

Reopening Protocols for K-12 Schools: Appendix T1

Recent Updates (Changes highlighted in yellow)

8/12/21

- Language inserted emphasizing vaccination as first line of prevention and urging schools to adopt policies that normalize, promote, and facilitate vaccination for all eligible persons on campus.
- Added additional clarification regarding determination of mask exemption in alignment with CDPH K-12 Schools Guidance 2021-2022 Questions & Answers. Determination must be made by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician.

7/28/21

- Reaffirms indoor masking requirement for everyone at K-12 schools regardless of vaccination status; customary exceptions apply
- Revised testing recommendations to include vaccinated individuals after COVID-19 exposure and in surveillance testing programs, if testing capacity allows.
- In alignment with current Health Officer Order, employees exempt from wearing masks indoors must be tested at least twice per week.
- Clarified that mask is not required when individual is the only person present in a room or contiguous workspace.
- Confirms that at this time, students granted a reasonable accommodation in the form of mask exemption due to a disability or other condition are not prohibited by LACDPH from in-person education. Strongly recommended that such students be tested for COVID-19 at least twice weekly.
- Students who are excluded from campus because they will not wear a face covering should be offered alternative educational opportunities.
- Clarifies that physical distancing strategies are still recommended as long as they do not interfere with full-time attendance for all students.
- PE classes falls under the 100% masking requirement if class is held indoors.
Updated exposure guideline to note that fully vaccinated individuals who are close contacts to a case do not need to quarantine but it is strongly recommended that such individuals be tested after exposure regardless of vaccination status.

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 document starts with a discussion of current provisions for on-campus education in Los Angeles County, 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.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



TK: 11 K: 120 1: 53 2: 78 3: 86 4: 84 5: 91
6: _____ 7: _____ 8: _____ 9: _____ 10: _____ 11: _____ 12: _____

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 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 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

- These screenings can be done in-person upon arrival at the site or remotely before arrival using a digital app or other verifiable 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 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 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 indoors and is 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 must 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. 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 COVID-19. In times of high rates of community transmission, LA County recommends that periodic testing also include fully vaccinated individuals where resources allow.
 - 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 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.
 - For the most updated LACDPH guidance and information on masking, refer to our [COVID-19 Masks](#) page.
 - 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 clothface 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 that prevents wearing a mask, or hearing impairment 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.
 - 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 times of high rates of community transmission, LA County recommends that periodic testing also include fully vaccinated individuals where resources allow.
 - Public schools should be aware of the requirements in AB 130 to offer independent study programs

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) and/or anytime masks must be removed in a group setting (e.g., lunch time, recess) where increased physical distance is preferred. For situations when physical distancing may not be feasible (e.g., very full classrooms), the importance of 100% mask adherence is critical.

- Maximum number of employees permitted in facility, is: _____.
- Face masks are required at all times on school buses and vans.
- 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. _____
- Additional measures that may be considered to promote physical distancing and reduce rider density on school buses (Check all that apply):
 - Staggered school start times to permit more than one trip per bus at school start and close. _____
 - Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry. _____
 - Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming. _____
 - Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of face masks.
 - Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.
 - Other: _____
- 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. _____
 - Elevator capacity, if applicable, is limited to reduce crowding. All riders are required to wear face masks. _____
 - 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 to promote physical distancing in school areas used for student support services.
- Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) are encouraged to maintain when feasible physical distance while engaging in student support activities.
 - Furniture and equipment in school areas used for student support services are arranged to promote distancing between any two students and/or between students and staff.
 - Sharing of equipment and supplies is avoided where possible.
 - Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.

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 (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 given a surgical mask 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. These individuals are not required to quarantine unless 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 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*.
- 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.
- Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID-19.
 - Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.
 - 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

- 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>. _____
 - Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are 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. 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, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product. _____
 - All cleaning products are kept out of children’s reach and stored in a space with restricted access. _____
 - Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality. _____
 - Enhanced cleaning and disinfection of school premises, when indicated, 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. _____
 - 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 ensure use of appropriate face masks by all staff, students, and visitors at all times when indoors. These must include (check all that apply):
- Staff, parents, and students are informed of the requirement for face masks prior to the start of the school year and on a regular basis throughout the school year. _____

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

Music classes

- Any activity that requires participants to remove their face masks (e.g., playing wind instruments) 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.
- 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. 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.
- Consider using “bell covers” for the openings of brass instruments and specially designed bags with hand openings for woodwind instruments to minimize the generation of droplets and aerosols.

Theater classes

- Students and instructors in theater classes must wear face masks at all times 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 briefly 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 immediately take a break 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 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.

- 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 has been posted throughout the school reminding staff and students of policies concerning use of face masks and 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:

Phone Number:

Date Last Revised:
