

## PUBLIC HEALTH REOPENING PROTOCOL PUBLIC AND PRIVATE SCHOOLS AND SCHOOL-BASED PROGRAMS TK-12

This protocol provides the City of Pasadena Public Health Department (PPHD) requirements and recommendations for TK-12 schools during the 2021-22 school year. The term “school” includes all public, private, and charter schools from grades transitional kindergarten (TK) through 12. This protocol does not apply to community colleges, universities, childcare facilities, or preschools. Many factors have been taken into consideration, including changing (increased) COVID-19 transmission rates, new SARS-CoV-2 virus variants (such as Delta that is more transmissible), increased vaccine and testing availability, and evolving science. In addition to the conditions imposed on schools by the State Public Health Officer/California Department of Public Health (CDPH), the California Department of Education, and Cal/OSHA, schools must also comply with the following PPHD protocol.

This document may be updated as new information and resources become available. Go to <https://www.cityofpasadena.net/covid-19/#guidance-faq-protocols> for updates and other resources.

Multiple layers of COVID-19 risk mitigation must be implemented by schools to protect staff and students, prevent outbreaks, and minimize missed school days on an ongoing basis. In this protocol, some preventive and protective measures are requirements, and other measures are voluntary. All measures in the associated Exposure Management Plan must also be implemented, and are applicable to all on-site personnel. Vaccination is the most effective strategy to prevent outbreaks and serious illness and is strongly recommended for all eligible people. However, many children are not yet eligible for the COVID-19 vaccine, resulting in a mix of vaccinated and unvaccinated people on school campuses. Schools should reference the helpful examples of layered measures for risk reduction described in the US Centers for Disease Control and Prevention’s (CDC) Operational Strategy for K-12 Schools through Phased Prevention.

### Steps to Reopen

- ✓ Complete and implement this Public Health Reopening Protocol Checklist and the Exposure Management Plan.
- ✓ Provide a copy of the Public Health Reopening Protocol to each staff member and family and conduct education.
- ✓ Post copies of the completed Public Health Reopening Protocol in conspicuous locations visible to staff, parents, students, and visitors and post to your website.
- ✓ Ensure compliance with other oversight or regulatory agencies, such as the California Department of Education and the California Department of Public Health. Regularly review updated guidance from state agencies, including the California Department of Public Health , California Department of Education, and Cal/OSHA.
- ✓ Ensure your designated COVID-19 School Compliance Task Force and School Compliance Officer are trained and prepared to implement the Exposure Management Plan.

## Key Practices



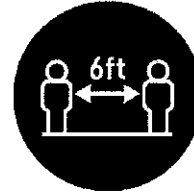
### GET VACCINATED AGAINST COVID-19



**COVER YOUR COUGH WITH YOUR ELBOW OR TISSUE (THEN DISPOSE AND WASH YOUR HANDS)**



**STAY HOME IF YOU ARE SICK**



**PRACTICE PHYSICAL DISTANCING OF 6 FEET OR MORE**



**WASH YOUR HANDS WITH SOAP AND WATER FOR 20 SECONDS, FREQUENTLY**



**COVER NOSE AND MOUTH WITH A HIGH QUALITY MASK**



**PERFORM DAILY HEALTH SCREENINGS**

## Resources

- California Department of Public Health – [Guidance for K-12 Schools in California](#)
- California Department of Public Health – [CA Safe Schools for All Hub](#)
- California Department of Public Health – [Testing Strategies Guidance](#)
- California Department of Public Health – [Universal Indoor Masking Order in K-12 Schools](#)
- Centers for Disease Control and Prevention (CDC) – [Schools and Child Care Programs](#)
- City of Pasadena – [Additional resources, including printable COVID-19 Business Signage](#)
- California Department of Education – [Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
- California Department of Public Health – [Vendor list to purchase personal protective equipment](#)
- California Department of Industrial Relations – [Cal/OSHA COVID-19 Emergency Temporary Standards](#)

## Helpful Contact Information

If you have questions, or if you observe a violation, you can request information or submit a complaint through the Citizen Service Center. Call 626-744-7311 or visit <https://www.cityofpasadena.net/CSC>.

# PUBLIC HEALTH REOPENING PROTOCOL CHECKLIST

## PUBLIC AND PRIVATE SCHOOLS AND SCHOOL-BASED PROGRAMS TK-12


### REDUCING RISK OF COVID-19 TRANSMISSION

Schools and school-based programs must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the campus. Designate one individual to be in charge of planning and implementation of all items. Submission of Protocol to PPHD is not required unless explicitly requested.

SCHOOL INFORMATION	
School Name: <u>INTERNATIONAL SCHOOL OF LOS ANGELES</u>	
Address: <u>30 MARION AVENUE</u>	
Email: <u>philippe.detzen@lilaschool.com</u>	Phone: <u>626 793 0943</u>

### ATTESTATION BY COVID-19 COMPLIANCE TEAM LEAD/PPHD LIAISON

By signing below, I hereby attest all required public health protocols have been implemented:

Name: DETZEN PHILIPPE Title: DIRECTOR  
 Signature:  Date: 08/23/2021

### OCCUPANCY AND ATTENDANCE

Number of administrators, teachers, and other employees returning to campus: \_\_\_\_\_

Number of in-person students per grade:  
 TK: \_\_\_\_\_ K: 20 1: 19 2: 18 3: 15 4: 14 5: 16  
 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_ 9: \_\_\_\_\_ 10: \_\_\_\_\_ 11: \_\_\_\_\_ 12: \_\_\_\_\_

*The terms "employees" and "staff" 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 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" refers to any persons serving as caregivers or guardians to students.*

## COVID-19 CONTAINMENT, RESPONSE AND CONTROL PLAN

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

- A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 protocols and ensuring staff and students receive education about COVID-19. Designate one member of this team as a liaison to PPHD in the event of an outbreak on campus.
- A plan or protocol that outlines steps to be taken immediately upon notification that any member of the school community (faculty, staff, student, visitor) tests positive for COVID-19. The protocol must include:
  - Immediate separation of the person with confirmed or suspected COVID-19 from the school community, to begin self-isolation at home. The plan must allow for temporary, on-site isolation if arrangements are needed for the person's return to their home.
  - Fact sheets or other informational materials to be given to the person with confirmed or suspected COVID-19 (or appropriate family member if a child), that explain self-isolation requirements and include links to sites for further information.
- A plan for initiation of the Exposure Management Plan consistent with PPHD guidance that outlines procedures for:
  - Isolation of the person (case) with confirmed or suspected COVID-19
  - Identification of individuals exposed to the case while at school;
  - Quarantine of exposed unvaccinated employees and students; and
  - Assurance of access to testing for all exposed individuals within the school, regardless of vaccination status, as the basis for further control measures.
  - Notification to PPHD of all confirmed cases of COVID-19 among staff, students, or visitors who were at school at any point 14 days prior to the illness onset date.
    - The illness onset date is the symptom onset date of the infected person, or for an asymptomatic person, the COVID-19 test date.
    - Cases should be reported within 1 business day of the school learning of the case.
    - This can be completed by downloading and completing the Exposure Investigation Worksheet and sending it by secure email to [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net) or FAX (626) 744-6115.
- 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. See additional information regarding testing below.

## LAYERS OF RISK MITIGATION

### Layers of Risk Mitigation – Vaccination

- School has systematically and consistently adopted policies and provided communication that clearly explains CDC recommendations for COVID-19 vaccination and outlines opportunities to access vaccine.
- School has created partnerships with PPHD, commercial pharmacies, or other vaccine providers to connect staff, students or families to COVID-19 vaccination opportunities.
- Schools have promoted accurate vaccine information through formal and informal channels, such as educating and training staff and students to understand vaccine science and how to identify misinformation and counter and dispel myths.

## Layers of Risk Mitigation – Wearing Masks

### *When are masks required?*

- Employees must wear a face mask at all times when indoors, except when working alone in a private office with closed doors; when working alone in a larger open workspace; or when actively eating or drinking.
- All students 2 years old and older must wear a mask at all times when indoors, except when carrying out activities that preclude the use of a mask such as actively eating or drinking, showering, swimming, napping, or playing an instrument or singing when in a room alone with the door closed.
- Individuals must wear a mask at all times when riding on a school bus, van or other school transports.

### *What are the specific masking requirements for employees?*

- Offer employees, at no cost, an appropriate face mask that covers the nose and mouth. The mask must be worn by the employee during the workday at all times when indoors. Employees who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. Employers are required by Cal/OSHA to provide, upon request, respirators to any unvaccinated employee along with instructions on how to ensure the mask fits appropriately.
- Employees who are exempt from wearing a mask while indoors must undergo COVID-19 testing at least twice per week, unless the employee provides proof of full vaccination status against COVID-19.
- 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.
- Employees that are in a setting where they are in close contact with other people who may not be fully vaccinated, for example employees who offer therapy or individualized services, should be offered and should consider wearing higher level of protection, such as wearing two masks ("double masking") or a respirator (e.g., KN95 or N95). This is particularly important if the employee is not fully vaccinated and is working in an indoor or crowded outdoor setting.
- Provide a medical grade mask or respirator, preferably N95, to any employee who cares for sick children or who has close contact with a child with a medical condition that precludes the child's use of a face mask.
- To ensure that masks are worn consistently and correctly, staff are discouraged from eating or drinking except during their breaks when they can safely remove their masks and increase their physical distance from others. Eating or drinking outdoors, while physically distanced, is best. Eating or drinking at a cubicle or workstation indoors alone, away from others, is preferred to eating with others, such as in a breakroom.

### *What are the specific masking requirements for students?*

- Provide 2 face masks to each student at the start of the school year, if feasible.
- Encourage parents of younger children to provide a second face mask for school each day in case the one a child is wearing gets soiled.
- Provide a medical grade mask to symptomatic students who are waiting in the designated

isolation area prior to leaving campus.

- Students who present appropriate documentation demonstrating a disability or condition that does not allow them to safely wear a mask should wear a face shield with drape at the bottom if their condition allows it. Students with documented conditions that do not accommodate the face shield and drape may request a reasonable accommodation from the school or district. It is strongly recommended that any student who is exempt from wearing a mask indoors be tested for COVID-19 at least twice a week unless they provide proof of full COVID-19 vaccination.
- Deploy staff at entries, hallways or other common areas to remind students of rules concerning use of face masks.
- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education Plans (IEPs) or 504 Plans and who have medical reasons why they cannot use or tolerate a face mask. They should substitute a face shield with drape at the bottom if tolerated.

*What should be communicated regarding use and care of masks?*

- Inform staff, parents, and students of the requirement for face masks prior to the start of the school year and on a regular basis throughout the school year.
- Post signage at the entry to the school, at the entry to the school office and throughout the school building to reinforce requirements and depict proper use of face masks.
- Instruct employees to wash or replace their face masks daily, and instruct parents to ensure children have clean face masks. Schools must provide information to staff, parents and students recommending double masking or more protective mask options, and ensure that any mask that is worn fits properly to enable consistent, adequate coverage of nose and mouth.
- Provide instructions to employees, on-site contractors, vendors, and delivery personnel regarding the required use of face masks when around others indoors.

#### **Layers of Risk Mitigation – Testing**

- Develop 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 and employees, regardless of vaccination status, who are symptomatic or have known or suspected exposure to an individual with COVID-19. Note that the current Cal/OSHA Emergency Temporary Standards (Cal/OSHA ETS) require employers to offer testing at no cost to employees during paid time for:
    - Symptomatic unvaccinated employees, regardless of whether there is a known exposure
    - Unvaccinated employees after an exposure
    - Vaccinated employees after an exposure if they develop symptoms. However, the CDC and PPHD now recommend individuals who are fully vaccinated to be tested 3-5 days after an exposure, regardless of whether or not they have symptoms
    - Unvaccinated employees in an outbreak (3 or more employee cases)
    - All employees in a major outbreak (20 or more cases)
  - The school should implement a strategy for periodic testing for asymptomatic individuals with no known exposure, particularly in the setting of moderate, substantial, or high transmission as recommended in the CDPH K-12 Testing Strategies Considerations. Schools should access testing information and resources at the state's Safe Schools for All Hub, including testing supplies and technical assistance with shipping, enrollment and

- reporting technology, training, and insurance reimbursement.
- When the community is experiencing higher rates of COVID-19 transmission, in light of evolving data on virus variants, PPHD recommends periodic testing include fully vaccinated individuals, if resources allow.
- The plan must include that all testing results will be reported to the Pasadena Public Health Department.
- Please note: Screening testing is not recommended for persons who have recovered from laboratory confirmed COVID-19 within the past 90 days and are asymptomatic.

### **Layers of Risk Mitigation– Physical Distancing and Crowd Reduction**

PPHD recommends that measures are implemented to create physical distancing when doing so will not interfere with the full-time attendance of all enrolled students. This is especially important during times that groups of students are outside the classroom (e.g. hallway transitions) and any time masks might be removed in a group setting (e.g., lunch time, outdoor activity). For situations when physical distancing may not be feasible (e.g. very full classrooms), 100% mask adherence with high quality masks is critical.

- Consider measures to promote physical distancing of students on school buses since many students remain unvaccinated. These measures may include (check all that apply):
  - Seat one child per bus seat.
  - Use alternating rows.
  - Open windows as air quality and rider safety concerns allow.
  - Assign and maintain a permanent seating chart.
  - Stagger school start times to permit more than one trip per bus at school start and close.
  - Implement 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.
  - Implement 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.
- Engage parents to work with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of face masks.
- Adapt building infrastructure to maximize support for bicycle commuting and capacity for bike storage if possible.
- Consider implementing measures to reduce crowding as students, parents or visitors enter and move through the school building. These may include (check all that apply):
  - Adjust schedules to avoid crowding in common spaces and when possible; allow single classrooms or small groups to move through common spaces (such as hallways and bathrooms) at a given time.
  - Deploy school employees in hallways to promote physical distancing and reduce loitering and crowding as students enter and proceed to classrooms.
  - Limit elevator capacity, if applicable, to reduce crowding. All riders are required to wear face masks.
  - Designate one-way up and one-way down stairways, and deploy school employees to monitor.

- Stagger breaks between classes.
- Stable groups are considered a best practice at all grade levels and therefore are strongly recommended. Consider adopting an approach to creating and maintaining stable groups, in which supervising adults and children stay together for as many activities as possible (e.g., meals, recreation, etc.), and avoid inter-mingling with people outside of their group.
  - Students with an IEP or 504 plan who require specialized services may be pulled out of their general education classroom and grouped with other students requiring similar services as needed to provide appropriate level of instruction and care.
  - Specialized staff who serve students with an IEP or 504 plan or who provide specialized services will need to work with different stable groups during the school day and this should be accommodated. Staff that are not fully vaccinated should consider wearing a face shield in addition to the required mask if entering multiple classrooms for this purpose. All staff should be encouraged to wash or sanitize hands after leaving a classroom and before entering another classroom with a different group of students.
- Consider implementing measures that allow for recommended physical distancing within classrooms, when possible, without interfering with essential operations. These may include the following measures (check all that apply):
  - Arrange classroom furniture to maximize distance between students and between students and teachers. Where distancing is not feasible, consider other safety measures including a focus on strict mask adherence.
  - Maintain an increased distance as much as possible during times when students or staff are not masked (e.g., due to eating or drinking, napping).
  - Increase distance in nap or rest areas in classrooms by placing students an increased distance apart and alternating feet to head.
- Consider offering physical education class outdoors as much as possible and select activities that allow for physical distancing. Physical education classes held indoors requires all present to wear masks except when drinking water.
- Consider implementing school policies that promote physical distancing in locker rooms. Policies may include:
  - Offer access to locker rooms only when staff supervision is possible and/or stagger locker room access.
  - Create alternative options for storage of student clothing, books, and other items.
- Consider implementing measures to increase physical distancing during school meals when students will be unmasked. These may include (check all that apply):
  - Meals are eaten in classrooms or outdoors, without mingling of stable groups from different classrooms.
  - If students line up to pick up food, tape or other markings are used to promote distance between students.
  - Staff are deployed during meals to maintain distancing and prevent mixing of students from different stable groups.
  - If meals take place in a cafeteria, mealtimes are staggered to reduce the number of groups in the cafeteria at any one time.
  - If meals take place in a cafeteria, space between all tables and chairs has been increased to maintain distance between students while eating. Barriers may be used as an alternative when distancing is not possible.



- Consider implementing measures to promote physical distancing in school areas used for student support services.
  - Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) are encouraged to maintain physical distance while engaging in student support activities when feasible.
  - Arrange furniture and equipment in school areas used for student support services to promote distancing between any two students and between students and staff.
  - Avoid sharing of equipment and supplies where possible.
  - Provide appropriate Personal Protective Equipment (PPE) to staff offering student support services, per Cal/OSHA requirements.
- Consider assigning vulnerable employees (employees not yet fully vaccinated who are above age 65 or with chronic health conditions that would place them at high risk if infected) work that can be done from home when feasible. 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.
- Consider reconfiguration of work processes to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.
- Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is permitted. Use of indoor school facilities provides more risk of contamination of indoor air and surfaces and care should be taken to avoid unnecessary exposure for regular school employees and students. Routine cleaning after use of indoor facilities by non-school groups is recommended. Use of outdoor athletic fields by non-school youth sports teams, leagues, or clubs is permitted if care is taken to avoid unnecessary exposure for regular school employees and students.
- Consider implementing measures to limit risk of infection due to visits by individuals other than staff and students. These may include (check all that apply):
  - Visitors should be registered in a visitor log that includes a visitor's name, phone number and email address in case this information is needed in the future for contact tracing purposes. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information should also be captured in the visitor log.
  - Movement of visitors within the school is best limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible, in order to reduce unnecessary interaction with any stable learning groups.
  - Visitors arriving at the school are reminded to wear a face mask at all times while inside the school. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed by their medical provider that they should not wear a face mask should wear a face shield with a drape on the bottom edge, as long as their condition permits it. A drape that is form fitting under the chin is preferred. 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.

## Layers of Risk Mitigation - Symptom and Exposure Screening

- ❑ Inform employees, students, and visitors not to come to campus if sick or if they have been exposed to a person who has COVID-19.
- ❑ Daily symptom screenings are required, and it is highly recommended they are conducted before students, visitors and staff enter the school. Screenings should include a check-in concerning symptoms consistent with possible COVID-19 and any other symptoms the individual may be experiencing. These checks can be done remotely (such as using a digital app or paper screening tool) or in-person upon arrival. A temperature check with a no-touch thermometer at entry should be included as part of the screening, if feasible, especially for visitors who may not be part of a systematic at-home screening process.
  - Students, staff, and visitors who screen positive at entry or who report symptoms at any point during the school day should be reported to the school's COVID-19 Compliance Team. The COVID-19 Compliance Team will determine whether the individual should be excused from the facility according to PPHD guidance on Symptom and Exposure Screening Pathways for TK-12 Schools
  - Students who screen positive are given a surgical mask and are 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 PPHD Exposure Management Plan, 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 by the school.
    - These individuals are not required to quarantine unless the exposure has been confirmed through a positive COVID-19 diagnostic viral test, a clinical diagnosis from a medical provider, or the individual with symptoms has an epidemiologic link to someone with confirmed COVID-19.
    - Students who have a confirmed exposure are accompanied to the 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 by the school to self-quarantine as required by Health Officer Quarantine Order.
  - The preceding quarantine instructions do not apply to an individual who has a confirmed exposure but demonstrates proof of full vaccination against COVID-19 and is asymptomatic.
    - Fully vaccinated individuals are not required to quarantine but must monitor for symptoms for 14 days (and report symptoms to the school) and should be tested for COVID-19 three to five days after exposure *regardless of their vaccination status*.
- ❑ Screening of adults and of middle and high school age students should include a question about close contact with anyone at home, school or elsewhere in the past 10 days who has tested positive for COVID-19.
  - Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID-19.

- Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.
- The preceding quarantine instructions do not apply to an individual who reports a close contact but demonstrates proof of full vaccination against COVID-19 and is asymptomatic.
  - Those individuals are not required to quarantine but must monitor for symptoms for 14 days (and report symptoms to the school) and should be tested for COVID-19 three to five days after exposure *regardless of their vaccination status.*

#### **Layers of Risk Mitigation – Maximizing Ventilation**

- Implementing measures to promote optimal ventilation in the school is strongly recommended. These may include (check all that apply):
  - Move classroom learning, meals, and activities to outdoor spaces whenever feasible and weather permitting.
  - Verify the school HVAC system is in good, working order. Prior to school reopening, consider having the HVAC system evaluated by an appropriate engineer familiar with the CDPH [Ventilation Guidance for Reopening Schools](#) and the American Society of Heating, Refrigerating, and Air-conditioning Engineers (ASHRAE) [Guidance for HVAC Systems](#).
  - Set HVAC systems to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
  - Install and use portable, high-efficiency air cleaners if feasible.
  - Keep doors and windows 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.
  - Upgrade HVAC filters to a higher efficiency (MERV-13 or higher rating is preferred).

#### **Layers of Risk Mitigation – Hand Hygiene**

- Implement measures to promote frequent hand washing by staff, students, and visitors. These may include (check all that apply):
  - Give students and staff frequent opportunities to wash their hands for 20 seconds. Wash hands with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
  - Schedule younger students for frequent handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.
  - Instruct staff to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper hand washing.
  - Place portable handwashing stations near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
  - Provide ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer 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 should not be out in the open and should only be used with adult supervision for children under age 9. Inform faculty and staff 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.
- Provide hand sanitizer, soap and water, tissues and trashcans at or near the entrances, the main office reception area, other office spaces, and anywhere else inside the workplace or immediately outside where people have direct interactions.

#### **Layers of Risk Mitigation – Environmental Cleaning and Disinfection**

- It is recommended to have measures in place to promote appropriate cleaning of space, surfaces, and objects throughout the school. These may include (check all that apply).
  - Establish a cleaning schedule to avoid both under and over-use of cleaning products.
  - Thoroughly clean buses daily, and disinfect after transporting any individual who is exhibiting symptoms of COVID-19. Equip drivers with disinfectant wipes and disposable gloves. Clean frequently touched surfaces after every completed bus route.
  - Clean restrooms, lobbies, break rooms and lounges, and other common areas no less than once per day during periods of operation or more frequently as needed.
  - Clean 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) at least daily, and more frequently as resources allow.
  - Consider sanitizing objects and surfaces between users where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may be used by multiple students.
  - Use cleaning products that are effective against COVID-19 (listed on the Environmental Protection Agency (EPA) List N), and follow 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 because doing so causes toxic fumes that may be very dangerous to breathe.
  - Train custodial and other staff responsible for cleaning and disinfecting surfaces on manufacturer's directions and Cal/OSHA requirements for safe use, as required by the Healthy Schools Act.
  - Equip custodial staff and other staff responsible for cleaning and disinfecting with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product.
  - Keep all cleaning products out of children's reach and stored in a space with restricted access.
  - Maximize ventilation 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.

- Conduct enhanced cleaning and disinfection of school premises when students are not at school, with adequate time to let spaces air out before the start of the school day.
- Follow CDC guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation to ensure that all water systems, drinking fountains and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

## **SPECIAL CONSIDERATIONS FOR PERFORMING ARTS**

### **Music classes**

- Any activity that requires participants to remove their face masks (e.g., playing wind instruments) may only be done as a group if the activity is held outdoors. However, individuals may practice such activities alone indoors in a studio or practice room with the door closed. If an instructor is present, both the student and the instructor must be masked and vaccination (if eligible) is recommended.
- For activities that generate more forceful expired respiratory droplets such as singing, increased distance between individuals and engaging in these activities outside is strongly recommended. Vaccination (if eligible) is recommended. Masks must be worn indoors, except individual singers may practice alone indoors in a studio or practice room with the door closed without a mask. If an instructor is present, both the student and the instructor must be masked. Increased distance between the singer and instructor is recommended.
- Limit the exchange (or sharing) of any instruments, parts, music sheets, or any other items.
- Use disposable absorbent pads or other receptacles, where possible, to catch the contents of spit valves or water keys; discard or clean properly after use.
- Consider using "bell covers" for the openings of brass instruments and specially designed bags with hand openings for woodwind instruments to minimize the generation of droplets and aerosols.

### **Theater classes**

- Students and instructors in theater classes must wear face masks at all times when indoors. It is recommended that there be increased physical distance if the participants are enunciating (for example, those in a theater workshop).
- Limit, where possible, sharing of props, costumes, and wigs. If they must be shared, choose props, costumes and other materials that can be more easily disinfected. All props must be disinfected before first use on the set, and between uses by different actors. All shared clothing must be cleaned after each use. All wigs or other shared prosthetics must be disinfected after each use.
- Clean dressing rooms, green rooms, and production areas using a disinfectant from the [Environmental Protection Agency \(EPA\) List N](#).
- Consider holding virtual or outdoor rehearsals and performances instead of indoor. Masks must be worn at all times for indoor activities. Vaccination (if eligible) is recommended.

### **Dance classes**

- Students and instructors must wear face masks at all times while indoors. Masks may

be removed briefly to drink water; during water breaks, students should be reminded to maintain an increased distance from others while masks are removed. Students should be reminded to limit their exertion to a level that is comfortable while wearing a face mask and to immediately take a break from exercise if they begin to experience any difficulty breathing. Masks may be briefly removed while a participant rests and catches their breath as long as they move an appropriate distance from all others in the space. Masks should be changed if they become wet, if they stick to a person's face, or if they obstruct breathing.

- For activities that generate a greater volume of respiratory droplets such as heavy exertion, increasing the distance between individuals and limiting such activities to outdoor space is strongly recommended.
- Maximize use of outdoor space for practice and performance as much as possible. Masks must be worn at all times for indoor activities. Vaccination (if eligible) is recommended.

#### **Music Recording**

- Singing in sound booths/recording booths is permitted at this time as long as face masks are worn at all times as required. Increased distance between singers and from all others in the booth is strongly recommended due to the large amount of respiratory droplets released into a relatively small, confined indoor space.
- Playing of wind instruments inside a sound booth with others present in the booth is not permitted at this time due to inability to adhere to indoor masking requirements. Singers or musicians playing wind instruments are permitted to perform in the sound booth without a mask only if they are sealed in the booth for solo recording and no other individuals are in the booth at the time.
- Other group instrumental music may be recorded using a sound booth; however, a minimum of 3 feet of physical distance should be maintained between all musicians at all times and masks are required, same as for all other indoor spaces.
- Before the booth is used by another musician or group of musicians, the booth should be well ventilated (consider use of an air purifying device) to promote full air exchange and shared equipment (e.g., microphones) should be sanitized.

#### **Performances**

- Singing performances should follow the Best Practices for Large Events recommendations to reduce the risk of spreading COVID-19. Note that all performances in schools or other supervised youth settings requires use of masks in indoor spaces by all persons present regardless of vaccination status.

### **COMMUNICATION WITH SCHOOL COMMUNITY**

- Information should be sent to parents and students prior to the start of school concerning school policies related to (check all that apply):
  - Any requirements or recommendations pertaining to vaccination.
  - 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 any physical distancing and infection control policies in place.
  - Changes in academic and extracurricular programming in order to reduce 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.
- Post a copy of this protocol at all public entrances to the school and uploaded to a public facing page on the school or district website.
  - Post signage throughout the school reminding staff and students of policies concerning use of face masks and importance of hand washing.
  - Post signage at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
  - Develop and circulate a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
  - Provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning the use of face masks, physical distancing, and hand washing on online outlets of the school (website, social media, etc.).
  - Instruct students, parents, and teachers on how to contact the school in case of infection or exposure on online outlets.
  - Provide information to employees regarding employer or government sponsored leave benefits, including their right to paid sick leave as guaranteed by the 2021 COVID-19 Supplemental Paid Sick Leave Law.

#### **ENSURING EQUITABLE ACCESS TO CRITICAL SERVICES**

- Develop a plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs to ensure that education can continue without undue risk to the student. The plan should include:
  - 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 such as 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.
  - Where possible, move administrative services or operations online (e.g. class registration, form submission).

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