
Appendix T1: Reopening Protocols for K-12 Schools

Recent Update (Changes highlighted in yellow)

1/17/22:

- **Surge Protocol is Active:** Temporary measures may be implemented to address the volume of cases and contacts due to significant COVID-19 surges and includes considerations for simplifying case identification and exposure management as outlined in [Appendix T2: Exposure Management Plan for TK-12 Schools](#)
- Changes in quarantine and testing requirements for students and staff based upon vaccination status or positive COVID-19 test in past 90 days.
- Attendance thresholds have been lowered for both outdoor Mega events (5,000 attendees) and indoor Mega Events (500 attendees).

1/4/22:

- Clarified language regarding indoor and outdoor masking requirements for student.
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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 5, and provides safety measures in five areas:

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

These five key areas contain numerous strategies that your school may choose to implement as your facility develops a plan to provide a safe environment for all employees, students, and visitors. Although some preventive and protective measures are currently required in all schools and are clearly indicated as such in the following protocol, most measures are optional and voluntary. Nevertheless, it is still appropriate for schools to implement multiple layers of COVID-19 mitigation strategies while fully re-opening to limit cases and transmission on the school campus. Additional measures described in [Appendix T2: Exposure Management Plan for K-12 Schools](#) **must** also be implemented and are applicable to all on-site personnel. Further resources for TK-12 Schools can be found in the [TK-12 School COVID-19 Toolkit](#).

General Reopening Guidance for All Schools

At this time, all schools are permitted to reopen for all students in any grades TK – 12.

Schools that have not yet reopened or not reopened fully and are planning to implement full in person instruction for the first time during the Summer or Fall of 2021 should refer to the [LACDPH Safe Schools](#) for All site for complete instructions on the reopening process and documents to complete.

Note for child care programs located in schools. LEAs and schools that offer day care services for children on school campuses should refer to DPH [Guidance for ECE Providers](#).

COVID-19 VACCINATION IS THE FIRST LINE OF DEFENSE

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

TK to Grade 12 Reopening Checklist

Institution name:	<u>Sundown Elementary School</u>
Address:	<u>6151 W Avenue J-8</u>
Maximum Occupancy, per Fire Code:	<u>1,505</u>
Approximate total square footage of space open to faculty and/or students:	<u>56,000 sq ft in buildings, 8 acres of land</u>

Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of all permitted in person services for students: 100

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

TK: 20 K: 90 1: 90 2: 155 3: 155 4: 132 5: 155
 6: 125 7: 0 8: 0 9: 0 10: 0 11: 0 12: 0

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 must have a **COVID-19 Containment, Response and Control Plan** that describes the school’s comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to the following elements:
 - 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;
 - Quarantine of exposed staff and students per guidelines described in [Appendix T2: Exposure Management Plan for K-12 Schools](#).
 - Assurance of access to testing for all exposed students within the school who are not fully vaccinated, and all exposed staff who are not fully vaccinated, or fully vaccinated and overdue for their booster dose..

- 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. **Note:** The current activation of surge protocol procedures in schools now allows some flexibility in the mechanism of case reporting. See [Appendix T2: Exposure Management Plan for K-12 Schools](#) for details.
- To address the volume of cases due to significant COVID-19 surges, temporary measures outlined in [Appendix T2: Exposure Management Plan for K-12 Schools](#) may be implemented to manage cases and exposures at school. These are **optional** measures: schools may continue routine protocols for exposure management during the surge period if there is capacity to do so.
- 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 COVID-19 testing into regular school operations.
 - At a minimum the plan should describe the strategy for ensuring access to testing for students or employees who are symptomatic or have known or suspected exposure to an individual infected with SARS-CoV-2. Note that current Cal/OSHA COVID-19 Prevention Emergency Temporary Standards (Cal/OSHA ETS) requires employers to offer testing at no cost to employees during paid time for:
 - Symptomatic unvaccinated employees, regardless of whether there is a know
 - Unvaccinated employees after an exposure.
 - Vaccinated employees after an exposure if they develop symptoms.
 - Unvaccinated employees in an outbreak (3 or more employee cases).
 - All employees in a major outbreak (20 or more employee cases).
 - Schools are required to have sufficient testing capacity two weeks after re-opening from winter break or by January 25, 2022, whichever is later, to test exposed students and staff who are unvaccinated or not fully vaccinated at least once weekly, during the 10 days after their last exposure date. **Please notify DPH immediately if you do not have testing capacity to meet this requirement.** If resources allow, schools should extend testing to include exposed students and staff who are fully vaccinated.
 - In addition, the school may consider a strategy for periodic testing for asymptomatic individuals with no known exposure. The California Department of Public Health (CDPH) is not requiring any particular frequency or procedure for asymptomatic testing at this time. However, the state has put into place support for specific testing cadences through supplemental testing supplies, shipment, laboratory capacity, enrollment and reporting technology, training, and assistance with insurance reimbursement. Schools are advised to access information and resources regarding school-centered testing at the state's [Safe Schools for All hub](#). In times of high rates of community transmission, LA County recommends that periodic testing include fully vaccinated individuals where resources allow. **Note:** At this time given the volume of cases and contacts in the current pandemic surge, along with challenges in meeting the demand for testing, response testing for symptomatic and exposed individuals should be the priority. In the event of wide-scale or repeated exposures within a school, weekly testing of all

- unvaccinated or not fully vaccinated students may be considered until such time that exposure events become less frequent. See [Appendix T2: Exposure Management Plan for K-12 Schools](#) for additional details.
- The plan must provide that all testing results will be reported to the Department of Public Health.
 - Please note: Screening testing is not recommended for persons who have recovered from laboratory confirmed COVID-19 within the past 90 days and are asymptomatic.
- X Consider assigning vulnerable employees (employees not yet fully vaccinated who are above age 65 and/or with chronic health conditions that would place the mat high risk if infected)work that can be done from home when feasible. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- X Consider reconfiguration of work processes to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.
- 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 [2021 COVID-19 Supplemental Paid Sick Leave Law](#).
- X Employees with an exposure or suspected exposure to a person who has COVID-19 must follow quarantine guidance as detailed in [Appendix T2: Exposure Management Plan for K-12 Schools](#).
- 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 permitted. Use of indoor school facilities provides more risk of contamination of indoor air and surfaces and care should be taken to avoid unnecessary exposure for regular school employees and students. Routine cleaning after use of indoor facilities by non-school groups is recommended. Use of outdoor athletic fields by non-school youth sports teams, leagues, or clubs is permitted as long as care is taken to avoid unnecessary exposures for regular school employees and students.
- X [Employee screenings](#) are recommended to be conducted before employees may enter the workspace. Entry screening should include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee is currently under isolation or quarantine orders. Temperature checks are recommended if feasible.
- These screenings can be done in-person upon arrival at the site or remotely before arrival using a digital app or other verifiable approach.
 - Note that current [Cal/OSHA ETS](#) requires employers to exclude employees from the workplace who have COVID-19 symptoms and/or are not fully vaccinated and have had a close contact. Cal/OSHA does not prescribe any particular method of employee screening but implementing some method as recommended will assist in compliance with the current ETS.
- X Masking is required for anyone entering school buildings or transports (school buses as well as school buildings) who has contact with others (students, parents, or other employees).
- 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 indoors and is in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask 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 Employees who are exempt from wearing a mask **must** undergo COVID-19 testing at least twice per week unless the employee provides proof of full vaccination status against COVID-19 and proof of receipt of booster dose once they become eligible. In times of high rates of community transmission, LA County recommends that this periodic testing also include fully vaccinated individuals with or without booster doses where resources allow.
 - X **Requirement to provide upgraded masks to all school employees:** At this time, all school employees, as defined above, must wear surgical-grade masks (also referred to as medical procedure masks) or higher-level PPE (e.g.,

KN95 or N95 respirator masks). For those wearing surgical masks, double masking, with a cloth face covering worn over the surgical mask, is recommended for enhanced protection. Cloth face coverings alone are no longer acceptable, as they do not provide the same level of source control or personal protection as a proper surgical mask or higher-level PPE. Schools should implement this directive as soon as possible but must be in compliance no later than two weeks after the post-holiday reopening date of the school or district or January 17, 2022, whichever is later.

- X Employers are required to provide, upon request, respirators to any unvaccinated employee along with instructions on how to ensure the mask fits appropriately.
- X All staff must wear a face mask at all times when indoors, except: when working alone in private offices with closed doors; when they are the only individual present in a larger open workspace for multiple employees; or when eating or drinking.
- X All staff are also required to wear masks outdoors on school campuses, except when eating or drinking, when in crowded outdoor settings where distancing cannot be easily and reliably maintained.
- X It is strongly recommended but not required that students wear upgraded masks which at a minimum are well-fitting, non-cloth mask of multiple layers of non-woven material with a nose wire. Nothing in this protocol requires that the school provide upgraded masks to its general student population and parental preference should be respected as to the level of PPE the student wears. **However, universal masking with some appropriate type of face covering is still currently required for both indoor and outdoor settings on the school campus.** Exceptions would include when actively eating or drinking and in outdoor settings where physical distancing can be reliably maintained.
- X For the most updated LACDPH guidance and information on masking, refer to our [COVID-19 Masks](#) page.
- X Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who have medical reasons why they cannot use or tolerate a face mask. Students who present appropriate documentation demonstrating a disability or condition that does not allow them to safely wear a mask should wear a face shield with drape at the bottom if their condition allows it. Students with documented conditions that do not accommodate the face shield and drape may request a reasonable accommodation from the school or district. Assessing for exemption due to a medical condition, mental health condition, disability that prevents wearing a mask, or hearing impairment is a medical determination and therefore must be made by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician. Self-attestation and parental attestation for mask exemptions due to the aforementioned conditions do not constitute medical determinations.
- X It is strongly recommended that any student who is exempt from wearing a mask indoors be tested for COVID-19 at least twice a week, unless they provide proof of full vaccination status against COVID-19. In times of high rates of community transmission, LA County recommends that periodic testing also include fully vaccinated individuals where resources allow.
- X Public schools should be aware of the requirements in AB 130 to offer independent study programs for the 2021-22 school year.
- X It is recommended that employees be instructed to wash or replace their face masks daily and parents be instructed to ensure that children have clean face masks.
- 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 increase their physical distance from others. Eating or drinking outdoors is best but eating or drinking at a cubicle or workstation indoors is preferred to eating in a breakroom if eating in a cubicle or workstation permits greater distance from and barriers between staff.
- X Consider increasing space between employees in any room or area used by staff for meals and/or breaks, especially when space will be shared by employees who are not fully vaccinated or whose vaccination status is unknown.

- X All employees, on-site contractors, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use of face masks when around others indoors.
- X Break rooms, restrooms, classrooms, and other common areas used or visited by staff are cleaned at the frequency listed below. Routine cleaning is recommended at a frequency no less than once per day during periods of operation but may be done more frequently.

X	Break rooms	<u>Daily</u>
X	Restrooms	<u>Daily</u>
X	Classrooms	<u>Daily</u>
	Laboratories	<u>n/a</u>
X	Nurse's office	<u>Daily</u>
X	Counseling and other student support areas	<u>Daily</u>
X	Front office	<u>Daily</u>
X	Other offices	<u>Daily</u>

- X Other (auditorium, gymnasium, library if in use) Daily

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

X Disinfectant and related supplies are available to employees at the following location(s):
Front office

X It is recommended that hand sanitizer effective against COVID-19 be made available to all employees in or near the following locations (check all that apply) X Building entrance/s, exit/s

- X Central office
- Stairway entrances
- Elevator entry (if applicable)
- X Classrooms
- X Faculty breakroom
- X Faculty offices:

X Soap and water are available to all employees at the following location(s):
Restrooms, office, breakroom, most classrooms

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

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.

Optional—Describe other measures:

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

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

- 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:100
- X Consider maintaining measures to promote physical distancing of students on school busses since many students remain unvaccinated. These measures may include (check all that apply):
 - X A maximum of one child is permitted per bus seat.
 - X Face masks **REQUIRED** at all times (Use of face masks on buses is not optional).
 - Use of alternating rows (strongly recommended but not required).
 - Open windows as air quality and rider safety concerns allow.
- X Additional measures that may be considered to promote physical distancing and reduce rider density on school buses (Check all that apply):
 - Staggered school start times to permit more than one trip per bus at school start and close.
 - 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.
 - X 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.
 - X Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.
- X Consider implementing measures to reduce crowding as students, parents or visitors enter and move through the school building. These may include (check all that apply):
 - X Schedules are adjusted to ensure that only one cohort or stable group is moving through common spaces (such as hallways and bathrooms) at a given time.
 - X School employees are deployed in hallways to promote physical distancing and reduce loitering and crowding as students enter, go through symptom checks and proceed to classrooms.
 - Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining a 3-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 may be implemented to avoid crowding on stairways:
 - Designation of up and down stairways
 - Staggering of breaks between classes
 - Monitoring of stairways by school staff
 - Other

- X Consider adopting a school-wide approach to creating and maintaining stable groups may be adopted school-wide, 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. Stable groups are considered a best practice at all grade levels and therefore recommended but not required.
- Students with IEP or 504 plans who require specialized services may be pulled out of their general education classroom and grouped with other students requiring similar services, as needed to provide appropriate level of instruction and care. This additional special education learning group should also follow stable group principles to keep membership the same day to day to the extent possible.
 - In addition to working with up to 3 different stable groups, specialized staff who serve students with IEP or 504 plans may pull out individual students from group settings to provide 1-to-1 interactions, without limit on the number of individual students they work with. It is recommended that the space used for 1-to-1 meetings should have contact surfaces and objects cleaned between meetings, to the extent possible..
 - Specialized staff who serve students with IEP or 504 plans may also enter multiple classrooms in order to have brief (under 15 minutes) interactions with individual students, without limit on the number of classrooms they may enter. It is strongly recommended that such staff be fully vaccinated before engaging in this behavior, and any staff not fully vaccinated should wear a surgical mask and face shield if entering multiple classrooms for this purpose. All staff must wash or sanitize hands after leaving a classroom and before entering another classroom with a different stable group of students.
- X Consider implementing measures that allow for recommended physical distancing within classrooms. These may include the following measures (check all that apply):
- X Classroom furniture is set up to maximize distance between students and between students and teachers. Where distancing is not feasible consider other safety measures including Focus on high mask adherence—
 - X Consider enhancing other mitigation layers, such as stable groups or improved ventilation;
 - X Maintain an increased distance as much as possible during times when students or staff are not masked (e.g., due to eating or drinking, napping)
Nap or rest areas in classrooms have students placed an increased distance apart and alternating feet to head.
Other:
- X Consider offering physical education class outdoors as much as possible and select activities that allow physical distancing and limited physical contact. Physical education classes held indoors requires all present to wear masks except when drinking water.
- Consider implementing school policies that promote physical distancing in locker rooms. Policies may include:
- Offering access to locker rooms only when staff supervision is possible. Staggering locker room access.
 - Creating an alternative option for storage of student clothing, books and other items.
- X Consider implementing measures to increase physical distancing during school meals when students will be unmasked. 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 promote appropriate 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 reduce the number of groups in the cafeteria at any one time.

- X If meals take place in a cafeteria, space between all tables/chairs has been increased to maintain appropriate distance between students while eating. Barriers between tables and/or chairs may be used as an alternative when enhanced 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 Consider implementing measures to promote 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 3-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 Symptom screening is recommended to be 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 at entry is recommended as part of the screening, if feasible, especially for visitors who may not be part of a systematic at-home screening process.
 - X Students, staff, and visitors who screen positive at entry or who report symptoms at any point during the school day should be reported to the COVID-19 Compliance Team (see Section A). The COVID-19 Compliance Team will determine whether the individual should be excused from the facility according to DPH guidance on [Symptom and Exposure Screening Pathways](#) at Educational Institutions. Students who screen positive are provided a surgical mask, unless they are already wearing a mask of recommended quality and accompanied to a pre-selected isolation space where they can remain while a determination is made on exclusion and arrangements are made for their return home, where indicated.
 - 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 COVID-19 diagnostic viral test or a clinical diagnosis from a medical provider. Students who have a confirmed exposure are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home, unless the student meets criteria to remain in the classroom space during the post-exposure period (students who remain in the classroom space post-exposure

must wear a well-fitting, non-cloth mask of multiple layers of non-woven material with a nose wire. This quarantine space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Quarantine Order.

- X Screening of adults and of middle and high school age students should include a question about close contact with anyone at home, school or elsewhere in the past 10 days who has tested positive for COVID-19.
 - X Anyone who is screened for recent exposure and reports close contact with an infected person should be managed per guidance in [Appendix T2: Exposure Management Plan for K-12 Schools](#)
- X Consider implementing measures to limit risk of infection due to visits by individuals other than staff and students. These may include (check all that apply):
 - X Visitors should be registered in a visitor log that includes a visitor's name, phone number and email address in case this information is needed in the future for contact tracing purposes. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information should also be captured in the visitor log.
 - X Movement of visitors within the school is best limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible, in order to reduce unnecessary interaction with any stable learning groups.
 - X Visitors arriving at the school are reminded to wear a face mask at all times while inside the school. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed by their medical provider that they should not wear a face mask should wear a face shield with a drape on the bottom edge, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them. For the safety of the visitors, as well as the entire school population, it is recommended but not required at this time that visitors wear an increased grade of mask while on campus such as a surgical grade (or medical procedure) mask or higher-level PPE (e.g., KN95 or N95 respirator).
- X Implementing measures to promote optimal ventilation in the school is strongly recommended. These may include (check all that apply):
 - X Movement of classroom learning, meals, and activities to outdoor space is maximized whenever feasible and weather permitting.
 - X The school HVAC system is in good, working order. Prior to school reopening, consider having the HVAC system evaluated by an appropriate engineer familiar with the Guidance for Reopening Schools as developed by the American Society of Heating, Refrigerating, and Air-conditioning Engineers (ASHRAE).
 - 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.
 - Air filters have been upgraded to a higher efficiency (MERV-13 or higher rating is preferred).

Due to large room capacity and high-risk activities occurring on the court, improved ventilation in gymnasiums is a critical strategy to lower risk of viral transmission and outbreaks occurring as a result of high-risk competitive play. Strategic use of fans to improve air exchange at floor level may have significant impact at mitigating this risk. See [Best Practices for Gymnasium Ventilation](#) for further guidance. _____

Other:

- X It is recommended to have measures in place to promote appropriate cleaning of space, surfaces, and objects throughout the school. These may include (check all that apply).
 - 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 daily and disinfected after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are cleaned after every completed bus route.
 - 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 cleaned at least daily and more frequently as resources allow using appropriate products (see below).
 - X Drinking fountains may be available for use. To minimize the risk of Legionnaire’s disease and other diseases associated with water, take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. This includes proper flushing and may require additional cleaning steps (including disinfection). Refer to CDC Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation:
<https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>.
 - 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 sanitized 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 and disinfection of school premises, when indicated, is done when students are not at school with adequate time to let spaces air out before the start of the school day.
 - 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 cleaned at the frequency listed below. Routine cleaning is recommended at a frequency no less than once per day during periods of operation but may be done more frequently.

X Restrooms: Daily

- X Lobbies/entry areas:
Daily
 - X Teacher/staff break rooms:
Daily
 - X Class rooms: Daily
 - X Cafeteria dining area: Daily
 - X Cafeteria food preparation area: Daily
 - X Front office: Daily
 - X Other offices: Daily
 - Other areas:
- X Measures are in place to ensure use of appropriate face masks by all staff, students, and visitors at all times when indoors. These must include (check all that apply):
- X Staff, parents, and students are informed of the requirement for face masks prior to the start of the school year and on a regular basis throughout the school year.
 - X All students 2 and older 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 All students 2 and older are also required to wear masks while outdoors on campus when in crowded settings, and in other outdoor spaces where distancing is not possible or practical.
 - X It is strongly recommended but not required that students wear upgraded masks. A well-fitting, non-cloth mask of multiple layers of non-woven material with a nose wire is recommended. Nothing in this protocol requires that the school provide upgraded masks to its general student population and parental preference should be respected as to the level of PPE the student wears. **However, universal masking with some appropriate type of face covering is still currently required for both indoor and outdoor settings on the school campus.** Exceptions to universal masking requirements would include when actively eating or drinking and in outdoor settings where physical distancing can be reliably maintained. Upgraded level of masking may be required for a limited time in special circumstances such as a student in school who was recently isolating after illness and/or a positive test or recently exposed to a confirmed case
 - X Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who have medical reasons why they cannot use or tolerate a face mask. They should substitute a face shield with drape at the bottom if tolerated. Assessing for exemption due to a medical condition, mental health condition, disability that prevents wearing a mask, or hearing impairment is a medical determination and therefore must be made by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician. Self-attestation and parental attestation for mask exemptions due to the aforementioned conditions do not constitute medical determinations.
 - X Information is provided to staff, parents and students concerning proper use of face masks including the need to wash or replace face masks after each day's use.
 - 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 indoors when eating or napping or when wearing a face mask is otherwise impracticable (e.g., while swimming or showering). The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a face mask to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction. Masks with transparent areas that make the lips and mouth visible also exist for this purpose and are permitted as an exemption to the upgraded mask requirements for staff for this specific purpose and only for the period of time when this activity requires the exemption.

- X Implementing measures to promote frequent hand washing by staff, students, and visitors is recommended. 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.
 - X 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.
 - X 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 promote 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

Optional-Describe other measures

SPECIAL CONSIDERATIONS FOR PERFORMING ARTS

X Music classes

- Any group musical activity that requires participants to wear face masks both indoors and outdoors. However, individuals may practice such activities without masks when outdoors when alone and with enhanced physical distancing from others, and when alone indoors in a studio or practice room with the door closed.
- Playing of wind instruments is permitted indoors in a group setting as long as the following safety measures are adhered to:
 - Those playing wind instruments must properly wear a modified face covering that allows for direct contact with the instrument mouthpiece whenever they are playing the instrument. During periods that the students are not actively practicing or performing, they should switch to full face coverings.
 - Instrument bell covers must be used during playing of wind instruments indoors.
 - A minimum of 3 feet of physical distancing must be maintained between any individual playing a wind instrument and all other participants.
 - Perform at least weekly screening testing with either PCR testing or antigen testing of **all** individuals who are not fully vaccinated and participating in the group practice or performance.
- For activities that generate more forceful expired respiratory droplets such as singing, increased distance between individuals and engaging in these activities outside is strongly recommended. Individual singers may practice alone outdoors and indoors in a studio or practice room without a mask or with a single instructor present if both of them are appropriately masked per the guidance contained above in this protocol. Increased distance between the singer and instructor is recommended.
- Limit the exchange (or sharing) of any instruments, parts, music sheets, or any other items.
- Use disposable absorbent pads or other receptacles, where possible, to catch the contents of spit valves or water keys; discard or clean properly after use.

Theater Classes

- Students and instructors in theater classes must wear face masks at all times when indoors. It is recommended that there be increased physical distance if the participants are enunciating (for example, those in a theater workshop).
- Limit, where possible, sharing of props, costumes, and wigs. If they must be shared, choose props, costumes and other materials that can be more easily disinfected. All props must be disinfected before first use on the set, and between uses by different actors. All shared clothing must be cleaned after each use. All wigs or other shared prosthetics must be disinfected after each use.
- Clean dressing rooms, green rooms, and production areas using a disinfectant from EPA's List N: Disinfectants for COVID-19.
- Consider holding virtual or outdoor rehearsals and performances instead of indoor. Masks must be worn at all times when multiple individuals are participating together in the activities.

Dance classes

- Students and instructors must wear face masks at all times while indoors. Masks may be removed briefly to drink water; during water breaks, students should be reminded to maintain an increased distance from others while masks are removed. Students should be reminded to limit their exertion to a level that is comfortable while wearing a face mask and to immediately take a break from exercise if they begin to experience any difficulty breathing. Masks may be briefly removed while a participant rests and catches their breath as long as they move an appropriate distance from all others in the space. Masks should be changed if they become wet, if they stick to a person's face, or if they obstruct breathing.
- For activities that generate a greater volume of respiratory droplets such as heavy exertion, increasing the distance between individuals and limiting such activities to outdoor space is strongly recommended.

- Maximize use of outdoor space for practice and performance as much as possible. Masks must be worn at all times when multiple individuals are participating together in the activities.

Music Recording

- Singing in sound booths/recording booths is permitted at this time as long as face masks are worn at all times as required and increased distance between singers and from all others in the booth is strongly recommended due to the large amount of respiratory droplets released into a relatively small, confined indoor space.
- Playing of wind instruments inside a sound booth with others present in the booth is permitted as long as musicians comply with all requirements above. Refer to section on music classes.
- Singers or musicians playing wind instruments are permitted to perform in the sound booth without masks and other protective equipment only if they are sealed in the booth for solo recording and no other individuals are in the booth at the time.
- Other group instrumental music may be recorded using a sound booth; however, a minimum of 3 feet of physical distance should be maintained between all musicians at all times and masks are required as for all other indoor spaces.
- Before the booth is used by another musician or group of musicians, the booth should be well ventilated (consider use of an air purifying device) to promote full air exchange and shared equipment (e.g., microphones) should be sanitized.

Performances

- Any performances should follow the [Best Practices Guidance for Smaller Events](#) to reduce the risk of spreading COVID-19, unless your performance or event is a [Mega Event](#) (defined as more than 500 attendees in an indoor venue or 5,000 attendees outdoors), then you should follow the [Guidance for Mega Events](#).
- Note that all performances in TK-12 school-sponsored productions require use of masks in indoor spaces by all persons present, including performers during the performance, regardless of vaccination status. At this time, student performers are also required to wear appropriate face coverings during outdoor performances as well. Spectators are not required to mask outdoors unless the performance qualifies as an outdoor mega-event. A TK-12 school-sponsored performance includes any performing art activity that is supervised, organized or sponsored by the school and includes students as part of their curricular or extracurricular programming, regardless of whether the performance is held at the school campus or at an offsite venue.

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

- X Information should be 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 | 7/29/21 |
| X Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19 | 7/29/21 |
| X Who to contact at the school if student has symptoms or may have been exposed | 7/29/21 |
| X How to conduct a symptom check before student leaves home | 7/29/21 |
| X Required use of face masks | 7/29/21 |
| X Importance of student compliance with any physical distancing and infection control policies in place | 7/29/21 |

- X Changes in academic and extracurricular programming in order to avert risk 7/29/21
 - X Changes in school meals in order to avert risk 7/29/21
 - X School policies concerning parent visits to school and advisability of contacting the school remotely 7/29/21
 - X Importance of providing the school with up-to-date emergency contact information including multiple parent contact options 7/29/21
- Other:

- 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: Shawn Cabey Phone Number (661)722-0716

Date Last Revised: 2/10/22

SUMMARY OF REQUIRED PROCEDURES CONTAINED IN THIS DOCUMENT

- The school must have a COVID-19 Containment, Response and Control Plan that describes the school’s comprehensive approach to preventing and containing the spread of COVID-19 on campus.
- A plan or protocol to initiate a [School Exposure Management Plan](#) consistent with DPH guidance.
- A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health.
- A plan or protocol for incorporating COVID-19 testing into regular school operations, which at a minimum should describe the strategy for ensuring access to testing for students or employees who are symptomatic or have known or suspected exposure to an individual infected with SARS-CoV-2.
- The plan must provide that all testing results will be reported to the Department of Public Health. All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19.
- Anyone entering school buildings or transports (school buses as well as school buildings) who has contact with others (students, parents, or other employees) is required to wear a face mask while indoors regardless of vaccination status.
- School employees are required to wear higher grade masks. Surgical masks are minimum requirement. Higher level PPE (e.g., KN95 or N95 respirator masks may also be considered.
- Students and staff are required to wear masks in outdoor spaces, unless eating or drinking, in any crowded setting where physical distancing cannot be easily or reliably maintained.
- Assessing for mask exemption due to a medical condition, mental health condition, disability or hearing impairment that prevents wearing a mask, is a medical determination and therefore must be made by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician.
- All employees, on-site contractors, vendors, and delivery personnel have been provided instructions regarding required use of face masks when around others indoors.
- Copies of this Protocol have been distributed to all employees.
- Face masks required at all times on buses.
- Information should be sent to parents and students prior to the start of school concerning school policies related to COVID-19 prevention.
- A copy of this protocol is posted at all public entrances to the school and uploaded to a public facing page on the school or district website.
- Signage has been posted throughout the school reminding staff and students of policies concerning use of face masks and importance of hand washing.
- Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- A plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student.
- Per order of the State Public Health Officer, all school staff are required to show proof of full COVID-19 vaccination or be tested at least once per week.

Protocol for COVID-19 Exposure Management Plan in K-12 Schools: Appendix T2

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 managing exposures to 1, 2, and 3 or more COVID-19 cases at TK-12 Schools are described below and summarized in Appendix A. Because TK-12 Schools will vary in the level of resources available for COVID-19 exposure management, required steps are the minimum elements that must be included in the EMP. Recommended steps include optional elements for exposure management where school resources are sufficient. The requirements and recommendations presented are specific to TK-12 instructional and non-instructional facilities serving TK-12 Schools. For the purposes of this plan, the word “School” applies to both TK-12 instructional and non-instructional facilities. Additional resources for TK-12 Schools can be located in the [TK-12 School COVID-19 Toolkit](#).

Options for simplifying case identification and exposure management in TK-12 schools during a COVID-19 surge is outlined in Appendix B. These options are temporary and guided by transmission patterns during a surge period. As such, Public Health will provide communication on when schools may activate a surge protocol for case identification and exposure management. **The surge protocol is currently active.**

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

X Required: A designated School COVID-19 Compliance Officer that is responsible for establishing and enforcing all COVID-19 prevention and exposure management 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 for sharing site-level information to facilitate public health action.

Required unless the surge protocol is active: Seating charts in classrooms and participant rosters for students and staff participating in school extracurricular programs to facilitate identification of close contacts of persons with COVID-19 at the school.

X Required: A plan for all students, employees, and visitors who (1) have symptoms consistent with COVID-19, (2) are quarantined because of exposures at school, or (3) are at a school with an active public health investigation to have access to testing or be tested for COVID-19

Required: A plan to report all known COVID-19 hospitalizations and/or deaths among students or staff to DPH by sending a notification to [ACDC-Education@ ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).

Recommended: If a school elects to implement an asymptomatic screening testing program, staff and students that are not fully vaccinated should be prioritized for regular testing as an important part of identifying infections early to prevent transmission on campus. Based on the current level of community transmission, fully vaccinated individuals may be considered for asymptomatic screening testing programs if there is sufficient testing capacity. School screening testing programs should use an FDA-authorized viral COVID-19 test, including a Nucleic Acid Amplification Test (NAAT, such as PCR) or an Antigen test, that is collected and performed in a

healthcare setting or certified testing site. An FDA-authorized Over-the-Counter test is acceptable for use in COVID-19 school screening testing programs. Note, unverified Over-the-Counter test results cannot be used to fulfill required testing for school employees under the [California State Health Officer Order](#). Recommended: The Schools that choose to implement a symptom screening program are advised to apply DPH guidance on [Decision Pathways](#) for persons who have not been tested yet for COVID-19 but screen positive for symptoms prior to school entry or while at school.

Exposure Management for 1 COVID-19 Case at School

X Required: After identifying 1 confirmed COVID-19 case on campus, the School Compliance Officer instructs the case to follow Home Isolation Instructions for COVID-19 (ph.lacounty.gov/covidisolation). NOTE: a confirmed COVID-19 case is an individual who has a positive COVID-19 test. Refer to sample [isolation instruction notification](#) (posted on ph.lacounty.gov/EducationToolkitTK12) for a model that can be adapted (see Template #1).

X Required: The Compliance Officer works to identify all individuals in the School who have had an exposure to the confirmed positive case during their infectious period (Close Contacts).

- A case is considered to be infectious from 2 days before their symptoms first appeared until their isolation ends, as described in the Home Isolation Instructions for COVID-19 (ph.lacounty.gov/covidisolation). A person with a positive COVID-19 test but no symptoms is considered infectious from 2 days before their test was taken until their isolation ends.
- Close Contact: An **individual** is considered to have been exposed to a case during the infectious period if at least one of the following criteria are met: (1) being within 6 feet of the infected person for 15 minutes or more over a 24-hour period or (2) having had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment). A **group** is considered to have been exposed to a case during the infectious period if they shared the same indoor airspace at school with the infected person for 15 minutes or more over a 24-hour period.

X Required: The School Compliance Officer must notify DPH of employees, children, and visitors with confirmed COVID-19 who were on campus at any point within the 14 days prior to the illness onset date (school-associated case).

X Required unless the surge protocol is active: The School Compliance Officer must notify DPH of persons on campus who were exposed to the infected person during the infectious period. The illness onset date is the first date of COVID-19 symptoms, or the COVID-19 test date, whichever is earlier.

X Required unless the surge protocol is active: All school-associated COVID-19 cases and persons identified to have had an exposure to cases on campus should be reported online through the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport>. If online reporting is not possible, reporting can be done manually 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. All case notifications should be submitted within 1 business day of being notified of the case.

- Schools that need assistance on COVID-19 case reporting or other exposure management processes can call the TK-12 School COVID-19 Case Reporting Call Center, Monday through Friday from 8:00AM to 5:00PM. School administrators that do not have the Call Center number should contact <mailto:ACDC-Education@ph.lacounty.gov> for the number.

X Required: All persons identified to have had an exposure to a COVID-19 positive case at school are notified by the School Compliance Officer of the exposure. This can be done through the individual contact tracing option or a student group tracing option, as described below.

Individual contact tracing option

- The individual contact tracing option is the current standard for contact tracing in schools. In this approach individual students and staff who spent more than a cumulative total of 15 minutes over 24 hours within 6 feet of a known positive case at school during their infectious period are identified as close contacts to the infected person.
- Schools notify close contacts of the required action for them to take and provide them with a copy of the [Public Health Emergency Quarantine Order](#). Refer to sample [individual exposure notification letter](#) (posted on ph.lacounty.gov/EducationToolkitTK12) for a model that can be adapted (see Template #2).
- DPH will coordinate with the school to contact persons who are identified as having had close contact with the school-associated case(s) to gather additional information and provide guidance on testing and quarantine.
- Action for close contacts who are required to quarantine
 - Students and staff who are not [fully vaccinated](#)

*Asymptomatic students and staff close contacts who were previously infected with SARS-CoV-2 within the last 90 days and not fully vaccinated are not required to quarantine and exempt from testing.

- Close contacts who are required to quarantine must self-quarantine (stay in their home or another residence, separate from others) and monitor for symptoms as outlined in Quarantine and Other Instructions for Close Contacts. As long as symptoms of COVID-19 are not present, they may end quarantine either:
 - After 10 full days have passed from their last known contact to the infectious case (as defined above). Activities may resume starting on Day 11 provided they are asymptomatic; OR
 - After 5 full days have passed from their last known contact to the infectious case if they have a negative viral test result from a specimen collected on Day 5 from the date of last exposure to the case. Activities may resume starting on Day 6. The test must be an FDA-authorized viral COVID-19 test (e.g., NAAT or Antigen test); use of an FDA-authorized Over-the-Counter test is acceptable for testing out of quarantine. If the test is positive, follow Home Isolation Instructions for COVID-19 (ph.lacounty.gov/covidisolation).
- Exposed staff who are fully vaccinated and not boosted (if eligible) are exempt from quarantine for the purposes of working and may be allowed to remain in school on the condition that if they do not have symptoms and test within 3-5 days after the date of last exposure. This guidance is outlined in Cal/OSHA COVID-19 Prevention [Emergency Temporary Standards \(ETS\)](#). Requirement to quarantine continues to apply to all settings other than employee worksite. Staff may be released from the requirement to quarantine from these other settings after Day 5 from the date of last exposure if the test is negative and they remain without symptoms.
- Regardless of when quarantine ends, close contacts must continue to monitor their health and upgrade their masks for 10 days from the date of last exposure. Adults should wear a surgical grade (also referred to as medical procedure) mask or higher level personal protective equipment (PPE) such as a KN95 or N95 respirator mask. Children should wear a non-cloth mask of multiple layers of non-woven material with a nose wire. Masks must be worn at all times when around others both indoors and outdoors. Refer to the Los Angeles County Department of Public Health [COVID-19 Masks](#) page for latest guidance on masking. If symptoms develop, test using an FDA-authorized viral COVID-19 test and stay home. If the test is positive, follow Home Isolation Instructions for COVID-19 (ph.lacounty.gov/covidisolation).
- Modified quarantine option for students who are not fully vaccinated. Schools have the option of permitting student close contacts who are not fully vaccinated and had a mask-to-mask exposure at school to continue to take part in all school activities, including sports and extracurricular activities, if the specific criteria below are met. If these criteria cannot be met, then the exposed student must remain in home quarantine as outlined above.
 - (1) The exposure was to a person with a COVID-19 diagnosis in any school setting where students are supervised by school staff (indoors, outdoors, or on school buses).
 - (2) The exposed student remains asymptomatic.
 - (3) The exposed student AND the person with a COVID-19 diagnosis MUST have each worn a mask consistently and correctly during the entire exposure period. This includes any outdoor exposures. Prior to applying modified quarantine, verification is required of mask-to-mask exposure between

the person with a COVID-19 diagnosis and the exposed student. School Administrators must keep records of this verification and provide to Public Health upon request.

- (4) In school outbreak sites, students with an outbreak exposure who are not fully vaccinated may, at the direction of the Department of Public Health, be required to fully quarantine at home. They may be released after Day 5, if they have a negative viral test result from a specimen collected on Day 5 from the date of last exposure to a confirmed COVID-19 case in the outbreak, provided they remain without symptoms. Note: in outbreak sites, the quarantine period may be extended by Public Health for additional days to help control transmission risk.
- (5) Students under modified quarantine are still subject to the [Health Officer Quarantine Order](#) and must stay at home for the duration of quarantine, except for in-person instruction.
- (6) Students under modified quarantine are required to wear a mask indoors and outdoors and on school buses, while at school. The exception is for eating and drinking, where they must be at least 6 feet away from other students and preferably outdoors.
- (7) Students under modified quarantine must be tested at least once weekly, preferably on or around Day 5. Whenever possible, these students should be tested twice weekly using an FDA-authorized viral COVID-19 test (e.g., PCR or Antigen) in a healthcare setting or certified testing site or an FDA-authorized Over-the-Counter test. When possible, the first test specimen should be collected immediately after notification of exposure and the second test specimen be collected on or after Day 5 from the date of last exposure. Students may be released from quarantine after Day 5 from the date of last exposure if a test specimen is collected on Day 5, the test is negative, and the student remains without symptoms. Even if released from quarantine after Day 5, exposed students must continue to monitor their health and mask at all times (indoors, outdoors, and on school buses) for 10 days from the date of last exposure. If symptoms develop, the student should test using an FDA-authorized viral COVID-19 test and stay home. If the test is positive, follow Home Isolation Instructions for COVID-19 (ph.lacounty.gov/covidisolation).

- Action for identified close contacts who are not required to quarantine*

- The following close contacts are not required to quarantine provided they remain asymptomatic:
 - Students and staff who are [fully vaccinated](#)

*Asymptomatic students and staff close contacts who were previously infected with SARS-CoV-2 within the last 90 days and fully vaccinated are not required to quarantine and exempt from testing.

- These students and staff may remain in school provided they monitor for symptoms and upgrade their masks for 10 days from the date of last exposure. Adults should wear a surgical grade (also referred to as medical procedure) mask or higher-level PPE such as a KN95 or N95 respirator mask. Children should wear a non-cloth mask of multiple layers of non-woven material with a nose wire. Masks must be worn at all times when around others both indoors and outdoors. Refer to the Los Angeles County Department of Public Health [COVID-19 Masks](#) page for latest guidance on masking. If symptoms develop, test using an FDA-authorized viral COVID-19 test and stay home. If the test is positive, follow Home Isolation Instructions for COVID-19 (ph.lacounty.gov/covidisolation). If testing resources are available, this group can be tested with an FDA-authorized viral COVID-19 test (e.g., PCR or Antigen test) at least once during the 10-day period after the last date of exposure. Use of an Over-the-Counter test is acceptable. Note: exposed staff who are fully vaccinated and not boosted (if eligible) are required to test between Days 3 and 5 of their last exposure to remain in school.

Student group tracing option

- Schools may apply a group tracing option for groups of students who spent more than a cumulative total of 15 minutes within a 24-hour period in a shared indoor airspace at school (including classrooms, locker rooms, shared transportation, etc.) with a known COVID-19 positive case during their infectious period.
- Under this option, notification will occur to all members of relevant groups in which exposure occurred (e.g., classmates, teammates, cohorts), informing them of a potential exposure and required actions. Refer to sample group tracing exposure notification letter (posted on ph.lacounty.gov/EducationToolkitTK12) for a model that can be adapted (see Template #3).
- All students in the identified ‘exposed group’ may remain in school and participate in all school activities during the quarantine period provided they are asymptomatic and meet the requirements below:
 - Students who are not [fully vaccinated](#) are required to test, at least weekly, for 10 days after the last exposure date; testing should occur between days 3 and 5 from last exposure date where possible.
 - All other exposed students are recommended to test once in the 10 days after the last exposure date, preferably between days 3 and 5 where possible. The exception is students who had a positive COVID-19 test in the past 90 days; these students are exempt from testing.
 - All exposed students, regardless of vaccination status or previous infection, are required to remain fully masked indoors and outdoors, unless actively eating or drinking, when around others through day 10 after their last exposure date. Eating and drinking should happen distanced from others. Students need to remain masked at all times during sports and/or extracurricular activities.

X Required: Schools are required to have a plan to facilitate COVID-19 response testing for persons who have an exposure at school. Staff and students who are tested must inform the school of the test results. Testing resources include: School Testing Programs, Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, LA City and County Testing Sites: covid19.lacounty.gov/testing, and [Community-Based Testing Sites](#) (local health centers and pharmacies). Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.

X Required: Schools are required to have sufficient testing capacity two weeks after re-opening from winter break or by January 25, 2022, whichever is later, to test exposed students who are unvaccinated or not fully vaccinated at least once weekly, during the 10 days after their last exposure date. **Please notify DPH immediately if you do not have testing capacity to meet this requirement.** In the event of wide-scale or repeated exposures within a school, weekly testing of all unvaccinated or not fully vaccinated students may be considered until such time that exposure events become less frequent. This would still require notification to all students with a known exposure (individual contact tracing) or potential exposure (group contact tracing) without requiring additional testing of the specific students.

X Employees with a campus exposure should follow guidance outlined in Cal/OSHA COVID-19 Prevention [Emergency Temporary Standards](#) (ETS). However if an employee’s quarantine period ends before they meet [Cal/OSHA’s criteria for return-to-work](#), they may return to the Worksite(s) as soon as they have cleared quarantine per the [Health Officer Quarantine Order](#). A summary of requirements is provided in the Public Health guidance document on [Responding to COVID-19 in the Workplace](#).

X Recommended: School Compliance Officer will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. Refer to sample [general notification letter](#) (posted on ph.lacounty.gov/EducationToolkitTK12) for a model that can be adapted (see Template #4).

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

X Required: After identifying 2 confirmed cases within a 14-day period, the school follows the required steps for 1 confirmed case.

X **Required unless the surge protocol is active:** School Compliance Officer consults with Public Health to determine whether the 2 cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting during the same time period while either or both were infectious.* Schools should contact DPH for assistance in determining whether cases are epidemiologically linked by emailing <mailto:ACDC-Education@ph.lacounty.gov> or by calling the TK-12 School COVID-19 Case Reporting Call Center.

** A case is considered to be infectious from 2 days before symptoms first appeared until isolation ends. A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until isolation ends.*

Determination of epidemiological links between cases may require further investigation to assess exposure history and identify all possible locations and persons that may have been exposed to the case while infectious at the site. NOTE: Epidemiologically linked cases include persons with identifiable connections to each other such as sharing a physical space (e.g. in a classroom, school event, sports team, other extracurricular activities, school transportation, office site), indicating a higher likelihood of linked spread of disease in that setting rather than sporadic transmission from the broader community. If epidemiological links exist, DPH will advise the school on important steps to take and communications to students and employees on precautions to take to prevent further spread at the school, including implementation of site- specific interventions for infection control.

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

X **Required:** If the school identifies a cluster of 3 or more confirmed cases within a 14-day period, the school should proceed with the following steps:

- Report the cluster immediately to DPH by calling the TK-12 School COVID-19 Case Reporting Call Center or by submitting a report online at: <http://www.redcap.link/lacdph.educationsector.covidreport>. If online reporting is not possible, reporting can be done manually by downloading and completing the [COVID-19 Case and Contact Line List for the Education Sector](#) or, during when the surge protocol is active, using any other format, and sending it to <mailto:ACDC-Education@ph.lacounty.gov>.
- DPH will review the submitted information to determine whether the outbreak criteria described below have been met and will notify the school within 1 business day on next steps.
- Outbreak Criteria: At least 3 confirmed cases of COVID-19 within a 14-day period of each other in a specified group* with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus.
*Specified groups include persons that share a common membership at school (e.g., classroom, school event, sport teams, other school extracurricular activities, school transportation, office site). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.
- NOTE: For overnight camps, a “household cohort” means cabinmates (campers and staff) who are staying together in a cabin, bunkhouse, or similar space. Additional guidance regarding overnight camps is located in the [Reopening Protocol for Overnight Organized/Children’s Camps: Appendix K-1](#).
 - If outbreak criteria are not met, DPH will advise the school to continue with routine exposure management.
 - If outbreak criteria are met and DPH recommends an outbreak response, DPH will notify the school that an outbreak investigation has been activated and a public health investigator will communicate directly with the school to coordinate the outbreak response.

Appendix A: Steps for Managing Exposures to COVID-19 Cases at School

<p>1 Case</p>	<p>1) <i>Required:</i> School notifies case to follow isolation instructions. 2) <i>Required:</i> School works with DPH to identify school contacts. Schools can call the TK-12 School COVID-19 Case Reporting Call Center for assistance with identification of close contacts and exposure management. 3) <i>Required:</i> School identifies and notifies school contacts of exposure using an individual contact tracing option or group tracing option. 4) <i>Required:</i> School submits a report to DPH with information on the confirmed case. 5) <i>Required unless surge protocol is active:</i> Required unless surge protocol is active: School submits a report on persons who were exposed to the case at the site. 6) <i>Recommended:</i> School sends general notification to inform the school community of the school exposure and precautions taken to prevent spread.</p>
<p>2 Cases</p>	<p>1) <i>Required:</i> Follow required steps for 1 confirmed case. 2) <i>Required unless surge protocol is active:</i> If the 2 cases occurred within 14 days of each other, school consults with DPH to determine whether the cases have epidemiological (epi) links. If epi links exist, school implements additional infection control measures. Schools can call the TK-12 School COVID19 Case Reporting Call Center or email mailto:ACDC-Education@ph.lacounty.gov for assistance in determining whether cases have epidemiological links.</p>
<p>3+ Cases</p>	<p>1) <i>Required:</i> If a cluster of 3 or more cases occurred within 14 days of each other, the school immediately notifies DPH by calling the TK-12 School COVID-19 Case Reporting Call Center or reporting online at: http://www.redcap.link/lacdph.educationsector.covidreport. 2) <i>Required:</i> DPH determines if the outbreak criteria have been met. If outbreak criteria are met, a DPH outbreak investigation is activated, and a public health investigator will contact the school to coordinate the outbreak investigation.</p>

Appendix B: Temporary Measures for Case Identification and Exposure Management in School During a Surge Period

1/12/2022: The surge protocol is currently active.

1/17/2022: Changes were made to add a group tracing option for students with an exposure in an indoor shared airspace and to add additional testing considerations.

Options for simplifying case identification and exposure management in TK-12 schools during a COVID-19 surge is outlined below. These options are temporary and guided by transmission patterns during a surge period. As such, Public Health will provide communication on when schools may activate a surge protocol for case identification and exposure management.

Case Management: Identification and Isolation of COVID-19 Cases

- Schools should prioritize identification of COVID-19 on campus and isolation of cases. This should take precedence over other COVID-19 measures.
- Schools should inform parents of infected children that they need to keep their children in isolation at home to prevent further spread on campus. Notification can be individualized or through an email blast or robocall to parents of positive cases. Please refer to the [isolation notification template](#) (posted on ph.lacounty.gov/EducationToolkitTK12) for a model you can use.
 - a. Parents who have questions about isolation requirements can call the DPH COVID-19 Information Hotline at 1-833-540-0473. This line is available in multiple languages and operates 7 days a week from 8:00 AM to 8:30 PM.
 - b. If schools would like DPH to conduct additional outreach to parents of the infected student(s), a phone number for the family should be included in your case report to DPH. Refer to section on reporting below, for instructions on simplified case reporting during the surge period.
- If schools have multiple cases in a cohort/group (e.g., classroom, sports group, etc.) that may be linked, administrators should immediately contact the DPH Education Sector COVID-19 Case Reporting hotline or email <mailto:ACDC-Education@ph.lacounty.gov> to report the cluster.

COVID-19 Exposure Management

- Schools may have limited capacity to do contact tracing given the volume of cases during the surge period. Schools that are unable to do individual contact tracing may opt to do group tracing if the exposure occurred in a shared indoor airspace at school (e.g., classroom, locker rooms, shared transportation). In this option, entire relevant groups are notified of potential exposure to a positive case during the period of infectiousness and provided with instructions on actions that should be taken. This notification can be done by an email blast or robocall. Refer to sample [group tracing exposure notification template](#) (posted on ph.lacounty.gov/EducationToolkitTK12) for a model you can use.

In a group tracing approach, students in the identified 'exposed group' may remain in school and participate in all school activities during the quarantine period provided they are asymptomatic and meet the requirements below:

- Students, regardless of vaccination status or previous infection, are required to remain fully masked indoors and outdoors, unless actively eating or drinking, when around others through day 10 after their exposure. Eating and drinking should happen distanced from others. Students need to remain masked at all times during sports and/or extracurricular activities.
- Students who are not fully vaccinated are required to test at least once weekly. All other exposed student groups are recommended to test once within the 10 days of their last exposure. The exception is students who had a positive

COVID-19 test in the past 90 days; these students are exempt from testing. See section on testing considerations for more details.

- Schools are not required to report information about close contacts to DPH during the surge period. Refer to the following section on reporting procedures during the surge period.

Reporting COVID-19 Cases and Close Contacts

- Until the end of January, isolation of cases and exposure management are the most important strategies for limiting spread. Reporting cases and close contacts is secondary. If schools lack capacity to submit a REDCap report or Excel line list for case and close contact reporting, they can do the following:
 - a. Case information: Case information may be submitted in any format the school prefers at <mailto:ACDC-Education@ph.lacounty.gov>. The school has the option of limiting the report to: last name, first name, and date of the infected child's COVID-19 test. As noted above, if schools would like DPH to conduct additional outreach to the parents of the infected student(s), a phone number for the family should be included in the case report. Schools may submit additional case information if capacity allows.
 - b. Close contact information: Schools are not required to report close contact information during this surge period. Schools that are able to report close contacts may simplify reporting by limiting the information to: last name, first name, and date of last exposure to the infected child. Schools may submit other contact information if capacity allows. Contact reports may be submitted via our routine REDCap report, Excel line list, or in any format the school prefers.

Testing Considerations

- Schools are required to have sufficient testing capacity two weeks after re-opening from winter break or by January 25, 2022, whichever is later, to test exposed students who are not fully vaccinated at least once weekly, during the 10 days after last exposure. Where possible, testing should occur between days 3 and 5 from last exposure. **Please notify DPH immediately if you do not have testing capacity to meet this requirement.**
- Schools are required to have sufficient testing capacity two weeks after re-opening from winter break or by January 25, 2022, whichever is later, to test exposed students who are not fully vaccinated at least once weekly, during the 10 days after last exposure. Where possible, testing should occur between days 3 and 5 from last exposure. Please notify DPH immediately if you do not have testing capacity to meet this requirement.
- If testing resources are sufficient, schools can test fully vaccinated exposed students at least once, during the 10 days after last exposure, preferably between days 3 and 5 from last exposure where possible.
- Schools with limited testing capacity should prioritize response testing of staff and students with symptoms or exposures over regular, weekly testing. Schools with enough testing capacity may continue to conduct weekly asymptomatic, screening testing. Universal testing will more quickly identify asymptomatic positive cases and prevent certain school-based exposures. Note: In youth sports programs, weekly testing **is still required** for unvaccinated athletes of all ages participating in indoor moderate or high-risk sports and for all unvaccinated athletes aged 12 years and older and staff participating in outdoor moderate or high-risk sports.
- Any FDA approved antigen or PCR test is acceptable, including at-home tests, whether testing is done for individually exposed students, for exposure groups or for the school as a whole. This is true for staff as well, except for required weekly testing for unvaccinated staff, which needs to be performed in a healthcare setting (including telehealth), certified testing site, or observed by the employer.
- Staff and students who had a positive COVID-19 test in the past 90 days are exempt from testing as results may remain persistently positive and not be indicative of a new active infection.
- DPH will work with LACOE to identify and address barriers to required COVID-19 testing by schools. To improve testing access, schools may accept results of students' at-home or over-the-counter tests for all testing needs.

Vaccination

- Since the need to quarantine is determined by incomplete vaccination, DPH will maximize our support for mobile vaccine clinics at the schools and make sure parents and students know that they can be best protected and will not have to quarantine if they are up to date on their COVID-19 vaccinations.

Communication

- DPH will, as noted above, support schools by responding to questions from parents of students who have COVID-19.
- The DPH Education Sector COVID-19 Case Reporting hotline remains fully staffed and available to help with all aspects of case management, contact tracing and outbreak management. School Administrators can get assistance by calling this number Monday through Friday from 8:00 AM to 5:00 PM or by emailing ACDC-Education@ph.lacounty.gov.
- DPH will prepare and translate template documents that schools can use to notify parents of children in all categories of infection or exposure, explaining what is required in each case. These and other documents are located at: ph.lacounty.gov/acd/ncorona2019/EducationToolkit/tk12/