

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

**LOS ANGELES UNIFIED SCHOOL DISTRICT**

**Office of Health Emergency Response and  
Support**



March 12, 2024

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## I. Educational Models

### Two Models: In-School and Online Independent Study

<p><b>1. In-School</b></p> 	<p><b>2. Virtual Academy - Online Independent Study</b></p> 
<p>Five full days of instruction inside school buildings.</p>	<p>The Virtual Academy consists of six (6) thematic-based online schools for students in grades TK through 12. Each Virtual Academy is an independent study model in which students receive a more personalized learning experience that offers program pacing flexibility, project-based learning on high-interest themes, and individual check-ins with their instructors. Through daily synchronous instruction time, students engage with their teachers and classmates to learn grade level, standards-based concepts, and skills to become college and career-ready</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. Virtual Academy - Online Independent Study

Students in grades PreK-12 have been issued iPads, Chromebooks, or laptop computers. Online platforms (such as Schoology) 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. Online options are available for California State Preschool Programs (CSPP) or Early Education Centers (EEC) via Google Classroom.

## Health and Safety Compliance

### Adjusting to Public Health Data

Working in close partnership with the Los Angeles County Department of Public Health (LACDPH), 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.

#### Los Angeles County Department of Public Health (LACDPH): COVID-19 Prevention and Response Guidelines for Education Settings

- Schools must have a written COVID-19 Prevention Program that complies with the Cal/OSHA COVID-19 Prevention Non-Emergency Regulations
- This plan requires the designation of a Communicable Disease Liaison, formerly known as the COVID-19 Compliance Officer, who serves as the liaison to the Department of Public Health (DPH) in the event of an outbreak on campus.

### Health and Safety

The safety of students and staff is always the District's priority and of paramount importance during any outbreak. The following plan describes the District's layered approach to preventing and reducing the spread of COVID-19 on school campuses and non-school locations. This document is the "COVID-19 Safety Plan" for the Los Angeles Unified School District and is consistent with the "COVID-19 Prevention and Response Guidelines for Education Settings," the Los Angeles County Public Health Officer Orders, and the California Code of Regulations, Title 8, Section 3205. This plan does not include guidelines 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 District actions.

Los Angeles Unified will continuously monitor the guidance set forth by those entities listed above. Updated information and guidance are posted on the Office of Health Emergency Response and Support website under Employee Resources at <https://www.lausd.org/Page/17768>

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 Communicable Disease Liaison as appropriate.

### Vaccinations

The COVID-19 vaccine is highly encouraged for all eligible students and staff, but not required at this time.

## II. Operations Plan

### The Los Angeles County Department of Public Health (LACDPH) COVID-19 Prevention and Response Guidelines for Education Settings:

- Recommends measures that allow for improved ventilation and reduced crowding.
- Recommends measures that optimize infection control.
- Actively encourages employees, students, parents, and visitors to stay home when sick.
- Encourages schools to maintain signage at the entry to the school, office, and throughout, noting that face masks are effective at preventing transmission of COVID-19 and other respiratory illnesses.
- Recommends masks be worn in the school nurse's office or school clinics.

## Signs and Messaging Guidance

Signs and messages explaining District guidance and recommendations to reduce the spread of disease may be posted throughout our schools. These signs are age-appropriate and in languages representative of our community.

- Signs may be posted in highly visible locations, such as school entrances and restrooms that describe how to reduce the spread of germs (i.e. handwashing, facemasks).
- When communicating with families (school website, social media) messages may include health hygiene and mask-wearing to reduce 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 safety signage from LAUSD Reprographics is available for schools at <https://www.lausdrepro.net/category/SchoolReopeningCOVID19Items>.



## School Building Guidelines

### 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 can operate safely. The filters will be inspected regularly and changed as needed.
- Fire-rated doors must be kept closed, in accordance with existing fire codes.
- 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.

### Restroom Cleaning Procedures

- Student restrooms will be serviced at least twice a day. Full cleaning and disinfecting will be conducted by the night cleaning crew once per day.
- 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.

### 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 Procedures

Los Angeles Unified will follow LACDPH guidance for cleaning and disinfecting schools:

- Routine cleaning of all buildings will occur daily.
- Health Office areas including the general health/nurse's office may require frequent cleaning and rapid response as needed.
- 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-safe ingredients will be selected to reduce the risk of asthma.

- Student restrooms will be serviced at least twice daily.
- 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.
- Personal refrigerators, microwave ovens, and coffee machines are prohibited from classrooms. Health Office refrigerators must be locked and used exclusively for student medication and health supplies.

## **Daily Operations**

### **Early Education and Care Centers**

During times when masking is recommended, consider layered prevention strategies for young children who may have difficulty wearing a well-fitting mask consistently and correctly. These include encouraging vaccination among staff and children, improving ventilation, and avoiding crowded spaces.

### **Visitors**

All visitors must check in and provide their name, phone number, and email address as per district visitor guidance. If a visitor must be accompanied by another person (e.g. for translation, the visitor is a minor or has minor students), then their information needs to be captured in the visitor log as well.

### **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 LAUSD.

Until further notice, any third-party presence or use of LAUSD property:

1. Shall be restricted by and limited to those currently permitted by LAUSD, 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, LAUSD, and/or other applicable authorities. This shall include, but not be limited to, incorporating LAUSD's COVID-19 Containment, Response, and Control Plan ("LAUSD's COVID-19 Safety Plan") into any COVID-19 Safety Plan ("CSP").
3. Is not permitted without a written document signed by LAUSD's Chief Facilities Executive (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.

All charter schools on District property must adhere to the guidelines outlined in the updated containment plan. Please contact the Charter Schools Division at 213-241-0399 for specific questions.

## Child Nutrition

### Meal Program Compliance

Breakfast, lunch, and supper, compliant with USDA guidelines, will continue to be available for all enrolled students.

### Student Meals and Food Service

When eating indoors, if space allows, tables and/or chairs will be increased and windows/doors may be open to maximize airflow when feasible.

Family-style meals are provided at Early Education Centers. At K-12 schools, Breakfast in the Classroom has resumed. Lunch will be served at the cafeteria. Students will take their meals and eat in designated areas.

Students in after-school programs will be provided a hot supper meal on campus after the dismissal bell. All meals must be consumed on campus. Federal waivers no longer allow parents and students to take meals home.

## Transportation

### Bus Transportation Guidance

- Buses will be operating at full capacity.
- Windows may be opened to increase ventilation if air quality and rider safety allow.
- Drivers, if requested, must be provided personal protection equipment (PPE).



### III. Health Practices

## Health Practices

### Standard Public Health, Hygiene Practices, and Instruction

Los Angeles Unified Schools promote health and hygiene practices that prioritize keeping our students and staff safe. District-created posters, signs, and classroom instruction are used to educate students and families about our health practices.

The following are recommended health and hygiene practices:

- 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, ethyl alcohol-based hand sanitizers may be made available at school entrances and in every classroom. They will be kept in secure areas and used by students with supervision.
  - All students and staff are recommended to perform hand hygiene on campus at the start of each day as a practice.
  - Hand-washing breaks may be incorporated into younger students' daily routines, especially after bathroom breaks, before lunch, or after playing outside.
  - [Hand-washing signs](#) may be posted as visual reminders.
  - Staff should instruct and model frequent hand washing, especially in lower grades.
- Face Masks
  - All students, staff, and visitors are recommended but not required to wear face masks indoors while on District school and administrative sites or being transported by a bus. Children under 2 years of age should not wear masks.
  - Face masks are recommended indoors in medical care settings such as school clinics and within the Nurse's office.
  - All asymptomatic positive individuals at school/work sites during their infectious period must wear a well-fitting mask through Day 10, except when eating or drinking.
  - All positive staff who meet the criteria to end isolation and are returning to work are required by Cal/OSHA to wear a well-fitting mask through Day 10, except when eating or drinking.
  - Positive students who meet the criteria to end isolation should continue to wear a well-fitting mask indoors and around others through Day 10 unless they have two sequential negative COVID-19 tests taken at least 24 hours apart.
  - Students identified as close contacts are recommended to wear face masks indoors and to monitor their symptoms for 10 days.
  - Students and staff are encouraged to bring their own face masks but will be provided with one if they do not have one.
  - Individuals will not be prevented from wearing a face mask as a condition of participation in an activity or entry into a school site unless wearing a mask would pose a safety hazard.

- Alternative protective strategies may be adopted to accommodate students on Individualized Education or 504 Plans who cannot use or tolerate a face mask.
- 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.
- 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 disposable well-fitting, high-quality respiratory mask by request 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

### Stay at Home Guidelines during the COVID-19 Prevention Non-Emergency Regulations

As long as the risk of community spread of COVID-19 remains, the guidelines below and consultation with a healthcare provider should guide actions when symptoms are experienced. Symptomatic individuals who test positive for COVID-19 must not attend school or work and should isolate immediately. Close contacts are individuals who are considered exposed to a COVID-19 case during the infectious period (48 hours before the person's positive test or symptom onset).

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

- Fever or chills
- Cough
- Diarrhea
- Nausea or vomiting
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Fatigue
- Runny or stuffy nose
- Headache
- Sore throat

## **COVID-19 Exposure**

The COVID-19 virus is a highly infectious disease that can be spread from an infected person's mouth or nose in small liquid particles when they cough, sneeze, speak, or breathe. A person who has COVID-19 is considered infectious from 2 days before their symptoms first appear until their isolation period ends.

The Communicable Disease Liaison will work with each case to identify anyone who may have been exposed to the confirmed positive case during the infectious period. A close contact is a person sharing the same indoor airspace during the confirmed case's infectious period, regardless of the use of face coverings. For indoor space under 400,000 cubic feet: 15 cumulative minutes or more over a 24-hour period. For indoor space over 400,000 cubic feet: within 6 feet for a total of 15 minutes or more over a 24-hour period. Spaces separated by floor-to-ceiling walls (for example, offices, suites, rooms, waiting areas, bathrooms, or break rooms separated by floor-to-ceiling walls) must be considered distinct indoor spaces.

Identified close contacts will be notified by the Site Communicable Disease Liaison or the Office of Health Emergency Response and Support and provided with instructions on what actions to take.

### **Identified Close Contacts**

Asymptomatic Close contacts may remain on campus or the worksite and should take the following actions:

1. Monitor for symptoms for 10 days after the last date of exposure,
2. Recommended to wear a highly protective face mask indoors, except when eating or drinking, for 10 days after the last date of exposure, and
3. Recommended to test for COVID-19 between days 3-5 after the last date of exposure using an LAUSD-provided rapid antigen test at home or by getting a COVID-19 test with an external healthcare provider.
4. If an individual develops COVID-19 symptoms, they must stay home and test immediately. If they test positive, they must follow isolation instructions.

Students and staff who are close contacts will appear as "Allowed" in the Principal's Daily Pass Dashboard.

School sites and worksites must provide identified close contact students and employees with a rapid antigen test kit (2 in a kit) and directions to take a test at home between days 3-5 after exposure. This [link](#) provides instructions to families on how to upload the test results if needed.

Individuals who had a positive COVID-19 test in the past 30 days are not recommended to test as long as they do not develop symptoms. Individuals with a positive COVID-19 test within 31 to 90 days should test within 3-5 days after exposure and wear a well-fitting mask

around others indoors through Day 10.

If a student is identified as a close contact they may stay on campus as long as they remain asymptomatic.

In the event of school-specific situations when LACDPH determines an outbreak, principals and families will be notified immediately that individuals are required to wear masks after exposure to the positive case. Students who cannot tolerate a mask or face shield with a drape should stay home and monitor for symptoms for 10 days after the last date of exposure.

Students who experience symptoms at any point during the school day will be given well-fitting, high-quality respiratory masks and accompanied to the nurse's office where they must remain while arrangements are made for their return home.

The Communicable Disease Liaison, when informed of any positive cases in the school, must notify and coordinate response with the Office of Health Emergency Response and Support team.

## Use of Face Masks and Personal Protective Equipment

### General Expectations

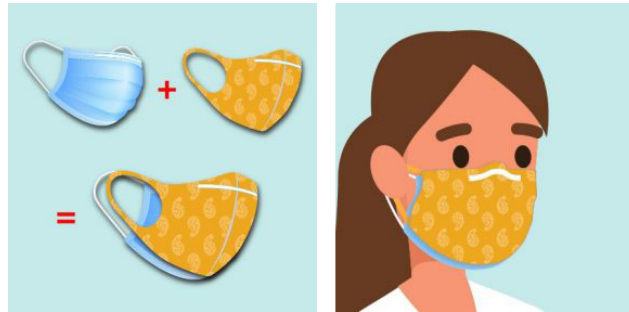
Los Angeles Unified recommends students, employees, and visitors while on school sites or on a school bus to wear a face mask indoors. Face masks are encouraged to be worn indoors at district medical clinics and the Nurse's Office. A face mask will be provided upon request, to any student or employee who does not have one.

**Face Masks:** Many types of face masks can be used to protect against getting and spreading COVID-19. Face masks must fit snugly against your nose and chin with no large gaps around the sides of the face or nose. They should also be comfortable to wear. Face masks must cover the nose and mouth. They can be secured to the head with ties or straps.

All employees are encouraged to wear well-fitting, high-quality respiratory masks, N95, KN95, or KF94 indoors while on District property. A cloth face mask by itself is no longer acceptable for employees identified as close contacts or under isolation orders. Students and visitors are also highly encouraged to wear an upgraded level of protection which includes a well-fitting, non-cloth mask of multiple layers with a nose wire.



Even better protection can be achieved by double masking (i.e., wearing a cloth mask over a well-fitting, high-quality respiratory mask).



Wearing a face mask is recommended. If you are wearing a face mask, it should be replaced daily. Soiled or wet face masks should be replaced immediately.



Instructions for the use of different types of face masks are available from the [LACDPH](#). Face masks with one-way valves, bandanas, gaiters, and scarves are NOT permitted. Face masks are not respiratory protective equipment.

Face masks are recommended indoors while on school property except when eating, drinking, and napping or when wearing a face mask is otherwise impracticable (e.g. showering).

During an official outbreak, alternatives for teachers in early grades and those with specialized groups such as Deaf/Hard of Hearing include the use of a plastic face shield with a tucked-in drape below the chin or a clear mask as a substitute for a face mask to enable students to see their teacher's face and avoid potential barriers to instruction.

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.

**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, and nebulizer treatments.



Designated staff must be medically screened, trained, and properly fitted to the N95 respirator according to the written Respiratory Protection Plan in compliance with 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 may request an 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.](#)

Additional information on employee use of respirators and surgical masks is discussed in [Safety Alert 22-01, Employee Use of N95, KN95, and KF94 Respirators & Surgical Mask for COVID-19.](#)

**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, and by staff who support students with special healthcare needs and are not able to wear a face mask.

**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 there is a likelihood of contact with respiratory secretions or other body fluids.

**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.

## IV. Health Monitoring and Containment Plan

### Health Monitoring and Health Office Guidance

#### Communicable Disease Monitoring

Students and staff with COVID-19 positive tests or symptoms will be managed by the Communicable Disease Liaison.

## **Illness at School/Office**

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

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

**Ill Student:** Students will be given a well-fitting, high-quality respiratory mask and will be escorted to the nurse's office 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.

Parents/guardians will be required to pick up their ill student. Parents/guardians will be provided a rapid antigen COVID-19 test to be administered at home and should consider seeking medical advice from their healthcare provider. The parent/guardian is encouraged to upload the COVID-19 test result to the student's Daily Pass or provide a copy to the Communicable Disease Liaison.

**Ill staff:** An ill staff member will leave work immediately. Staff members will be provided a rapid antigen COVID-19 test to be administered immediately at home. They must upload the test result to their Daily Pass and notify their supervisor/administrator when the test results are known. If the staff member requires urgent medical care, they will be separated from others as feasible while waiting for transfer to a healthcare facility.

## **Health Office Complex**

To prevent potential exposure to infectious diseases for vulnerable students receiving medical treatments, all student visits to the Health Office will be triaged and prioritized based on the severity of injury or illness. The School Nurse will train classroom staff on basic first aid and schools will provide basic first aid supplies to reduce close contacts in the health office areas. Students who experience COVID-19 symptoms will wait in the nurse's office until picked up by a parent/guardian or transferred to a healthcare facility. All students in the nurse's office will be supervised by a staff member. The staff member will be provided with a medical mask and gloves as needed. Students with symptoms will be separated from other students as feasible. A health office visit log is maintained by the staff person in the nurse's office.

## **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, parents/guardians should upload the student's positive test result to the Daily



Pass. Additionally, the Communicable Disease Liaison is required to list employee close contacts and is recommended to provide the list of student close contacts through the IEM Reporter App.

In the event of epi-linked multiple COVID-19-positive cases at a school or District site, and upon orders from the LACDPH, the District Superintendent may offer short-term independent study to impacted students to allow LACDPH to investigate the COVID-19 situation and to implement further cleaning and disinfection procedures as recommended by LACDPH. Los Angeles Unified will communicate all dismissal decisions and possible COVID-19 exposure with all staff, families, students, and stakeholders.

The Superintendent will decide, in consultation with LACDPH, if a building or entire school should be closed and if 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 Communicable Disease Liaison must provide the list of close contacts through the IEM Reporter App. The supervisor will need to ensure the employee uploads the positive test result to the Daily Pass. The Site Administrator must also ensure that the positive employee has been provided with the [workers' compensation claims form](#) (DWC-1). Upon return of the DWC-1 form by the employee, all positive COVID-19 tests of staff must be immediately reported to the District's third-party administrator for workers' compensation, Sedgwick CMS. The School Administrative Assistant or Office Manager shall follow the procedures outlined in Reference Guide [REF-1279 Workers' Compensation Claims Reporting](#).

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 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 District formed a dedicated Office of Health Emergency Response and Support team to assist in exposure management processes for those who test positive. The Office of Health Emergency Response and Support team uses a confidential process to reduce the spread of the virus. Those known to be exposed to an employee or student with the virus will be notified and referred for testing and medical care as appropriate.

Details of the case and the list of those exposed is submitted by the Office of Health





Emergency Response and Support to the Los Angeles County Department of Public Health to conduct full public health contact tracing. Entry and exit interviews to return to school or work are not required.

## Implementing Exposure Management Plan in LA Unified Schools

### Planning

Each District site is required to designate a School Communicable Disease Liaison who ensures that safety guidelines are observed and that education is provided to staff, families, and students. The Communicable Disease Liaison role, which 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.

Symptomatic COVID-19 cases connected to a school or office require home isolation per LACDPH isolation instructions. A list of employees with exposure to the case while infectious must be entered into the IEM Reporter as a close contact. A list of students with exposure to the case while infectious is recommended to be entered into the IEM reporter. The **Infectious period** is defined as two days before symptoms first appeared or the first positive test date if asymptomatic, through day 10. **Exposure** is defined as being within the same indoor airspace with an infected person for 15 cumulative minutes or more over a 24-hour period, even if face masks are worn. Unprotected contact with body fluids or secretions of a COVID case is also considered exposure. In large indoor airspaces (greater than 400,000 cubic feet), those considered exposed may be limited to the following:

1. Those in a pre-defined or identifiable group (e.g., teammates, club members, cohort, etc.),
2. Those within 6 feet of the infected person for 15 minutes or more over a 24-hour period.

### Case Management

The procedures for managing exposures to one or more COVID-19 cases at schools are described in the [Los Angeles County Department of Public Health \(LACDPH\): Covid-19 Prevention and Response Guidelines for Education Settings](#)

#### One case

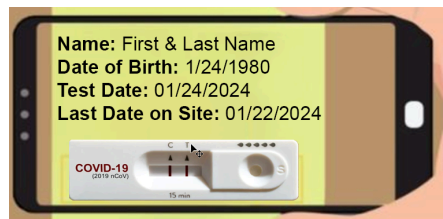
The Communicable Disease Liaison instructs the individual who tested positive (case) to follow the [LACDPH COVID-19 Home Isolation](#) instructions.

The Communicable Disease Liaison works with the case to identify close contacts and notifies close contacts of the recommendation to wear a mask for 10 days after exposure and to test between Days 3-5. The close contacts may be contacted by the Office of Health Emergency Response and Support team to collect additional information.

Symptomatic positive individuals must isolate themselves at home and away from others.

Asymptomatic individuals do not need to be isolated but must wear a mask for 10 days beginning from their test date. Symptomatic individuals may end isolation and return to school or work if they have been fever-free for at least 24 hours without the use of fever-reducing medicine and other symptoms are not present or are mild and improving. If symptoms are not improving, they must continue to isolate at home until they do improve or until after Day 10. It is strongly recommended that the individual test negative (using a rapid antigen test) for COVID-19 prior to returning, but not required. Students who meet the criteria to end isolation must continue to wear a well-fitting mask indoors and around others through Day 10 unless they have two sequential negative COVID-19 tests taken at least 24 hours apart. All staff and students are required to mask for the full 10 days, regardless of when they return to work.

A photo image of the COVID-19 test result must be uploaded into the Daily Pass that includes their full name, date of birth, test date, and the last date on site, either written on the test cartridge if space permits or on a separate piece of paper next to the test strip. All this information should be included in one photo. Directions for how to upload test results can be found on the [Uploading of External COVID-19 Record](#) reference.



For each positive case at a site, the Site Administrator or COVID Compliance Officer is responsible for completing and submitting close contact information using the Initial Exposure Management Reporter Application ( <http://iemreporter.lausd.net>).

This information is maintained by the Office of Health Emergency Response and Support and transmitted to LACDPH, as needed.

If there is no documentation of an external positive test result, then close contact cases cannot be generated using the IEM Reporter App. The individual should be instructed to upload his/her test result onto the Daily Pass. Additionally, the individual should be directed to isolate at home until they are fever-free for 24 hours without fever-reducing medicine and symptoms are improving.

The Compliance Officer notifies the principal/site administrator of all positive cases. The site administrator sends a [Notice of COVID-19 Letter](#) to all staff, visitors, and their union representatives who were at the worksite during the infectious period (2 days before symptom onset or the positive test date) within one business day. 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 District will send an email notification to individuals who have uploaded a positive test result, as well as those who may have been exposed to the case. Employees or students who test positive will receive instructions to isolate. The Office of Health Emergency Response and Support team may call the individual and provide isolation instructions. Parents/guardians of a positive student may contact the Parent Hotline directly at (213) 443-1300 and employees can call (213) 241-2700 to discuss the case status. Families and employees may also email [OHERS@lausd.net](mailto:OHERS@lausd.net) for support.

### **Three cases within 7 days are known as Clusters**

In addition to implementing the above measures, the Office of Health Emergency Response and Support Team will report a potential cluster to the LACDPH Education Sector Team immediately by submitting a report to [Communityoutbreak@ph.lacounty.gov](mailto:Communityoutbreak@ph.lacounty.gov). If the LACDPH team determines that these cases meet the criteria for an outbreak, LACDPH will assign a public health investigator to coordinate the next steps.

An outbreak may be determined when there are at least three confirmed cases within 7 days in an epidemiologically linked group (epi-linked). The group can be a classroom, school event, extracurricular, team, club, or transportation. The infected persons must have been present in the same setting during the same time while infectious. Outbreak criteria may be different in other District settings.

Household contacts will be grouped as a single case. Cases who have a close contact outside of the school setting in common 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 Communicable Disease Liaison will investigate and determine possible workplace-related factors contributing to the outbreak. The Compliance Officer 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 a possible COVID-19 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 guidelines from the District Closings & Dismissal Procedures. The District will use Blackboard Connect messages and the District and school websites to communicate with families and staff regarding any school closure. The Board of Education will be immediately informed of the reasons for the closure and the procedures being put into place by the District. The District may transition to short-term independent study under the advice of LACDPH and authorization by the District Superintendent.

## **COVID-19 Response Teams and Responsibilities**

### **Communicable Disease Liaison**

The Site Communicable Disease Liaison will:

- Monitor illness trends of student and staff absences,
- Collaborate with the Office of Health Emergency Response and Support Team and LACDPH regarding exposure management 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,
- Order and provide rapid antigen test kits to students and staff to be administered at home.
- Assure confidentiality of all student or staff medical information.

### **District Response Team to COVID-19 Illness**

The District's Communicable Disease Liaison will:

- Ensure that the school and district response team have followed instructions, 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 Superintendent will:

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

The Director of Maintenance and Operations will:

- Communicate with plant managers and custodians regarding cleaning and disinfecting requirements consistent with LACDPH, CDC, State, and District guidelines.

The Office of Health Emergency Response and Support Team will:

- Conduct exposure management and notification of potentially exposed student, staff and visitors,
- Complete the line list and notify LACDPH of all positive results and clusters.

### **Return to School or Work after COVID-19 Diagnosis or Symptoms**

All students or staff returning from any or suspected COVID-19 illness are to adhere to the following guidelines. Clearance from the Office of Health Emergency Response and Support Team after safely isolating to return to school or work is not required.

### **Confirmed Positive COVID-19 Diagnosis**

If diagnosed with COVID-19, with symptoms, the following LACDPH guidelines will be followed for returning to school or work.

1. Symptomatic students with confirmed cases of COVID-19 may return when **ALL** the following are met:
  - Are fever-free for at least 24 hours without using fever-reducing medications, and
  - Other symptoms are not present or are mild and improving.
  - Students who meet the criteria to end isolation must continue to wear a well-fitting mask indoors and around others through Day 10 unless they have two sequential negative COVID-19 tests taken at least 24 hours apart. The negative tests must be uploaded to the Daily Pass, once reviewed and verified, the students can remove the mask.
2. Symptomatic employees with confirmed cases of COVID-19 may return when **ALL** the following are met:
  - 24 hours of fever-free without using fever-reducing medications, and
  - Other symptoms are not present or are mild and improving.
  - Employees are **required** to wear a highly protective face mask indoors and outdoors except when eating or drinking for the entire 10 days following the positive test result.

If symptoms are not improving, they need to continue to isolate until symptoms improve or until after Day 10.

**\*\*It is strongly recommended that a negative test result for COVID-19 is obtained prior to ending isolation by students and staff. If COVID-19 symptoms return or get worse after ending isolation, it may be a [COVID-19 rebound](#) case. The individual must retest with an antigen test immediately. If the test is positive, they will need to restart isolation at Day 0 and should consult with their doctor.**

### **COVID-19 Symptoms with NO testing**

1. Students and staff may return when **ALL** the following are met:
  - They are fever-free for 24 hours without using fever-reducing medications, and
  - Symptoms such as cough and shortness of breath are mild or have improved.

### **COVID-19 Symptoms with Negative Test Result**

1. Students and staff may return when all of the following are met:
  - They are fever-free for 24 hours without using fever-reducing medications, and
  - Symptoms such as cough and shortness of breath are mild or have improved.

2. Individuals who test negative, but continue having COVID-19 symptoms should continue to isolate and test again 48 hours later. If testing negative with symptoms improving and they are fever-free for 24 hours without the use of fever-reducing medication they may return to school or work.

## V. COVID-19 Testing

In response to the COVID-19 pandemic, Los Angeles Unified implemented a program to provide enhanced safety measures at schools. The key components of the program include COVID-19 response testing of symptomatic students and staff and their confirmed close contacts, and the Office of Health Emergency Response and Support team 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 District's continued health mitigation measures.

### COVID-19 Testing Process

Los Angeles Unified has implemented COVID-19 response testing of employees and students and is conducted at frequencies recommended by Los Angeles County Public Health Orders.

COVID-19 response testing is provided for all students and staff at no cost. Take-home Rapid Antigen Tests (RAT) will be provided to all students and staff who present with symptoms, or who have been exposed to a confirmed positive case (inside or outside of school or work). All test results are recommended to be uploaded into the Daily Pass.

There are three different scenarios when COVID-19 response testing is strongly recommended:

1. **Symptomatic testing** is for students and staff who are experiencing COVID-19 symptoms.
2. **Exposure-response testing** is for students and staff who are confirmed close contacts to a positive COVID case.
3. **Mask removal testing** is only for students when testing to unmask when returning within the infectious period.

\*COVID-19 response testing is **required** when an outbreak has been declared by the LACDPH.

Individuals who have recovered from COVID-19 within the last 30 days are not required to test for COVID-19 unless they develop a new onset of symptoms. If new symptoms appear within the 30-day period, then they will be provided a Rapid Antigen Test.

No at-home antigen tests have been authorized by the FDA for use in children under 2 years

of age. Families with children under 2 years of age who are required to test due to symptoms or close contact exposure may visit a county testing site for free PCR testing. Families can visit <https://dhs.lacounty.gov/covid-19/testing/>.

All test results and data collected are stored in a secure database and kept private. 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.

## VI. Serving Students with Disabilities

Los Angeles Unified 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 District'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 the provision of physical therapy or personal assistance to individual students) that may not permit physical distancing will be equipped with personal protective equipment (gloves, masks, gowns, etc.), as appropriate.

### IDEA/ADA

#### 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 in 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, 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 masking is required by a LACDPH order 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 requested and appropriate, including masks, shields, gloves, and gowns.
- When needed, 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 the ADA receives appropriate accommodations that provide equitable access to the learning environment. All accommodations within the 504 Plan will be followed. When required, a 504 meeting will be held to provide appropriate added accommodations.

## VII. Family and Student Engagement

### Family Support and Communication

#### Communication with, and in Support of, our Families

Los Angeles Unified places a high priority on providing timely communications to our stakeholders. The District 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).
- Video broadcasts (via KLCS)



Los Angeles Unified is committed to the continual support of our families.



- The schools will engage and communicate with families via newsletters, Blackboard Connect messages, and virtual informational sessions about health guidelines, academic requirements, distance and in-person learning expectations and resources available for support.

## **COVID-19 Vaccination Support**

There are various Community partners and Student & Family Wellness Centers throughout the District that offer all vaccines to children. The COVID vaccine (where available) is also offered.

Students ages 2 and up can visit any one of our LAUSD-run school-based clinic sites to receive a COVID-19 vaccination. Please note that parents/caregivers will need to accompany children ages 2-15 years of age when they are vaccinated. All children eligible to receive the COVID-19 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-19 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 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 is available by calling the Los Angeles Unified Family Vaccination Hotline at (213) 328-3958.

## **Social and Emotional Support**

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

For more information, please contact our Student Health and Human Services Division at <https://www.lausd.org/shhs> or call the Student and Family Hotline at 213-241-3840.

## **VIII. COVID-19 Related Employee Benefits**

### **District-Sponsored & Employee Benefits:**

The Family and 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 serious health condition. An employee must have at least 12 months of employment with the District 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 available illness (full & half-pay) days, Personal Necessity, and/or vacation with or without FMLA/CFRA benefit time for their 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 District. 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.

### **Union Contracts:**

Employees may be eligible and entitled to mandatory and/or permissive leave as outlined under the Leaves of Absences section of their Collective Bargaining Agreement (CBA). Employees may be eligible and entitled to additional benefits as outlined under any Memorandum of Understanding (MOU) and/or Side Letter Agreements for their respective bargaining unit.

Union contract information can be found on the LAUSD Labor Relations webpage at <https://www.lausd.org/laborupdates>.

### **State Disability Insurance (SDI) Benefits:**

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