

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
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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 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, 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	Count	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;
 - Immediate quarantine of exposed unvaccinated employees and/or students; and
 - 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.
 - ✓ 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. 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. 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 of employees during paid time for:
 - Unvaccinated employees, no less than once-per-week
 - 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).
 - In addition, the school may consider a strategy for periodic testing for asymptomatic individuals with no known exposure. The California Department of Public Health (CDPH) is not requiring any particular frequency or procedure for asymptomatic testing at this time. However, the state has put into place support for specific testing cadences through supplemental testing supplies, shipment, laboratory capacity, enrollment and reporting technology, training, and assistance with insurance reimbursement. Schools are advised to access information and resources regarding school-centered testing at the state's [Safe Schools for All hub](#). In times of high rates of community transmission, LA County recommends that periodic testing include fully vaccinated individuals where resources allow.
 - 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, 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. 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 required for anyone entering school buildings or school buses who has contact with others (students, parents or other employees).

- ❑ 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.
- ❑ Employees who are exempt from wearing a mask while indoors, must undergo COVID-19 testing at least twice per week, unless the employee provides proof of full vaccination status against COVID19.
- ❑ Employers are required to provide, upon request, respirators to any unvaccinated employee along with instructions on how to ensure the mask fits appropriately.
- ❑ Employees that are in a setting where they are in close contact with other people who may not be fully vaccinated should be offered and should consider wearing higher level of protection, such as wearing two masks (“double masking”) or a respirator (e.g., KN95 or N95). This is particularly important if the employee is not fully vaccinated and is working in an indoor or crowded outdoor setting.
- ❑ All staff must wear a face mask at all times, except when working alone in private offices with closed doors; when they are the only individual present in a larger open workspace for multiple employees; or when eating or drinking.
- ❑ 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 have medical reasons why they cannot use or tolerate a face mask. Students who present appropriate documentation demonstrating a disability or condition that does not allow them to safely wear a mask should wear a face shield with drape at the bottom if their condition allows it. Students with documented conditions that do not accommodate the face shield and drape may request a reasonable accommodation from the school or district. Assessing for exemption due to a medical condition, mental health condition, disability or hearing impairment that prevents wearing a mask, is a medical determination and therefore must be made by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician. Self-attestation and parental attestation for mask exemptions due to the aforementioned conditions do not constitute medical determinations. Appropriately documented medical exemptions are the only acceptable reason a student may be excused from the requirement to wear a mask indoors at school. Personal belief or religious exemptions do not apply to masking requirements.
- ❑ It is strongly recommended that any student who is exempt from wearing a mask indoors be tested for COVID-19 at least twice a week, unless they provide proof of full vaccination status against COVID-19.
- ❑ In alignment with the requirements in AB 130, LVUSD offers an independent study program for the 2021-22 school year.

✓ Employees are instructed to wash or replace their face masks daily. Parents are instructed to ensure

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that children have clean face

masks.

✓ 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.

✓ 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 required use of face masks when around others indoors.

✓ 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

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- ✓ 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 required at all times 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 busses, 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 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. Staff that are not fully vaccinated should consider wearing a face shield in addition to the required mask, if entering multiple classrooms for this purpose. 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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Symptom screening is to be conducted by 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. These individuals are not required to quarantine unless they are unvaccinated and the exposure has been confirmed through a positive COVID-19 diagnostic viral test or a clinical diagnosis from a medical provider. Students who have a confirmed exposure are accompanied to 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
- ✓ The preceding quarantine instructions do not apply to an individual who has a confirmed exposure but demonstrates proof of full vaccination against COVID-19 and is asymptomatic. Those individuals are not required to quarantine but are strongly recommended to be tested for COVID-19 as a result of their exposure regardless of their vaccination status.

Reported Close Contacts:

- Any unvaccinated adult who 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 unvaccinated middle or high school student who 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.
- The preceding quarantine instructions do not apply to an individual who reports a close contact but demonstrates proof of full vaccination against COVID-19 and is asymptomatic. Those individuals are not required to quarantine but are strongly recommended to be tested for COVID-19 as a result of their exposure regardless of their vaccination status.

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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):

- ✓ 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 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 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 ensure the use of appropriate face masks by all staff, students, and visitors at all times when indoors. 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 indoors 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 have medical reasons why they cannot use or tolerate a face mask. They should substitute a face shield with a drape at the bottom if tolerated.
- ✓ 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.
- ✓ 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) 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 indoors 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.
- ✓ 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

- Any activity that requires participants to remove their face masks may only be done as a group if the activity is held outdoors. However, individuals may practice such activities alone indoors in a studio or practice room with the door closed.
- Playing of wind instruments is permitted indoors in a group setting as long as the following safety measures are adhered to:
 - Those playing wind instruments must properly wear a modified face covering that allows for direct contact with the instrument mouthpiece whenever they are playing the instrument. During periods that the students are not actively practicing or performing, they should switch to full face coverings.
 - Instrument bell covers must be used during playing of wind instruments indoors.
 - Perform at least weekly screening testing with either PCR testing or antigen testing of all unvaccinated individuals participating in the group practice or performance. Those musicians playing wind instruments indoors must test at least weekly regardless of vaccination status.
- 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. Masks are required when singing indoors with others present. Individual singers may practice alone indoors without a mask or with a single instructor present while indoors in a studio or practice room if both of them are masked. Increased distance between the singer and instructor is recommended.
- Limit the exchange (or sharing) of any instruments, parts, music sheets, or any other items.
- Use disposable absorbent pads or other receptacles, where possible, to catch the contents of spit valves or water keys; discard or clean properly after use.

Theater classes

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

Dance classes

- Students and instructors must wear face masks at all times while indoors. Masks may be removed momentarily to drink water; during water breaks, students should be reminded to maintain an increased distance from others while masks are removed. Students should be reminded to limit their exertion to a level that is comfortable while wearing a face mask and to take frequent breaks from exercise if they begin to experience any difficulty breathing. Masks may be briefly removed while a participant rests and catches their breath as long as they move an appropriate

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distance from all others in the space.

Masks should be changed if they become wet, if they stick to a person's face or if they obstruct breathing.

- For activities that generate respiratory droplets such as heavy exertion, increasing the distance between individuals and limiting such activities to outdoor space is strongly recommended.
- Maximize use of outdoor space for practice and performance as much as possible. Masks must be worn at all times for indoor activities.

Music Recording

- Singers or musicians playing wind instruments are permitted to perform in the sound booth without masks only if they are sealed in the booth for solo recording and no other individuals are in the booth at the time.
- Other instrumental music may be recorded using a sound booth; however, a minimum of 3 feet of physical distance must be maintained between all musicians at all times and masks are required as for all other indoor spaces,
- Before the booth is used by another musician or group of musicians, the booth should be well ventilated (consider use of an air purifying device) to promote full air exchange and 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
- ✓ 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
- ✓ School policies concerning parent visits to school and advisability of contact the school remotely

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✓ 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: August 9, 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.

Districtwide Team		
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
Elementary Site	Middle School Site	High School Site
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
- ❑ 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, if there is ample testing capacity it is recommended that fully vaccinated individuals be included in a school's asymptomatic screening testing program.

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

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(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.

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. NOTE: Exposures associated with youth sports programs will be reviewed by Public Health to confirm which persons need to quarantine, including the possibility of quarantining all individuals on the same team with an infected person (or individuals on an opposing team who were playing against a team with an infected person), if exposures cannot be ruled out. Please refer to the [Exposure Management Plan for Youth Recreational Sports Programs](#) for specific guidance.
-
- School Compliance Officer must notify DPH of (1) employees and children with confirmed COVID-19 who were on campus at any point within the 14 days prior to the illness onset date and (2) persons on campus who were exposed to the infected person during the infectious period. The illness onset date is the first date of COVID-19 symptoms or the COVID-19 test date, whichever is earlier.
 - 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. 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](#).

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The notification should include the following elements:

- Employees with a worksite exposure should follow guidance outlined in Cal/OSHA COVID19 Prevention [Emergency Temporary Standards \(ETS\)](#). A summary of requirements is provided in the [Public Health guidance document on Responding to COVID-19 in the Workplace](#).
- 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. 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 who are not fully vaccinated must 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), If they remain asymptomatic, quarantine can end after Day 10 from the last date of exposure without testing but they must continue to monitor their health and adhere to COVID-19 prevention precautions through Day 14. Quarantine may end after Day 7 for exposed students who remain asymptomatic, if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative, but they must continue to monitor their health and adhere to COVID-19 prevention precautions through Day 14. Home Quarantine Guidance for COVID-19 is available at: [ph.lacounty.gov/covid quarantine](https://ph.lacounty.gov/covid-quarantine).
- NOTE: Asymptomatic persons who are fully vaccinated AND who are a close contact to a confirmed case are recommended to test for COVID-19 as a result of their exposure but are not required to quarantine. However, they should monitor for symptoms of COVID-19 for 14 days following an exposure. Persons who have recovered from laboratory-confirmed COVID19 within the last 90 days AND who are a close contact to a confirmed case are not required to quarantine or test for COVID-19.
- 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.
- District wide 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.
- 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.
- ❑ 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).

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Appendix A: Steps for Managing Exposures to 1, 2, and ≥ 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: Asymptomatic persons who are fully vaccinated and have had an exposure are recommended to test but are not required to quarantine. Asymptomatic person who have been diagnosed with COVID-19 within 90 days and have an exposure are not required to quarantine or test for COVID-19.
- 6) *Required:* School informs school contacts that DPH will contact them directly to collect additional information and issue Health Officer Order for Quarantine.
- 7) *Required:* District Compliance Officer submits a report to DPH within 1 business day with information on the confirmed case and persons who were exposed to the case at the site.
- 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 \geq 3 COVID-19 Cases at School

**2
Cases**

- 1) *Required:* Follow steps for 1 confirmed case.
- 2) *Recommended:* 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 [COVID-19 Exposure Investigation Worksheet for the Education Sector](#) tool is available to help assess for epi links. If Epi links exist, School implements additional infection control measures

**3+
Cases**

- 1) *Required:* If a cluster of 3 or more cases occurred within 14 days of each other, the school immediately notifies ACDC Education Sector Team at ACDC-Education@ph.lacounty.gov.
- 2) *Required:* DPH requests that the [COVID-19 Case and Contact Line List for the Educational Sector](#) 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.