

Burbank Unified School District COVID-19 Containment, Response and Control Plan ao 9.28.20

Bret Harte Elementary School

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 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 comply with employee and student safety and infection control protocols. Please note this plan and the County of Los Angeles Department of Public Health Reopening Guide for K-12 schools may be updated as new information and resources become available. See <http://www.ph.lacounty.gov/media/Coronavirus/> for updates to this document.

This document addresses these five key areas:

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

Schools must implement all applicable measures below and be prepared to explain why any measure that is not implemented is not applicable to the setting.

The Burbank Unified School District Covid-19 Containment, Response and Control Plan is based on guidance from the Governor, State Public Health Officers, the California Department of Education, the County of Los Angeles Department of Public Health, the Los Angeles County Office of Education, the Center for Disease Control and other governmental agencies.

Our goal is to educate staff, students and parents how to prevent the spread of Covid-19. The Burbank Unified School District expects all employees and stakeholders to follow health and safety guidelines and create an environment where staff, students and parents work together to reduce infection and the spread of Covid-19. We will continue to require measures like physical distancing and face coverings in order to protect our school community. We are providing additional communication and training to facilitate health and safety for all stakeholders, as well as ensure equitable access to critical services such as food, education, child care, mental health supports and technology.

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.

WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF ("EMPLOYEES") AND STUDENTS

1. Burbank Unified School District Covid-19 Compliance Team

Debbie Kukta – Assistant Superintendent of Business Services
Sarah Neimann – Assistant Superintendent of Human Resources
John Paramo – Assistant Superintendent of Educational Services
Stacy Cashman – Director of Student Services
Peter Knapik – Director of Elementary Education
Larry Cross – Director of Facilities
Lenora Aguilera – District Nurse and Department of Public Health Liason

Principal: Martha Walter _____

__ Maygan Delanter, School Nurse _____

__ Amy Choi, School Nurse _____

__ Martin Moran, Lead Custodian _____

__ Tracy Shah, Curriculum Specialist _____

__ Tamara Sands. Health Office Assistant _____

Maximum Occupancy Per Fire Code: _____

Approximate square footage of space open to faculty and/or students: _____

Estimated total number of administrators, teachers, and other employees returning to support resumption of all permitted in person services for students: up to 45

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

(Up to 4 Kindergarten, 4 First grade, 4 Secpnd grade; 4 Third grade, 3 Fourth grade, 3 Fifth grade)

2. Education and Communication (*completed)

Staff:

*Mandatory Covid-19 education training by JPA to be completed through Target Solutions and completed by all employees by September 18, 2020.

*District Staff Newsletter and Updates giving critical information regarding Covid-19 education and resources

**We-Tip Hotline* for employee related concerns regarding health and safety practices through JPA

* Superintendent updates regarding school reopening and health and safety practices

*Reopening Website with Information, resources, and FAQ's regarding school reopening and health and safety practices

*Reopening Committee comprised of all stakeholders (meetings held all summer)

*Site planning visits with school teams and District Covid-19 Compliance Team members

*Parent, student, staff surveys

*Videos

*Town Hall and Special Board of Education Meetings

Students and Parents: Information should be sent to parents and student prior to in person instruction:

- ✓ Print materials posted around campus (entrances, hallways, stairways, classrooms, common areas)
- ✓ Site communications and instruction regarding Covid-19 health and safety protocols including proper wearing of face coverings, hand washing, physical distancing
- * District emails regarding reopening plans and health and safety practices
- ✓ PSA Announcements and videos for student and parent education
- ✓ School websites and principals updates will include Covid-19 Health and Safety Information
- * Reopening website with health and safety practices and links to LACOE, DPH and CDC guidelines and resources
- * Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19
- * Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19. Our health services staff is available for support and consultation and will encourage families to seek guidance from their health care provider
- ✓ Who to contact at the school if student has symptoms or may have been exposed
- * How to conduct a symptom check before student leaves home (district and school will send home parent education on this... still pending)
- ✓ Required use of face coverings
- * Student screenings upon arrival at school (pending - district will plan equipment and process, but schools need to plan ingress/egress and staffing and timing)
- ✓ Importance of student compliance with physical distancing and infection control policies
- ✓ Changes in academic and extracurricular programming in order to avert risk
- ✓ Changes in school meals in order to avert risk
- ✓ School policies concerning parent visits to school and advisability of contact the school remotely
- ✓ Importance of providing the school with up-to-date emergency contact information including multiple parent contact options
- ✓ Copies of this protocol are posted at all public entrances to school
- * Communication plan in case of full or partial school closure (see outbreak management plan; pending - district will plan but school may also need to assist with communication)
- ✓ Online sources provide clear and up to date information regarding building hours, visitation policies, changes in academic and extracurricular programming, requirements regarding face coverings, physical distancing and hand washing
- ✓ Online sources instruct students, parents, and staff how to contact the school in case of infection or exposure

3. Positive Case Protocol

Upon notification that an employee or student tests positive for Covid-19, the following steps will be taken:

- a. Immediate separation of the case from the school community to self-isolation at home if notification occurs while the employee or student is on-site. All sites have identified a separate area for temporary quarantine in the event a student or staff member has symptoms on site while arrangements are made for the employee or student to return home.
- b. The COVID-19 Compliance Team is informed of any positive screening result in the school and initiates the *School Exposure Management Plan* consistent with DPH directives
- c. Site Administrator or health services informs Lenora Aguilera, the designated DPH liaison
- d. The District Covid-19 Team is notified, including Superintendent
- e. Adult visitors and staff who have been exposed to an individual who has screened positive are instructed to return home to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. (see [July 1 Quarantine HOO.pdf](#)).
 - A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
 - A person is considered to have been exposed if they are one of the following:
 - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;
- f. Lenora Aguilera contacts the Department of Public Health for guidance
- g. If the employee is at work and showing symptoms, the employee will be immediately isolated in the designated quarantine area. The employee will be provided Los Angeles County *Home Isolation Instructions for Employees* <http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/> as well as *Home Care Instructions* <http://publichealth.lacounty.gov/acd/ncorona2019/covidcare/> with information about testing, encourage the employee to contact their Health Provider, and the employee will be provided with information about quarantine <http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>. The employee will also be given the *BUSD Employee Health and Safety Procedures Brochure* (see appendix) which has information regarding quarantine, links to resources and support.
- h. The employee will be sent home as quickly as possible and asked to seek guidance from their Health Care provider
- i. Human Resources will contact the employee regarding testing, leave and/or sick time
- j. The School Covid-19 Compliance Team will identify persons exposed at the school and appropriate actions steps will be implemented
- k. All employees exposed to Covid-19 on site have access to testing. Employees will call their health provider if they need to be tested.

l. Reporting all COVID-19 exposures at the school to the Department of Public Health by completing the COVID-19 Case and Contact Line List for the Educational Sector. A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health via email at ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821. 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.

m. Notification will be given to anyone exposed at the school site or district facility (while protecting privacy of individuals)

n. Contingency plans are in place for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community. If this becomes necessary, the District Covid Compliance Team will work with the Department of Public Health and the Principal to notify employees, students and parents via email and all calls that the school may be temporarily closed due to an outbreak and students will shift to Distance Learning while the school site is disinfected and cleaned.

4. Health and Safety Practices (Checklist for Sites and BUSD Facilities)

*Mandatory Covid-19 Education training through Target Solutions and JPA

Students will receive training on health and safety practices like proper wearing of face coverings, hand washing, physical distancing and other best practices the first week of return to in-person instruction.

Print Materials regarding Health and Safety Practices posted in offices, entrances and shared employee spaces (Covid-19 symptoms, hand washing, face coverings, cover cough)

* *Staff Newsletter and Updates* emailed regularly regarding health and safety practices, resources and sick leave information. All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding employer or government sponsored leave benefits, including their right to paid sick leave as guaranteed by the Families First Coronavirus Response Act.

Supervisors will work with vulnerable employees (those over age 65 or with chronic health conditions that would place them at a high risk of infection) to assign work that can be done from home whenever possible. Employees will be encouraged to discuss concerns with their healthcare provider or occupational health regarding returning to the work place

*Employee screening will occur before an employee enters the work place. Employees have the option of self-assessing and completing a form online, or taking their temperature and filling out the screening form upon reporting to work. Temperatures are taken each day, and employees read and sign a *BUSD Health Check* form regarding cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. The *BUSD Health Check* form will be kept in a file with the Health Services and/or administrative staff on site as verifiable documentation.

PPE and Physical Distancing

- *All Sites and District Facilities have a supply of face coverings (masks) for employees
- *All Sites and District Facilities have a supply of hand sanitizer and gloves if needed
- *Employees that can complete work from home will continue to do so during Distance Learning. Supervisors will work with employees with essential work to stagger shifts, maintain physical distancing and/or alternate work to increase opportunities to work from home
- *Facilities has provided counter shields for staff at high traffic areas and supervisors have worked with staff to arrange work spaces so physical distancing can be maintained as much as possible
- *Plexi dividers have been purchased (still in process)
- *Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents or other employees) is required to wear a cloth face covering. Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. School sites and District facilities have been given a supply of masks for employees who require a face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering 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. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing. Employees have been instructed to wash or replace their face coverings daily.
- * A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering (health assistants and nursing staff).
- *Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings. Special Education has ordered additional screens, shields and PPE for staff working with students that may need alternative strategies due to disabilities or medical issues that inhibit their ability to wear face coverings.

5. Cleaning and Facilities Protocols for Health and Safety

- *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
- * All cleaning products are kept out of children's reach and stored in a space with restricted access.
- * 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.

* Enhanced cleaning of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day.

* 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. Water fountains have been fitted with water bottle dispensers.

* High touch areas in staff breakrooms are frequently disinfected, and commonly shared items, such as coffee pots, pots, and dishes are replaced with single use items or thoroughly cleaned after each use by a different person.

(Chart pending revisions from Larry)



BURBANK UNIFIED SCHOOL DISTRICT
DAILY CLEANING, SANITIZING AND DISINFECTING PROCEDURES



3 x Daily	2 x Daily	1 x Daily
<ul style="list-style-type: none"> > Disinfect surfaces frequently touched such as light switches, door handles and bars, railings, elevator buttons, etc. > Areas to be cleaned in this category are Break Rooms, Restrooms, Nurses office and Front offices > Disinfect Cafeteria tablestops, drinking fountains, vending machines and other food dispensers > Disinfect all high touch areas in bathrooms including doors, partitions, toilet seats and flush handles, sink handles and paper towel dispensers 	<ul style="list-style-type: none"> > Check and refill hand sanitizer stations, soap and paper towel dispensers > Sanitize kitchen surfaces such as refrigerator doors and handles, kitchen bathrooms and sinks, faucets > Clean all restrooms- clean toilets, urinals, sinks and floors then spray with disinfectant 	<ul style="list-style-type: none"> > Classrooms- Clean tabletops and desks. Sanitize stationary countertops and desks > Clean and sanitize floors by vacuuming, mopping or both as needed > Vacuum Carpets, shampoo and sanitize if there are any visible stains present > Empty trash cans and recycle bins > Clean all restrooms- clean toilets, urinals, sinks then spray with disinfectant, final night cleaning if needed > Replenish all paper products in bathrooms, kitchens and offices including Nurses offices
<p>-DISINFECTING- To disinfect a surface you must use the fogger machines and the Bloesque disinfectant. The surface To disinfect must be clean before the disinfecting treatment.</p>	<p>-SANITIZING- To sanitize a surface you must use Morning Mist or other sanitizer to clean high touch areas such as door knobs, handles, railings and other surfaces or during your normal routine cleaning of the school site</p>	<p>-CLEANING- Cleaning is the normal routine of cleaning all areas of the school including classrooms, bathrooms, offices, auditoriums etc. and other commonly used spaces using our standard Morning Mist Sanitizer to clean all surfaces including floors</p>
<p>WEEKLY PROCEDURES</p>		
<p>CLEAN AND DISINFECT CLASSROOMS, NURSES OFFICE AND OTHER HIGH TRAFFIC INTERIOR SPACES WITH FOGGER MACHINES AT END OF DAY OR NIGHTS ON FRIDAY AND MONDAYS</p>		

Morning Mist® Neutral Disinfectant Cleaner | DiverseyGlobal

A quaternary-based non-alkaline disinfectant with excellent cleaning properties. Can be used in healthcare, hotels, schools and restaurants. 10-minute contact time. Bactericide and virucide. Kills MRSA, and VRE. Meets bloodborne pathogen standards for decontaminating blood and body fluids. Blue-green in color with a fresh scent.

<https://diversey.com/en/product-catalogue/morning-mist-neutral-disinfectant-cleaner-5283046>

Disinfectant and related supplies are available to staff and students near the following locations:

- Building entrance/s, exit/s
- Central office
- Stairway entrances
- Elevator entry (if applicable)
- Classrooms
- Staff Breakroom
- Offices
- Restrooms
- Food Preparation areas or cafeteria

Hand sanitizer effective against COVID-19 is available to all students and employees in or near the following locations (check all that apply)

- Building Entrance(s), Exit (s)
- Central Office
- Stairway Entrances
- Elevator Entry (if applicable)
- Classrooms
- Staff Breakroom
- Offices
- Restrooms

Soap and water are available to all students and employees at the following location(s):

- Restrooms
- Classrooms with sinks
- Handwashing stations (insert locations)
- Employees and students are offered frequent opportunities to wash their hands.
- Each employee and student is assigned their own tools, supplies, equipment and defined workspace to the extent feasible. Sharing of workspaces and held items is minimized or eliminated.

Measures are in place to promote optimal ventilation in the school. These may include (check all that apply): (Larry and Debbie need to review)

- Use outdoor spaces when possible

The school HVAC system is in good, working order

*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.

*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 the highest efficiency possible.

6. Measures that ensure physical distancing by staff and students

- Maximum number of employees permitted in facility to maximize physical distancing is posted
- Maximum number of students permitted in facility to maximize physical distancing is posted

Measures are in place to ensure physical distancing of students on school busses. Special Education will work with bus companies to ensure health and safety protocols are being followed. These include:

*A maximum of one child is permitted per bus seat.

*Use of alternating rows.

- Staggered school start times to permit more than one trip per bus at school start and close.
- 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.
- Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming.
- Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of cloth face coverings.
- Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.

Measures are in place to ensure physical distancing as students, parents or visitors arrive at entry to school. These include (check all that apply):

- Students exit busses or other vehicles single file through one door.
- School employees are deployed to meet incoming busses, cars and students arriving on foot or by bicycle to assure distancing is maintained and avert gatherings.
- Tape or other markings are used to help students maintain physical distancing as they line up to enter the school.
- Multiple entrances and exits are used to avoid overcrowding at arrival and dismissals as long as all entrances and exits have adequate monitoring of arriving and exiting students and employees.

Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building. These may include:

- School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.
- School employees are deployed in hallways throughout the day as needed to assure physical distancing as students move between classrooms or from classrooms to other school locations.

*Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining a 6 foot distance between riders; during peak building entry and exit times, this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6 foot physical distance between riders. All riders are required to wear cloth face coverings.

The following Measures are in place to avoid crowding on stairways:

- Designation of up and down stairways
 - Staggering of breaks between classes
 - Monitoring of stairways by school staff
 - Designation of up and down stairways

Measures are in place to ensure physical distancing within classrooms. These include:

- * In person class size has been limited to 12-14 students in elementary grades.
- * In-person class size has been limited to 12-20 students in middle and high school grades.
(any classes above these ratios will have additional PPE provided)
- * The school day has been divided into shifts to permit fewer students per class. (Pending negotiations - will place Hybrid Instructional Schedules in appendix)
- * Attendance is staggered to reduce the overall number of students in classrooms on a given day.
- * Online class attendance is offered as an option for students for whom it is feasible and for students who may be at elevated risk in a regular classroom.
- Alternative spaces are used to reduce the number of students within classrooms. These may include:

School library Auditorium Cafeteria Gymnasium MPR Other _____

- Classroom furniture is set up to ensure 6 feet between students at their desks/tables and between students and teachers (placement of desks/tables, use of floor markings to indicate required distance, etc.) to the extent feasible. Where 6 feet of distance is not possible, physical barriers are used to minimize close contacts. Plastic dividers order for elementary classes.

- ☑ Furniture designed for in-class group activities that bring students closer than 6 feet has been reconfigured or removed from the classroom
- ☑ Teaching methods have been modified to avoid close contact between students in laboratories and other classes that may usually involve group activities.
- ☑ Gym class activities are offered outdoors as much as possible and are selected to permit physical distancing; contact sports are not permitted.

School policies enforce physical distancing (students maintain distance of 6 feet) in locker rooms. Policies may include:

- Eliminating or Offering access to locker rooms only when staff supervision is possible
- Staggering locker room access and limiting capacity
- Creating an alternative option for storage of student clothing, books and other items.

**Measures are in place to maintain physical distancing during school meals. These may include:
(Meals are currently being distributed by food services on weekly basis to families at various locations in the district)**

*To the extent possible, meals are eaten in classrooms or outdoors, without any mingling of elementary school students from different classrooms.

*If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.

*Staff are deployed during meals to maintain physical distancing and keep elementary school students from different classrooms from mingling.

*If meals take place in a cafeteria, meal times are staggered to the extent feasible to reduce the number of students in the cafeteria at one time; staff are on hand to ensure that elementary school students from different classrooms are not mingling.

*If meals take place in a cafeteria, space between tables/chairs has been increased to support 6 feet of physical distancing. Barriers between tables and/or chairs may be used as an alternative when 6 feet of distancing is not possible.

*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.

Measures are in place to permit physical distancing in school areas used for student support services

*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.

*Furniture and equipment in school areas used for student support services are arranged to promote a 6-foot distance between any two students and/or between students and staff.

*Where feasible and appropriate, therapeutic and support activities are conducted virtually.

*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

* Staff offering student support services are provided with appropriate PPE per Cal OSHA requirements.

Measures are in place to permit physical distancing in administrative areas of the school

- Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
- Tape or other markings are used to define a 6-foot radius around reception desks or counters.
- 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.

Measures are in place to ensure physical distancing and safe infection control practices in extracurricular activities. These may include (check all that apply):

*Spectator events are not permitted at this time; this includes both indoor and outdoor events.

*Extracurricular athletic teams that the school has chosen to reopen (limited to sports permitted by state orders and which allow physical distancing, such as tennis, golf, gymnastics activities that do not require a spotter, etc.) have been reconfigured as necessary to incorporate physical distancing into training and play. (Sports have not been reopened at this time)

*Extracurricular team sports that do not allow physical distancing (baseball, football, soccer, etc.) have not reopened. Note that coaches may provide conditioning and skill building programs to students for their individual use.

*Measures are in place to avert unsupervised clustering of students in locker rooms. These may include:

*Offering access to locker rooms only when staff supervision is possible

*Staggering locker room access

*Extracurricular musical activities have been moved online or reconfigured as necessary to incorporate physical distancing.

*Choral groups or any activities that require singing or chanting are suspended.

*Instrumental groups are configured to permit a distance of at least 6 feet between musicians. (Suspended at this time except for virtual instruction)

*Extracurricular activities that are not athletic or musical (teams, clubs) meet online rather than in person to the extent feasible.

*In person school-wide events (assemblies, school plays, etc.) and group field trips have been halted.

7. Vendors and Visitors

*Use of school facilities for non-school purposes is not permitted

*Visitors have been restricted

*Vendors will be given information regarding **BUSD Covid-19 Health and Safety Practices**

https://drive.google.com/file/d/1U6_j9EoOnd2mJexD443yVbQJGjSYVfcx/view

*All employees, on-site contractors, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use of face coverings when around others. Visitors or Vendors with likelihood of close contact are required to fill out a **BUSD Visitor Screening Form**

<https://drive.google.com/file/d/1BZY4Krn2gCRvsV3lkpHHPvpTaBXUu64p/view?usp=sharing>

8. Measures that Ensure Infection Control

*Screening conducted before students, visitors, and staff may enter the school. Screening must include a check-in concerning cough, shortness of breath or experience of fever and any other symptoms the visitor may be experiencing. These checks can be done remotely (using a digital app other verifiable approach) or in person upon arrival. A temperature check with a no-touch thermometer is included in the symptom check at entry if feasible.

*Currently BUSD staff are required to submit a health check form via Google or hard copy to their department head or supervisor upon arrival or before work.

*Adult visitors and staff who screen positive at entry or who report symptoms at any point during the school day are instructed to return home and self-isolate as required by Health Officer Order of July 1, 2020 (see July 1 Isolation HOO.pdf).

*Students who screen positive at entry or who report symptoms at any point during the school day are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while arrangements are made for their return home.

*The COVID-19 Compliance Team (see Section 1) is informed of any positive screening result in the school and initiates the School Exposure Management Plan consistent with DPH directives

*Adult visitors and staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. (see July 1 Quarantine HOO.pdf).

*Students who have had close contact with an individual who has screened positive for COVID-19 symptoms are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been determined that the individual screening positive for Covid-19 symptoms is negative for Covid-19

*Screening of adults and of middle and high school age students includes a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID- 19.

*Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID- 19.

*Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.

*Administrative services or operations that can be offered remotely (registration, Parent Data Confirmation, enrollment) have been moved on-line.

*Copies of the BUSD Covid Containment Plan have been distributed to all employees

9. Measures that ensure equitable access to critical services

*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.

* 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. * 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.

You may call 818 729-4456 or email stacycashman@burbankusd.org with questions about this protocol.

8. Appendix and Resources

*Covid-19 Education for all Employees provided through Target Solutions and JPA
<https://vimeo.com/428569965/64e378eb5e>

*Staff Newsletter and Updates: Covid-19 Health and Safety Practices
(Link to intranet location)

*BUSD Reopening and FAQ's
<https://www.burbankusd.org/Reopening>
<https://www.burbankusd.org/reopeningfaqs>

*County of Los Angeles Public Health Covid-19 Resources
<http://publichealth.lacounty.gov/media/coronavirus/>

[Los Angeles County Office of Education Resources for Employees](#)

* Home Isolation Instructions for Employees (to be given to employees if symptomatic at work)
<http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>

*Home Care Instructions for Employees (to be given to employees if symptomatic at work)

<http://publichealth.lacounty.gov/acd/ncorona2019/covidcare/>

* Quarantine Instructions for Employees (to be given to employees if symptomatic at work)

<http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>

*Please see the LACOE website for links to posters, print materials and instructional videos.
Links to some resources are below.

FAQ on COVID-19 <http://publichealth.lacounty.gov/media/coronavirus/docs/about/FAQ.pdf>

Stay at Home Sick Poster

<http://publichealth.lacounty.gov/acd/docs/StayHomeWhenSickCOVIDPoster.pdf>

Protect Yourself and Others from Covid-19 Poster

<http://publichealth.lacounty.gov/media/coronavirus/docs/business/NoticeToCustomers.pdf>

Guidance for Physical Distancing

<http://publichealth.lacounty.gov/media/coronavirus/docs/protection/GuidanceSocialDistancing.pdf>

Guidance for Face Coverings

<http://publichealth.lacounty.gov/media/Coronavirus/docs/protection/GuidanceClothFaceCoverings.pdf>

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