulted and included in the re-opening conversation, and support the school is taking the necessary steps to mitigate risk for us and our students.

Thank you for your consideration of our waiver.

Sincerely,



Nellie Yoshimura
Front Office Administrator



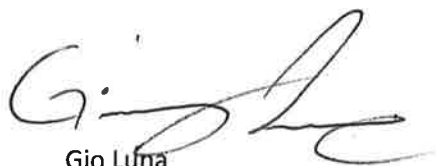
Billy Christian
Director of Admission



Ludia Chae-Zerrudo
Director of Annual Giving and Alumni Relations



Hariani Laksana
Business Office Associate



Gio Luma
Security



Kelli Dawn Holsopple
Director of Curriculum



Meredith King
Director of Finance and Operation



Birthe Landerer
Director of Communications



Val Martinez
Facilities Coordinator



October 23, 2020

Dear Dr. Goh and Pasadena Public Health Officials,

The Board of Trustees serves as the governing body for Walden School. The role of the board is to assure the stability of Walden and safeguard its educational mission.

With this responsibility in mind, the Board supports Walden School's application for a waiver to permit Walden to begin in-person instruction in small cohorts for K-2 students. Beginning in the spring of 2020, Walden began to improve our campus facilities and protocols in an effort to create the safest environment we could using the recommendations of the CDC, Los Angeles County and Pasadena Public Health. Our school's leadership, in consultation with health experts, California Association of Independent Schools and local and national health guidelines have created a plan to return to school that takes into account a number of safety precautions and protocols. Additionally, our preschool has also been open and operating successfully under Public Health protocols since September.

Our re-opening plan was shared with the entire community through a series of Q&A roundtable discussion hosted by our Head of School in early August. At that time, Walden required that our families make a year-long decision (Walden@Home or Enhanced Hybrid). This allowed students and faculty to prepare and teach in a way that supported personal and pedagogical preference and student well-being in light of the COVID-19 circumstances. As of today, 15% of our families have committed to remain online for the year. This approach, combined with Walden's small student population, campus configuration and overall infrastructure make it an ideal candidate for mitigated, careful and monitored in-person instruction. We are fortunate to have many large, open classrooms, high ceilings and maximum airflow.

The Walden Return to Campus includes the following highlights:

- In early summer, our Para-Nurse, Nellie Yoshimura completed a Pandemic Coordinator training with Joffe Educational Services to guide, advise and implement the protocols directed by Public Health. Additionally, Kathy Larson, NP has agreed to assist Nellie as a clinical consult for all matters related to COVID-19.
- Regular testing of staff and baseline testing of students who return to campus.
- Working with an architect to map our campus to develop a stable and cohorted (10-12 students) campus map taking into consideration density, play space and circulation patterns.
- Installing touchless bathroom fixtures, sanitizing stations, HVAC upgrades with UV lights throughout the building.
- The addition of easy to use app-based software for at home screening and a secondary temperature check upon arrival to school.
- Removal of faculty break room.
- Redistributing all existing furniture to our already large classrooms to create classroom spaces that allow for and maintain physical distancing requirements.
- Providing Walden's first onsite flu clinic for faculty and families.
- Purchasing plexiglass barriers, student separation panels, approved cleaning supplies and procuring all necessary PPE for our staff.

Walden's safety protocols include screening requirements, a strict mask policy, a stable cohorted structure that was introduced and implemented online for students and faculty since the beginning of school. A high majority of our K-2 Enhanced Hybrid families have a desire to return to campus for in-person instruction. For those that do not wish to, Walden will continue to offer a distance learning program.

Thank you for your consideration of our waiver.

Signed,

A handwritten signature in blue ink that reads "Megan Hamilton". The signature is fluid and cursive, with a horizontal line extending from the end of the name.

Megan Hamilton, Board Chair



October 19, 2020

To Whom it May Concern:

We, the undersigned employees at Walden School support the approval of a waiver to allow return of Enhanced Hybrid students in grades kindergarten through grade 2 to the school for in-person learning.

School administration has consulted with us regarding the measures taken to minimize the risk of transmission of the virus that causes COVID-19 and to provide a safe environment for all students and staff on campus.

The Walden Return to Campus Plan includes the following highlights:

- In early summer, our Para-Nurse, Nellie Yoshimura completed a Pandemic Coordinator training with Joffe Educational Services to guide, advise and implement the protocols directed by Public Health. Additionally, Kathy Larson, NP has agreed to assist Nellie as a clinical consult for all matters related to COVID-19.
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- Purchasing plexiglass barriers, student separation panels, approved cleaning supplies and procuring all necessary PPE for our staff.

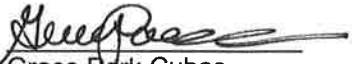
Walden's safety protocols include screening requirements, a strict mask policy, a stable cohorted structure that was introduced and implemented online for students and faculty since the beginning of school. As staff, we have been consulted and included in the re-opening conversation, and we know the school is taking the necessary steps to mitigate risk for us and our students.

Thank you for your consideration of our waiver.

Of the 14 Enhanced Hybrid faculty and staff employed at The Walden School, fourteen have signed below to register our support.




Joe Braxton
K/1 Lead Teacher




Grace Park Cubas
4/5 Lead Teacher



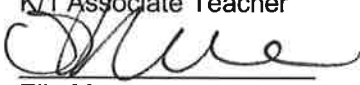
Nathalie Griffiths
K/1 Lead Teacher



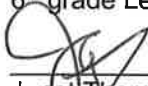
Melanie Gillespie
4/5 Associate Teacher



Sophia Hamilton
K/1 Associate Teacher



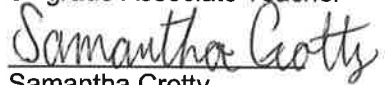
Ella Moran
6th grade Lead Teacher



Janet Thometz
2/3 Lead Teacher



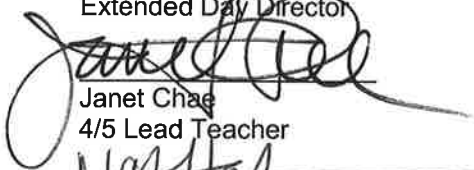
Jordan Frazier
6th grade Associate Teacher



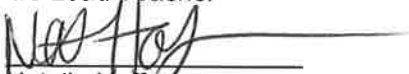
Samantha Crotty
2/3 Associate Teacher



Whitney Matsuno
Extended Day Director



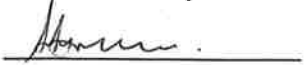
Janet Chae
4/5 Lead Teacher



Natalie Hoffman
K/1 Associate Teacher



Paolo Marino
Substitute/Village Teacher



Stephanie Lozano
Substitute/Village Teacher



October 24, 2020

Dear Dr. Goh and Pasadena Public Health Department,

The Parent Guild of Walden School is made up of involved parents invested in supporting the school. The goals of the Parent Guild are to provide multiple ways that lead to the building and strengthening the school community and raise funds that contribute to the enhancement of the school.

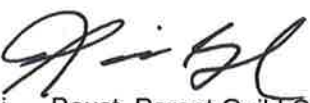
Walden's re-opening plan was shared with the entire community through a series of Q&A roundtable discussion hosted by our Head of School in early August. Walden's safety protocols include screening requirements, a strict mask policy, a stable cohorted structure that was introduced and implemented online for students and faculty since the beginning of school, and a myriad of facility enhancements that exceed the requirements of public health. At that time, Walden required that our families make a year-long decision (Walden@Home or Enhanced Hybrid). This allowed students and faculty to prepare and teach in a way that supported personal and pedagogical preference and student well-being in light of the COVID-19 circumstances. As of today, 15% of our families have committed to remain online for the year, and our Parent Guild leadership represents both programs.

On October 14th-17th 2020, Walden conducted an online survey of our Enhanced Hybrid families. The question posed to families was "Are you in support of a campus reopening waiver application by Walden for Kindergarten- 2nd grade?" The survey results indicated a high majority (79%) of families supported Walden seeking a waiver to re-open for in-person instruction for Enhanced Hybrid kindergarten-2nd grade students.

Given these survey results, in our role as chairs of the Walden Parent Guild, we wish to express our support for Walden's application for a waiver to permit us to commence K-2nd in-person instruction. Our school's leadership, in consultation with health experts, California Association of Independent Schools and local and national health guidelines have shared a solid plan to return to school that takes into account a number of safety precautions and protocols. If granted a waiver, the school will continue to carefully operate based on the advice of health experts, as well as the latest data and recommendations of the CDC, as well as state and local health officials.

Thank you for your consideration of our waiver application.

Signed,


Jaime Boust, Parent Guild Chair
Enhanced Hybrid


Elana Lepkowski, Parent Guild Co-Chair
Walden@ Home



October 28, 2020

Dear Dr. Goh and Pasadena Public Health,

This letter is to serve as evidence of my support for Walden's application for a waiver to resume in-person instruction for TK-2nd grade students on the Walden campus following the guidelines provided by public health.

As a member of the Walden School's Student Support Team, I operate as an independent contractor to help guide and support teachers, parents and student learning at the Walden School. I believe a return to in-person instruction will have a direct benefit on the well-being of the youngest students who opt to return, especially related to their social-emotional development and opportunities to engage in multimodal instruction.

I have a collaborative relationship with the leadership and feel confident that Walden is able to open in a manner that supports the continued safety and wellbeing of its students.

Sincerely,

A handwritten signature in black ink, appearing to read 'Hanna Novak', with a stylized, cursive script.

Hanna Novak, M.S., CCC-SLP
Social-Cognitive Specialist at the Walden School
Director of Speech and Language Services at The Center for Connection
Co-Creator of the Brain Talk Curriculum
Owner of Bogen Speech & Language Therapy



Janel A. Umfress MS, CCC-SLP, ET/P

16 SOUTH OAKLAND AVE, STE 203 · PASADENA, CA 91101
626 791 9675 · JANEL@JANELUMFRESS.COM · SP 9636

October 24, 2020

Dear Dr. Goh and Pasadena Public Health,

This letter is to serve as evidence of my support for Walden's application for a waiver to resume in-person instruction for TK-2nd grade students on the Walden campus following the guidelines provided by public health.

As a member of the Walden School's Student Support Team, I operate as independent contractor to help guide and support teachers, parents and student learning on the Walden campus. I also believe a return to in-person instruction will have a direct benefit on the well-being the youngest students for those who opt to return.

I have a collaborative relationship with the leadership and are confident that Walden is able to open in a manner that supports the continued safety and well-being of its students.

Sincerely,

Janel Umfress

PUBLIC HEALTH REOPENING PROTOCOL PUBLIC AND PRIVATE SCHOOLS AND SCHOOL-BASED PROGRAMS K-12

Recent Updates: (Changes are highlighted in yellow)

10/29/2020:

- Updated to modify the proportion of students who may receive specialized services on campus at any one time. All schools may have up to 25% of full student capacity on campus at one time, to provide in-person specialized support and services to students of high need, with the exception of schools that have received a waiver to reopen for all students in grades TK – 2. Schools that have received a TK – 2 waiver may bring back up to 25% of total students in grades 3 and above on campus at one time to provide specialized support and services. A City waiver program that allows return of students in grades TK – 2 for general in-classroom instruction is open and accepting applications.
- A supervising adult may be assigned to 2 different stable student cohorts if the adult offers specialized services/supports that cannot be provided by any other supervising adult.
- College admission tests, including PSAT, ACT, and SAT exams, may be conducted at schools as long as students are appropriately cohorted and physical distancing and infection control practices are adhered to for the duration of the test.
- Alternatives to EPA approved disinfectants including bleach or alcohol-based disinfection solutions along with cautions for use have been added. Guidance and cautions around use of hand sanitizers containing ethyl alcohol versus isopropyl alcohol have been revised.

“Schools” include all public, private, and charter schools from grades K through 12. This protocol does not apply to community colleges, universities, childcare facilities, or preschools.

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

Special guidance for the TK-12 setting.

All K-12 schools in California counties that are in Tier 1 of the State’s Blueprint for a Safer Economy, including those schools in the City of Pasadena public health jurisdiction, are prohibited from reopening for in-person instruction. During this period, when schools are generally restricted to remote learning, four types of on-site programming are permitted. In compliance with this order and aside from these exceptions, K-12 schools in the City of Pasadena may open only for remote learning. During this period, employees and staff, as defined below, may report to school campus for work in order to support essential operations, implement of remote learning or conduct on of the four permitted types of on-campus learning. These are:

Day care for school-aged children and/or child care programs located in schools

- Local Education Agencies (LEAs) and schools that offer day care services for children at schools must be in compliance with the protocol for Programs Providing Child Care – Public Health Reopening Protocol. Programs that wish to provide day care for school-aged children at schools should communicate with their Community Care Licensing [Regional Office](#) to inquire regarding the availability of waivers for licensed child care facilities and license-exempt providers due to COVID-19. For additional information see [PIN 20-22-CCP](#).
- As in the case of specialized services, use of outdoor space is strongly recommended for learning as well as for meals, recreation and other activities in the course of the day.

Specialized services for defined subgroups of children who need in person services and supports

- LEAs and schools are not required to provide specialized, in-person services, but those that do so may serve students with IEPs, students who are English Language learners, and students with needs that cannot be met through a virtual instruction platform. These students may be served as needed, provided that the overall number of students present on-site does not exceed 25% of total student body at any one time. An exception to this 25% rule is schools that have received a waiver to return students in grades TK – 2 for in person instruction. Schools that have received a waiver are permitted to bring all students in grades TK – 2 back to campus including high need students in those grades. In that situation, the school may also bring up to 25% of total student enrollment in grades 3 and above at any one time for specialized support and services for high need students in those grades, as long as the school can adhere to distancing, infection control, and cohorting requirements.
- 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.
- No child may be part of more than one cohort. Students who are part of a cohort may leave the cohort for receipt of additional services. Any additional services, however, must be provided one-on-one by the appropriate specialist in a secure space that is apart from all other people.
- Schools must agree to cooperate with the Pasadena Public Health Department with regard to screening, monitoring and documentation that will be required to permit careful scrutiny of health outcomes associated with this initial period of expansion.
- To the extent consistent with specialized needs of students in a given cohort, use of outdoor space for at least 50% of the school day is strongly encouraged.
- LEAs and schools that choose to implement these on-site services for students with specialized needs while schools are otherwise closed to in-person instruction, must inform the Pasadena Public Health Department of their plans prior to start of services. A [Document Submission for K-12 Schools Offering Limited In-Person Services for Students with Special Needs](#) is available on the Pasadena Public Health Department website. If a school has already been approved for a waiver to reopen for students in grades TK – 2, the school still is required to file a notification to provide services to students with special needs if the school intends to bring students back to campus in addition to those in grades TK – 2.
- Further information from the State concerning specialized services may be found at [Specialized Support and Services](#).

On-site instruction of children in grades TK-2 by schools that have received a Department of Public Health waiver for in-person education.

- No school may bring students in grades TK-2 onto campus for general in-classroom instruction prior to a waiver being approved.
- Full instructions and the waiver application form are available [here](#).

Students may come on campus for supervised administration of college admission tests, including PSAT, ACT, and SAT exams.

- College admission tests, including PSAT, ACT, and SAT exams, may be conducted at schools as long as students are appropriately cohorted for the entire duration of the assessment (no more than 12 students in each classroom with a distance of at least 6 feet between students and between students and teachers).
- All students and staff must wear face coverings for the entire time on campus, and all infection control protocols must be in place.
- Arrival and dismissal times are staggered between cohorts, and no gathering is permitted at any time, including at arrival and dismissal times or during test breaks.

All measures to ensure the safety of employees and students in this protocol for Reopening of TK-12 Schools and in the associated protocol for K-12 Exposure Management must be implemented and are applicable to all on-site personnel, including those providing specialized services. The following paragraphs highlight safety strategies specific to the school environment.

COHORTING

For all four types of on-site programming students must be organized and proceed through the day within cohorts, defined as a stable group of no more than 12 children or youth and no more than two supervising adults in a supervised environment 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.

- Note that if a cohort has fewer than 12 children or if a child stops attending a previously full cohort other children who are not already assigned to a cohort can be added to the group to reach the maximum of 12, provided all the children, once assigned remain with the same cohort at all times.
- If some children are assigned to a stable cohort but only attend part-time, they must be counted as full members against the maximum of 12. Part-time members cannot “share” their slot with other part-time students. Other children cannot be added in order to reach the maximum of 12 participants at all times.
- Aides assigned to individual children do not have to be counted as supervising adults. They must, however, be counted against the maximum of 14 individuals who can be included in a cohort. Important additional details for implementation of cohorts are available from the CA Department of Public Health at [Guidance for Small Cohorts](#).

LIMITED ON-CAMPUS DENSITY

While Local Education Agencies (LEAs) or schools may configure as many cohorts as are appropriate to meet student needs for specialized services, the total on-campus population may not exceed 25% of the total student body at any one time for this particular purpose. The 25% limit does not apply to school age children on campus receiving day care while engaged in distance learning activities, nor does it apply to students in grades TK - 2 returning after granting of a school waiver. Schools that have been granted a waiver to return students in grades TK -2 may bring additional students onto campus for specialized services in grades above grade 2, up to a maximum of 25% of student enrollment in grades 3 and above, as long as the school can adhere to distancing, infection control, and cohorting requirements.

SUPERVISING ADULTS

A supervising adult is an adult assigned to one cohort of children or youth, who does not physically interact with any other cohorts. Supervising adults may be child care staff, certificated or classified school staff, volunteers, participating parents or caregivers, or other designated supervising adult(s). An aide who is present to provide support to an individual child should be counted as a member of the cohort but not as a supervising adult. A supervising adult may be assigned to 2 different stable cohorts if they offer specialized services/support that cannot be provided by any other supervising adult.

SUPERVISED ENVIRONMENTS

A supervised care environment is an environment where multiple children or youth, from multiple families or households, are supervised simultaneously by an adult. This includes, but is not limited to, licensed child care facilities, licensed exempt child care programs, supervised programs on a school site while a school is not in session or is providing curriculum in a distance-learning format, or where some educational services are being offered to a subgroup of students defined by a local educational agency on a school.

These protocols are provided for schools for use in the instance that community COVID-19 conditions will permit return to in-person K-12 education in the City of Pasadena for the 2020-21 school year. Public and private schools and school-based program should adopt contingency plans for remote learning, if worsening community COVID-19 conditions (e.g., increasing cases) or emerging science indicates a need for greater caution. Schools should be in compliance with the California State Health Officer Orders and guidance, Pasadena Health Officer Orders and guidance, California Department of Education, and additional applicable public health guidance.

This document may be updated as new information and resources become available. Go to <https://www.cityofpasadena.net/covid-19/> for updates to this document.

Steps to Reopen

- ✓ Complete and implement the Public Health Reopening Protocol Checklist and the Exposure Management Plan.
- ✓ Follow additional protocols relevant to operations: <https://www.cityofpasadena.net/covid-19/#guidance-faq-protocols>
 - Office Workspace – Public Health Reopening Protocol
 - Restaurants – Public Health Reopening Protocol
 - Fitness Facilities – Public Health Reopening Protocol
 - Places of Worship – Public Health Reopening Protocol
 - Public Pools – Public Health Reopening Protocol
 - Youth Sports – Public Health Reopening Protocol
 - Programs Providing Child Care – Public Health Reopening Protocol
- ✓ Provide a copy of the Public Health Reopening Protocol to each staff member and family and conduct education.

- ✓ Post a copy of Public Health Reopening Protocol in conspicuous locations visible to staff, parents, students, and visitors and post to your website.
- ✓ Ensure compliance with other oversight or regulatory agencies, such as the California Department of Education and the California Department of Public Health. Regularly review updated guidance from state agencies, including the [California Department of Public Health](#) and [California Department of Education](#).
- ✓ Ensure your designated COVID-19 School Compliance Task Force and School Compliance Officer are trained and prepared to implement the [Exposure Management Plan](#).

Guiding Principles for Your School Community to Keep in Mind

These protocols are provided for school administrators, faculty, staff, and parents to implement measures that may reduce the risk of disease transmission in the school setting, based on the current scientific evidence available for COVID-19 virus.

Any setting that brings people together poses a risk for disease transmission, so in choosing to move from the lowest risk setting to a higher risk setting, the school community is knowingly agreeing to take on that risk, and must be prepared to mitigate the impact of COVID-19 cases among their school community members. The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **More Risk:** Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart at all times, wear face coverings at all times, and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full-sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

Key Practices



COVER YOUR COUGH WITH YOUR ELBOW OR TISSUE (THEN DISPOSE AND WASH YOUR HANDS)



STAY HOME IF YOU ARE SICK



PRACTICE PHYSICAL DISTANCING OF 6 FEET OR MORE



WASH YOUR HANDS WITH SOAP AND WATER FOR 20 SECONDS, FREQUENTLY



COVER NOSE AND MOUTH WITH CLEAN FACE COVERING



PERFORM DAILY HEALTH SCREENINGS

Resources

- California Department of Public Health – [Reopening In-person Learning Framework K-12](#)
- California Department of Public Health - [Guidance for Small Cohorts/Groups of Children and Youth](#)
- Centers for Disease Control and Prevention (CDC) – [Schools Decision Tree to Reopening](#)
- Centers for Disease Control and Prevention (CDC) – [Guidance for Schools and Childcare](#)
- [Additional resources, including a printable COVID-19 Business Toolkit Signage](#)
- California Department of Education – [Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
- California Department of Public Health – [Vendor list to purchase personal protective equipment](#)

PUBLIC HEALTH REOPENING PROTOCOL CHECKLIST

PUBLIC AND PRIVATE SCHOOLS AND SCHOOL-BASED PROGRAMS K-12

REDUCING RISK OF COVID-19 TRANSMISSION

Schools and school-based programs must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the campus. Designate one individual to be in charge of planning and implementation of all items. Submission of Protocol to a City Department is not required unless explicitly requested.

PERSON RESPONSIBLE FOR IMPLEMENTING PROTOCOLS	
School/Campus Name: <u>Walden School</u>	
Person in Charge: <u>Terra Toscano</u>	
Title: <u>Head of School</u>	
Phone Number: <u>626-524-9280</u>	Date: <u>11/03/2020</u>

I, Terra Toscano,
(PRINT NAME and TITLE of person attesting that all protocols have been implemented)

do attest that all public health protocols have been implemented at
Walden School
(name of school)

on this date, November 3, 2020

Terra Toscano

(signature)

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 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.

If you have questions, or if you observe a violation, you can request information or submit a complaint through the Citizen Service Center. Call 626-744-7311 or visit <https://www.cityofpasadena.net/CSC>.

PROTECTION OF STUDENTS, VISITORS AND STAFF FROM COVID-19

- ☒ Connect staff and families to resources to access health insurance, a primary care doctor, and COVID-19 testing prior to reopening, such as calling 211 or 626-744-6068 for information on health insurance and primary care physicians, or visiting <https://www.cityofpasadena.net/public-health/>.
- ☒ Implement the **COVID-19 Exposure Management Plan** to limit the spread of COVID-19 among students and staff. The plan must designate a **COVID-19 School Compliance Task Force** responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. Designate one member of the team as the School Compliance Officer, who acts as the liaison to the Pasadena Public Health Department in the event of an outbreak on campus. The plan identifies 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, or has symptoms consistent with COVID-19, including but not limited to:
 - Sending staff home immediately if they arrive sick or become sick during the day, ensuring physical distancing, that they are wearing a face covering (provide with a surgical mask if possible), and privacy is maintained. Encourage sick staff to contact their medical provider. If the illness is work-related, the employer should facilitate appropriate care for the staff member, the worker’s compensation process, leave time, and California Occupational Safety and Health Administration (OSHA) record keeping.
 - For anyone who is waiting to be picked up from school due to symptoms of COVID-19, or coming into close contact with someone with COVID-19, place that person in an isolation room with monitoring, preferably in an area where others do not enter or pass. Provide divided spaces for those who are asymptomatic, separated from those who are symptomatic. Make sure that the person keeps a face covering on (provide with a surgical mask if possible). When a parent/guardian arrives to pick up a student, have the student walk outside, supervised, to meet them, if possible, instead of allowing the parent or guardian into the building since the parent may also have COVID-19.
 - Providing fact sheets/information, in an appropriate language, on maintaining isolation and quarantine in accordance with Health Officer Orders and CDC guidance.

- Making an immediate report to the Pasadena Public Health Department any time a student or staff member with COVID-19 (confirmed by a lab test or physician diagnosis) was at the campus while sick or up to 2 days before showing symptoms. The COVID-19 Compliance Officer must call (626) 744-6089 or email nursing@cityofpasadena.net and provide all information requested by the Health Department. The IHE is expected to provide or ensure testing for all staff that have had a possible exposure and must follow the US Centers for Disease Control and Prevention (CDC) [guidance](#) for cleaning and disinfecting the campus. Testing resources can be found by calling the individual's physician, and also at <https://www.cityofpasadena.net/covid-19/> and <https://covid19.lacounty.gov/>.
 - Working with the Pasadena Public Health Department to investigate any COVID-19 illness. The COVID-19 School Compliance Task Force should designate trained staff to compile student and personnel records, campus floor plans, and staffing/student attendance logs to provide information as quickly as possible to the Health Department, including accurate contact information (phone, address, email) of all staff, students, and visitors and who had close contact (within 6 feet of the infectious person for 15 minutes or more). The COVID-19 School Compliance Officer should submit the completed [COVID-19 Exposure Investigation Worksheet to PPHD](#).
 - Schools must enroll staff in the free, state-provided contact tracing training course prior to reopening.
 - Implementing communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.
 - Providing guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere outside of school.
 - Maintaining regular communications with the Pasadena Public Health Department.
- ✘ Develop and implement a flu vaccination program (vaccine education, promotion, and documentation of completed, current vaccination) with the goal of influenza immunization for all students and staff unless contraindicated by documented medical exemption for flu vaccine, prior to or at the beginning of the flu season (typically starts November 1) to help:
- Protect the school community from influenza, and co-infection with influenza and COVID-19 viruses
 - Reduce demands on health care facilities
 - Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.
- ✘ Develop a plan for continuity of education. Current levels of community transmission mean schools should expect frequent cases of COVID-19 in the school setting. Because each case will trigger mandatory 14-day home quarantine for every close contact even if face coverings are worn, in-person classes will be disrupted. No test result will shorten the 14-day quarantine when staff or students cannot return to campus. The plan should delineate how nutrition and other services provided in the regular school setting will continue.

Health Screening

- ☒ Conduct daily symptom checks for all persons entering the building or campus before or upon arrival (fever of 100°F or above, cough, shortness of breath or difficulty breathing, fatigue, sore throat, chills, headache, muscle or body aches, a new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea). Consult the CDC website for the most current list of COVID-19 [symptoms](#). These checks can be done remotely or in person upon arrival. The screening must include asking if the person (adults and middle and high school-age students, and for younger students, ask the parent) has had contact with a person known to be infected COVID-19 in the last 14 days. Quarantine (send home) everyone who came into close contact (within 6 feet for 15 minutes or more) with someone with confirmed COVID-19 within the past 14 days. They must maintain quarantine at home for 14 days, regardless of any interim test results.
- ☒ In addition, conduct visual wellness checks of all students, at least daily, and take students' temperature with a no-touch thermometer, if possible.
- ☒ Notify the COVID-19 School Compliance Task Force of any positive screening result and initiate the COVID-19 Exposure Management Plan.
- ☒ Require any sick staff or student to stay home for at least 10 days or until 24 hours after fever and symptoms resolve (without use of fever-reducing medications), whichever is longer.
- ☒ A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduces fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared.
- ☒ Review and modify workplace leave policies to ensure that staff are not penalized when they stay home due to illness.

Reduced Contact

- ☒ Adopt a cohorting approach school-wide, maintaining a stable group of no more than 12 children or youth and no more than two supervising adults in a supervised environment 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. (A supervising adult may be assigned to 2 different stable cohorts if they offer specialized services/support that cannot be provided by any other supervising adult).
- ☒ Require staff and students not to use handshakes and similar greetings that break physical distance.
- ☒ Offer any transactions or services that can be handled remotely online.
- ☒ Equip the front desk area with plexiglass or other impermeable barriers, if feasible, to minimize the interaction between reception staff and students. Implement virtual, touchless check-in tools, if possible, so that students do not have to utilize the reception space.
- ☒ Assign each staff member individually-assigned tools, equipment, and defined workspace, and minimize or eliminate shared, held items.
- ☒ Install hands-free devices wherever possible such as trash cans, soap and paper towel dispensers, door openers, and light switches.
- ☒ Remove all unpackaged food and beverages that may be offered to staff and students.
- ☒ Consider making water fountains available for filling water bottles only, and disinfect frequently.

- ✕ Prop doors and gates open where possible and applicable to reduce touching of handles, consistent with fire codes and accessibility standards.
 - Doors and gates that lead to a pool, or that exist as part of a pool enclosure, may not be propped open at any time.
- ✕ Remove amenities, including magazines, books, self-serve water stations (unless touchless), and other items for students and visitors from reception areas and elsewhere within the campus.
- ✕ Restrict non-essential visitors
 - Allow only visitors essential to school operation, including only essential volunteers, and require appointments and pre-registration with name, phone number, and email address. Essential visitors should arrive alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor) record the name, phone number, and email address.
 - All visitors must wear a face covering, and children must stay next to an adult.
 - Restrict visitors to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public restrooms to the extent feasible.
 - Discourage parents and other family members from entering the school. Avoid allowing family members into classrooms and other student areas.

Scheduling

- ✕ Limit the number of employees who are on-site to the minimum number necessary, and institute alternate or staggered shift schedules to maximize physical distancing.
- ✕ Allow employees who can carry out their work duties from home to continue to work from home, especially those at higher risk (65 or older or with underlying medical conditions). Reconfigure work processes to the extent possible.
- ✕ Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing.
- ✕ Provide time for employees to implement enhanced cleaning practices during their shift. Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.

Face Coverings*

- ✕ All individuals, including staff and students of older than 2 years, are required as indicated below to wear face coverings over both the nose and mouth while at school/on campus except when eating or drinking. Notify parents and staff prior to school opening and provide frequent reminders. Face coverings are optional when alone in a room or private office, unless it is a space that serves the public in which case face coverings are required regardless of whether the public is present (as specified in the [State Order](#)).
- ✕ Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering. Students with documented medical or behavioral contraindications to face coverings are exempt. They should be seated at least 6 feet away from other students, when possible to do so without stigmatizing the student. Staff with a documented medical contraindication to a face covering may be allowed to wear a face shield with a cloth drape on the bottom tucked into the shirt.

- ✕ Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.
- ✕ Parents of younger children are encouraged to provide a second face covering for school each day in case the one a child is wearing gets soiled. This would allow for a change of the face covering during the day.
- ✕ Speech and language therapists and staff working with hard-of-hearing students may also use a face shield with a cloth drape tucked into the shirt, if a face covering interferes with their ability to work with students. This may also be considered for teachers of younger students in order for young children to see their teacher's face and avoid potential barriers to phonological instruction. A clear face covering, or clear portable barrier such as a plexiglass barrier may also be used. Staff should wear a face covering at all other times.
- ✕ Face shields should not be used in place of face coverings in other situations, as face shields have not been shown to keep the wearer from infecting others. Face shields do provide additional protection for the wearer.
- ✕ If possible, provide a cloth face covering for all employees and students at no cost.
- ✕ Prohibit employees from eating or drinking anywhere inside the workplace other than designated break areas (staying at least 6 feet apart) to ensure face coverings are worn consistently and correctly.

** Individuals with chronic respiratory conditions, or other medical conditions that make use of a face covering hazardous are exempted from this requirement. Children under age 2 years should not wear a face covering. Refer to the [Face Covering FAQs](#) document for additional information on use and care of the face covering.*

Hand Hygiene

- ✕ Provide access to handwashing sinks stocked with soap, paper towels, and hands-free trash receptacles.
- ✕ Designate a staff person to check handwashing stations frequently and restock as needed.
- ✕ Allow staff and students time to wash their hands frequently. Schedule younger students for frequent mandatory handwashing breaks.
- ✕ Place portable handwashing stations near classrooms to minimize movement and congregations in bathrooms, to the extent practicable.
- ✕ Make ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer 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 should not be used in the school, as it is more irritating and can be absorbed through the skin. **WARNING: Never use hand sanitizers with methanol due to its high toxicity to both children and adults.** Teach students and remind staff to use a tissue to wipe one's nose and to cough/sneeze inside a tissue or one's elbow.
- ✕ Students and staff should wash their hands upon arrival and at departure; before and after eating; after coughing or sneezing; after being outside; before and after any group activity; and before and after using the restroom, and as otherwise necessary.

- ✕ Students and staff should 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.
- ✕ **Swallowing alcohol-based hand sanitizers can cause alcohol poisoning.** Children under age 9 should use hand sanitizer only under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

Gloves and Other Protective Equipment

- ✕ Provide disposable gloves to staff handling items used by students/public, to workers using cleaners and disinfectants, for staff who handle commonly touched items, and for staff who provide temperature screenings.
- ✕ Provide other personal protective equipment (PPE), such as eye and face protection, as necessary.
- ✕ Provide employees engaged in activities which may not permit physical distancing (such as physical therapy or personal assistance to individual students) with appropriate PPE (gloves, masks, gowns, etc.), as appropriate.
- ✕ Provide staff taking care of a sick student with a medical grade mask to wear, and a medical grade mask for the student to wear (if tolerated) until the student leaves the campus.

Restrooms

- ✕ Place a trash can near the door if the door cannot be opened without touching the handle, so restroom users may use a paper towel to cover the doorknob. Maintain compliance with accessibility standards and fire code.
- ✕ Increase frequency of cleaning and disinfection of restrooms.
- ✕ Ensure that restrooms stay operational and stocked at all times.

PHYSICAL DISTANCING

In the Classroom

- ✕ Limit in-person class size to as few students as possible and to adhere to physical distancing requirements.
- ✕ Divide the school day into shifts to permit fewer students per class, where applicable.
- ✕ Stagger attendance to reduce the overall number of students in classrooms on a given day.
- ✕ Offer online class attendance as an option for students for whom it is feasible and for students who may be at elevated risk in a regular classroom.
- ✕ Move some classes entirely online, as needed.
- ✕ Use alternative spaces to reduce the number of students within classrooms (library, cafeteria, auditorium, gymnasium, etc.). Consider ways to move instruction to outdoor spaces, weather permitting, with adequate sun protections for students and staff.
- ✕ Staff should stay at least 6 feet from other adults as much as possible.
 - Set up staff workspaces so that staff do not work within 6 feet of each other.
 - Consider virtual meetings using video conferencing apps for parent-teacher meetings and staff meetings, even if all staff are on campus.

- ✕ Staff should stay at least 6 feet away from students when feasible. Arrange staff desks at least 6 feet away from student desks, regardless of space limitations.
- ✕ Students should stay 6 feet apart from one another at all times.
 - Remove furniture like bookshelves, sofas, and play areas to allow maximal spacing between student desks.
 - Consider ways to establish separation of students through multiple means if practicable, such as, at least six feet between students seated at desks or elsewhere, partitions between desks, markings on classroom floors to promote distancing, or arranging desks in a way that minimizes face-to-face contact.
- ✕ Space students in nap or rest areas in classrooms at least 6 feet apart and alternating feet to head.
- ✕ Modify teaching methods to avoid close contact between students in laboratories and other classes that may usually involve group activities.
- ✕ Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- ✕ Develop instructions for maximizing spacing and ways to minimize mixing in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- ✕ Implement procedures that minimize contact when turning in assignments.

Outside the Classroom

- ✕ Limit communal activities. Stagger use of spaces, properly space occupants and disinfect in-between uses.
- ✕ Limit occupancy of bathrooms, elevators, locker rooms, staff rooms and similar shared spaces to allow at least 6-foot distancing. Post signs with occupancy limits.
- ✕ At places where students congregate or wait in line, mark spots on the floor or the walls at least 6 feet apart to indicate where to stand.
- ✕ Consider eliminating use of lockers in hallways and other shared spaces. If used, ensure at least 6 feet between students accessing lockers.
- ✕ Consider suspending uniform requirements for physical education so that students do not need to use the locker room to change.

Limit Sharing

- ✕ Limit sharing of art supplies, manipulatives, and other high-touch materials as much as possible. If feasible, have a separate set of supplies for each student. Keep each student's supplies and belongings in separate, individually labeled boxes or cubbies.
- ✕ Avoid sharing electronic devices, sports equipment, clothing, books, games and learning aids when feasible.
- ✕ Limit use of shared playground equipment in favor of activities that have less contact with shared surfaces.
 - High-touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.
- ✕ Clean and disinfect shared supplies and equipment between students.

SPECIFIC SITUATIONS

Transportation

~~N/A~~ School Buses

- Consider screening students for COVID-19 symptoms and exposure before allowing them to board.
 - Drivers and passengers must wear face coverings over their nose and mouth, unless a student has a documented medical or behavioral contraindication. Drivers should have a supply of face coverings in case a student does not have one.
 - Have students sit at least 6 feet away from the driver.
 - Maximize space between students. Students from the same household may sit together.
 - Have students sit in the same seat each day when feasible.
 - Keep vehicle windows open when weather and safety permit.
 - Clean and disinfect buses daily. Drivers should be provided disinfectant wipes and disposable gloves to wipe down frequently touched surfaces.
 - A maximum of one child is permitted per bus seat.
 - Seat students in alternating rows, as practicable.
- ~~✗~~ Implement 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.
- ~~✗~~ Public transportation: Consider staggering school start time to allow students and staff who use public transportation to do so when buses and trains are less crowded. This will decrease exposure risk and help reduce barriers to getting to school.
- ~~✗~~ Carpools and shared rides: Advise staff and families to carpool with the same stable group of people. Open windows and maximize outdoor air circulation when feasible. Everyone in the vehicle should wear a face covering.
- ~~✗~~ Implement measures that facilitate safe, age-appropriate student travel to school including physically distanced walking groups, use of school crossing guards, bicycle safety and bike route programming.

Arrival and Departure

- ~~✗~~ Stagger arrival and dismissal times, using different entrances/exits for each cohort.
- ~~✗~~ Mark spaces at least 6 feet apart for students waiting to enter the building and for adults waiting to pick up students. Post signs to remind family members to stay at least 6 feet away from people from other households when dropping off or picking up their student.
- ~~✗~~ Face coverings are required for adults who are dropping off or picking up children in person. Provide face coverings for family members who have forgotten theirs.
- ~~✗~~ Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- ~~✗~~ Use multiple entrances and exits to avoid overcrowding at arrival and dismissals as long as all entrances and exits have adequate monitoring of arriving and exiting students and employees.

Meals and Snacks

- ☒ To the extent possible, have students eat meals in classrooms or outdoors, without any mingling of students from different classrooms.
- ☒ If students line up to pick up food, use tape or other markings to ensure at least 6 feet between any two students. Assign staff during meals to maintain physical distancing and keep students from different classrooms from mingling.
- ☒ If meals take place in a cafeteria, stagger meal times to the extent feasible to reduce the number of students in the cafeteria at one time; ensure students from different classrooms are not mingling.
- ☒ If meals take place in a cafeteria, increase space between tables/chairs to maintain at least 6 feet of physical distancing between students.
- ☒ Redesign food preparation and service operations, where possible, to achieve physical distancing between employees. For example, kitchen and other back of house floors should be marked to reinforce 6 feet physical distancing requirements.
- ☒ Ensure infection control in the school cafeteria or other site where food is served or picked up.
 - Eliminate buffet and family style meals.
 - Allow prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
 - Install physical barriers where needed to limit contact between cafeteria staff and students.

Staff Break Rooms/Teacher Work Rooms

- ☒ Post the maximum occupancy for the staff rooms, based on 6 foot distancing. Mark places on the floor at least 6 feet apart for staff to sit or stand.
- ☒ Post signage reminding staff to stay at least 6 feet apart, keep their face coverings on unless eating, wash their hands before and after eating, and disinfect their area after using it.
- ☒ Discourage staff from eating together, especially indoors. Consider creating a private outdoor area for staff to eat and take breaks, alone.
- ☒ Open windows and doors to maximize ventilation, when feasible, especially if staff are eating or if the room is near maximum occupancy.

Group Singing/Chorus, Band, Sports and Field Trips

- ☒ Both indoor and outdoor choir and band rehearsals are prohibited at this time. However, in-person choir, band, and cheerleading activities may be conducted if they do not include aerosol-generating activities such as singing, playing of wind instruments, cheering, or chanting. In-person class time can be used for non-aerosol generating activities, such as rhythm study, music theory, music history, composition, analysis, and more.
- ☒ Schools should consider using Zoom or other video conferencing platforms so that students may participate in aerosol-generating activities (such as singing, playing of wind instruments, cheering, and chanting) at home.
- ☒ Other activities where there is increased likelihood for transmission from contaminated exhaled droplets are not permitted.
- ☒ Move extracurricular activities (teams, clubs) online rather than in-person, to the extent feasible.

- ✗ Outdoor and indoor sporting events, assemblies, and other activities that require close contact or that would promote congregating are not permitted at this time. For example, tournaments, events, or competitions, regardless of whether teams are from the same school or from different schools, counties, or states are not permitted at this time.
- ✗ Outdoor youth sports and physical education (PE) are permitted only when the following can be maintained: (1) physical distancing of at least six feet; and (2) a stable cohort, such as a class, that limits the risks of transmission (see CDC [Guidance on Schools and Cohorting](#)). At this time, no indoor youth sports or physical education is permitted.
- ✗ Indoor physical conditioning, training, or fitness facility operations are currently prohibited.
- ✗ For sports that cannot be conducted with sufficient distancing or cohorting, only outdoor physical conditioning and training is permitted and ONLY where physical distancing can be maintained. Conditioning and training should focus on individual skill-building (e.g., running drills and body weight resistance training) and should take place outside, only.
- ✗ Avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.
- ✗ Activities that require heavy exertion should be conducted outside in a physically distanced manner, at least eight (8) feet apart, without face coverings. It is preferable for participants to wear a face covering and maintain physical distancing, and modify activities to an exertion level that is safe for participants. Players should take a break from exercise if any difficulty in breathing is noted, and should change their face covering if it becomes wet and sticks to the player's face and obstructs breathing. Respirators that restrict airflow under heavy exertion (such as N-95 respirators) are not advised for exercise.
- ✗ Youth sports programs and schools should provide information to parents or guardians regarding this and related guidance, along with the safety measures that will be in place in these settings with which parents or guardians must comply.
- ✗ Avert unsupervised clustering of students in locker rooms.
 - Offer access to locker rooms only when staff supervision is possible.
 - Stagger locker room access.
- ✗ Field trips are currently prohibited.

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.

- ☒ Make an option for remote learning or other alternative to in-class learning available for any student for whom school attendance poses elevated risk.
- N/A ☐ Offer an option for "Grab and Go" school meals to any student who is eligible for the school meal program but would face elevated risk attending school in person.
- ☒ Move administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) online.
- ☒ Additional accommodations may be needed for students to safely attend class. For example, a student who cannot tolerate a face covering due to a medical or developmental condition may need a desk with clear barriers.
- ☒ Nurses and therapists who are not school employees but work with students in schools, such as occupational therapists and physical therapists, are considered essential staff and should be allowed on campus to provide services.
 - When students are temporarily unable to attend school due to COVID-19 infection or exposure, consider setting up telehealth video sessions for therapy.

Guidance about School Closure/Quarantining

- ☒ Individual school closure, after reopening, is recommended based on the number of cases, the percentage of the teachers/students/staff that are positive for COVID-19, and following consultation with the Pasadena Public Health Department.
 - Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/students/staff are cases within a 14-day period, depending on the size and physical layout of the school.
- ☒ The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- ☒ If an in-person school closes due to COVID-19, the school may typically reopen after 14 days and the following have occurred:
 - Cleaning and disinfection
 - Public health investigation
 - Consultation with PPHD

Surveillance Testing

- ☒ Once school resumes in-person, surveillance testing must be implemented based on the local disease trends. If epidemiological data indicates concern for increasing community transmission, schools should increase testing of staff to detect potential cases as lab testing capacity allows.
- ☒ Schools must develop a plan for arranging for surveillance testing for staff, including providing employer or health plan coverage, or contracting with medical staff and a laboratory to conduct swab collection and process lab tests, prior to reopening.
- ☒ School staff are essential workers, and staff includes teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, health clinic staff, or any other school employee that may have contact with students or other staff. School districts and schools shall test staff periodically, as testing capacity permits and as practicable.
 - Examples of recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.

MEASURES FOR FACILITIES

Sanitization and Cleaning

- ✗ Develop a sanitization plan that identifies the surfaces to be disinfected, the frequency, and the person assigned to the task.
- ✗ Perform thorough cleaning in indoor high traffic areas and shared workspaces, when students are not in school and allow time for spaces to air out before the start of the school day.
- ✗ Frequently disinfect commonly touched surfaces (including but not limited to tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator buttons, touch screens, printer/copiers, grab bars, and handrails) at least daily and more frequently as resources allow using appropriate products.
- ✗ Clean and sanitize shared equipment between each use.
- ✗ Equip workplace terminals with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- ✗ Provide hand sanitizer for visitors at high traffic areas, such as entrances, reception, stairway entrances, elevator entry (if applicable), classrooms, breakrooms, and offices.
- ✗ Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list ([List N](#)) and follow product instructions and Cal/OSHA requirements for worker safety. Consider List N products that are safer for those with asthma (hydrogen peroxide, citric acid, or lactic acid). 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.
- ✗ Provide time for workers to implement cleaning practices during shifts and consider third-party cleaning companies.
- ✗ Ensure all cleaning products are kept out of children's reach and stored in a space with restricted access.
- ✗ Install hands-free devices if possible, such as trash cans, soap and paper towel dispensers, door openers, and light switches.
- ✗ For additional details, refer to CDC guidelines on "Cleaning and Disinfecting Your Facility" at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Building Safety

- ✗ Stagnant water in pipes increases the risk for growth and spread of legionella bacteria. When reopening a building, it is important to flush both hot and cold water lines through all pipes and points of use including faucets and showers. Appropriate PPE including an N95 respirator must be worn. Information regarding this process can be found at the [CDC website](#).
- ✗ Consider HVAC upgrades to improve air filtration (targeted filter rating of at least MERV 13) and increase fresh air ventilation. Clean HVAC intakes and returns daily and maintain systems to increase ventilation.
- ✗ Keep HVAC systems in good, working order, and set them to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.

- ~~N/A~~ ☐ If fans such as pedestal fans or hard mounted fans are used in the building, take steps to minimize air from fans blowing from one person directly at another individual.
- ☒ Keep doors and windows open where possible and safe during the school day to maximize air flow, only if consistent with fire codes and accessibility standards.

Deliveries and Vendors

- ☒ Review work flows and make changes if needed to permit physical distancing during pickups and deliveries.
- ☒ When other parties (truck drivers, delivery agents, vendors) play a role in the work flow, instruct them to wear face coverings and to comply with symptom checks and physical distancing.

PROTOCOL FOR COVID-19 EXPOSURE MANAGEMENT PLAN IN K-12 SCHOOLS

Recent Updates: (Changes are highlighted in yellow)

10/30/2020:

- Clarification that if the exposure happened in a school classroom or school cohort, the entire classroom or cohort is considered exposed and will require quarantine.

NOTE: This protocol document may be updated as additional information and resources become available. Check the Pasadena Public Health Department website: <https://www.cityofpasadena.net/covid-19/#guidance-faq-protocols> for updates to this document.

Timely, effective efforts to contain COVID-19 exposures at a school level, by school staff, can help maximize the impact of the Pasadena Public Health Department (PPHD) COVID-19 response.

Primary and Secondary Schools serving students from Kindergarten through Grade 12 (K-12 Schools) are trusted community partners that can help PPHD improve the timeliness and impact of the Public Health response through rapid initiation of a COVID-19 Exposure Management Plan (EMP). Immediate implementation of an EMP when a single case of COVID-19 is identified at a school can accelerate the ability to contain the spread of infection and prevent outbreaks from occurring.

The steps for managing exposures to 1, 2, and 3 or more COVID-19 cases at K-12 Schools are described below and summarized in Appendix A. Because K-12 Schools will vary in the level of resources available for COVID-19 exposure management, *required* steps are the minimum elements that must be included in the EMP. *Recommended* steps include optional elements for exposure management where school resources are sufficient.

Exposure Management Planning Prior to Identifying 1 COVID-19 Case at School

- ☒ **Required:** A designated School COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves as a liaison to PPHD in the event of a COVID-19 cluster or outbreak at the setting.
- ☒ **Required:** A plan for all students and employees who have symptoms consistent with COVID-19 infection or are quarantined because of exposure to any case(s) to have access to testing or be tested for COVID-19 infection.

Exposure Management for 1 COVID-19 Case at School

- ☒ **Required:** After identifying 1 laboratory confirmed COVID-19 case (student or employee), the School Compliance Task Force instructs the case to follow US Centers for Disease Control and Prevention (CDC) home isolation instructions for COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>).

✕ **Required:** School Compliance Task Force informs the case that PPHD will contact the case directly to collect additional information and issue the Health Officer Order for Case Isolation.

✕ **Required:** School Compliance Task Force works with the case to generate a list of students and/or employees with exposure to the case while infectious. The School Compliance Officer submits this information to PPHD using the [COVID-19 Case and Contact Line List for the Educational Sector](#) within 1 day of notification of a confirmed case. If needed, additional time may be requested. For technical assistance on how to complete the line list contact: nursing@cityofpasadena.net.

- A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduces fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
- A person is considered to have been exposed if they are one of the following:
 - If the exposure happened in a school classroom or school cohort, all persons that were in the classroom or cohort during the infectious period are considered exposed at this time.
 - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;
 - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).

✕ **Required:** Students and employees that are identified to have had an exposure to the case at school are notified by the School Compliance Task Force of the exposure through a letter or other communication strategies. A School Exposure Notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#). The notification of exposure should include the following messages:

- Students and employees with an exposure to the case should receive a test (a PCR nasal swab test, not a blood test or a rapid nasal swab antigen test) for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of disease spread at the school and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, personal healthcare providers, and community testing sites: <https://covid19.lacounty.gov/testing/> and [covid19.pasadena/testing](https://covid19.pasadena.net/testing/). Individuals who need assistance with health insurance enrollment or finding a medical provider can call 626-744-6068 or 211.
- Exposed students and employees are required to quarantine for 14 days since the last exposure to the case while the case was infectious (as defined above). Those exposed must maintain a full 14-day quarantine, regardless of any test results. Test results (even a negative result) CANNOT shorten a quarantine period to fewer than 14 days. At any time after the test, until day 14, the person may subsequently develop disease, with or without symptoms. Home Quarantine Guidance for COVID-19 is available at: <http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>.

- PPHD will contact exposed students and employees directly to collect additional information and issue the Health Officer Order for Quarantine.

✕ Recommended: School Compliance Task Force will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#).

Exposure Management for 2 COVID-19 Cases at School within a 14-day Period

✕ Required: After identifying 2 laboratory confirmed cases (students and/or employees) within a 14-day period, the school follows the *required* steps for 1 confirmed case.

✕ Recommended: School Compliance Task Force determines whether the 2 cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting during the same time period while either or both were infectious.*

**A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.*


- Determination of epidemiological links between cases may require further investigation to assess exposure history and identify all possible locations and persons that may have been exposed to the case while infectious. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#). For technical assistance on how to assess for epidemiological links, please contact nursing@cityofpasadena.net.
- If epidemiological links do not exist, the school continues with routine exposure management.
- If epidemiological links exist, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site-specific interventions.

Exposure Management for ≥ 3 COVID-19 Cases at School within a 14-day Period

✕ Required: If the school identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period, the school should proceed with the following steps:

- Report the cluster to PPHD within 1 business day via email at: nursing@cityofpasadena.net or by calling (626) 744-6089.
- Complete the *Line List for Cases and Contacts*, available at: [COVID-19 Case and Contact Line List for the Educational Sector](#) and submit it to nursing@cityofpasadena.net. For technical assistance on how to complete the line list contact nursing@cityofpasadena.net.

- PPHD will review the *Line List for Cases and Contacts* to determine whether the outbreak criteria have been met. PPHD will contact the school within 1 business day to advise on next steps.
- If outbreak criteria are not met, the school continues with routine exposure management.
- If outbreak criteria are met, an outbreak investigation is initiated.
- PPHD will coordinate with the school on outbreak management for the duration of the outbreak investigation.
- School Compliance Task Force will submit requested information, including updates to the *Line List for Cases and Contacts*, to the investigator until the outbreak is resolved (i.e., at least 14 days since the last confirmed case).

 **Recommended:** Prior to reporting a cluster to the PPHD, the School Compliance Task Force will determine whether at least 3 cases in the cluster have epidemiological links. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#). For technical assistance on how to assess for epidemiological links, please contact nursing@cityofpasadena.net.

- If epidemiological links do not exist between at least 3 cases in the cluster, the school continues with routine exposure management.
- If epidemiological links exist between at least 3 cases in the cluster, the school reports the cluster to PPHD at nursing@cityofpasadena.net or by calling (626) 744-6089.

COVID-19 Outbreak Criteria for K-12 Schools

At least 3 laboratory-confirmed cases from different households with symptomatic or asymptomatic COVID-19 over a 14-day period within a school group that is epidemiologically linked.*

**School groups include persons that share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.*

COVID-19 Exposure Management Plan (EMP) Contact Information

I, Terra Toscano (Head of School/Superintendent), attest that my school, Walden School (name of school), has prepared our exposure management plan, designated staff for the COVID-19 School Compliance Team, and the members of that team have completed training on:

- Schools and School-Based Programs K-12 – Public Health Reopening Protocol
- Exposure Management Plan for Schools K-12
- COVID-19 Case and Contact Line List for the Educational Sector
- COVID-19 Exposure Investigation Worksheet for the Education Sector
- COVID-19 Template Notification Letters for Education Settings

Signature Terra Toscano Date 11/04/2020

PERSON RESPONSIBLE FOR IMPLEMENTING EMP

Person in Charge (COVID-19 School Compliance Officer):

Nellie Yoshimura

Title:

Front Office Administrator

Phone Number:

626-792-6166

Appendix A: Steps for Managing Exposures to 1, 2, and 3 or More COVID-19 Cases at School

1 Confirmed Case	<ol style="list-style-type: none"> 1) <i>Required:</i> School instructs the case to follow COVID-19 home isolation instructions (a), below. 2) <i>Required:</i> School informs the case that PPHD will contact the case directly to collect additional information and issue Health Officer Order for Isolation (a), below. 3) <i>Required:</i> School works with the case to identify school contacts. 4) <i>Required:</i> School notifies* school contacts of exposure and instructs them to quarantine at home and test for COVID-19. 5) <i>Required:</i> School informs school contacts that PPHD will contact them directly to collect additional information and issue Health Officer Order for Quarantine (b), below. 6) <i>Required:</i> School submits contact information for case and site contacts using the COVID-19 Case and Contact Line List for the Educational Sector and sends to PPHD by emailing: nursing@cityofpasadena.net 7) <i>Recommended:</i> School sends general notification* to inform the wider school community of the school exposure and precautions taken to prevent spread. <p>*Templates for contact notification and general notification are available at: COVID-19 Template Notification Letters for Education Settings.</p>
2 Confirmed Cases	<ol style="list-style-type: none"> 1) <i>Required:</i> Follow required steps for 1 confirmed case. 2) <i>Recommended:</i> If the 2 cases occurred within 14 days of each other, school determines whether the cases have epidemiological (epi) links.** A COVID-19 Exposure Investigation Worksheet for the Education Sector tool is available to help assess for epi links. <p>**Epi links <u>do not</u> exist: School continues with routine exposure management. Epi links <u>exist</u>: School implements additional infection control measures.</p>
3+ Confirmed Cases	<ol style="list-style-type: none"> 1) <i>Required:</i> If a cluster of 3 or more cases occurred within 14 days of each other, school notifies PPHD at: nursing@cityofpasadena.net or (626) 744-6089. 2) <i>Recommended:</i> Prior to notifying PPHD of the cluster, the school determines whether at least 3 cases have epi links. If epi links <u>do not</u> exist, the school continues with routine exposure management. 3) <i>Required:</i> PPHD requests that the COVID-19 Case and Contact Line List for the Educational Sector be completed by the school to determine if outbreak criteria have been met.*** <p>***Outbreak criteria <u>not met</u>: School continues with routine exposure management. Outbreak criteria <u>met</u>: PPHD outbreak investigation will be initiated.</p> <ol style="list-style-type: none"> 4) <i>Required:</i> School provides updates to the PPHD investigator until the outbreak is resolved (at least 14 days since last confirmed case).

(a) Health Officer Order - cases directed to self-isolate until no fever for at least 24 hours (without the use of medicine that reduces fever) AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared OR, if case has no symptoms, until 10 days have passed after their positive test was taken. <https://www.cityofpasadena.net/Pasadena-Health-Officer-Blanket-Isolation-Order>

(b) Health Officer Order - contacts directed to quarantine for 14 days since date of last exposure to case while infectious, completing a full 14 days regardless of any test results.
<https://www.cityofpasadena.net/Pasadena-Health-Officer-Blanket-Quarantine-Order>



Employee COVID-19 Surveillance and Outbreak Testing Plan

Contracted Testing Laboratory: Quest Diagnostics/PMH Laboratories

Lab Contact: Scott Lieberman

Office Number: 818.708.2701

Cell Number: 828.693.3303

Email: Slieberman@woodcrestschool.org

Ordering physician at PMH: Cesar Rodriguez, MD

Type of test: PCR Nasal Swab or throat culture

a. Testing frequency plan

- At this time, only employees of Walden School will be tested.
- Testing began monthly prior to the resumption of in-person learning. After students return, testing will be done every two weeks.
- Testing takes place on Fridays as all instruction is asynchronous and allows for sign-ups, temperature checks, and a staggered arrival of employees throughout the day.
- Quest diagnostics sends a technician to administer the tests and collects results. Walden may request additional testing at any time.

b. Procedure

1. The employee will complete the required requisition and HIPAA form from Quest and bring this with them at their scheduled time of testing.
2. The employee will complete their test and all samples will be monitored and collected by Quest. At the end of each testing day, the technician will transport the tests from Walden to the Quest laboratory.

c. Results Reporting

- All faculty will be able to access their results within two days and the COVID compliance officer will be able to access the results of those employees who have signed the HIPAA waiver, granting the School access to their COVID-19 test results. Scott Lieberman will immediately alert the COVID Compliance officer if there is a positive test.
- In the event an employee tests positive, they will be contacted by the COVID-19 Compliance Officer, and directed on the next steps, as detailed in the School's COVID 19 Exposure Management Plan.

d. Follow-Up and Outbreak Testing

- In the event that Quest Diagnostics recommends follow-up testing, based on an employee's COVID-19 test results, follow-up testing may be done either on campus by Quest or at the EXCER Urgent Care facility that is less than one mile from the Walden campus.
- In the event of an outbreak on campus, Quest will assist in providing testing as needed. Options for large-scale testing for employees include an onsite drive through testing clinic on the Walden campus. The recommendation is that COVID-19 tests should be taken 5-7 days after exposure.

e. Billing

- Employees provide include a copy of their ID and health insurance plan information with the requisition form.
- Quest will directly bill each employee's insurance company for the cost of the test.
- Walden will assume any cost associated with insurances who refuse payment to Quest.

f. Contract Tracing Course

- The School Compliance Officer, Nellie Yoshimura, completed the Johns Hopkins COVID-19 Contact Tracing Course on July 13, 2020.
- In the event of Nellie Yoshimura's absence, Ludia Chae-Zerrudo, Director of Annual Giving and Alumni Relations, will assume the responsibilities of the School Compliance Officer and completed the Johns Hopkins COVID-19 Contact Tracing Course on October 16, 2020.



JOHNS HOPKINS
UNIVERSITY

Oct 16, 2020

Ludia Chae-Zerrudo

has successfully completed

COVID-19 Contact Tracing

an online non-credit course authorized by Johns Hopkins University and offered through
Coursera

Dr. Emily S. Gurley
Associate Scientist
Department of Epidemiology
Johns Hopkins Bloomberg School of Public Health

COURSE
CERTIFICATE



Verify at coursera.org/verify/NAG763SF4Y6L

Coursera has confirmed the identity of this individual and their
participation in the course.



JOHNS HOPKINS
UNIVERSITY

07/11/2020

Nellie Yoshimura

has successfully completed

COVID-19 Contact Tracing

an online non-credit course authorized by Johns Hopkins University and offered
through Coursera

A handwritten signature in black ink, reading "Emily S. Gurley".

Dr. Emily S. Gurley
Associate Scientist
Department of Epidemiology
Johns Hopkins Bloomberg School of Public Health

COURSE
CERTIFICATE



Verify at coursera.org/verify/LJJ2HDB5GWJE

Coursera has confirmed the identity of this individual and
their participation in the course.



PANDEMIC COORDINATOR TRAINING CERTIFICATE OF COMPLETION

This certifies that one or more representatives from
Walden School
Has completed the Pandemic Coordinator Training

Certification issued by
Joffe Emergency Services
on
July 13, 2020

Trainer names:
Chris Joffe
Karla Simmonds
Mike Edwards
Felicia Gonzalez
Hope Kaye

Influenza Vaccination Plan

In order to protect the Walden School community from influenza, co-infection with influenza and COVID-19 viruses, reduce the demands on health care facilities, decrease illnesses that cannot be readily distinguished from COVID-19, and to be in compliance with the Pasadena Public Health Department's K-12 School Re-opening guidelines, Walden will implement the following flu vaccination program. The goal is to obtain influenza information and immunization for all Enhanced Hybrid staff and students, unless contraindicated by a documented medical exemption.

a. Vaccine Promotion

- All employees are encouraged to receive their flu vaccination from their primary health care provider, local pharmacy, or local flu shot clinic.
- Parents are also encouraged to contact their student's pediatrician to schedule an appointment for a flu vaccination, or visit their local pharmacy or flu shot clinic.
- As a requirement of Title 22 licensing, all faculty that interact with our Preschool students must have a flu vaccine.
- Walden has promoted the on-site flu clinic to families in three issues of our Walden Weekly newsletter. Parents and faculty were encouraged to sign up through SignUp Genius.

b. On-Site Flu Clinic

- Through consultation with our consulting clinician, Kathy Larson, Walden has contracted with Vons/Albertsons/Pavilions to host an on-site flu clinic on Wednesday, October 28.
 - Contact: Chi Nguyen, PharmD
 - 657 -253-3665
 - 623-869-1444 (fax)
 - Provider will bring 80 quadrivalent flu vaccine and 10 doses for seniors 65+.
- Procedure:
 - Staff and families will complete all consent, VIS and HIPAA notices prior to arrival at the clinic. Staff and families will receive vaccination in timed and distanced household groups at Walden. Staff and families will provide insurance information, and if not covered, the provider will invoice Walden for employees only. Walden will cover the cost for all employees.
 - Families and students can also pay on-site by credit card.

c. Vaccine Documentation

- Parents will be reminded to obtain a copy of their child's flu vaccination documentation and upload it to the Magnus Health electronic medical record system.
- Students with a documented medical exemption to the flu vaccination should upload a copy of their vaccine exemption form to their Magnus Health file.
- Employees will be reminded to obtain a copy of their flu vaccination documentation to provide to the Business Office. This documentation will go into their confidential file. Employees who have a medically documented exemption for flu vaccination should provide an exemption form from a licensed health care provider to be kept in their confidential file.

Walden School's PPE Plan

In collaboration with the California Association of Independent Schools and California Association of Private School Organizations, Walden received a 30-day supply of PPE (surgical masks, cloth masks, clear face shields, N95 masks, hand sanitizer and infrared thermometers) from the California Office of Emergency Services. We have been advised that OES is designing a web portal to continue to provide these materials for purchase at the state rate.

Expected PPE usage and available PPE supplies:

- At this time, Walden will continue to work with CAIS and local schools to procure items and plan to purchase items, if needed from available vendors. A list of vendors can be provided upon request.
- Walden distributed cloth face coverings to all students during our materials pick-up in early September.
- Walden's Pandemic Coordinator will always evaluate the stock of PPE supplies at the beginning of the month and purchase to maintain a 30-day amount on campus.
- In section 12.d of the Re-Opening Guide, a face covering sanitizing protocol was provided.
- Walden will use the CDC-provided Burn Rate Calculator App to monitor PPE supplies and order as necessary.
- Daily cleaning practices will be compliant with CDC recommendations using EPA-N approved products and frequency of cleaning.

The following supplies are currently available and will be maintained on our campus:

- Adult N95 masks- 200 masks
- Adult Medical Grade Face Masks- 735 masks
- Child Medical Grade Face Masks- 320 masks
- Disposable Adult Face Masks- 99 masks
- Disposable Child Face Masks- 320 masks
- Face Shields- 140 face shields
- 16 or 32 oz bottles of hand sanitizer- 90 bottles
- Disinfecting Wipes (160 count)- 10 containers
- Gallon Size Hand Sanitizer- 2 gallons
- Disposable latex gloves- 40 boxes



Walden has identified that all PPE replacement items can be ordered from [Staples](#).

Specific Items from Staples:

- Rubber Gloves https://www.staples.com/first-aid-only-6-pc-first-aid-kit-for-1-person-91228/product_24452446
- Disposable Face Masks https://www.staples.com/disposable-earloop-face-mask-blue-50-box-wxdkz0007e/product_24448175
- Hand Sanitizer https://www.staples.com/petra-antibacterial-gel-hand-sanitizer-with-pump-1-gal-4-carton-mc4210-kit/product_24458688
- Face Shields https://www.staples.com/disposable-face-shield-clear-fs-1/product_24452830

Walden School COVID-19 Communication Plan

Communication Protocol

Walden students and employees that are identified as having had an exposure to a positive COVID-19 case at school are notified by the School Compliance Officer of the exposure through a letter or other communication strategies (including email or telephone call). The Head of School will determine whether additional notification is needed to inform the wider school community about the positive case on campus and the precautions being taken to prevent the spread of COVID-19 using the following guidelines:

Walden Student, Faculty or Staff with:	Communication:
COVID-19 Symptoms at school or identified during screening	No Communication will be sent
Close contact with a confirmed COVID-19 case	Notification of a “close contact”
Confirmed COVID-19 case infection	Notification of a “positive case”
Confirmed Outbreak (3 or more cases)	Notification of “outbreak”

E-Message Templates

Using the **COVID-19 Notification Letters for Education Settings**, the School Compliance Officer and Director of Communication have created ready-to-go templates to address the above scenarios in Walden’s e-Messages system.

These templates include the following directives:

- Obtain a COVID-19 test (a PCR nasal swab test, not a blood test or a rapid nasal swab antigen test) whether or not they have symptoms.
- Inform the school of test results as this will determine the extent of disease spread at the school and serve as a basis for further control measures.
- Exposed students and employees are required to quarantine for 14 days since the last exposure to the infectious case.
- Exposure mandates a FULL 14-day quarantine, regardless of positive or negative test results.

- A negative result **does not shorten** a quarantine period to less than 14 days as a person can develop COVID with or without symptoms.
- All exposed individuals will be contacted by Pasadena Public Health directly to collect additional information and issue the Health Officer Order for Quarantine.
- Links to supporting resources:
 - Testing Sites: <https://covid19.lacounty.gov/testing/> and [covid19.pasadena/testing.](https://covid19.pasadena.gov/testing/)
 - Guidance for Home Quarantine: <http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>.

Scenario Planning

If a Walden student has close contact* with positive case:

- The School Compliance Officer will notify the Pasadena Public Health Department.
- The School Compliance Officer will notify the members of the cohort of potential exposure using the e-messages “close contact” template. They and their household members must also stay home for 14 days. Test results (even a negative result) cannot shorten a quarantine period to shorter than 14 days.

* Close contact is defined as being the presence of someone who is diagnosed or likely to have COVID-19 within 6 feet for at least 15 minutes within a 24-hour period.

If a Walden student/staff member tests positive for COVID:

- The School Compliance Officer will notify the Pasadena Public Health Department by email or phone.
- The School Compliance Officer will notify the family by phone; student and siblings/household members must stay home for a full 14 days.
- The School Compliance Officer will use the “positive case” e-message template to notify member of cohorts of positive case; they and all members of the household must also stay home for 14 days. Test results (even a negative result) cannot shorten a quarantine period to shorter than 14 days.
- The Head of School will follow up with a phone call to the family.

If an outbreak (a cluster of 3 or more laboratory confirmed cases within a 14-day period) is determined on Walden’s campus:

- The School Compliance Officer will notify the Pasadena Public Health Department
- The Head of School will be responsible for communicating any potential COVID-19 outbreak to the school community using the “outbreak” e-message template. This notification will take place via mass email distribution to school parents and employees.



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- The Head of School will be responsible for communicating any related school closures, due to a COVID-19 outbreak on campus, to the school community. This notification will take place via mass email distribution to the school parents and employees.



Walden has identified that all PPE replacement items can be ordered from [Staples](#).

Specific Items from Staples:

- Rubber Gloves https://www.staples.com/first-aid-only-6-pc-first-aid-kit-for-1-person-91228/product_24452446
- Disposable Face Masks https://www.staples.com/disposable-earloop-face-mask-blue-50-box-wxdkz0007e/product_24448175
- Hand Sanitizer https://www.staples.com/petra-antibacterial-gel-hand-sanitizer-with-pump-1-gal-4-carton-mc4210-kit/product_24458688
- Face Shields https://www.staples.com/disposable-face-shield-clear-fs-1/product_24452830