

Appendix T1: Reopening Protocols for K-12 Schools

Recent Update (Changes highlighted in yellow)

4/2/2021:

- Amends cohort size and distancing requirements for on-site programming other than full-grade in person instruction (day care for school-aged children, specialized services for defined subgroups of children, and administration of college admission tests or AP testing).
- Allows students with IEP or 504 plans requiring specialized services to be pulled from their general education group and placed with students not in their primary stable group while receiving special education services, once school has reopened for full-grade in person instruction.

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

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

This document starts with a discussion of current provisions for on-campus education in Los Angeles County, followed by information about safety strategies specific to the school environment. The TK-12 reopening checklist starts on page 4, and provides safety measures in five areas:

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

These five key areas must be addressed as your facility develops any reopening protocols. Schools must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the setting.

General Reopening Guidance for All Schools

At this time while Los Angeles County is in Red, Orange, or Yellow Tier, all schools are permitted to reopen for all students in any grades TK – 12. Note that the state defines an open or reopened school as one that offers in person instruction at least one day each week to all students in at least one of the grades served by the school. Schools that do not meet that criteria may be providing certain in person services to a limited number of students, but do not meet the criteria of being open or having reopened for the purposes of this protocol.

Schools open for in person learning must also continue to offer 100% distance learning as an option for those families that prefer it.

Schools that are eligible for reopening based on state and county criteria, are not required to open and may not open until the school is prepared to comply with all requirements in this protocol to ensure a safe environment for all members of the school community. However, schools should be aware that a prolonged delay in reopening may impact eligibility if community transmission rises and adjusted case rates exceed the thresholds that permit school reopening. **Any school that has reopened per the definition above may stay open** even if adjusted case rates rise and/or the County is reassigned back to a lower more restrictive tier. If a school has not reopened per the definition above, and the adjusted case rate in the County rises above 25 cases per 100,000 population, no schools that have not yet reopened will be permitted to do so for any grade served until the adjusted case rate again falls below 25. The only exception to this rule is that schools have a minimum three-week window for reopening after the County reaches the reopening threshold of less than 25 cases per 100,00 population.

If the adjusted case rate were to quickly rise again above the permissible threshold within three weeks of reaching the threshold, schools still have a full three weeks to reopen before eligibility is withdrawn.

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

(1) Day care for school-aged children and/or child care programs located in schools,

- LEAs and schools that offer day care services for children at schools must be in compliance with the DPH protocol for [Programs Providing Day Care for School-Aged Children](#) or the [Guidance for ECE Providers](#). Programs that wish to provide day care for school aged children at schools should communicate with their Community Care Licensing [Regional Office](#) to inquire regarding the availability of emergency childcare waivers for licensed child care facilities and license-exempt providers due to COVID19. For additional information see [PIN 20-22-CCP](#)
- Schools that provide child care programs for school-aged children on their campus must file the notification for [Child Care Services for School-aged Children on K-12 School sites](#) with LAC DPH.

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

- LEAs and schools are not required to provide specialized, in-person services, but those that do so may serve students with IEPs, students who are English Language learners, and students with needs that cannot be met through a virtual instruction platform. These students may be served as needed, provided that the overall number of students present on-site does not exceed 25% of total student body at any one time. An exception to this 25% rule is schools that have received a waiver to return students in grades TK – 2 for in person instruction. Schools that have received a waiver are permitted to bring all students in grades TK – 2 back to campus including high need students in those grades. In that situation, the school may also bring up to 25% of total student enrollment in grades 3 and above at any one time for specialized support and services for high need students in those grades, as long as the school can adhere to distancing, infection control, and cohorting requirements.
- Specialized services may include but are not limited to occupational therapy services, speech and language services, other medical services, behavioral services, educational support services as part of a targeted

intervention strategy, or assessments, such as those related to English Learner status, Individualized Education Plans and other required assessments.

- No child may be part of more than one cohort. Students who are part of a cohort may leave the cohort for receipt of additional services. Any additional services, however, must be provided either one-on-one by the appropriate specialist in a secure space that is apart from all other people, or the specialist may pull out a subset of the larger cohort and provide services to that subset together, returning that subset back to their larger cohort before providing services to a student or students from a different cohort. Note that this requirement is specific to the situation where limited numbers of students are being provided specialized services for defined subgroups with high need. When a grade has fully opened for in person instruction, this restriction is adjusted (see below). Schools must agree to cooperate with DPH with regard to screening, monitoring and documentation that will be required to permit careful scrutiny of health outcomes associated with this initial period of expansion. Schools must agree to cooperate with DPH with regard to screening, monitoring and documentation that will be required to permit careful scrutiny of health outcomes associated with this initial period of expansion.
- To the extent consistent with specialized needs of students in a given cohort, use of outdoor space for at least 50% of the school day is strongly encouraged
- LEAs and schools that choose to implement these on-site services for students with specialized needs, must inform the Los Angeles County Department of Public Health of their plans prior to start of services. If a school has already been approved for a waiver to reopen for students in grades TK – 2, the school still is required to file a notification to provide services to students with special needs if the school intends to bring students back to campus in addition to those in grades TK – 2. A reporting form can be found at [Small Group Instruction Notification Form](#).

(3) Supervised administration of college admission tests, including PSAT, ACT, and SAT exams, and Advanced Placement (AP) testing for college credits.

- College admission tests, including PSAT, ACT, and SAT exams, and AP testing, may be conducted at schools as long as students are appropriately cohorted for the entire duration of the assessment (no more than 14 students in each classroom with a distance of at least 6 feet between students and between students and teachers is maintained at all times and no more than 30 students maximum may be cohorted together regardless of the size of the testing space.
- All students and staff are wearing face masks for the entire time on campus, infection control directives are in place.
- There is no gathering at arrival and dismissal times or during test breaks.

All measures to ensure the safety of employees and students in this protocol for Reopening of TK-12 Schools and in the associated protocol for K-12 Exposure Management must be implemented and are applicable to all on-site personnel, including those providing specialized services. The following paragraphs highlight safety strategies specific to the school environment. Additional resources for K-12 Schools can be located in the [TK-12 School COVID-19 Toolkit](#).

COHORTING

For the three types of on-site programming described above (day care for school-aged children, specialized services for defined subgroups of children, and administration of college admission tests or AP testing), students must be organized and proceed through the day within stable cohorts, defined as stable groups of no more than 14 children or youth and

no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.

- Cohort size should be as small as feasible. Six feet of distance between students in these cohorts is recommended however at no time may students be seated less than 3 feet apart. Distance between students and staff desks, and between staff desks must be at least 6 feet. The maximum size of these stable cohorts is based on the number of students that can be seated within the available program space while adhering to minimum distancing requirements. However, cohort size may not exceed a maximum of 30 students and two supervising adults regardless of the size of the available program space. **Note: For college admission or AP testing, 6 feet of distancing is still required between all members of the cohort.**
- Note that if a cohort has not reached maximum capacity or if a child stops attending a previously full cohort other children who are not already assigned to a cohort can be added to the group to reach the allowable capacity, provided all the children, once assigned remain with the same cohort at all times.
- If some children are assigned to a stable cohort but only attend part-time, they must be counted as full members against the maximum allowable capacity. Part-time members cannot “share” their slot with other part-time students. Other children cannot be added in order to maintain the maximum capacity at all times.
- Aides assigned to individual children do not have to be counted among the two supervising adults. They and the child they are there to assist must, however, remain at least 6 feet from all others in the cohort and be counted against the maximum of 30 students who can be included in a cohort.
- Supervising adults may be assigned to work with two different cohorts if the two cohorts are present at school on different days of the week or different sessions during the day, for example an AM and PM session. Assignment to more than two cohorts is not permitted.
- Deployment of substitute providers who are covering for short-term absences is allowed, but they must work with no more than 2 cohorts of children per day. Essentially, the substitute will adopt the assignment of the absent employee for whom they are covering and work exclusively with the same cohort(s) to which the permanent employee is assigned.
- Floaters,” who cover for supervising adults during the day for employee breaks, may constitute a third supervising adult in the cohort, but may not provide coverage for more than two different cohorts during a day and should be spending limited time with any one cohort as needed to provide short-term coverage for the permanently assigned supervising adults.

Important additional details for implementation of cohorts are available from the CA Department of Public Health at [Guidance for Small Cohorts](#).

LIMITED ON-CAMPUS DENSITY

While Local Education Agencies (LEAs) or schools may configure as many cohorts as are appropriate to meet student needs for specialized services, the total on-campus population may not exceed 25% of the total student body at any one time for this particular purpose. The 25% limit does not apply to school age children on campus receiving day care while engaged in distance learning activities, nor does it apply to students in grades that have reopened for full in person instruction. Schools that have reopened some of their grades and not others may bring additional students onto campus for specialized services in grades that remain closed but not up to 25% of total student enrollment. In that situation the school may bring additional students onto campus for specialized services and assessments up to a maximum of 25% of the student enrollment in the grades that are still closed, as long as the school can adhere to distancing, infection control, and cohorting requirements.

SUPERVISING ADULTS

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

SUPERVISED ENVIRONMENTS

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

Stable Learning Groups in Schools and Grades that Have Reopened

For grades that have returned for full in person instruction, complying with all the specific cohorting requirements above, including the maximum number of 16 individuals total is not required. Nevertheless, applying the same principles to the creation of stable learning groups can provide a key mitigation layer in schools. A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities. Implementing stable groups of students and staff reduces the numbers of exposed individuals if COVID-19 is introduced into the group; decreases opportunities for exposure to or transmission of the virus; facilitates more efficient contact tracing in the event of a positive case; and allows for targeted testing and quarantine of a small group instead of potential schoolwide closures in the event of a positive case or cluster of cases.

Creating and maintaining stable groups is required for return. The size of these stable groups in elementary schools is not limited to a specific maximum number but is dependent on utilization of the available classroom space to allow physical distancing of no less than 3 feet between students and no less than 6 feet between students and staff. For the purpose of maintaining stable groups of students in elementary school while allowing specialized instructors to interact with more students, each teacher in the elementary schools reopened for full-grade in-person instruction may be assigned to work with up to 3 stable groups during the course of the school day or school week.

Because middle and high school curricula differ from elementary school curricula, groups are likely to be larger in the upper grades compared to elementary where a single classroom of students usually all remain together all day with the same teacher for the majority of the day. Due to logistical challenges of creating stable groups in middle and high school, LACDPH is not requiring stable grouping of students in that setting but does recommend it as a best practice that middle and high schools should consider when planning for reopening.

For example, by using block scheduling that reduces the number of courses/periods students take during the school day, along with creating teams of teachers and support staff from different content areas that share the same group of students, the size of stable groups can be minimized. Under these parameters, groups consisting of 60 to 80 members that do not interact with members of other groups during the instructional day may be feasible and stable groups numbering no more than 100 -120 members maximum are preferred. Again, this approach to structuring the school day is suggested as a best practice that adds another layered mitigation strategy to promote school safety; it is not required.

Other considerations that may assist in creating stable groups in middle and high schools:

Consider keeping students together in their respective classrooms throughout the day and have educators rotate between the classrooms that make up a stable group to eliminate the remixing of classroom membership and reduce exposure that might occur during period switches and hallway passing. Alternatively, classroom groups may move together in staggered passing schedules to other rooms they need to use (e.g., science labs).

Part of the school day could include virtual instruction to reduce the number of in-person groups that a teacher will be exposed to. This is recommended for providing electives, where only one or a few specialized elective teachers may be available to the entire student body. Offering electives virtually or staggering the taking of the electives throughout the term so that an elective teacher is not working with more than one or two groups at a time are safer approaches.

Schools will be asked to provide information on their approach to stable groups in completing this protocol.

Note: The best practice recommendation to have each student assigned to one stable group during the school day does not preclude students participating in other cohorts outside of school hours, such as before or after school programs or a team sport to in person instruction in elementary schools

TK to Grade 12 Reopening Checklist

Institution name:	Hillview Middle School
Address:	40525 Peonza Lane
Maximum Occupancy, per Fire Code:	Classrooms 38, Cafeteria Dining 255, Cafeteria as auditorium 405, Gym 706
Approximate total square footage of space open to faculty and/or students:	See site blue prints.

Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of all permitted in person services for students: 25

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

TK: 0 K: 0 1: 0 2: 0 3: 0 4: 0 5: 0
6: 60 7: 275 8: 275 9: 0 10: 0 11: 0 12: 0

Number of separate stable groups that will be present on campus on an average day: 3

Maximum number of members in stable groups present on campus on an average day: 80

Please describe briefly your school's approach to creation of stable groups:

Students attend classes on a block schedule so they are only interacting with students in three total classes. Each class would have no more than 20 students present, with the exception of PE, which could be up to 35.

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

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

- X The school has a **COVID-19 Containment, Response and Control Plan** that describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to the following elements:
 - X A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus
 - X A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student or visitor) tests positive for, or has symptoms consistent with COVID-19. The plan addresses:
 - Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person's return to their home.
 - Fact-sheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.
 - X A plan or protocol to initiate a [School Exposure Management Plan](#) consistent with DPH guidance

that outlines procedures for:

- Isolation of case(s);
 - Identification of persons exposed to cases at school;
 - Immediate quarantine of exposed employees and/or students; and
 - Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
 - Notification of DPH of all confirmed cases of COVID-19 disease among employees and children who had been at school at any point within 14 days prior to the illness onset date. The illness onset date is the COVID-19 test date or Symptom Onset Date of the infected person, whichever is earlier. Reporting of cases should be done within 1 business day of the school's notification of the case. This can be completed online using the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport> or by downloading and completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and sending it to ACDC-Education@ph.lacounty.gov.
- X A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health. This can be done using the same reporting options described above: (1) submitting the report online at <http://www.redcap.link/lacdph.educationsector.covidreport> or (2) completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and emailing it to ACDC-Education@ph.lacounty.gov. The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.
- X Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.
- X A plan or protocol for incorporating surveillance testing into regular school operations of all school personnel.
- The plan must describe the strategy for ensuring access to periodic testing for all school personnel to be implemented when instructed by the Department of Public Health based on local disease trends and/or after resolution of an outbreak at the school.
 - The plan must provide that all surveillance testing results will be reported to the Department of Public Health
- X Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- X Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.
- X In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.
- X All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding [employer or government sponsored leave benefits, including](#) their right to paid sick leave as guaranteed by the [Families First Coronavirus Response Act](#).
- X Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted.
- X [Employee screenings](#) are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days.

- X These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- X Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents, or other employees) is required to wear a face mask
 - X Employees who have contact with others are offered, at no cost, an appropriate face mask that covers the nose and mouth. The mask is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
 - X All staff must wear a face mask at all times, except when working alone in private offices with closed doors or when eating or drinking. The exception made previously for staff working in cubicles with solid partitions exceeding the height of the employee while standing is overridden.
 - X A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face mask.
 - X Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate a face mask.
- X Employees are instructed to wash or replace their face masks daily. Parents are instructed to ensure that children have clean face masks.
- X All individual employee workstations or areas used by employees working as part of a team allow for separation of at least 6 feet. Classroom furniture is arranged to permit a distance of at least 6 feet between the teacher's desk and the nearest student(s).
- X To ensure that masks are worn consistently and correctly, staff are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, staff must maintain at least a six-foot distance from others, including fellow employees and visitors. Eating or drinking outdoors is preferred but eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation permits greater distance from and barriers between staff.
- X Occupancy is reduced and space between employees is maximized in any room or area used by staff for meals and/or breaks. This has been achieved by:
 - o Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks;
 - o Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
 - o Placing tables six feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing.
- X All employees, on-site contractors, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face masks when around others.
- X Break rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected frequently, on the following schedule:

X	Break rooms	Once Daily
X	Restrooms	Daily, multiple times depending on use.
X	Classrooms	Daily

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|---|--|--|
| | Laboratories | N/A |
| X | Nurse's office | Daily, multiple times depending on use |
| X | Counseling and other student support areas | Daily, multiple times depending on use |
| X | Front office | Daily, multiple times depending on use |
| X | Other offices | Daily, multiple times depending on use |
- X Other (auditorium, gymnasium, library if in use) Daily
- X High touch areas in staff breakrooms are frequently disinfected, and commonly shared items, such as coffee pots, pots, and dishes, are replaced with single use items or thoroughly cleaned after each use by a different person.
- X Disinfectant and related supplies are available to employees at the following location(s):
Each classroom has cleaning supplies. School custodial closets have additional supplies.
- X Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations (check all that apply)
- X Building entrance/s, exit/s
 - X Central office
 - Stairway entrances
 - Elevator entry (if applicable)
 - X Classrooms
 - X Faculty breakroom
 - X Faculty offices:
 - All offices have supplies.
- X Soap and water are available to all employees at the following location(s):
Restrooms, break rooms, cafeteria, gym, health office, interior classrooms.
- X Employees are offered frequent opportunities to wash their hands.
- X Each employee is assigned their own tools, supplies, equipment and defined workspace to the extent feasible. Sharing of workspaces and held items is minimized or eliminated.
- X Copies of this Protocol have been distributed to all employees.
- X Optional—Describe other measures:
Protocols available at public entrances and website

B. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS (CHECK ALL THAT APPLY)

- X Maximum number of employees permitted in facility to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, is: 150
- X Maximum number of students permitted in facility to ensure physical distancing of at least 3 feet between students and 6 feet between students and staff, is: 450
- X Measures are in place to ensure physical distancing of students on school busses. These include (check all that apply):
- X A maximum of one child is permitted per bus seat.
 - X Face masks required at all times.

- X Use of alternating rows (strongly recommended but not required).
- X Open windows (if air quality and rider safety concerns allow, especially if alternating rows is not implemented).
- X Additional measures in use to ensure physical distancing (Check all that apply):
 - Staggered school start times to permit more than one trip per bus at school start and close.
 - X Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry.
 - X Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming.
 - Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of cloth face masks.
 - Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.
 - X Other
 - Transportation services protocols established by AVSTA.
- X Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building. These may include (check all that apply):
 - X Schedules are adjusted to ensure that only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time.
 - X School employees are deployed in hallways throughout the day as needed to assure physical distancing as students move between classrooms or from classrooms to other school locations.
 - Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining a 6-foot distance between riders; during peak building entry and exit times, this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear face masks.
 - The following Measures are in place to avoid crowding on stairways:
 - Designation of up and down stairways
 - Staggering of breaks between classes
 - Monitoring of stairways by school staff
 - Other
 - Staff and visitors enter the campus through one door. They sanitize hands, and proceed to a desk for a health screening. Other's wait at six foot distances. Students enter the campus at either the front or back gate. They are screened as they enter by staff at those gates.
- X An approach to creating and maintaining stable groups has been adopted school-wide for elementary school grades, in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting, throughout the school day. The size of stable groups in elementary schools is not limited to a specific maximum number but is dependent on utilization of the available classroom space to allow physical distancing of no less than 3 feet between students and no less than 6 feet between students and staff. The creation of stable groups in middle and high school grades is recommended as a best practice with groups not to exceed 120 students in total. However, stable groups in middle and high school is not a requirement but an additional layer of mitigation for schools to consider.

- Students with IEP or 504 plans who require specialized services may be pulled out of their general education classroom and grouped with other students requiring similar services, even if this places them with students not part of their general education stable group. This additional special education learning group should also follow stable group principles to keep membership the same day to day to the extent possible.
- X Measures are in place to ensure physical distancing within classrooms. These include (check all that apply):
 - In-person class size has been limited to students in elementary grades.
 - X In-person class size has been limited to 20 (possibly 35 in PE) students in middle and high school grades
 - The school day has been divided into shifts to permit fewer students per class.
 - X Attendance is staggered to reduce the overall number of students in classrooms on a given day.
 - X Some classes have been moved entirely online.
 - X Online class attendance and participation is offered as an option for all students for all classes.
 - X Alternative spaces are used to reduce the number of students within classrooms. These may include:
 - School library No
 - Auditorium No
 - Cafeteria No
 - Gymnasium Yes
 - Other No
 - X Classroom furniture is set up to maximize distance between students and between students and teachers. Distance between students in the classroom must not be less than 3 feet and distance between students and teachers not less than 6 feet. Additional considerations for schools implementing a less than 6 feet physical distancing policy between students include
 - focus on high mask adherence—if there are doubts about mask adherence, consider more robust physical distancing practices;
 - consider enhancing other mitigation layers, such as stable groups or ventilation;
 - maintain 6 feet of distancing as much as possible during times when students or staff are not masked (e.g., due to eating or drinking, or napping);
 - use physical barriers between students to minimize contact.
 - X Furniture designed for in-class group activities that bring students closer than 3 feet has been reconfigured or removed from the classroom
 - X Nap or rest areas in classrooms have students placed 6 feet apart and alternating feet to head.
 - X Teaching methods have been modified to avoid close contact between students in laboratories and other classes that may usually involve group activities.
 - X Other
 - Students sit socially distant from each other during the entire class.
- X Any gym class activities are offered outdoors and are selected to permit physical distancing; contact sports are not permitted.
- School policies enforce physical distancing (students maintain distance of 6 feet) in locker rooms. Policies must include:
 - Offering access to locker rooms only when staff supervision is possible
 - Staggering locker room access

Creating an alternative option for storage of student clothing, books and other items.

- X Measures are in place to maintain physical distancing during school meals. These may include (check all that apply):
 - X Meals are eaten in classrooms or outdoors, without any mingling of cohorts from different classrooms.
 - X If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.
 - X Staff are deployed during meals to maintain physical distancing and keep elementary school students from different classrooms from mingling.
 - X If meals take place in a cafeteria, mealtimes are staggered to only allow one cohort at a time in the cafeteria.
 - X If meals take place in a cafeteria, space between tables/chairs has been increased to support 6 feet of physical distancing. Barriers between tables and/or chairs may be used as an alternative when 6 feet of distancing is not possible.
- X Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees. For example, kitchen and other back of house floors are marked to reinforce physical distancing requirements.
- X Measures are in place to permit physical distancing in school areas used for student support services
 - X Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) have been instructed to maintain a physical distance of at least 6 feet to the extent feasible while engaging in student support activities.
 - X Furniture and equipment in school areas used for student support services are arranged to promote a 6-foot distance between any two students and/or between students and staff.
 - X Where feasible and appropriate, therapeutic and support activities are conducted virtually.
 - X Sharing of equipment and supplies is avoided where possible. Should equipment need to be shared, it must be sanitized before and after each use by a different student and/or employee
- X Measures are in place to permit physical distancing in administrative areas of the school
 - X Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
 - X Tape or other markings are used to define a 6-foot radius around reception desks or counters.
 - X Work stations of administrative personnel have been arranged to permit 6 feet between individuals sharing a space or between office personnel and students or other staff required to visit the space.

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

- X Screening is conducted before students, visitors and staff may enter the school. Screening must include a check-in concerning symptoms consistent with possible COVID-19 and any other symptoms the individual may be experiencing. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival. A temperature check with a no-touch thermometer is included in the symptom check at entry if feasible.
 - X Students, staff, and visitors who screen positive at entry or who report symptoms at any point during the school day will be reported to the COVID-19 Compliance Team (see Section A). The COVID-19 Compliance Team will determine whether the individual should be excused from the facility according to DPH guidance on [Symptom and Exposure Screening Pathways](#) at Educational Institutions. Students who screen positive are given a surgical

mask and accompanied to a pre-selected isolation space where they can remain while a determination is made on exclusion and arrangements are made for their return home, where indicated.

- X Per the DPH Symptom and Exposure Screening Pathways, students, staff, and visitors who have had close contact with an individual who has screened positive for symptoms consistent with possible COVID-19 are notified of the potential exposure. These individuals are not required to quarantine unless the exposure has been confirmed through a positive COVID19 diagnostic viral test or a clinical diagnosis from a medical provider. Students who have a confirmed exposure are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Quarantine Order
- X Screening of adults and of middle and high school age students includes a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID-19.
 - X Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID-19.
 - X Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.
- X Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These may include (check all that apply):
 - X Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible.
 - X Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.
 - X Visitors arriving at the school with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.
 - X Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible.
 - X Visitors arriving at the school are reminded to wear a face masks at all times while in the school. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them.
- X Measures are in place to promote optimal ventilation in the school. These may include (check all that apply):
 - At least 50% of classroom learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting.
 - X The school HVAC system is in good, working order.
 - X HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.

- X Portable, high-efficiency air cleaners have been installed if feasible
- X Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
- X Air filters have been upgraded to the highest efficiency possible.
- X Other:
Doors will be open, PE classes will participate outdoors, or in the gym with door open.
- X Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces and objects throughout the school. These may include (check all that apply).
 - X A cleaning and disinfecting schedule have been established in order to avoid both under- and over-use of cleaning products.
 - X Buses are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are disinfected after every completed bus route.
 - X Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected three times daily using appropriate products (see below).
 - X Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and individual water bottles are provided as an alternative, high touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.
 - X Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.
 - X Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list "N") are used according to product instructions. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together – this causes toxic fumes that may be very dangerous to breathe.
 - X Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
 - X Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product
 - X All cleaning products are kept out of children's reach and stored in a space with restricted access.
 - X Ventilation is maximized during cleaning and disinfecting to the extent feasible If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
 - X Enhanced cleaning of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day
 - X Steps are taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
 - X Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, on the following schedule:

- X Restrooms: Daily, multiple times depending on use.
 - X Lobbies/entry areas:
Daily, multiple times depending on use.
 - X Teacher/staff break rooms:
Daily, multiple times depending on use.
 - X Class rooms: Daily, multiple times depending on use.
 - X Cafeteria dining area: Daily, after each set of dining.
 - X Cafeteria food preparation area: Daily, after each meal prep.
 - X Front office: Daily, multiple times depending on use.
 - X Other offices: Daily, multiple times depending on use.
 - X Other areas: Daily, multiple times depending on use.
- X Measures are in place to ensure use of appropriate face coverings by all staff, students and visitors at all times. These may include (check all that apply):
- X Staff, parents and students are informed of the requirement for face masks prior to the start of school and on a regular basis throughout the school year.
 - X All students over age 2 are required to wear face masks at all times while on school property except while eating, drinking or carrying out other activities that make that preclude use of face masks.
 - X Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate face masks.
 - X Information is provided to staff, parents and students concerning proper use of face masks including the need to wash face masks after each day's use.
 - X Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and depicts proper use of face masks.
 - X As feasible, two face masks are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own face masks.
 - X Parents of younger children are encouraged to provide a second face-mask for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face mask during the day.
 - X Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of face masks.
 - X Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.) as appropriate.
 - X Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building.

NOTE: Staff and students who are alone in closed offices are not required to wear face masks. Students may also remove face masks when eating or napping or when wearing a face mask is otherwise impracticable (e.g., while showering, etc.). The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a face mask to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

- X Measures are in place to ensure frequent hand washing by staff, students and visitors. These may include (check all that apply):
 - X Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.
 - X Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
 - X Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol-based hand sanitizer is preferred and should be used in school environments. Hand sanitizers with isopropyl alcohol as the main active ingredient are not used in the school, as it is more irritating and can be absorbed through the skin.
 - X Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Hand sanitizer is not out in the open and should be used with adult supervision for children under age 9.. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.
 - X Hand sanitizer, soap and water, tissues and trash cans are available to the public at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.
- X Measures are in place to ensure infection control in the school cafeteria or other site at which food is served or picked up.
 - X Buffet and family style meals have been eliminated.
 - X Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
 - X Physical barriers are in place where needed to limit contact between cafeteria staff and students
 - X Optional-Describe other measures
Options exist where students get food, but take it home to consume it, reducing the need for eating space on campus.

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

- X Information was sent to parents and students prior to the start of school concerning school policies related to (check all that apply):
 - X Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19 Updated 3/21
 - X Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19
 - X Who to contact at the school if student has symptoms or may have been exposed
 - X How to conduct a symptom check before student leaves home

- X Required use of face masks
- X Importance of student compliance with physical distancing and infection control policies
- X Changes in academic and extracurricular programming in order to avert risk
- X Changes in school meals in order to avert risk
- X School policies concerning parent visits to school and advisability of contacting the school remotely
- X Importance of providing the school with up-to-date emergency contact information including multiple parent contact options
- X Other:
Protocols posted on the district and site websites.
- X A copy of this protocol is posted at all public entrances to the school.
- X Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face masks, and importance of hand washing.
- X Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- X The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
- X Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face masks, physical distancing and hand washing.
- X Online outlets instruct students, parents and teachers on how to contact the school in case of infection or exposure.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

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

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

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

Business Contact Name: Dr. Jennifer Slater-Sanchez, Mr. Rodney Lots Phone Number 661-722-9993

Date Last Revised: 4/14/21

Protocol for COVID-19 Exposure Management Plan in K-12 Schools

NOTE: This protocol document may be updated as additional information and resources become available. Check the Los Angeles County Department of Public Health website: <http://www.ph.lacounty.gov/media/Coronavirus/> for updates to this document.

A targeted public health response to contain COVID-19 exposures at a community-level can help maximize the impact of the Los Angeles County Department of Public Health (DPH) COVID-19 response.

Primary and Secondary Schools serving students from Kindergarten through Grade 12 (K-12 Schools) are trusted community partners that can help DPH improve the timeliness and impact of the Public Health response through rapid initiation of a COVID-19 Exposure Management Plan (EMP) when notified of COVID-19 cases and clusters at school. The School EMP can be implemented before COVID-19 case reports are received by DPH, thereby accelerating the ability to contain spread of COVID-19 and prevent school outbreaks from happening.

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

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

X Required: A designated School COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves as a liaison to DPH in the event of a COVID-19 cluster or outbreak at the setting.

X Required: A plan for all students and employees who are suspected to have COVID-19 or are quarantined because of exposure to case(s) at school to have access to testing or be tested for COVID-19.

Exposure Management for 1 COVID-19 Case at School

X Required: If school is notified of 1 confirmed case (student or employee), School Compliance Task Force requests that the case follow Home Isolation Instructions for COVID-19 (www.publichealth.lacounty.gov/acd/ncorona/2019/covidisolation/).

X Required: School Compliance Task Force informs the case that DPH will follow-up directly with the case through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.

X Required: School Compliance Task Force works with the case to generate a list of students and employees with exposure to the case during the infectious period. School Compliance Officer provides DPH with the names and contact information of the case and identified contacts within 1 business day of notification of a confirmed case.

- A case is considered to be infectious from 48 hours before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND respiratory systems have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.

- A person is considered to have been exposed if they are one of the following:
 - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;
 - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).

X Required: Students and employees that are identified to have an exposure to the case are notified by the School Compliance Task Force through a letter or other communication strategies (e.g., telephone, text, Robo-Calls). A School Exposure Notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#). The notification should include the following elements:

- Instruct students and employees with an exposure to the case to test for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of disease spread at school and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, Community Testing Sites: covid19.lacounty.gov/testing. Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
- Instruct exposed students and employees to quarantine for 14 days since last exposure to the case while infectious, even if they receive a negative test result during their quarantine period. A person who tests negative during the incubation period (i.e. time period between exposure to disease onset) may subsequently develop disease, with or without symptoms. Home Quarantine Guidance for COVID-19 is available at: www.publichealth.lacounty.gov/acd/ncorona/2019/covidquarantine/.
- Notification that DPH will follow-up directly with exposed students and employees through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.

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

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

X Required: If the school is notified of 2 confirmed cases (students and/or employees) within a 14-day period, school follows required steps for 1 confirmed case.

X Recommended: School Compliance Task Force assesses whether the 2 confirmed cases have epidemiological links (i.e., present at the same place and time during the infectious period*).

*A case is considered to be infectious from 48 hours before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.

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

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

X Required: If the school is notified of a cluster of 3 or more confirmed cases (students and/or employees) within a 14-day period, the school proceeds with the following steps:

- Report cluster to DPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day of notification of the cluster at: ACDC-Education@ph.lacounty.gov or call (888) 397-3993 or (213) 240-7821.
- Complete Line List for Cases and Contacts, available at: [COVID-19 Case and Contact Line List for the Educational Sector](#) and submit to ACDC-Education@ph.lacounty.gov. For technical assistance on how to complete the line list contact ACDC-Education@ph.lacounty.gov.
- The ACDC Education Sector Team will review Line List for Cases and Contacts to determine whether the outbreak criteria have been met. The ACDC team will contact the school within 1 business day of receipt to advise on next steps.
- If it is determined that outbreak criteria are not met: continue with routine COVID-19 exposure monitoring.
- If it is determined that outbreak criteria are met, DPH Outbreak Management Branch (OMB) is activated.
- An OMB public health investigator is assigned to coordinate with the school on outbreak management for the duration of the outbreak investigation.
- School Compliance Task Force will submit requested information, including updates to the Line List for Cases and Contacts to the OMB Investigator until the outbreak is resolved (at least 14 days since the last confirmed case).

X Recommended: Prior to reporting cluster to DPH ACDC Education Sector Team, School Compliance Task Force will assess whether at least 3 cases in the cluster have epidemiological links. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#). For technical assistance on how to assess for epidemiological links, please contact ACDC-Education@ph.lacounty.gov.

- If epidemiological links do not exist between at least 3 cases in the cluster, the school continues with routine COVID-19 exposure monitoring.
- If epidemiological links exist between at least 3 cases in the cluster, report cluster to DPH Acute Communicable Disease Control (ACDC) Education Sector Team at ACDC-Education@ph.lacounty.gov or call (888) 397-3993 or (213) 240-7821.

COVID-19 Outbreak Criteria for K-12 Schools

School cluster

At least 3 laboratory-confirmed cases from different households with symptomatic or asymptomatic COVID-19 over a 14-day period in group(s)* that are epidemiologically linked.

*Groups include persons that share common membership, e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation.

For more information, please contact the ACDC Education Sector Team at ACDC-Education@ph.lacounty.gov.

<p>1 Case</p>	<ol style="list-style-type: none"> 1) School receives notification of 1 confirmed case at school. 2) Required: School requests that case follow Home Isolation Instructions for COVID-19 (a). 3) Required: School informs case that the Department of Public Health (DPH) will contact the case to collect additional information and issue Health Officer Order for self-isolation (a). 4) Required: School works with case to determine contacts that were exposed to case at school while infectious.
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	<p>5) Required: School notifies contacts of school exposure, requests contacts to follow instructions for self-quarantine (b) and test for COVID-19.</p> <p>6) Required: School informs contacts that DPH will follow up to collect additional information and issue Health Officer Order for self-quarantine (b).</p> <p>7) Required: School provides DPH with names and contact information for case and identified school contacts.</p> <p>8) Recommended: School can send general notification to inform the wider school community (recipients determined by school) of the exposure and precautions taken to prevent spread.</p> <p>Note: Template letters for exposure notification and general notification are available at: COVID-19 Template Notification Letters for Education Settings.</p>
2 Cases	<p>1) Required: Follow steps for 1 confirmed case.</p> <p>2) Recommended: If cases occurred within 14 days of each other, school determines whether epidemiological (epi) links exist (cases present in the same setting during the same time period while infectious). A COVID-19 Exposure Investigation Worksheet for the Education Sector tool is available to help assess for epi links.</p> <ul style="list-style-type: none"> * Epi links do not exist: continue with routine exposure monitoring. * Epi links exist: School reinforces messages to students and employees on precautions taken to prevent spread; implement site-specific interventions, as needed, to reduce transmission.
3+ Cases	<p>1) Required: If a cluster of 3 or more cases occurred within 14 days of each other, school notifies ACDC Education Sector Team at ACDC-Education@ph.lacounty.gov.</p> <p>2) Recommended: Prior to notifying ACDC Education Sector Team of cluster, school assesses whether epi links exist for ≥ 3 cases. If epi links do not exist, continue with routine monitoring.</p> <p>3) Required: ACDC Education Sector Team requests that the COVID-19 Case and Contact Line List for the Educational Sector be completed by school to determine if outbreak criteria have been met. ACDC will contact school within 1 business day to advise on next steps.</p> <ul style="list-style-type: none"> * Outbreak criteria not met: school continues with routine exposure monitoring. * Outbreak criteria met: DPH Outbreak Management Branch (OMB) activated. <p>4) Required: During the outbreak investigation, school provides updates to OMB investigator until outbreak is resolved (at least 14 days since last confirmed case).</p>
(a)	Health Officer Order, cases directed to self-isolate until no fever for at least 24 hours (without the use of medicine that reduces fever) AND symptoms have improved AND at least 10 days have passed since symptoms first appeared OR, if case has no symptoms, until 10 days have passed after their positive test was taken. http://www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/ .
(b)	Health Officer Order, contacts directed to quarantine for 14 days since date of last exposure to case while infectious. http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/ .