Reopening Protocols for K-12 Schools: Appendix T1

Recent Updates – (Changes highlighted in yellow)

3/15/21: Revised to clarify that specialized instructors in elementary schools may work with up to 3 stable groups of students over the course of a school day or school week.

3/8/21:

- Allows reopening of grades 7-12 for all schools as long as schools comply with all state and local requirements
- Expands discussion and provides clarity on creating stable groups of students

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to enable schools serving students from kindergarten through grade 12 to reopen safely. In addition to the conditions imposed on schools by the State Public Health Officer and the California Department of Education, schools must also be in compliance with these employee and student safety and infection control protocols.

Please note: This document may be updated as new information and resources become available. Go to http://www.ph.lacounty.gov/media/Coronavirus/ for updates to this document.

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

The TK-12 reopening checklist starts on page 4, and provides safety measures in five areas:

(1) Workplace policies and practices to protect employee and student health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees, students and families of students and the public
(5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols. Schools must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the setting.

General Reopening Guidance for All Schools

At this time when Los Angeles County is in Red Tier or higher, all schools are permitted to reopen for all students in any grades TK – 12. Note that the state defines an open or reopened school as one that offers in person instruction at least one day each week to all students in at least one of the grades served by the school. Schools that do not meet that criteria may be providing certain in person services to a limited number of students, but do not meet the criteria of being open or having reopened for the purposes of this protocol.

Schools open for in person learning must also continue to offer 100% distance learning as an option for those families that prefer it.

Schools that are eligible for reopening based on state and county criteria, are not required to open and may not open until the school is prepared to comply with all requirements in this protocol to ensure a safe

environment for all members of the school community. However, schools should be aware that a prolonged delay in reopening may impact eligibility if community transmission rises and adjusted case rates exceed the thresholds that permit school reopening. **Any school that has reopened per the definition above may stay open** even if adjusted case rates rise and/or the County is reassigned back to a lower more restrictive tier. If a school has not reopened per the definition above, and the County is reassigned back to Tier 1 (Purple Widespread), no school that serves any grades 7 – 12 and has not yet reopened will be permitted to open for those grades until the County again meets criteria for Red Tier. If a school has not reopened, and the adjusted case rate in the County rises above 25 cases per 100,000 population, no schools that have not yet reopened will be permitted to do so for any grade served until the adjusted case rate again falls below 25, at which time schools are permitted to reopen for grades TK – 6. The only exception to this rule is that schools have a minimum three-week window for reopening after the County reaches a reopening threshold. If the adjusted case rate were to quickly rise again above the permissible threshold within three weeks of reaching the threshold, schools still have a full three weeks to reopen before eligibility is withdrawn.

Schools that are still preparing for reopening or electing to remain closed at this time, may still initiate or continue the following in person on campus activities. These activities may occur regardless of whether the school has reopened or remains closed, and regardless of the County's Tier placement or adjusted case rate:

- **Day care for school-aged children and/or childcare programs located in schools.**
  - LEAs and schools that offer day care services for children at schools must be in compliance with the DPH protocol for Programs Providing Day Care for School-Aged Children or the Guidance for ECE Providers. Programs that wish to provide day care for school aged children at schools should communicate with their Community Care Licensing Regional Office to inquire regarding the availability of waivers for licensed child care facilities and license-exempt providers due to COVID-19. For additional information see PIN 20-22-CCP.
  - Schools that provide child care programs for school-aged children on their campus must file the notification for Child Care Services for School-aged Children on K-12 School sites with LAC DPH.

- **Specialized services for defined subgroups of children who need in person services and supports.**
  - LEAs and schools are not required to provide specialized, in-person services, but those that do so may serve students with IEPs, students who are English Language learners, and students with needs that cannot be met through a virtual instruction platform. These students may be served as needed, provided that the overall number of students present on-site does not exceed 25% of total student body at any one time. Schools that have reopened for one or more of the grades served, but not for all grades served by the school, may also deliver these special services to a limited number of students in the grades not yet opened for full in person instruction. In that situation, the school may bring up to 25% of student enrollment in the grades not currently open on to campus at any one time for specialized support and services for high need students in those grades, as long as the school can adhere to distancing, infection control, and cohorting requirements.
  - Specialized services may include but are not limited to occupational therapy services, speech and language services, other medical services, behavioral services, educational support services as part of a targeted intervention strategy, or assessments, such as those related to English Learner status, Individualized Education Plans, and other required assessments.
  - No child may be part of more than one cohort. Students who are part of a cohort may leave the cohort for receipt of additional services. Any additional services, however, must be provided one-on-one by the appropriate specialist in a secure space that is apart from all other people.
  - Schools must agree to cooperate with DPH with regard to screening, monitoring and

documentation that will be required to permit careful scrutiny of health outcomes associated with this initial period of expansion.

- To the extent consistent with specialized needs of students in a given cohort, use of outdoor space for at least 50% of the school day is strongly encouraged
- LEAs and schools that choose to implement these on-site services for students with specialized needs, must inform the Los Angeles County Department of Public Health of their plans prior to start of services. If the school has already opened one or more of the grades served and will be providing specialized services to other grades, the school is still required to notify public health before initiating the specialized services, as there is a separate notification form that must be filed. The reporting form can be found at Small Group Instruction Notification Form.
- Further information from the State concerning specialized services may be found at Specialized Support and Services.

- **Supervised administration of college admission tests, including PSAT, ACT, and SAT exams.**
  - College admission tests, including PSAT, ACT, and SAT exams, may be conducted at schools as long as students are appropriately cohorted for the entire duration of the assessment (no more than 14 students in each classroom with a distance of at least 6 feet between students and between students and teachers.
  - All students and staff are wearing face masks for the entire time on campus, infection control directives are in place.
  - There is no gathering at arrival and dismissal times or during test breaks.

All measures to ensure the safety of employees and students in this protocol for Reopening of TK-12 Schools and in the associated protocol for K-12 Exposure Management must be implemented and are applicable to all on-site personnel, including those providing specialized services. The following paragraphs highlight safety strategies specific to the school environment. Additional resources for K-12 Schools can be found in the TK-12 School COVID-19 Toolkit.

COHORTING

For the three types of on-site programming described above (day care for school-aged children, specialized services for defined subgroups of children, and administration of college admission tests), students must be organized and proceed through the day within small cohorts, defined as stable groups of no more than 14 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.

- Note that if a cohort has fewer than 14 children or if a child stops attending a previously full cohort other children who are not already assigned to a cohort can be added to the group to reach the maximum of 14, provided all the children, once assigned remain with the same cohort at all times.
- If some children are assigned to a stable cohort but only attend part-time, they must be counted as full members against the maximum of 14. Part-time members cannot "share" their slot with other part-time students. Other children cannot be added in order to reach the maximum of 14 participants at all times.
- Aides assigned to individual children do not have to be counted as supervising adults. They must, however, be counted against the maximum of 16 individuals who can be included in a cohort.
- Supervising adults may be assigned to work with two different cohorts if the two cohorts are present at school on different days of the week or different sessions during the day, for example an AM and PM session. Assignment to more than two cohorts is not permitted.
- Deployment of substitute providers who are covering for short-term absences is allowed, but they

must work with no more than 2 cohorts of children per day. Essentially, the substitute will adopt the assignment of the absent employee for whom they are covering and work exclusively with the same cohort(s) to which the permanent employee is assigned.

- "Floaters," who cover for supervising adults during the day for employee breaks, may constitute a third supervising adult in the cohort, but may not provide coverage for more than two different cohorts during a day and should be spending limited time with any one cohort as needed to provide coverage for the permanently assigned supervising adults.

Important additional details for implementation of cohorts are available from the CA Department of Public Health Guidance Related to Cohorts.

LIMITED ON-CAMPUS DENSITY

While Local Education Agencies (LEAs) or schools may configure as many cohorts as are appropriate to meet student needs for specialized services, the total on-campus population may not exceed 25% of the total student body at any one time for this particular purpose. The 25% limit does not apply to school age children on campus receiving day care while engaged in distance learning activities, nor does it apply to students in grades that have reopened for full in person instruction. Schools that have reopened some of their grades and not others may bring additional students onto campus for specialized services in grades that remain closed but not up to 25% of total student enrollment. In that situation the school may bring additional students onto campus for specialized services and assessments up to a maximum of 25% of the student enrollment in the grades that are still closed, as long as the school can adhere to distancing, infection control, and cohorting requirements.

SUPERVISING ADULTS

A supervising adult is an adult assigned to one cohort of children or youth, who does not physically interact with any other cohorts. Supervising adults may be childcare staff, certificated or classified school staff, volunteers, participating parents or caregivers, or other designated supervising adult(s). An aide who is present to provide support to an individual child should be counted as a member of the cohort but not as a supervising adult. A supervising adult may be assigned to 2 different stable cohorts if they offer specialized services/support that cannot be provided by any other supervising adult.

SUPERVISED ENVIRONMENTS

A supervised care environment is an environment where multiple children or youth, from multiple families or households, are supervised simultaneously by an adult. This includes, but is not limited to, licensed childcare facilities, licensed exempt childcare programs, supervised programs on a school site while a school is not in session or is providing curriculum in a distance-learning format, or where some educational services are being offered to a subgroup of students defined by a local educational agency on a school.

Stable Learning Groups in Schools and Grades that Have Reopened

For grades that have returned for full in person instruction, complying with the specific cohorting guidance above including the maximum number of 16 individuals total is not required. Nevertheless, applying the same principles to the creation of stable learning groups can provide a key mitigation layer in schools. A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities. Implementing stable groups of students and staff reduces the numbers of exposed individuals if COVID-19 is introduced into the group; decreases opportunities for exposure to or transmission of the virus; facilitates more efficient contact tracing in the event of a positive case; and allows for targeted testing and quarantine of a small group instead of potential schoolwide closures in the event of a positive case or cluster of cases.

Creating and maintaining stable groups is required for return to in person instruction in elementary schools. The size of these stable groups in elementary schools is not limited to a specific maximum number but is

dependent on utilization of the available classroom space to allow physical distancing of 6 feet between all students and staff. For the purpose of maintaining stable groups of students in elementary school while allowing specialized instructors to interact with more students, each teacher in the elementary schools reopened for full-grade in-person instruction may be assigned to work with up to 3 stable groups during the course of the school day or school week.

Because middle and high school curricula differ from elementary school curricula, groups are likely to be larger in the upper grades compared to elementary where a single classroom of students usually remain together all day with the same teacher. Due to logistical challenges of creating stable groups in middle and high school, LACDPH is not requiring stable grouping of students in that setting but does recommend it as a best practice that middle and high schools should consider when planning for reopening.

For example, by using block scheduling that reduces the number of courses/periods students take during the school day, along with creating teams of teachers and support staff from different content areas that share the same group of students, the size of stable groups can be minimized. Under these parameters, groups consisting of 60 to 80 members that do not interact with members of other groups during the instructional day may be feasible and stable groups numbering no more than 100-120 members maximum are preferred. Again, this approach to structuring the school day is suggested as a best practice that adds another layered mitigation strategy to promote school safety; it is not required.

Other considerations that may assist in creating stable groups in middle and high schools:

Consider keeping students together in their respective classrooms throughout the day and have educators rotate between the classrooms that make up a stable group to eliminate the remixing of classroom membership and reduce exposure that might occur during period switches and hallway passing. Alternatively, classroom groups may move together in staggered passing schedules to other rooms they need to use (e.g., science labs).

Part of the school day could include virtual instruction to reduce the number of in-person groups that a teacher will be exposed to. This is recommended for providing electives, where only one or a few specialized elective teachers may be available to the entire student body. Offering electives virtually or staggering the taking of the electives throughout the term so that an elective teacher is not working with more than one or two groups at a time are safer approaches.

Schools will be asked to provide information on their approach to stable groups in completing this protocol.

Note: The best practice recommendation to have each student assigned to one stable group during the school day does not preclude students participating in other cohorts outside of school hours, such as before or after school programs or a team sport.

TK to Grade 12 Reopening Checklist

Institution name: _____

Address: _____

Maximum Occupancy, per Fire Code: _____

Approximate total square footage of space open to faculty and/or students: _____

Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of all permitted in person services for students:

_____

Estimated total number of students that will return per grade (if none, enter 0):

TK: _____ **K:** _____ **1:** _____ **2:** _____ **3:** _____ **4:** _____ **5:** _____

6: _____ **7:** _____ **8:** _____ **9:** _____ **10:** _____ **11:** _____ **12:** _____

Number of separate stable groups that will be present on campus on an average day: _____

Maximum number of members in stable groups present on campus on an average day: _____

Please describe briefly your school's approach to creation of stable groups:

_____

_____

_____

NOTE: The terms "employees" and "staff" are used in these protocols to refer to individuals who work in a school facility in any capacity associated with teaching, coaching, student support, provision of therapies or personal assistance to individual students, facility cleaning or maintenance, administration, or any other activity required for the school to function. "Employees" or "staff" may include individuals who are: paid directly by the relevant school system, paid by entities acting as contractors to the school, paid by outside entities acting in collaboration with the school to serve students, paid by third parties to provide individual student services, or unpaid volunteers acting under school direction to carry out essential functions. The term "parents" is used in these protocols to refer to any persons serving as caregivers or guardians to students.

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF ("EMPLOYEES") AND STUDENTS (CHECK ALL THAT APPLY)

The school has a COVID-19 Containment, Response and Control Plan that describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to the following elements:

- ❑ A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.
- ❑ A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student, or visitor) tests positive for COVID-19. The plan addresses:
    - Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person's return to their home.

- Factsheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.

- ❑ A plan or protocol to initiate a School Exposure Management Plan consistent with DPH guidance that outlines procedures for:
  - Isolation of case(s);
  - Identification of persons exposed to cases at school;
  - Immediate quarantine of exposed employees and/or students; and
  - Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
  - Notification of DPH of all confirmed cases of COVID-19 disease among employees and children who had been at school at any point within 14 days prior to the illness onset date. The illness onset date is the COVID-19 test date or Symptom Onset Date of the infected person, whichever is earlier. Reporting of cases should be done within 1 business day of the school's notification of the case. This can be completed online using the secure web application: http://www.redcap.link/lacdph.educationsector.covidreport or by downloading and completing the COVID-19 Case and Contact Line List for the Education Sector and sending it to ACDC-Education@ph.lacounty.gov..
- ❑ A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health. This can be done using the same reporting options described above: (1) submitting the report online at http://www.redcap.link/lacdph.educationsector.covidreport or (2) completing the COVID-19 Case and Contact Line List for the Education Sector and emailing it to ACDC-Education @ph.lacounty.gov. The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.
- ❑ Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.
- ❑ A plan or protocol for incorporating COVID-19 testing into regular school operations.
  - At a minimum the plan should describe the strategy for ensuring access to testing for students or employees who are symptomatic or have known or suspected exposure to an individual infected with SARS-CoV-2.
  - In addition, the school may consider a strategy for periodic testing for asymptomatic individuals with no known exposure. The California Department of Public Health (CDPH) is not requiring any particular frequency or procedure for asymptomatic testing at this time. However, the state has put into place support for specific testing cadences through supplemental testing supplies, shipment, laboratory capacity, enrollment and reporting technology, training, and assistance with insurance reimbursement. Schools are advised to access information and resources regarding school-centered testing at the state's Safe Schools for All hub.
  - The plan must provide that all testing results will be reported to the Department of Public Health
- ❑ Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- ❑ Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.
- ❑ In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.

- ❑ All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding employer or government sponsored leave benefits, including their right to paid sick leave as guaranteed by the Families First Coronavirus Response Act.
- ❑ Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted. One exception is the use of outdoor athletic fields by non-school youth sports teams, leagues, or clubs, which is permitted when school is not in session and staff and students are not present.
- ❑ Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee is currently under isolation or quarantine orders. Temperature checks are also a recommended part of the screening.
- ❑ These screenings can be done in-person upon arrival at the site or remotely before arrival using a digital app or other verifiable approach.
- ❑ Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents, or other employees) is required to wear a face mask.
    - Employees who have contact with others are offered, at no cost, an appropriate face mask that covers the nose and mouth. The mask must be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used.
    - All staff must wear a face mask at all times, except when working alone in private offices with closed doors or when eating or drinking. The exception made previously for staff working in cubicles with solid partitions exceeding the height of the employee while standing is overridden.
    - A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face mask.
    - Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate a face mask. Students who cannot wear a mask should not be placed with a cohort or group of students in the classroom. They may be able to tolerate a face shield with drape at the bottom which does not provide the same extent of source control or personal protection as use of a properly fitted, multi-layered face mask, therefore a student who cannot wear a mask can receive necessary services in a one-to-one setting with staff wearing appropriate PPE. They may also need to be accommodated via distance learning.
- ❑ Employees are instructed to wash or replace their face masks daily. Parents are instructed to ensure that children have clean face masks.
- ❑ All individual employee workstations or areas used by employees working as part of a team allow for separation of at least 6 feet. Classroom furniture is arranged to permit a distance of at least 6 feet between the teacher's desk and the nearest student(s).
- ❑ To ensure that masks are worn consistently and correctly, staff are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, staff must maintain at least a six-foot distance from others, including fellow employees and visitors. Eating or drinking outdoors is

preferred but eating of drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation permits greater distance from and barriers between staff.

- ❑ Occupancy is reduced and space between employees is maximized in any room or area used by staff for meals and/or breaks. This can be achieved by:
  - Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks;
  - Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
  - Placing tables six feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing.
- ❑ All employees, on-site contractors, vendors, and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face masks when around others.
- ❑ Break rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected frequently, on the following schedule:
  - Break rooms _____
  - Restrooms _____
  - Classrooms _____
  - Laboratories _____
  - Nurse's office _____
  - Counseling and other student support areas _____
  - Front office _____
  - Other offices _____
  - Other (auditorium, gymnasium, library if in use) _____
- ❑ High touch areas in staff breakrooms are frequently cleaned, and commonly shared items, such as coffee pots, pots, and dishes, are replaced with single use items or thoroughly cleaned after each use by a different person.
- ❑ Disinfectant and related supplies are available to employees at the following location(s):

  _____
- ❑ Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations (check all that apply)
  - Building entrance/s, exit/s
  - Central office
  - Stairway entrances
  - Elevator entry (if applicable)
  - Classrooms
  - Faculty breakroom
  - Faculty offices: _____
- ❑ Soap and water are available to all employees at the following location(s):

  _____

- ❑ Employees are offered frequent opportunities to wash their hands.
- ❑ Each employee is assigned their own tools, supplies, equipment, and defined workspace to the extent feasible. Sharing of workspaces and held items is minimized or eliminated.
- ❑ Copies of this Protocol have been distributed to all employees.
- ❑ Optional—Describe other measures:

_____

B. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS (CHECK ALL THAT APPLY)

- ❑ Maximum number of employees permitted in facility to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, is:_____.
- ❑ Maximum number of students permitted in facility to ensure physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible (under no circumstances should distance between student seating be less than 4 feet), is:_____.
- ❑ Measures are in place to ensure physical distancing of students on school busses. These measures must include (check all that apply):
    - o A maximum of one child per bus seat.
    - o Face masks required at all times.
    - o Use of alternating rows (strongly recommended but not required).
    - o Open windows (if air quality and rider safety concerns allow, especially if alternating rows is not implemented).
- ❑ Additional measures in use to ensure physical distancing (Check all that apply):
    - o Staggered school start times to permit more than one trip per bus at school start and close.
    - o Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry.
    - o Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming.
        - ▪ Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of face masks.
    - o Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.
    - o Other: _____
- ❑ Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building. These must include (check all that apply):
    - o Schedules are adjusted to ensure that only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time.
    - o School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.
    - o Elevator capacity, if applicable, is limited to the number of people that can be accommodated

while maintaining a 6-foot distance between riders; during peak building entry and exit times, this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear face masks.

- The following Measures are in place to avoid crowding on stairways:
  - Designation of up and down stairways _____
  - Staggering of breaks between classes _____
  - Monitoring of stairways by school staff _____
  - Other: _____

❑ Measures are in place to ensure physical distancing within classrooms. These include the following requirements (check all that apply):

❑ A cohorting approach has been adopted school-wide for elementary school grades, in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting, throughout the school day. The maximum size for stable groups will be the number that allows appropriate physical distancing within the available instructional space. The creation of stable groups in middle and high school grades is recommended as a best practice with groups not to exceed 120 students in total. However, stable groups in middle and high school is not a requirement but an additional layer of mitigation for schools to consider.

- In-person class size has been limited to_____students in elementary grades.
- In-person class size has been limited to_____students in middle and high school grades.
- The school day has been divided into shifts to permit fewer students per class.
- Attendance is staggered to reduce the overall number of students in classrooms on a given day.
- Some classes have been moved entirely online.
- Online class attendance and participation is offered as an option for all students for all classes.
- Alternative spaces are used to reduce the number of students within classrooms. These may include:
  - School library ____
  - Auditorium ____
  - Cafeteria ____
  - Gymnasium ____
  - Other: _____
- Classroom furniture is set up to ensure 6 feet between students at their desks/tables and between students and teachers (placement of desks/tables, use of floor markings to indicate required distance, etc.) to the extent feasible. Where 6 feet of distance is not possible, physical barriers are used to minimize close contacts. Under no circumstances should distance between student seating be less than 4 feet.
- Furniture designed for in-class group activities that bring students closer than 6 feet has been reconfigured or removed from the classroom.
- Nap or rest areas in classrooms have students placed 6 feet apart and alternating feet to head.
- Teaching methods have been modified to avoid close contact between students for any

classes that may usually involve group activities.

- Other: _____

- ❑ Any gym class activities are offered outdoors and are selected to permit physical distancing; contact sports are not permitted.
- ❑ School policies enforce physical distancing (students maintain distance of 6 feet) in locker rooms. Policies must include:
  - Offering access to locker rooms only when staff supervision is possible Staggering locker room access.
  - Creating alternative options for storage of student clothing, books, and other items.
- ❑ Measures are in place to maintain physical distancing during school meals. These must include (check all that apply):
  - Meals are eaten in classrooms or outdoors, without any mingling of stable groups from different classrooms.
  - If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.
  - Staff are deployed during meals to maintain physical distancing and prevent any mixing of students from different stable groups.
  - If meals take place in a cafeteria, mealtimes are staggered to only allow one stable group at a time in the cafeteria.
  - If meals take place in a cafeteria, space between all tables/chairs has been increased to support 6 feet of physical distancing. Barriers between tables and/or chairs may be used as an alternative when 6 feet of distancing is not possible.
- ❑ Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees. For example, kitchen and other back of house floors are marked to reinforce physical distancing requirements.
- ❑ Measures are in place to permit physical distancing in school areas used for student support services.
  - Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) have been instructed to maintain a physical distance of at least 6 feet to the extent feasible while engaging in student support activities.
  - Furniture and equipment in school areas used for student support services are arranged to promote a 6-foot distance between any two students and/or between students and staff.
  - Where feasible and appropriate, therapeutic and support activities are conducted virtually.
  - Sharing of equipment and supplies is avoided where possible. Should equipment need to be shared, it must be sanitized before and after each use by a different student and/or employee
  - Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.
- ❑ Measures are in place to permit physical distancing in administrative areas of the school.
  - Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
  - Tape or other markings are used to define a 6-foot radius around reception desks or counters.
  - Workstations of administrative personnel have been arranged to permit 6 feet between individuals sharing a space or between office personnel and students or other staff required to visit the space.

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

- ❑ Screening is conducted before students, visitors and staff may enter the school. Screening must include a check-in concerning symptoms consistent with possible COVID-19 and any other symptoms the individual may be experiencing. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival. A temperature check with a no-touch thermometer at entry is recommended as part of the screening, especially for visitors who may not be part of a systematic at-home screening process.
    - Students, staff, and visitors who screen positive at entry or who report symptoms at any point during the school day will be reported to the COVID-19 Compliance Team (see Section A). The COVID-19 Compliance Team will determine whether the individual should be excused from the facility according to DPH guidance on Symptom and Exposure Screening Pathways at Educational Institutions. Students who screen positive are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while a determination is made on exclusion and arrangements are made for their return home, where indicated.
    - Per the DPH Symptom and Exposure Screening Pathways, students, staff, and visitors who have had close contact with an individual who has screened positive for symptoms consistent with possible COVID-19 are notified of the potential exposure. These individuals are not required to quarantine unless the exposure has been confirmed through a positive COVID-19 diagnostic viral test or a clinical diagnosis from a medical provider. Students who have a confirmed exposure are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Quarantine Order
- ❑ Screening of adults and of middle and high school age students includes a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID- 19.
    - Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID- 19.
    - Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.
- ❑ Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These must include (check all that apply):
    - Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible. Campus tours for prospective students are permitted if the tour is limited to one family or household unit only; the tour is held outside of regular school hours (evening or weekend) when enrolled students and staff are not present; and all social distancing strategies are observed including proper physical distancing, face masks worn by all parties at all times, and other infection control measures as applicable.
    - Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre- registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another

person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.

- Visitors arriving at the school with non-enrolled children (e.g., younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.
- Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible. Visitors are not permitted to interact with any cohorts.
- Visitors arriving at the school are reminded to wear a face mask at all times while in the school. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them.

❑ Measures are in place to promote optimal ventilation in the school. These may include (check all that apply):

- At least 50% of classroom learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting.
- The school HVAC system is in good, working order. Prior to school reopening, the HVAC system should be evaluated by an appropriate engineer familiar with the Guidance for Reopening Schools as developed by the American Society of Heating, Refrigerating, and Air-conditioning Engineers (ASHRAE).
- HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
- Portable, high-efficiency air cleaners have been installed if feasible.
- Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate. Existing fire codes requiring closure of fire-rated doors must be respected.
- Air filters have been upgraded to the highest efficiency possible.
- Other:

_____

❑ Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces, and objects throughout the school. These may include (check all that apply).

- A cleaning and disinfecting schedule have been established in order to avoid both under- and over- use of cleaning products.
- Buses are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are cleaned after every completed bus route.
- Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected daily and cleaned more frequently as resources allow using appropriate products (see below).

- Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and individual water bottles are provided as an alternative, high touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.
- Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.
- Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list "N) are used according to product instructions. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together – this causes toxic fumes that may be very dangerous to breathe.
- Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, Cal OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product
- All cleaning products are kept out of children's reach and stored in a space with restricted access.
- Ventilation is maximized during cleaning and disinfecting to the extent feasible If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- Enhanced cleaning and disinfection of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day.
- Steps are taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, on the following schedule:
  - Restrooms: _____
  - Lobbies/entry areas: _____
  - Teacher/staff break rooms: _____
  - Class rooms _____
  - Cafeteria dining area: _____
  - Cafeteria food preparation area: _____
  - Front office: _____
  - Other offices: _____
  - Other areas: _____

❑ Measures are in place to ensure use of appropriate face masks by all staff, students, and visitors at all times. These must include (check all that apply):

- Staff, parents, and students are informed of the requirement for face masks prior to the start of school and on a regular basis throughout the school year.

- All students over age 2 are required to wear face masks at all times while on school property except while eating, drinking, or carrying out other activities that preclude use of face masks.
- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate face masks. Students who cannot wear a mask should not be placed with a cohort or group of students in the classroom. They may be able to tolerate a face shield with drape at the bottom which does not provide the same extent of source control or personal protection as use of a properly fitted, multi-layered face mask, therefore a student who cannot wear a mask can receive necessary services in a one-to-one setting with staff wearing appropriate PPE. They may also need to be accommodated via distance learning.
- Information is provided to staff, parents and students concerning proper use of face masks including the need to wash face masks after each day's use.
- Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and the depicts proper use of cloth face masks.
- As feasible, two face masks are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own face masks.
- Parents of younger children are encouraged to provide a second face mask for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.
- Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of face masks.
- Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.), as appropriate.
- Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building.

NOTE: Staff and students who are alone in closed offices are not required to wear face masks. Students may also remove face masks when eating or napping or when wearing a face mask is otherwise impracticable (e.g., while showering, etc.). The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a face mask to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

❑ Measures are in place to ensure frequent hand washing by staff, students, and visitors. These must include (check all that apply):

- Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly. Each stable group is required to use a designated bathroom; should more than one stable group be assigned to use the same bathroom; a color-coded system is used to minimize students from different stable groups using the bathroom at the same time.
- Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.
- Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
- Portable handwashing stations have been placed near classrooms to minimize movement

and congregations in bathrooms to the extent practicable.

- Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol-based hand sanitizer is preferred and should be used in school environments. Hand sanitizers with isopropyl alcohol as the main active ingredient are not used in the school, as it is more irritating and can be absorbed through the skin.
- Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Hand sanitizer is not out in the open and should be used with adult supervision for children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.
- Hand sanitizer, soap and water, tissues and trash cans are available at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.

❑ Measures are in place to ensure infection control in the school cafeteria or other site at which food is served or picked up.

- Buffet and family style meals have been eliminated.
- Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
- Physical barriers are in place where needed to limit contact between cafeteria staff and students.
- Optional-Describe other measures:

_____

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

❑ Information was sent to parents and students prior to the start of school concerning school policies related to (check all that apply):

- Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19 _____
- Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19 _____
- Who to contact at the school if student has symptoms or may have been exposed

  _____
- How to conduct a symptom check before student leaves home _____
- Required use of face masks _____
- Importance of student compliance with physical distancing and infection control policies ____
- Changes in academic and extracurricular programming in order to avert risk _____
- Changes in school meals in order to avert risk _____
- School policies concerning parent visits to school and advisability of contacting the school remotely _____
- Importance of providing the school with up-to-date emergency contact information including

multiple parent contact options _____

- Other: _____

- ❑ A copy of this protocol is posted at all public entrances to the school and uploaded to a public facing page on the school or district website.
- ❑ Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face masks, and importance of hand washing.
- ❑ Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- ❑ The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
- ❑ Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face masks, physical distancing, and hand washing.
- ❑ Online outlets instruct students, parents, and teachers on how to contact the school in case of infection or exposure.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- ❑ A plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student.
  - This plan includes a method for proactive school contact with parents at the beginning of the school year to assure that issues related to the child's education and safety are being addressed.
  - Modifications to individual IEPs and 504 plans may involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning.
  - Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
- ❑ Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.

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

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

Business Contact Name: _____

Phone number: _____

Date Last Revised: _____