

# WISEBURN UNIFIED SCHOOL DISTRICT STAFF HEALTH & SAFETY GUIDE

2020-2021 Reopening Schools For  
On Campus Services  
During COVID-19 Conditions



**NOVEMBER 2020**

This is a fluid working document that may be adjusted as conditions and/or guidance changes.

# WHAT STAFF NEED TO KNOW

The Los Angeles County Department of Public Health (LADPH) recently updated its protocols to allow K-12 schools to provide in-person services under certain conditions based on the following:

- Schools may prioritize students who require assessments that cannot be achieved through distance learning.
- Schools may offer in-person support for at-risk and high-need students.
- The number of students on campus at any time will not exceed 25% of the total student body.
- Students will remain in stable cohorts of no more than 12 students throughout the day with two supervising adults. If an additional adult is necessary, the number of students will be reduced by one. No more than 14 total people will be in a cohort.

The county update also requires full implementation of the following safety protocols:

- [Los Angeles Department of Public Health Reopening Protocols for K-12 Schools](#)
- [Protocols for COVID-19 Exposure Management Plan in K-12 Schools](#)

We understand the many educational challenges facing our students. As the County and state have indicated, to ensure the health and safety of our community, we must prioritize those students with greatest need at this time.

We hope the following pages provide useful guidance and information to you as we prepare for some students to return for specialized services.

# As students return, it will look different.

## Screening at Home:

- Staff should complete the Health Screening daily, prior to coming to work, including a daily temperature check before going to school. Anyone with a fever of 100.4° F or higher must not come to a school site. Personal illness, quarantine, and COVID-19 illness or symptom related absences will be excused.
- Self screening should include checking for cough, shortness of breath, difficulty breathing, fever and/or chills. Staff experiencing those symptoms must not come to work.
- If you have had contact with a person known to be infected with COVID-19 in the last 14 days, please stay home.
- If in doubt, please STAY home.

## Arriving at School:

- Staff will have their temperatures checked upon arriving at school.
- Parents & visitors will have limited access to the school campus. Students will be picked up at the gate, parents will not be permitted to walk students to & from the classroom.
- Students/staff will use designated routes for entry and exit in order to limit direct contact with others.
- Signage is placed throughout the campus to remind students and staff about physical distancing, hand washing, and spreading germs.
- The District has secured additional safety equipment including, but not limited to: hand sanitizing stations, plexi-glass, face coverings.



## FACE COVERINGS & PPE

Students and staff are required to wear face coverings at all times:

- Students must wear face coverings:
  - While in the classroom and on school grounds (except when eating or drinking)
  - While waiting to enter campus and when leaving
- Personal Protective Equipment (PPE) will be provided to staff.
- Personal face coverings will be allowed in compliance with dress code policy.

[CDC Resource Webpage: Masks Help Slow the Spread of COVID-19](#)



## OTHER HEALTH & SAFETY CONSIDERATIONS

- Cloth face coverings should be washed at least daily or when visibly soiled
  - Avoid touching face covering with unwashed hands to prevent spread of infection
- Disposable face mask should be replaced daily
- Face shields can be cleaned with soap and water or disinfectant
- Dispose of gloves by avoiding touching the outside of the contaminated glove with bare hands
- Dispose of gown in the trash can after exposure to an ill student who may have been coughing or sneezing, or contact with other body fluids

***Proper handwashing is critical in ensuring everyone's health and safety. Please watch this video on how to properly wash your hands and make sure your students regularly wash their hands: [CDC Handwashing Video](#)***

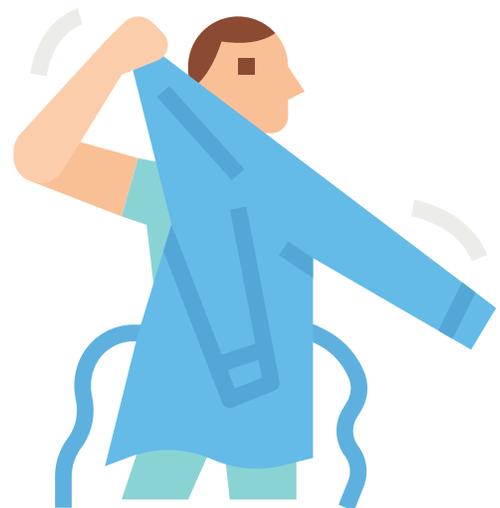
## ADDITIONAL TRAINING VIDEO RESOURCES

Training video on the proper use of cleaning solutions, disinfectants (such as Clorox wipes), and other products:

- [Cleaning Video \(Keenan\)](#)

Training Video on PPE:

- [CDC How to Wear PPE](#)
- [CDC How to Take Off PPE](#)
- [CDC Face Mask Do's & Don'ts](#)



# CLEANING AND DISINFECTING

Cleaning and disinfecting are 2 separate steps in the clean-up process.



- Cleaning is aimed at removing germs (including viruses), dirt and impurities from surfaces. Cleaning doesn't kill germs, but it reduces risk of infection by reducing the number of germs on the surface
- Disinfecting, on the other hand, doesn't necessarily make the surface look clean, but it does reduce risk of infection by killing germs on the surface. The stronger the disinfectant and the longer it stays on the surface the more germs it will kill.
- Disinfecting sprays and solutions should be left to sit and coat surfaces to be disinfected according to label instructions.
- Disinfecting is done after hours, when children are not present, giving the site adequate time to air out before children are back.
- Spot cleaning of frequently touched or soiled areas should be carried out regularly throughout the day, even when children are present. High-touch surfaces include sink knobs, toilet handles, tables, and door handles as well as instruments used in assessment such as audiometer machines, earphones, eye covering tools (These assessment tools should be cleaned as per manufacturer guidance).

For cleaning:

- Warm water and soap are effective for cleaning. They remove germs, dirt, and impurities from surfaces.
- If you don't have soap, use another detergent with water.

For disinfecting:

- Use a commercial EPA-registered disinfectant
  - To reduce risk of asthma among children and staff, try to use disinfectant products on the EPA's N list with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as opposed to products that include peroxyacetic acid, sodium hypochlorite (bleach) or quaternary ammonium compounds.



# ON CAMPUS AND IN THE CLASSROOM



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

- During regular school hours, school sites will restrict non-essential visitors.
- Non-essential furniture has been removed from classrooms to allow maximum space for students and staff.

## STAFF WORK SPACE CONSIDERATIONS

- Staff members have completed COVID-19 trainings (Hand Washing, Coronavirus Awareness, Center for Disease Control (CDC): Guidelines for Making & Using Face Coverings, and Managing Stress and Anxiety).
- Campuses will follow guidelines developed by the Public Health Department for cleaning, disinfection, and ventilation of school campuses.
- Common touch surfaces will be cleaned regularly (e.g. counter tops, door handles, restrooms).
- Physical barriers will be installed in front office areas where face-to-face interaction with the public occurs.
- Staff and students will be expected to wash/sanitize their hands regularly.
- Every classroom and workstation will be provided with hand sanitizer to use.
- Staff will limit sharing of supplies between students to the extent possible and encourage students to take home personal items for cleaning daily.
- Signage will promote healthy hygiene practices and reminders to stay home when ill.
- Staff should bring water bottles as water fountains will be closed to minimize COVID-19 exposure.

**Exposure** is when you come into close contact with someone diagnosed with or suspected to have COVID-19. A close contact is defined as an individual who was within 6 feet of the infected person for more than 15 minutes or contact with the infected person's body fluid and/or secretions, for example, being coughed or sneezed on, sharing of a drink or food utensils.

**Home isolation** is required when a person is infected or sick with COVID-19 and should stay away from people who are not infected. A person who is in isolation is to stay home until it's safe for them to be around others.

**Home Quarantine** is required for anyone who might have been exposed to COVID-19 and needs to stay away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. A person in quarantine is to stay at home, separate from others, monitor their health, and follow directions from the local health department.

## Guidance for Child or Employee with Laboratory-confirmed COVID-19 at an Educational Institution

Educational Institution is notified of a child or employee with laboratory-confirmed COVID-19.

Child or employee with laboratory-confirmed COVID-19 is sent home.

Child or employee with laboratory-confirmed COVID-19 is instructed to isolate at home, away from others.<sup>1</sup>

Institution identifies exposed contacts to child or employee with laboratory-confirmed COVID-19 while infectious<sup>2</sup> and notifies contacts of exposure.

<sup>1</sup> Persons with laboratory-confirmed COVID-19 infection should isolate until fever free for 24 hours without fever reducing medication, improved symptoms, and 10 days from beginning of symptoms (or 10 days from test date, if no symptoms).

<sup>2</sup>The infectious period for an infected person is 48 hours before symptom onset (or test date for persons with no symptoms) until the infected person is no longer required to be isolated.

## **Students that present symptoms while at school**

- Students will go to a designated isolation area until they can be picked up by a parent or guardian.
- The District will coordinate with Los Angeles County Department of Public Health (LADPH) regarding suspected and confirmed cases.
- LADPH will be responsible for working directly with the individual and families for notification and contact tracing.
- LADPH will assist the District to determine a course of action should a student or staff member test positive for COVID-19 on a case-by-case basis. This may include dismissal of students and most staff for a short period of 1-3 days.
- **Note: Parents should be prepared to pick up their student(s) immediately in the instance they develop COVID-19 symptoms while at school. Please be sure to have updated emergency contacts in PowerSchool.**

## **COVID-19 Protocol & Notification**

Should a positive COVID-19 case occur at a school site, the following protocols will be followed:

- In accordance with state and local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Families Education Rights and Privacy Act (FERPA).
- Inform those who have had close contact with a person diagnosed with COVID-19 to self-monitor for symptoms, and follow state and local guidance if symptoms develop.
- WUSD student, staff, and families who have been potentially exposed to a positive COVID-19 case will be notified. These notifications will be completed by administration, in consultation with the school nurse, by phone with follow-up written correspondence which will include:
  - If known, date of potential exposure
  - Information on incubation period and safety protocols that help to limit exposure (hand washing, face coverings, physical distancing)
  - Phone numbers to schedule an appointment at a local testing site
- In addition, positive COVID-19 cases may lead to the closure of a classroom, multiple classrooms, or even a school. This will be determined by District administration with direction from Los Angeles County Department of Public Health.
- Contact tracing protocols will take place per guidance from LADPH
- WUSD maintains an internal tracking document and protocol to monitor daily symptoms and any positive COVID-19 cases.

# CONSIDERATIONS FOR **STAFF** WORKING WITH STUDENTS WITH DISABILITIES



- Staff will be given a choice as to type of face covering that is most conducive to addressing their specific student needs.
- IEP services will be delivered with adherence to the wearing of facial coverings, physical distancing, increased hand washing, and sanitizing.
- All staff who work with students that require more hands on services such as diapering, catheterization, feeding, etc. will utilize face coverings, gloves, and gowns.
- Staff who work with students that require modeling of oral tasks to complete work will be issued face shields so students are able to view their instructor.
- Staff may work with students outside as necessary and appropriate

***Parents of students with sensory challenges related to wearing face coverings are being encouraged to work with their child(ren) to prepare them for this on-campus service requirement.***

# IN-PERSON ASSESSMENTS AND SPECIALIZED SERVICES

## SPECIAL EDUCATION ASSESSMENTS

Initial and triennial Special Education one to one assessments are currently being conducted on campus by appointments scheduled with special education staff and service providers.

Upon arrival at the school, the parent/guardian will accompany the student to the school office & be greeted by school staff. A staff member will then escort the student to the testing space.



Parents/guardians will not be permitted to accompany students to the assessment rooms or remain on campus for the duration of the assessment session(s).

Parents will need to pick up their student at the agreed upon time (and also be easily accessible by phone should anything that requires immediate attention arise during the assessment session(s)).

Multiple assessment appointments are likely to be necessary & each appointment will be scheduled with special education staff and service providers.

## SPECIALIZED SERVICES

**Individualized Education Programs:** Students may be invited to campuses for IEP outlined and related services within small, stable cohorts using a phased approach. The first phase allows for students in self-contained special day class programs to return to school sites for in-person services that they have been unable to access through distance learning due to communication deficits, assistive technology and equipment needs, and/or necessary intensive support and prompting.

Students who return for on-campus service will continue to receive curriculum and instruction via synchronous and asynchronous distance learning programs until schools are permitted to re-open. Parents of students included in this first phase have been contacted by the Special Education department and student's school sites individually.

**English Learner Students:** Students with the lowest levels of English proficiency may be invited to campus to receive English Language Development supports, intervention, and assistance with synchronous and asynchronous instruction.

**Foster, Homeless Youth, Other High Needs Students:** May be invited to campus to receive a safe and secure learning environment, intervention supports, and assistance with synchronous and asynchronous instruction.

Please Note - Services delivered outside the classroom cohort will be provided one-to-one.