

Los Alamitos Unified
School District

2020-2021

SCHOOL OPENING & Covid-19 Safety Plan



TABLE OF CONTENTS



1

A MESSAGE FROM DR. PULVER

2

HEALTH & SAFETY PROTOCOLS

4

COVID-19 TESTING & REPORTING

5

FACILITY CLEANING & SANITIZATION PROTOCOLS

6

INSTRUCTIONAL PROGRAMS

7

TRADITIONAL SCHOOLING PATHWAY

11

SPECIAL EDUCATION & MENTAL HEALTH

APPENDIX

- APPENDIX I COVID-19 FAQ
- APPENDIX II COVID-19 SCENARIO CHART
- APPENDIX III SYMPTOM DECISION TREE
- APPENDIX IV VENTILATION
- APPENDIX V LOSAL@HOME LEARNING SCHEDULES
- APPENDIX VI COVID-19 SCHOOL GUIDANCE CHECKLIST
- APPENDIX VII COVID-19 PREVENTION PROGRAM

MESSAGE FROM DR. PULVER

BOARD OF EDUCATION

Marlys Davidson - President
Diana Hill - VP/Clerk
Meg Cutuli - Board Member
Scott Fayette - Board Member
Chris Forehan - Board Member

Dear Members of the Los Alamitos Unified School District Community,

All of us in Los Al Unified are eager to have our students and families return for the 2020-21 school year on August 31, 2020! We miss you and know that the past several months have been challenging for everyone, us included. While the future has many lingering questions, our Los Al Unified educators and leaders have spent the last several months diligently collaborating and preparing the best possible educational options for our students, while keeping safety as our top priority. Our committees have conducted over thirty meetings and reviewed nearly 9,000 responses from staff and family surveys. Our team has taken the input from stakeholders, the guidance from state and local health and education agencies, and collaborated with the Los Alamitos Unified School District Board of Education to offer a comprehensive 2020-2021 School Opening and Safety Plan for all students.

As always, Los Al Unified is committed to providing a rigorous and quality instructional program for our students, while ensuring a safe environment for students, staff and the community. We realize our community deserves a variety of educational options and we are committed to providing choices for families during the pandemic. Our plan includes the appropriate safety precautions as well as a clear outline of our educational options for both a traditional schooling pathway and a year-long, 100% distance learning pathway (LosAl@Home). Our team and Board of Education have worked hard to provide two pathways for students, allowing families to make the choice they believe is best for their child(ren).

Throughout the COVID-19 pandemic, every action has been and will continue to be in alignment with the California Department of Public Health (CDPH) and the Orange County Health Care Agency (OCHCA) guidelines specific for schools and classrooms. The safety protocols and procedures outlined within this plan are aimed to mitigate risk. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but the implementation of several coordinated interventions can greatly reduce that risk. Please note that as of the publication date of this plan, Orange County remains on the State's COVID-19 Monitoring Watchlist, prohibiting us from offering in-person learning. We will closely monitor Orange County's ability to meet the requirements, as outlined by the state, for a return to in-person instruction.

We invite you to carefully read our 2020-21 School Opening and Safety Plan. It is our hope that the information provided will give families the information needed to make the best selection for their child(ren).

We ask that after reviewing our plan, families make a decision as to which of the two pathways they would like their child to participate in for the school year. For those families that choose to remain in the Traditional Schooling Pathway, no further action is required, as all students will remain in the traditional pathway by default. For those families who would like to make the year-long commitment to a 100% distance learning model, log onto the LosAl@Home Website, by clicking on the LosAl@Home icon to the right. Please download and submit the enrollment packet for each student you are enrolling in LosAl@Home by Wednesday, August 12, 2020. This deadline is critical so we can assign Los Al Unified teachers to the different instructional pathways and develop student schedules. Enrollment requests for the LosAl@Home program received after August 12, will be considered only if space is available.



Thank you for your ongoing support, patience and understanding as we continue to prepare for the upcoming academic year and for entrusting your child's education to our Los Al family of educators. We also want to thank the 70+ members who have served on our Remote Teaching and Distance Learning Committee for their tremendous efforts and contributions in the development of this plan.

Stay safe and healthy, take care of your loved ones and know that we are Better Together!

Warmly,

A handwritten signature in blue ink, appearing to read "Andrew Pulver".

Andrew Pulver, Ed.D.
Superintendent

HEALTH & SAFETY PROTOCOLS

The health and safety of our students, staff, and families is of the utmost importance. When the 2020-2021 school year begins, on-campus school will look much different than previous years due to new health and safety measures. This plan to reopen schools is based on current guidance from public health officials and state agencies and will be updated as the situation evolves.



SUPPLIES & PROTECTIVE EQUIPMENT

The following items are being set up at each school site:

- Plexiglass office dividers
- Directional walkways
- Messaging signs and floor stickers
- Mobile handwashing stations

The following items are being sent to schools based upon student enrollment and staff numbers:

- Cloth Mask - Child
- Cloth Mask - Adult
- Disposable Mask - Child
- Disposable Mask - Adult
- Face Shields
- Student Desk Dividers
- Hand Sanitizer
- Gloves - Medium and Large
- Disinfecting Wipes
- Thermometers (One Per Classroom)

SCREENING AT HOME

- Families are strongly encouraged to take temperatures daily and monitor children for symptoms before going to school. Anyone with a fever of 100.4°F, without fever reducer/pain relief medication, or higher should not go to a school site. Personal illness, quarantine, and COVID-19 illness or symptom-related absences will be excused.
- Students and adults are strongly encouraged to self-screen for respiratory symptoms such as cough and shortness of breath prior to coming to school each day. Students and adults experiencing those symptoms should not attend school.
- Staff members are required to have their temperatures taken prior to beginning work. If staff members are experiencing symptoms, they should stay home and contact Human Resources.

OTHER SAFETY CONSIDERATIONS

- Staff members will complete mandated COVID-19 online trainings.
- Campuses will follow guidelines developed by the CDPH for cleaning, disinfection, and ventilation of school campuses.
- Common touch surfaces will be cleaned regularly (e.g. countertops, door handles, restrooms, student desks, student chairs)
- Staff and students will be expected to wash/sanitize their hands regularly.
- Schools will limit sharing of supplies between students to the extent possible and encourage students to take home personal items for cleaning daily.
- Students will be encouraged to bring personal/refillable water bottles or have an option to use a disposable cup at water source.
- Playground equipment will be regularly inspected and cleaned for student use.

FACE COVERING & PERSONAL PROTECTIVE EQUIPMENT

In accordance with the California Department of Public Health's (CDPH) Guidance, students and staff are expected to wear cloth face coverings. The use of gaiters, bandanas and masks with exhalation valves aren't permitted for use.

All students (TK-12) and staff must utilize face coverings:

- While in the classroom
- While waiting to enter campus
- While on school grounds (except when eating, drinking or playing)
- While entering and exiting school
- While on the bus

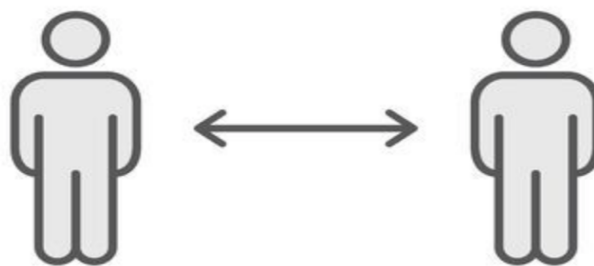
Personal Protective Equipment (PPE) will be provided to staff and students, but it is highly encouraged for students to bring their own face covering.

- Personal face coverings will be allowed in compliance with dress code policies.
- Teachers and identified staff members will receive a reusable face shield.
- Gloves are not recommended for use by students or staff, with the exception of those conducting cleaning, first aid, or food service.

Schools will exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools have developed protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.

ARRIVAL AT SCHOOL

- Students and staff members will be required to wear face coverings and have their temperature checked upon arrival. Student temperatures will be checked upon arrival in class.
- School sites will designate routes and specific locations for entry and exit in order to limit direct contact with others.
- School sites will have signage throughout campus to remind students and staff about wearing face coverings, social distancing and hand washing.
- Parents and visitors will have limited access to school campuses. If a visitor needs to visit any location other than the school office they will have their temperature checked and be asked the CDC screening questions before being granted permission and issued a Visitor Badge.



IMPLEMENTING SOCIAL DISTANCING

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

- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
- During regular school hours, school sites will restrict non-essential visitors, volunteers, and activities involving other groups and ask school community members to call the office instead of physically visiting it for routine office business. An appointment system will be used for non-routine meetings.
- Stagger arrival and drop-off times and locations as consistently as practicable as to minimize scheduling challenges for families.
- Minimize movement of students and teachers or staff as much as practicable.
- Not hold large gatherings such as assemblies, award ceremonies and performances and move to implement virtual events for families instead of on-campus gatherings for widely attended events such as Back-to-School Night and Open House.
- Routes will be designated to reduce face-to-face contact and directionality at entry and exit to lunch, recess, and other transition times.
- Staggered schedules for restroom breaks and hand washing.
- Modifications to instructional schedules, lunch and recess protocols to reduce concentration of students and build stable cohorts.
- Serve meals outdoors or in classrooms. All school provided or purchased lunches will be individually bagged meals.
- Use the newly added temporary, outdoor, shaded classroom space for instructional purposes.
- Hold recess and play activities in separate areas designated by class.
- Each campus will have a designated isolation room to hold staff or students who show symptoms while at school.

INSIDE CLASSROOMS

- Classroom space will be arranged to remove non-essential furniture, allowing maximum space for students and staff.
- Student desks will be spaced six feet from teacher desk.
- Desk shields will be provided to students

EMPLOYEE COVID-19 TESTING

The Los Alamitos Unified School District is conducting COVID-19 testing for all employees. Tests are administered at all schools, the District Office and the Auxiliary Office with results available within two days. All employees were initially tested for a baseline assessment. In accordance with a recommendation from the CDPH, they will be retested at two-month intervals. (See Appendix II for exceptions.)

If an employee tests positive for COVID-19, the employee will be sent home and directed not to return to work. The Orange County Health Care Agency will be notified and will communicate with the employee regarding next steps.

Close contacts of the individual will be identified, notified, and instructed to test and quarantine per CDPH guidelines. A close contact is anyone who has been less than 6 feet from someone who tests positive for more than 15 minutes. Anyone who interacted at a lesser level with the person who tested positive will receive a "Low Risk of Exposure" notification. The workplace of the person testing positive and any other impacted areas will receive extensive cleaning and sanitization.

Staff will be asked to practice social distancing, including but not limited to the following:

- When working indoors or in outdoor areas
- Before and after the work shift
- Coming and going from vehicles
- Entering, working, and exiting physical buildings or other structures
- During breaks and lunch periods

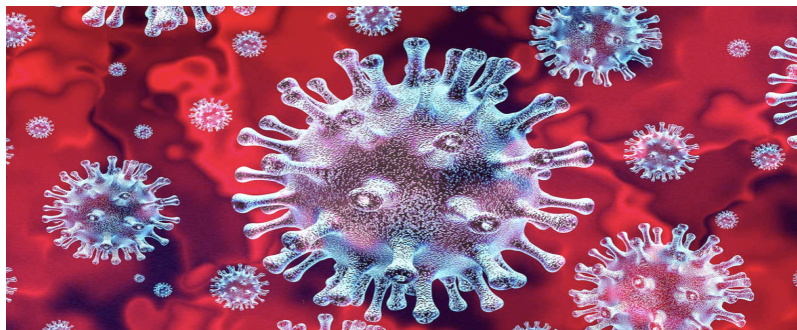
CONTACT TRACING

- Schools will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records and other privacy laws.
- Using the CDPH guidance and in collaboration with OCHCA staff, district nurses will serve as the primary contacts and contact tracers, to the extent practicable, when situations arise with a possible COVID-19 exposure or student tests positive for COVID-19. The Assistant Superintendent of Human Resources will serve as the primary contact and contact tracer, to the extent practicable, when situations arise with a possible COVID-19 exposure or staff member tests positive for COVID-19. CDPH and CDC define close contact within 6ft or greater for more than 15 minutes.
- The Assistant Superintendent of Human Resources and the Director of Safety & Student Services will supervise and coordinate any additional efforts regarding communication with staff or families who have been in close contact, maintaining confidentiality according to FERPA.
- School principals will be the designated contact for the local health department.

COVID-19 TESTING & REPORTING

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

Action Guidelines



Student or staff with COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing):

- (Appendix III) Use Symptom Decision Tree to identify low-risk versus high-risk symptoms and proceed accordingly.
- School/classroom remain open
- No communication sent to classroom or school community

Student or staff with close contact to a confirmed COVID-19 case:

- Send home student or staff immediately, place in school site isolation room while awaiting pick-up
- Quarantine per CDPH guidelines
- Recommend COVID-testing
- School/classroom remain open
- Consider school community notification of a known contact

Staff or student with confirmed COVID-19 case infection:

- Notify the local public health department
- Isolate case and exclude from school for 10 days from symptom onset or test date
- Identify close contacts, quarantine and exclude exposed contacts; could be entire cohort per CDPH guidelines and consultation with Orange County Healthcare Agency.
- Recommend testing of contacts, prioritize symptomatic contacts
- Disinfection and cleaning of classroom and primary spaces where case spent significant time
- School remains open
- School or classroom community notification of a known case

Staff or student tests negative after symptoms:

- Staff or student may return to school after 24 hours without fever and symptoms improving
- School/classroom remain open
- Consider school community notification if prior awareness of testing

CLOSE CONTACT:

A close contact is defined as a person who is less than 6 feet from a positive case for more than 15 minutes, during the positive person's communicable period.

COHORT:

A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

COMMUNICABLE PERIOD:

The communicable period for a positive case begins 48 hours prior to the onset of symptoms, or, if asymptomatic, 48 hours prior to the administration date of a positive test.

What are the criteria for closing a school?

The California Department of Public Health recommends individual school closure based on the number of cases, the percentage of the teacher/student/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teacher/student/staff cases are within a 14-day period, depending on the size and physical layout of the school.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If a school is closed for in-person learning, when may it reopen?

Schools may typically reopen after 14 days and the following has occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

What are the criteria for closing a school district?

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

If a school district is closed, when may it reopen?

Districts may typically reopen after 14 days, in consultation with the local health department.

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

FACILITY CLEANING & SANITIZATION PROTOCOLS

The safety of employees and students at Los Al Unified is the first priority. Schools have been completely cleaned and disinfected, and Los Al Unified will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the office and school before employees and students return, the cleaning steps outlined below will be followed:

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

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

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

Sanitize the following at least daily:

- Desks and chairs
- Keyboards, phones, headsets, copy machines
- Door handles
- Handrails
- Restroom surfaces and sink handles
- Light switches
- Public interface/Interaction areas
- Kitchens and food preparation areas
- Playground equipment
- Elevators
- Bike Racks

HANDWASHING

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

- Wash hands thoroughly with soap and water for at least 20 seconds
- Thoroughly dry hands

Handwashing stations are being deployed to supplement existing facilities, especially where food is eaten and in common areas. Types of handwashing stations:

- Self-contained system – foot pump operated water and soap handwashing stations
- Hand sanitizer dispensers - touchless dispensers
- Hand sanitizer bottles - readily available

DRINKING STATIONS

- Some drinking fountains are being retrofitted with bottle filling stations. This is a good alternative to drinking fountains and will provide students with access to water.
- Students should provide their own reusable water bottles to reduce sharing and encourage environmentally friendly alternatives to disposable water bottles.

INDOOR AIR QUALITY

Indoor air quality is essential to providing a safe and comfortable environment for schools and offices. Proper temperature and humidity levels can help slow down the reproduction of viruses and bacteria. Los Al Unified is ensuring proper preventive maintenance is being performed on all HVAC units and is changing filters on a regular basis and providing adequate air filters:

- The Center for Disease Control recommends increasing air filtration as high as possible (target MERV 13) without diminishing air flow and enforcing the existing or revised indoor air quality plan.

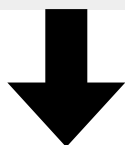
INSTRUCTIONAL PROGRAMS



Quality instruction and a commitment to equity for all students continues to be a focus for the Los Al Unified educational programs. We know the needs of our students and families vary, which is why we have provided two instructional options for the 2020-2021 school year:

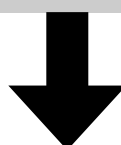
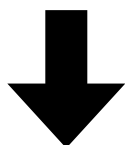
OPTION 1: TRADITIONAL SCHOOLING PATHWAY

Families can choose to keep their student enrolled in their regular school of attendance for the 2020-2021 school year, knowing that students who remain in the traditional schooling pathway may spend time in different learning environments this school year. Students who remain in the traditional schooling pathway will return to on-campus instruction when state and county health guidelines allow, but will participate in remote learning if health guidelines restrict in-person instruction. This pathway is best for families who want their students to return to on-campus instruction as soon as legally allowable.



OPTION 2: DISTANCE LEARNING PATHWAY - LOSAL@HOME

Families can choose for their student to register for a 100% distance learning option through LosAl@Home for the 2020-2021 school year. LosAl@Home will provide the opportunity for TK-12 students to learn remotely for the entirety of the school year. This pathway is best for families who don't want their students to return to on-campus instruction during the 2020-2021 school year.



TRADITIONAL SCHOOLING PATHWAY

Students who remain in the traditional schooling pathway will attend school in the format which aligns to state and county health guidelines for opening schools. These students could spend time in three different learning environments during the 2020-2021 school year, with the desired outcome being to participate in on-campus instruction, when legally allowable.

Students in the traditional schooling pathway may, at some point during the school year, participate in the three settings below, based upon health guidelines:

- Traditional Setting with Health & Safety Enhancements – Return to campus for a full-school day in a classroom with the typical number of students, but with additional health and safety enhancements.
- Hybrid Learning – Return to campus for half of a school day in a classroom with approximately 50% of the typical number of students. Students learn remotely the other half of the day utilizing the Schools PLP learning management system. Students are placed into two cohorts: AM Cohort or PM Cohort.
- Distance Learning - Students participate in 100% remote instruction, utilizing the Schools PLP learning management system, following the distance learning schedule for their grade level and taught by their regularly assigned teacher(s).

DISTANCE LEARNING PATHWAY YEAR-LONG COMMITMENT

LosAl@Home will offer students in all grades the opportunity to learn completely from home during the 2020-2021 school year. Classes will be taught by Los Al Unified teachers utilizing the Schools PLP learning management system. Students who attend LosAl@Home will participate in live daily instruction and be expected to log into class, during traditional schooling hours, to engage with their classroom teachers and peers.

LosAl@Home classes will follow the traditional Los Al Unified curricular scope and sequence and be taught using District adopted curriculum and supplemental materials. Classes at the elementary level may be comprised of students from across the District and middle school classes will be comprised of both Oak and McAuliffe students. All high school classes are "a-g" and NCAA approved and LosAl@Home will offer access to Advanced Placement Courses. Unfortunately, LosAl@Home students will not have access to performing arts and athletic programs, but will have access to visual arts courses.

For more information or to register for LosAl@Home visit <https://www.losal.org/losalathome> or call/email Dr. Kenneth Lopour, LosAl@Home Administrator, (562) 799-4716, Losalathome@losal.org.

TRADITIONAL SCHOOLING PATHWAY



TRADITIONAL SETTING: HEALTH & SAFETY ENHANCEMENTS

In a traditional setting, students will return to on-campus instruction with increased health and safety enhancements previously outlined in the document under Health & Safety Protocols. The enhancements include:

- Designated supplies and protective equipment for students, staff and facilities
- Face covering and Personal Protective Equipment protocols
- Home symptom screening protocols
- School arrival temperature checks and symptom screenings
- Increased cleaning and sanitization protocols
- Social distancing protocols
- Modified recess/lunch protocols
- Student desk shields
- Removal of non-essential classroom furniture
- Utilizing outdoor learning space
- COVID-19 Testing & Screening protocols

In addition to the above listed areas of health and safety enhancements school sites will utilize instructional schedules that mitigate student concentration at arrival, dismissal and during passing periods.

ELEMENTARY SCHEDULE

Elementary schools will utilize staggered arrival and departure schedules and assigned entry and exit points. Alphabetical assignment by last name will be used to assure that children from the same household can arrive and depart school at the same time. Below is a sample of an elementary school schedule in a traditional setting.

TRADITIONAL ELEMENTARY SCHEDULE

Staggered Arrival and Departures for Students

M-T-Th-F	Arrival	Departure	
A – F	8:00AM	1:55PM	WEDNESDAYS will be staggered Departure on minimum day schedule
G – M	8:15AM	2:10PM	
N – Z	8:30AM	2:25PM	

*Kindergarten could be at 8:45am and end by 1:50pm by classroom assigned gate

A – B	GATE 1
C – D	GATE 2
E – F	GATE 3

*No before school play and strict accountability of drop-off & pick-up.

AERIES would be used to do GRAND ALPHA sort, yielding equal groupings.

SECONDARY SCHEDULES

Secondary schools will utilize block schedules and assign entry and exit points to their student body. Utilizing a block schedule will reduce the concentration of interaction between peers and students to staff, in addition it will create more stable daily cohorts. Below is a sample middle school and high school block schedule in a traditional setting.

MIDDLE SCHOOL BLOCK SCHEDULE				
	Monday	Tuesday	Thursday	Friday
8:40AM – 8:53AM	Homeroom	Homeroom	Homeroom	Homeroom
8:53AM – 9:38AM	Period 1	Period 1	Period 1	Period 1
9:46AM – 11:16AM	Period 2	Period 3	Period 2	Period 3
11:24AM – 11:54AM	LUNCH #1			
11:54AM – 12:27AM	LUNCH #2			
12:27AM – 12:57AM	LUNCH #3			
11:24AM – 1:27PM	Period 4	Period 5	Period 4	Period 5
1:35PM – 3:05PM	Period 6	Period 7	Period 6	Period 7
	Wednesday			
8:40AM – 8:55AM	Homeroom			
8:55AM – 9:23AM	Period 1			
9:31AM – 10:44AM	Period 2 / 3			
9:31AM – 9:51AM	Nutrition #1			
9:55AM – 10:15AM	Nutrition #2			
10:24AM – 10:44AM	Nutrition #3			
10:52AM – 11:42PM	Period 4 / 5			
11:50PM – 12:40PM	Period 6 / 7			

- Students alternate every other Wednesday Periods 2, 4, 6 or 3, 5, 7
- Period 0 meets every day

HIGH SCHOOL BLOCK SCHEDULE					
	Monday	Tuesday	Wednesday*	Thursday	Friday
6:50AM – 7:44AM	Period 0	Period 0	Period 0	Period 0	Period 0
7:50AM – 9:40AM	Period 1	Period 2	Period 1 / 2	Period 1	Period 2
9:50AM – 11:40AM	Period 3	Period 4	Period 3 / 4	Period 3	Period 4
11:40AM – 12:10PM	1 ST LUNCH				
11:50AM – 12:45PM	Period 5	Period 6	Period 5 / 6	Period 5	Period 6
12:20PM – 2:10PM	Period 5	Period 6	Period 5 / 6	Period 5	Period 6
12:45PM – 1:15PM	2 ND LUNCH				
1:20PM – 2:10PM	Period 5	Period 6	Period 5 / 6	Period 5	Period 6
2:20PM – 3:14PM	Period 7	Period 7	Period 7	Period 7	Period 7

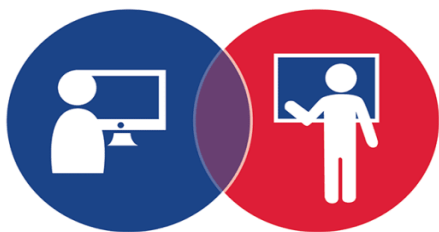
- Students alternate every other Wednesday Periods 1, 3, 5 or 2, 4, 6
- Period 0 and 7 meet every day

TRADITIONAL SCHOOLING PATHWAY

TRADITIONAL SETTING

HYBRID LEARNING

DISTANCE LEARNING



HYBRID LEARNING

In a hybrid learning setting, students come to campus for part of their school day and learn remotely for the other part of their school day. Los AI Unified will be deploying an AM/PM Hybrid model across the District. In the AM/PM model students are either part of the AM Cohort or part of the PM Cohort, where they are on-campus in the morning or on-campus in the afternoon. Classes run at close to 50% of the typical student count in the hybrid model and students learn remotely, from home, the other half of their school day. The Schools PLP learning management system is utilized by classroom teachers to provide additional content delivery or skill practice opportunities. Below are samples of school site AM/PM Hybrid schedules.

ELEMENTARY HYBRID SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00AM – 10:50AM	GROUP A ON CAMPUS Group B: REMOTE 9:00AM-10:15AM	GROUP A ON CAMPUS Group B: REMOTE 9:00AM-10:15AM	GROUP A/B 8:00AM-10:00AM ON CAMPUS Group A/B: REMOTE 8:00AM-10:00AM	GROUP A ON CAMPUS Group B: REMOTE 9:00AM-10:15AM	GROUP A ON CAMPUS Group B: REMOTE 9:00AM-10:15AM
10:50AM – 11:35AM	TEACHER LUNCH	TEACHER LUNCH	TEACHER LUNCH & PLANNING	TEACHER LUNCH	TEACHER LUNCH
11:35AM – 2:25PM	GROUP B ON CAMPUS Group A: REMOTE 12:15PM-2:00PM	GROUP B ON CAMPUS Group A: REMOTE 12:15PM-2:00PM	Group A & B: Asynchronous 12:00-2:00	GROUP B ON CAMPUS Group A: REMOTE 12:15PM-2:00PM	GROUP B ON CAMPUS Group A: REMOTE 12:15PM-2:00PM

- Students split into two cohorts: A/B
- Groups A/B alternate every other Wednesday

MIDDLE SCHOOL HYBRID SCHEDULE

	Monday	Tuesday	Thursday	Friday
8:10AM-8:30AM	Period 0A	Period 0A	Period 0A	Period 0A
8:35AM-9:00AM	Period 1A	Period 1A	Period 1A	Period 1A
9:07AM –9:45AM	Period 2A	Period 5A	Period 2A	Period 5A
9:52AM-10:30AM	Period 3A	Period 6A	Period 3A	Period 6A
10:37AM-11:15AM	Period 4A	Period 7A	Period 4A	Period 7A
11:15AM-12:15PM	Transition	Transition	Transition	Transition
11:50AM-12:10PM	Period 0B	Period 0B	Period 0B	Period 0B
12:15PM-12:40PM	Period 1B	Period 1B	Period 1B	Period 1B
12:47PM-1:25PM	Period 2B	Period 5B	Period 2B	Period 5B
1:32PM-2:10PM	Period 3B	Period 6B	Period 3B	Period 6B
2:17PM-2:55PM	Period 4B	Period 7B	Period 4B	Period 7B

Wednesday	Distance Learning (A&B)
7:52AM - 8:25AM	Period 0
8:30AM – 9:03AM	Period 1
9:08AM – 9:41AM	Period 2
9:46AM – 10:19AM	Period 3
10:24AM – 10:57AM	Period 4
11:02AM – 11:35AM	Period 5
11:40AM – 12:13PM	Period 6
12:18PM - 12:51PM	Period 7

HIGH SCHOOL HYBRID SCHEDULE

	Monday	Tuesday	Thursday	Friday
6:50AM – 7:40AM	Period 0A	Period 7A	Period 0A	Period 7A
7:50AM – 8:40AM	Period 1A	Period 6A	Period 1A	Period 6A
8:50AM – 9:40AM	Period 2A	Period 5A	Period 2A	Period 5A
9:50AM – 10:40AM	Period 3A	Period 4A	Period 3A	Period 4A
10:40AM – 11:47AM	Transition	Transition	Transition	Transition
11:47AM – 12:37PM	Period 4B	Period 3B	Period 4B	Period 3B
12:47PM – 1:37PM	Period 5B	Period 2B	Period 5B	Period 2B
1:47PM – 2:37PM	Period 6B	Period 1B	Period 6B	Period 1B
2:47PM – 3:37PM	Period 7B	Period 0B	Period 7B	Period 0B

Wednesday	Distance Learning (A&B)
7:10AM – 7:43AM	Period 0
7:50AM – 8:23AM	Period 1
8:30AM – 9:03AM	Period 2
9:10AM – 9:43AM	Period 3
9:50AM – 10:23AM	Period 4
10:30AM – 11:03AM	Period 5
11:10AM – 11:43AM	Period 6
11:50AM - 12:23PM	Period 7

TRADITIONAL SCHOOLING PATHWAY



DISTANCE LEARNING

In the event that state and county health guidelines restrict students in the traditional schooling pathway from returning to campus for either of the in-person instructional settings, traditional or hybrid, students will participate in 100% distance learning. Students will utilize the Schools PLP learning management system, following the distance learning schedule for their grade level and taught by their regularly assigned teacher(s). Los Al Unified has prioritized providing students with "live" or synchronous instruction, where Los Al teachers will be teaching in real-time via a video conferencing application.

Synchronous Instruction - the teacher is present or "live" at the same time as the learner(s) providing instruction and engaging students in the learning process.

Asynchronous Instruction - the teacher, the learner, and other students are not engaged in the learning process at the same time. Students learn on their own time and schedule, engaging with assigned content independently.

Senate Bill 98 (SB98) authorized school districts to offer distance learning if schools are unable to open under local health guidelines and to address the unique circumstances of each student. SB98 places a strong emphasis on teacher-student engagement in distance learning, requires districts to offer "live interaction" and allows daily mandated instructional minutes to be met through a combination of "asynchronous" and "synchronous" instruction. The 2020-2021 daily mandated instructional minutes are as follows:

- Transitional Kindergarten: 180 minutes
- Kindergarten: 180 minutes
- First - Third Grade: 230 minutes
- Fourth - Twelfth Grade: 240 minutes

LosAl@Home Learning Schedules are located in APPENDIX V.

TRANSITIONAL KINDERGARTEN DISTANCE LEARNING SCHEDULE

	Start Time	End Time	Total Minutes
Group A Transition	8:00	8:10	10
GROUP A			
Synchronous Teaching	8:10	9:40	90
Group A/B Transition	9:40	10:00	20
Morning Launch			
Whole Class	10:00	10:30	30
GROUP B			
Synchronous Teaching	10:30	12:00	90
Group B Transition	12:00	12:10	10

Per Student Daily Live Teaching (Synchronous)
50-min Whole Group/Transition
100-min Half-Class/Transition (1:12)

Synchronous Instruction (83%)	DAILY: 150-minutes WEEKLY: 750-minutes
Asynchronous Instruction (17%)	DAILY: 30-minutes WEEKLY: 150-minutes

KINDERGARTEN DISTANCE LEARNING SCHEDULE

	Start Time	End Time	Total Minutes
Morning Launch			
Whole Class	8:00	8:30	30
Group A Transition	8:30	8:40	10
GROUP A			
Synchronous Teaching	8:40	10:10	90
Group A/B Transition	10:10	10:30	20
GROUP B			
Synchronous Teaching	10:30	12:00	90
Group B Transition	12:00	12:10	10

Per Student Daily Live Teaching (Synchronous)
50-min Whole Group/Transition
100-min Half-Class/Transition (1:12)

Synchronous Instruction (83%)	DAILY: 150-minutes WEEKLY: 750-minutes
Asynchronous Instruction (17%)	DAILY: 30-minutes WEEKLY: 150-minutes

GRADES 1-3 DISTANCE LEARNING SCHEDULE

	Start Time	End Time	Total Minutes
Morning Launch	8:00	9:00	60
Transition	9:00	9:05	5
ELA Group A	9:05	9:50	45
Transition	9:50	9:55	5
ELA Group B	9:55	10:40	45
BREAK	10:40	10:50	10
Transition	10:50	10:55	5
Math Group A	10:55	11:40	45
Transition	11:40	11:45	5
Math Group B	11:45	12:30	45

Per Student Daily Live Teaching (Synchronous)
60-minute (Whole Group)
50-min Half/Class ELA (1:12)
50-min Half/Class Math (1:12)

Synchronous Instruction (70%)	DAILY: 160 minutes WEEKLY: 800-minutes
Asynchronous Instruction (30%)	DAILY: 70 minutes WEEKLY: 350-minutes

SAMPLE DISTANCE LEARNING SCHEDULES CONTINUED

GRADES 4-5 DISTANCE LEARNING SCHEDULE

	Start Time	End Time	total Minutes
Morning Launch	8:00	9:00	60
Transition	9:00	9:05	5
ELA Group A	9:05	9:50	45
Transition	9:50	9:55	5
ELA Group B	9:55	10:40	45
BREAK	10:40	10:50	10
Transition	10:50	10:55	5
Math Group A	10:55	11:40	45
Transition	11:40	11:45	5
Math Group B	11:45	12:30	45

**Per Student Daily Live Teaching
Synchronous**

60-minute (Whole Group)
50-min Half/Class ELA (1:16)
50-min Half/Class Math (1:16)

Synchronous Instruction (70%)	DAILY: 160 minutes WEEKLY: 800-minutes
Asynchronous Instruction (30%)	DAILY: 80 minutes WEEKLY: 400-minutes

MIDDLE SCHOOL DISTANCE LEARNING SCHEDULE

	Start Time	End Time	Total Minutes
0	7:52	8:25	33
Passing	8:25	8:30	5
1	8:30	9:03	33
Passing	9:03	9:08	5
2	9:08	9:41	33
Passing	9:41	9:46	5
3	9:46	10:19	33
Passing	10:19	10:24	5
4	10:24	10:57	33
Passing	10:57	11:02	5
5	11:02	11:35	33
Passing	11:35	11:40	5
6	11:40	12:13	33
Passing	12:13	12:18	5
7	12:18	12:51	33

**Per Student Daily Live Teaching
100% Synchronous**

33-minute periods (Whole Group)

Synchronous Instruction (100%)	DAILY: 261 minutes WEEKLY: 1,305-minutes
Asynchronous	As Assigned

HIGH SCHOOL DISTANCE LEARNING SCHEDULE

	Start Time	End Time	Total Minutes
0	7:20	7:53	33
1	8:00	8:33	33
Passing	8:33	8:40	7
2	8:40	9:13	33
Passing	9:13	9:20	7
3	9:20	9:53	33
Passing	9:53	10:00	7
4	10:00	10:33	33
Passing	10:33	10:40	7
5	10:40	11:13	33
Passing	11:13	11:20	7
6	11:20	11:53	33
Passing	11:53	12:00	7
7	12:00	12:33	33

**Per Student Daily Live Teaching
100% Synchronous**

33-minute periods (Whole Group)

Synchronous Instruction (100%)	DAILY: 240 minutes WEEKLY: 1,200-minutes
Asynchronous	As Assigned

SPECIAL EDUCATION & MENTAL HEALTH

SAFETY CONSIDERATIONS FOR STUDENTS WITH DISABILITIES

- Students with disabilities will adhere to the guidelines previously outlined to maintain social distancing and follow safe practices as much as possible.
- Students who are deaf/hard of hearing will not be required to wear facial coverings, but will be encouraged to wear a face shield.
- School personnel will work closely with families of students who are immunocompromised or have a medical condition, mental health condition or disability that prevents wearing a face covering.

Persons exempted from wearing a face covering due to a medical condition, as confirmed by a school district health team and therapists, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

- "In-Person" IEP meetings will be determined in conjunction with public health guidelines.
- All special education timelines resume on the day school reopens.
- IEP meetings shouldn't be held during direct instructional time of students

CONSIDERATIONS FOR STAFF WORKING WITH STUDENTS WITH DISABILITIES

- Staff will be provided a face covering which is most conducive to addressing specific student needs.
- IEP services will be delivered while adhering to CDPH guidelines by wearing facial coverings, and/or the use of desk shields or table guards, social distancing, increased hand washing, and sanitizing to the greatest extent possible.
- All staff who work with students who require more hands-on services such as diapering, catheterization, feeding, etc. will utilize both face coverings and gloves.

RELATED SERVICES

- Related Service Providers will take data upon return to school to determine if regression has occurred in the area of each goal and objective. If regression has occurred, staff will take ongoing data to determine the level of recoupment of skills.
- Starting on the second week of school, all related services will resume to ensure the district is providing FAPE.
- Occupational Therapy, APE (Adapted Physical Education), Orientation and Mobility, and PT (Physical Therapy) may require additional planning regarding how to provide services within public health guidelines.
- Related Service Providers will make every effort to provide services outside of direct instructional time.
- Special education students who receive Specialized Academic Instruction (SAI) in a Basic (Mild/Moderate) setting will have services delivered to the maximum extent possible in alignment with the student's IEP. For elementary students enrolled in the general education program, SAI services will be delivered during the non-general education session.

ASSESSMENTS

- Assessment timelines resume on August 31, 2020
- All assessments that are late, partially completed, or not started due to the closure will be completed within the first 30-60 days of school.
- If classroom observations need to occur as part of the assessment process for school psychologists, safety procedures will be followed.
- County public health guidelines will determine if virtual assessments need to occur, if public health guidelines do not support in person assessment between student and special education team members.

MENTAL HEALTH & SOCIAL EMOTIONAL WELL-BEING

District and school staff are committed to supporting students' social emotional wellness and offering resources to ensure students transition back to school smoothly. Support may include social emotional learning, building relationships, community-building activities, and increased access to mental health/wellness services. Families and schools will need to work together to check how students are feeling and assess their individual needs to provide the support our students need during these challenging times.

Families can access our free tele-health and virtual therapy resources made available through our partner Care Solace. Those in need of support can contact Care Solace 24/7 at 888-515-0505, email weserve@caresolace.org or access our District's unique page: www.Caresolace.com/losalfamilies. For more resources, visit www.losal.org/mentalhealth.

APPENDIX I COVID-19 FAQ

What do I do if my child is experiencing COVID-19 symptoms while at home?

If your child is experiencing COVID-19 symptoms, please keep him/her home and contact your child's health care provider. Please contact your school to report the absence; a COVID-19 related absence is excused for the student and other children living in the household.

What if someone in our household tested positive for COVID-19?

If someone in your household tested positive for COVID-19 and is currently under quarantine or self-isolation, your child should follow the guidelines from the Orange County Health Care Agency (OCHCA) on how long to remain at home and when to return to school.

What happens if a student demonstrates COVID-19 symptoms while at school?

If a student becomes ill during the school day, the following steps will be taken:

- Student will be taken to an isolation area where temperature and symptoms will be evaluated; student will remain in the isolation area until they are picked up by a parent or guardian.
- The school site will work with the family to follow the Symptom Decision Tree (Appendix III) and the Center for Disease Control Home Isolation Guidelines, as recommended by the California Department of Public Health.

What happens if a positive COVID-19 case occurs at a school site?

For any positive COVID-19 case the following protocol will be applied, in accordance with state and local laws and regulations. School administrators will notify the District Office designee with the following information:

- Name of person confirmed
- If known, date of potential exposure
- Date of test
- Last date on Los AI Unified facility
- Names of individuals who had physical contact with an infected person or spent 15 minutes or more within six feet of distance

The District Office designee will coordinate a response with OCHCA. After receiving direction from OCHCA, the District designee will only notify students, staff, and families who have been potentially exposed to COVID-19 and provide health recommendations and guidance from OCHCA.

A positive COVID-19 case may lead a classroom, multiple classrooms, or a school to return to distance learning for a period of time. Any closures will be determined by the District administration after consultations with OCHCA.

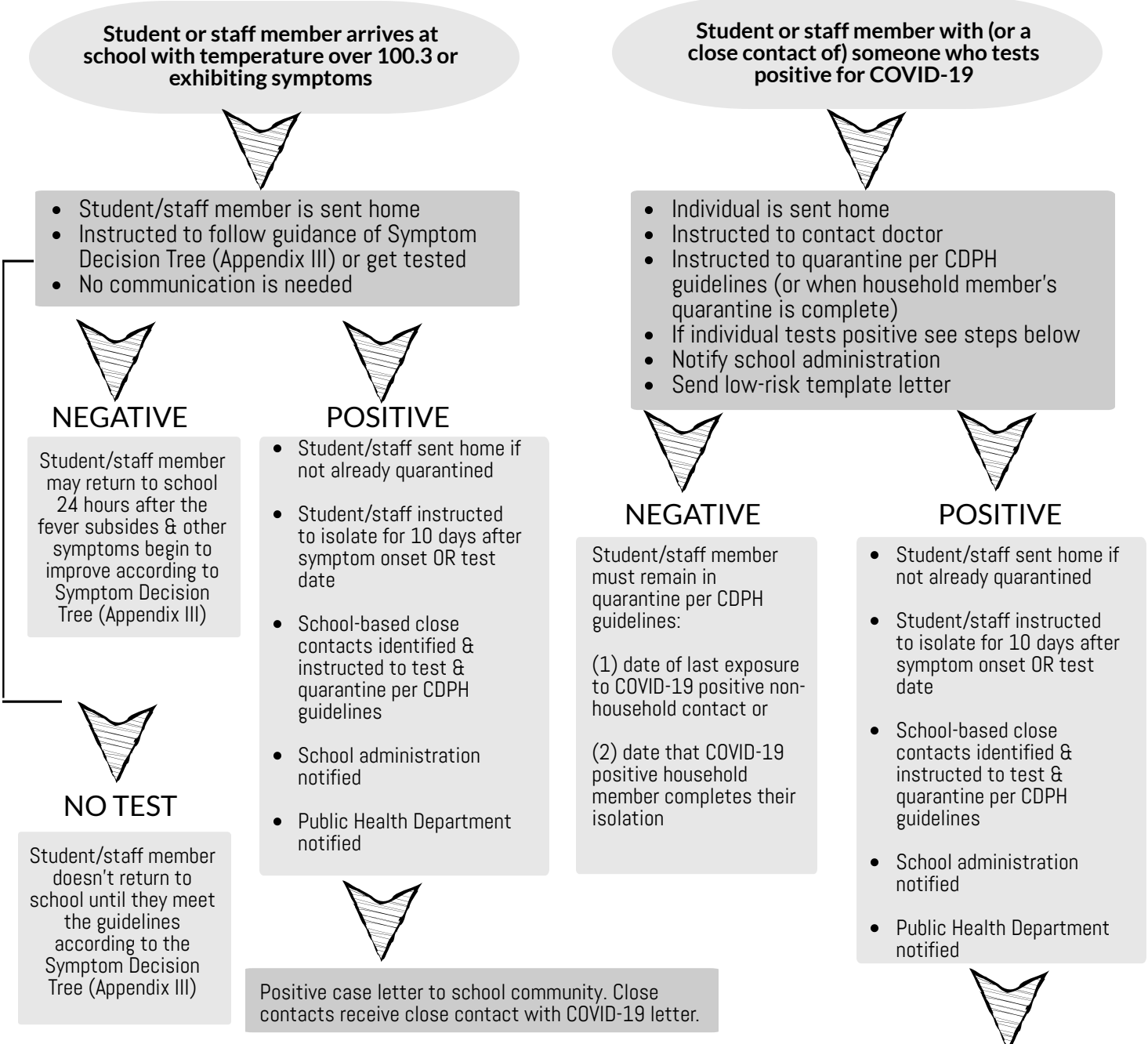
The classroom or impacted areas will receive extensive cleaning and sanitation following District Maintenance & Operations guidelines.

How are others notified they were in contact with an individual who tested positive for COVID-19?

The District works with OCHCA to determine close contacts and low risk contacts. Individuals identified by OCHCA are contacted via an email that outlines specifics regarding how long the individual must quarantine, steps to mitigate contracting the coronavirus, and list symptoms associated with the virus.

All HIPPA notifications and guidelines for privacy are always followed.

APPENDIX II COVID-19 SCENARIO CHART



QUARANTINE/TESTING EXCEPTIONS

If a person has a new exposure to someone with suspected or confirmed COVID-19 and meets all of the following criteria:

1. Has recovered from laboratory-confirmed (PCR or antigen) SARS-CoV-2 infection and has already met criteria to end isolation
2. Is within the first 3 months (90 days) following the onset of symptoms of their initial confirmed infection, or within the first 3 months (90 days) of their first positive viral test if they were asymptomatic during initial infection
3. Has remained asymptomatic since the new exposure then that person does not require quarantine or repeat testing for SARS-CoV-2 in the context of this new exposure.

If a person has a new exposure to a person with suspected or confirmed COVID-19 and meets the first two above criteria, but has or develops new symptoms consistent with COVID-19 within 14 days of the new exposure, consultation with a health care provider is needed to rule out an alternative cause of the symptoms. If a health care provider consultation cannot be provided to rule out an alternative cause for symptoms, retesting for SARS-CoV-2 infection may be warranted. In the absence of clinical evaluation to rule out SARS-CoV-2 reinfection, this person will need to be isolated for 10 days after symptom onset and resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvement of other symptoms.

Orange County Health Care Agency (OCHCA) guidelines are used for clearance of individuals infected with COVID-19, including students. After a positive diagnosis is made, students are expected to be in isolation for at least 10 days after the test, and potentially longer if they continue to remain symptomatic. Health Office staff will work directly with the families to determine when students are ready to return to school, based on OCHCA guidance.

APPENDIX III COVID-19 SYMPTOM DECISION TREE

Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

Low-risk: general symptoms



Fever ($\geq 100.4^{\circ}\text{F}$)



Sore throat



Congestion/runny nose



Headache



Nausea/vomiting/diarrhea



Fatigue/muscle or body aches



Cough



Difficulty breathing



Loss of taste/smell



Exposure to COVID-19 positive person?

Close contact: Within 6 ft for > 15 minutes cumulative (regardless of mask)

NO

▶ 1 **low risk** symptom



Send home



Return to school 24 hrs after symptom resolution (without fever reducing medication)

▶ ≥ 2 **low risk** symptoms
OR 1 **high risk** symptom



Send home



Evaluation by health care provider

1

Health care provider confirms alternative diagnosis for symptoms. A health care provider's note must be on file. SARS-CoV-2 PCR test not needed.



Return to school after 24 hrs without fever and symptoms improving

2

Negative SARS-CoV-2 PCR test.



Return to school after 24 hrs without fever and symptoms improving

3

Positive SARS-CoV-2 PCR test
OR
No provider visit or test.



Return to school only after 10 days since symptom onset and 24 hrs without fever. Quarantine close contacts of confirmed cases. Contact HCA if questions.

YES



Stay home*



Return to school after 10 days from last exposure, unless symptoms develop. Continue symptom monitoring through 14 days after last exposure. If symptoms develop obtain a PCR test.

*In consultation with OC Health Care Agency (HCA)



This care pathway was designed to assist school personnel and is not intended to replace the clinician's judgment or establish a protocol for all patients with a particular condition. Diagnosis and treatment should be under the close supervision of a qualified health care provider. Guidance might change 12-10-20

APPENDIX IV VENTILATION

Maximizing the ventilation of indoor school spaces, such as classrooms, is an important part of the overall strategy to protect students and staff by reducing the chance of COVID-19 spread. A combination of increased room ventilation and the use of high-efficiency air purifiers meets the California Department of Public Health (CDPH) recommendations. [HVAC = Heating, Ventilation and Air Conditioning]

California Department of Public Health Recommendation	DISTRICT ACTION
<p>1. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable</p>	<p>The great majority of classrooms have windows that open and exterior doors, and teachers and staff have been instructed to keep them open during instructional hours.</p> <p>In any classroom without windows that have the ability to open or an exterior classroom door, a HEPA-filtered air purifier will be used to ensure safe air quality in accordance with CDPH recommendations (see #5).</p>
<p>2. When cleaning, air out the space before children arrive; plan to do thorough cleaning when students are not present.</p>	<p>Deep cleaning and disinfecting are happening nightly when students aren't present. In addition, HVAC unit fans will run continuously for two hours before and two hours after student instructional hours.</p>
<p>3. If using air conditioning, use the setting that brings in outside air.</p>	<p>All HVAC systems are set to bring in outside air. HVAC units in classrooms with windows that have the ability to open and an exterior door have been adjusted to increase the percentage of outside air.</p>
<p>4. Replace and check air filters and filtration systems to ensure optimal air quality.</p>	<p>HVAC systems have been serviced and filters have been changed to the highest possible filtration for each unit.</p>
<p>5. <u>If opening windows poses a safety or health risk</u> (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, <u>consider alternatives</u>:</p> <ul style="list-style-type: none"> • For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13); upgrade the building's air filters to the highest efficiency possible. • Consider installing portable high-efficiency air cleaners. • Make other modifications to increase the quantity of outside air. 	<ul style="list-style-type: none"> • District HVAC systems have been upgraded to the highest rated filter the HVAC unit can accommodate. • All classrooms will have High-Efficiency HEPA Air Purifiers. • HVAC unit fans will run continuously for two hours before and two hours after instructional hours. In addition, HVAC fans will remain "ON" during instructional hours. • HVAC units in the LAHS 700 Building and McAuliffe two-story building classrooms have had modifications made to increase the quantity of outside air, due to having no exterior door and/or window that has the ability to open.

APPENDIX V LOSAL@HOME SCHEDULES

All LosAl@Home students in Grades 6-12 follow the same learning schedule that is currently being implemented in on-campus schools.

TRANSITIONAL KINDERGARTEN

	Start Time	End Time	Total Minutes
Group A Transition	8:00	8:10	10
Group A	8:10	9:40	90
Transition A/B	9:40	10:00	20
Whole Class	10:00	10:30	30
Transition B	10:30	10:40	10
Group B	10:40	12:10	90
BREAK	12:10	12:20	10
<i>Flexible Small Group</i>	12:20	12:50	30

KINDERGARTEN

	Start Time	End Time	Total Minutes
Whole Class	8:00	8:30	30
Transition	8:30	8:40	10
Group A	8:40	10:10	90
Group A/B Transition	10:10	10:30	20
Group B	10:30	12:00	90
BREAK	12:00	12:10	10
<i>Flexible Small Group</i>	12:10	12:40	30

FIRST GRADE

	Start Time	End Time	Total Minutes
Whole Class	8:00	9:00	60
Transition	9:00	9:05	5
ELA Group A	9:05	9:50	45
Transition	9:50	9:55	5
ELA Group B	9:55	10:40	45
BREAK	10:40	10:55	15
Math Group A	10:55	11:40	45
<i>Transition</i>	11:40	11:45	5
Math Group B	11:45	12:30	45
<i>Transition</i>	12:30	12:35	5
Flexible Small Group	12:35	1:00	25

FIRST/SECOND GRADE COMBO

	Start Time	End Time	Total Minutes
Whole Class	8:00	9:00	60
Transition	9:00	9:05	5
Group A ELA	9:05	9:50	45
Transition	9:50	9:55	5
Group B ELA	9:55	10:40	45
RECESS	10:40	10:50	10
<i>Transition</i>	10:50	10:55	5
Group A Math	10:55	11:40	45
<i>Transition</i>	11:40	11:45	5
Group B Math	11:45	12:30	45
<i>Transition</i>	12:30	12:35	5
<i>Flexible Small Group 1</i>	12:35	12:50	15
<i>Flexible Small Group 2</i>	12:50	1:05	15

SECOND GRADE

	Start Time	End Time	Total Minutes
Whole Class	8:00	9:00	60
Transition	9:00	9:05	5
Group 1A	9:05	9:50	45
Transition	9:50	9:55	5
Group 1B	9:55	10:40	45
RECESS	10:40	10:55	15
Group 2	10:55	11:40	45
<i>Transition</i>	11:40	11:45	5
Group 2B	11:45	12:30	45
<i>Transition</i>	12:30	12:35	5
<i>Flexible Small Group</i>	12:35	1:00	25

SECOND/THIRD GRADE COMBO

	Start Time	End Time	Total Minutes
Whole Class	8:00	9:00	60
Transition	9:00	9:05	5
Group A	9:05	9:50	45
Transition	9:50	9:55	5
Group B	9:55	10:40	45
RECESS	10:40	10:55	15
Group A	10:55	11:40	45
<i>Transition</i>	11:40	11:45	5
Group B	11:45	12:30	45
<i>Transition</i>	12:30	12:35	5
<i>Flexible Small Group</i>	12:35	1:05	30

THIRD GRADE

	Start Time	End Time	Total Minutes
Whole Class	8:00	9:00	60
Transition	9:00	9:05	5
Group A	9:05	9:50	45
Transition	9:50	9:55	5
Group B	9:55	10:40	45
RECESS	10:40	10:55	15
Group A	10:55	11:40	45
<i>Transition</i>	11:40	11:45	5
Group B	11:45	12:30	45
<i>Transition</i>	12:30	12:35	5
<i>Flexible Small Group</i>	12:35	1:05	30

APPENDIX V LOSAL@HOME SCHEDULES

All LosAl@Home students in Grades 6-12 follow the same learning schedule that is currently being implemented in on-campus schools.

FOURTH GRADE

	Start Time	End Time	Total Minutes
Whole Class	8:00	9:00	60
Transition	9:00	9:05	5
Group A	9:05	9:50	45
Transition	9:50	9:55	5
Group B	9:55	10:40	45
BREAK	10:40	10:45	5
Transition	10:45	10:50	5
Group A	10:50	11:35	45
Transition	11:35	11:40	5
Group B	11:40	12:25	45
Transition	12:25	12:30	5
Flexible Group	12:30	1:00	30

FOURTH/FIFTH GRADE COMBO

	Start Time	End Time	Total Minutes
Whole Class	7:55	8:55	60
Transition	8:55	9:00	5
4 th Math A	9:00	9:45	45
4 th Math B	9:30	10:20	50
BREAK	10:20	10:25	5
Transition	10:25	10:30	5
5 th Math	10:30	11:15	45
Transition	11:15	11:20	5
4 th ELA	11:20	12:05	45
Transition	12:05	12:10	5
5 th ELA	12:10	12:55	45

FIFTH GRADE

	Start Time	End Time	Total Minutes
Whole Class	7:55	8:40	45
Transition	8:40	8:45	5
Group A	8:45	9:40	55
Transition	9:40	9:45	5
Group B	9:45	10:40	55
RECESS	10:40	10:50	10
Group A	10:50	11:50	60
Transition	11:50	11:55	5
Group B	11:55	12:50	55

RAP CLASSROOM

	Start Time	End Time	Total Minutes
Whole Class	8:00	8:30	30
Transition	8:30	8:40	10
ELA	8:40	9:20	40
Recess	9:20	9:35	15
Math	9:35	10:15	40
Transition	10:15	10:25	10
Asynchronous Time	10:25	11:40	75
Lunch	11:40	12:05	25
Transition	12:05	12:10	5
Small Group A	12:10	12:35	25
Small Group B	12:35	1:05	30

SDC CLASSROOM

	Start Time	End Time	Total Minutes
Whole Class	8:00	9:00	60
Transition	9:00	9:05	5
ELA	9:05	9:50	45
Asynchronous	9:50	10:40	50
BREAK	10:40	10:50	10
Transition	10:50	10:55	5
Math	10:55	11:40	45
Asynchronous	11:40	12:10	30

COVID-19 School Guidance Checklist

January 14, 2021



COVID-19 SCHOOL GUIDANCE CHECKLIST

Date: 1/22/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Los Alamitos Unified

Number of schools: 9

Enrollment: 9,275

Superintendent (or equivalent) Name: Dr. Andrew Pulver

Address: 10293 Bloomfield Street
Los Alamitos, CA 90720

Phone Number: 562-799-4700

Email: apulver@losal.org

Date of proposed reopening:
Already Open

County: Orange

Current Tier: Purple
(please indicate Purple, Red, Orange or Yellow)

Type of LEA: Unified

Grade Level (check all that apply)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

■ I, Dr. Andrew Pulver, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Minimum of 4, maximum of 20 (excluding P.E. and Performing Arts)

If you have departmentalized classes, how will you organize staff and students in stable groups?

20% of students are completely online, other students attend half day

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

By using a hybrid schedule our class sizes are smaller than normal

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

COVID-19 SCHOOL GUIDANCE CHECKLIST

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 12 feet

Minimum: 4 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Extra furniture removed, physical size of some rooms too small

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Staff surveillance testing every two months

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Symptomatic/exposed students are directed to test and quarantine

COVID-19 SCHOOL GUIDANCE CHECKLIST

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in **PURPLE**:

Local Health Officer Approval: The Local Health Officer, for (state County) Orange. County has certified and approved the CRP on this date: N/A. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

COVID-19 PREVENTION PROGRAM

Los Alamitos Unified School District COVID-19 Prevention Program

Date: January 26, 2021

This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. The protocols outlined in this CPP are intended to supplement existing District policies and procedures, applicable collective bargaining agreements and memoranda of understanding with exclusive bargaining representatives, and relevant requirements imposed by state and local health agencies. It is applicable during the current COVID-19 public health emergency.

I. Authority and Responsibility

- A. Joe Fraser, Assistant Superintendent of Human Resources has overall authority and responsibility for implementing the provisions of this CPP. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and responding to questions by employees about the CPP.
- B. All employees are responsible for using safe work practices, following all directives, policies and procedures, applicable collective bargaining agreements and memoranda of understanding with exclusive bargaining representatives, and assisting in maintaining a safe work environment.

II. Identification and Evaluation of COVID-19 Hazards

A. Workplace Hazards

The following will be implemented in the workplace as needed to address potential COVID-19 hazards in accordance with applicable collective bargaining agreements and memoranda of understanding with exclusive bargaining representatives:

1. Assessment of workplace-specific exposure to persons at, or who may enter, the District sites.
2. Evaluation of existing COVID-19 prevention controls and the need for different or additional controls.
3. Implementation of periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with current COVID-19 orders and directives from the California Department of Health, Cal/OSHA, and local health departments.
4. Participation of employee and authorized employee representative participation in the identification and evaluation of COVID-19 hazards.

B. Employee Screening

1. Employees will be screened prior to entering worksites pursuant District policies, applicable collective bargaining agreements, applicable memoranda of understanding between the District and appropriate exclusive bargaining representatives, and the latest local public health directives to mitigate coronavirus

risk to themselves and anyone visiting the work site.

2. If an employee does not pass the screening, the employee must not enter the worksite and must immediately contact his/her direct supervisor, manager, and/or Human Resources. Employees must also promptly disclose positive COVID-19 test results.
3. If an employee starts feeling sick and/or experiencing symptoms of illness associated with the COVID-19 virus during the work day, the employee is required to:
 - (a) Immediately report the symptoms to your supervisor and/or to Human Resources.
 - (b) Your supervisor and/or Human Resources will direct you to leave work.
 - (c) Avoid close contact with other employees while at and when leaving the workplace.
4. Employees must cooperate with the District in any investigation related to the onset of illness, date of symptoms, others with whom the employee had close contact, and coronavirus testing among other topics. The investigation will help the District identify employees who may have been exposed and quarantine them so there is no further workplace exposure.

III. Control of COVID-19 Hazards

The District will implement reasonable guidelines to mitigate employee exposure to the coronavirus in the workplace as follows:

A. Physical Distancing

1. Ensuring where feasible at least six feet of physical distancing at all times in our workplace by:
 - (a) Reducing the number of persons in an area at one time, including visitors.
 - (b) Visual cues such as signs and floor markings to indicate where employees distancing
 - (c) Staggered arrival, departure, work, and break times.
 - (d) Plexiglass partition between office spaces
2. Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

B. Face Coverings

1. Providing clean undamaged face coverings and ensure they are properly worn by all individuals over the nose and mouth at all times, including non-employees, as required by orders from the California Department of Public Health (CDPH) or local health department. Face coverings should be worn according to CDPH Guidance and applicable memoranda of understanding between the District and appropriate exclusive bargaining representatives.

C. Engineering Controls

Maximizing, to the extent reasonable, the quantity of outside air for District buildings with mechanical or natural ventilation systems.

D. Cleaning and Disinfecting

1. Assigning personnel and establishing routine schedules to clean and disinfect common areas and frequently touched surfaces and objects in the workplace. This includes, but is not limited to, copying machines, containers, counters, tables, desks, chairs, benches, door handles, knobs, handrails, controls, restroom and bathroom surfaces, elevator buttons, equipment, tools, steering wheels, and trash cans.

Disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and follows the manufacturer's instructions for all cleaning and disinfection products (for example, safety requirements, PPE, concentration, and contact time).

2. Implementing the following procedures should a COVID-19 case occur in the workplace:

- (a) Temporarily closing the general area where the infected employee or guest worked or visited until cleaning has been completed.
- (b) Opening outside doors and windows, if possible, and using ventilating fans to increase air circulation in the area. This may require waiting 24 hours or as long as practical before cleaning and disinfecting the area.
- (c) Conducting thorough cleaning of the entire general area where the infected employee worked and may have been, including break rooms, restrooms, and travel areas, as well as any materials and equipment used during the high-risk exposure, with a cleaning agent approved for use by the EPA against the coronavirus.
- (d) Ensuring that custodial personnel cleaning the area are equipped with proper personal protective equipment for COVID-19 disinfection (disposable gowns, gloves, eye protection, or masks if required).

E. Shared Tools, Equipment and Personal Protective Equipment (PPE)

1. Limiting, to the extent reasonable, the sharing of tools, equipment, and personal protective equipment (PPE) as follows:

- (a) Where there must be sharing, the items will be disinfected between uses by District employees who have been trained to use a disinfectant and proper PPE.
- (b) PPE must not be shared, e.g., gloves, goggles, and face shields. In addition, to the extent reasonably possible, items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared.
- (c) Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

F. Hand Sanitizing

1. Implementing reasonably effective hand sanitizing procedures, including:
 - (a) Providing employees time for handwashing for at least 20 seconds each time.
 - (b) Providing employees with an effective hand sanitizer that will not contain methynol (i.e., methyl alcohol).

G. Personal Protective Equipment (PPE) Used to Control Employees' Exposure to COVID-19

Evaluating the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed. This will include respiratory protection determined to be appropriate in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained, as well as eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

IV. Investigating and Responding to COVID-19 Cases

A. Investigation Procedures

1. The District will implement effective procedures to investigate COVID-19 cases in the workplace, including procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.
2. Where there has been a COVID-19 case at a District worksite, and in the event there is a COVID-19 outbreak and/or a major outbreak, the District will take the following actions:
 - (a) Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
 - (b) Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
 - (c) Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to all employees who may have had COVID-19 exposure and their authorized representatives, and independent contractors and other employers present at the workplace during the high-risk exposure period.
 - (d) Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits.
 - (e) Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to

COVID-19 hazards.

B. Confidentiality of Investigation

1. All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.
2. All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

V. System for Communicating

- A. The District will implement a communication system with employees on matters relating to COVID-19 mitigation and response to ensure employees' safety in the workplace. This will include a clear and concise exchange of information between the District and employees by providing a single point of contact for managers and supervisors.
- B. District employees will be encouraged to freely communicate with their supervisors and managers concerning COVID-19 symptoms, possible COVID-19 exposures, possible COVID-19 workplace concerns and hazards, and suggestions for correction of potential hazards without fear of reprisal.
- C. District employees will be asked to report to their immediate manager or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace without fear of reprisal.
- D. Managers and supervisors who, after assessing the concern, determine that additional guidance or assistance is required shall contact the Senior Director of School Safety and Operations who will triage the report and notify essential personnel for an appropriate response.
- E. Employees with a disability, medical or other condition that places them at increased risk of severe COVID-19 illness and an accommodation is needed, will be encouraged to report it to their supervisor or manager without fear of reprisal. The District will engage in the interactive process by evaluating the request and determining, with input from the employee and their health care provider, whether the employee can be accommodated and what reasonable accommodations will be offered.
- F. When required by law, the District will provide COVID-19 testing to potentially exposed employees.
 1. If testing is required by law, employees will be informed of the reason for COVID-19

testing and the possible consequences of a positive test.

VI. Training and Instruction

- A. The District will offer training and instruction that includes:
1. Providing information on policies and procedures, and memoranda of understanding with appropriate exclusive bargaining representatives on COVID-19 hazards impacting employees.
 2. Providing information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, and memoranda of understanding between the District and appropriate exclusive bargaining representatives.
 3. Providing information concerning the contagious nature of COVID-19 including:
 - (a) COVID-19 is an infectious disease that can be spread through the air.
 - (b) COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - (c) An infectious person may have no symptoms.
 4. Providing information on the methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
 5. Providing information on the fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
 6. Providing information on the importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
 7. Providing information on the proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
 8. Providing information on COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

VII. Exclusion of COVID-19 Cases

- A. Where there is a COVID-19 case at a District site, the District will limit transmission by:
1. Ensuring that COVID-19 cases are excluded from the workplace until all return-to-work requirements are met.
 2. Excluding employees with COVID-19 exposure from the workplace for 10 to 14 days after the last known COVID-19 exposure to a COVID-19 case based on guidance from the CDPH.
 3. Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job, unless the District demonstrates that the COVID-19 exposure is not work-related. This will be accomplished by individual

conversations with employees who have been exposed in the workplace to discuss leave options covered by the district, possible options to work remotely, and possible temporarily reassignment to work where they do not have contact with other persons until the return to work requirement is met. This conversation will determine all leave options to support employees during exclusion due to COVID-19. Excluded employee may not be entitled to continued earnings, rights, and benefits, if the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission. Employees will be required to use available sick leave when excluded from the workplace due to COVID-19.

4. Providing employees at the time of exclusion with information on available benefits.

VIII. Reporting, Recordkeeping, and Access

- A. The District will implement reporting and recordkeeping procedures as follows:
 1. Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
 2. Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
 3. Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
 4. Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
 5. Use the **Appendix A: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

IX. Return-to-Work Criteria

- A. The District will apply the following return-to-work criteria:
 1. Employees with COVID-19 symptoms will not return to work until all the following have occurred:
 - (a) At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - (b) COVID-19 symptoms have improved.
 - (c) At least 10 days have passed since COVID-19 symptoms first appeared.
 2. Employees who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 3. A negative COVID-19 test will not be required for an employee to return to work.
 4. If an order to isolate or quarantine an employee is issued by a local or state health

official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, per the CDPH Guidelines.

X. Multiple COVID-19 Infections and COVID-19 Outbreaks

- A. The District will adhere to the following policies and practices should the workplace experience a COVID-19 outbreak or major outbreak. A COVID-19 outbreak is defined as 3 or more cases of COVID-19 in a 14 day period. A major COVID-19 outbreak is defined as 20 or more cases of COVID-19 in a 30 day period.
- B. The District will provide the legally mandated COVID-19 testing to all exposed employees in the workplace except those who were not present during the period of an outbreak. The testing will be provided at no cost to the employees and will occur during working hours.
- C. All employees will be tested as frequently as required for a COVID-19 outbreak or a major COVID-19 outbreak. Additional testing will be provided when deemed necessary by Cal/OSHA.
 - 1. In the event there is a COVID-19 outbreak, all employees at the exposed workplace shall be tested and then tested again one week later. After the first two COVID-19 tests, the District will provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department.
 - 2. In the event there is a Major COVID-19 outbreak, the District will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace.
- D. The District will quarantine and exclude all COVID-19 cases and those exposed to the COVID-19 cases as set forth above.
- E. The District will immediately investigate and determine possible COVID-19 hazards that may have contributed to the outbreak in accordance with "Identification, Evaluation, and Correction of COVID-19 Hazards" and "Investigation and Responding to COVID-19 Cases."
- F. The District will perform a review of its COVID-19 policies, procedures, and controls and implement changes and corrections where needed. This review will be updated every 30 days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards. The investigation and review will be documented and include review of:
 - 1. Leave policies and practices to insure employees are encouraged to remain home when sick;
 - 2. COVID-19 testing process;
 - 3. Sufficiency of outdoor air circulation and air filtration;
 - 4. Sufficiency of physical distancing, face coverings or use of other PPE;
 - 5. The need to move indoor tasks outdoors or having them performed remotely.
- G. In the event of a major outbreak, review will include:
 - 1. The mechanical ventilation, and, if possible, filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with

the system. We will evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other cleaning systems would reduce the risk of transmission.

2. The need for additional respiratory protection.
3. Whether to halt some or all operations until the COVID-19 hazard has been corrected.
4. Implement any other control measures as required by Cal/OSHA.

COVID-19 PREVENTION PROGRAM

Appendix A: Investigating COVID-19 Cases

Date:

Name of person conducting the investigation:

Employee (or non-employee) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

COVID-19 PREVENTION PROGRAM

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	



LOS ALAMITOS UNIFIED SCHOOL DISTRICT
10293 BLOOMFIELD STREET , LOS ALAMITOS CA 90720
(562) 799-4700