



**NEW VILLAGE
GIRLS ACADEMY**
reimagine what's possible

**COVID-19 CONTAINMENT, RESPONSE
AND CONTROL PLAN**

August 11, 2021

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I. Site Specific Planning Form

This document is to be completed and posted by New Village Girls Academy, along with the most current pre-filled version of the Los Angeles County Department of Public Health COVID-19 Reopening Protocols for K-12 Schools: Appendix T1. Measures that apply at all school sites are reflected in the pre-filled T1 document and those that vary by site are listed in the responses below.

School Name: _____

Date Last Revised: _____

School Address: _____

Location Code: _____

School Phone Number: _____

Campus Density

- Approximate Square Footage open: _____
 - Maximum Student Capacity: _____
- The **estimated** total number of administrators, teachers & staff returning to support resumption of all permitted in-person services: _____

Estimated Total Number of Students that will return for In-Person Instruction			
Enter the estimated total number of students that will return per grade (if none, enter 0)			
TK:	3:	5:	9:
K:	4:	6:	10:
1:	5:	7:	11:
2:	6:	8:	12:

COVID-19 Compliance Task Force – Suggested job titles are listed in the table below. The Task Force for each school should be led by the principal, with a diverse group of key staff as team members, including the school nurse, plant manager and representatives from the various labor unions, which must include an offer of representation to United Teachers Los Angeles (UTLA), Service Employees International Union (SEIU) and California School Employees Association (CSEA) .

Role	Job Title	Name	Union Affiliation
Leader			
COVID-19 Compliance Officer			
Attendance Monitor			
Cleaning/Disinfecting Operations			
Exposure Management Advisor			
Health Office Manager			

Health Office Set-up and Staff

Type of Health Office	Indoor/ Outdoor	Location	Staff Person(s)	Alternate	Runner
General Health Office (Non-COVID)					
Isolation Area (Recommended Outdoors)					
Quarantine Area					



School Communications

Information that was sent to parents/students: (Check all that apply)	
<input type="checkbox"/> Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed	<input type="checkbox"/> Options for COVID-19 testing if the student or a family member has symptoms or exposure to COVID-19
<input type="checkbox"/> Required use of face masks	<input type="checkbox"/> Changes in academic and extracurricular programs to avert risk
<input type="checkbox"/> How to conduct a symptom check before students leave home for school	<input type="checkbox"/> Who to contact at the school if students have symptoms or may have been exposed
<input type="checkbox"/> Importance of student compliance with physical distancing and infection control policies	<input type="checkbox"/> Importance of providing up-to-date emergency contact information, including multiple parent contact options
<input type="checkbox"/> School policies concerning parent visits to school and advisability of contact the school remotely	

*Updates to this form are available at <https://achieve.lausd.net/covid19>.

II. Reopening Models

Two Models: In-School and Online Independent Study

1: In-School 	2: Online Independent Study 
<p>This model invites 100% of the student body to return for five full days of instruction inside school buildings.</p>	<p>This model is available for families with medical, socioemotional, or other concerns. Students receive daily online instruction for part of the day and complete independent work when not learning directly with a teacher online.</p>

Los Angeles Unified offers the following two models for continuing to meet the educational needs for successful learning:

1. Five full days of in-school Instruction
2. Online Independent Study

Students in grades 9-12 have been issued Chromebooks and hotspots when necessary. Online platforms (such as Zoom and Google Classroom) will be maintained by all teachers to ensure that we stay ready to move seamlessly and rapidly between in-school instruction, hybrid, or distance learning as needed, and to maximize classroom instruction. High quality, online resources and technology tools are in place to support differentiation and personalized learning. We are committed to ensuring that students meet with their teachers, either in-person or online, on a regular basis. New Village Girls Academy is returning to the full in-person instruction model in the fall 2021.

Health and Safety Compliance

Adjusting to Public Health Data

Working in close partnership with the Los Angeles County Department of Public Health, Los Angeles County Office of Education, the Governor’s Office, and experts in the scientific community, we are monitoring changing health conditions in our community to modify plans and respond accordingly, based on public health data.

County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- Schools 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.
- This plan requires the designation of a COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 Protocols on campus.
- One member of the COVID-19 Compliance team will be designated as a liaison to the Department of Public Health (DPH) in the event of an outbreak on campus.
- The team will also ensure that the students and staff receive education about COVID-19 and the prevention of disease transmission.

Health and Safety

The safety of students and staff is always the school's priority and of paramount importance during the current pandemic. The following plan describes the school’s comprehensive approach to preventing and containing the spread of COVID-19 on school campuses. This document is the “COVID-19 Safety Plan” for New Village Girls Academy and is consistent with the “COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year,” of August 2, 2021, Los Angeles County Public Health Officer Orders, and the California Code of Regulations, Title 8, Section 3205. This plan does not include protocols for instructional programs. Response to COVID-19 is a dynamic process and is subject to change, pending updates to Los Angeles County Public Health Officer Orders and newly acquired scientific knowledge that informs school actions.

New Village Girls Academy will continuously monitor the guidance and mandates set forth by those entities listed above as well as the U.S. Centers for Disease Control. Updated information and guidance is posted on the COVID-19 Employee Resources website at <https://achieve.lausd.net/covid19>.

The COVID-19 Compliance Task Force for each site should be led by the principal or site administrator, with a diverse group of key staff members as team members, and plant manager,

based on each school's unique needs, but may include the assistant principal, program coordinator, after-school program supervisor, and others.

The principal/site administrator will be the designated liaison with LACDPH in the event of an outbreak on campus. The Principal may also designate staff to act as the COVID-19 Compliance Officer as appropriate. This must be someone who is on campus every day. The COVID-19 Compliance Task Force will be responsible for engaging with students, parents, faculty, and staff to answer questions or concerns about health and safety requirements regarding COVID-19 and communicating up-to-date policies and procedures to all families.

The community will be informed of any critical information or significant changes to the plans by the Principal or designee through a combination of OneCall messages, emails, and postings on the school website (newvillagegirlsacademy.org). Maintaining updated family contact information is a priority for re-opening, to communicate parent surveys and follow-up communications from each school.

III. Operations Plan

County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- 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.
- Consider implementing measures to reduce crowding as students, parents or visitors enter and move through school buildings.
- Consider implementing measures to promote physical distancing within classrooms.
- Consider offering physical education classes outdoors as much as possible and select activities that allow physical distancing and limited physical contact.
- Consider implementing school policies that promote physical distancing in locker rooms.
- Consider implementing measures to permit physical distancing in school areas used for student support services.
- Maintain an increased distance as much as possible during times when students or staff are not masked (e.g., due to eating, drinking or napping).
- Consider implementing measures to limit risk of infection due to visits by individuals other than staff and students.
- Consider increasing space between employees in any room or area used by staff for meals and/or breaks.

Physical Distancing

Maximizing Distance in Classrooms

Classrooms have been configured to maximize space between students where possible. Personal furniture and extra furniture will be removed when possible.

Teaching methods have been modified to avoid close contact between students for any classes that may involve group activities when possible. Instructional activities and PE classes are offered outdoors when possible. Outdoor activities will also allow for physical distancing.

Theater and dance classes should maintain physical distancing, in addition to the use of face masks. When engaged in activities that could generate respiratory droplets such as enunciating (i.e., theater workshops) or dancing, physical distancing should be increased and activities should be conducted outdoors. Music classes that involve instruments where a face mask must be removed to play should be held outdoors. Face masks may be removed when playing an instrument or singing alone in a studio or practice room. Booths need to be well ventilated to promote full air exchange and shared equipment must be sanitized between users.

Physical Distancing Throughout Campus

Physical distancing will be maximized when possible. Other mitigating factors may be used when physical distancing is not feasible, such as clear plastic or solid surface barriers that can be cleaned often. Visual cues may be provided to support social distancing for all individuals.

Employees will be encouraged to eat outdoors. They may also eat at their desk or cubicle if these areas are enclosed as a separate room, provide more distance, or include barriers.

Material Sharing

Instructional Resources

Protocols have been developed to minimize the need to have multiple students sharing high touch materials when feasible. These materials include, but are not limited to books, computers, calculators, writing utensils, computer keyboards, headphones, hall passes, art supplies, musical instruments and learning aids. Single-use disposable materials are encouraged when feasible. Each school will try to supply students with their own materials when feasible. Cubbies should not be shared.

Communication/Office Supplies

General paper flyers and communications to all school communities, parents and students should be digital whenever possible, such as email, text message, or video to limit the distribution of paper materials. Encourage people to use their own writing tools instead of shared pens and pencils. Avoid commonly shared items in breakrooms such as coffee pots and dishes. Encourage the use of single use items instead.

Signs, Messages, and Training Protocols

Signs and messages explaining protocols and expectations to stop the spread of disease will be posted throughout our school. These signs are age-appropriate and in languages representative of our community. Staff members will all be provided with Personal Protective Equipment (PPE) supplies and will have in-service training for ensuring health and safety in the workplace.

- Signs will be posted in highly visible locations, such as school entrances and restrooms that describe how to stop the spread of germs (i.e. handwashing, facemasks).
- When communicating with families (school website, social media) messages will include health hygiene, mask wearing and social distancing habits to stop the spread of COVID-19.
- Signs and messages related to disease transmission will be accessible for students with disabilities

and in languages appropriate for the school population.

- [School reopening safety signage from LAUSD Reprographics](https://www.lausdrepro.net/category/SchoolReopeningCOVID19Items) is available for schools at <https://www.lausdrepro.net/category/SchoolReopeningCOVID19Items>.



Staff members will be provided training on health and safety protocols before in person instruction will begin. All staff members who are hired after this date, including substitutes, will be required to complete training before their first day of work. Topics covered in the training will include physical distancing, cleaning protocols, Health Office referrals and hygiene practices. Additional video training may be provided to students and families so they can practice before the start of school. In-person student instruction on new school protocols will include topics regarding expectations in health and safety practices.

School Building Protocols

Heating, Ventilation and Air Conditioning (HVAC) Systems

- HVAC systems will be inspected and tested regularly to confirm they operate properly.
- Ventilation systems will remain on when buildings are in use.
- HVAC filters have been upgraded to a MERV 13 rating or as high as possible, provided the unit is able to operate safely. The filters will be inspected monthly and changed at least quarterly.
- HVAC systems will be set to maximize indoor/outdoor air exchanges unless outdoor conditions (recent fire, high outdoor temperature, humidity, and pollen levels) make this inappropriate.
- Doors and windows are kept open during the school day when feasible and outdoor conditions make this appropriate. Fire-rated doors must be kept closed, in accordance with existing fire codes.
- Outdoor instruction will take place when feasible and when safety conditions and physical space allow.
- If the HVAC system is not operational, then additional ventilation should be provided with the use of fans or relocating classes until repairs are completed.
- The COVID-19 isolation and quarantine areas should be outdoors when feasible to maximize ventilation and minimize exposures to COVID-19 infection. Under no circumstances should an isolation or quarantine area be in a room without a functioning HVAC system.

Restroom Protocols and Cleaning

Physical distancing should be maintained in communal bathrooms. The following restroom protocols will be implemented:

- Student restrooms will be serviced at least twice a day. Full cleaning and disinfecting using electrostatic equipment will be conducted by the night cleaning crew once per day.
- Restroom occupancy will vary by each restroom but physical distancing will be maintained where feasible.
- Students and staff will be given frequent opportunities to wash their hands for 20 seconds with soap and water. Paper towels will be provided to dry hands thoroughly.
- No personal items may be stored within the restroom (including staff bathrooms).
- Trash cans will be placed near the door and students and staff will be instructed to use a paper towel to prevent touching the handle with their hands.
- A restroom will also need to be dedicated for individuals in the isolation area. This restroom must be cleaned and sanitized before other occupants may use it.

Water systems

- Students and staff will be encouraged to bring their own water or refillable bottles.
- Drinking fountains and bottle filling stations will be turned on.
- Drinking water sources, including food preparation faucets, will be cleaned and sanitized daily.
- Water systems will be thoroughly flushed after long periods of inactivity.

Cleaning Protocols

New Village Girls Academy will follow LACDPH and CDC guidance for cleaning and disinfecting schools.

- Routine cleaning of all buildings will occur daily.
- Health Office areas including the main office, isolation area, and quarantine area, may require more frequent cleaning and rapid response as needed.
- High touch surfaces will be disinfected at least once daily.
- Only [District-approved disinfectants](#) effective against COVID-19 that meet all Federal and State standards (listed on the Environmental Protection Agency (EPA)-approved list “N”) will be used.
- When possible, cleaning and disinfecting products with asthma-safer ingredients will be selected to reduce the risk of asthma.
- Student restrooms will be serviced at least twice daily. Additional disinfecting will be implemented when an individual with COVID-19 symptoms has used a restroom.
- Appropriate personal protective equipment will be worn during cleaning in accordance with cleaning and disinfectant product directions.
- Custodial and other staff responsible for cleaning and disinfecting school surfaces will be trained on the manufacturer’s directions and as required by the Healthy Schools Act, as applicable.

- When needed, enhanced cleaning will be conducted while students are not at school or during periods of lowest occupancy with adequate time to let spaces air out before the start of the school day.
- All cleaning products will be kept out of reach for children and stored in secured locations.

Other Considerations

- Supplies of soap, paper towels, and tissues will be available.
- Protective Plexiglas guards may be installed at reception desks/food service lines.
- Personal refrigerators, microwave ovens, and coffee machines are prohibited from classrooms.

Daily Operations

County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- At this time, all schools are permitted to reopen (for in-person instruction) for all students in any grades TK-12.
- Public schools should be aware of the requirements in AB 130 to offer independent study programs for the 2021-22 school year.
- Consider adopting a school-wide approach to creating and maintaining stable groups, in which supervising adults and students stay together for all activities.
- Consider implementing measures to limit risk of infection due to visits by individuals other than staff and students.
- The use of school facilities for non-school purposes (community meetings or events) 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.

Stable Groups in Schools

All schools have returned to full in-person instruction and will place students into stable learning groups when feasible. These groups are implemented to reduce the number of students and staff that may be exposed if a COVID-19 individual is introduced to the group.

The following is a description of how different schools may create and implement stable groups:

Early Education Centers (EEC): The primary stable group for students in EEC is their classroom. Class groups will be as consistent as feasible, with the same class group remaining with the same staff for the day when practical.

Transitional Kindergarten (TK) to Grade 5: The primary stable group for students in TK through

Grade 5 is their classroom. Class groups will be as consistent as feasible, with the same class group remaining with the same staff for the day when practical.

Middle and High School Grades 6-12: Secondary schools may create stable groups where feasible.

Visitors

Visits to the school by individuals other than students and staff should be avoided whenever feasible and limited to those who are essential for the school's operation. Parents of enrolled students are encouraged to conduct business with school personnel remotely. All visitors must check-in and provide their name, phone number and email address, so that they can be contacted if there is an exposure during their visit. Visitors must also complete the daily screening questions through the online Daily Pass or at the entrance to the school. Visitors will be encouraged to come by appointment and alone. If a visitor must be accompanied by another person (e.g. for translation, visitor is a minor or has minor students), then their information needs to be captured in the visitor log as well.

Movement of visitors within the school should be limited to designated areas such as the main office, conference rooms, lobby and public restroom. Visitors should not interact with students.

All visitors will be required to wear a face mask at all times, regardless of vaccination status. This applies to all adults and to children 2 years of age or older. Visitors must arrange for an alternative family member to conduct business on campus if they are not able to wear a face mask. If a visitor arrives without a face mask, one will be provided. Any parent/guardian picking up a student who has been placed on isolation or quarantine, must stay outside campus and the student will be brought to them for dismissal.

Third-Party Use

"Third party" means one or more of the following: an individual, group, organization, for-profit or non-profit entity, governmental agency, public (including charter) or private school or other educational institution, contractor, or business that is a separate legal entity from New Village Girls Academy.

Until further notice, any third-party presence or use of New Village Girls Academy property:

1. Shall be restricted by and limited to those currently permitted by New Village Girls Academy, the California Department of Public Health (CDPH), Los Angeles County Department of Public Health (LACDPH), and/or other applicable authorities.
2. Must comply with all current requirements and guidelines established by the CDPH, LACDPH, New Village Girls Academy and/or other applicable authorities. This shall include, but not be limited to, incorporating New Village Girls Academy's COVID-19 Containment, Response and Control Plan" (New Village Girls Academy's Containment Plan") into any COVID-19 Safety Plan ("CSP").

3. Is not permitted without a written document signed by New Village Girls Academy's Principal (or designee), and such document must be in the third party's possession and on-site at all times when the third party is present.

Child Nutrition

County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- Consider implementing measures to increase physical distancing during school meals when students will be unmasked.

Meal Program Compliance

Breakfast and lunch, compliant with USDA guidelines, will continue to be available for all students. Our Grab & Go Food distribution is open Monday through Friday from 10:30 am to 11:30 am. Two meals are provided per person. All students and anyone below 18 years of age will be provided meals at no charge.

New Village Girls Academy will continue to provide nutritious meals to students and community members who need them while students are learning in virtual classrooms. Anyone who arrives during open hours will be able to receive food.

New Village Girls Academy is the Grab & Go Food Center located closest to our school.

Student Meals and Food Service

Plan for Students on Campus

If students will be consuming meals at school, they will be located outdoors whenever possible. When eating indoors, space between tables and/or chairs will be increased and windows/doors will be open to maximize airflow. Barriers between tables and chairs may also be utilized.

When students line up to pick up food, tape or other markings should be used to remind students of physical distance. Staff supervision will be exercised during this period to remind students to physical distance. Buffet and family style meals have been eliminated. Lunch will be served outdoors. Students will take their meal and eat in designated areas.

Where possible, use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible, ensure that all non-disposable food service items are handled with gloves, washed, and sanitized. Individuals should wash their hands after removing their gloves and after handling food service items.

Avoid sharing food and utensils to ensure the safety of children with food allergies and prevent the transmission of COVID-19.

Plan for Online Independent Study

Students enrolled in online independent study will be provided meals at their City of Angels site once a week with 7 days of meals. Additional information can be found at <https://achieve.lausd.net/cafela>.

Plan for Student Food Allergies

Students with special diets will be provided meals per their physician's recommendations. Students who are new to the school should get a Special Diet form and have a physician complete it. Food Services nutrition team will create a diet plan for the student. For current students, their existing special diet form will be used to create a meal plan for them. If the parents feel the current special diet needs to be updated, a new form approved by a physician is required.

Transportation

County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- Consider maintaining measures to promote physical distancing of students on school buses since many students remain unvaccinated.
- Face masks are required at all times on schools busses and vans.
- 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.
- Windows should be open if air quality and rider safety concerns allow.

Bus Transportation

Parents are encouraged to transport their students to and from school whenever possible to enable increased physical distancing on buses.



Bus Protocols

- Windows will be open to increase ventilation if air quality and rider safety allow.
- Face masks are required for all bus occupants. Students are expected to have and wear a face mask at the bus pick-up spot. Buses will have disposable masks and will provide them to any student boarding the bus without a mask.

- Bus drivers, bus monitors and passengers must wear face masks that completely cover their nose and mouth when there is more than one person on the bus.
- Buses are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19 with approved products that are listed on the EPA's list "N" of effective products for COVID-19. Frequently touched surfaces are disinfected daily.

IV. Health Practices and Protocols

Practices and Protocols

Standard Public Health, Hygiene Practices, and Instruction

New Village Girls Academy will promote health and hygiene practices that prioritize keeping our students and staff safe. CDC videos, posters, signs, and classroom instruction will be used to educate students and families in our new health protocols. Families will be provided with an information packet prior to the start of in-person instruction so they can practice protocols at home and acclimate students to the concepts of physical distancing, frequent hand washing, correct use of face masks to completely cover nose and mouth, and respiratory and cough etiquette.

The following health and hygiene practices will be observed:

1. Hand Hygiene

- Teaching and reinforcement of hand washing with soap and water for at least 20 seconds.
- If soap and water are not readily available, hand sanitizer with at least 60% ethanol will be made available at school entrances and every classroom. They will be kept in secure areas and used by students with supervision.
- All students and staff will perform hand hygiene on campus at the start of each day.
- Hand-washing breaks will be incorporated into younger students' daily routines, including before and after: eating or drinking, outdoor play, group activities, preparing food, touching one's face and face covering, and using the restroom.
- [Hand-washing signs](#) will be posted as visual reminders.
- Staff are instructed to model frequent hand washing, especially in lower grades.

2. Face Masks

- All students, staff and visitors are required to wear face masks indoors and outdoors while on school sites or being transported by a bus unless 2 years of age or younger.
- Students and staff are encouraged to bring their own face mask but will be provided with one if they do not have one.
- Wearing a face mask does not eliminate the need to physically distance or wash hands frequently.
- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate a face mask.

3. Physical distancing

- Physical distancing will be maximized as feasible in each setting.
- When eating or drinking, it is preferred to do so outdoors and away from others, including visitors. For staff, eating or drinking at a workstation is preferred to eating in a breakroom if eating in a workstation provides greater distance from and barriers between staff.

4. Enhanced Cleaning and Disinfection of Surfaces

- Staff members responsible for cleaning and disinfecting will be provided training on the appropriate and safe use of all provided cleaners and disinfectants.

5. Provide Adequate Supplies

- All restrooms will be supplied with adequate amounts of soap and paper towels.
- Hand sanitizer will be provided in strategic locations and hand sanitizer stations will be available at entrances to buildings, offices, elevators, and reception areas.
- All students and staff will be provided with a cloth or disposable face mask by request or if they do not have one. N95 respirators will be provided only to employees and by request.
- Disposable gloves will be provided to staff for medical uses, cleaning/disinfection, and when handling food items.
- Facial tissues will be available in each classroom and office area.

Reporting Illnesses and Addressing Vulnerable Populations

County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- Develop 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) test positive for or has symptoms consistent with COVID-19.
- Instruct students and staff to inform the school if they are sick with COVID-19 related symptoms, particularly if they had a known contact with someone diagnosed with COVID-19 and have also had contact with the school population.
- Educate staff and families about when to stay home.
 - Instruct staff and students (or their parents and guardians) to perform a self-assessment prior to leaving for school to identify fever and other possible COVID-19 symptoms. Communicate this expectation and provide parents with reminders about the symptoms consistent with COVID-19 that require keeping their students at home.
- Symptom screening is recommended to be conducted before students, visitors and staff may enter the school. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival.

Stay at Home Guidelines during the COVID-19 Pandemic

Ordinarily, deciding when a child or staff member is too sick to go to school or work can be a difficult decision. For as long as the risk of community spread of COVID-19 remains, the guidelines below and consultation with a health care provider should guide actions when symptoms are experienced. COVID-19 is an illness caused by a virus that can spread person to person. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. The virus is transmitted through respiratory droplets when an

infected person talks, coughs or sneezes. The virus may also be airborne or transmitted by touching a surface or object that has the virus on it, and then touching your mouth, nose or eyes. Anyone with COVID-19 symptoms or COVID-19 exposure must not attend school or work. They should inform the school/site if they are sick with COVID-19 related symptoms or if they had known contact with someone diagnosed with COVID-19. Exposure is defined as being within 6 feet of an infected person for greater than 15 cumulative minutes within a 24-hour period, or unprotected contact with body fluids of infected person.

COVID-19 symptoms can vary, but symptoms may include the following if not due to a chronic condition:

- Fever above 100 degrees Fahrenheit (F)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a student or staff member experiences any of the above symptoms, they must stay home and should contact their health care provider for further instruction. They must also notify the school/workplace of their absence and that they have COVID-related symptoms.

COVID-19 exposure:

If a student or staff member has had close contact (within 6 feet for greater than 15 cumulative minutes within a 24-hour period) with someone who is a confirmed case of COVID-19, the student or staff member must quarantine, regardless of vaccination status. Fully vaccinated persons on quarantine will be asked to get a COVID-19 test at day 5. If the test is negative and they remain asymptomatic, then Task Force may clear them to return at Day 8. If the test is positive, they will need to follow isolation procedures for a positive COVID-19 case. If a close contact does not take a COVID-19 test, then they will need to quarantine for at least 10 days from the last day of contact with the COVID-19 case and self-monitor. All close contacts that are not fully vaccinated must quarantine for the full 10 days regardless of the COVID-19 test result.

If a student or staff member has had close contact with someone who is an unconfirmed symptomatic case of COVID-19, they may remain on campus or the worksite. If the symptomatic case subsequently tests positive for COVID-19, then the close contacts, who had contact with the confirmed case during the infectious period, must quarantine immediately and test at Day 5 from the date of contact. If the symptomatic case tests negative, a copy of the negative COVID-19 PCR test or medical clearance must be provided. Task Force will notify the close contact when they are cleared to return.

Vulnerable Employees:

Vulnerable employees (those above age 65 and those with chronic health conditions that would place them at high risk if infected) may be assigned work that can be done from home when feasible. Employees in this category should discuss any concerns with their healthcare provider.

New Village Girls Academy will continue to support students and staff with acute or chronic health issues. Long-term absences may be evaluated if criteria are appropriate for medical leave or other potential medical accommodations under IDEA or Americans with Disabilities Act Amendment Act (ADA) guidelines. Employees will also be referred to the District's Bulletin 110108.0, 2021 COVID-19 Supplemental Paid Sick Leave Act (SPSL) Policy.

COVID-19 Daily Health Check Questions

All employees and students (or their parents or guardians) are asked to perform a self-assessment prior to leaving for school to identify fever or other COVID-19 symptoms. If the answer to the question listed below is “YES”, then employees and students must remain home and notify the school or supervisor of the absence.



COVID-19 Testing Program

DAILY PASS

Programa de Pruebas COVID-19

PASE DIARIO

DAILY HEALTH CHECK | CHEQUEO DE SALUD DIARIO

Are you feeling any COVID-19 symptoms or have you been in close physical contact with anyone with a confirmed or suspected COVID-19 case in the past 14 days?
 ¿Siente algún síntoma de COVID-19, o ha estado en contacto físico cercano de una persona con un caso confirmado o sospechado de COVID-19 en los últimos 14 días?

Symptoms may include any of the following not due to a chronic condition:
 Los síntomas pueden incluir cualquiera de los siguientes que no se deban a una condición de salud crónica:

 <p>Fever of 100 degrees or greater Fiebre de 100 grados o más</p>	 <p>Shortness of breath or difficulty breathing Falta de aliento o dificultad para respirar</p>	 <p>Chills Escalofríos</p>	 <p>Fatigue (new or worse) Fatiga (nueva o grave)</p>
 <p>Cough Tos</p>	 <p>Congestion or Runny Nose Congestión o goteo nasal</p>	 <p>Muscle or body aches Dolores musculares o corporales</p>	 <p>Headache Dolor de cabeza</p>
 <p>Sore throat Dolor de garganta</p>	 <p>Nausea/Vomiting Náuseas/Vómitos</p>	 <p>Diarrhea Diarrea</p>	 <p>Loss of taste or smell Pérdida del gusto o del olfato</p>



You can answer the Daily Health Check online at <https://dailypass.lausd.net> or open your camera to scan this QR code.
 Puede responder al Chequeo Diario de Salud en línea en <https://dailypass.lausd.net>, o ingrese abriendo su cámara para escanear este código QR.

A check-in area for the Daily Health Check will be established on site, including enough space to ensure privacy and physical distancing. Daily upon arrival at the site, employees are to check in for health screening prior to reporting to their classroom, office, post, etc. and prior to beginning work on site.

The “Daily Health Check” signage shall be posted at all entrances so that they are visible to visitors and employees prior to check in. The welcomer will ask the daily health check question. If an employee or visitor answers “YES” to any question, they may not stay on site and are to leave the site immediately. Employees are to contact their supervisor for further instructions on COVID-19 work option guidelines.

Adult visitors and staff who are not allowed entry or who report symptoms at any point during the school day are instructed to return home, self-isolate and keep away from others until further instructions are given by the COVID-19 Compliance Officer.

Students who screen positive at entry, or who experience symptoms at any point during the school day will be given a medical mask and accompanied to the designated isolation area where they can remain while arrangements are made for their return home.

The COVID-19 Compliance Officer is informed of any positive screening results in the school and will then coordinate response with the Task Force team.

Screening questions may change, based on updates from the LA County Department of Public Health. Updated questions will be posted at achieve.lausd.net/covid19.

Use of Face Masks and Personal Protective Equipment

County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- Anyone entering school buildings or transports (school buses, etc.) who has contact with students, parents or other employees is required to wear a face mask, regardless of vaccination status.
- Be prepared to provide a mask to any student or staff member who does not have one.
- Provide a medical-grade mask to any employee who cares for sick students or who has close contact with any student with a medical condition that precludes the child's use of a cloth face mask.
- All staff must wear a face mask when indoors, except when eating or drinking or when working alone in a private office with closed doors or when they are the only individual present in a larger open workspace for multiple employees.
- 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.

General Expectations

New Village Girls Academy requires all students, employees, and visitors while on school property to wear a face mask indoors and outdoors and follow the school's protocol. This includes parents who are dropping off or picking up students. A face mask will be provided to any student or employee who does not have one.



All staff will be provided training on the use of face masks and PPE.

Face Masks: A face mask may be a cloth or a disposable mask. Instructions for the [use of face masks](#) are available from the CDC. Face masks must cover the nose and mouth. It can be secured to the head with ties or straps. A cloth face mask may be factory-made or hand sewn. Face masks with one-way valves are not permitted. Face masks are not respiratory protective equipment.



Cloth face masks must be replaced or laundered daily. Cloth masks should be laundered with your regular laundry and detergent using the warmest setting appropriate for the cloth. Soiled or wet face masks will be replaced immediately. Parents are encouraged to provide a second face mask for school each day in case the one a child is wearing is soiled or lost.

Face masks must be worn at all times indoors and outdoors while on school property except when eating or drinking. Staff and students who are alone in closed offices, or other private, enclosed spaces are not required to wear a face mask. Students may also remove cloth face masks when eating or napping or when wearing a cloth face mask is otherwise impracticable (e.g. showering).

The following individuals are exempt from wearing a face mask per the LACDPH guidelines.

- a. Children that are age 2 and under.
- b. Anyone for whom use of a face mask would be contrary to his or her health or safety because of a medical condition.
 - All students who cannot wear a mask due to medical conditions must have written documentation provided from their physician on file with the school nurse. A Student Mask Accommodations Plan will be created and on file.
 - Employees must provide written documentation from their physician to their site administrator and should engage in the Reasonable Accommodations process outlined in [Bulletin 4569.1, Reasonable Accommodations for Individuals with Disabilities](#).

Alternative protective strategies may be adopted to accommodate students who are on individualized

Education or 504 Plans and who cannot use or tolerate cloth face masks.

Face Masks: Medical grade masks will be provided to the following individuals:

1. Healthcare professionals and any staff working in the Health Office areas, including the isolation and quarantine areas,
2. Students or staff that are placed in isolation during the school day,
3. Staff that are providing specialized healthcare services that cannot be physically distanced,
4. Staff that are supervising students with disabilities who cannot physically distance

N95 Respirators: N95 respirators will be worn by Healthcare Professionals who may be involved in aerosol generating procedures, such as suctioning, providing oxygen via high-flow nasal cannula, nebulizer treatments and sample collection for COVID-19 testing. Designated staff must be medically screened, trained and properly fitted to the N95 respirator according to the written Respiratory Protection Plan in compliance with by California Occupational Safety and Health Administration (Cal/OSHA) regulations (8 CCR 5144).

Employees who are in a setting where they are in close contact with other people who may not be fully vaccinated may request a N95 or KN95 respirator. These individuals may voluntarily use these respirators in accordance with the respiratory standard. They must be provided with training or materials on the proper use of these respirators as discussed in [Safety Alert 21-01, Voluntary Use of N95 Respirators by Employees](#).

Face Shields: Face shields protect the eyes, nose and mouth from contamination from respiratory droplets, along with masks and respirators. Face shields are worn in addition to a face mask to provide additional protection. Face shields may be used by staff who are involved in aerosol-generating procedures, by staff who support students with special healthcare needs and are not able to wear a face mask, by staff assisting students who are not able to physically distance, by staff conducting the screening procedures and by staff assisting with isolation area monitoring.

Students and staff may also wear face shields with a tucked-in drape during speech and language exercises when face masks are not appropriate for the activity, while maintaining physical distancing guidelines.

Clear Plastic Barriers: A clear plastic or solid surface barrier that may be sanitized daily may be used in areas where it may be difficult for individuals to physically distance. (E.g. reception desks or workstations). The use of clear plastic barriers do not eliminate the requirement for face masks.

Protective gowns: Staff providing aerosol-generating procedures must wear disposable protective gowns. A protective gown may be worn by staff who support students with special healthcare needs, when conducting sample collection during COVID-19 testing or when there is likelihood of contact with respiratory secretions or other body fluid.

Gloves: Universal precautions will be followed by all staff using disposable single-use gloves when there is possible blood or body fluid contact. This includes, but is not limited to, during healthcare procedures, toileting students, assisting with meals, temperature screening, or any other instance where there may

be contact with a body fluid, including respiratory secretions. Vinyl disposable gloves will also be required when handling food and chemicals. Gloves are not recommended unless specific responsibilities require them.

V. Health Monitoring and Containment Plan

County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- Develop 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 schools;
 - Quarantine of exposed employees and/or students; and
 - Access to testing for all exposed individuals with the school, regardless of vaccination status, as the basis for further control measures;
 - Reporting all confirmed COVID-19 cases at the school to the Department of Public Health.
- Develop a plan to immediately report a cluster of cases (3 or more cases within 14 days) to DPH. DPH will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.

Health Monitoring and Health Office Guidance

Communicable Disease Monitoring

Students and staff with suspected or positive COVID-19 cases will be managed by the COVID-19 Compliance Task Force. The Attendance Office will work with the COVID-19 Compliance Task Force to record and track students and staff who are absent due to illness to determine if it is COVID-19 related and requires further investigation.

Daily Health Self-Assessment: All students and staff are to perform a daily self-health check prior to leaving home for school each day by answering the Daily Health Check questions listed in the previous section titled “Reporting Illnesses and Addressing Vulnerable Populations.”

Illness at School/Office

Any student or staff member who becomes ill at school or office with COVID-19 symptoms must be separated from others immediately.

Confidentiality of the ill individuals will be maintained in accordance with Health Insurance Portability and Accountability Act of 1996 (HIPAA), privacy expectations and the ADAAA. All communication will follow the District’s COVID-19 Response and Communication Protocols.

Ill Student: Students will be given a medical grade mask and will be escorted to the isolation area by

designated staff. Students will be supervised until picked up by parent/guardian, emergency contact provided by parent/guardian, or released to another healthcare facility. Students will not be left unattended in the isolation area.

Parent/guardian will be required to pick up their ill student within one hour. Parents/guardians should take the student to get a PCR COVID-19 test immediately.

Ill staff: An ill staff member will leave work immediately. If the staff member requires urgent medical care, they will be placed in the isolation area while waiting for transfer to a health care facility. Staff members should get a PCR COVID-19 test immediately, preferably at an LAUSD symptomatic testing site.

Health Office Complex

In compliance with LACDPH, each school must have a dedicated isolation area and a dedicated quarantine area separate from the main office for suspected COVID-19 cases.

Isolation Area: Each school will identify an isolation area separate from the main office. LACDPH strongly recommends this area be located outdoors. Students who screen positive or experience COVID-19 symptoms will wait in this area until picked up by parent/guardian or transferred to a healthcare facility. All students in the isolation area will be supervised by a staff member. The staff member will be provided with a medical mask, face shield, disposable gown and gloves. Physical distancing of six feet or greater will be maintained in the isolation area. A log will be maintained by the staff person supervising the isolation area of all persons that enter the isolation area. A separate restroom will be designated for use by anyone utilizing the isolation area.

Quarantine Area: Students who have had close contact with an individual that has a confirmed COVID-19 case will be quarantined, regardless of vaccination status, in a designated area, preferably outdoors, until picked up by a parent/guardian. Students will be grouped by stable groups and not intermingled when possible in this area. Physical distancing of 6 feet or greater must be maintained. All students in the quarantine area will be supervised by a staff member. This space must remain separate and apart from the isolation and Main Office areas. If an entire stable group must be quarantined, they may remain in their classroom as a group.

Students and staff who have had close contact with an individual who is unconfirmed symptomatic for COVID-19 may continue to attend school. If the symptomatic individual subsequently tests positive for COVID-19, all individuals who were close contacts during the positive case's infectious period, must be immediately quarantined and sent home.

Main Office Guidance: To prevent potential exposure to infectious diseases for vulnerable students receiving other medical treatments, all student visits to the Main Office will be triaged and prioritized based on the severity of injury or illness. All students and staff will have their temperature and COVID-19 risk factors screened prior to arrival at the Main Office.

The Task Force will train classroom staff on basic first aid and schools will provide basic first aid supplies to reduce close contacts in the main office areas.

Containment of Infection

Confirmed COVID-19 Positive Student

When a school is notified that a student who was physically on campus is confirmed to have COVID-19, the COVID-19 Compliance Officer must complete the line list and have it available upon request by LACDPH or the Task Force Team. In addition, those in close contact with the student will be notified of the potential exposure by school administration and instructed on current [LACDPH protocol](#) and [decision pathways](#) related to exposure.

In the event of multiple COVID-19 positive cases at a school, the Principal may implement distance learning to allow LACDPH to investigate the COVID-19 situation and to implement further cleaning and disinfection procedures as recommended by LACDPH and CDC. New Village Girls Academy will communicate all dismissal decisions and possible COVID-19 exposure with all staff, families, students and stakeholders.

The Principal will decide, in consultation with LACDPH, if any staff will be allowed in the building during school closure and when students and staff can safely return to in-school learning.

Confirmed COVID-19 Positive Staff

When a school or office is notified that a staff member is confirmed to have COVID-19, the COVID-19 Compliance Officer must complete the line list and have it available upon request of LACDPH or the Task Force Team. If the employee was tested externally, the supervisor will need to ensure the employee submits the test results. In addition, those in close contact with the staff member will be notified of the exposure by the site administrator and instructed on current LACDPH protocol related to exposure.

The Site Administrator must also ensure that the positive employee has been provided with the [workers' compensation claims form](#) (DWC-1).

All “serious” employee illnesses must be reported to the California Occupational Safety and Health Administration (Cal-OSHA) within 8 hours. A COVID-19 case would be considered serious if it resulted in the employee’s transport to the hospital from the workplace, if the employee was admitted to the hospital, or if the employee passed away due to an illness occurring in or in connection with employment. All notifications to Cal-OSHA need to be made immediately and be documented in ISTAR. You must also contact the Office of Environmental Health and Safety at 213-241-3199. You may refer to [Safety Alert 02-09, Reporting Employee Injuries to OSHA](#).

Exposure Management Plan

The school formed a dedicated Task Force team to contact those who test positive for COVID-19 on a school-provided test. The Task Force is a confidential process used to reduce the spread of the virus. Those known to be exposed to an employee or student with the virus will be contacted and will be referred for testing and medical care as appropriate.

If an employee or student tests positive through a school-provided PCR test, they will receive a link via text and email to view their test result and instructions to isolate immediately. The Task Force team will call the individual and will provide isolation instructions and proceed to contact household members, employees, and students identified to have been in close contact with the positive case, provide quarantine instructions and refer them for a test. Details of the case and the list of those exposed is submitted by the Task Force to the Los Angeles County Department of Public Health to conduct full public health contact tracing.

Implementing Exposure Management Plan in LA Unified Schools

Planning

Each school is required to designate a School COVID-19 Task Force that ensures that safety protocols are observed and that education is provided to staff, families and students. The leader of the COVID-19 Task Force is the principal or site administrator. The COVID-19 Compliance Officer role, who acts as liaison to the Los Angeles County Department of Public Health (LACDPH), may be filled by the principal/site administrator, or it can be assigned to a designee. When selecting COVID-19 Task Force members, schools should include staff members who are reporting to work and represent the breadth of the school community. The Plant Manager must be members of the COVID-19 Compliance Task Force. Members of the COVID-19 Task Force and the Compliance Officer must be listed on the Site Specific Planning Form (page 3).

Every positive COVID-19 case connected to a school or office requires home isolation per LACDPH protocol and generating a list of students and/or employees with exposure to the case while infectious. **Infectious** is defined as two days before symptoms first appeared until the time they are no longer required to isolate. 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. **Exposure** is defined as being within 6 feet of a COVID case for more than 15 cumulative minutes within a 24-hour period, even if non-medical face masks are worn. Unprotected contact with body fluids or secretions of a COVID case is also considered exposure.

Case Management

The procedures for managing exposures to 1, 2, and 3 or more COVID-19 cases at schools are described in [Appendix T2: COVID-19 Exposure Management Plan Guidance in TK-12 Schools](#).

One case

The COVID-19 Compliance Officer instructs the individual who tested positive (case) to follow the LACDPH COVID-19 Home Isolation instructions and informs the case that LACDPH will contact them directly to collect additional information and issue Health Officer Order for isolation.

The COVID-19 Compliance Officer works with the case to identify close contacts and notifies all of the close contacts to quarantine at home, regardless of vaccination status. The close contacts will also be contacted by the Task Force and may be contacted by LACDPH directly to collect additional information and issue Health Officer Order for quarantine.

The School COVID-19 Compliance Officer must update the list of exposed individuals daily on the [COVID-19 Case and Contact Line List for the Educational Sector](#) of all laboratory confirmed COVID-19 cases and notify the Task Force of all cases that were not tested through New Village Girls Academy. This information is maintained by Task Force and transmitted to LACDPH, as needed.

The Compliance Officer notifies the principal/site administrator of all positive cases. Within one business day, the Principal or Site Administrator must send a notice to all staff, and all other employers that were at the worksite during the infectious period who may have had a COVID-19 exposure. This notice of potential exposure will not reveal any personal identifying information of the COVID-19 case. Personal information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential.

The school has a dedicated Task Force team who will contact each person who receives a positive test result (case) through the school's testing program, as well as those who may have been exposed to the case. Employees or students who test positive will receive a link to view their test result with instructions to isolate immediately. The Task Force team will call the individual and provide isolation instructions. In addition to the list submitted by the Compliance Officer, the Task Force team will also contact household members, employees, and students who may have been in contact with a positive case, provide quarantine instructions and refer them for a test.

Two cases within 14 days

In addition to implementing the above measures, the Task Force reviews the need for additional infection control measures.

Three cases within 14 days

In addition to implementing the above measures, the Task Force Team will report the potential cluster to the LACDPH Acute Communicable Disease Control (ACDC) Education Sector Team within one business day via email at: ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or

(213) 240-7821. If the LACDPH Acute Communicable Disease team determines that these cases meet the criteria for an outbreak, LACDPH will send a public health investigator to coordinate next steps.

An outbreak for K-12 schools is determined to be at least three confirmed cases within 14 days in a group that is epidemiologically linked (epi-linked). The group can be a classroom, school event, extracurricular, team, club, transportation. The infected persons must have been present in the same setting during the same time while infectious.

Household contacts will be grouped as a single case. Cases who have close contact outside of the school setting will be grouped as a single case. For example, if two unrelated students have the same babysitter after school, and both test positive for COVID-19, they will be considered one case when establishing epi-links on campus.

The Compliance Task Force will investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak. The Task Force will also review COVID-19 policies, procedures and controls, and implement changes as needed to prevent further spread. The investigation and review will be documented.

Communication Plan for Transition between Instructional Models

In the event that there is a report of possible COVID spread within a school and the LACDPH recommends long-term or short-term suspension of in-person instruction, the communication plan will follow the same protocols from the School Closings & Dismissal Procedures. The school will use OneCall messages and the school websites to communicate with families and staff regarding any school closure. The school may transition to continuity of learning under the advisement of LACDPH and authorization by the Principal.

COVID-19 Response Teams and Responsibilities

COVID-19 Compliance Task Force

The Site COVID-19 Compliance Task Force Officer will:

- Monitor illness trends of student and staff absences,
- Collaborate with the LACDPH regarding contact tracing and any other mitigation or containment procedure as directed,
- Notify the Principal/Site Administrator of suspected or confirmed COVID-19 illness,
- Provide support to the student and family regarding concerns arising from COVID-19 diagnosis or exposure,
- Conduct regular COVID-19 Task Force meetings to identify no less than twice per month and address deficiencies in a timely manner.

The Attendance Monitor will:

- Notify the School COVID-19 Compliance Officer daily of student or staff absences that include suspected or confirmed COVID-19 diagnosis or any symptom of COVID-19,
- Assure confidentiality of all medical information of student or staff members.

The school Principal/Site Administrator will:

- Notify close contacts of students or staff with COVID-19 exposure while maintaining confidentiality,
- Manage school dismissal if necessary and notification of school community,
- Assure confidentiality of all medical information of student or staff member.

The Plant Manager will:

- Under direction of the Facilities Director and/or School Principal will clean and disinfect areas utilized by ill students or staff per school and LACDPH and CDC protocols.

The Office Manager and Support Staff will:

- Provide emergency medical care, medication administration, specialized health care procedures,
- Supervise and train licensed and unlicensed school staff,
- Act as the Exposure Management Advisor,
- Train classroom staff on basic first aid, the identification of COVID-19 symptoms and the health office area referral process.

School Response Team to COVID-19 Illness

The School's COVID-19 Compliance Officer will:

- Ensure that the school response team have followed protocols, the communication tree has been followed and responsibilities completed,
- Be available to students, staff and family or community members to answer questions and provide guidance.

The Principal will:

- Determine school dismissal and building or site closures, in collaboration with LACDPH.

The Plant Manager will:

- Communicate with staff regarding cleaning and disinfecting protocols consistent with CDC, State and District protocols,
- Close areas used by the infected person until additional cleaning and disinfection is completed,
- Ensure custodial staff will wait as long as possible (at least several hours) before conducting this cleaning in accordance with LACDPH and CDC protocols.

The Task Force Team will:

- Provide guidance and information to an employee regarding medical leave due to illness or exposure,
- Conduct contact tracing and notification of potentially exposed student, staff and visitors,
- Complete the line list and notify LACDPH on all positive results and clusters.

Return to School or Work after COVID-19 Diagnosis, Symptoms or Exposure

All students or staff returning from any or suspected COVID-19 illness or exposures are to adhere to the following guidelines. All students and staff will need clearance from the Task Force Team after safely quarantining to return to school and work.

Positive COVID-19 Diagnosis

If diagnosed with COVID-19, with or without symptoms, the following LACDPH guidelines will be followed for returning to school or work.

1. COVID-19 with symptoms - person may return when **ALL** the following are met:
 - At least 10 days have passed since the first symptoms
 - 24 hours of no fever without using fever reducing medications
 - Symptoms such as cough and shortness of breath have improved
2. COVID-19 with no symptoms - person may return when the following is met:
 - 10 days from the positive test date

COVID-19 Symptoms with NO testing

Person may return when **ALL** the following are met:

- At least 10 days from when symptoms appeared or medical provider note indicating cleared to return (they must still be cleared by the Task Force Team)
- 24 hours of no fever without using fever reducing medications
- Symptoms such as cough and shortness of breath have improved

COVID-19 Symptoms with Negative Test Result

Person may return when all of the following are met:

- 24 hours of no fever without fever reducing medications
- Symptoms such as cough and shortness of breath have improved

COVID-19 Exposure

Exposure is defined as being within 6 feet of an infected person for greater than 15 cumulative minutes within a 24-hour period, or unprotected contact with body fluids of an infected person. A person may return when the following is met:

- After quarantine at home for 10 days from last exposure to positive COVID-19 case.
- Exposed individuals who are fully vaccinated, remain asymptomatic and who have tested negative for COVID-19 at Day 5 may be cleared to return by the Task Force on Day 8.
- If the individual becomes symptomatic, they must follow the above guideline for COVID-19 symptoms.

VI. COVID-19 Testing Program

County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- Develop a plan or protocol for incorporating COVID-19 testing in to regular school operations.
- The plan must provide that all surveillance test results be reported to the Department of Public Health.
- 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 a positive case.

In response to the COVID-19 pandemic, New Village Girls Academy implemented a program to provide the enhanced safety measures at schools. The key components of the program include daily health checks, COVID-19 testing of students and staff, and the Task Force to follow up on positive cases of COVID-19 and individuals who may have been exposed. Additionally, reporting procedures have been developed in accordance with the law to keep the school community informed of this testing and its results and of the school's continued health mitigation measures.

COVID-19 Testing Process

COVID-19 testing of employees and students is conducted on a regular basis, at frequencies recommended by a consortium of leading health experts from UCLA, Johns Hopkins University and Stanford University. Additionally, household members who are symptomatic or may have been exposed to a student or employee who tested positive will be contacted by the Task Force and offered testing.

COVID-19 testing is offered at multiple school sites on a daily basis at no charge. The school provides saliva sample tests as the primary testing method. Test kits have been procured from labs that are able to provide most test results within 24-36 hours.

The samples collected are scanned, packaged and sent to the lab. Test results and demographic data collected during the testing process are shared with public health authorities in accordance with the law. All test results and data collected is stored in a secure database and kept private. Some of the data is also provided to our health experts at UCLA, the Johns Hopkins University and Stanford University for additional research, which will inform others across the nation or world of ways to keep our schools safer. Such information is only shared to the extent permitted under applicable privacy laws and/or when your express authorization has been obtained to share the information.

There are four different times when COVID-19 testing is required:

1. **Baseline** testing is the test that is conducted before the first day of school or work.
2. **Periodic** testing is tests that are conducted after the baseline at regular intervals throughout the school year. The frequency of periodic testing may vary over time, location, and population.
3. **Symptomatic** testing is for students and staff who are experiencing COVID symptoms. Household members of a confirmed positive case may also be offered testing.
4. **Exposure** testing is for students and staff who have been exposed to a confirmed COVID case.

Baseline testing will be conducted for all students and employees. In the 14 days prior to the reopening of school, all LA Unified students and staff who will be returning to a school campus or office will be provided with a back-to-school baseline test. Students who participate in Online Independent Study are only required to participate in baseline and periodic testing if they will be coming onto a school campus or school site. Staff who are working remotely are not required to participate in this testing program as long as they are not going to be on a school site and have no contact with school employees or students.

Students and staff who return to school campuses and offices will participate in symptomatic and exposure testing, in addition to ongoing periodic testing. This will be offered at their school campus, a neighboring test site or a stationary test site.

Symptomatic and exposure testing is offered at various sites that are geographically identified throughout the school. Students and employees who are experiencing symptoms or who are a close contact to a positive case are directed to select sites where the school provides drive-up testing or through their health care provider. Individuals requiring symptomatic and exposure testing are provided testing services separate from periodic testing of asymptomatic students and staff.

VII. Serving Students with Disabilities

County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- Develop a plan for updating Individualized Education Programs (IEPs) and 504 Plans of students with special needs to ensure that education can continue without undue risk to the student.
- This plan includes a method for proactive school contact with parents to assure that issues related to the student's education and safety are being addressed.
- Modifications to 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.

Individuals with Disabilities Education Act /Americans with Disabilities Act

New Village Girls Academy is prepared to provide Free Appropriate Public Education (FAPE) in the least restrictive environment for each child. All students with disabilities will receive services according to their IEP. In accordance with IDEA, it is critical to reinforce the understanding that students receiving special education services or 504 accommodations are general education students first. Balancing the educational needs with the health and well-being of students and staff is the school's top priority.

Every student with a disability is entitled to FAPE, and is entitled to special education services based on their individualized education program. In order to provide the required level of safety, systems, processes and service delivery models have been reviewed. Adherence to physical distancing guidelines will be followed as feasible. Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing will be equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.), as appropriate.

Timelines and Evaluations

All IDEA/ADA compliance timelines will be followed on schedule and in accordance with IDEA/ADA regulations. All IEP and 504 meetings will continue either virtually or in-person, as appropriate.

Service Provision

Students attending in-person instruction will receive services as outlined in their IEP.

- Where possible, each student will be included into the Least Restrictive Environment. Special education teachers supporting students in the general education setting will provide services, in small groups to students, a push in model into the classroom, one-to-one, or a combination of these, as appropriate.
- Related service providers will provide services to students in the following ways, in small groups to students, a push in model into the classroom, one-to-one, online, or a combination of these, as appropriate.
- The IDEA allows for flexibility in determining how to meet the individualized needs of students receiving special education services. State guidelines for the delivery of special education and related services will be implemented while protecting the health and safety of students as well as the individuals providing the services.
 - If a student is unable to access their education in person due to medical or other circumstances, alternative means of delivering these services will be provided.
- In the event that the Department of Public Health requires the level of mitigation that would require the school to return to all distance learning model. each student will have an Individualized Distance Learning Plan re-instituted that is in accordance with the IEP. FAPE will continue to be provided.
- The school will provide appropriate protective equipment relative to the responsibilities of all Support Service Staff.
- If a student in special education is unable to wear a face mask, alternative protection strategies may be adopted. Additional PPE will be considered to mitigate COVID-19 spread. A Face Mask Accommodations Process is in place to support the needs of students who are unable to comply with wearing a face mask due to a disability, medical, or mental condition.
- Staff will be supplied with protective equipment as appropriate, including masks, shields, gloves and gowns.
- All Staff and students will receive training on the appropriate use of PPE and healthy hygiene practices that are proven to mitigate the spread of COVID-19.

504 Accommodations

The 504 Plan is developed to ensure that a child who has a disability identified under ADA receives appropriate accommodations that provides equitable access to the learning environment. All accommodations within the 504 Plan will be followed. The team may need to provide other accommodations to meet specific criteria under the reopening school plan. Case managers will review 504 Plans to make sure that students receiving accommodations have equitable access to their education under the reopening plan. When required a 504 meeting will be held to provide appropriate added accommodations.

VIII. Family and Student Engagement

Family Support and Communication

County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- Implement measures that communicate to the school community and the public related to policies and procedures for COVID-19 testing, physical distancing, changes in academic and extracurricular programming, parent visits to school, etc.
- Prepare to provide families with clear and ongoing communication about what to expect, during and prior to reopening. This includes, but is not limited to, guidance on the school protocols related to health and safety guidelines.

Communication with, and in Support of, our Families

New Village Girls Academy places a high priority on providing timely communications to our stakeholders during this unprecedented time. The school communicates with families through multiple platforms including:



- Traditional communications (email, calls, text, U.S. mail)
- Social media (Facebook, Twitter)
- Digital media (Website, Zoom and Google Meet).

New Village Girls Academy is committed to the continual support of our families.

- The schools will engage and communicate with families via newsletters, OneCall messages, virtual informational sessions about health protocols, academic requirements, distance and in-person learning expectations and resources available for support.
- The school will continue to comply with state and federal family engagement requirements during the COVID-19 pandemic. Virtual platforms may be used to facilitate the various events the school hosts including, but not limited to monthly PTO meetings, board of education meetings, School Governance meetings, open houses, introductions from administrators, virtual tours and orientations.
- Staff training will be provided at the beginning of the school year to cover safety protocols, including physical distancing, hand washing, face coverings, respiratory/cough etiquette, and cleaning/disinfection of surfaces. Training will also be available for substitutes and new staff.
- Student training will be provided in a format appropriate to students' age groups.

COVID-19 Vaccination Support

The availability of vaccines for children ages 12-18 is an important part of our school's path to recovery. There are various Community Partner and Student & Family Wellness Centers throughout the District that will continue to offer all vaccines to children. The COVID vaccine (where available) will also be offered.

Students ages 12 and up can visit any one of our LAUSD run school-based clinic sites to receive a COVID vaccination. Please note that parents/caregivers will need to accompany children ages 12-15 years of age when they are vaccinated. All children eligible to receive the COVID vaccine who are 17 years of age and younger will require a signed parent/guardian consent. The accompanying adult may also be offered the COVID vaccine. Student appointments can be made by calling 213-202-7590. Additional information can be found at <https://achieve.lausd.net/sms#spn-content>.

Los Angeles Unified is expanding the safety net we are providing to include vaccinations as part of our commitment to do all we can to protect the health and safety of everyone in the school community. Family members of Los Angeles Unified students are eligible to receive COVID vaccinations at several of our schools' partner run vaccination centers. Additional information for an updated list of school sites can be found at <https://achieve.lausd.net/Page/17638> or by calling the Los Angeles Unified Family Vaccination Hotline at (213) 328-3958.

Social and Emotional Support

Children and adults watching the news, reading content on-line and in newspapers and overhearing talk about the current coronavirus pandemic, may feel stressed, scared, confused or anxious. Some react right away; while others may show signs that they are having a difficult time later. Every person can support wellness and healing by teaching and implementing resilience strategies. For more information, please contact our Student Health and Human Services Division at <https://achieve.lausd.net/Page/16621#spn-content> or call the Student and Family Hotline at 213-241-3840.

Student Health & Human Services provides support with mental health, accessing food, health insurance and other basic needs such as school enrollment and immunizations.

IX. COVID-19 Related Employee Benefits

California 2021 COVID-19 Supplemental Paid Sick Leave Act (SPSL):

The 2021 COVID-19 SPSL Act is a temporary law effective March 29, 2021. SPSL benefit entitlement is retroactive to January 1, 2021, set to expire on September 30, 2021, and provides up to eighty (80) hours of paid, job-protected time away from work to covered employees for qualifying reasons under the 2021 COVID-19 SPSL Act.

SPSL benefits are paid at 100% of the employee's daily assigned hours for staff who:

- are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- has been advised by a health care provider to quarantine due to COVID-19;
- have COVID-19 symptoms and are seeking a diagnosis;
- is attending a COVID-19 vaccine appointment;
- cannot work or telework due to vaccine-related symptoms.

Paid leave under the 2021 COVID-19 SPSL Act is in addition to any other paid leave benefits provided by the school and supersedes other leave forms available for use to employees for specified reasons.

School-Sponsored & Employee Benefits:

The Family & Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) provide up to 12 workweeks of unpaid, job-protected time away from work to eligible employees for qualifying reasons, including an employee's own serious health condition. An employee must have at least 12 months of employment with the school within the last 7 years AND at least 130 days worked (1250 hours for units A, E, G & Classified Substitutes) in the 12 months immediately preceding the first absence for the qualifying reason. Employees may be eligible to use their own available illness (full & half-pay) days, Personal Necessity, and/or vacation with or without FMLA/CFRA benefited time for their own serious health condition.

Workers' Compensation:

Workers' compensation provides wage replacement benefits to employees who are unable to work due to an illness or injury arising out of and in the course of employment with the school. It provides medical care at no cost to the employee related to on-the-job illnesses and injuries. It prohibits employers from retaliating against employees who file a Workers' Compensation claim.

State Disability Insurance (SDI) Benefits:

Classified employees may be eligible for State Disability Benefits for their own illness or injury through the California Employment Development Department. SDI information can be found on the Employment Development Department (EDD) website: www.edd.gov.

Inter-Office Correspondence
Los Angeles Unified School District
Office of the Chief of Special Education, Equity and Access

TO: Local District Leadership
Executive Cabinet
Administrators
Supervisors

DATE: August 13, 2021

FROM: 
Paulina Rock, Interim Executive Director
Elva Cortez, Administrator of Operations 

SUBJECT: UPDATED GUIDANCE REGARDING EXPOSURE MANAGEMENT OF STUDENTS AND STAFF DURING COVID-19

This Inter-Office Correspondence (IOC) updates the memo entitled *Guidance Regarding Exposure Management of Students*, dated May 26, 2021 and *Guidance for Supervisors Regarding Exposure Management*, dated January 14, 2021, and provides information on updated quarantine guidelines.

BACKGROUND

The District is committed to providing a safe environment for all students, faculty, and staff. The purpose of this correspondence is to provide administrators with **updated** guidance related to exposure management during the COVID-19 pandemic.

Exposure management is an outcome of a positive case of COVID-19 when tested with the District's COVID-19 Testing program; or, through submission of an external test and the person entered a District site during the infectious period (48 hours prior to the date of the test if asymptomatic or the date of symptom onset). The Community Engagement (CE) Team will monitor positive cases that have been onsite within the last 14 days from the date of the test or onset of symptoms.

A Community Engagement tracer will contact the positive COVID-19 case to conduct an interview and obtain information regarding the individual's whereabouts throughout the District, as well as identify any close contacts at the sites. If the case is a minor, the CE tracer will contact the parent. CE will notify the administrator via email with the details of the case, including the close contacts. A "close contact" is defined as an individual who was within six feet for 15 cumulative minutes or more in a 24-hour period of the positive case, even if non-medical face masks are worn, or unprotected contact with body fluids or secretions.

CONFIRMED POSITIVE COVID-19 CASE IDENTIFIED INITIALLY BY ADMINISTRATOR/DESIGNEE

If the Administrator or designee becomes aware of a case who has been on campus during their infectious period, and *the Community Engagement Team has not been notified through the District's COVID-19 testing program or submittal of external COVID-19 test results,*

The Administrator or designee shall:

If case is a student:

- Escort the student to the dedicated isolation area immediately. Please refer to the [LAUSD COVID-19 Containment, Response, and Control Plan](#) for information on how to set up the Isolation and Quarantine Areas
- Provide the student with a medical-grade mask
- Contact parent for pick-up
- Print and provide [LA County Department of Public Health isolation instructions](#) to the parent when a student is picked up.

If the case is an employee:

- Direct the employee to go home immediately
- Provide via print out or email, the [LA County Department of Public Health isolation instructions](#) to the employee

For all cases:

- Identify and confirm close contacts and provide information to the CE Team using the [LAUSD COVID-19 Initial Exposure Management Form](#)
- Immediately identify areas on site that need to be closed off and disinfected and provide information to the Plant Manager and Complex Project Manager
- If the positive case rode a school bus during their infectious period, notify the Transportation Division (TSD.Personnel@lausd.net)
- If the close contacts are students on campus, send students to the quarantine area and contact parents for pick-up. Provide [LA County Department of Public Health quarantine instructions](#) to parents via print out or email. The close contacts are to remain at home until the CE Team can follow up with them.
- If the close contacts are staff members on campus, provide [LA County Department of Public Health quarantine instructions](#) via print out or email, instruct the staff members to notify their supervisor(s), and send them home to quarantine immediately until the CE Team can follow up with them
- Administrators will be notified by the CE Team via email when the case is cleared to return

- When the close contacts return to the District site after their quarantine period, they must continue to monitor for any symptoms that may arise in the next days up to the 14th day since the start of their quarantine period. Should they develop COVID-19 related symptoms, they must be sent home immediately, and directed to test again.
- If the individual’s positive test result is from an external, non-LAUSD site or a physician’s diagnosis, instruct the individual to submit the test result, or diagnosis to LAUSD’s [Daily Pass portal](#)
- If a positive COVID-19 case is known after hours, or prior to the start of the school day, the school will provide information to the CE Team using the LAUSD COVID-19 Initial Exposure Management Form, and may contact exposed staff, students or parents to ask them not to report until the CE Team can investigate the case and follow the confirmed positive case steps
- Groups of students and/or staff occupy a classroom together or participate in group activities. If there is a confirmed positive COVID-19 case in that group, identify and list only the “close contacts,” which are those who have been within six feet of the case for 15 cumulative minutes or more in a 24-hour period during the case’s infectious period. The student's close contacts must be sent to the designated quarantine area for a parent to pick up and take home, and employees must be sent home. Quarantine only those who meet the exposure definition of a “close contact.”

PARTIAL OR WHOLE SCHOOL CLOSURE

School closure authority is limited to the Superintendent and the LACDPH. When the positive cases are epi-linked, meaning that the two affected individuals were both present at some point in the same setting during the same time period while either or both were infectious, the LACDPH will work with the Superintendent to determine if closure is necessary or required.

If unsure, please contact the CE Team for guidance at (213) 725-5637 from 6:00 a.m. to 9:00 p.m. Monday through Friday, 8:00 a.m. to 4:30 p.m. Saturday and Sunday, or email at CE@lausd.net. See resources below for Principal’s Zoom link.

UNCONFIRMED SUSPECTED CASE - INDIVIDUAL WITH SYMPTOMS CONSISTENT WITH COVID-19

An individual who has COVID-19 related symptoms and requires isolation may include any of the following not due to a chronic:

Students/Staff:

- Fever greater than or equal to 100.0°F
- NEW cough (different from baseline for asthmatics or allergy sufferers)
- Diarrhea

- Vomiting
- Feeling feverish (chills or sweating)
- Shortness of breath
- Muscle or body aches
- NEW loss of taste or smell

Administrator or designee shall:

For students:

- Escort student to the dedicated isolation area immediately
- Provide student with a medical-grade mask
- Contact parent for pick-up
- Instruct the parent to get the student tested for COVID-19 as soon as possible, preferably at an LAUSD COVID-19 alternate testing site (for symptomatic or exposed individuals)
- Collect information by using the [LAUSD COVID-19 Initial Exposure Management Form](#) and send it to the CE team for follow up

For staff:

- Direct the employee to go home immediately
- Instruct the employee to get tested for COVID-19 as soon as possible, preferably at an LAUSD COVID-19 alternate testing site (for symptomatic or exposed individuals)
- Collect information by using the [LAUSD COVID-19 Initial Exposure Management Form](#) and send it to the CE team for follow up

MONITORING OF UNCONFIRMED SYMPTOMATIC CASES

If the symptomatic individual tests positive for COVID-19, the administrator or designee shall follow the procedures for a confirmed positive case, and quarantine all close contacts.

- If a symptomatic individual tests negative for COVID-19 or receives a non-COVID-19 diagnosis from a medical provider, the individual must remain home until symptoms have improved and is fever-free for 24 hours without fever-reducing medication
- If a symptomatic individual does not get tested or does not see a medical provider, the individual must stay isolated at home for a minimum of 10 days beginning with the symptom onset until fever-free for 24 hours without fever-reducing medication and symptoms have improved
- Upon receipt of the [LAUSD COVID-19 Initial Exposure Management Form](#), the CE Team will track a suspected case and inform the administrator when the case is cleared to return

INDIVIDUALS WHO ARE A CLOSE CONTACT TO A COVID-19 POSITIVE CASE

Any individual, regardless of vaccination status, who has been exposed to a confirmed COVID-19 positive case must stay home and quarantine. If the employee, student, or student's parent notifies the school or worksite that they have been directly exposed to a confirmed positive case of COVID-19 at home, or within their community.

- Fully vaccinated employees and students who are quarantined and have a negative test at Day 5 and remain asymptomatic can return at Day 8.
- Employees and students who are not fully vaccinated have to quarantine for 10 days.
- Employees and students must be cleared by CE before returning to school/work location.

Administrator or designee shall:

For students:

- Escort student to the dedicated quarantine area immediately if the student is at school
- Provide student with a medical-grade mask
- Contact parent for pick-up
- If the student is fully vaccinated, instruct the parent to get the student tested for COVID-19 on Day five (5) from the date of exposure, at a symptomatic testing site, or with their healthcare provider. Collect information by using the [LAUSD COVID-19 Initial Exposure Management Form](#) and send it to the CE team for follow up. Students must be cleared by CE before returning to school.
- If the student is not fully vaccinated, advise the parent that the child must quarantine for 10 days. Collect information by using the [LAUSD COVID-19 Initial Exposure Management Form](#) and send it to the CE team for follow up. Students must be cleared by CE before returning to school.

For staff:

- Direct the employee to go home immediately
- Instruct the employee to get tested for COVID-19 five (5) or more days from the date of exposure, preferably at an LAUSD COVID-19 alternate testing site (for symptomatic or exposed individuals) or with their healthcare provider.
- If the employee is fully vaccinated, instruct the parent to get the student tested for COVID-19 on Day five (5) from the date of exposure, at a symptomatic testing site, or with their healthcare provider. Collect information by using the [LAUSD COVID-19 Initial Exposure Management Form](#) and send it to the CE team for follow up. Employees must be cleared by CE before returning to school.

- If the employee is not fully vaccinated, advise the parent that the child must quarantine for 10 days. Collect information by using the [LAUSD COVID-19 Initial Exposure Management Form](#) and send it to the CE team for follow up. Employees must be cleared by CE before returning to school.

Upon receipt of the [LAUSD COVID-19 Initial Exposure Management Form](#), the CE Team will track the individual and inform the administrator when the individual is cleared to return.

TRAVEL RECOMMENDATIONS AND EXPOSURE MANAGEMENT

Please note the following changes:

Los Angeles Unified is adhering to the LACDPH’s recommendations and following the CDC travel guidelines.

- The CDC guidelines advise individuals based on their vaccinated and unvaccinated status; quarantine is not a requirement at this time, per public health.
- The District is not requiring quarantine at this time.
- If you choose to travel, follow the CDC [domestic](#) and [international](#) travel guidance for fully vaccinated people.
- If you are not fully vaccinated, but choose to travel, follow the CDC [domestic](#) and [international](#) travel guidance for unvaccinated people.

This guidance is subject to change based on updated guidance from the Los Angeles County Department of Public Health. Please continue to monitor their website for updates: <http://publichealth.lacounty.gov/media/coronavirus/traveladvisory.htm>.

If you have questions regarding Community Engagement, please send an email at CE@lausd.net.

If you have questions regarding COVID-19 Testing, please contact the COVID-19 Testing and Operations Coordinator supporting your Local District.

Testing and Operations Support Services			
Roger Avila	Coordinator, Local District Northwest	ravil3@lausd.net	213-408-2011
Jeremiah Gonzalez	Coordinator, Local District South	jjg2443@lausd.net	310-354-3241
Ernestina Gandera	Coordinator, Local District Northeast	ejg1350@lausd.net	213-408-2168
Linda Lee	Coordinator, Local District Central	lkc7377@lausd.net	213-408-9424
Leilani Morales	Coordinator, Local District East	lxm8995@lausd.net	213-408-2965
Zelendria Robinson	Coordinator, Local District West	zrobinso@lausd.net	213-369-5598

Related Resources:

- Office of COVID Response [Employee Resources](#) (may require SSO login)
- [Los Angeles County Department of Public Health Decision Pathway in an Education Setting](#)
- Community Engagement Principal's Zoom Link:
Join Zoom Meeting: <https://bit.ly/LAUSDCOVIDOfficerZoom>
Meeting ID: 826 6098 6105
Passcode: 005182
One tap mobile: +12133388477,,82660986105#,,,,*005182# US (Los Angeles)
- Frequently Asked Questions: <https://bit.ly/LAUSDCEFAQ>

Exposure Management: Communication to Site Administrators

This document outlines high level steps to exposure management. If the Administrator or designee becomes aware of a case who has been on campus during their infectious period, and has been identified, the Administrator or designee shall:



Student Case Management

1

Escort Student to dedicated isolation immediately.

*Please refer to the [LAUSD COVID-19 Containment, Response, and Control Plan](#) for information on how to set up the Isolation and Quarantine Areas

2

Provide student with a medical-grade mask

3

Contact parent for pick-up

4

Print and provide [LA County Department of Public Health isolation instructions](#) to parent when student is picked up.

Staff Case Management



Direct the employee to go home immediately and provide via print out or email the [LA County Department of Public Health isolation instructions](#) to employee.

For all cases:

- Identify close contacts for CE Team using the [LAUSD COVID-19 Initial Exposure Management Form](#).
- Identify immediate areas on site to be closed off and disinfected.
- If applicable, notify the Transportation Division if student boards a bus (TSD.Personnel@lausd.net)
- If the close contacts are students on campus, send students to the quarantine area and contact parents for pick-up. Provide [LA County Department of Public Health quarantine instructions](#) to parents via print out or email. The close contacts should remain at home until the CE Team can follow up with them.
- If the close contacts are staff members on campus, provide [LA County Department of Public Health quarantine instructions](#) via print out or email, instruct the staff members to notify their supervisor(s), and send them home to quarantine immediately until the CE Team can follow up with them.
- Advise all confirmed close contacts (employees and students, or child's parent, if student is a minor) the following:
 - Fully **vaccinated** employees and students who are quarantined and have a negative test at Day 5 (can be tested at an LAUSD testing site) and remain asymptomatic can return at Day 8 once cleared by CE before returning to school/work location.
 - Not fully vaccinated** employees and students who are symptomatic should contact their healthcare provider. If not fully vaccinated individuals do not have any symptoms, they are required to quarantine for the full 10 days. Employees and students must be cleared by CE before returning to school/work location.
- If a positive COVID-19 case is known after hours, or prior to the start of the school day, the school may contact exposed staff, students or parents to ask them not to report to the school or site the CE Team can investigate the case.