

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH**  
**ORDER OF THE HEALTH OFFICER \* LAS VIRGENES USD \***

## **Appendix T-1: Reopening Protocols for K-12 Schools**

**SCHOOL CAMPUS:** \_\_\_\_\_

### **SEE ATTACHED LA COUNTY COVID-19 RESPONSE TO TK-12 EDUCATION IN-PERSON SUPPORT AND SERVICES NOTIFICATION FOR DETAILS ON ESTIMATED STAFF AND STUDENTS RETURNING TO CAMPUS**

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.

Note that pursuant to the Temporary Targeted Safer at Home Health Officer order that schools that are determined by the Department of Public Health to have an outbreak (3 or more cases within a span of 14 days) must close for 14 days. This closure requirement applies to other programs operating on campus before, during, or after school hours. This includes, but is not limited to, child-care and youth sports programs.

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 checklist covers:

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

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

### **General Reopening Guidance for All Schools**

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

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

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### **Stable Learning Groups in Schools and Grades that Have Reopened**

A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities. Implementing stable groups of students and staff reduces the numbers of exposed individuals if COVID-19 is introduced into the group; decreases opportunities for exposure to or transmission of the virus; facilitates more efficient contact tracing in the event of a positive case; and allows for targeted testing and quarantine of a small group instead of potential schoolwide closures in the event of a positive case or cluster of cases.

Creating and maintaining stable groups is required for return to in-person instruction in elementary schools. The size of these stable groups in elementary schools is not limited to a specific maximum number but is dependent on utilization of the available classroom space to allow physical distancing of 6 feet between all students and staff. For the purpose of maintaining stable groups of students in elementary schools while allowing specialized instructors to interact with more students, each teacher in the elementary schools reopened for full-grade in-person instruction may be assigned to work with up to 3 stable groups during the course of the school day or school week

Because middle and high school curricula differ from elementary school curricula, groups are likely to be larger in the upper grades compared to elementary where a single classroom of students usually all remain together all day with the same teacher for the majority of the day. Due to logistical challenges of creating stable groups in middle and high school, LACDPH is not requiring stable grouping of students in that setting

but does recommend it as a best practice that middle and high schools should consider when planning for reopening. Part of the school day could include virtual instruction to reduce the number of in-person groups and exposures. Schools will be asked to provide information on their approach to stable groups in completing this protocol.

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

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Elementary School	Address	Square footage	Fire Code Occupancy
Chaparral Elementary School	22601 Liberty Bell Rd., Calabasas, CA 91302	48,607 MPR - 6050 Library - 2320 Admin - 5020	Classrooms - 1152 MPR - 403 Library - 154 Admin - 334
Lupin Elementary School	26210 Adamor Rd., Calabasas, CA 91302	Total -51,347 MPR - 4900 Library - 2800 Admin - 1990	Classrooms - 1392 MPR - 326 Library - 186 Admin - 132
Round Meadow Elementary School	5151 Round Meadow Rd., Hidden Hills, CA 91302	Total 48,170 MPR - 6189 Library - 1720 Admin - 3229	Classrooms - 1851 MPR - 412 Library - 114 Admin - 215
White Oak Elementary School	31761 W. Village School Rd., Westlake Village, CA 91361	Total - 55,663 MPR -6679 Library - 3351 Admin - 3001	Classrooms - 1200 MPR -445 Library - 223 Admin - 200
Sumac Elementary School	6050 N. Calmfield Ave., Agoura Hills, CA 91301	Total - 69,957 MPR- 7084 Library-2428 Admin-3258	Classrooms - 1056 MPR- 472 Library-161 Admin-217
Yerba Buena Elementary School	6098 Reyes Adobe Rd., Agoura Hills, CA 91301	Total - 52,641 MPR- 5421 Library-2680 Admin-3404	Classrooms - 1248 MPR- 361 Library-178 Admin-226
Willow Elementary School	29026 Laro Dr., Agoura Hills, CA 91301	Total - 55,663 MPR- 6679 Library-3351 Admin-3001	Classrooms - 1296 MPR- 445 Library-223 Admin-200
Bay Laurel Elementary School	24740 Paseo Primario, Calabasas, CA 91302	61,271 MPR - 6600 Library - 3460 Admin - 3200	Classrooms - 1344 MPR -440 Library-230 Admin - 213
Mariposa School of Global Ed.	6050 N. Calmfield Ave., Agoura Hills, CA 91301	15,360 Admin - 1820	Classrooms - 768 Admin - 121

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Middle School	Address	Square footage	Fire Code Occupancy
A.E. Wright	4029 Las Virgenes Rd, Calabasas, CA 91302	Total - 115,987 MPR- 3929 Library-4613 Admin-10597 Gym - 12036	Classrooms - 1440 MPR- 261 Library-307 Admin-706 Gym - Variable
Lindero Canyon	5844 Larboard Lane Agoura Hills, CA 91301	Total - 123,471 MPR- 10243 Library-4859 Admin-10451 Gym- 11790	Classrooms - 1440 MPR- 682 Library-323 Admin-696 Gym - Variable
A.C. Stelle	22450 Mulholland Hwy Calabasas, CA 91302	Total - 119,555 MPR- 16660 Library-5073 Admin-11209 Gym-8527	Classrooms - 2016 MPR- 1110 Library-338 Admin-747 Gym - Variable
High School	Address	Square footage	Fire Code Occupancy
Agoura HS	28545 West Driver Agoura Hills, CA 91301	Total - 234,463 MPR- 33128 Library-10357 Admin-8280 Gym-40219	Classrooms - 3216 MPR- 2208 Library-690 Admin-552 *Gym-
Calabasas HS	22855 Mulholland Hwy Calabasas, CA 91302	Total - 214,725 MPR- 38202 Library-9310 Admin-10438 Gym-35836	Classrooms - 2592 MPR- 2546 Library-620 Admin-695 *Gym-

Gym - fixed seating changes the calculation of occupancy - # of seats needs to be considered.

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**TABLE OF STAFF & STUDENTS ON CAMPUS**

School Site	Staff on-campus	Student Enrollment	Students attending on-campus	Number of Cohorts	Average Class Size
Chaparral ES	41	559	444	2	12
Lupin Hill ES	51	510	351	2	12
Round Meadow ES	47	514	406	2	12
White Oak ES	42	378	300	2	12
Sumac ES	39			2	12
Yerba Buena ES & Buttercup Preschool	57	443	357	2	12
Willow ES	49	575	460	2	12
Bay Laurel ES	41	498	386	2	12
Mariposa TK-8	39	322	315	2	12
A.E. Wright MS	54	702	553	2	14
Lindero Canyon MS	70	869	706	2	14
A.C. Stelle MS	74	816	638	2	14
Agoura HS	148	1872	1522	2	14
Calabasas HS	125	1799	1445	2	14

Schedules designed with a focus on minimizing staff and student contacts. Elementary cohorts attend either morning or afternoon. Secondary students attend approximately every other day, only one cohort on campus per day. On the days secondary students are on campus, they attend two periods in the morning. All secondary students are offered virtual instruction daily, if preferred. Approximately 40% of students (or less) are on campus at any particular time. To further enhance safety, no students are on campus at lunch.

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**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.

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

- ✓ The school has a **COVID-19 Containment, Response, and Control Plan** that describes the school’s comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan, attached as APPENDIX A, at the end of this document, includes, but is not limited to the following elements:
  - ✓ A designated COVID-19 Compliance Team is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.
  - ✓ 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.
  - ✓ A plan or protocol to initiate a School Exposure Management Plan consistent with DPH guidance that outlines procedures for:
    - Isolation of case(s);
    - Identification of persons exposed to cases at school;
    - Immediate quarantine of exposed employees and/or students; and
    - Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
    - Notification of DPH of all confirmed cases of COVID-19 disease among employees and children who had been at school at any point within 14 days prior to the illness onset date. The illness onset date is the COVID-19 test date or Symptom Onset Date of the infected person, whichever is earlier. Reporting of cases should be done within 1 business day of the school’s notification of the case. This can be completed online using the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport> or by downloading and completing the [COVID-19 Case and Contact Line List for the Educational Sector](#) and sending it to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).
  - ✓ 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 Educational Sector](#) and emailing it to [ACDC-Education@ph.lacounty.gov](mailto: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.
  - ✓ 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.

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- ✓ 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.
  - 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](#).
  - The plan must provide that all testing results will be reported to the Department of Public Health. LVUSD will test on-campus employees in conjunction with state recommendations.
  - Special consideration related to testing for student athletes participating on school sports teams: In addition to all testing recommendations or requirements described in the Reopening Protocol for Youth and Adult Recreational Sports Leagues: Appendix S , the large number of outbreaks occurring that are associated with school sports teams requires additional response. Therefore, if members of athletic teams at your school are involved in an outbreak totaling 10 or more cases among student athletes on one or more teams during the outbreak period (outbreak period continues until there are 0 new cases for 14 consecutive days), then all student athletes will be required to test and show a negative test result 48 hours prior to competing in sports events against another team.
  
- ✓ Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible. If work-from-home is not possible for the employee, the employee is connected with Human Resources and made aware of available leave programs. 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.
  
- ✓ Work processes are reconfigured to the extent possible, consistent with academic requirements and student support needs, to increase opportunities for employees to work from home when practical.
- ✓ In compliance with wage and hour regulations, bargaining unit agreements, and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.
- ✓ 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. Human Resources has 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.
- ✓ Use of internal school facilities for non-school purposes (community meetings or events, on-site clinic visits by people who are neither students nor staff, etc.) will follow current Los Angeles County Public Health Guidelines. Care for school-age children is permissible in compliance with DPH Protocol for Programs Providing Day Care for School-Aged Children.
- ✓ Employee Screenings are conducted before employees may enter the workspace. Checks 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 also a recommended

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part of the screening.

- These screenings can be done in-person upon arrival at the site or remotely through the Apache HR Employee Portal.

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- ✓ Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents or other employees) is required to wear a face mask.
  - ❑ Employees who have contact with others are offered, at no cost, an appropriate face mask that covers the nose and mouth. The mask must be worn by the employee at all times during the workday when in contact, or likely to come in contact, with others. Employees who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits in. A drape that is form-fitting under the chin is preferred. Masks with one-way valves must not be used.
  - ❑ All staff must wear a face mask at all times, except when working alone in private offices with closed doors or when eating or drinking. The exception made previously for staff working in cubicles with solid partitions exceeding the height of the employee while standing is overridden.
  - ❑ A medical-grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face mask.
  - ❑ 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 mask. Students who cannot wear a mask should not be placed with a cohort or group of students in the classroom. They may be able to tolerate a face shield with a drape at the bottom, which does not provide the same extent of source control or personal protection as use of a properly fitted, multi-layered mask, therefore, a student who cannot wear a mask can receive necessary services in a one-to-one setting with staff wearing appropriate PPE. They may also need to be accommodated via distance learning.
- ✓ Employees are instructed to wash or replace their face masks daily. Parents are instructed to ensure that children have clean face masks.
- ✓ All individual employee workstations, or areas used by employees working as part of a team, allow for separation of at least 6 feet. Classroom furniture is arranged to permit a distance of at least 6 feet between the teacher's desk and the nearest student(s).
- ✓ 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 physical distance from others. At all times when eating or drinking, staff must maintain at least a six-foot distance from others, including fellow employees and visitors. Eating or drinking outdoors is preferred, but eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between staff.
- ✓ Occupancy is reduced and space between employees is maximized in any room or area used by staff for meals and/or breaks. This has been achieved by:
  - Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks;
  - Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
  - Placing tables at least eight feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for
  - reducing occupancy and maintaining physical distancing.

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- ✓ 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
- ✓ In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms. Breaks are encouraged to be taken outside, or in individual rooms/work areas.
- ✓ 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.
- ✓ Break rooms, restrooms, classrooms, and other common areas used or visited by staff are cleaned and disinfected frequently, at the frequency listed below, but no less than once per day during operating hours, on the following schedule:

- Break rooms - Nightly \_\_\_\_\_
- Restrooms - Mid-day and Nightly \_\_\_\_\_
- Classrooms - Mid-day wipe down and Nightly deep cleaning
- Laboratories - N/A
- Nurse's office - Mid-day and Nightly
- Counseling and other student support areas - Nightly *if used*
- Front office - Nightly
- Offices - Nightly
- Auditorium, gymnasium, library (if in use): Nightly

- ✓ High touch areas in staff breakrooms are cleaned at least once per day.
- ✓ Disinfectant and related supplies are available to employees at the following location(s):  
 Every classroom and office department is provided disinfectant and microfiber wipes to be stored safely away from students.  
 Alcohol wipes are made available for common use equipment, and should be stationed near

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

- ✓ Building entrance(s), exit(s)
- ✓ Central office
- ✓ Classroom entrance(s), exit(s)
- ✓ Staff break room

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

Each staff and student restroom.  
 Inside (or adjacent) to each elementary classroom

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- ✓ Employees are offered frequent opportunities to wash their hands.
- ✓ 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.
- ✓ Copies of this Protocol have been distributed electronically to all employees.

**Special note for testing: Students may come on campus for supervised administration of college admission tests including PSAT, ACT, SAT exams and Advanced Placement (AP) testing for college credits.**

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

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

- ✓ 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 based on individualized dimensions of each room.
- ✓ Maximum number of students permitted in facility to ensure physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible (under no circumstances should distance between student seating be less than 4 feet), is based on the individual dimensions of each room.
- ✓ Measures are in place to ensure the physical distancing of students on school busses. These include (check all that apply):
  - ✓ A maximum of one child is permitted per bus seat.
  - ✓ Face masks required at all times.
  - ✓ Use of alternating rows.
  - ✓ Open windows (if air quality and rider safety concerns allow, especially if alternating rows in not implemented).
- ✓ Additional measures in use to ensure physical distancing:
  - ✓ 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 masks.
    - Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.
    - Other
- ✓ 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.

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- ✓ School employees are deployed to meet incoming busses, cars, and students arriving on foot or by bicycle to ensure 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 departing students and employees.
  - ✓ Teachers will be in their classrooms 15 minutes prior to the start of school, with rooms open for students to quietly wait for school to start.
- ✓ Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school. These may include (check all that apply):
- ✓ School employees are deployed in entrances to assure physical distancing as students enter, go through symptom-checks and proceed to classrooms.
  - ✓ Schedules are adjusted to ensure that only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time.
  - ✓ School employees are deployed in hallways throughout the day as needed to assure physical distancing as students move between classrooms or from classrooms to other school locations.
  - ✓ Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining a 6-foot distance between riders; during peak building entry and exit times, this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6- foot physical distance between riders. All riders are required to wear face masks.
  - ✓ The following measures are in place to avoid crowding on stairways:
    - Designation of up and down stairways \_\_
    - Staggering of breaks between classes \_\_\_\_\_
    - Monitoring of stairways by school staff \_\_\_\_\_
    - Limitations on the number of people on a stairway at one time

An approach to creating and maintaining stable groups has been adopted school-wide for elementary school grades, in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting, throughout the school day. The size of stable groups in elementary schools is not limited to a specific maximum number but is dependent on utilization of the available classroom space to allow physical distancing of no less than 3 feet between students and no less than 6 feet between students and staff. The creation of stable groups in middle and high school grades is recommended as a best practice, however, stable groups in middle and high school is not a requirement but an additional layer of mitigation for schools to consider.

- Students with IEP or 504 plans who require specialized services may be pulled out of their general education classroom and grouped with other students requiring similar services, even if this places them with students not part of their general education stable group. This additional special education learning group should also follow stable group principles to keep membership the same day to day to the extent possible.

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- 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. The space used for 1-to-1 meetings should have contact surfaces and objects cleaned between meetings.
- 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 must 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.

Measures are in place to ensure physical distancing within classrooms. These include the following requirements (check all that apply):

- ✓ The maximum size for stable groups will be the number that allows appropriate physical distancing within the available instructional space, with no less than three feet between students.
- ✓ The school day has been divided into shifts to permit fewer students per class.
- ✓ Attendance is staggered to reduce the overall number of students in classrooms on a given day.
- ✓ Some classes have been moved entirely online.
- ✓ 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 and/or to provide additional spacing. These may include:
  - School library \_\_\_\_\_
  - Multi-Purpose Room
  - Theater Spaces\_\_
  - Gymnasium \_\_\_\_\_
  - Other
- ✓ Classroom furniture is set up to maximize distance between students and between students and teachers. Distance between students in the classroom must not be less than 3 feet and distance between students and teachers not less than 6 feet. Additional considerations for schools implementing a less than 6 feet physical distancing policy between students include:
  - Focus on high mask adherence—if there are doubts about mask adherence, consider more robust physical distancing practices
  - Consider enhancing other mitigation layers, such as stable groups or ventilation
  - Maintain 6 feet of distancing as much as possible during times when students or staff are not masked (e.g., due to eating or drinking, or napping);
- ✓ Furniture designed for in-class group activities that bring students closer than three feet has been reconfigured, taped off from use, or removed from the classroom.
- ✓ Nap or rest areas in classrooms have students placed six feet apart and alternating feet to head.
- ✓ Teaching methods have been modified to avoid close contact between students in laboratories and other classes that may usually involve group activities.

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- ✓ Recess and Gym class activities are offered outdoors and selected to maintain physical distancing
- ✓ Each Elementary Cohort has an individual Recess Bag & Equipment
  - ✓ Locker rooms are currently closed

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Measures are in place to maintain physical distancing during school meals. These may include (check all that apply):

- ✓ Grab-and-Go lunch bags are provided for students to take home. There will not be any on-campus lunchtime.
- ✓ To the extent possible, snacks 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 meal distribution to maintain physical distancing and keep elementary school students from different classrooms from mingling.
- ✓ Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees. For example, the 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

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. Portable acrylic barriers have been made available for additional separation.
  - ✓ 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.

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**ORDER OF THE HEALTH OFFICER \* LAS VIRGENES USD \*****C. MEASURES TO ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)**

Screening is conducted before students, visitors, and staff may enter the school. Screening must include a check-in concerning symptoms consistent with possible COVID-19 and any other symptoms the visitor may be experiencing. These checks can be done remotely (using a digital app or other verifiable approaches) or in person upon arrival. A temperature check with a no-touch thermometer at entry is recommended as part of the screening, especially for visitors who may not be part of a systematic at-home screening process.

✓ Students, staff, and visitors who screen positive at entry or who report symptoms at any point during the school day will be reported to the COVID-19 Compliance Team (see Section A). The COVID-19 Compliance Team will determine whether the individual should be excused from the facility according to DPH guidance on Symptom and Exposure Screening Pathways at Educational Institutions. Students who screen positive are given a surgical mask and accompanied to a preselected isolation space where they can remain while a determination is made on exclusion and arrangements are made for their return home, where indicated.

✓ Per the DPH Symptom and Exposure Screening Pathways, students, staff, and visitors who have had close contact with an individual who has screened positive for symptoms consistent with possible COVID-19 are notified of the potential exposure. These individuals are not required to quarantine unless the exposure has been confirmed through a positive COVID19 diagnostic viral test or a clinical diagnosis from a medical provider. Students who have a confirmed exposure are accompanied to a preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Quarantine Order

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.

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Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These may include (check all that apply):

- ✓ Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible. Campus tours for prospective students are permitted if the tour is limited to one family or household unit only; the tour is held outside of regular school hours (evening or weekend) when enrolled students and staff are not present, and all social distancing strategies are observed including proper physical distancing, face masks worn by all parties at all times, and other infection control measures as applicable.
- ✓ Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.
- ✓ Visitors arriving at the school with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.
- ✓ Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, and conference or meeting rooms, to the extent feasible. Visitors are not permitted to interact with any cohorts.
- ✓ Visitors arriving at the school are reminded to wear a face mask at all times while in the school. This applies to adults and to children 2 years of age and older. Individuals who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on its bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form-fitting under the chin is preferred. Masks with one-way valves must not be used. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them and are required to be on campus.

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

- ✓ At least 50% of classroom learning, meals, and activities have been encouraged and provided access to move to outdoor space whenever feasible, with weather and air conditions permitting.
  - ✓ The school HVAC filtration system is in good, working order. Prior to school opening, the HVAC systems have been 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).
- ✓ 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. Systems are programmed to begin running two hours prior to the start of school.
- ✓ Portable, high-efficiency air cleaners have been installed if feasible in areas with reduced airflow.
- ✓ 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 with custom-made, metal-framed filters.
- ✓ HVAC systems have been cleaned with full maintenance on ducting and coils performed prior to the start of school.
- ✓ District has installed REME HALO UV-C duct air purification systems for each HVAC filter in the district.

Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces, and objects throughout the school. These may include (check all that apply).

- ✓ A cleaning and disinfecting schedule has been established in order to avoid both under- and over-use of cleaning products.
- ✓ Buses are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support the disinfection of surfaces as needed during a run. Frequently touched surfaces are cleaned after every completed bus route.
- ✓ Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected at least daily, and cleaned more frequently as resources allow, using appropriate products (see below).
- ✓ Use of shared objects is eliminated wherever possible, for example, water fountains have been converted to water bottle filling stations and individual water bottles are encouraged as an alternative. High-touch playground equipment may be taken out of use and replaced with no-touch playground games, etc. When playground equipment is utilized, frequent disinfection will be utilized.

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- ✓ Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.
  
- ✓ 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. Never mix bleach or other cleaning and disinfection products together- this causes toxic fumes that may be very dangerous to breathe. All Material Data Safety Sheets are posted on the District website, under Maintenance: <https://www.lvusd.org/Page/2384>.
  
- ✓ To reduce asthma risk disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid) are selected. Products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds are avoided.
  
- ✓ 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.
  
- ✓ Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, which may include 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 and disinfection 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.

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✓ Restrooms, lobbies, break rooms, and lounges and other common areas are cleaned and disinfected at the frequency listed below, but no less than once per day during operating hours, on the following schedule:

- Restrooms: Twice per Day
- Lobbies/entry areas: Nightly
- Teacher/staff break rooms: Nightly
- Classrooms: Nightly deep cleaning \_\_\_\_\_
- Cafeteria dining area: Daily
- Cafeteria food preparation area: Daily \_\_\_\_\_
- Front office: Nightly \_\_\_\_\_
- Other offices: Nightly \_\_\_\_\_
- Health Office: Twice per day \_\_\_\_\_

✓ Measures are in place to ensure the use of appropriate face masks by all staff, students, and visitors at all times. These may include (check all that apply):

- ✓ Staff, parents, and students are informed of the requirement for face masks prior to the start of school and on a regular basis throughout the school year.
- ✓ All students over age 2 are required to wear face masks at all times while on school property except while eating, drinking, or carrying out other activities that make that preclude the use of face masks.
- ✓ Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate a face mask. Students who cannot wear a mask should not be placed with a cohort or group of students in the classroom. They may be able to tolerate a face shield with a drape at the bottom, which does not provide the same extent of source control or personal protection as use of a properly fitted, multi-layered mask, therefore, a student who cannot wear a mask can receive necessary services in a one-to-one setting with staff wearing appropriate PPE. They may also need to be accommodated via distance learning.
- ✓ Information is provided to staff, parents, and students concerning the proper use of face masks, including the need to wash cloth face masks after each day's use.
- ✓ Signage at the entry to the school, at the entry to the school office, and throughout the school building reinforces this requirement on the proper use of face masks.
- ✓ As feasible, and as provided by the state, two cloth face masks are available 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 cloth face masks.
- ✓ 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 mask during the day.
- ✓ Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also reminds students of rules concerning the use of face masks.

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- ✓ Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) that may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.). as appropriate.
- ✓ 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, walled cubicles or other private, enclosed spaces are not required to wear face masks. Students may also remove face masks when eating or napping or when wearing a face mask is otherwise impracticable (e.g., while showering, etc.). The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a face mask to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

Measures are in place to ensure frequent handwashing by staff, students, and visitors. These may include (check all that apply):

- ✓ 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. Each stable group will be assigned a designated bathroom; should more than one cohort be assigned to use the same bathroom, a system is used to minimize students from different cohorts using the bathroom at the same time.
- ✓ 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.
- ✓ Staff are instructed to model frequent handwashing, using each entry into the classroom as an opportunity to reinforce healthy habits and monitor proper handwashing and use of hand sanitizer.
- ✓ Portable handwashing stations have been placed near all elementary rooms (if they do not have a sink inside the classroom) to minimize movement and congregations in bathrooms to the extent practicable.
- ✓ Ethyl alcohol-based (contains at least 60%), 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 is preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- ✓ Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Hand sanitizer 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.
- ✓ 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.

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Measures are in place to ensure infection control in the school cafeteria or other site at which food is served or picked up.

- ✓ Buffet and family-style meals have been eliminated.
- ✓ Food options include prepackaged meals, and/or food brought by students from home.
  
- ✓ Physical barriers are in place where needed to limit contact between cafeteria staff and students.

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**SPECIAL CONSIDERATIONS FOR PERFORMING ARTS**

**Music classes**

- Any activity that requires participants to remove their face masks (e.g., playing brass or wind instruments) may only be done as a group if students are spaced at a minimum of 8 feet from one another (10 feet is preferred) and if the activity is held outdoors. However, individuals may practice such activities alone indoors in a studio or practice room.
- For activities that generate profuse respiratory droplets such as singing, increase the distance between individuals to a minimum of 8 feet and engage in these activities outside only. Individual singers may practice alone or with a single instructor present while indoors in a studio or practice room. Increased distance between the singer and instructor is recommended (minimum 10 feet preferred).
- 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.
- Consider using “bell covers” for the openings of brass instruments and specially designed bags with hand openings for woodwind instruments to minimize the generation of droplets and aerosols.

**Theater classes**

- Students and instructors in theater classes must wear face masks at all times and ensure that all participants maintain a 6-foot physical distance at all times or an 8-foot 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.

**Dance classes**

- Dance classes must adhere to the LA County DPH Protocol for Youth and Adult Sports Leagues.
- Students and instructors must wear face masks at all times while in class. Masks may be removed momentarily to drink water; during water breaks, students should be reminded to maintain a 6-foot physical distance at all times. Students should be reminded to limit their exertion to a level that is comfortable while wearing a face mask and to take frequent breaks from exercise if they begin to experience any difficulty breathing. 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 respiratory droplets such as heavy exertion, increase the distance between individuals to 8 feet. • Maximize use of outdoor space for practice and performance as much as possible.

**Music Recording**

- Singing or playing of wind instruments in sound booths/recording booths is not permitted at this time due to the large amount of respiratory droplets released into a relatively small, confined indoor space.

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- Other instrumental music may be recorded using a sound booth; however, a minimum of 6 feet of physical distance must be maintained between all musicians at all times.
- 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 equipment (e.g., microphones) should be cleaned and disinfected.

**Performances**

- Any performances must follow County Public Health Protocols for Live Events and Performances (Outdoor Seated) or Live Events and Performances (Indoor Seated) depending on the location of the planned performance.

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

**See COVID-19 Containment, Response and Control Plan (last 7 pages)**

Information was sent to parents prior to the start of school concerning school policies related to (check all that apply):

- ✓ Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19 \_\_\_\_\_
  - ✓ Options shared with families for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19
  - ✓ Who to contact at the school if student has symptoms or may have been exposed
  - ✓ How to conduct a symptom check before a student leaves home
  - ✓ Required use of face masks
  - ✓ 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 and including multiple parent contact options
- 
- ✓ A copy of this protocol is posted at all public entrances to the school and on each website.
  - ✓ Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face masks, and the importance of handwashing.
  - ✓ 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.
  - ✓ 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. (School Compliance Task Force)
  - ✓ 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.
  - ✓ Online outlets instruct students, parents, and teachers on how to contact the school in case of infection or exposure.

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**E. 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.
  - Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
- ✓ Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.

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

**Business Contact Names:  
Karen Kimmel & Jessie Sweeney  
(818) 878-5203**

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**Date Last Revised: May 22, 2021**

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## COVID-19 Containment, Response and Control Plan

The Las Virgenes Unified School District (LVUSD) has designed a targeted public health response to contain COVID-19 exposures. Leading the program is the District's COVID-19 Compliance Task Force, with individual site teams at each school.

<b>Districtwide Team</b>		
Compliance Officer	Melissa Foster	Lead District Nurse
Business	Karen Kimmel	Assistant Superintendent, Business Services
Personnel	Steve Scifres	Assistant Superintendent, Human Resources
Instruction	Clara Finneran	Assistant Superintendent, Educational Services
Facilities	Julie Pescetto	Director of Maintenance, Operations & Facilities
<b>Elementary Site</b>	<b>Middle School Site</b>	<b>High School Site</b>
Principal	Principal	Principal
Teacher-in-Charge	Assistant Principal	Assistant Principal
Office Manager	Office Manager	Office Manager
Plant Manager	Plant Manager	Plant Manager
Health Clerk (Liaison to District Compliance Officer)	Health Clerk (Liaison to District Compliance Officer)	Health Clerk (Liaison to District Compliance Officer)

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**Exposure Management Guidance - Potential/Symptomatic COVID-19 Case at School**

- ❑ School will follow 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.
- ❑ Health Clerk notifies District Compliance Officer, who then informs the Districtwide Team, which is available for site support.
  - ❑ District Compliance Officer works with the potential case to determine follow-up with their primary medical provider.
  - ❑ Based on the guidance of the primary medical provider and, if necessary, the Department of Public Health, the District Compliance Officer will consult with the Assistant Superintendent, Educational Services and the Site Administrator, if there is a need to transition to distance learning.
    - ❑ Assistant Superintendent, Educational Services will assist the Site Administrator with transitioning classroom(s) to distance learning
    - ❑ Director of Maintenance & Facilities will assist with disinfection support and notification of the Maintenance Team regarding the location of exposure
- ❑ School has a plan for all students and employees who have symptoms consistent with COVID-19 infection or are quarantined because of exposure to case(s) at school to have access to testing or be tested for COVID-19 infection
  - ❑ Referral to primary care physician
  - ❑ Advised to call 211 for testing information
  - ❑ Advised to see testing at county test facility

**Exposure Management for ONE COVID-19 Case at School**

- ❑ School Compliance Task Force ensures that the laboratory-confirmed case (student or employee) follows [Home Isolation Instructions for COVID-19](#). NOTE: a confirmed COVID-19 case is an individual who has a positive COVID-19 test.
- ❑ School Compliance Task Force informs the case that DPH will follow-up directly with the case through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order.
- ❑ School Compliance Officer must notify the Department of Public Health of all confirmed cases of COVID-19 disease of
  - (1) employees and children who had been at the school at any point within 14 days prior to the illness onset date and
  - (2) persons at the school 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.

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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 infectious from 2 days before their test was taken until 10 days after their test. A person is considered to have been exposed to a case during the infectious period if at least one of the following criteria are met:

- Being within 6 feet of the infected person for 15 minutes or more over a 24-hour period;
  - 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).
  - Exposures will be reviewed to assess which persons need quarantine including the possibility of quarantining all individuals in the same cohort or classroom as an infected person if exposures cannot be ruled out for the entire group.
- Secure online reporting is the preferred method for notifying DPH of COVID-19 exposures and can be done on a computer or mobile device with access to 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 COVID19 Case and Contact Line List for the Education Sector and sending it to [ACDCEducation@ph.lacounty.gov](mailto:ACDCEducation@ph.lacounty.gov). All case notifications should be submitted within 1 business day of being notified of the case.
- Students and employees that are identified to have an exposure to the case at school are notified by the School Compliance Task Force through a letter or other communication strategies (e.g., telephone, text, Robo-Calls, Parent Square). A Close Contact Exposure Notification letter template is available at: [Close Contact COVID-19 Notification Letter](#).

The notification should include the following elements:

- Students and employees with an exposure to the case should test for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of disease spread at the school and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, Community Testing Sites: [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing). Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
- Exposed students and employees should self-quarantine (stay in their home or another residence, separate from others) and monitor for symptoms for 10 days from their last contact with the case while infectious (as defined above), even if they receive a negative test result during their quarantine period. If they remain asymptomatic, they are released from quarantine after Day 10 but must continue to monitor their health and strictly adhere to COVID-19 prevention precautions through Day 14.

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- Note: a person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e., time period between exposure and disease onset). Home Quarantine Guidance for COVID-19 is available at: [ph.lacounty.gov/covidquarantine](http://ph.lacounty.gov/covidquarantine).
- NOTE: Vaccinated persons who are a close contact to a confirmed case are not required to quarantine and test for COVID-19 if they meet all of the following criteria: (1) are fully vaccinated (i.e.,  $\geq 2$  weeks following receipt of the second dose in a 2-dose COVID-19 vaccine series or  $\geq 2$  weeks following receipt of one dose of a single-dose COVID-19 vaccine) and (2) have remained asymptomatic since last contact with the infected person.
- DPH will contact exposed students and employees who meet the quarantine requirement through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.
- Districtwide Compliance Team will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent the spread of COVID-19. A LVUSD general notification letter template is available at: [COVID-19 Notification Letter](#).

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**If school is notified of TWO confirmed cases (student or employee)**

- School Compliance Task Force follows the checklist for one confirmed case
- School Compliance Task Force works with District Compliance Officer to assess whether the 2 confirmed cases have epidemiological links, meaning that the two affected individuals were both present at some point during the same time period while either or both were infectious.\*

*\*A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND respiratory symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.*

- Determination of epidemiological links between cases may require further investigation to understand exposure history and identify all possible locations and persons that may have been exposed to the case while infectious. NOTE: Epidemiologically linked cases include persons with identifiable connections to each other such as sharing a physical space (e.g. in a classroom, office site on campus, or gathering), indicating a higher likelihood of linked spread of disease in that setting rather than sporadic transmission from the broader community. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#). For technical assistance on how to assess for epidemiological links, please contact [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).
- If epidemiological links do not exist, the school continues with routine COVID-19 exposure monitoring.
- If epidemiological links exist, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site-specific interventions.

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**If school is notified of THREE confirmed cases (student or employee)**

- ❑ If the school is notified of a cluster of three or more confirmed cases (students and/or employees) within a 14-day period, in addition to following the checklist for one case, the District Compliance Officer proceeds with the following steps:
- ❑ Report cluster immediately to DPH. Secure online reporting is the preferred method for notifying DPH and can be done on a computer or mobile device with access to 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 [COVID-19 Case and Contact Line](#) and sending it to [ACDCEducation@ph.lacounty.gov](mailto:ACDCEducation@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 with symptomatic or asymptomatic COVID-19 within a 14-day period in a 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. \*School groups include persons that share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.
  - ❑ If outbreak criteria are not met, DPH will advise the school to continue with routine exposure management.
  - ❑ If outbreak criteria are met, 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.

*For more information, please contact the ACDC Education Sector Team at [ACDC- Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).*

## Appendix A: Steps for Managing Exposures to 1, 2, and $\geq 3$ COVID-19 Cases at School

### ONE Case

- 1) School receives notification of 1 confirmed case at school.
- 2) *Required:* School requests that case follow Home Isolation Instructions for COVID-19 (a).
- 3) *Required:* School informs the case that the Department of Public Health (DPH) will contact the case to collect additional information and issue Health Officer Order for self-isolation (a).
- 4) *Required:* School works with the case to identify school contacts.
- 5) *Required:* School notifies school contacts of exposure and instructs them to quarantine at home and test for COVID-19. Note Vaccinated person who have an exposure but meet specific criteria outlines in the Exposure Management plan are not required to quarantine and test for COVID-19
- 6) *Required:* School provides DPH with names and contact information for case and identified school contact. [COVID-19 Case and Contact Line List for the Educational Sector](#) and send to DPH by emailing: [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov)
- 7) *District Compliance Officer determines:* School may send a general notification to inform the wider school community (recipients determined by the school) of the exposure and precautions taken to prevent spread. [COVID-19 General Notification](#).

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**Appendix A: Steps for Managing Exposures to 1, 2, and ≥ 3 COVID-19 Cases at School**

<p><b>2 Cases</b></p>	<p>1) <i>Required:</i> Follow steps for 1 confirmed case.</p> <p>2) <i>Recommended:</i> If cases occurred within 14 days of each other, the school determines whether epidemiological (epi) links exist (cases present in the same setting during the same time period while infectious). A <a href="#">COVID-19 Exposure Investigation Worksheet for the Education Sector</a> tool is available to help assess for epi links. If Epi links exist, School implements additional infection control measures</p>
<p><b>3+ Cases</b></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 ACDC Education Sector Team at <a href="mailto:ACDC-Education@ph.lacounty.gov">ACDC-Education@ph.lacounty.gov</a>.</p> <p>2) <i>Required:</i> DPH requests that the <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a> be completed by the school to determine if outbreak criteria have been met. If outbreak criteria are met, DPH Outbreak response field team is activated and a public health investigator will contact the school to coordinate the outbreak investigation.</p>
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