

**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.

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 optimize infection control
- (3) Communication with employees, students and families of students and the public
- (4) Measures to ensure equitable access to critical services.

These 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, all schools are permitted to reopen, for all students, in any grades P - 12.**

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

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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	Students	Staff
Buttercup Pre School	168	23
Bay Laurel Elementary School	492	48
Chaparral Elementary School	535	46
Lupin Hill Elementary School	459	56
Round Meadow Elementary	520	46
Sumac Elementary School	338	44
White Oak Elementary School	357	40
Willow Elementary School	558	58
Yerba Buena Elementary School	364	37
AC Stelle Middle School	790	79
AE Wright Middle School	644	71
Lindero Canyon Middle School	823	74
Mariposa School of Global Education	347	39
Las Virgenes Independent School ( K-8 )	80	5
Agoura High School	1,867	163
Calabasas High School	1,832	131

**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 must have a **COVID-19 Containment, Response, and Control Plan** that describes the school’s comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan, 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;
  - Quarantine of exposed staff and students per guidelines described in Exposure Management Plan
  - Assurance of access to testing for all exposed individuals within the school, regardless of vaccination status, 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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- ✓ All employees must be fully vaccinated with an FDA-approved COVID-19 vaccine in order to be on school premises. Religious or medical exemptions must be approved by Human Resources. Until an employee is two weeks past their final vaccination date, they will be required to undergo regular testing, not less than once per week.
- ✓ A plan or protocol for incorporating COVID-19 testing into regular school operations.
  - At a minimum the plan should describe the strategy for ensuring access to testing for students or employees who are symptomatic or have known or suspected exposure to an individual infected with SARS-CoV-2. Note that the current Cal/OSHA COVID-19 prevention Emergency Temporary Standards ([Cal/OSHA ETS](#)) requires employers to offer testing at no cost to employees during paid time for:
    - Symptomatic unvaccinated employees, regardless of whether there is a known exposure
    - Unvaccinated employees after an exposure
    - Vaccinated employees after an exposure if they develop symptoms
    - Unvaccinated employees in an outbreak (3 or more employee cases).
    - All employees in a major outbreak (20 or more employee cases).
  - The District has sufficient testing capacity, as recommended, to test exposed students who are not fully vaccinated and staff who are not fully up to date on their vaccination status at least once weekly, during the 10 days after their last exposure date. If resources allow, schools may extend testing to include exposed students and staff who are fully vaccinated.
  - In addition, the school may consider a strategy for periodic testing for asymptomatic individuals with no known exposure. Currently, LVUSD offers VBL testing weekly for staff on all campuses. The California Department of Public Health (CDPH) is not requiring any particular frequency or procedure for asymptomatic testing at this time. However, the state has put into place support for specific testing cadences through supplemental testing supplies, shipment, laboratory capacity, enrollment and reporting technology, training, and assistance with insurance reimbursement. Schools are advised to access information and resources regarding school-centered testing at the state's [Safe Schools for All hub](#). In times of high rates of community transmission, LA County recommends that periodic testing include fully vaccinated individuals where resources allow.
  - 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.
  - Please note: Screening testing is not recommended for persons who have recovered from laboratory-confirmed COVID-19 within the past 90 days and are asymptomatic.
- ✓ Vulnerable employees (employees not fully vaccinated who are above age 65, and those with chronic health conditions that would place them at high risk if infected) should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions with Human Resources regarding returning to the workplace.
- ✓ 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.

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- ✓ Employees with exposure or suspected exposure to a person who has COVID-19 must follow quarantine guidance as detailed in the Exposure Management Plan.
- ✓ 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 be expected to follow current Los Angeles County Public Health Guidelines. Use of outdoor athletic fields by non-school youth sports teams, leagues, or clubs is permitted as long as care is taken to avoid unnecessary exposures for regular school employees and students.
- ✓ Employees are expected to conduct at-home health screenings each morning, prior to entering the workspace.

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- ✓ Masking is strongly recommended, but not required for anyone entering school buildings or school buses who have contact with others (students, parents or other employees).
  - ❑ Employees who have contact with others are offered, at no cost, a highly protective face mask that covers the nose and mouth. The masks will be available to 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, but wish to maximize personal protection, may consider 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.
  - ❑ Requirement to provide upgraded masks to all school employees: Current county guidelines recommend districts provide access to upgraded optional masks to all employees for voluntary use. Employers are required to provide, upon request, N95 masks to any unvaccinated employee.
  - ❑ No person shall be prevented from wearing a mask as a condition of participation in an activity or entry into a school site unless wearing a mask would pose a safety hazard.
  - ❑ Students are supported to wear masks, based on personal preference.
  
  - ❑ For the most updated LACDPH guidance and information on masking, refer to [COVID-19 Masks](#).
  - ❑ Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who have medical reasons why they cannot use or tolerate a face mask.
  - ❑ In alignment with the requirements in AB 130, LVUSD offers an independent study program for the 2021-22 school year.
  
- ✓ Employees who choose to wear a mask are instructed to wash or replace their face masks daily. Parents who choose to have their children masked are instructed to ensure that children have clean face masks.
  
- ✓ Consider increasing space between employees in any room or area used by staff for meals and/or breaks especially when space will be shared by employees who are not fully vaccinated or whose vaccination status is unknown.
  
- ✓ All employees, on-site contractors, vendors, and delivery personnel have been provided instructions regarding the optional use of face masks when around others indoors.

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✓ 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 - Nightly
- Classrooms - Nightly deep cleaning
- Laboratories - N/A
- Nurse's office - 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

✓ Employees are offered frequent opportunities to wash/sanitize their hands.

✓ Copies of this Protocol have been distributed electronically to all employees.

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

- ✓ Face masks are encouraged but optional for students on school buses and vans.
- ✓ Open windows on school buses (if air quality and rider safety concerns allow)
- ✓ School employees are deployed to meet incoming buses, cars, and students arriving on foot or by bicycle to ensure safety.
- ✓ 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.
- Students with IEP or 504 plans who require specialized services may be pulled out of their general education classroom and grouped with other students requiring similar services as needed to provide the appropriate level of instruction and care.
- Specialized staff who serve students with IEP or 504 plans and/or provide specialized services will need to work with different groups during the school day and this should be accommodated. All staff should be encouraged to wash or sanitize hands after leaving a classroom and before entering another classroom with a different group of students.
- Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.

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

Symptom screening is available to parents each morning, prior to bringing their students to school. Symptom screening is also recommended to be conducted before visitors may enter the school. Screening should 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 or in-person upon arrival.

- ✓ Students, staff, and visitors 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. See Exposure Management Plan for detailed guidance.

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):

- ✓ Visitors should be registered in a visitor log that includes a visitor's name, phone number and email address in case this information is needed in the future for contact tracing purposes. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information should also be captured in the visitor log
- ✓ Movement of visitors within the school is limited to designated areas such as outdoor meeting areas, the reception or lobby area, offices, and conference or meeting rooms, to the extent feasible in order to reduce unnecessary interaction with any stable learning groups.
- ✓ Visitors arriving at the school are encouraged to wear a face mask at all times while in the school.

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Measures that are in place to promote optimal ventilation in the school and are strongly recommended.

These may include (check all that apply):

- ✓ Movement of classroom learning, meals and activities to outdoor space is maximized whenever feasible and weather 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.
- ✓ Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate. Existing fire codes requiring closure of fire-rated doors must be respected.
- ✓ 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 condensers, motors, and coils performed prior to the start of school.
- ✓ District has installed REME HALO LED in-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 schedule has been established in order to avoid both under- and over-use of cleaning products.
- ✓ Buses are thoroughly cleaned daily and disinfected after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant spray and disposable gloves to support the disinfection of surfaces as needed during a run. Frequently touched surfaces are disinfected 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 cleaned at least daily, and more frequently as resources allow, using appropriate products (see below).
- ✓ Drinking fountains may be available for use. To minimize the risk of Legionnaires disease and other diseases associated with water, LVUSD has taken steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. This includes proper flushing and may require additional cleaning steps (including disinfection). Refer to CDC Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation: <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>.

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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, alcohol wipes are available for the objects and surfaces to be sanitized 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>.
- ✓ 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. Air filters are replaced on a regular schedule 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: Nightly deep cleaning & disinfection

✓ Measures are in place to support the use of appropriate face masks by all staff, students, and visitors, in alignment with current LACDPH orders.

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- ✓ Employees engaged in activities (such as the provision of physical therapy or personal assistance to individual students) 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.

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, rub thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
- ✓ Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.
- ✓ 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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**SPECIAL CONSIDERATIONS FOR PERFORMING ARTS**

**Music classes**

- **Outdoor activities are encouraged.**
- Playing of wind instruments in a group setting is permitted, with the following safety measures recommended:
  - Those playing wind instruments, are encouraged to wear a modified face covering that allows for direct contact with the instrument mouthpiece whenever they are playing the instrument.
  - Instrument bell covers are recommended during the playing of wind instruments indoors.
  - A minimum of 3-feet of physical distance between wind instruments and other individuals is recommended.
  - Routine testing with either PCR testing or antigen testing of students is recommended for those performing indoors.
- Consider using bell covers for the openings of wind instruments, modified masks that allow direct contact with instrument mouthpieces, and specially designed bags with hand openings for woodwind instruments to minimize the generation of droplets and aerosols, even when playing occurs outdoors.
- For activities that generate more forceful expired respiratory droplets such as singing, increased distance between individuals and engaging in these activities outside is strongly recommended. Routine testing of all members of the group at least weekly is recommended if singers are vocalizing without masks and without recommended physical distancing indoors.
- Use disposable absorbent pads or other receptacles, where possible, to catch the contents of spit valves or water keys; discard or clean properly after use.

**Theater classes**

- **Students and instructors in theater classes are encouraged to wear face masks at all times when indoors.** It is recommended that there be the increased physical distance if the participants are enunciating (for example, those in a theater workshop).
- Routine testing with either PCR testing or antigen testing of students is recommended for those performing indoors.
- Consider holding virtual or outdoor rehearsals and performances instead of indoors. Masks are encouraged to be worn at all times for indoor activities.

**Dance classes**

- Students and instructors are encouraged to wear face masks at all times while indoors, as practical.
- For activities that generate respiratory droplets such as heavy exertion, increasing the distance between individuals and limiting such activities to outdoor space is strongly recommended.
- Maximize the use of outdoor space for practice and performance as much as possible.
- Routine testing with either PCR testing or antigen testing of students is recommended for those performing indoors.

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**Music Recording**

- Singers or musicians playing wind instruments are permitted to perform in the sound booth without masks
- Before the booth is used by another musician or group of musicians, the booth should be well ventilated (consider the use of an air-purifying device) to promote full air exchange and equipment (e.g., microphones) should be sanitized.

**Performances**

- Any performances should follow the [Best Practices Guidance](#) for smaller venues to reduce the risk of spreading COVID-19 unless your performance or event is a Mega Event (defined as more than 1,000 attendees in an indoor venue or 10,000 attendees outdoors), and then you should follow the Guidance for Mega Events. Note that all performances in schools or other supervised youth settings requires use of masks in indoor spaces by all persons present regardless of vaccination status.

**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
  - ✓ Optional 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
  - ✓ 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, the 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.

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✓ 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 the 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 a 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 were taken to modify IEPs and 504 plans to assure student safety complies 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 online.

**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: April 11, 2022**

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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 seek testing at county test facility
  - Advised use of home test is acceptable
- For Asymptomatic screening testing program, staff and students who are not fully vaccinated should be prioritized for regular testing as an important part of identifying infections early to prevent transmission on campus. Based on the current level of community transmission, fully vaccinated individuals may be considered for asymptomatic screening testing programs if there is sufficient testing capacity. School screening testing programs should use an FDA-authorized viral COVID-19 test, including a Nucleic Acid Amplification Test (NAAT, such as PCR) or an Antigen test, that is collected and performed in a healthcare setting or certified testing site. An FDA-authorized Over-the-Counter test (or at-home test) is acceptable for use in COVID-19 school screening testing programs. Note, that unverified Over-the-Counter test results cannot be used to fulfill required testing for school employees under the California State Health Officer Order. program are advised to apply DPH guidance on Decision Pathways for persons who have not been tested yet for COVID-19 but screen positive for symptoms prior to school entry or while at school.

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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.
- Students and staff with COVID-19 can end isolation after Day\* 5 ONLY if all of the following criteria are met: 1. A COVID-19 viral test\*\* collected on Day 5 or later is negative, and 2. No fever for at least 24 hours without the use of fever-reducing medicine, and 3. Other symptoms are improving --or-- Isolation can end after Day 10 if both these criteria are met: 1. No fever for at least 24 hours without the use of fever-reducing medicine, and 2. Other symptoms are not present or are improving. \*For symptomatic students and staff, Day 0 is the first day of symptoms; Day 1 is the first full day after symptoms develop. For asymptomatic students and staff, Day 0 is the day the first positive test was collected; Day 1 is the first full day after the positive test was collected. \*\*The test must be an FDA authorized viral test (e.g., PCR or Antigen test, including at-home tests). An antigen test is preferred for testing out of isolation.
- Regardless of when isolation ends, students with COVID-19 are encouraged to wear a highly protective mask when around others, except when eating or drinking for 10 days after the positive test. Staff who have contracted COVID-19 are **required** to wear a highly protective mask in the workplace around others, except when eating or drinking for 10 days after a positive test. The mask should be a well-fitting medical mask or respirator or a well-fitting non-cloth\* mask of multiple layers of non-woven material with a nose wire. \*Cloth masks meeting ASTM standards for high filtration efficiency (ASTM F3502-level 2) are permitted. See [ph.lacounty.gov/masks](http://ph.lacounty.gov/masks) for more information.
- NOTE: For staff, per Cal/OSHA COVID-19 Prevention Emergency Temporary Standards (ETS), testing that is required for employees must be provided by the employer free of charge and during work hours; these tests may not be self-administered or self-read unless they are observed by the employer or an authorized telehealth proctor.
- School Compliance Officer works to identify all individuals or all groups in the school with an exposure to the confirmed positive case during their infectious period  
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 as described in the Home Isolation INstructions for COVID-19 ([ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation)). A person with a positive COVID-19 test but no symptoms is considered infectious from 2 days before their test was taken until their isolation ends.
- Close Contact: Persons are considered to have been exposed to a case (close contact) during the infectious period if they shared the same indoor airspace at school with the infected person for 15 minutes or more over a 24-hour period. In large indoor airspaces, those considered exposed may be limited to 1) those in a pre-defined or identifiable group (e.g. teammates, club members, cohort, etc.) or 2) those within 6 feet of the infected person for 15 minutes or more over a 24-hour period. This is the preferred approach for identifying close contacts.

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- Alternatively, schools may limit designation of close contact to individuals who were within 6 feet of the infected person for 15 minutes or more over a 24-hour period and may apply this definition in all settings, including classrooms
- School Compliance Officer must notify DPH of employees, children, and visitors with confirmed COVID-19 who were on campus at any point within the 14 days prior to the illness onset date (school-associated case).
- All school-associated COVID-19 cases should be reported online through the secure web application, the Shared Portal for Outbreak Tracing (SPOT): [https://spot.cdph.ca.gov/s/?language=en\\_US](https://spot.cdph.ca.gov/s/?language=en_US). All case notifications should be submitted within 1 business day of being notified of the case.
  - All close contacts identified to have had an exposure (identified through individual contact tracing) or groups with a potential exposure (identified through group tracing) to a COVID-19 positive case at school are notified by the School Compliance Officer of the exposure. This can be done through the individual contact tracing option or a student group tracing option, as described below.
    - Notification can be done using an individual notification or group notification method where individuals are notified of their exposure and actions to take. Refer to the sample exposure notification letter (posted on [ph.lacounty.gov/EducationToolkitTK12](http://ph.lacounty.gov/EducationToolkitTK12)) for the appropriate
    - If applying the within 6 feet of an infected person for 15 minutes or more over a 24-hour period definition for identifying close contacts in classroom or similar size settings, all other individuals who shared in the same indoor airspace with the infected person for 15 minutes or more over a 24-hour period must be notified and provided with the recommended actions to take.
  - Action for close contacts who are required to quarantine
    - The following close contacts are required to quarantine\*:
      - Asymptomatic staff who are not up to date on their COVID-19 vaccines (unvaccinated, not fully vaccinated, or fully vaccinated but not boosted if eligible\*)

\*\*Asymptomatic staff close contacts who are fully vaccinated and not boosted (if eligible) can remain at the worksite on the condition that if they do not have symptoms and meet testing and masking requirements. The requirement to quarantine continues to apply to all settings other than the employee worksite. This guidance is outlined in Cal/OSHA COVID-19 Prevention Emergency Temporary Standards (ETS). Additional details are provided in the section: "Action for close contacts who are not required to quarantine".
  - Unless they meet the criteria for remaining on site at school, staff close contacts who are required to quarantine must self-quarantine (stay in their home or another residence, separate from others) and monitor for symptoms as outlined in Quarantine and Other Instructions for Close Contacts. As long as symptoms of COVID-19 are not present, they may end quarantine either: As long as symptoms of COVID-19 are not present, they may end quarantine either:

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- After 10 full days have passed from their last known contact to the infectious case (as defined above). Activities may resume starting on Day 11 provided they are asymptomatic; OR
- After 5 full days have passed from their last known contact to the infectious case if they have a negative viral test result from a specimen collected on Day 5 from the date of last exposure to the case. Activities may resume starting on Day 6. The test must be an FDA-authorized viral COVID-19 test (e.g., NAAT or Antigen test, including at-home tests). If the test is positive, follow Home Isolation Instructions for COVID-19 ([ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation)). NOTE: For staff, per Cal/OSHA COVID-19 Prevention Emergency Temporary Standards (ETS), testing that is required for employees must be provided by the employer free of charge and during work hours; these tests may not be self-administered or self-read unless they are observed by the employer or an authorized telehealth proctor.
  
- Regardless of when quarantine ends, close contacts who are required to quarantine must continue to monitor their health and are **REQUIRED** to wear a highly protective mask around others, except when eating or drinking, for 10 days after the last date of exposure, especially indoors, except when eating or drinking. Staff close contacts are **required** to wear a highly protective mask in the workplace around others, except when eating or drinking, for 10 days after the last date of exposure. See [ph.lacounty.gov/masks](http://ph.lacounty.gov/masks) for more information. Staff may request masks and respirators from their employer at no cost to staff. See [Wear a Mask and Know your Rights](#) for more information. See [ph.lacounty.gov/masks](http://ph.lacounty.gov/masks) for more information. If symptoms develop, test using an FDA authorized viral COVID-19 test and stay home. If the test is positive, follow Home Isolation Instructions for COVID-19 ([ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation)).
  
- Action for identified close contacts who are not required to quarantine\*
  - o The following close contacts are not required to quarantine provided they remain asymptomatic:
    - Students regardless of vaccination status
    - Staff who are fully vaccinated and not eligible for a booster
    - Staff who are fully vaccinated and boosted, if eligible
      - \*Asymptomatic students and staff close contacts who were previously infected with SARS-CoV-2 within the last 90 days are not required to quarantine and exempt from testing, regardless of vaccination status.
  - o Close contacts who are not required to quarantine may remain on campus if they meet the following requirements: (1) monitor for symptoms; (2) wear a highly protective mask around others indoors, except when eating or drinking, for 10 days after the last date of exposure; (3) test with an FDA-authorized viral COVID-19 test (e.g., PCR or Antigen test, including at-home tests) within 3-5 days since the last date of exposure.

NOTE: Asymptomatic student and staff close contacts who were previously infected with SARS-CoV-2 within the last 90 days are not required to quarantine and are exempt from testing but must mask around others indoors for 10 days after the last date of exposure.

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- If applying the within 6 feet of an infected person for 15 minutes or more over a 24-hour period definition to identify close contacts in classrooms or similar size settings, all other individuals who shared in the same indoor airspace with the infected person for 15 minutes or more over a 24-hour period are **strongly recommended** to (1) monitor for symptoms; (2) wear a highly protective mask around others indoors, except when eating or drinking, for 10

days after the last date of exposure; (3) test with an FDA-authorized viral COVID-19 test (e.g., PCR or Antigen test, including at-home tests) within 3-5 days since the last date of exposure.\*

- If symptoms develop, test using an FDA-authorized viral COVID-19 test and stay home. If the test is positive, follow Home Isolation Instructions for COVID-19 ([ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation)).
  - Staff may request masks and respirators from their employer at no cost to staff. See *Wear a Mask and Know your Rights* for more information.
  - Per Cal/OSHA COVID-19 Prevention Emergency Temporary Standards (ETS), testing that is required for employees to return to work must be provided free of charge and during work hours; these tests may not be self-administered or self-read unless they are observed by the employer or an authorized telehealth proctor. See Cal-OSHA Testing FAQs to learn more.

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

Required: Employees with a campus exposure should follow the guidance outlined in Cal/OSHA COVID19 Prevention [Emergency Temporary Standards](#) Isolation and Quarantine section. However if an employee's quarantine period ends before they meet Cal/OSHA's criteria for return-to-work, they may return to the Worksite(s) as soon as they have cleared quarantine per the Health Officer Quarantine Order. A summary of requirements is provided in the Public Health

guidance document on Responding to COVID-19 in the Workplace. Per Cal/OSHA ETS, testing that is required for employees must be provided by the employer free of charge and during work hours; these tests may not be self-administered or self-read unless they are observed by the employer or an authorized telehealth proctor.

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

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**If the 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 exist, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including the i
- mplementation of site-specific interventions.

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

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

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

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**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 notifies case to follow isolation instructions.*
- 3) *Required: School works with DPH to identify school contacts. Schools can call the TK-12 school COVID-19 case reporting call center for assistance with identification of close contacts and exposure management. .*
- 4) *Required: School identifies and notifies school contacts of exposure using an individual contact tracing option or group tracing option.*
- 5) *Required: School submits a report to DPH with information on the confirmed case.*
- 6) *Recommended: School sends general notification to inform the school community of the school exposure and precautions taken to prevent the spread.*

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**Appendix A: Steps for Managing Exposures to 1, 2, and  $\geq$  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 the 2 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 DPH by calling the TK-12 School COVID-19 Case Reporting Call Center or reporting online at: <a href="https://spot.cdph.ca.gov/s/?language=en_US">https://spot.cdph.ca.gov/s/?language=en_US</a>.</p> <p>2) <i>Required:</i> DPH determines if the outbreak criteria have been met. If a DPH outbreak investigation is activated, a public health investigator will contact the school to coordinate the outbreak investigation.</p>