



# Ready, Together!

Safe return to in-person instruction

SY 2023-24

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## Superintendent's Message

Dear Lawndale Family,

As we fully reopen our schools, the health and safety of our students, families, and staff members remains our highest priority. Over the course of the pandemic, we have been in regular communication with the Los Angeles County Department of Public Health in preparing our schools and are confident that we are ready in the safest way possible for our students and our community.

However, the most vital component of school reopening is for all of us to be ready, together! I am confident that you will find this guide useful, as it outlines all of the pieces that we need to know in preparation for a safe and health return to full in person learning.

On behalf of the Board of Trustees, I welcome each and every one of you back to school and thank you for your patience and commitment to Lawndale schools. Together, we build brighter futures!

Sincerely,

Virginia Castro, J.D.  
Superintendent

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# Contents

## 01 Welcome Back!

Preparing for a full return to in-person instruction.

## 02 Commitment to Safety

An overview of our multilayered safety protocols.

## 03 Resources for All

Resources related to school safety.

## 04 Appendix

*Please note, this plan is subject to change based on public health protocols, bargaining, and the needs of our community.*



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## 01 Welcome Back!

The Lawndale Elementary School District (LESD) is proud to see the return of all of our students to full day in-person instruction, 5 days per week, at all of our campuses. Our priority is to ensure that our students are able to learn in a safe and supportive 21st century environment with robust and accelerated instruction as we recover from the COVID-19 pandemic.

### A typical school day...

Spending a day on campus will look and feel very similar to what school was like before the pandemic, but with a few extra precautions to make sure students can learn and play safely and comfortably.



#### Safety

All students, staff, and visitors will need to follow our safety protocols to help keep each other safe and healthy. This includes staying home if you are sick, masking, and practicing good hand and respiratory hygiene.



#### Recess & Play

Students will be able to use playground equipment and enjoy sports and games in accordance with the latest public health and safety guidelines.



#### Lunch & Meals

All students will be provided meals at no charge. Breakfast will be available to students in the morning and lunch will be served in the cafeteria and at designated outdoor eating areas. Supper will be provided to students enrolled in our extended day program.

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### Arrival & Dismissal

Standard arrival and dismissal procedures are in affect with one or two main gates available for entry. Parents are encouraged to participate in the “safe routes to schools” program. Visit [www.lawndalesd.net/srts](http://www.lawndalesd.net/srts) for more information.

### Breakfast

Breakfast is available to students before class. For students who choose not to participate in our breakfast program, normal outdoor waiting areas (with supervision) are available until classes start. Check with your school for the breakfast menu and schedule.

### Recess

Students will be able to safely use playground equipment and play with friends from other classrooms during recess. Student supervision assistants will be available to help keep students safe during this time.

### Physical Education

Physical education classes are conducted outdoors (weather permitting) and activities that may involve close physical contact with one another are avoided. If classes are held indoors, students are spaced 3-6 feet whenever feasible and seating charts are used for contact tracing purposes.

### P.S. Arts

Students are able to participate in P.S. Arts with their learning group.

### Library

The library is available to learning groups and individual students, but occupancy is limited.

### Support Groups

Students that are in need of additional supports, such as English Language Development, Learning Center, and Intervention are able to participate with their assigned learning group.

### Class Periods

At our middle schools, students attend each of their scheduled periods. To the extent possible, students remain with their grade level during indoor instructional time.

### Lunch

All students are offered lunch at school during their assigned lunch period. Indoor and outdoor seating is available. Student supervision assistants are available to support students as needed during lunch.

### Assemblies

Assemblies are held both indoors and outdoors based on the needs of the school.




## How to prepare for the school day

Preparing for the school day is as easy as 1-2-3, but it is important for families to regularly discuss the importance of following all safety guidelines to help keep our schools safe and healthy.

# 1

### Stay Informed


Ensure that your contact information is up-to-date with your school so that we can keep you updated and informed. Please also be sure to bookmark our website:  
[www.lawndalesd.net/readytogether](http://www.lawndalesd.net/readytogether)



# 2

### Wellness Check


Check your students for symptoms every morning. If someone in your household has symptoms of respiratory illness, stay home and contact your doctor. [Daily wellness screening instructions can be found here.](#)



# 3

### Test

COVID-19 test kits are available at all school sites for LESD students and staff. For more details, [visit our website and click on "testing resources"](#)



### Helpful Tip

Students may bring a reusable water bottle to refill at our bottle refilling station to help stay hydrated and healthy.

*\*If your child is unable to tolerate a mask, please contact your child's school to discuss accommodations.*

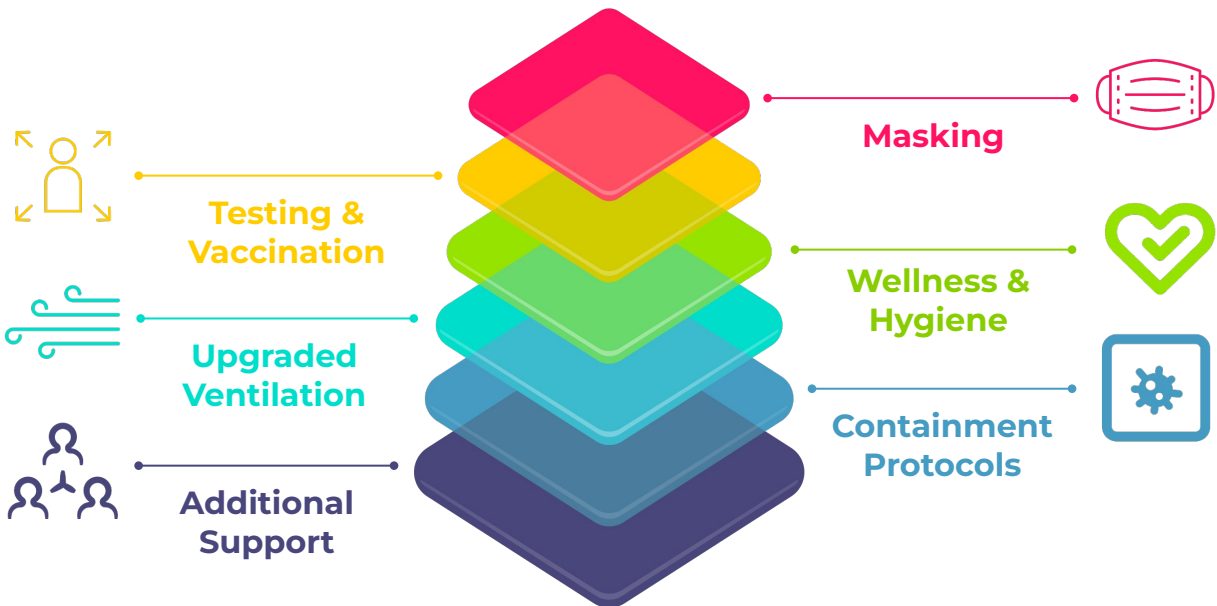


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## 02 Commitment to Safety

LESD is committed to maintaining high health and safety standards in our schools. Our approach is multilayered and includes universal masking, social distancing, wellness & hygiene, increased ventilation, robust containment protocols, and additional support. This approach is guided by expertise from the Los Angeles County Department of Public Health (LACDPH), California Department of Public Health (CDPH), and the Centers for Disease Control and Prevention (CDC).



We will continue to follow the latest public health guidance for student safety and will continue to work with public health agencies and experts to update these protocols as necessary.

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## Masking

All staff, students, and visitors are allowed to wear a face covering while at school. If a student forgets their face covering, the school will provide a disposable face covering upon request.

### In the event masks are required by public health orders:

Parents are encouraged to provide a second face-covering for school each day in case the one a child is wearing gets soiled or lost. If a student forgets their face covering, the school will provide a disposable face covering.

In limited situations where a face covering cannot be used for instructional or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape can be used instead of a face covering while in the classroom, as long as the wearer maintains physical distance from others. For students who are unable to use or tolerate any face coverings, alternative protective strategies may be adopted to accommodate in accordance with public health guidelines.

### What type of mask should my student wear?

When choosing a mask, choose one that fits snugly, breathes easily, and is of an appropriate size that covers their nose and mouth. Masks should have multiple layers with an adjustable nose wire. Do not wear masks with exhalation valves/vents or masks that are too thin, such as most neck gaiters.



For more information about face coverings, visit the [CDC's webpage](#).

### When putting on a mask, be sure to:

- ✓ Wash your hands before putting on your mask
- ✓ Put it over your nose and mouth and secure it under your chin
- ✓ Be sure to keep your face covering clean and wash it daily.
- ✓ How not to wear a mask:



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## Testing & Vaccination

Testing and vaccinations remains a key mitigation layer to curb transmission of COVID-19. As such, LESD will continue to ensure access to COVID-19 testing and vaccination resources in partnership with the Los Angeles County Department of Public Health (LACDPH) and California Department of Public Health (CDPH).

### Testing

Testing remains a key mitigation layer to detect and curb transmission of COVID-19. Schools are encouraged to ensure access to COVID-19 testing for students and staff, particularly for vulnerable communities. As supplies allow, we will continue to offer over-the-counter rapid test kits for use by students and staff after an exposure or if they are symptomatic. More information about COVID-19 testing resources can be found at [www.lawndalesd.net/covidtesting](http://www.lawndalesd.net/covidtesting).

In the event students/staff are exposed to COVID-19 or are experiencing symptoms, they may request a test kit from their school site. Additionally, families are encouraged to take advantage of the USPS COVID-19 test kit program, which can be found at <https://special.usps.com/testkits>.

### Vaccination

Vaccinations prevent illness by working with the body's natural defenses to help safely develop immunity to disease. Not only do vaccinations provide individual-level protection, but high vaccination coverage reduces the burden of disease in schools and communities and may help protect individuals who are not vaccinated or those who may not develop a strong immune response from vaccination (CDPH, 2022).

To help support local access to the COVID-19 vaccine, LESD will periodically host vaccination clinics throughout the school year. Please be sure to monitor your email for future events.



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## Wellness & Hygiene

In order to keep our schools safe and healthy, we must all do our part by monitoring our health each day, practicing good hand and respiratory hygiene, and staying home when sick.

### Stay home when sick

Anyone who has symptoms of infectious illness, such as influenza or coronavirus, should stay home and check with their healthcare provider for testing, guidance, and care.

**“Staying home when sick** is essential to keeping our schools safe and preventing the spread of illness to others.”

### How to conduct a wellness screening

Everyone must monitor for symptoms of illness before going to school. Each day, parents and guardians must check their child’s temperature, listen for a new cough, and ask about diarrhea or vomiting.



Child has any of the following symptoms:	Action:
Fever (100.4°F or higher without the use of fever reducing medication)	<p><b>Do not send your child to school.</b> Check with your medical provider and notify the school office.</p>
Diarrhea	
Vomiting	
Other symptoms of concern	

If a student arrives to school and reports any of these symptoms, they will be assessed by the school health team and may be isolated, which requires a parent/guardian or emergency contact to pick the student up immediately.

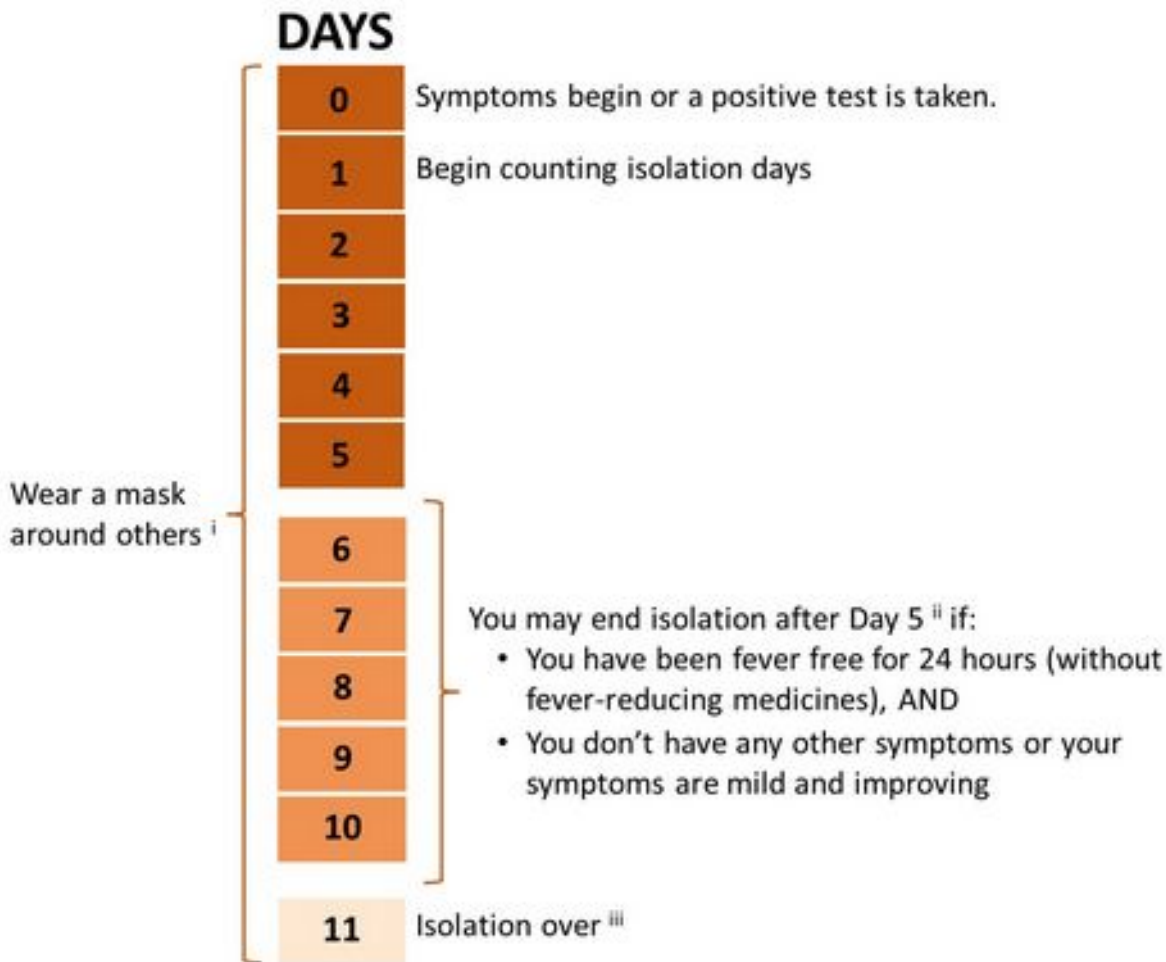
Personal illness, quarantine, and COVID-19-related absences will be excused.

For more information about the symptoms of COVID-19, visit the [CDPH's symptoms guidance](#).





## Isolation



- i. If you meet the criteria to end isolation after Day 5, you may stop wearing a mask if you have two negative COVID-19 tests in a row that were taken at least a day apart.
- ii. LAC DPH *strongly recommends* that you get a negative test for COVID-19 before ending isolation between Day 6-10. If you do test, it is best to use antigen tests (including self-tests) to lower the risk of false positives.
- iii. If you still have a fever, stay in isolation until 24 hours after your fever resolves. If you are immunocompromised or had severe COVID-19, talk with your doctor about when you can be around others.

Note: Unlike students, staff are required to mask around others for a total of 10 days per [CalOSHA requirements](#).



## Hand Hygiene

At a minimum, students and staff shall wash their hands or use hand sanitizer (if soap and water are unavailable):

- ✓ When they arrive to school/work
- ✓ Before a meal or snack
- ✓ Before leaving school for the day
- ✓ After using the restroom
- ✓ When hands are visibly dirty
- ✓ After using a tissue or coughing into their hands. Remember to cover coughs and sneezes. If a tissue is used, throw away after use and wash hands with soap and water.

Additional hand washing stations and hand sanitizer dispensers are strategically placed across school sites to increase hand hygiene capacity.

## How to wash your hands

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

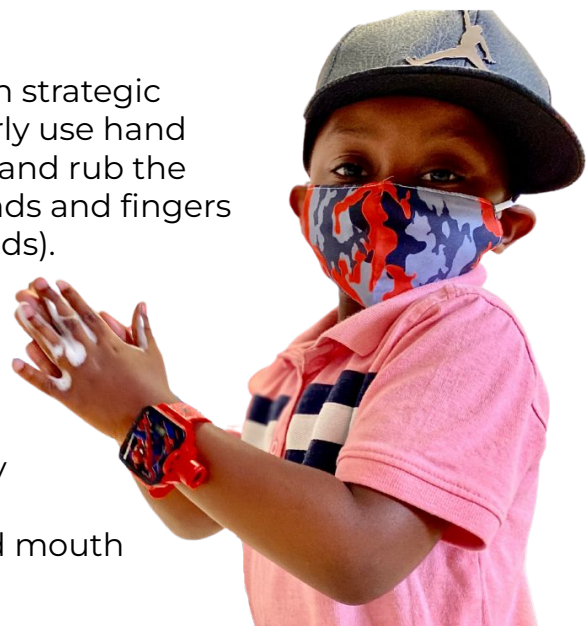
To remind students, staff, and visitors about proper hand washing, instructions have been posted above all sinks.

## How to use hand sanitizer

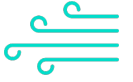
Hand sanitizer dispensers are available in strategic locations on school campuses. To properly use hand sanitizer, apply to the palm of one hand and rub the sanitizer over all the surfaces of your hands and fingers until your hands are dry (about 20 seconds).

## How to cover your cough

1. Cough and sneeze away from other people, and into a tissue or into the crook of the elbow, throw the tissue into the trash right away and wash your hands.
2. Avoid touching the eyes, nose, and mouth with unwashed hands.



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## Upgraded Ventilation

LESD follows the latest public health guidance for optimizing indoor ventilation and has made significant investment in upgrading heating, ventilation, and air conditioning units (HVAC) districtwide. This process is focused on increasing exchange air, the replacement of inside air with outside air, and filtering return air, the filtration of air recirculated in the room. The goal is to maximize exchange air and properly filter return air.

### **We have enhanced the ventilation in our rooms by...**

1. Increasing, to the fullest extent possible, the outside air through the HVAC equipment with outside air dampers set to the maximum fresh air intake.
2. Programming thermostats to operate the HVAC equipment fans for extended hours to circulate room air into the unit filters for removal of contaminants.
3. Replacing existing filters on HVAC units to improve the filtration efficiency.
4. Providing portable air purifiers with HEPA filters in all classrooms.
5. Placing box fans in all classrooms.

Additionally, windows and/or doors are kept open whenever possible to help increase exchange air.

These steps will provide appropriate air exchange, lessening the potential for the spread of virus. Healthy building strategies that improve air quality are incorporated as part of a layered defense against COVID-19, in addition to important strategies such as universal masking and hand hygiene.



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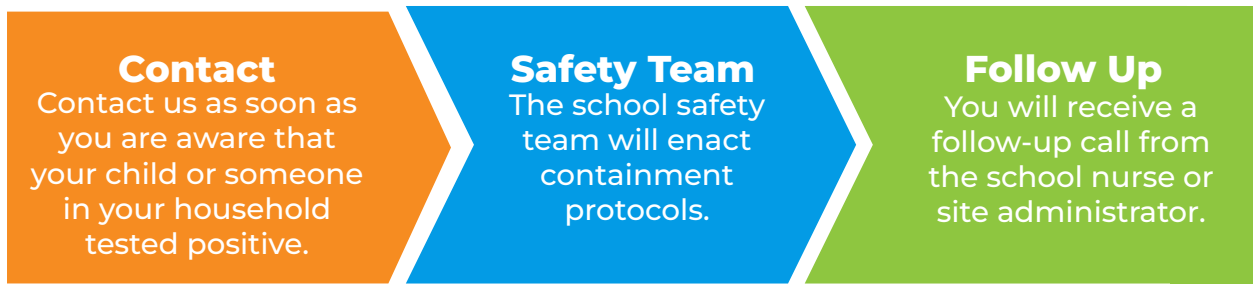


## Containment Protocols

The District has taken every precaution to mitigate the spread of COVID-19 transmission within our school community. LESD has the following plans and policies in place to manage exposure to COVID-19, including the evaluation of potential hazards, review of policies/procedures, and the investigation of positive cases.

### How to report a positive case

If your child is suspected or confirmed to have COVID-19 or has been in close contact with someone suspected or confirmed to have COVID-19, parents/guardians must notify the school office as soon as possible. Your child must quarantine and should seek medical advice from your healthcare provider. COVID-19 related absences are excused absences.



### School response to a positive case

Upon notification of one or more laboratory-confirmed positive cases at a school, designated staff will follow the [LACDPH Exposure Management Plan](#), which may include contact tracing and notification to the Los Angeles County Department of Public Health.

### School isolation policy

When a student develops symptoms of illness consistent with COVID-19 at school, the student will wait in COVID-19 Isolation area (“COSI”) and be given a surgical mask while arrangements can be made for the parent/guardian to pick up their child. The school will provide information to the parent on resources to get tested for COVID-19.

Anyone with a confirmed case of COVID-19 is to follow [LACDPH Home Isolation Instructions](#) and may not return until they have met criteria to discontinue isolation.



As the District continues to monitor public health data, we will provide regular updates to our community regarding new information, school reopening, and any adjustments to our instructional models. Important updates will be provided through various means, including the District’s [“Ready. Together” webpage](#), student and parent portals, social media, and email. Parents are asked to ensure their contact information is current by updating it with the school office.

### Frequently Asked Questions

#### Will students and teachers be required to wear masks?

It is strongly recommended that everyone over the age of 2 wear masks indoors unless exempt (see [LACDPH for exemptions and accommodations](#)). If someone forgets to bring a mask, the school will have extras available. Masking guidelines are subject to public health orders and may be required during certain times of the year.

#### My family is planning to travel. What do I need to know?

Please check the [latest travel advisory on the LACDPH website](#).

**Will students and staff be required to test for COVID-19?**

Testing resources will be available to students and staff that have been exposed to a positive case or are experiencing symptoms.

**Will volunteers be allowed on campus?**

Public health still recommends schools limit nonessential visitors, volunteers and activities involving external groups or organizations. We will regularly reassess this guidance.

**What is independent study?**

For the 2023-2024 school year, LESD will also offer an [Independent Study program](#). This serves as an alternate option for students whose health may be put at risk by in-person instruction, as determined by the parent or guardian, or for students who must quarantine/isolate.

More FAQs are available at [www.lawndalesd.net/readytogether](http://www.lawndalesd.net/readytogether) (click on FAQs)

**Helpful links**



[LES D's "Ready, Together" resource page and safety plan](#)



[Los Angeles County Department of Public Health](#)



[California Department of Public Health](#)



[Centers' for Disease Control & Prevention](#)



## Glossary of Terms

### Asymptomatic

When an individual is a carrier of an illness but does not show symptoms. People are thought to be most contagious for COVID-19 when they are most symptomatic.

### Close Contact

- In indoor spaces of 400,000 or fewer cubic feet per floor (such as homes, clinic waiting rooms, airplanes, etc.), close contact is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during a confirmed case's infectious period.
- In large indoor spaces greater than 400,000 cubic feet per floor (such as open-floor-plan offices, warehouses, large retail stores, manufacturing, or food processing facilities), close contact is defined as being within 6 feet of the infected person for a cumulative total of 15 minutes or more over a 24-hour period during the confirmed case's infectious period.

### Coronavirus

A family of viruses, seven of which are known to infect people. They get their name from the crown-like spikes (“coronas”) that appear on the viruses under a microscope. Coronaviruses can cause the common cold (which can also be caused by other viruses, such as rhinoviruses), as well as dangerous illnesses such as severe acute respiratory syndrome (SARS) and Middle East respiratory syndrome (MERS). SARS CoV-2, the coronavirus first discovered in December 2019, causes the disease now known as COVID-19.

### Hand Hygiene

A key strategy for slowing the spread for COVID-19. Washing hands with soap and water for at least 20 seconds is one of the most important steps to take to protect against COVID-19 and many other diseases.

### Incubation Period

The time it takes for someone with an infection to start showing symptoms. For COVID-19, symptoms appear 2-14 days after infection.

### Isolation

Isolation involves keeping people with confirmed cases of a contagious disease separated from people who are not sick. If you have a confirmed case of COVID-19, for example, you may be put into isolation for public health purposes—it may be voluntary or compelled by federal, state, or local public health orders.

### N95 Respirator

Sometimes casually referred to as an “N95 mask,” this PPE is worn on providers’ faces, forming a tight seal around the nose and mouth. Though it looks like a surgical mask, an N95 is actually a respirator that filters out at least 95% of particles in the air. What’s more, it requires a 20-minute “fit test” to ensure proper fitting—and it does not provide adequate protection for people with facial hair. The CDC does not recommend N95 respirators for public use.

### Outbreak

A sudden increase in the number of cases of a disease, above what is typically expected in a particular area. In a school setting, an outbreak is defined as 3 or more epidemiologically-linked cases within a 14-day period. In the event of an outbreak at a school, LESD will follow the exposure management plan and consult with LACDPH.

### Pandemic

An epidemic that has spread over several countries or continents, impacting many people. Pandemics typically happen when a new virus spreads easily among people who—because the virus is new to them—have little or no pre-existing immunity to it. COVID-19, which was declared a pandemic by the WHO in early March 2020, is the first pandemic known to be caused by the emergence of a new coronavirus.

### Personal Protective Equipment (PPE)

“Specialized clothing or equipment, worn by an employee for protection against infectious materials,” as defined by the Occupational Safety and Health Administration (OSHA). PPE may include gloves, gowns, aprons, masks, respirators, goggles, and face shields.

### Quarantine

Unlike isolation, quarantine involves separating and restricting the movements of people who were exposed to a contagious disease to see if they become sick. The government may impose a

quarantine on someone who was exposed to COVID-19 to avoid spread of the disease to others if they get sick.

### Social Distancing

Putting physical distance between yourself and other people. This means avoiding groups of people (parties, crowds on sidewalks, lines in a store) and maintaining distance (approximately 6 feet) from others when possible

### Vaccine

A vaccine triggers the immune system to help it build immunity to a disease. The immune system already has the capacity to react to diseases by producing substances called antibodies that remain in the body to fight them in the future.

### Source

<https://www.yalemedicine.org/news/covid-19-glossary>

# WE ARE READY, TOGETHER!



Learn more at  
[www.lawndalesd.net/readytogether](http://www.lawndalesd.net/readytogether)



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04 Appendix

## Appendix A - LACDPH Education Toolkit

The completed LACDPH K-12 Education Toolkit  
<http://publichealth.lacounty.gov/acd/ncorona2019/EducationToolkit/>



## Appendix B - State of California COVID-19 Prevention Non-Emergency Regulations

The completed LACDPH Exposure Management Plan can be found at  
<https://www.dir.ca.gov/DOSH/Coronavirus/Covid-19-NE-Reg-FAQs.html#iso>



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