Protocol for K-12 Schools: Appendix T1

Recent Updates (Changes highlighted in yellow)

3/11/2022

- Beginning March 12, 2022 masks will be strongly recommended but not required indoors.
- Schools are required to offer upon request, for voluntary use, well-fitting medical masks and respirators to school employees who work indoors and are in contact with others.
- Revisions to performing arts section to incorporate the lifting of indoor mask, physical distancing and testing requirements and the reclassification of these measures as strong recommendations.
- Removal of references to surge protocol now that County is in post-surge status.

The County of Los Angeles Department of Public Health (DPH) is adopting a staged approach, supported by science and public health expertise, to enable schools serving students from transitional kindergarten through grade12 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 ph.lacounty.gov/Coronavirus for updates to this document.

This document starts with a discussion of current provisions for on-campus education in Los Angeles County (LAC), followed by information about safety strategies specific to the school environment.

The TK-12 reopening checklist provides safety measures in five areas:

(1) Workplace policies and practices to protect employee and student health

(2) Measures to create distancing where feasible

(3) Measures to optimize infection control

(4) Communication with employees, students and families of students and the public

(5) Measures to ensure equitable access to critical services

These five key areas contain numerous strategies that your school may choose to implement as your facility develops a plan to provide a safe environment for all employees, students, and visitors. Although some preventive and protective measures are currently required in all schools and are clearly indicated as such in the following protocol, most measures are optional and voluntary. Nevertheless, it is still appropriate for schools to implement multiple layers of COVID-19 mitigation strategies while fully re-opening to limit cases and transmission on the school campus. Additional measures described in Appendix T2: Exposure Management Plan for K-12 Schools **must** also be implemented and are applicable to all on-site personnel. Further resources for TK-12 Schools can be found in the TK-12 School COVID-19 Toolkit.

General Reopening Guidance for All Schools

At this time, all schools are permitted to reopen for all students in any grades TK – 12.

Note for childcare 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.

COVID-19 VACCINATION IS THE FIRST LINE OF DEFENSE

Achieving a high vaccination rate on your school campus is the first and best way to lower risk of infection and transmission at your school, greatly decrease risk of severe illness, hospitalization, and death in those who are fully vaccinated, and provide an additional layer of protection for those who cannot be fully vaccinated, are immunocompromised, or have underlying health conditions. For this reason, in addition to all requirements and recommendations written in this protocol, schools are urged to adopt strategies that normalize, promote, and facilitate COVID-19 vaccination and booster doses for all eligible staff and students on your campus. Please see LACDPH Vaccine Clinic Toolkit for Schools, a step-by-step guide with best practices for hosting a school-based vaccine clinic. Also be aware that a Health Officer Order issued by the State of California on August 11, 2021 requires all school staff to either show proof of full vaccination or be tested at least once per week. The State also announced that students will be required to be vaccinated for in person learning starting the term following full FDA approval of the vaccine for their grade span (7-12 and K-6).

TK to Grade 12 COVID-19 Prevention Checklist

Institution name: New Los Angeles Charter School

Address: 1919 S. Burnside Ave. LA 90016

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.

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 includes, but is not limited to the following elements:

☑ A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. 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 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 Appendix T2: Exposure Management Plan for K-12 Schools
- Assurance of access to testing for all exposed students within the school who are not fully vaccinated, and all exposed staff who are not fully vaccinated, or fully vaccinated and overdue for their booster dose
- Notification to 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 Education 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 Education 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.

☑ 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 students and staff who are not fully vaccinated and have known or suspected exposure to an individual infected with SARS-CoV-2. Note that 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).
- Schools are strongly recommended to maintain sufficient testing capacity 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. **Please notify DPH immediately if you do not have testing capacity to meet this requirement.** If resources allow, schools should 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. 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.
- 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.
- All employees have been told not to come to work if sick. School officials have provided information to employees regarding employer or government sponsored leave benefits.

☑ Employees with an exposure or suspected exposure to a person who has COVID-19 must follow quarantine guidance as detailed in Appendix T2: Exposure Management Plan for K-12 Schools.

☑ Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is permitted. Use of indoor school facilities provides more risk of contamination of indoor air and surfaces and care should be taken to avoid unnecessary exposure for regular school employees and students. Routine cleaning after use of indoor facilities by non-school groups is recommended. 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.

- Employee screenings are recommended to be conducted before employees may enter the workspace. Entry screening should include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee is currently under isolation or quarantine orders. These screenings can be done in-person upon arrival at the site or remotely before arrival using a digital app or other approach.
- Note that current Cal/OSHA ETS requires employers to exclude employees from the workplace who have COVID-19 symptoms and/or are not fully vaccinated and have had a close contact. Cal/OSHA does not prescribe any particular method of employee screening but implementing some method as recommended will assist in compliance with the current ETS.

☑ Masking is strongly recommended but not required for anyone entering school buildings or transports (school buses as well as school buildings) who has contact with others (students, parents, or other employees).

- Employees who have contact with others must be provided, at no cost, a highly protective face mask such as a surgical mask or a respirator, depending on the employee's preference. It is strongly recommended that the mask be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask but wish to maximize their personal protection may consider a non-restrictive alternative such as a face shield with a drape on the bottom edge. A drape that is form fitting under the chin is best.
- Requirement to provide upgraded masks to school employees: It is strongly recommended that school employees, as defined above, wear surgical-grade masks (also referred to as medical procedure masks) or higher-level PPE (e.g., KN95 or N95 respirator masks) indoors. For those wearing surgical masks, double masking, with a cloth face covering worn over the surgical mask, is recommended for enhanced protection. Employers are required to provide, , for voluntary use, well-fitting medical masks and respirators, such as an N95, KN95 or KF94, at no cost to their school employees who work indoors and have contact with others. Please note, that CAL/OSHA requires that employers provide respirators upon request for voluntary use to any unvaccinated employee who is working indoors or in vehicles with more than one person along with instructions on how to ensure the mask fits appropriately.
- No person can be prevented from wearing a mask as a condition of participation in an activity or entry into the school site unless wearing a mask would pose a safety hazard.
- It is strongly recommended that staff wear a face mask at all times when indoors, 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.

- It is strongly recommended but not required that students wear upgraded masks indoors which at a minimum are well-fitting non-cloth masks of multiple layers of non-woven material with a nose wire. (Cloth masks meeting ASTM standards for high filtration efficiency (ASTM F3502-level 2) also meet recommendations for upgraded masks. See ph.lacounty.gov/masks for more information). Nothing in this protocol requires that the school provide upgraded masks to its general student population. **However, masking with some appropriate type of face covering is strongly recommended when indoors except when actively eating or drinking**.
- 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 or in situations where use of masks is challenging due to pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs). For students who prefer increased personal protection but cannot tolerate a mask, they may consider using a face shield with a drape at the bottom.
- Public schools should be aware of the requirements in AB 130 to offer independent study programs for the 2021-22 school year.

☑ It is recommended that employees who continue to mask be instructed to wash or replace their face masks daily and parents be instructed to ensure that children who continue to mask come supplied with multiple clean face masks.

☑ Staff are discouraged from eating or drinking except when they are able to increase their physical distance from others.

☑ 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.

☑ Schools should consider implementing measures to clearly communicate to all employees, on-site contractors, vendors, and delivery personnel instructions regarding the strong recommendations for and proper use of face masks when around others indoors.

☑ Break rooms, restrooms, classrooms, and other common areas used or visited by staff are cleaned at the frequency listed below. Routine cleaning is recommended at a frequency no less than once per day during periods of operation but may be done more frequently.

- Break rooms
- Restrooms
- Classrooms
- Laboratories
- Nurse's office
- Counseling and other student support areas
- Front office
- Other offices
- Other (auditorium, gymnasium, library if in use) _____

☑ High touch areas in staff breakrooms are recommended to be cleaned at least once per day.

☑ It is recommended that hand sanitizer effective against COVID-19 be made available to all employees in or near the following locations (check all that apply):

- Building entrance/s, exit/s ✓
- Central office ✓
- Stairway entrances _____
- Elevator entry (if applicable) ✓
- Classrooms ✓
- Faculty breakroom ✓
- Faculty offices: ✓

☑ It is recommended that employees be offered frequent opportunities to wash their hands with soap and water.

☑ Copies of this Protocol have been distributed to all employees.

☐ Optional—Describe other measures:

_____

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

NOTE: LACDPH recommends that measures be implemented to create physical distancing when doing so will not interfere with the full-time attendance of all enrolled students. This is especially important during times that groups of students are outside the classroom (e.g., hallway transitions) where increased physical distance is preferred. For situations when physical distancing may not be feasible (e.g., very full classrooms) wearing a mask remains strongly recommended.

☒ NA Face masks are strongly recommended but not required on school buses and vans.

☒ NA Consider maintaining measures to promote physical distancing of students on school busses since many students remain unvaccinated. These measures may include (check all that apply):

- Seating one child per bus seat. _____
- Use of alternating rows. _____
- Open windows as air quality and rider safety concerns allow. _____

☑ Consider implementing measures to reduce crowding as students, parents or visitors enter and move through the school building. These may include (check all that apply):

- Schedules are adjusted to avoid crowding in common spaces and when possible, allow single classrooms or small groups to move through common spaces (such as hallways and bathrooms) at a given time. ✓
- School employees are deployed in hallways to promote physical distancing and reduce loitering and crowding as students enter and proceed to classrooms. ✓
- The following measures may be implemented to avoid crowding on stairways:
  - Designation of up and down stairways ✓
  - Staggering of breaks between classes ✓
  - Monitoring of stairways by school staff ✓
  - Other: _____

☑ Consider implementing measures that allow for physical distancing within classrooms when possible without interfering with essential operations. These may include the following measures (check all that apply):

- Classroom furniture is set up to maximize distance between students and between students and teachers. As a best practice, avoid using "pod" seating arrangements in classrooms. Where distancing is not feasible consider other safety measures including the strong recommendation to wear masks indoors.
- Consider enhancing improved ventilation.
- Consider maintaining an increased distance as much as possible indoors when students or staff are not masked
- Nap or rest areas in classrooms have students placed an increased distance apart and alternating feet to head.
- Other: _____

☑ Consider offering physical education classes outdoors as much as possible and select activities that allow for physical distancing. During physical education classes held indoors it is strongly recommended that all present wear masks except when drinking water.

NA Consider implementing school policies that promote physical distancing in locker rooms. Policies may include:

- Offering access to locker rooms only when staff supervision is possible. Staggering locker room access. Consider limiting the total time students and student athletes spend in locker rooms, for example, suggest student athletes shower at home after practice and games.
- Creating alternative options for storage of student clothing, books, and other items.

☑ Consider implementing measures to increase physical distancing during school meals when students will be indoors and unmasked. These may include (check all that apply):

- If students line up to pick up food, tape or other markings are used to promote distance between students. _____
- If meals take place in a cafeteria, mealtimes are staggered to reduce the number of groups in the cafeteria at any one time. ✓
- If meals take place in a cafeteria, space between all tables/chairs has been increased to maintain distance between students while eating.

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

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

- Students, staff, and visitors who screen positive at entry or who report symptoms at any point during the school day should 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 provided a surgical mask, unless they are already wearing a mask of

recommended quality and accompanied to a pre-selected 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 Appendix T2: Exposure Management Plan for K-12 Schools for detailed guidance. Screening of adults and of middle and high school age students should include a question about close contact with anyone at home, school or elsewhere in the past 10 days who has tested positive for COVID-19.

- Anyone who is screened for recent exposure and reports close contact with an infected person should be managed per guidance in Appendix T2: Exposure Management Plan for K-12 Schools

☑ Consider implementing measures to limit risk of infection due to visits by individuals other than staff and students. These may include (check all that apply):

- Schools should limit nonessential visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated.
- 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 best limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible, in order to reduce unnecessary interaction with any stable learning groups. ✓
- Visitors arriving at the school are strongly recommended but not required to wear a face mask at all times while inside the school. This applies to all 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 should wear a face shield with a drape on the bottom edge, as long as their condition permits it. A drape that is form fitting under the chin is preferred. To support the safety of your employees and other visitors, consider offering a face mask to visitors who arrive without one. For the safety of the visitors, as well as the entire school population, it is recommended but not required at this time that visitors wear an increased grade of mask while on campus such as a surgical grade (or medical procedure) mask or higher-level PPE (e.g., KN95 or N95 respirator). ✓

☑ Implementing measures to promote optimal ventilation in the school is 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 system is in good, working order. Prior to school reopening, consider having the HVAC system 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. ✓
- Portable, high-efficiency air cleaners have been installed if feasible. ✓
- 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 a higher efficiency (MERV-13 or higher rating is preferred). _____

NA Due to large room capacity and high-risk activities occurring on the court, improved ventilation in gymnasiums is a critical strategy to lower risk of viral transmission and outbreaks occurring as a result of high-risk competitive play. Strategic use of fans to improve air exchange at floor level may have significant impact at mitigating this risk. See Best Practices for Gymnasium Ventilation for further guidance. _____

- Other: _____

☑ It is recommended to have measures in place to promote appropriate cleaning 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 wipes and disposable gloves to support disinfection of surfaces as needed during a run.
- Drinking fountains may be available for use. To minimize the risk of Legionnaire's disease and other diseases associated with water, take 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. _____
- 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. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together – this causes toxic fumes that may be very dangerous to breathe. _____
- 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 (PPE), including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product. _____
- All cleaning products are kept out of children's reach and stored in a space with restricted access. _____
- Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality. _____
- 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. _____
- Restrooms, lobbies, break rooms and lounges, and other common areas are cleaned at the frequency listed below. Routine cleaning is recommended at a frequency no less than once per day during periods of operation but may be done more frequently.
    - Restrooms: _____

- Lobbies/entry areas: ✓
- Teacher/staff break rooms: ✓
- Classrooms: ✓
- Cafeteria dining area: ✓
- Cafeteria food preparation area: ✓
- Front office: ✓
- Other offices: _____
- Other areas: _____

☑ Measures are in place to promote use of appropriate face masks by staff, students, and visitors when indoors, in alignment with the strong recommendations in the Health Officer Order. These include (check all that apply):

- Staff, parents, and students are informed of the strong recommendation to wear face masks indoors prior to the start of the school year and on a regular basis throughout the school year. ✓
- All students 2 years of age and older are strongly recommended to wear face masks at all times while indoors on school property except while eating, drinking, or carrying out other activities that preclude use of face masks. ✓
- It is strongly recommended but not required that students wear upgraded masks. A well-fitting, non-cloth mask of multiple layers of non-woven material with a nose wire is recommended. (Cloth masks meeting ASTM standards for high filtration efficiency (ASTM F3502-level 2) are recommended. See ph.lacounty.gov/masks for more information.) Nothing in this protocol requires that the school provide upgraded masks to its general student population. **However masking with some appropriate type of face covering is strongly recommended indoors on the school campus** except when actively eating or drinking. 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 may consider substituting a face shield with drape at the bottom if tolerated, if use of personal protection is desired by the student or parents.
- It is recommended that information is provided to staff, parents and students concerning proper use of face masks including the need to wash or replace face masks after each day's use. ✓
- It is recommended that signage at the entry to the school, at the entry to the school office and throughout the school building reinforce the strong recommendation for and proper use of face masks. ✓
- Parents of younger children who prefer their child continues to wear a mask 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 face mask during the day. ✓
- 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.). ✓
- Teachers or other staff who prefer to wear masks but are concerned about potential barriers to phonological instruction should consider masks with clear areas that make the lips and mouth visible. They also may consider substituting a face shield with a drape at the bottom.

☑ Implementing measures to promote frequent hand washing by staff, students, and visitors is recommended. 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 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, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper hand washing. ✓
- Ethyl alcohol-based (contains at least 60% ethanol) 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-based hand sanitizer is preferred and should be used in school environments. Hand sanitizers with isopropyl alcohol as the main active ingredient are not used in the school, as it is more irritating and can be absorbed through the skin. ✓
- Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Hand sanitizer is not out in the open and 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 at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions. ✓

SPECIAL CONSIDERATIONS FOR PERFORMING ARTS

NA

Music classes

- It is strongly recommended that any activity that requires participants to remove their face masks only be done as a group if the activity is held outdoors.
- Playing of wind instruments is permitted indoors in a group setting with the following safety measures strongly recommended:
    - It is strongly recommended that those playing wind instruments 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, it is recommended they switch to full face coverings.
    - Instrument bell covers are strongly recommended to be used during playing of wind instruments.
    - A minimum of 3 feet of physical distancing is strongly recommended between any individual playing a wind instrument and all other participants.
    - It is strongly recommended that schools perform routine screening testing at least weekly with either PCR testing or antigen testing of **all** individuals participating in the indoor group practice or performance if masks, bell covers, and distancing are not being implemented.
- When playing wind instruments outdoors, 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, as well as creating physical distance (6 feet recommended) between individuals playing wind instruments and other participants to minimize the spread of droplets and aerosols.
- When group instruction, practice, or performance occurs in a mix of indoor and outdoor settings, screening testing at least weekly is strongly recommended as described above for indoor settings if masking, bell covers, and distancing are not being implemented.

- 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 strongly recommended if singers are vocalizing without masks and without recommended physical distancing while 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.

NA ☐ **Theater classes**

- It is strongly recommended that students and instructors in theater classes 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).
- Routine testing at least weekly is strongly recommended for all participants if masks are not used and physical distance is not maintained while practicing or rehearsing indoors.
- Consider holding virtual or outdoor rehearsals and performances instead of indoor. Wearing masks at all times for indoor activities is strongly recommended.

☑ **Dance classes**

- It is strongly recommended students and instructors wear face masks at all times while indoors, as practicable.
- For activities that generate a greater volume of respiratory droplets such as heavy exertion, increasing the distance between individuals and limiting such activities to outdoor space is strongly recommended.
- Routine screening testing at least weekly is strongly recommended for all participants if masks are not used and physical distance is not maintained during indoor activity.

NA ☐ **Music Recording**

- Singing in sound booths/recording booths is permitted at this time and wearing face masks at all times is strongly recommended.. Increased distance between singers and all others in the booth is strongly recommended, especially if the vocalist is not wearing a mask, due to the large amount of respiratory droplets released into a relatively small, confined indoor space.
- Playing of wind instruments inside a sound booth with others present in the booth is permitted.. Refer to section above on music classes for recommendations on how to improve safety and mitigate risk when wind instruments are played.
- Other group instrumental music may be recorded using a sound booth; however, a minimum of 3 feet of physical distance is strongly recommended to be maintained between all musicians at all times and masks are strongly recommended. .
- Routine testing at least weekly is strongly recommended for all members of a group that shares a recording booth if masks are not worn by all and physical distancing is not maintained.
- 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 shared equipment (e.g., microphones) should be sanitized.

NA ☐ **Performances**

- Any performances should follow the Best Practices Guidance for Smaller Events 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), then you should follow the Guidance for Mega Events.
    - For all performances in TK-12 school-sponsored productions, the use of masks in indoor spaces

by all persons present, both spectators and performers, is strongly recommended. For performances where wearing a mask is not feasible, it is strongly recommended that all performers and stage crew with close contact to performers be tested at least weekly, beginning no more than 72 hours before the first gathering of the production ensemble and continuing until the end of the performance schedule.

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

☑ Information should be sent to parents and students 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 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: Xochitl Lira, Sylvia Barragan, Kate O'Brien
- How to conduct a symptom check before student leaves home ✓
- Strong recommendation for use of face masks indoors ✓
- Importance of student compliance with any physical distancing and infection control policies in place ✓
- Changes in academic and extracurricular programming in order to avert risk ✓
- School policies concerning parent visits to school and advisability of contacting the school remotely ✓
- Importance of providing the school with up-to-date emergency contact information including multiple parent contact options ✓
- Other: _____

☑ A copy of this protocol is posted at all public entrances to the school and uploaded to a public facing page on the school or district website.

☑ Consider posting signage throughout the school reminding staff and students of policies concerning the strong recommendation for use of face masks indoors and the importance of hand washing.

☑ 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.

☑ 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.

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.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

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

Business Contact Name: Xochitl Lira

Phone Number: 323-939-6400

Date Last Revised: 4/6/22

SUMMARY OF REQUIRED PROCEDURES CONTAINED IN THIS DOCUMENT

- ☑ 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.
- ☑ A plan or protocol to initiate a School Exposure Management Plan consistent with DPH guidance.
- ☐ A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health.
- ☑ A plan or protocol for incorporating COVID-19 testing into regular school operations, which at a minimum 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.
- ☐ The plan must provide that all testing results will be reported to the Department of Public Health.
- ☐ 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.
- ☐ Employers are required to offer, for voluntary use, well-fitting medical masks and respirators at no cost to their school employees who work indoors and are in contact with others.
- ☐ Copies of this Protocol have been distributed to all employees.
- ☐ Information should be sent to parents and students prior to the start of school concerning school policies related to COVID-19 prevention.
- ☐ A copy of this protocol is posted at all public entrances to the school and uploaded to a public facing page on the school or district website.
- ☐ 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.
- ☐ 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.
- ☐ Per order of the State Public Health Officer, all school staff are required to show proof of full COVID-19 vaccination or be tested at least once per week.