Covina-Valley Unified School District



COVID-19 Containment, Response and Control Plan

Revision #1

Last update: August 6, 2020
This document will be updated as the Los
Angeles County Department of Health
Guidelines change.

School Directory

Adult Transition Program ATP

(626) 974-4822 758 Grondahl St. Covina, CA 91722

https://www.c-vusd.org/atp

Barranca Elementary School

Elementary School (626) 974-4000 727 S. Barranca Ave. Covina, CA 91723

http://barranca.c-vusd.org

Ben Lomond Elementary School

Elementary School (626) 974-4100 621 E. Covina Blvd. Covina, CA 91722 http://benlomond.c-vusd.org

Covina High School

High School (626) 974-6020 463 S. Hollenbeck Ave. Covina, CA 91723 http://www.covinahigh.net

Covina-Valley Children's Center

(626) 472-6330 4400 N Roxburgh Ave West Covina, CA 91722

https://www.c-vusd.org/Page/1242

Cypress Elementary School

Elementary School (626) 974-4300 351 W. Cypress St. Covina, CA 91723 http://cypress.c-vusd.org **Fairvalley High School**

High School (626) 974-4800 758 W. Grondahl St. Covina, CA 91722 http://fairvallev.c-vusd.org

Grovecenter Elementary School

Elementary School (626) 974-4400 775 N. Lark Ellen Ave. West Covina, CA 91790 http://grovecenter.c-vusd.org

Las Palmas Middle School

Middle School (626) 974-7200 641 N. Lark Ellen Ave. Covina, CA 91722 http://laspalmas.c-vusd.org

Manzanita Elementary School

Elementary School (626) 472-7640 4131 N. Nora Ave. Covina, CA 91722

http://manzanita.c-vusd.org

Merwin Elementary School

Elementary School (626) 472-7660 16125 E. Cypress St. Covina, CA 91722 http://merwin.c-vusd.org

Mesa Elementary School

Elementary School (626) 974-4600 409 S. Barranca St. West Covina, CA 91791 http://mesa.c-vusd.org

Northview High School

High School (626) 974-6120 1016 W. Cypress St. Covina, CA 91722 http://www.nhsvikings.org **Pioneer Center**

Tri-Community Adult Education (626) 974-4200 160 N. Barranca Ave. Covina, CA 91723

http://www.tri-communityadulted.org

Rowland Avenue Elementary School

Elementary School (626) 974-4700 1355 E. Rowland Ave. West Covina, CA 91790 http://rowland.c-vusd.org

Sierra Vista Middle School

Middle School (626) 974-7300 777 E. Puente Ave. Covina, CA 91723

http://sierravista.c-vusd.org

South Hills High School

High School (626) 974-6220 645 S. Barranca St. West Covina, CA 91791 http://www.southhillshigh.com

Trade Tech Academy

Tri-Community Adult Education (626) 974-6420 231 E. Stephanie Dr. Covina, CA 91722 http://www.tri-communityadulted.org

Traweek Middle School

Middle School (626) 974-7400 1941 E. Rowland Ave. West Covina, CA 91791 http://traweek.c-vusd.org

Workman Elementary School

Elementary School (626) 974-4900 1941 E. Workman Ave. West Covina, CA 91791 http://workman.c-vusd.org **District Superintendent** Elizabeth Eminhizer, Ed.D.

Board of Education Sonia Frasquillo Sue L. Maulucci Darrell A. Myrick Rachael Robles Gary C. Rodriguez

August 5, 2020

Dear Covina-Valley Unified School District:

The COVID-19 pandemic continues to guide the Covina-Valley Unified School District's (C-VUSD) weekly, daily, and even hourly conversations and planning throughout the summer. District leaders and stakeholder groups are working tirelessly with state, county, and local partners to prepare for the 2020-2021 school year beginning on August 17, 2020.

To spearhead these efforts, we have convened a "C-VUSD COVID Taskforce" made up of various stakeholders, including parents, teachers, staff, association representatives, administrators, and more from around the district. Together, the group reviewed plans for a safe return to school in Fall 2020. The committee took into consideration all guidelines set forth by state and local agencies, including the California Department of Public Health and Los Angeles County Department of Education.

We recognize the importance of the continuity of teaching and learning in the face of planned and unplanned disruptions. Our COVID-19 Containment, Response and Control Plan developed by our COVID-19 Taskforce provides information on the protocols and procedures we have put in place to protect the health of our students and staff while still providing the very best education possible. While this plan meets the current regulations set out by the Los Angeles County Health Department with the ever-changing pandemic, the health directives continue to change, and we will adjust the enclosed protocols as appropriate.

C-VUSD is prepared to implement all of the enclosed protocols to ensure the safe return of our students and staff. As you are aware, on July 17, 2020, Governor Newsom said that all schools within Los Angeles County must open in 100% distance learning. This is not the outcome that we would want for our students or staff, as we believe that in-person learning is the best quality program for every child. However, we must follow the governor's orders along with the Los Angeles County Department of Public Health guidance and the California Department of Health guidance. I remain optimistic that the trajectory of the coronavirus curve will once again flatten, and we will be able to open our schools safely to students and staff in some format. At this time, we are prepared to offer a robust 100% distance learning program for our students.

"Educational Excellence For Every Student, Every Day"

On behalf of the Board of Education, I would like to thank the COVID-19 taskforce, who worked tirelessly throughout the spring and summer to create our COVID-19 response plan. Within the plan, you will see schedules for distance learning as well as when we eventually move into a hybrid or in-person learning. It also explains the additional safety protocols that we have put in place based on the Los Angeles County Public Department of Health guidelines for schools. I want to thank you for your continued support and assure you our goal is to return to inperson learning when deemed safe by the Los Angeles County Health Department. We appreciate your support and understanding as we navigate through the challenges of the Covid-19 pandemic, and together we will stay strong and get through this crisis.

Sincerely

Elizabeth Eminhizer, Ed.D.

Superintendent

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COVID-19 Compliance Team

Covina-Valley Unified School District
Compliance Team is made up of individual professionals
with the knowledge and expertise needed to help develop
and support planning, screening, and processing of all
COVID-19 related issues and ensure that the C-VUSD
plan is fully implemented.

Team Members:

Michele Doll (Team Lead)

mdoll@c-vusd.org

Jonathan Blackmore (Instructional and Technology)

jblackmore@c-vusd.org

Rod Zerbel (Personnel)

rzerbel@c-vusd.org

Rene Valdez (Student Services)

rvaldes@c-vusd.org

Open(Building Safety and Equipment)

@c-vusd.org

Liz Ramos (Nurse, Health)

Iramos@c-vusd.org

Where to go for Answers and Additional Resources

DISTRICT DEPARTMENTS

Education and Instruction Jonathan Blackmore, Ed.D. Educational Services

Technology
Brock Jacobson
Technology Support Services

Meal Distribution Lizett Olivares Nutrition Services Child Welfare/504 Plans Rene Valdes, Ed.D. Student Services

Individualized Education Programs
Rene Valdes, Ed.D.
Special Education

Health Services
Rene Valdes, Ed.D
Student Services

Building and Safety OPEN

Employee Concerns Rod Zerbel Personnel Services

Maintenance and Facilities

ADDITIONAL RESOURCES

CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again

California Department of Public Health COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs

<u>California Department of Education: Stronger Together A Guidebook for the Safe</u> Reopening of California's Public Schools

Los Angeles County Department of Health: Public Health Order for the Reopening of Schools

Los Angeles County of Education: A Planning Framework for the Reopening of Schools 2020-21

CIF Return to Physical Activity/Training Guidelines

American Academy of Pediatrics: COVID-19 Planning Considerations: Guidance for School Re-entry

COVID-19 Task Force Vision and Guiding Principles

The COVID-19 Task Force used the following Vision:

Throughout the 2020-21 school year, our communities are healthy and connected, and all students are receiving high-quality instruction that meets their needs.

C-VUSD in alignment with the Los Angeles Department of Public Health guidelines, have worked along with the COVID-19 Task Force to create a COVID-19 Response Plan.

The COVID-19 Task Force used the following Guiding Principles:

- Student Centered,
 Covina-Valley Centered
 "Every Student, Every
 Day!"
- Clear, Consistent,
 Effective, and Two-way
 Communication
- Fiscal Responsibility
- Supportive
- Full vision and principles of Covina-Valley Unified School District

Please refer to Appendix 1 for further information

C-VUSD's COVID-19 Plan focused on the following areas:



Align Vision and Direction

- Visioning process for all stakeholders and the educational community
- Establish guiding principles

Assess **Student Needs** by:

- School-level
- Key Student Groups

Assess **Staff Needs** by:

- Position
- Key Adult Groups

Assess Organizational Readiness by:

- County Reopening Phase
- Health & Safety
- Family & Community
 Engagement
- Social Emotional Support Systems



Assess
Student, Staff,
and
Organizational
Needs

- A process to assess student, staff, and organizational needs
- Planning considerations for the 2020-21 school year
- Instructional models based on needs and readiness



Planning
Documents
and Protocols

 Engaging stakeholders and applying a continuous improvement lens

Plan for Success







Social & Emotional Support Systems

- Mental Health Services
- Behavior support systems
- Family engagement and support practices
- Staff support
- Maintaining student and staff recognitions, awards, and traditions

Instruction

- Curriculum selection and instructional delivery models
- Assessment practices and policies, including local and statewide assessments
- Services to special populations, including students with disabilities, students from socioeconomically disadvantaged families, English Learners, Homeless, Foster Youth and At-Promise Youth
- Access and use of instructional technology
- Expanded learning opportunities

Health & Safety

- Guidance, directives and recommendations from Public Health
- Health & safety information, social distancing and infection control practices (handwashing, face coverings)
- Classroom, meal, and cleaning practices
- Health office practices, personal protective equipment, management and isolation of students showing sign of illness









- Ensuring effective communication systems
- Engaging stakeholders
- Using community partnerships
- Other key systems and supports

- Facilities
- Budgeting and financial operations
- Human Resource Services
- Nutrition Services
- Transportation
- Technology infrastructure
- Other key systems and services

Technical Assistance on the Reopening of Schools

- Los Angeles County Department of Health
- Los Angeles County Office of Education
- Center for Disease Control

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



Reopening Protocols for K-12 Schools

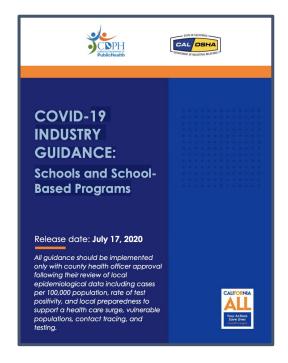
These Protocols are based on the expectation that conditions will permit widespread return to in-person K-12 education in Los Angeles County for the 20-21 school year. Districts should supplement planning for implementation of these directives with contingency planning for remote learning, however, in case worsening incidence of COVID-19 or emerging science concerning spread indicates a need for greater caution.

Los Angeles County Schools:

Rising to the Challenge of COVID-19

A Planning Framework 2020-21 School Year

Volume One • May 27, 2020



Considerations for K-12 Schools: Re

CDC Readiness and Planning Tool to Prevent the Spread o

CDC offers the following readiness and planning tool to share ways schadministrators can help protect students, staff, and communities, and spread of COVID-19. This tool aligns with the <u>Considerations for Scho</u> and includes the following:

- · General Readiness Assessment
- Daily/Weekly Readiness Assessment
- · Preparing for if Someone Gets Sick
- · Special Considerations and Resources

Quick Links:

California Department of Public Health COVID-19

https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx

COVID-19 INDUSTRY GUIDANCE:

Schools and School-Based Programs
https://files.covid19.ca.gov/pdf/guidance-schools.pdf

COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California

Overview

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20 Library/COVID-19/Schools%20Reopening%20Recommendations.pdf

Guidance on Isolation and Quarantine for COVID-19 Contact Tracing

https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidan ce-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx

Instructional Models

Quality instruction and a commitment to equity for all students continue to be a focus for the C-VUSD educational programs. We know the needs of our students and families vary, which is why we have provided multiple instructional options for the 2020-21 school year. We hope the following information will help parents make the best choice for their students.

It is important to note district plans must focus sharply on academic instruction to enhance student performance and address learning loss. At the same time, when practicable, C-VUSD is committed to maintaining the extracurricular programs, clubs, and athletics, which are paramount to the physical, mental, and social well-being of our students.

Distance Learning and/or **VIrtual School**

Schools are closed for in-person instruction with instruction being virtual. Instructional minutes are mandated by face to face virtual instruction with attendance being taken weekly.

Hybrid Learning and/or **Academy**

A combination of Face to Face and Distance Learning:students attend in person 2-3 days a week and participate in virtual learning activities. Students are on campus only ½ the time and groups are split for smaller sizes.

Face to Face **Modified School**

Phased reopening of schools. The teacher and student meet physically in a set place for a set time, for either one on one learning or in a group classroom lessons with social distancing and health and safety measures in place.

100% In-Person

No restrictions. the pandemic has ended and students return to school at 100% capacity.

Distance Learning

C-VUSD's Distance Learning Model will implement best practices to ensure robust continuity of learning for all students.

- Students remain assigned to their home school
- Consistent schedule of instruction that meets State's instructional minutes
- Daily live instruction and interactions with teachers and peers via Google Meet or an LMS
- Synchronous and asynchronous lessons and online instruction
- Supplemental resources that students can access at any time, such as online resources (iReady, Khan, APEX, ALEX), physical textbooks/ instructional materials/manipulatives
- Opportunities for one-to-one or small group sessions
- Technology training and support for students, teachers, and families
- Instructional supports for ELL, Special Education, Section 504 Plans, DIS, etc.
- Clear expectations for parents'/guardians' role in ensuring student engagement from home
- Multiple communication channels to facilitate interactions between school counselors, teachers, parents, and students
- Resources and support for families on structuring their child's day and accessing technology
- Resources for food, housing, employment, medical care, mental health services, and other emergency needs

Please see Appendix 2 for further information

Hybrid Learning: 50/50 Model

Hybrid learning* combines face-to-face instruction with online learning. In the context of coronavirus school re-openings, a hybrid model would reduce the number of students in the building by moving some of the course delivery online.

Often referred to as blended learning, hybrid learning lends itself to individualized learning, collaboration via online discussions, and several modes of interacting with course content for different learning styles. However, it does present challenges when it comes to ensuring positive and equitable learning outcomes.

If health and safety guidelines determine that a hybrid learning model is the most viable to reopen schools, C-VUSD will recommend a 50/50 Hybrid Learning Model:

- Students will attend school in person 2-3 days a week meeting the minimum instructional minutes as determined by the California legislature
- Students will participate in Distance Learning 2-3 days a week
 - On Distance Learning days, students will be required to check in with their teacher(s) and complete assignments in order to meet the instructional minute requirement
- Daily attendance will be taken and monitored
- Systems will be established to address attendance and at-risk issues which might include returning at-risk students to a daily face-to-face program

*pending Bargaining Unit negotiation

Covina-Valley Learning Options Academy

K-12 Virtual Learning provides students and families with the option to choose a fully virtual schedule. C-VUSD will offer a large range of rigorous courses for students from Kindergarten through Grade 12 with virtual high school courses delivering a variety of A-G NCAA-approved core, world language, elective, honors, and AP courses.

C-VUSD has worked to assure that rigor, relevance, flexibility, and relationships are essential elements of our online coursework. This is achieved through high-quality content that includes a multimedia-rich, interactive learning experience that is aligned and delivered by highly trained, highly qualified C-VUSD teachers.

- **Rigor**: Each online course matches the level of rigor found in our current district courses.
- **Relevance**: Each online course is designed to meet the learning goals and objectives of our current district courses while engaging students with meaningful, relevant content and activities, and rich, interactive digital resources.
- **Flexibility**: Each course provides a flexible daily learning schedule in a safe student defined workspace. Engaging and interactive content available 24/7 from anywhere in the world.
- Relationships: Throughout their virtual learning experience, students receive support and individualized instruction from certified C-VUSD teachers. In addition, each online course provides substantial teacher-to-student/family communication, including expectations and progress.

With engaging and interactive content available 24/7 from anywhere in the world, our curriculum encourages students to master key concepts as they progress through lessons. Throughout the learning experience, students receive support from certified C-VUSD teachers who provide one-on-one instruction. The Virtual School is intended for a full-year program. With that said, it is recommended any changes to a student's program from the Virtual School to the Traditional program and from the Traditional program to the Virtual School be made at a trimester or semester break, to ensure a continuity of program for the student.

C-VUSD will begin taking applications for the Learning Options Academy in Fall 2020. Priority will given to high-risk students.

Face-to-Face Instruction: Traditional/ Modified Traditional Model

The Traditional School model has students returning to school on a modified day or 100% with increased health and safety measures, which include:

- Increasing distance in the classroom
- Minimizing contact

At any point in the school year, if Public Health Orders force us to close schools due to COVID-19, we will toggle back and forth between Distance Learning and Traditional Schooling.

- Standards-based curriculum
- Utilizes district core adoptions
- Modeled units of study developed and delivered by C-VUSD teachers
- Learning schedule is on C-VUSD pacing guides
- Coordinated at the site with district support
- Attendance is taken daily by the teacher
- NCAA, A-G approved special programs such as DLI, GATE, IB, etc.

Sports and Extracurricular Activities

The purpose of sports and extracurricular reopening guidelines for our athletic and other programs in C-VUSD is to ensure the safest environment and best possible care is being provided for our students who choose to return and participate in these activities.

Prior to the school year coaching, all staff members will take the Health and Safety required trainings (Handwashing, Coronavirus Awareness, CDC: Guidelines for Making & Using Face Coverings, and Managing Stress and Anxiety).

The California Interscholastic Federation (CIF) Sports Medicine Advisory Committee has developed a comprehensive document to help school districts prepare for their student-athletes to return to athletic activities. Parents and students wishing participate in sports or extracurricular activities should check their high school website or contact their school for more information.

Sports and Extracurricular Activities

As the school year approaches, further guidance will likely be forthcoming from the California Department of Public Health (CDPH), California Department of Education (CDE), and California Interscholastic Federation (CIF). C-VUSD, with guidance from Los Angeles County Public Health, will determine phase level and duration of each phase for a gradual full physical return of athletics. All sports are permitted to participate in conditioning activities as long as they adhere to the phased approach outlined below prior to resuming a full physical return of athletics.

California Interscholastic Federation 2020-21 Sports Calendar and Bylaw Modifications

PHASE 1

- No gathering of more than allowed by the prescribed local county guidelines (inside or outside).*
- Workouts should be conducted in "pods" of students with the same 5-10 students working out together weekly to limit overall exposures. Smaller pods can be utilized for weight training.
- There must be a minimum distance of 6 feet between each individual at all times. If this is not possible indoors, then the maximum number of individuals in the room must be decreased to obtain a minimum distance of 6 feet between each individual.

*Note: Local county guidelines must be followed

PHASE 2

- No gathering of more than allowed by the prescribed local county (inside). Up to 50 individuals may gather outdoors for workouts.*
- Workouts should be conducted in "pods" of students with the same 5-10 students working out together weekly to limit overall exposures. Smaller pods can be utilized for weight training.
- There must be a minimum distance of 6 feet between each individual at all times. If this is not possible indoors, then the maximum number of individuals in the room must be decreased to obtain a minimum distance of 6 feet between each individual.

*Note: Local county guidelines must be followed

Physical Activity and Athletic Equipment

- There should be no shared athletic equipment (towels, clothing, shoes, or sports specific equipment) between students.
- Students should wear their own appropriate workout clothing (do not share clothing). Individual clothing/towels should be washed and cleaned after every workout.
- All athletic equipment, including balls, should be cleaned after each individual use and prior to the next workout.
- Individual drills requiring the use of athletic equipment are permissible, but the equipment should be cleaned prior to use by the next individual.
- Physical contact such as high-fives, fist/chest bumps, and hugs should not be allowed.

COVID-19 Protocols

Revision #1

Last update: August 6, 2020
This document will be updated as the Los
Angeles County Department of Health
Guidelines change.

COVID-19: Testing Positive

What to do if a faculty, staff or student tests positive?

It is important to maintain privacy and prevent discrimination for those who may have COVID-19, while ensuring wellness for other students and staff.

Employee Exposure and/or Confirmed Case Scenarios

- Since the Governor's Order to close schools began in March, the District has taken
 measures to ensure the safety of staff working on-site and has monitored possible
 exposures and positive cases of COVID-19 among employees.
- Close contact exposure to COVID-19 is defined as being closer than six feet for 15 minutes or longer.
- For staff who have a confirmed case or believe they have been exposed to a confirmed case of COVID-19, notify the appropriate staff member in Personnel Services for further instruction and leaves options including the new Families First Coronavirus Response Act (FFCRA) (See Attachment)
 - Regina Ruiz, Health and Benefit Technician. (626) 974-7000 ext. 800012 or rruiz@c-vusd.org

Positive Tests:

- When a student or a staff member tests positive, Personnel Services works with the Los Angeles County Department of Public Health (LACDPH) and will contact employees associated with specific locations and persons in the District who may have had an exposure (Student Services will contact families of students who may have been exposed).
- Staff should immediately be sent home if they are able to self-transport.

Notifications:

- Employees who may have had exposure (closer than six feet for 15 minutes or longer) are contacted and given guidance on current recommendations for quarantine and options for testing/leaves.
- District sites that are determined to be a risk for contact exposure will receive an extensive cleaning in coordination with the M&O Department.
- Depending on the location and exposure circumstances, and with guidance from the Los Angeles County Department of Public Health, there may be general notifications provided to the impacted departments or school sites.
- In all notifications, guidelines for privacy of staff under HIPAA will be followed.

Screening policies for Students and Staff

Screening at Home

To ensure a safe working environment, all students and staff will complete a home screening before entering any school and/or District facility. Students and staff must be symptom-free to work. If students or staff members are experiencing COVID-19 symptoms, they should stay home. Students should contact their home school site and staff members should contact Personnel Services..

- Check temperature at home.
- Ensure temperature is below 100.4' Fahrenheit
- Check for COVID-19 Symptoms which include:
 - Chills/unexplained fatigue
 - Shortness of breath of difficulty breathing
 - Sore throat
 - Cough
 - Other flu-like symptoms
 - New loss of taste and smell
- Other areas of self screening that should occur prior to entering school or District facility:
 - No travel in those areas of the United States which are listed as being highly impacted by COVID-19 within the last 14 days.
 - No international travel in the last 14 days.
- Employees who have other concerns (those above age 65, and those with chronic health conditions that would place them at high risk of infection) will contact the Personnel Services designee to discuss leave and work options.
- Students who have other health related conditions or concerns will contact their home school site to discuss their options.
- Staff members who have other health related conditions or concerns will contact Personnel Services to discuss their leave options.
 - Regina Ruiz, Health and Benefits Technician.
 (626) 974-7000 ext. 800012 or rruiz@c-vusd.org

Policy for Face Coverings and Personal Protection Equipment (PPE)

Face Coverings and PPE

In accordance with the California Department of Public Health's (CDPH) Guidance for Face Coverings anyone (students, parents, or other employees) entering school property must utilize face coverings:

- While in the classroom
- While waiting to enter campus
- While on school grounds (except when eating or drinking)
- While leaving school
- While on the bus

Students/Children under the age of 2 will not be required to wear a mask...

Personal Protective Equipment (PPE) <u>will be provided</u> to staff and students. Students and staff will be provided <u>two</u> reusable cloth face masks and are expected to wear them daily. Personal face coverings will be allowed in compliance with dress code policy. Employees and parents are instructed to wash their face coverings daily.

Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.

Teachers, and identified staff members will receive two reusable face shield. Staff members are required to wear face coverings including:

- Interacting in person with any member of the public.
- Working in any space where food is prepared or packaged for sale or distribution to others.
- Working in or walking through common areas, such as hallways, courtyards, and stairways.
- In any room or enclosed area where other people are present when unable to physically distance.

Medical grade masks are provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering. These masks are available in our health offices.

Gloves are not recommended for use by students or staff, with the exception of those conducting cleaning, first aid, or food service. Gloves are available in school offices.

Physical Distancing

Physical Distancing



Social distancing will limit the spread of COVID-19. Schools will adhere to the following strategies to maintain social distancing as much as possible:

- During regular school hours, school sites will restrict non-essential visitors, volunteers, and activities involving other groups.
- Group activities are limited (i.e., assemblies, award ceremonies, athletics).
- Classroom space is arranged allowing maximum space between students and staff.
- Student desks are arranged to face the same direction (rather than facing each other) and spaced six feet from teachers.
- Routes are designated for entry and exit to lunch, recess, and other transition times, as feasible. Staff will practice social distancing, including but not limited to, the following:
 - When working indoors or outdoor areas
 - Before and after the work shift
 - Coming and going from vehicles
 - Entering, working, and exiting physical buildings or other structures during breaks and lunch periods
- Students will have access to limited playground equipment during recess and will be encouraged to maintain social distancing where possible.
- Breaks and lunches will be staggered to ensure that physical distancing can be maintained in workrooms and break rooms.
- All employees, on-site contractors, vendors and delivery personnel will be provided instructions regarding maintaining physical distancing and the required use face coverings.

Cleaning and Disinfecting

Disinfecting

- The District shall take all appropriate health and safety measures regarding all disinfection and sanitization of all classrooms, offices, buildings and worksites in compliance with all mandated health and safety standards.
- Upon reopening, schools have been completely cleaned and disinfected, and CVUSD will continue to adhere to all necessary safety precautions.
- High touch areas in staff break rooms are frequently disinfected, and commonly shared items, such as coffee pots, pots, and dishes, are replaced with single use items or thoroughly cleaned after each use by a different person.
- Clean and disinfect frequently touched surfaces on campuses such as doorknobs throughout the school and workday.
 - Cleaning and Disinfecting Checklist:
 - https://drive.google.com/file/d/1rJgJXjNtR69dDJ3AX0MUFKH SkYxlfRey/view?usp=sharing
- Shared equipment transferred between students and/or staff will be regularly cleaned and sanitized.
- Schools and workplaces will maintain adequate supplies to support healthy hygiene behaviors. Cleaning products and refillable supplies are available upon request to the sites Main Office.
- Cleaning and disinfectant products align with the Environmental Protection. Agency-approved list. Custodians will follow product instructions and Cal/OSHA requirements including proper ventilation during cleaning and disinfecting.
- All cleaning products are kept out of children's reach and stored in a space with restricted access.

Disinfectant Supplies for Students and Staff

Handwashing and Hand Sanitizer

- The District shall ensure that sinks, including those in bathrooms, cafeterias/kitchens, classrooms, and offices, are functioning with water and stocked with soap and paper towels or hand dryers.
- The District shall ensure that hand soap and/or hand sanitizer will be provided for every classroom, office, work station, break room, building entrances/exits at all schools, and/or District facilities.
- The District shall provide where feasible outside (portable) wash stations to ensure the handwashing of students and employees.
- The District shall provide where feasible portable hand sanitizer stations.
- Employees and students will be offered frequent opportunities to wash their hands and/or utilize hand sanitizer.

Role of the District:

- The purchasing department will be responsible for the procurement of handwashing supplies and hand sanitizer.
- The district is also responsible for the logistics of distribution to individual school sites and offices.
- The warehouse will fill all requests by school sites and offices for additional supplies.
- MOFT will be responsible for responding to all work orders promptly.

Role of the Principal:

The principal has a continuing role in policy implementation.

- The principal will communicate handwashing and hand sanitizer policy to teachers, parents/guardians, and students.
- Will ensure the staff complies with the hand washing, sanitizing policy.
- Coordinate the availability of supplies for handwashing: soap and single-use towels, in bathrooms, and classrooms with hand sinks.
- Ensure that proper and adequate facilities (i.e., sinks) are in good working order.
- The principal or office staff will submit a work order or warehouse request immediately upon receiving information about concerns or needs related to sinks, hand soap, paper towels, or hand sanitizer.
- Once hand washing and hand sanitizer supplies arrive at the designated delivery sites, the site principal will work with the custodians to distribute supplies to every classroom, office, work station, and break room.

Disinfectant Supplies for Students and Staff (cont)

Handwashing and Hand Sanitizer (Continued)

Role of the Teacher:

It is the classroom teacher's responsibility to instruct students in a meaningful manner. The teacher should:

- Demonstrate and present the steps to hand washing clearly and concisely.
- Provide time for handwashing.
- Reinforce hand washing by setting the example and washing their hands according to when to wash hands.
- Communicate to the principal, any concerns or needs related to sinks, hand soap, paper towels, or hand sanitizer.

Role of the Student:

The student should:

- Be familiar with the handwashing and hand sanitizing policy of the school.
- Become familiar with the proper steps of handwashing and know when to wash hands.
- Develop good, handwashing habits.
- Take personal responsibility for washing hands not only at school but when away from school.

Role of Parents/Guardians:

Parents/Guardians can encourage their children by showing interest and displaying positive examples of hand washing. The school district will copy and distribute to parents/guardians information designed to promote handwashing and identify roles for parents/guardians in promoting handwashing.

CDC's Handwashing Campaign: Life is Better with Clean Hands

CDC's Life is Better with Clean Hands campaign encourages adults to make handwashing part of their everyday life and encourages parents to wash their hands to set a good example for their kids. Visit the Life is Better with Clean Hands campaign page to download resources to help promote handwashing in your community.

For more information on handwashing, visit <u>CDC's Handwashing website</u> or call 1-800-CDC-INFO.

Workplace Policies and Practice to Protect Staff and Students

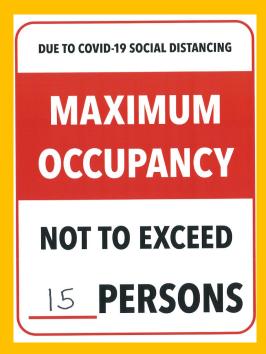
Other Safety Considerations

- Staff members will complete mandated COVID-19 trainings to include; Hand Washing, Coronavirus Awareness, Use of Face Coverings, Center for Disease Control: Managing Stress and Anxiety. Such training will occur onsite during staff meeting.
- Campuses will follow guidelines developed by CDPH for cleaning, disinfection, and ventilation of school campuses.
- Common touch surfaces will be cleaned regularly (counter tops, door handles, restrooms, student desks, student chairs, etc.)
- Physical barriers will be installed in front office areas where face-to-face interaction with the public occurs.
- Staff and students will be expected to wash/sanitize their hands regularly.
- Every classroom and employee work area will be provided hand sanitizer to use.
- Schools will limit sharing of supplies between students to the extent possible and encourage students to take home personal items for cleaning daily.
- Signage will promote healthy hygiene practices and reminders to stay home when ill. Students will be encouraged to bring refillable water bottles to the water filling stations. Playground equipment will be regularly inspected and cleaned for limited student use.

Building Plans for Physical Distancing Requirements

District Office and Sites Physical Distancing

- All district buildings and spaces have been physically measured to determine the maximum number of occupants allowed in order to maintain social distancing.
 - In office spaces where six foot distancing could not be achieved, furniture
 was rearranged to meet the requirement. In areas where furniture could
 not be rearranged, plexiglass dividers where installed to protect staff,
 students, and visitors.
- Signs posted with the maximum number of occupants will be displayed in every office, classroom, restroom, etc. to meet guidelines. See below.



Measures to Ensure Physical Distancing

Transportation and Bus Routes

Face Coverings and Distancing

- Face coverings or PPE will be worn by all drivers and District employees.
- Unless a student has an IEP or health plan directing otherwise, students are required to use their face shield or mask while traveling on the bus.
- Bus routes will allow for social distancing on the bus. Seating configurations on the bus will be staggered.
- Parents must screen students prior to student entering the bus (see Symptom Checks for Students: Screening at Home)

Preparation and Cleaning

- All buses and transport vehicles will be thoroughly disinfected before, between, and after routes, trips or extensive driving events and at the end of the day.
 - School Bus Cleaning/Disinfecting Procedures: https://drive.google.com/file/d/1gafXEFgoEqWls2RdLOZNXkrxk2Rp-rT3/view?usp=sharing
 - Refer to the CDC for additional information: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinf-ecting-transport-vehicles.html.

Arrival Procedures for Students

Arrival Procedures for Students

Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building.

School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.

School employees are deployed in hallways throughout the day as needed to assure physical distancing as students move between classrooms or from classrooms to other school locations.

Elevator capacity posted at district elevators (Hanes Center, South Hills High School) All elevator riders are required to wear cloth face coverings.

Stairways:

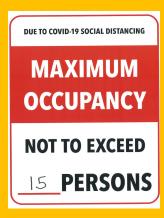
- Designation of up and down stairways
- Monitoring of stairways by school staff

Site and Classroom Occupancy

Site and Classroom Occupancy

Classroom Configurations

- All district buildings and spaces have been physically measured to determine the maximum number of occupants allowed in order to maintain social distancing.
- Classroom maximum occupancy quantities were identified for the site administration in order to ensure desks and learning stations are arranged to meet six-foot social distancing.
- All teachers desks and workstations will be placed at least six apart from any student desk or learning station.
- Signage indicating maximum number of students allowed in the classroom will be posted in every classroom



Nutrition Services

Meal Distribution

In order to maximize student safety and reduce cross-contamination risk among students and staff, traditional meal service will not be offered during the 20-21 school year.

Virtual Learning Meal Service:

Five-day meal kits for each C-VUSD student will be available at designated distribution sites. Meals will be charged based on student eligibility for the Free and Reduced Meal Program. Meal delivery service will be available to eligible students.

Hybrid Learning Meal Service:

Elementary- Five-day meal kits for each C-VUSD student will be available at designated distribution sites.

Secondary- Middle and high school students will be offered a Grab-N-Go lunch during dismissal on days they are on campus. When students line up for meal pick up, tape or markings will be available to ensure a 6-foot distance between any two students. Additionally, three-day meal kits for each middle and high school student will be available at designated distribution sites. Meals will be charged based on student eligibility for the Free and Reduced Meal Program.

Face-to-Face Instruction Meal Service:

Grab-N-Go meals will be offered during meal service times. Meal service times may be staggered and additional points of sales will be available at the secondary schools to allow for greater physical distancing. Nutrition Services staff will scan student ID cards to complete meal transactions. Physical distancing markers will be placed at all Grab-N-Go serving areas.

Meal Production areas and staffing schedules have been revised, where possible, to achieve physical distancing between employees. Sanitation procedures will be conducted every 30 minutes or sooner, as appropriate. To ensure a safe food handling environment, all Nutrition Services staff working at a food service facility will complete a wellness check upon arrival to work. Employees must be symptom-free to work and adhere to the **Screening at Home** district policy.

Visitors

Visitors on District Sites/Facilities

Covina-Valley Unified School District makes student and staff safety our number one priority for the well-being of all. To ensure the safety and security of all, we expect all visitors (volunteers, contractors and/or vendors) to follow all Federal, State and local guidelines with regards to COVID-19 prior to entering any District/school facility. This includes complying with all mandated Personal Protective Equipment (PPE) requirements which include (but are not limited to) wearing cloth face covers. We also expect the following by all: to frequently wash their hands and/or use hand sanitizer; follow the social distancing guidelines; wash their face coverings daily. In addition, we expect all visitors to self-screen and temperature check prior to entering any District/school facility. (Please refer to the Covina-Valley COVID-19 Containment, Response, and Control Plan for further information)

If any of the following conditions apply, visitors will not be allowed onto any District/school facility:

- I am experiencing one or more of the COVID-like symptoms: fever over 100.4*, chills, cough, sore throat, diarrhea, fatigue, headache, muscle or body aches, loss of taste or smell, nausea, vomiting, or shortness of breath. (*If my temperature is over 100.4, I will not be allowed to enter any District facility and will be asked to not return until I am symptom-free for 48 hours with medical release.)
- I am diagnosed with COVID-19 or deemed contagious by state or local public health authorities.
- I have been exposed to someone with a suspected and/or confirmed case of COVID-19.
- I suspect I may have COVID-19 or am caring for a family member diagnosed with COVID-19.
- I have traveled internationally or to a highly impacted area of the United States within the last 14 days.

When you are entering a District or school facility, you can expect the following:

- Wearing a cloth face covering
- 2. Practicing social distancing
- 3. A COVID-19 screening questionnaire that must be filled out prior to entering
- 4. Temperature Check
- 5. Identification Check through Raptor

We appreciate your understanding and support in keeping our students, staff, schools and District a safe and healthy educational environment.

Ensuring Proper Ventilation

Measures are in place to promote optimal ventilation in the school. These include:

- The school HVAC system is in good, working order. HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
- Portable, high-efficiency air cleaners have been installed if feasible
- Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate. Air filters have been upgraded to the highest efficiency possible.

The District-Wide HVAC filters are currently on a schedule to be replaced every 3 months (if occupied). The first replacement for this fiscal year is scheduled for August. If school does not return to in-person, only the office areas will be replaced until classroom instruction begins. The schedule is as follows:

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1<sup>st</sup> Quarter – August

2<sup>nd</sup> Quarter – November*

3<sup>rd</sup> Quarter – February*

4<sup>th</sup> Quarter – May*
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Based on LACODPH guidelines, filters to be replaced for any area should a positive case be reported after 24 hours.

*Office only if no in-person school

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

The District and school staff are committed to supporting students' social emotional wellness and offering resources to ensure students transition back to school smoothly. Support may include social-emotional learning, building relationships, community-building activities, and increased access to mental health/wellness services. Families and schools will need to work together to evaluate how students are feeling and assess their individual needs to provide the support students need during these challenging times.

Families and students can access virtual mental health resources by emailing one of our social workers msuyat@c-vusd.org or mmoriera@c-vusd.org. Additionally, families and students in need of support may contact Care Solace at www.caresolace.com/cvusdparents.



Special Educational Needs: Individualized Education Plan (IEP) 504 Plans

Safety Considerations for Students with Disabilities

- Students with sensory/cognitive/behavior al needs will not be required to wear facial coverings, but are encouraged to utilize a face shield or covering as possible.
- Students who are deaf/hard of hearing will not be required to wear facial coverings.
- Students who are on IEPs will have access to Virtual Learning if the student's family deems necessary.
- School personnel will work closely with families of students who are immunocompromised regarding specific needs when returning to school.

Considerations for Staff Working with Students with Disabilities

- Staff will be given a choice as to the type of face-covering, which is most conducive to addressing their specific student needs. IEP services will be delivered with adherence to the wearing of facial coverings, social distancing, increased handwashing, and sanitizing.
- All staff who work with students who require more hands-on services such as diapering, catheterization, feeding, etc. will utilize both face coverings and gloves.
- Staff who work with students who require modeling of oral tasks to complete work will be issued face shields, so students are able to view their instructor.

Appendix for references



Appendix 1	Los Angeles County Department of Health - Reopening Protocols
Appendix 2	Distance Learning Sample Bell Schedules
Appendix 3	Hybrid Model and 50/50 Sample Schedule
Appendix 4	Learning Options Academy Sample Model
Appendix 5	California Interscholastic Federation Guidelines for 2020-21
Appendix 6	Health Services COVID-19 Emergency Plan, Procedures and Policies
Appendix 7	Measures to Ensure Infection Control
Appendix 8	Employee Rights: Paid Sick Leave under Families First Coronavirus Response Act (FFCRA)
Appendix 9	FFCRA Employee Leave of Absence Form and Supporting Documents Form
Appendix 10	COVID-19 Self Screening: Employees
Appendix 11	COVID-19 Self Screening: Students
Appendix 12	Personal Protective Equipment List
Appendix 13	Sample Signage

Appendix 14	Classroom and Playground Cleaning/Disinfecting
Appendix 15	Site Maps and Occupancy
Appendix 16	Transportation Protocols
Appendix 17	Transportation Cleaning/Disinfecting
Appendix 18	Arrival: Site Plan
Appendix 19	Nutrition Services Meal Plans
Appendix 20	Visitors: Self Screening
Appendix 21	Employee Assistance Service for Education (EASE)
Appendix 22	Special Education: Individualized Education Plans (IEP) and 504 Plans

APPENDIX 1



Appendix T1: Reopening Protocols for K-12 Schools

These Protocols are based on the expectation that conditions will permit widespread return to in-person K-12 education in Los Angeles County for the 20-21 school year. Districts should supplement planning for implementation of these directives with contingency planning for remote learning, however, in case worsening incidence of COVID-19 or emerging science concerning spread indicates a need for greater caution.

Recent updates

7/24/20: Updated to clarify policy regarding face coverings for employees, students and visitors as well as symptom checks for employees. Also updated to incorporate changes regarding the appropriate isolation period for symptomatic and asymptomatic COVID-19 positive individuals (changes highlighted in yellow)

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

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

This checklist covers:

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

These five key areas must be addressed as your facility develops any reopening protocols.



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

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

The school has a COVID-19 Containment, Response and Control Plan that describes the school's
comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan
includes, but is not limited to the following elements:
☐ A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all

- A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.
- ☐ A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student or visitor) tests positive for, or has symptoms consistent with COVID-19. The plan addresses:
 - Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person's return to their home.
 - Fact-sheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing selfisolation and links to sites with further information.
 - A plan or protocol to initiate a School Exposure Management Plan consistent with DPH guidance that outlines procedures for:
 - Isolation of case(s);
 - Identification of persons exposed to cases at school;
 - Immediate guarantine of exposed employees and/or students; and
 - Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
 - A plan to report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health via email at ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821.
 - 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.

Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.
In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.



who gove	has COVID-19. ernment sponsor	been told not to come to work if sick or if they have been exposed to a School officials have provided information to employees regarding em red leave benefits , including their right to paid sick leave as guaranteed avirus Response Act .	ployer or	
Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted.				
chec has h done	k-in concerning chad contact with a	are conducted before employees may enter the workspace. Checks must cough, shortness of breath, difficulty breathing and fever or chills and if the a person known to be infected COVID-19 in the last 14 days. These check erson upon the employees' arrival. A temperature check should also be do	e employee ks can be	
conta	act with others (s Employees who had covers the nose a workday when in instructed by their shield with a drap condition permits should not be use private office or a	students, parents or other employees) is required to wear a cloth face of have contact with others are offered, at no cost, an appropriate face cover and mouth. The covering is to be worn by the employee at all times during a contact or likely to come into contact with others. Employees who have be in medical provider that they should not wear a face covering should wear pe on the bottom edge, to be in compliance with State directives, as long as it. A drape that is form fitting under the chin is preferred. Masks with one-ed. Employees need not wear a face covering when the employee is alone a cubicle with a solid partition that exceeds the height of the employee when	covering. ing that the een a face as their way valves e in a en standing.	
Emp ensu All in sepa	contact with any covering. Alternative prote Individualized Eduloyees are instruire that children Individual employeration of at least	e mask is provided to any employee who cares for sick children or who child with a medical condition that precludes the child's use of a cloth ective strategies may be adopted to accommodate students who are or ducation or 504 Plans and who cannot use or tolerate cloth face covering ucted to wash or replace their face coverings daily. Parents are instructive have clean face coverings. The workstations or areas used by employees working as part of a team to 6 feet. Classroom furniture is arranged to permit a distance of at least it's desk and the nearest student(s).	face ings. ted to	
In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms.			al	
All employees, on-site contractors, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face coverings when around others.				
		oms, classrooms, and other common areas used or visited by staff are llowing schedule:	disinfected	
	Break rooms			
	Restrooms			
	Classrooms			
	Laboratories			
		d other student support areas		
П	Other offices			



□ Other (auditorium, gymnasium, library if in use)				
High touch areas in staff breakrooms are frequently disinfected, and commonly shared items, such as coffee pots, pots, and dishes, are replaced with single use items or thoroughly cleaned after each use by a different person.				
Disinfectant and related supplies are available to employees at the following location(s):				
Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations (check all that apply)				
□ Building entrance/s, exit/s				
□ Central office				
□ Stairway entrances				
□ Elevator entry (if applicable)				
□ Classrooms				
□ Faculty breakroom				
□ Faculty offices:				
Soap and water are available to all employees at the following location(s):				
Employees are offered frequent opportunities to wash their hands.				
Each employee is assigned their own tools, supplies, equipment and defined workspace to the extent feasible. Sharing of workspaces and held items is minimized or eliminated.				
Copies of this Protocol have been distributed to all employees.				
Optional—Describe other measures:				
EASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS (CHECK LL THAT APPLY)				
Maximum number of employees permitted in facility to maximize physical distancing is:				
Maximum number of students permitted in facility to maximize physical distancing is:				



Measures are in place to ensure physical distancing of students on school busses. These include (chall that apply):			
		A maximum of one child is permitted per bus seat.	
		Use of alternating rows.	
		Staggered school start times to permit more than one trip per bus at school start and close.	
		Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry.	
		Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming.	
		Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of cloth face coverings.	
		Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.	
		Other	
		asures are in place to ensure physical distancing as students, parents or visitors arrive at entry to ool. These include (check all that apply):	
		Students exit busses or other vehicles single file through one door.	
		School employees are deployed to meet incoming busses, cars and students arriving on foot or by bicycle to assure distancing is maintained and avert gatherings.	
		Tape or other markings are used to help students maintain physical distancing as they line up to enter the school.	
		Multiple entrances and exits are used to avoid overcrowding at arrival and dismissals as long as all entrances and exits have adequate monitoring of arriving and exiting students and employees.	
		Other	
		asures are in place to ensure physical distancing as students, parents or visitors enter and move bugh the school building. These may include (check all that apply):	
		School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.	
		School employees are deployed in hallways throughout the day as needed to assure physical distancing as students move between classrooms or from classrooms to other school locations.	
		Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining a 6 foot distance between riders; during peak building entry and exit times, this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings.	
		The following Measures are in place to avoid crowding on stairways:	



	 Designation of up and down stairways Staggering of breaks between classes Monitoring of stairways by school staff Other
Mea	asures are in place to ensure physical distancing within classrooms. These include (check all that
	In-person class size has been limited to students in elementary grades.
П	In-person class size has been limited to students in middle and high school grades
	The school day has been divided into shifts to permit fewer students per class.
	Attendance is staggered to reduce the overall number of students in classrooms on a given day.
	Some classes have been moved entirely online.
	Online class attendance is offered as an option for students for whom it is feasible and for students who may be at elevated risk in a regular classroom.
	In some classes
	■ In all classes
	Alternative spaces are used to reduce the number of students within classrooms. These may include:
	School library
	Auditorium
	Cafeteria
	■ Gymnasium
	Other
	Classroom furniture is set up to ensure 6 feet between students at their desks/tables and between students and teachers (placement of desks/tables, use of floor markings to indicate required distance, etc.) to the extent feasible. Where 6 feet of distance is not possible, physical barriers are used to minimize close contacts.
	Furniture designed for in-class group activities that bring students closer than 6 feet has been reconfigured or removed from the classroom
	Nap or rest areas in classrooms have students placed 6 feet apart and alternating feet to head.
	Teaching methods have been modified to avoid close contact between students in laboratories and other classes that may usually involve group activities.
	Other



	Gym class activities are selected to permit physical distancing.		
		ool policies enforce physical distancing (students maintain distance of 6 feet) in locker rooms. Policies include:	
		Offering access to locker rooms only when staff supervision is possible	
		Staggering locker room access	
		Creating an alternative option for storage of student clothing, books and other items.	
		asures are in place to maintain physical distancing during school meals. These may include (check all apply):	
		To the extent possible, meals are eaten in classrooms or outdoors, without any mingling of elementary school students from different classrooms.	
		If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.	
		Staff are deployed during meals to maintain physical distancing and keep elementary school students from different classrooms from mingling.	
		If meals take place in a cafeteria, meal times are staggered to the extent feasible to reduce the number of students in the cafeteria at one time; staff are on hand to ensure that elementary school students from different classrooms are not mingling.	
		If meals take place in a cafeteria, space between tables/chairs has been increased to support 6 feet of physical distancing. Barriers between tables and/or chairs may be used as an alternative when 6 feet of distancing is not possible.	
	dista	d preparation and service operations have been redesigned, where possible, to achieve physical ancing between employees. For example, kitchen and other back of house floors are marked to force physical distancing requirements.	
	Mea	asures are in place to permit physical distancing in school areas used for student support services	
		Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) have been instructed to maintain a physical distance of at least 6 feet to the extent feasible while engaging in student support activities.	
		Furniture and equipment in school areas used for student support services are arranged to promote a 6-foot distance between any two students and/or between students and staff.	
		Where feasible and appropriate, therapeutic and support activities are conducted virtually.	
		Sharing of equipment and supplies is avoided where possible. Should equipment need to be shared, it must be sanitized before and after each use by a different student and/or employee	
		Staff offering student support services are provided with appropriate PPE per Cal OSHA requirements.	
☐ Measures are in place to permit physical distancing in a		asures are in place to permit physical distancing in administrative areas of the school	
		Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.	
		Tape or other markings are used to define a 6-foot radius around reception desks or counters.	
		Work stations of administrative personnel have been arranged to permit 6 feet between individuals sharing a space or between office personnel and students or other staff required to visit the space.	
		asures are in place to ensure physical distancing and safe infection control practices in extracurricular vities. These may include (check all that apply):	



		Spectator events are not permitted at this time; this includes both indoor and outdoor events.
		Extracurricular athletic teams that the school has chosen to reopen (limited to sports permitted by state orders and which allow physical distancing, such as tennis, golf, gymnastics activities that do not require a spotter, etc.) have been reconfigured as necessary to incorporate physical distancing into training and play.
		Extracurricular team sports that do not allow physical distancing (baseball, football, soccer, etc. have not reopened. Note that coaches may provide conditioning and skill building programs to students for their individual use.
		Measures are in place to avert unsupervised clustering of students in locker rooms. These may include:
		☐ Offering access to locker rooms only when staff supervision is possible
		☐ Staggering locker room access
		Extracurricular musical activities have been moved online or reconfigured as necessary to incorporate physical distancing.
		☐ Choral groups or any activities that require singing or chanting are suspended.
		☐ Instrumental groups are configured to permit a distance of at least 6 feet between musicians.
		Extracurricular activities that are not athletic or musical (teams, clubs) meet online rather than in person to the extent feasible.
		In person school-wide events (assemblies, school plays, etc.) and group field trips have been halted.
C.	MEAS	URES TO ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)
	check may b or in p	ening is conducted before students, visitors and staff may enter the school. Screening must include a k-in concerning cough, shortness of breath or experience of fever and any other symptoms the visitor one experiencing. These checks can be done remotely (using a digital app or other verifiable approach) person upon arrival. A temperature check with a no-touch thermometer is included in the symptom of at entry if feasible
		Adult visitors and staff who screen positive at entry or who report symptoms at any point during the school day are instructed to return home and self-isolate as required by Health Officer Order of July 1, 2020 (see <u>July 1 Isolation HOO.pdf</u>).
		Students who screen positive at entry or who report symptoms at any point during the school day are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while arrangements are made for their return home.
		☐ The COVID-19 Compliance Team (see Section A) is informed of any positive screening result in the school and initiates the School Exposure Management Plan consistent with DPH directives
		Adult visitors and staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. (see July 1 Quarantine HOO.pdf).



		Students who have had close contact with an individual who has screened positive for COVID-19 symptoms are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Order of May 1, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. (see July 1 Quarantine HOO.pdf).
		ng of adults and of middle and high school age students includes a question about close contact one at home, school or elsewhere that the individual has been told has tested positive for COVID-
		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.
		res are in place to limit risk of infection due to visits by individuals other than staff and students. may include (check all that apply):
		Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible.
		Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.
		Visitors arriving at the school with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.
		Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible.
		Visitors arriving at the school are reminded to wear a face covering at all times while in the school. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
7	Measure	s are in place to promote optimal ventilation in the school. These may include (check all that apply):
_		he school HVAC system is in good, working order.
	□ Н	VAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent e, very high outside temperature, high pollen count, etc.) make this inappropriate.
		ortable, high-efficiency air cleaners have been installed if feasible



	Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
	Air filters have been upgraded to the highest efficiency possible.
	Other:
	res are in place to ensure appropriate cleaning and disinfecting of space, surfaces and objects hout the school. These may include (check all that apply).
	A cleaning and disinfecting schedule have been established in order to avoid both under- and over- use of cleaning products.
	Buses are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are disinfected after every completed bus route.
	Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected three times daily using appropriate products (see below).
	Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and individual water bottles are provided as an alternative, high touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.
	Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.
	Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list "N) are used according to product instructions.
	To reduce asthma risk disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) are selected. Products which contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds are avoided.
	Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
	Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product
	All cleaning products are kept out of children's reach and stored in a space with restricted access.
	Ventilation is maximized during cleaning and disinfecting to the extent feasible If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
	Cleaning is done when students are not at school with adequate time to let spaces air out before the start of the school day.
	Steps are taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.



	Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, on the following schedule:		
	□ Restrooms:		
	□ Lobbies/entry areas:		
☐ Teacher/staff break rooms:			
	□ Class rooms		
	□ Cafeteria dining area		
	□ Cafeteria food preparation area		
	□ Front office		
	□ Other offices		
	□ Other areas		
	ures are in place to ensure use of appropriate face coverings by all staff, students and visitors at all These may include (check all that apply):		
	Staff, parents and students are informed of the requirement for cloth face coverings prior to the start of school and on a regular basis throughout the school year.		
☐ All students over age 2 are required to wear cloth face coverings at all times while on school			
 All students over age 2 are required to wear cloth face coverings at all times while on school prop except while eating, drinking or carrying out other activities that make that preclude use of face coverings. 			
	 Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings. 		
	Information is provided to staff, parents and students concerning proper use of cloth face covering including the need to wash cloth face coverings after each day's use.		
	Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and depicts proper use of cloth face coverings.		
	As feasible, two cloth face coverings are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own cloth face coverings.		
	Parents of younger children are encouraged to provide a second face-covering for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.		
	Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of cloth face coverings.		
	Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.) as appropriate.		
	Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building		

NOTE: Staff and students who are alone in closed offices, walled cubicles or other private, enclosed spaces are not required to wear cloth face coverings. Students may also remove cloth face coverings when eating or napping or when wearing a cloth face covering is otherwise impracticable (e.g., while showering,



to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction. Measures are in place to ensure frequent hand washing by staff, students and visitors. These may include (check all that apply): ☐ Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap. rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly. Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity. □ Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing. Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable. ☐ Ethyl alcohol-based, hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol is preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin. ☐ Hand sanitizer based on isopropyl alcohol is not used in the school given its potential toxicity and hand sanitizer is not out in the open in classrooms of children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer. ☐ Hand sanitizer, soap and water, tissues and trash cans are available to the public at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions. Measures are in place to ensure infection control in the school cafeteria or other site at which food is served or picked up. ☐ Buffet and family style meals have been eliminated. ☐ Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home. Physical barriers are in place where needed to limit contact between cafeteria staff and students. Optional-Describe other measures

etc.). The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering



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

Intorr	information was sent to parents and students prior to the start of school concerning school policies					
relate	ed to (check all that apply):					
	Isolation and quarantine policies as they apply to students w					
	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 coverings					
	Importance of student compliance with physical distancing					
	and infection control policies					
	Changes in academic and extracurricular programming					
	in order to avert risk					
	Changes in school meals in order to avert risk					
	School policies concerning parent visits to school and					
	advisability of contacting the school remotely					
	Importance of providing the school with up-to-date emergency					
	contact information including multiple parent contact options					
	Other:					
□ A	copy of this protocol is posted at all public entrances to the school.					
	Signage has been posted throughout the school reminding staff and students of policies concernin physical distancing, use of face coverings, and importance of hand washing.					
	Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.					
	The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.					
ab	nline outlets of the school (website, social media, etc.) provide clear, up-to-date information out building hours, visitation policies, changes in academic and extracurricular programming, d requirements concerning use of face coverings, physical distancing and hand washing.					
	Online outlets instruct students, parents and teachers on how to contact the school in case of infection or exposure.					



E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

	to ensure that	Education Plans (IEPs) and 504 Plans of students with special needs have been modified education can continue without undue risk to the student. Plans may involve remote of attendance in a separate area with few students, or a hybrid approach combining interest learning.
		ed health and safety plan has been created for each enrolled student with special needs ded in individual plans include
	cognitive a	n derived from consultation with parents and students concerning any physical, medical, nd/or social/emotional challenges that may affect the student's safety needs at school in of COVID-19.
	•	by plans in case the student screens positive for symptoms of COVID-19 or is identified as stact of someone who is symptomatic or has screened positive for COVID-19.
	☐ Contingend	by plans in case a cluster of COVID-19 cases requires full or partial school shut-down.
	•	emote learning or other alternative to in-class learning is available for any student for attendance poses elevated risk.
		Grab and Go" school meals is offered to any student who is eligible for the school meal buld face elevated risk attending school in person.
		tive services or operations that can be offered remotely (e.g., class registration, form , etc.) have been moved on-line.
	Any ad	ditional measures not included above should be listed on separate pages, which the business should attach to this document.
		You may contact the following person with any questions or comments about this protocol:
	siness ntact Name:	Phone number:
Date Last Revised:		



Protocol for COVID-19 Exposure Management Plan in K-12 Schools

NOTE: This protocol document may be updated as additional information and resources become available. Check the Los Angeles County Department of Public Health website: http://www.ph.lacounty.gov/media/Coronavirus/ for updates to this document.

A targeted public health response to contain COVID-19 exposures at a community-level can help maximize the impact of the Los Angeles County Department of Public Health (DPH) COVID-19 response.

Primary and Secondary Schools serving students from Kindergarten through Grade 12 (K-12 Schools) are trusted community partners that can help DPH improve the timeliness and impact of the Public Health response through rapid initiation of a COVID-19 Exposure Management Plan (EMP) when notified of COVID-19 cases and clusters at school. The School EMP can be implemented before COVID-19 case reports are received by DPH, thereby accelerating the ability to contain spread of COVID-19 and prevent school outbreaks from happening.

The steps for exposure management of 1, 2, and 3 or more COVID-19 cases at K-12 Schools are described below and summarized in Appendix A. Because K-12 Schools will vary in the level of resources for COVID-19 exposure management, *required* steps are the minimum required elements that should be included in the School EMP. *Recommended* steps include elements for localized management of exposures where school resources are available.

Exposure Management Planning Prior to 1 COVID-19 Case at School
□ Required: A designated School COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves a liaison to DPH in the event of a COVID-19 cluster or outbreak at the setting.
☐ Required: A plan for all students and employees who are suspected to have COVID-19 or are quarantined because of exposure to case(s) at school to have access to testing or be tested for COVID-19.
Exposure Management for 1 COVID-19 Case at School
☐ Required: If school is notified of 1 confirmed case (student or employee), School Compliance Task Force requests that the case follow Home Isolation Instructions for COVID-19 (www.publichealth.lacounty.gov/acd/ncorona 2019/covidisolation/).
☐ Required: School Compliance Task Force informs the case that DPH will follow-up directly with the case through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.



☐ Required: School Compliance Task Force works with the case to generate a list of students and
employees with exposure to the case during the infectious period. School Compliance Officer
provides DPH with the names and contact information of the case and identified contacts within 1
business day of notification of a confirmed case.

- A case is considered to be infectious from 48 hours before their symptoms first appeared until
 the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without
 the use of medicine that reduce fevers AND respiratory systems have improved AND at least
 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test
 but no symptoms is considered to be infectious from 48 hours before their test was taken until
 10 days after their test.
- A person is considered to have been exposed if they are one of the following:
 - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;
 - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).

□ Required: Students and employees that are identified to have an exposure to the case are
notified by the School Compliance Task Force through a letter or other communication strategies
(e.g., telephone, text, Robo-Calls). A School Exposure Notification letter template is available at:
COVID-19 Template Notification Letters for Education Settings. The notification should include the
following elements:

- Instruct students and employees with an exposure to the case to test for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of disease spread at school and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, Community Testing Sites: covid19.lacounty.gov/testing. Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
- Instruct exposed students and employees to quarantine for 14 days since last exposure to the
 case while infectious, even if they receive a negative test result during their quarantine period.
 A person who tests negative during the incubation period (i.e. time period between exposure to
 disease onset) may subsequently develop disease, with or without symptoms. Home
 Quarantine Guidance for COVID-19 is available at: www.publichealth.lacounty.gov/acd/ncorona-2019/covidquarantine/.
- Notification that DPH will follow-up directly with exposed students and employees through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.

☐ Recommended: School Compliance Task Force will determine whether additional notification is
needed to inform wider school community about the school exposure and precautions being taken to
prevent spread of COVID-19. A general notification letter template is available at: COVID-19
Template Notification Letters for Education Settings.



Exposure Management for 2 COVID-19 Cases at School within a 14-day Period

☐ Required: If the school is notified of 2 confirmed cases (students and/or employees) within a 14-day period, school follows required steps for 1 confirmed case.
☐ Recommended: School Compliance Task Force assesses whether the 2 confirmed cases have epidemiological links (i.e., present at the same place and time during the infectious period*).

*A case is considered to be infectious from 48 hours before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.

- Determination of epidemiological links between cases may require further investigation to
 understand exposure history and identify all possible locations and persons that may have
 been exposed to the case while infectious. A tool is available to assist in the assessment of
 epidemiological links at: COVID-19 Exposure Investigation Worksheet for the Education
 Sector. For technical assistance on how to assess for epidemiological links, please contact
 ACDC-Education@ph.lacounty.gov.
- If epidemiological links do not exist, school continues with routine COVID-19 exposure monitoring.
- If epidemiological links exist, school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site-specific interventions.

Exposure Management for ≥ 3 COVID-19 Cases at School within a 14-day Period

☐ Required: If the school is notified of a cluster of 3 or more confirmed cases (students and/or employees) within a 14-day period, the school proceeds with the following steps:

- Report cluster to DPH Acute Communicable Disease Control (ACDC) Education Sector Team
 within 1 business day of notification of the cluster at: <u>ACDC-Education@ph.lacounty.gov</u> or call
 (888) 397-3993 or (213) 240-7821.
- Compete Line List for Cases and Contacts, available at: COVID-19 Case and Contact Line List for the Educational Sector and submit to ACDC-Education@ph.lacounty.gov. For technical assistance on how to complete the line list contact ACDC-Education@ph.lacounty.gov.
- The ACDC Education Sector Team will review *Line List for Cases and Contacts* to determine whether the outbreak criteria have been met. The ACDC team will contact the school within 1 business day of receipt to advise on next steps.
- If it is determined that outbreak criteria are not met: continue with routine COVID-19 exposure monitoring.
- If it is determined that outbreak criteria are met, DPH Outbreak Management Branch (OMB) is activated.
- An OMB public health investigator is assigned to coordinate with the school on outbreak management for the duration of the outbreak investigation.



 School Compliance Task Force will submit requested information, including updates to the Line List for Cases and Contacts to the OMB Investigator until the outbreak is resolved (at least 14 days since the last confirmed case).

☐ Recommended: Prior to reporting cluster to DPH ACDC Education Sector Team, School Compliance Task Force will assess whether at least 3 cases in the cluster have epidemiological links. A tool is available to assist in the assessment of epidemiological links at: COVID-19 Exposure Investigation Worksheet for the Education Sector. For technical assistance on how to assess for epidemiological links, please contact ACDC-Education@ph.lacounty.gov.

- If epidemiological links do not exist between at least 3 cases in the cluster, the school continues with routine COVID-19 exposure monitoring.
- If epidemiological links exist between at least 3 cases in the cluster, report cluster to DPH
 Acute Communicable Disease Control (ACDC) Education Sector Team at <u>ACDC-Education@ph.lacounty.gov</u> or call (888) 397-3993 or (213) 240-7821.

COVID-19 Outbreak Criteria for K-12 Schools

School cluster

At least 3 laboratory-confirmed cases from different households with symptomatic or asymptomatic COVID-19 over a 14-day period in group(s)* that are epidemiologically linked.

*Groups include persons that share common membership, e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation.

For more information, please contact the ACDC Education Sector Team at <u>ACDC-Education@ph.lacounty.gov</u>.

Appendix A: Steps for Managing Exposures to 1, 2, and ≥ 3 COVID-19 Cases at School

- 1) School receives notification of 1 confirmed case at school.
- 2) Required: School requests that case follow Home Isolation Instructions for COVID-19 (a).
- 3) Required: School informs case that the Department of Public Health (DPH) will contact the case to collect additional information and issue Health Officer Order for self-isolation (a).
- 1 Case
- 4) Required: School works with case to determine contacts that were exposed to case at school while infectious.
- 5) Required: School notifies contacts of school exposure, requests contacts to follow instructions for self-guarantine (b) and test for COVID-19.
- 6) Required: School informs contacts that DPH will follow up to collect additional information and issue Health Officer Order for self-quarantine (b).
- 7) Required: School provides DPH with names and contact information for case and identified school contacts.
- 8) Recommended: School can send general notification to inform the wider school community (recipients determined by school) of the exposure and precautions taken to prevent spread. Note: Template letters for exposure notification and general notification are available at: COVID-19 Template Notification Letters for Education Settings.



Cases

- 1) Required: Follow steps for 1 confirmed case.
- 2) Recommended: If cases occurred within 14 days of each other, school determines whether epidemiological (epi) links exist (cases present in the same setting during the same time period while infectious). A COVID-19 Exposure Investigation Worksheet for the Education Sector tool is available to help assess for epi links.
- *Epi links do not exist: continue with routine exposure monitoring.
- *Epi links exist: School reinforces messages to students and employees on precautions taken to prevent spread; implement site-specific interventions, as needed, to reduce transmission.
- 1) Required: If a cluster of 3 or more cases occurred within 14 days of each other, school notifies ACDC Education Sector Team at ACDC-Education@ph.lacounty.gov.

3+

- 2) Recommended: Prior to notifying ACDC Education Sector Team of cluster, school assesses whether epi links exist for ≥ 3 cases. If epi links do not exist, continue with routine monitoring.
- 3) Required: ACDC Education Sector Team requests that the COVID-19 Case and Contact Line List for the Educational Sector be completed by school to determine if outbreak criteria have been met. ACDC will contact school within 1 business day to advise on next steps.
- *Outbreak criteria not met: school continues with routine exposure monitoring.
- *Outbreak criteria met: DPH Outbreak Management Branch (OMB) activated.
- 4) Required: During the outbreak investigation, school provides updates to OMB investigator until outbreak is resolved (at least 14 days since last confirmed case).
- (a) Health Officer Order, cases directed to self-isolate until no fever for at least 24 hours (without the use of medicine that reduces fever) AND symptoms have improved AND at least 10 days have passed since symptoms first appeared OR, if case has no symptoms, until 10 days have passed after their positive test was taken. http://www.publichealth.lacounty.gov/acd/ncorona 2019/covidisolation/.
- (b) Health Officer Order, contacts directed to quarantine for 14 days since date of last exposure to case while infectious, http://publichealth.lacounty.gov/acd/ncorona2019/covidguarantine/.

Cases

APPENDIX 2

	1			
1-3	1-3	1-3	1-3	1-3
260 Instructional	260 Instructional	260 Instructional	260 Instructional	260 Instructional
Minutes	Minutes	Minutes	Minutes	Minutes
8:00-9:20	8:00-9:20	8:00-9:20	8:00-9:20	8:00-9:20
Instruction	Instruction	Instruction	Instruction	Instruction
(80 minutes)	(80 minutes)	(80 minutes)	(80 minutes)	(80 minutes)
9:20-9:30 Break	9:20-9:30 Break	9:20-9:30 Break	9:20-9:30 Break	9:20-9:30 Break
(10 minutes)	(10 minutes)	(10 minutes)	(10 minutes)	(10 minutes)
9:30-10:00	9:30-10:00	9:30-10:00	9:30-10:00	9:30-10:00
Inter/UA-3 rd	Inter/UA-3 rd	Inter/UA-3 rd	Inter/UA-3 rd	Inter/UA-3 rd
(30 minutes)	(30 minutes)	(30 minutes)	(30 minutes)	(30 minutes)
10:00-10:30	10:00-10:30	10:00-10:30	10:00-10:30	10:00-10:30
Inter/UA-2 nd	Inter/UA-2 nd	Inter/UA-2 nd	Inter/UA-2 nd	Inter/UA-2 nd
(30 minutes)	(30 minutes)	(30 minutes)	(30 minutes)	(30 minutes)
10:30-11:00	10:30-11:00	10:30-11:00	10:30-11:00	10:30-11:00
Inter/UA-1 st	Inter/UA-1 st	Inter/UA-1 st	Inter/UA-1 st	Inter/UA-1 st
(30 minutes)	(30 minutes)	(30 minutes)	(30 minutes)	(30 minutes)
11:00-11:10 Break	11:00-11:10 Break	11:00-11:10 Break	11:00-11:10 Break	11:00-11:10 Break
(10 minutes)	(10 minutes)	(10 minutes)	(10 minutes)	(10 minutes)
11:10-12:20	11:10-12:20	11:10-12:20	11:10-12:20	11:10-12:20
Instruction	Instruction	Instruction	Instruction	Instruction
(70 minutes)	(70 minutes)	(70 minutes)	(70 minutes)	(70 minutes)
12:20-12:55 Lunch	12:20-12:55 Lunch	12:20-12:55 Lunch	12:20-12:55 Lunch	12:20-12:55 Lunch
(35 minutes)	(35 minutes)	(35 minutes)	(35 minutes)	(35 minutes)
1:10-3:00 See #41 for each week/day for the 20-21 year				
				<u> </u>

<mark>4-5</mark>	<mark>4-5</mark>	<mark>4-5</mark>	<mark>4-5</mark>	<mark>4-5</mark>
270 Instructional	270 Instructional	270 Instructional	270 Instructional	270 Instructional
Minutes	Minutes	Minutes	Minutes	Minutes
8:00-9:20	8:00-9:20	8:00-9:20	8:00-9:20	8:00-9:20
Instruction	Instruction	Instruction	Instruction	Instruction
(80 minutes)	(80 minutes)	(80 minutes)	(80 minutes)	(80 minutes)
8:20-8:50	8:20-8:50	8:20-8:50	8:20-8:50	8:20-8:50
Inter/UA-5th	Inter/UA-5th	Inter/UA-5th	Inter/UA-5th	Inter/UA-5th
(30 minutes)	(30 minutes)	(30 minutes)	(30 minutes)	(30 minutes)
8:50 -9:20	8:50 -9:20	8:50 -9:20	8:50 -9:20	8:50 -9:20
Inter/UA-4th	Inter/UA-4th	Inter/UA-4th	Inter/UA-4th	Inter/UA-4th
(30 minutes)	(30 minutes)	(30 minutes)	(30 minutes)	(30 minutes)
9:20-9:30 Break	9:20-9:30 Break	9:20-9:30 Break	9:20-9:30 Break	9:20-9:30 Break
(10 minutes)	(10 minutes)	(10 minutes)	(10 minutes)	(10 minutes)
9:30-11:00	9:30-11:00	9:30-11:00	9:30-11:00	9:30-11:00
Instruction	Instruction	Instruction	Instruction	Instruction
(90 minutes)	(90 minutes)	(90 minutes)	(90 minutes)	(90 minutes)
11:00-11:10 Break	11:00-11:10 Break	11:00-11:10 Break	11:00-11:10 Break	11:00-11:10 Break
(10 minutes)	(10 minutes)	(10 minutes)	(10 minutes)	(10 minutes)
11:10-12:30	11:10-12:30	11:10-12:30	11:10-12:30	11:10-12:30
Instruction	Instruction	Instruction	Instruction	Instruction
(80 minutes)	(80 minutes)	(80 minutes)	(80 minutes)	(80 minutes)
12:30-1:05 Lunch	12:30-1:05 Lunch	12:30-1:05 Lunch	12:30-1:05 Lunch	12:30-1:05 Lunch
(35 minutes)	(35 minutes)	(35 minutes)	(35 minutes)	(35 minutes)
1:10-3:00 See #41 for each week/day for the 20-21 year				

Middle School

Monday	Tuesday	Wednesday	Thursday	Friday
6-12	6-12	6-12	6-12	6-12
271 Instructional Minutes	271 Instructional Minutes	271 Instructional Minutes	271 Instructional Minutes	271 Instructional Minutes
Per 1 8:00-8:41 (41)	Per 1 8:00-8:41	Per 1 8:00-8:41	Per 1 8:00-8:41	Per 1 8:00-8:41
Per 2 8:46-9:27 (41)	Per 2 8:46-9:27	Per 2 8:46-9:27	Per 2 8:46-9:27	Per 2 8:46-9:27
Per 3 9:32-10:13 (41)	Per 3 9:32-10:13	Per 3 9:32-10:13	Per 3 9:32-10:13	Per 3 9:32-10:13
Per 4 10:18-10:59 (41)	Per 4 10:18-10:59	Per 4 10:18-10:59	Per 4 10:18-10:59	Per 4 10:18-10:59
Per 5 11:04 - 11:45 (41)	Per 5 11:04 - 11:45	Per 5 11:04 - 11:45	Per 5 11:04 - 11:45	Per 5 11:04 - 11:45
Per 6 11:50-12:31 (41)	Per 6 11:50-12:31	Per 6 11:50-12:31	Per 6 11:50-12:31	Per 6 11:50-12:31
Lunch 12:31-1:06 (35)	Lunch 12:31-1:06	Lunch 12:31-1:06	Lunch 12:31-1:06	Lunch 12:31-1:06
1:10-3:00 See #41 for each week/day for the 20-21 year				

High School

		Trigit School		
Monday	Tuesday	Wednesday	Thursday	Friday
<mark>6-12</mark>	6-12	6-12	6-12	6-12
271 Instructional Minutes	271 Instructional Minutes	271 Instructional Minutes	271 Instructional Minutes	271 Instructional Minutes
*				
Per 1 8:00-8:41 (41)	Per 1 8:00-8:41	Per 1 8:00-8:41	Per 1 8:00-8:41	Per 1 8:00-8:41
Per 2 8:46-9:27 (41)	Per 2 8:46-9:27	Per 2 8:46-9:27	Per 2 8:46-9:27	Per 2 8:46-9:27
Per 3 9:32-10:13 (41)	Per 3 9:32-10:13	Per 3 9:32-10:13	Per 3 9:32-10:13	Per 3 9:32-10:13
Per 4 10:18-10:59 (41)	Per 4 10:18-10:59	Per 4 10:18-10:59	Per 4 10:18-10:59	Per 4 10:18-10:59
Per 5 11:04 - 11:45 (41)	Per 5 11:04 - 11:45	Per 5 11:04 - 11:45	Per 5 11:04 - 11:45	Per 5 11:04 - 11:45
Per 6 11:50-12:31 (41)	Per 6 11:50-12:31	Per 6 11:50-12:31	Per 6 11:50-12:31	Per 6 11:50-12:31
Lunch 12:31-1:06 (35)	Lunch 12:31-1:06	Lunch 12:31-1:06	Lunch 12:31-1:06	Lunch 12:31-1:06
*Per 7 (1:10-1:51)	*Per 7 (1:10-1:51)	*Per 7 (1:10-1:51)	*Per 7 (1:10-1:51)	*Per 7 (1:10-1:51)
1:10-3:00 See #41				
Schedule for each week/day for the 20-21 year				
*Students shall only be assigned a 7th period class in instances necessitated by graduation, A-G, or IB compliance requirements.	*Teachers assigned to a 7th period shall begin their instructional day no sooner than 8:46AM	e e		

APPENDIX 3

APPENDIX 4

Covina-Valley Learning Options Academy

Virtual Learning	Independent Study	Home Schooling (supported)				
 Fully virtual schedule Utilizes online curriculum K-5 (pending) 6-12 (APEX) Curriculum is standards-based NCAA, A-G approved Long-term commitment (minimum trimester or semester) Check-in by C-VUSD teachers Learning is self-paced Students can works at any time of the day Requires self-discipline and self-motivation by student May not be available for Dual Language Programs 	 Blended learning program Utilizes both online curriculum and C-VUSD's standards-based curriculum, textbooks, instructional materials, and pacing guides K-5: C-VUSD teacher meets/communicates with parent/student weekly (e.g., 1hr. per week) 6-12: C-VUSD teacher meets/communicates with student weekly (e.g., 1hr per week) NCAA, A-G approved Requires self-discipline and self-motivation by student Long-term commitment (minimum trimester or semester) Learning is self-paced May not be available for Dual Language Programs 	 Blended learning program Requires parents engagement, supervision, and instruction Parent delivers the instruction/lessons with support from a C-VUSD teacher Utilizes both online curriculum and C-VUSD's standards-based curriculum, textbooks, instructional materials, and pacing guides NCAA, A-G approved Requires self-discipline and self-motivation by student Long-term commitment (minimum trimester or semester) Learning is self-paced May not be available for Dual Language Programs 				
C-VUSD schools will work with students and families to ensure equity						

C-VUSD schools will work with students and families to ensure equity and access to quality instruction. Accommodations for students with disabilities, students with diverse learning needs, medically vulnerable students, and English Learners will be made as needed.

APPENDIX 5



RONALD W. NOCETTI, EXECUTIVE DIRECTOR CALIFORNIA INTERSCHOLASTIC FEDERATION

CIF STATE OFFICE • 4658 DUCKHORN DRIVE • SACRAMENTO, CA 95834 • (916) 239-4477 • CIFSTATE.ORG

Introduction to the CIF Guidelines for Return to Physical Activity/Training

With the health and safety of students in mind, this document is intended to be a framework for schools and school districts to consider in designing return to physical activity/training standards that are in accordance with state and local county requirements. These guidelines are meant to assist schools and school districts as they begin to return to on campus physical activity/training but are not intended to supersede the state and local county directives designed to ensure student health and safety.

Much of the information in this document is consistent with the previously released NFHS Guidance for Opening Up High School Athletics and Activities, with the major exception of the Pre-Participation Physical Examination waiver that the CIF is allowing. The waiver that the CIF is allowing is described in the guidelines. In order to be granted a temporary waiver of the Pre-Participation Physical Examination (Bylaw 503.G.), the parent/legal guardian and student MUST complete, sign and submit to their school administration the required 503.G. Waiver and Release of Liability Form. In addition to the requirements discussed above, a student athlete requesting a temporary waiver must submit to the school administration a student Health Screening Form completed and signed by the student's parent/legal guardian prior to participating in tryouts, practice or interscholastic athletic competition. These documents will be posted on the CIF website in the coming weeks (www.cifstate.org).

The term "phases" as used in this document is intended to serve as a guideline for schools in developing a process for returning to physical activity/training on their campuses and is not intended to refer to the term as used by state and local county agencies on the gradual opening of workplaces, public activities, and travel. Schools and school districts are strongly encouraged to continually monitor the updates and guidance from state and local county departments of public health and to make adjustments to their process accordingly. This document does not cover return to competition policies in the COVID-19 era. The development of return to competition policies will be disseminated as they become available.

This document is not intended as medical or legal advice. Schools and school districts should refer to their local governing bodies and their own legal counsel for assistance.



CIF Return to Physical Activity/Training Guidelines

Foundational Statement

The CIF believes education-based athletics is essential to the physical, mental and social well-being of students and it is important for them to return to physical activity and athletic competition. That said, the CIF also recognizes that not all California students may be able to return to, and sustain, athletic activity at the same time across the state pending county and/or school district guidelines. This may likely create variations to our regular seasons of sport given the different contact and risk levels of the sports offered. However, all contingency plans and sport calendars currently under consideration include fall, winter and spring competition seasons. We certainly promote the idea of students returning to athletic competition and allowing programs to operate in situations where it can be done in a healthy and safe manner.

Therefore, we continue to advocate for the CIF to be part of the conversation at a variety of levels when there are discussions about schools reopening as we know how important high school sports are to our students and school communities as are all forms of co-curricular activities. This is what we do, and we want to assist to provide the best experience for who matters most - our students. In doing so, we will continue to develop guidelines consistent with the directives from the Governor's Office, the California Department of Education and State/Local Public Health Departments.

Objective

This document is intended to provide guidance for CIF member schools to consider with their stakeholders in designing return-to-activity protocols in accordance with state and county restrictions. It allows for a coordinated reopening following the initial stay at home orders and may also be used if conditions dictate the need for increased restrictions in the future.

Points of Emphasis

It is recommended that schools begin with or move through the phases in accordance with the protocol put into place by their local county (and school district in the case of public schools) with respect to a return to group activities. For example, if a county allows groups of no more than 10 people, then a school would be in phase one. - Reference Covid19.ca.gov

Limited testing availability, lack of resources for contact tracing, and expanding knowledge of COVID-19 transmission could all result in significant changes to this guidance. The CIF will disseminate more information as it becomes available. Administrators, coaches, and Athletic Trainers must emphasize the need for all coaches and participants who have signs or symptoms of illness to stay home when ill to decrease risk of viral transmission. "Vulnerable individuals" are defined by CDPH as people age 65 years and older and others with underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, moderate to severe asthma, and those whose immune systems are compromised such as by chemotherapy for cancer and other conditions requiring such therapy. Current pre-season conditioning and acclimatization models assume that athletes have deconditioned during the stay at home orders. The current pandemic may result in students being deconditioned for several months. The intensity and duration of training should be moderated upon return.

Pre -Participation Exam

In order to address the impact that the COVID-19 virus and school closures have had on students, and in recognition that families may experience delays in obtaining appointments for their student for a Preparticipation Physical Examination, governing boards of school districts and private schools may elect to provide a one-time, temporary waiver of Bylaw 503.G. that must be signed by the student athlete's parent/legal guardian and submitted to the high school administration before the student may tryout, practice or participate in interscholastic athletic competition. This waiver will allow the student athlete to participate in athletics for a maximum of thirty (30) calendar days from their school's first day of practice in that sport. This waiver only applies to CIF sanctioned Fall 2020 sports. Further, a waiver may only be obtained if the high school has a Preparticipation Physical Examination for the 2019-2020 school year on file for the student athlete or, in the event the high school does not have on file the student's 2019-2020 Preparticipation Physical Examination, the parent/legal guardian may provide a copy of the student athlete's 2019-2020 Preparticipation Physical Examination to the school administration. This waiver also applies to incoming 9th graders and transfer students. An incoming 9th grader may request a waiver if they are able to provide a copy of a 2019-2020 Preparticipation Physical Examination or Well Child Check. An incoming transfer student may request a waiver if they are able to provide a copy of a 2019-2020 Preparticipation Physical Examination. After termination of the temporary thirty (30) day waiver period, the student athlete must submit a current 2020-2021 Preparticipation Physical Examination in order to continue participating in interscholastic athletics.

In order to be granted a temporary waiver of the Pre-Participation Physical Examination (Bylaw 503.G.), the parent/legal guardian and student MUST complete, sign and submit to their school administration the required 503.G. Waiver and Release of Liability Form. In addition to the requirements discussed above, a student athlete requesting a temporary waiver must submit to the school administration a student Health Screening Form completed and signed by the student's parent/legal guardian prior to participating in tryouts, practice or interscholastic athletic competition. These documents will be posted on the CIF website in the coming weeks (www.cifstate.org).

Facilities Cleaning

Adequate cleaning schedules should be created and implemented for all athletic facilities.

Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, weight room equipment, bathrooms, athletic training room tables, etc.).

Individuals should wash their hands for a minimum of 20 seconds with warm water and soap or use hand sanitizer before touching any surfaces or participating in workouts. Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.

Appropriate clothing/shoes should be worn at all times to ensure appropriate hygiene.

Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered. Students must be encouraged to shower and wash their workout clothing immediately upon returning to home.

Entrance/Exit Strategies

Consider strategies to prevent groups from gathering at entrances/exits to facilities to limit crossover and contact, including staggering starting/ending times.

Pre-Workout Screening

All coaches and students should be screened daily for signs / symptoms of COVID-19 prior to participating.

Responses to screening questions for each person should be recorded and stored (see sample Monitoring Form attached).

Any person with positive symptoms reported should not be allowed to participate, should self-isolate, and contact their primary care provider or other health-care professional. Written medical clearance will be required to return to activity.

Vulnerable individuals should not supervise or participate in any workouts during Phase One.

Hygiene Practices

Wash your hands with soap and water for 20 seconds or use hand sanitizer, especially after touching frequently used items or surfaces.

Sneeze or cough into a tissue, or the inside of your elbow. Avoid touching your face.

Disinfect frequently used items and surfaces as much as possible.

Strongly consider using face coverings while in public, and particularly when using mass transit.

Hydration/Food

All students must bring their own water bottle. Water bottles must not be shared. Food should not be shared. Hydration stations (water coolers, water cows, water trough, water fountains, etc.) should be utilized only for the purpose of re-filling personal water bottles.

Travel

Keep it local and avoid statewide travel when possible, especially if counties are in different phases.

Face Coverings

State, local or school district guidelines for cloth face coverings should be strictly followed.

Cloth face coverings should be considered acceptable. There is no need to require or recommend "medical grade" masks for physical activity. Any student who prefers to wear a cloth face covering should be allowed to do so.

In the absence of guidelines to the contrary, we recommend that cloth face coverings be worn by students. Exceptions are swimming, distance running or other high intensity aerobic activity.

Plastic shields covering the entire face will not be allowed during participation due to the risk of unintended injury to the person wearing the shield or others. This does not apply to any equipment allowed by NFHS rules.

It is recommended that coaches, officials and other contest personnel wear cloth face coverings at all times and especially when physical distancing is not possible. (Artificial noisemakers such as an air horn, electronic whistle, or a timer system with an alarm can be used to signal in place of a traditional whistle.)

Limitations on Gatherings

PHASE ONE*

No gathering of more than allowed by the prescribed local county guidelines (inside or outside).*

Workouts should be conducted in "pods" of students with the same 5-10 students working out together weekly to limit overall exposures. Smaller pods can be utilized for weight training.

There must be a minimum distance of 6 feet between each individual at all times. If this is not possible indoors, then the maximum number of individuals in the room must be decreased to obtain a minimum distance of 6 feet between each individual. *Note: Local county guidelines must be followed

PHASE TWO*

No gathering of more than allowed by the prescribed local county (inside). Up to 50 individuals may gather outdoors for workouts.*

Workouts should be conducted in "pods" of students with the same 5-10 students working out together weekly to limit overall exposures. Smaller pods can be utilized for weight training.

There must be a minimum distance of 6 feet between each individual at all times. If this is not possible indoors, then the maximum number of individuals in the room must be decreased to obtain a minimum distance of 6 feet between each individual. *Note: Local county guidelines must be followed

Physical Activity and Athletic Equipment

There should be no shared athletic equipment (towels, clothing, shoes, or sports specific equipment) between students.

Students should wear their own appropriate workout clothing (do not share clothing). Individual clothing/towels should be washed and cleaned after every workout.

All athletic equipment, including balls, should be cleaned after each individual use and prior to the next workout.

Individual drills requiring the use of athletic equipment are permissible, but the equipment should be cleaned prior to use by the next individual.

Physical contact such as high-fives, fist/chest bumps, and hugs should not be allowed.

Weight Rooms

Weight equipment should be wiped down thoroughly before and after an individual's use of equipment.

Resistance training should be emphasized as body weight, weight machines, and free weights that do not require a spotter.

Free weight exercises that require a spotter cannot be conducted while honoring physical distancing norms. Safety measures in all forms must be strictly enforced in the weight room.

Weight rooms should follow physical distancing guidelines and adhere to CDPH Guidance for Fitness-Related Organizations.

Locker Rooms and Athletic Training Areas

Locker rooms should not be utilized during Phase One. Students should report in appropriate attire and immediately return home to shower after participation. No students allowed in training area unless AT is present. -

NATA – Return to Sport Considerations

Prepare Athletes to Return to Physical Activity

Once the policies and procedures have been established by the school for safe return to sport, coaches, athletic trainers, and strength and conditioning coaches must determine the health and current activity/fitness level of each athlete. This will allow for a directed approach to "transition" the athlete back to full activity levels in a supervised and progressive fashion. Athletes have been separated from their regular training and sport activity for prolonged periods of time during this pandemic, therefore a transition period is mandatory to prevent injury.

Considerations must be made for the detraining and acclimatization of athletes since most have been at home since mid-March. NATA – Return to Sport Considerations

- Allow for a retraining period as opposed to engaging in sport-specific activities immediately
- Ensure appropriate progression of sport-specific activities once practices are initiated
- Consider the detraining effects on acclimatization. To prevent heat illness, a full heat acclimatization period needs to be completed
- In addition to assessing physical readiness, mental readiness should also be considered. Students may have lost a loved one due to COVID-19. The loss of the ability to play sports or the abrupt ending of their seasons may also contribute to higher levels of anxiety and depression. Coaches and athletic trainers can play a significant role as their words and actions carry tremendous influence and many students will seek them out for comfort and understanding. Have a referral plan in place utilizing school resourcescounselors, nurses, wellness center etc.

If social distancing is feasible and modifications are made, the sports listed immediately below may resume with Phase One and Phase Two activities pending local county guidelines.

General	Phase One*	Phase Two*
Activity	Individual Skill Development and Workouts	Modified Team Practices May Begin
Description	Maintain Physical Distancing; No Contact with Others No Sharing of Equipment; No Grouping. *Note: Local county guidelines must be followed.	No Contact with Other Teams. *Note: Local county guidelines must be followed.
Cross Country	Runners should maintain at least 6 feet of distancing between individuals, no grouping (i.e. starts and finishes).	Runners should maintain at least 6 feet of distancing between individuals, no grouping (i.e. starts and finishes).
Track & Field	Runners should maintain at least 6 feet of distancing between individuals, no grouping (i.e. starts and finishes). No sharing of implements / equipment. Clean Equipment. Padded equipment should be cleaned between use.	Runners should maintain at least 6 feet of distancing between individuals, no grouping (i.e. starts and finishes). No sharing of implements / equipment. Padded equipment should be cleaned between use.
Swimming	Opening of Swimming pools is a local county and school district decision.	Swimmers should maintain appropriate physical distancing 6 feet apart. Do not share lanes.
Golf	Maintain appropriate physical distancing 6 feet apart. Equipment needs to be cleaned.	Maintain appropriate physical distancing 6 feet apart.
Tennis	Conditioning, no sharing of balls, each player may use own can of balls to serve and uses racket to pass other balls (singles only), ball machine use by individuals only. Players may do individual drills, wall volleys	No sharing of balls, each player may use own can of balls to serve and uses racket to pass other balls (singles only).
Badminton	Conditioning, no sharing of birdies, each player may use own can of birdies to serve and uses racket to pass other birdies (singles only). Players may do individual drills and serves. Wipe down rackets and equipment after.	No sharing of birdies, each player may use own can of birdies to serve and uses racket to pass other birdies (singles only).

For all of the sports below, given that social distancing requirements remain in effect, the only activities permitted are those listed below unless local county guidelines permit otherwise.

Conditioning, individual ball handling drills, each player has own ball. A player
should not use a single ball that others touch or hit in any manner.
Conditioning, individual ball skill drills, no contact or sharing of balls. A player may
shoot with a ball(s), but a team should not practice/pass a single ball among the
team where multiple players touch the same ball.
Conditioning, individual ball skill drills, each player has own ball, feet only (no
heading/use of hands), no contact.
Conditioning and tee work. Players should not share gloves or bats or throw a
single ball that will be tossed among the team. A single player may hit in cages,
throw batting practice (with netting as backstop, no catcher). Prior to another
athlete using the same balls, they should be collected and cleaned individually.
No sharing of implements / equipment. Padded equipment should be cleaned
between use.
Conditioning, individual ball skill drills, no contact or sharing of balls. A player may
shoot with a ball(s), but a team should not practice/pass a single ball among the
team where multiple players touch the same ball.
Conditioning and individual drills. A player should not participate in drills with a
single ball that will be handed off or passed to other teammates. Contact with
other players is not allowed, and there should be no sharing of tackling dummies /
donuts / sleds. Protective equipment prohibited.
Conditioning, mirror drills with spacing, no contact. Wrestlers may skill and drill
without touching a teammate (as long as physical distancing is adhered to).
Conditioning and individual technique/choreography work. Students may not
practice/perform partner or group stunts. Chants, jumps, dance, tumbling without
contact are permissible as long as physical distancing is adhered to.
Conditioning, individual ball skill drills, no contact or sharing of balls. A player may
shoot with a ball(s), but a team should not practice/pass a single ball among the
team where multiple players touch the same ball.
Conditioning, individual ball skill drills, no contact or sharing of balls. A player may
shoot with a ball(s), but a team should not practice/pass a single ball among the
team where multiple players touch the same ball.

Additional Resources/Signage/Links

California Phases for Reopening:

https://www.gov.ca.gov/wp-content/uploads/2020/04/Update-on-California-Pandemic-Roadmap.pdf

California COVID-19 Industry Guidance:

Covid19.ca.gov

COVID-19 Athletic Training Room, Recommendations, Policies & Procedures

EPA approved list of cleaning products:

https://cifstate.org/covid-19/index

National Athletic Trainers Association:

NATA – Return to Sport Considerations

NFHS Guidance for Opening Up High School Athletics and Activities

Printable Signage

Additional Resource Links

CDC School Reopening Considerations:

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf

CDC Guidance for Large Community Events and Mass Gatherings:

https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html

CDC Guidance for Cleaning and Disinfecting Your Facility:

https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html

CDC Guidance for Visiting Parks and Recreational Facilities:

https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/visitors.html

CDC Guidance on Coronavirus and Travel in the US:

https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html

American Academy of Pediatrics

https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/covid-19-planning-considerations-return-to-in-person-education-in-schools/

NCAA

http://www.ncaa.org/sport-science-institute/core-principles-resocialization-collegiate-sport

Dr. Brian Hainline – NCAA Planning around COVID-19 and Sports Programming https://www.youtube.com/watch?feature=youtu.be&v=TAfHmz-4ePI&app=desktop

White House Guidelines for Opening Up America Again: https://www.whitehouse.gov/wp-content/uploads/2020/04/Guidelines-for-Opening-Up-America-Again.pdf

APPENDIX 6



Health Services

COVID-19 Emergency Plan, Procedures & Policies



- I. Introduction
- II. Home Guidance
- III. School Site Procedures and Protocols Guidance
- IV. Classroom Guidance, Procedures and Protocols
- V. Health Office Procedures and Protocols
- VI. Return to school policy/procedure
- VII. Resources Pending
- VIII. Appendices
 - A. C-VUSD suspected/positive case flow chart
 - B. COVID-19 Screening Tool
 - C. COVID-19 Return to Work/School Screening Tool
 - D. COVID-19 CPR Guidelines
 - E. COVID Testing Sites



Health Services

The purpose of this document is to outline the Covina-Valley Unified School District Health Services return to school guidelines and re-opening of campus considering the COVID-19 pandemic. These procedures, policies, and protocols have been carefully considered to address and promote the safety, health, and welfare of our community. These procedures, policies, and protocols have been thoughtfully developed with local, state, and national guidance to ensure best practice given the most current available information.





Home Guidance

- Per CDC, signs and symptoms of COVID-19 include:
 - Cough
 - Shortness of breath or Difficulty breathing
 - o Chills
 - o Fatigue
 - Muscle or body aches
 - o Congestion or runny nose

- Sore throat
- Headache
- New loss of taste or smell
- o Nausea
- Vomiting
- o Diarrhea
- How COVID-19 is spread: COVID-19 is thought to be spread mainly from person to person. It is spread between people who are in close contact with one another (within 6 feet), through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths of noses of people who are nearby or possibly inhaled into the lungs. Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
- A case is considered to be infectious from 48 hours before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 72 hours without the use of medicine that reduces fever AND respiratory systems have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.
- Consistent with County of Los Angeles Department of Public Health, anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents or other employees) is required to wear a cloth face covering. These are to be worn at all times while on school except while eating, drinking, napping, or participating in activities that preclude their use. Face coverings are to be washed daily.
 - Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
- For students with underlying medical conditions, please consult with your student's health care provider to determine if your student is medically safe to be at school.
- General prevention of communicable diseases:
 - Avoid close contact with people who are sick
 - O Stay home when you are sick and seek medical attention when needed
 - Cover your cough or sneeze into your elbow or a tissue, then throw the tissue in the trash. Follow with hand washing.
 - Avoid touching your eyes, nose, and mouth. The eyes, mouth and nose are the portal into the body for viruses. If you do touch your face, wash your hands afterwards.
 - Wash hands often with soap and water (20 seconds) FREQUENTLY
 - If you do not have soap, use hand sanitizer (60–95% alcohol based)



- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
- o Practice social distancing
- Wear a cloth face covering your nose and mouth when you are out in public
- CDPH strongly recommends that students and staff immunize against influenza each autumn and age appropriate vaccinations are kept to date.
- Parents/guardians are asked to complete health screenings of their students each morning before school by checking their temperature and for signs and symptoms of COVID-19.
 Parents/guardians are asked to keep students at home when ill, symptoms for COVID-19 are present, or if they have been exposed to a confirmed COVID-19 case. Students must stay home for temperatures of 100° F or greater.
- Any student with symptoms consistent with COVID-19 should remain at home in isolation for a
 minimum of 10 days plus at least 3 days after resolution of fever (without fever-reducing
 medication) and improvement in other symptoms (Los Angeles County Department of Public
 Health, 2020). Students should stay home if exposed to someone with COVID-19 for 14 days
 after last exposure.
- If a student is ill while at school and has COVID-19 symptoms/or a fever, a surgical facemask will be placed on the student if they do not already have a mask or face covering. The student will be separated away from well students while waiting for a parent/guardian to arrive for pick up per CDC guidelines. It is recommended that parents seek testing for COVID-19.
- Parents/guardians are to communicate to school staff (school nurse, administrator, health clerk or office clerk) *immediately* if your student tests positive for COVID-19.
- In accordance with County of Los Angeles Department of Public Health a cluster of COVID-19 cases (3 or more within 14 days) in the educational setting must be reported. Public Health will provide recommendations for interventions to protect the health and well-being of students and staff at school.
- Given standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate. Additional close contacts outside of the classroom should also isolate at home (CDPH, 2020).
- Privacy, confidentiality, and protected health information will be maintained.
- Identify your student's healthcare provider to have on hand to communicate any symptoms your child may be experiencing.
- A Return to Work/School Screening Tool must be completed prior to school return if the student/staff was placed on home isolation/quarantine.



School Site

Passive Screening: Temperature screening prior to coming to school

- Staff and students are to check temperature at home.
- Ensure temperature is below 100.4° Fahrenheit.
- Check for COVID-19 symptoms:
 - o Cough
 - Shortness of breath or Difficulty breathing
 - o Chills
 - o Fatigue
 - Muscle or body aches
 - Congestion or runny nose

- Sore throat
- Headache
- New loss of taste or smell
- o Nausea
- Vomiting
- Diarrhea

Active Screening: Temperature Screening upon entering school

- Staff member supplies: face coverings or masks, no touch thermometer, slip for communicating name and temperature, pen, means of communication to radio office if escort is needed.
- Any student presenting with a temperature of 100.4 F or greater will be directed to the health office for additional screening and given a surgical mask if the student is not already wearing one. (Contact office if escort is needed).
- Staff performing active screening will send student with a health office referral slip that documents **student's name** and the **temperature** obtained.

Staff and students are to **stay home** if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-1.



Classroom Guidance

Healthy Hygiene Practices

- Optimal healthy hygiene practices will be encouraged, including handwashing or the use of alcohol-based hand sanitizers, to prevent infections and reduce the number of viable pathogens that contaminate the hands. Handwashing is the single most effective infection control intervention (CDC). Handwashing mechanically removes pathogens, while laboratory data demonstrate that 60% ethanol and 70% isopropyl alcohol, the active ingredients in CDC-recommended alcohol-based hand sanitizers, inactivates viruses that are genetically related to, and with similar physical properties as COVID-19. Hand hygiene is performed by washing hands with soap and water for at least 20 seconds or using hand rub with 60-95% alcohol content until the content dries. If hands are visibly soiled, use soap and water.
- https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html

Students, staff, and individuals in the educational setting will be encouraged to wash hands or use hand sanitizer often as follows:

- 1) After blowing your nose, coughing, or sneezing
- 2) After using the restroom
- 3) Before eating or preparing food
- 4) Before and after touching face
- 5) After playing outside
- 6) Before putting on and after removing gloves
- 7) After touching frequently touched areas (e.g., doorknobs, handrails, shared computers)

Preventive Measures

Preventative measures signs will be posted in health office that will educate students and staff and serve as reminders of ways to prevent the spread of COVID-19. These include reminders to:

- Cover your Cough Posters (CDC)
 - https://www.cdc.gov/flu/pdf/protect/cdc cough.pdf
- Wash your Hands Posters (CDC)
 - https://www.cdc.gov/handwashing/pdf/poster-germs-are-everywhere.pdf
- Protect vourself and others
 - $\frac{https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf$



- 1) Encourage individuals to cover their mouth and nose with a tissue when they cough or sneeze, place the used tissue in the opened-top wastebasket, and then wash their hands.
- 2) If tissues are unavailable, encourage individuals to cough or sneeze into the upper sleeve or elbow, not onto their hands. Handwashing must follow.
- 3) Wash hands often with soap and water for 20 seconds. If soap and water are not available, use an alcohol-based hand rub with at least 60% ethanol or 70% isopropanol alcohol content and rub until the contents are dry.
- 4) Encourage individuals to avoid touching their face with their hands as much as possible. The eyes, mouth and nose are the portal into the body for viruses.
- 5) Use of face coverings.
- 6) Encourage individuals to avoid close contact with people who are sick.
- 7) Ensure physical distancing.
- 8) Stay home if you are experiencing COVID-19 symptoms and/or a temperature of 100.4°F or greater.





First Aid

First aid situations, to the degree possible, should be handled in the classroom to prevent office congregation and possible cross exposure. The following recommendations are made:

- All classrooms are stocked with first aid supplies
- Health office staff are available for support
- To the extent possible, students provide self-care with staff direction and physical distancing
 - Paper cuts, small abrasions, picked scabs have them wash hands and apply band aid if needed.
- Minor headaches and/or fatigue allow them to get snack/drink water first. Send to the health office if they are not better after 20 minutes
- Mild stomachache and/or nausea allow to use the restroom, drink water, and have snack first. Send if they are not better after 20 minutes
- Localized bug bite if no allergy history and not spread over large area of skin, clean with soap and water and apply cool paper towel to area to help prevent scratching.
- Anxiety/Stress/Psychosocial Issues if not affecting breathing or medical health try giving water, snack, redirection, or please refer to office
- If a student has symptoms that are not resolved in the classroom, send to the health office for further screening. Call the health office to notify them of a student coming up for follow up care.
- Teachers should supply a mask to students in the classroom who report not feeling well before sending them to the office if they do not already have one.
- Utilize the revised Health Office Referral slip provided by your school nurse.
- There will be a separate room for isolating students presenting with fever and other respiratory symptoms as determined by the Health Office.

Sick Day Guidelines -

Students must attend school or must be sent home if at school with the following symptoms:

- Fever or chills Temperature 100.4° F or higher
- Cough
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Diarrhea



Mental Health

Students experiencing loss or trauma will be referred to site administrator and/or counseling.

Health Office

Illness Screening Procedure

- 1. Student presents in the health office presenting COVID-19 symptoms:
- 2. Take student's temperature by way of no-touch thermometer and complete Symptom Checking Tool. If no symptoms of COVID-19, treat student according to normal health office policies.
- 3. If student has a fever of 100.4 F or greater and has at least 2 or more symptoms of COVID-19 (cough, shortness of breath or difficulty breathing, fever or chills, new loss of taste or smell, nausea/vomiting, diarrhea, muscle or body aches, sore throat), send student to isolation room
- 4. Start contact tracing worksheet.
- 5. Send to the isolation room with illness screening form and the contact tracing worksheet accompanied by staff.
- 6. Notify administrator and school nurse of student's status.
- 7. See isolation room procedure.

Healthy Hygiene Practices

Hand hygiene is performed by washing hands with soap and water for at least 20 seconds or using hand rub with 60-95% alcohol content until the content dries. If hands are visibly soiled, use soap and water. Handwashing is to b done before and after every student encounter.

• https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html

Physical Distancing

- All students shall maintain a 6 feet distance (2 arms' length) at all times.
- Social distancing will limit the spread of COVID-19. Schools will adhere to the following strategies to maintain social distancing as much as possible:
- During regular school hours, school sites will restrict non-essential visitors, volunteers, and activities involving other groups.
- Group activities are limited (i.e., assemblies, award ceremonies, athletics).
- Classroom space is arranged allowing maximum space between students and staff.
- Student desks are arranged to face the same direction (rather than facing each other) and spaced six feet from teachers.
- Routes are designated for entry and exit to lunch, recess, and other transition times, as feasible. Staff will practice social distancing, including but not limited to, the following:
 - When working indoors or outdoor areas
 - o Before and after the work shift
 - o Coming and going from vehicles



- o Entering, working, and exiting physical buildings or other structures during breaks and lunch periods
- Students will have access to limited playground equipment during recess and will be encouraged to maintain social distancing where possible.
- Breaks and lunches will be staggered to ensure that physical distancing can be maintained in workrooms and break rooms.
- All employees, on-site contractors, vendors and delivery personnel will be provided instructions regarding maintaining physical distancing and the required use face coverings.

PPE

Appropriate PPE must be utilized in conjunction with universal precautions and proper hand hygiene

- Hand hygiene is required before and after each office encounter and after each intervention
- Soap and water scrubbing for 20 seconds is the preferred method. Hand sanitizer with at least 60% alcohol is also acceptable
- Soap and water handwashing must be used in the case of gross soiling
- Full PPE required in isolation room. See PPE document in appendices for instructions on how to put on and remove PPE appropriately
- In accordance with the California Department of Public Health's (CDPH) Guidance for Face Coverings anyone (students, parents, or other employees) entering school property must utilize face coverings:
 - While in the classroom
 - While waiting to enter campus
 - While on school grounds (except when eating or drinking)
 - While leaving school
 - While on the bus
- Personal Protective Equipment (PPE) will be provided to staff and students. Students and staff will be provided two reusable cloth face masks and are expected to wear them daily. Personal face coverings will be allowed in compliance with dress code policy. Employees and parents are instructed to wash their face coverings daily.
- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
- Teachers, and identified staff members will receive two reusable face shield. Staff members are required to wear face coverings including:



- Interacting in person with any member of the public.
- Working in any space where food is prepared or packaged for sale or distribution to others.
- Working in or walking through common areas, such as hallways, courtyards, and stairways.
- In any room or enclosed area where other people are present when unable to physically distance.
- Medical grade masks are provided to any employee who cares for sick children or who
 has close contact with any child with a medical condition that precludes the child's use of
 a cloth face covering. These masks are available in our health offices.
- Gloves are not recommended for use by students or staff, with the exception of those conducting cleaning, first aid, or food service. Gloves are available in school offices.

Cleaning and disinfecting

For a person who is not coughing or sneezing, did not undergo an aerosolized generating medical procedure (AGP), and occupied the room for a short period of time, any risk to health care personnel and subsequent patients likely dissipates over a matter of minutes. In addition to ensuring sufficient time for enough air changes to remove potentially infectious particles, healthcare personnel should clean and disinfect environmental surfaces and shared equipment before the room is used for another student.

- Cleaning of counters, chairs, and cots after each student use
- Clean and disinfect high touch areas/surfaces within the educational setting using EPA
 approved disinfectants. These areas or surfaces may include but are not limited to:
 doorknobs/handles, light switches, counters, desktops, sink faucets and handles, water
 refill stations/water fountains, restroom knobs, keyboard, tablets/laptops, mouse, copy
 machines, and phones



FLOW CHART FOR WHEN THERE IS A CONFIRMED OR SUSPECTED CASE OF COVID-19

Notified of COVID + individual (verbal report, written documentation from lab test, individual has symptoms present consistent with COVID-19 (see chart)

School Nurse gathers any additional needed information that is pertinent to the case. Parent/Guardian may need to be contacted. Provider may be contacted if consent obtained. School Nurse completes "COVID-19"

line test"

Individual immediately placed in a room/area away from others and a surgical mask is placed

- Isolate
- Send home ASAP
 If difficulty breathing, call
 911

Administration/School Officials notified and provided frequent updates as necessary

School Nurse notifies LA County Dept. of Public Health for guidance and support (report of clusters of 3 or more cases within 14 days) School Official who first tended to COVID + individual completes "Symptom Checking Tool For Suspected Cases" AND notifies School Nurse of the case

Exposure Management Plan is dependent on case, District decisions and guidance from DP-H.

-MOFT to initiate cleaning protocols (closing infected areas for cleaning)

-Notification of close contacts, including letters to be sent

-Immediate quarantine of exposed employees/students within the school (assurance of access to testing)

-Contingency plans for partial/full closure if necessary

When to call 911 (EMS)

- Trouble Breathing
- Pressure or Pain in chest
- Bluish Lips/Face
- New onset of confusion
- Unable to wake or stay awake

School Nurse follows up with COVID + individual (and or Parent/Guardian) to provide feedback from Public Health (if applicable). Fact sheets or other informational materials provided, covering regulations governing self-isolation and links with further information



School Nurse continues follow up with COVID + individual and completes "Return to Work/School Screening Tool" to determine if individual is safe to return to work/school



COVID-19

Symptom Checking Tool for Suspected Cases

Name of student/staff:	Scho	ool Site:		
Parent/guardian's name & pl	hone:	Date:		
Instructions: Complete the followshow suspicion CVID-19, under of least 10 days passed since sympton	wing questionnaire. Please select Yorder of the Public Health Officer thems first appeared.	Y=Yes or N=No and reco e person must stay home	ord on the she until 14 days	et. If the answers provided s after your last exposure or at
Please record individual If your temperature is	al temperature here_ more than 100F, individual must go	home.	☐ Yes ☐ No	
	d to someone with COVID-19 in thate of exposure:		□ Yes □ No	
Do you feel ill?			□ Yes □ No	
Do you have any of the	e symptoms listed below?			
related to any other Cough Shortness of Chills Fatigue Muscle or b Congestion Sore throat Headache New loss of Nausea	or runny nose			
Symptom check performed by	py:			
Nurse notified of suspected/o	confirmed case:			_

Adapted from CSNO Health Services Recovery Plan



COVID-19 Return to Work/School Screening Tool

The Centers for Disease Control and Prevention (CDC) has developed a **Symptom Based Strategy** that allows individuals to discontinue home isolation after COVID-19. https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html According to the CDC, "The decision to discontinue home isolation for persons with confirmed or suspected COVID-19 should be made in the context of local circumstances. One option includes symptom-based (i.e., time-since-illness-onset and time-since-recovery strategy)."

Nan	ne of Staff or Student:		Date of birth:					
Inte	rview conducted: Face to 1	face 🗆 Telehea	lth (phone/virtual) Other:					
Date	e:							
_	-							
		Based Strategy						
1.	Date the individual was diag							
2.	Date the individual first COV							
3.	Have at least 10 days passed	• 1	s first appeared? *If not,	☐ Yes				
	individual must continue hor			□ No				
4.	Is the individual currently tal			☐ Yes				
	If yes, please list the medicar	tion and frequen	ey:	□ No				
			ne isolate. At least 3 days (72					
			ined as resolution of fever without					
	the use of fever-reducing me	dication.)						
	Date of last fever.							
6.	What symptoms did the indi							
	□ Chills		Congestion/runny nose					
	□ Cough		Shortness of breath					
	☐ Muscle/body aches		Loss of sense/smell					
	□ Diarrhea		l Nausea/vomiting					
	☐ Fatigue		Headache					
	□Sore throat		Other:					
7.	-	provement of re	spiratory symptoms (e.g. cough or	☐ Yes ☐ No				
	shortness of breath)?							
	ed upon the Symptom-Base							
	lay discontinue home isolatio							
☐ May not discontinue home isolation and return to work/school.								
	Print Name	Date	Registered Credentialed School Nurse S	ignature				

Adapted from CSNO

COVID-19 CPR

COVID-19 and Adult CPR

If an adult's heart stops and you're worried that they may have COVID-19, you can still help by performing Hands-Only CPR.



Step 1



Phone 9-1-1 and get an AED.

Step 2



Cover your own mouth and nose with a face mask or cloth.



Cover the person's mouth and nose with a face mask or cloth.

Step 3



Perform Hands-Only CPR. Push hard and fast on the center of the chest at a rate of 100 to 120 compressions per minute.

Step 4



Use an AED as soon as it is available.

K J-1424 4/20 © 2020 American Heart Association

COVID-19 and Child and Infant CPR

If a child or an infant's heart stops and you're worried that they may have COVID-19, you can still help.



American Heart Association.

Step 1

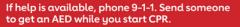
Make sure the scene is safe.

Check to see if the child or infant is awake and breathing normally.

Step 2

Shout for help.

If you're alone, phone 9-1-1 from a cell phone, perform CPR with 30 compressions and then 2 breaths (if you're willing and able) for 5 cycles, and get an AED.



Step 3

Provide CPR with compressions and breaths (if you're willing and able).



■ Start child CPR

Push on the middle of the chest 30 times at a depth of 2 inches with 1 or 2 hands.

Provide 30 compressions and then 2 breaths. Repeat cycles.



■ Start infant CPR

Push on the middle of the chest 30 times at a depth of $1\frac{1}{2}$ inches with 2 fingers.

Provide 30 compressions and then 2 breaths. Repeat cycles.

Use the AED as soon as it arrives. Continue CPR until EMS arrives.

KJ-1424 4/20 © 2020 American Heart Association



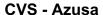
COVID-19 TESTING LOCATIONS

Citrus Valley Pharmacy

457 S Citrus Ave, Covina CA 91723

AltaMed Medical and Dental Group - West Covina

1300 S Sunset Ave. West Covina, CA 91790



Drive-up 915 East Arrow Highway Azusa, CA 91722

CVS - San Dimas

Drive-up 120 East Bonita Avenue San Dimas, CA 91773

CVS - City of Industry

Drive-up 21590 East Valley Boulevard, CA 91789 Industry, CA 91789

CVS - Baldwin Park

Drive-up 1550 Puente Avenue Baldwin Park, CA 90706

Pomona Fairplex Gate 17

Drive-up 1101 W. McKinley Ave Pomona, CA 91768 Gate 17 (Fairplex and McKinley)

APPENDIX 7

Measures to Ensure Infection Control

FLOW CHART FOR WHEN THERE IS A CONFIRMED OR SUSPECTED CASE OF COVID-19

Notified of COVID + individual (verbal report, written documentation from lab test, individual has symptoms present consistent with COVID-19 (see chart)

School Nurse gathers any additional needed information that is pertinent to the case. Parent/Guardian may need to be contacted. Provider may be contacted if consent obtained. School Nurse completes "COVID-19 line test"

Individual immediately placed in a room/area away from others and a surgical mask is placed

- Isolate
- Send home ASAP
 If difficulty breathing, call
 911

Administration/School Officials notified and provided frequent updates as necessary

School Nurse notifies LA County Dept. of Public Health for guidance and support (report of clusters of 3 or more cases within 14 days)

School Nurse follows up with COVID

Parent/Guardian) to provide

feedback from Public Health (if

applicable). Fact sheets or other

isolation and links with further

informational materials provided,

covering regulations governing self-

+ individual (and or

information

School Official who first tended to COVID + individual completes "Symptom Checking Tool For Suspected Cases" AND notifies School Nurse of the case

Exposure Management Plan is

dependent on case, District decisions and guidance from DP-H.

-MOFT to initiate cleaning protocols (closing infected areas for cleaning)

-Notification of close contacts, including letters to be sent

-Immediate quarantine of exposed employees/students within the school (assurance of access to testing)

-Contingency plans for partial/full closure if necessary

School Nurse continues follow up with COVID + individual and completes "Return to Work/School Screening Tool" to determine if individual is safe to return to work/school

When to call 911 (EMS)

- Trouble Breathing
- Pressure or Pain in chest
- Bluish Lips/Face
- New onset of confusion
- Unable to wake or stay awake

Last update: July 23, 2020

Novel Coronavirus (COVID-19)

C-VUSD Staff & Students Positive Result Facts and Resources

Any employee or student who is showing signs or symptoms of COVID-19 will be immediately addressed and sent to the isolation area for further review. Each school site will designate two isolation areas. There will be a trained employee (i.e. Nurse, LVN, Health Clerk) who will help tend to, treat, and support any individual sent to the isolation area.

Isolation area protocols:

- Individual is provided an N95 mask and gloves
- o Individual temperature will be taken
- o If individual is having trouble breathing, 911 will be called immediately
- o If it's an employee, they will be sent home immediately (if able to) and asked to contact their health provider for further instruction
- o If it's a student, immediate contact will be made to a parent/guardian for pick up. Parent/Guardian will be instructed to contact their health provider for further instruction
- Individual will be provided with the following information
- o District Nurse will follow up with individual regarding their return to work/school

Los Angeles County Department of Public Health - COVID-19 Testing

https://covid19.lacounty.gov/testing/

Home Quarantine Instruction

http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/

Home Isolation Instruction

http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/

Covina-Valley USO COVID-19 Containment, Response, and Control Plan

https://www.c-vusd.org/

IMPORTANT: Individuals who are sent home due to COVID-19 symptoms will be recommended to be tested and to seek further instruction from their health care provider.



COVID-19 Case and Contact Line List for Education Sector

(Early Childhood Education Provider, K-12 Schools, & Institutes of Higher Education)





Date first Updated Date: completed: _____(if needed)

Instructions: Fill out the Case Line List to document information for persons with COVID-19 infection at the Educational Institution. Use the Contact Line List to document information on close contacts of persons with COVID-19 infection at the Educational Institution. Parental information is required for Cases and Contacts aged < 18 years. Submit line lists to ACDC-Education@ph. lacounty.gov, within one business day of notifying the ACDC of a cluster of 3 or more laboratory confirmed COVID-19 cases within a 14 day period.

Note: To add or remove lines to the line lists, you can right click on the highlighted rows and select "Hide/Unhide" to reveal more rows. Alternatively, highlight the row where you want to make edits, and click "Insert" or "Delete" in the Home tab on the ribbon.

Name of Institution:	Covina-Valley Unified School District	Location Type:	K-12 School
Contact Person:	Rodney Zerbel	Phone:	(626)974- 7000
Address:	519 E. Badillo St. Covina, Ca 91723	vCMR Outbreak ID#: (DPH use only)	

Case Line List. Use this list to document all persons with COVID-19 infection in your setting.

Parental Information for Cases aged <18 years Please compete if different from	n case
information	

Index Case No.	Last Name	First Name	Case Date of Birth (MM/DD/YYYY)	Case Gender	Street Address	City	Zip Code	Person Experiencing Homelessness? (PEH) ¹	PEH Location	County of Residence	Phone Number (10 digits)	Case Affiliation to Education Setting	Educational Group	Educational Group: Name	(Lanua blank 16	Educational	Test Date (MM/DD/YYYY)	COVID Positive Test	Isolation Start Date (MM/DD/YYYY)	Notes (Please use this box to specify details for each row)	vCMR ID (DPH use)	Parent's First Name	Parent's Last Name	Parent's Street Address	Parent's City	Parent's Zip Code	Parent's Phone # (10 digits)
1				Choose one				Choose one		Other		Choose one	Choose one					Choose one									
2				Choose one				Choose one		Other		Choose one	Choose one					Choose one									
3				Choose one				Choose one		Choose one		Choose one	Choose one					Choose one									
4				Choose one				Choose one		Choose one		Choose one	Choose one					Choose one									
5				Choose one				Choose one		Choose one		Choose one	Choose one					Choose one									

Contact Line List. Use this list to document all close contacts of persons with COVID-19 infection in your setting.

A close contact is an individual with the following exposures:

(1) A household member, intinate contact, or caregiver of a confirmed or suspected COVID-13 case for a prolonged period of time (greater than 15 minutes), even if a non-medical face covering was used;

(2) Being within approximately 6 feet of person with a confirmed or suspected COVID-13 case for a prolonged period of time (greater than 15 minutes), even if a non-medical face covering was used;

(3) Having unprotected direct contact with bodily fluids and/or secretions of a person with confirmed or suspected COVID-19 case [e.g., being coughed or sneezed on, sharing utensits or saliva, or providing care without using appropriately protective equipment).

																								Parental Inform	ation for Contac	ts aged <18 years F	Please compete i	if different from cont	tact's information
Contact ID: Index Case No. and Contact No. (e.g., 1.1, 1.2, 1.3)	Last Name	First Name	Contact Date of Birth (MM/DD/YYYY)	Contact Gender	Street Address	City	Zip Code	Person Experiencing Homelessness? (PEH) ¹	PEH Location	County of Residence	Phone Number (10 digits)	Contact Investigation Status	Contact Affiliation to Education Setting	Education Group	Educational	Symptom Onset Date (MM/DD/YYYY) (Leave blank if none)	Known contact to another lab-	Last Date of Exposure to Index Case (MM/DD/YYYY)	COVID Test Date (MM/DD/YYYY)	Test Result	Quarantine Start Date (MM/DD/YYYY)	Notes (Please use this box to specify details for each row)	vCMR ID (DPH use)	Parent's First Name	Parent's Last Name	Parent's Street Address	Parent's City	Parent's Zip Code	Parent's Phone # (10 digits)
				Choose one				Choose one		Choose one		Choose one	Choose one	Choose one			Choose one			Choose one									
				Choose one				Choose one		Choose one		Choose one	Choose one	Choose one			Choose one			Choose one									
				Choose one				Choose one		Choose one		Choose one	Choose one	Choose one			Choose one			Choose one									
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				Choose one				Choose one		Choose one		Choose one	Choose one	Choose one			Choose one			Choose one									
				Choose one Choose one Choose one				Choose one Choose one		Choose one Choose one Choose one		Choose one Choose one Choose one	Choose one Choose one Choose one	Choose one Choose one Choose one			Choose one Choose one Choose one			Choose one Choose one Choose one									

**INAC PEN (Tade permanent indoor housing)
**JUPH (Edd not have permanent indoor housing = e_g, staying at a congregate shelter, SIO), hostel paid for by government program, in webicle, in encampment, or in other location not meant for human habitation)
**July (International International Intern

^{***}Tybe! FIVE (Index garanteer indoor housing)
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APPENDIX 8

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- 3/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- **1.** is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- **2.** has been advised by a health care provider to self-quarantine related to COVID-19;
- **3.** is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- **4.** is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
- **5.** is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
- **6.** is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



For additional information or to file a complaint:

1-866-487-9243 TTY: 1-877-889-5627

dol.gov/agencies/whd



APPENDIX 9

PLEASE COMPLETE AND SUBMIT THIS FORM TO REGINA RUIZ AT RRUIZ@C-VUSD.ORG IN THE PERSONNEL DEPARTMENT PRIOR TO THE BEGIN DATE OF YOUR LEAVE OF ABSENCE.

EMPLOYEE INFORMATION				
Employee Name (Last, First, Middle Initial)				
Home Address	City		State	Zip
Job Title	Contact Num	ber Home	Cell	
Department/Site	☐ Certifi	cated Classifi	ed \square M	Igmt. Non-Unit
LEAVE OF ABSENCE INFORMATION				
☐ This is a new request for a Leave of Absence	☐ This is an u	ıpdate to an existi	ng Leave	of Absence
TYPE OF LEAVE				
Begin Date:	Return to work	c date: Subject	to chang	;e
Consecutive Leave of Absence		t Leave of Absend I documented by		
REASON(S) FOR LEAVE OF ABSENCE				
Please indicate the applicable reason(s) for your leave below. Employee's Own Serious Health Condition (Not work related) Care for Ill Parent, Spouse, Child, or Domestic Partner: Kin For leaves due to your own or a Family Member's Serious A completed Medical Certification form is attached. I will submit a Medical Certification form within 15 days Maternity Leave Due date: Parental Leave- May take up to 12 weeks within 12 months of Provide the Date of Birth or Placement of Child: Other: DISABILITY BENEFITS (CHECK ALL THAT APPLY) I will file a claim for CA SDI benefits. I have been provided a only). I will file a claim for Paid Family Leave benefits (PFL). I have (Classified employees only). I will file a claim for American Fidelity Disability benefits (If I will file a claim for The Standard Disability benefits (If applications) I have received State and Federal notifications of FMLA and Complete the content of the standard Disability benefits (If applications)	The Action of the Personnel of the Perso	Department. Department. ent of child; # of v ility Insurance par a CA EDD Paid F	weeks: mphlet (C	Classified Employees
PAID TIME OFF A leave of absence may consist of leave with or without paid leav policies, Ed. Code, and State and Federal law. I request to use the				
Sick Leave Vacation Leave	e w/o Pay	Other		
☐ I have verified that I have sufficient accrued leave to take t accrued amount of paid sick and/or vacation leave, I may be d				and if I exceed my
Employee Signature:		Date:		
Personnel Technician Signature:		Date:		
Administrator Signature (If approval required)		Date:		

FFCRA Leave Supporting Statement

I, (Employee Name)			, provide	the following information ave act.	n in support of my
request for emergeno	cy paid sick and/or expa	anded family m	edical lea	ave act.	
FFC	RA #1. Leave Related	to Governmen	nt_Issued	Quarantine or Isolatio	n Order
				Quarantine or isolation	
Effective Date of Or	rder:				
Expected Date of Re	eturn:				
	Leave Related to He	alth Care Pro	vider's A	dvice to Self-Quarantii	ne
Name of Health care	e Provider:				
I hava haan advisad	by my health care provi	idan basayası			
	sed and advised to quara		ve. FFC	D A #7	
-	g symptoms and seeking				
			_	escribed in #1 or #2 of the	ne FFCRA Notice
	I am caring for:				ic FI CRITIONCE
Relation to Individu	al:				-
☐ Written documen	tation/Dr. note attached				
FFCRA	A #5: Leave Related to	School or Pla	ce of Chi	ild Care Closed Due to	COVID-19
Name of School or I	Place of Care:				
					-
Name(s) and age(s)	of child(ren) needed to Child Name	care for:	1	Child Age	
	Chiid Name			Child Age	
_	rson is available to care	for my child for	or the req	uested leave period:	
☐ Documentation v		1.0 1		111 15 17	
List any special circ	umstances requiring my	need for leave	to care i	or a child ages 15-1/:	
-	pected to be for (check	one):			
☐ Continuous block					
☐ Reduced work sci	hedule				
If a reduced work so	hedule is needed indica	ate the days and	l hours v	ou are available for work	·•
Monday	Tuesday	Wednes		Thursday	Friday
		- 111 0 00-100	ozerj		
	FFCRA #6: Leav	e Related to S	ubstantia	ally Similar Condition	
				Human Services	
Provide details rega	rding the need for this le	eave:			
I attact that the above	a information is accurat	a and complete			_
i anest mat me abov	e information is accurat	c and complete	•		
Emplo	yee Signature				Date

APPENDIX 10

Novel Coronavirus (COVID-19)

C-VUSD Employee COVID-19 Self Screening Acknowledgement

Covina-Valley Unified School District makes staff and student safety our number one priority for the well-being of all. To ensure the safety and security of all, faculty and staff members entering any District/school facility will be required to follow all Federal, State and local guidelines with regards to COVID-19. This includes complying with all mandated Personal Protective Equipment (PPE) requirements which include (but are not limited to) wearing cloth face covers. We also expect the following by all faculty and staff: to frequently wash their hands and/or use hand sanitizer; follow the social distancing guidelines; wash their face coverings daily. In addition, all faculty and staff members are required to self-screen and temperature check on a daily basis prior to entering any District/school facility. (Please refer to the Covina-Valley COVID-19 Containment, Response, and Control Plan for further information)

If any of the following conditions apply, District employees are to notify their supervisor immediately, stay home, and are advised consult a healthcare provider to determine the next steps:

- I am experiencing one or more of the COVID-like symptoms: fever over 100.4*, chills, cough, sore throat, diarrhea, fatigue, headache, muscle or body aches, loss of taste or smell, nausea, vomiting, or shortness of breath.
 - (*If my temperature is over 100.4, I will not be allowed to enter any District facility and will be asked to not return until I am symptom-free for 48 hours with medical release.)
- I am diagnosed with COVID-19 or deemed contagious by state or local public health authorities.
- I have been exposed to someone with a suspected and/or confirmed case of COVID-19.
- I suspect I may have COVID-19 or am caring for a family member diagnosed with COVID-19.
- I have traveled internationally or to a highly impacted area of the United States within the last 14 days.

I acknowledge that C-VUSD has put in place preventative measures to reduce the spread of COVID-19. I understand C-VUSD cannot guarantee that I will not become infected with COVID-19. I understand that the risk of becoming exposed to and/or infected by COVID-19 may result from the actions, omissions, or negligence of myself and others. It is understood that I am increasing my risk to exposure and I acknowledge that I must comply with all District procedures to reduce the spread while being present or attending any and all events on District property.

I agree to follow all the procedures a 21 school year.	nd protocols related to COVID -19 as required	daily for the 2020
Print Name	Date	
Signature of faculty/ctaff member		

Novel Coronavirus (COVID-19)

C-VUSD Student COVID-19 Self Screening Acknowledgement

Covina-Valley Unified School District makes student and staff safety our number one priority for the well-being of all. To ensure the safety and security of all, all students entering any District/school facility will be required to follow all Federal, State and local guidelines with regards to COVID-19. This includes complying with all mandated Personal Protective Equipment (PPE) requirements which include (but are not limited to) wearing cloth face covers. We also expect the following by all students: to frequently wash their hands and/or use hand sanitizer; follow the social distancing guidelines; wash their face coverings daily. In addition, all students are required to self-screen and temperature check with their parent/guardian on a daily basis prior to entering any District/school facility. (Please refer to the Covina-Valley COVID-19 Containment, Response, and Control Plan for further information)

If any of the following conditions apply, students are to notify their school principal, stay home, and are advised to have their parent/guardian consult a healthcare provider to determine the next steps:

- I am experiencing one or more of the COVID-like symptoms: fever over 100.4*, chills, cough, sore throat, diarrhea, fatigue, headache, muscle or body aches, loss of taste or smell, nausea, vomiting, or shortness of breath.
 - (*If my temperature is over 100.4, I will not be allowed to enter any District facility and will be asked to not return until I am symptom-free for 48 hours with medical release.)
- I am diagnosed with COVID-19 or deemed contagious by state or local public health authorities.
- I have been exposed to someone with a suspected and/or confirmed case of COVID-19.
- I suspect I may have COVID-19 or am caring for a family member diagnosed with COVID-19.
- I have traveled internationally or to a highly impacted area of the United States within the last 14 days.

I acknowledge that C-VUSD has put in place preventative measures to reduce the spread of COVID-19. I understand C-VUSD cannot guarantee that I will not become infected with COVID-19. I understand that the risk of becoming exposed to and/or infected by COVID-19 may result from the actions, omissions, or negligence of myself and others. It is understood that I am increasing my risk to exposure and I acknowledge that I must comply with all District procedures to reduce the spread while being present or attending any and all events on District property.

I agree to follow all the procedure 21 school year.	es and protocols related to COVID -19 as requi	ired daily for the 2020
Print Name	Date	
Signature of Student		
Signature of Parent (if minor)		

El Nuevo Coronavirus (COVID-19)

Confirmación de Autoevaluación para el COVID-19 de Estudiantes de C-VUSD

El Distrito Escolar Unificado de Covina-Valley considera como prioridad principal la seguridad de los estudiantes y empleados para el bien de todos. Para garantizar la seguridad de todos, los estudiantes que entren en cualquier instalación del Distrito o escuela deberán seguir todas las directrices federales, estatales y locales con respecto al COVID-19. Esto incluye cumplir con todos los requisitos obligatorios de Equipo de Protección Personal (EPP), que incluyen (pero no se limitan a) el uso de coberturas faciales de tela. También esperamos que todos los estudiantes hagan lo siguiente: se laven las manos frecuentemente o usen un desinfectante de manos; sigan las directrices de distanciamiento social; laven sus coberturas faciales a diario. Además, se requiere que todo estudiante se autoexamine y revise la temperatura con sus padres o tutores legales diariamente antes de entrar a cualquier instalación del Distrito o escuela (Por favor consulte el Plan de Contención, Respuesta y Control de COVID-19 de Covina-Valley para más información).

Si se presenta alguna de las siguientes situaciones, los estudiantes deben notificar al director de su escuela, quedarse en casa y se les aconseja que sus padres o tutores legales consulten con un profesional médico para determinar los pasos a seguir:

- Estoy sintiendo uno o más de los síntomas parecidos a los de COVID: fiebre mayor a 100.4*, escalofríos, tos, dolor de garganta, diarrea, fatiga, dolor de cabeza, dolores musculares o corporales, pérdida del gusto o del olfato, náuseas, vómitos o dificultad para respirar.
 (*Si mi temperatura es mayor a 100.4, no se me permitirá entrar a ninguna instalación del Distrito y se me pedirá que no regrese hasta que esté sin síntomas por 48 horas y con el alta de un médico).
- Las autoridades de salud pública estatales o locales me han diagnosticado con COVID-19 o me consideran contagioso.
- He estado expuesto a alguien con un caso posible o confirmado de COVID-19.
- Sospecho que puedo tener COVID-19 o estoy cuidando a un miembro de mi familia diagnosticado con COVID-19.
- He viajado internacionalmente o a un área de los Estados Unidos de alto riesgo en los últimos 14 días

Reconozco que C-VUSD ha puesto en marcha medidas preventivas para reducir la propagación de COVID-19. Entiendo que C-VUSD no puede garantizar que no me infectaré con COVID-19. Entiendo que el riesgo de estar expuesto o de ser infectado por el COVID-19 puede ser el resultado de acciones, omisiones o negligencias mías o de los demás. Se entiende que estoy aumentando mi riesgo de estar expuesto y reconozco que debo cumplir con todos los procedimientos del Distrito para reducir la propagación mientras esté presente o asista a cualquier y todos los eventos en la propiedad del Distrito.

Estoy de acuerdo en seguir todos los procedimientos y protocolos relacionados con COVID -19 tal y como se requieran diariamente para el año escolar 2020-21.

Nombre	Fecha
Firma de estudiante	Firma del padre/madre

	ONGOING	ON TIME
ITEM DESCRIPTION	PURCHASE	PURCHASE
Hand Sanitizer - 8oz	X	
Hand Sanitizer - 1 Liter w/pump	X	
Hand Sanitizer - Gallon	Х	
Sanitizer Wipes	Х	
Auto Hand Sanitizer Dispenser		Х
Sanitizer Stands		Х
C Batteries	Х	
Hand Soap	Х	
Soap Dispensers		Х
Nitrile Gloves - Medium	Х	
Nitrile Gloves - Large	Х	
Nitrile Gloves - X-Large	Х	
Thermometers - Non-Contract		х
AAA Batteries	Х	
Face Masks Adult Disposable	Х	
Face Masks Child Disposable	Х	
N95 Masks	Х	
Medical Grade Surgical Masks - Adult Level 3	Х	
Medical Grade Surgical Masks - Child Level 2	Х	
Isolation Gown - Disposable	Х	
Cloth Mask - Black - Adult	X	
Cloth Mask - Black - Child	Х	
Face Shield - Adult	Х	
Face Shield - Child	Х	
Face Shield w/drape	X	
Desk Dividers		Х
Portable Sinks		х
Classroom Foggers		Х
Bus Foggers		Х
Rain Pancho	Х	
Exit Signs/Stands		Х
Floor Stickers 6' Distance		х
Maximum Capacity Signs		х
No Mask No Entry Metal Sign		X

Personal Protective Equipment (PPE)

Please enter your name and if you received your PPE for the 2020-21 school year.

* Required

1.	Full legal name *	
2.	Face Mask *	
	Mark only one oval.	
	Yes	
	No	
3.	Face Shield (optional)	
	Mark only one oval.	
	Yes	
	No	
4.	Gloves (optional)	
	Mark only one oval.	
	Yes	
	No	

Other thoughts or comments
By clicking the box below, I am agreeing the above-mentioned items were received as my personal property and I shall provide them while in the workplace. * Check all that apply. Agree

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Google Forms



CAUTION: If you are ill, please DO NOT

come in













GET AHEAD OF THE SPREAD



Wipe down all equipment before and after use



Day-Custodian Schedule

Hours: 6:00 AM – 2:30 PM 1st Break 8:30 AM – 8:45 AM Lunch - 10:30 AM – 11:00 AM 2nd Break 1:00 PM – 1:15 PM

(Break times can be modified to accommodate bell schedules and the need of the school.)

Every Day Duties BEFORE school starts: 6:00am - 8:30am

- Raise flags
- o Vacuum Office, workroom, lounge
- o Walk campus for trash, graffiti, and other site needs.
- Blow front of campus
- o Bring out any miscellaneous parking lot items, cones, signs, etc.
- o Open all outside restrooms
- Unlock any needed doors (ballrooms, etc...)
- o Hang tetherballs and other recess equipment (as applicable)

First Break

Daily cleaning responsibilities: 8:45am - 11:00am (See Covid-19 Checklist)

- Clean, trash, and disinfect (possibly pressure wash) any eating area (indoor and/or Outdoor)
- o Check and restock (if needed) student restrooms
- o Disinfect all surfaces including door handles and touch points (after morning recess)
- o Clean and disinfect, and restock staff lounge (tables, sink and counters)
- Set-up for Lunch

Lunch Break

Continue: Daily cleaning responsibilities: 11:30am - 1:00pm (See COVID-19 Checklist)

- o Lunch clean-up
- o Clean and disinfect all outside drinking fountains
- o Disinfect all surfaces including door handles and touch points (after student lunch)

Lunch Break

Continue: Daily cleaning responsibilities: 1:15am - 2:30pm (See COVID-19 Checklist)

- o Continue disinfect all surfaces including door handles and touch points
- o Put away tetherballs and other recess equipment
- o Trash administration building

Tiny Tuesdays: A complete pressure washing of the outside eating area. Clean, disinfect and vacuum/mop the LMC and Cafeteria

Schedule may be modified at any time to accommodate school needs



Night Custodian Schedule

Hours: 12:30 PM – 9:00 PM 1st Break 2:00 PM – 2:15 PM Lunch – 4:30 PM – 5:00 PM 2nd Break 7:00 PM – 7:15 PM

Every Day Duties BEFORE school ends: 12:30pm - 2:30pm (See COVID-19 Checklist)

12:30pm - 1:00pm After lunch clean up

- o Pick up trash
- Sweep underneath outside lunch tables
- o Wash down entire outside lunch area including table tops
- o Empty large trash cans and replace liners

1:00pm – 2:30pm Clean all kindergarten & special need classrooms:

- o Disinfect all surfaces including door handles and touch points
- Clean sinks and drinking fountains & counter tops
- o Empty wastebaskets, (replace liners once a week or when liquids are present)
- o Vacuum
- Secure room

Every Day Duties AFTER schools ends: 2:30pm - 9:00pm (See COVID-19 Checklist)

4:00pm - Take down flags and fold properly

o Bring in any miscellaneous parking lot items, cones, signs, etc.

Clean ALL remaining classrooms A-B schedule:

- o Schedule (A) Rooms 1-15
 - Disinfect all surfaces including door handles and touch points
 - Clean sinks and drinking fountains & counter tops
 - Empty wastebaskets and replace liners
 - Vacuum
 - Fog all classrooms, common areas, and offices (2.5 hours)
 - Secure all room

o Schedule (B) Rooms 16-30

- Disinfect all surfaces including door handles and touch points
- Clean sinks and drinking fountains & counter tops
- Empty wastebaskets and replace liners
- Vacuum
- Fog all classrooms, restrooms, common areas, and offices (2.5 hours)
- Secure all room
- o Clean Library Media Center on Fridays, and when requested.
- o Check ALL doors on campus and make sure they are locked. Set alarm.

^{*} In the event of an after-school function, the cleaning schedule may be altered upon request.



3 ¾ Hour Custodian Schedule

Hours: 5:15 PM - 9:00 PM

Kitchen Cleaning Checklist

- High dusting including vents
- Low dusting including baseboards
- o Remove any mats and rinse off
- Sweep and dust mop entire kitchen
- o Empty trash, rinse trash cans, and replace liners
- o Wet mop entire kitchen (the kitchen should have a designated mop head and bucket)
- o Return cleaned mats to their original areas
- o Clean and rinse mop bucket, replace mop head
- o Turn off lights and lock ALL doors

<u>Restroom Cleaning Checklist (ALL Restrooms on campus) (See COVID-19 Restroom Checklist)</u>

- High dusting including vents, and ceiling debris (toilet paper wads)
- o Low dusting including baseboards
- o Stock ALL dispensers (toilet paper, paper towels, and soap)
- o Clear toilets, urinals, and sinks of any debris
- O Disinfect ALL touch points, including door handles and partitions
- Wipe down walls
- o Clean toilet bowls including underneath, behind the toilet, and fixtures
- o Clean urinals all sides and fixtures
- o Clean sinks including underneath and fixtures
- o Clean mirrors and frames
- o Clean ALL dispensers and hand dryers
- Sweep and wet mop restroom and entry ways
- o Report any work orders that are needed
- Turn lights off and lock door

Covina-Valley Unified School District minimum cleaning standard



COVINA-VALLEY UNIFIED SCHOOL DISTRICT

Maintenance, Operations, Facilities & Transportation

Clas	sroom Cleaning / Disinfecting Checklist	
Site:	Date:	
Room / Space:	Custodian:	
Signature:		

		YES	NO	N/A
1	Clean interior surfaces (free of dirt, debris, etc.)			
	Walls clean			
	Windows clean			
	Doors clean			
	Flooring (vacuum as applicable)			
		YES	NO	N/A
2	Clean and disinfect surfaces that are frequently touched. Clean areas evident of dirt, debris, etc. prior to "Fogging" room.			
	Student/Teacher desks and podium			
	All chairs			
	Electronics - switches/knobs/remotes			
	Countertops			
	Sink area			
	Storage, bookshelves, cabinets, etc.			
		YES	NO	N/A
3	Clean and disinfect porous surfaces and items. Fogger may be used for this step.			
	Carpet and rugs			
	Drapery, soft seating, and upholstered items			
	Stuffed animals, pillows			
	Towles and dry erase cloths			
		YES	NO	N/A
4	Fog the building including the following:			
	Classrooms, offices, restrooms, break rooms, meeting and multipurpose rooms			



COVINA-VALLEY UNIFIED SCHOOL DISTRICT

Maintenance, Operations, Facilities & Transportation

Classroom Cleaning / Disinfecting Checklist

Site:	Date:
Room / Space:	Custodian:
Signature:	

	YES	NO	N/A
EPA recommended and approved cleaners and disinfectants listed below are safe to use. Carefully read the label. These instructions are not suggestions, they must be followed in order to kill germs that cause viruses.			
70% isopropyl alcohol			
Genlab® All Purpose Cleaner			
Lysol ® Brand All Purpose Cleaner			
Lemoncide ® (Diluted)			
Other			
1) Clean interior surfaces (free of dirt, debris, etc.)			
Walls clean			
Windows clean			
Doors clean			
Flooring (vacuum as applicable)			
	YES	NO	N/A
2) Clean and disinfect surfaces that are frequently touched. Clean areas evident of dirt, debris, etc. prior to "Fogging" room.			
Student/Teacher desks and podium			
All chairs			
Electronics - switches/knobs/remotes			
Countertops			
Sink area			
Storage, bookshelves, cabinets, etc.			
	YES	NO	N/A
3) Clean and disinfect porous surfaces and items. Fogger may be used for this step.			

	Carpet and rugs			
	Drapery, soft seating, and upholstered items			
	Stuffed animals, pillows			
	Towels and dry erase cloths			
		YES	NO	N/A
4)	4) Fog the building including the following:			
	Classrooms, offices, restrooms, break rooms, meeting and multipurpose rooms			



COVINA-VALLEY UNIFIED SCHOOL DISTRICT

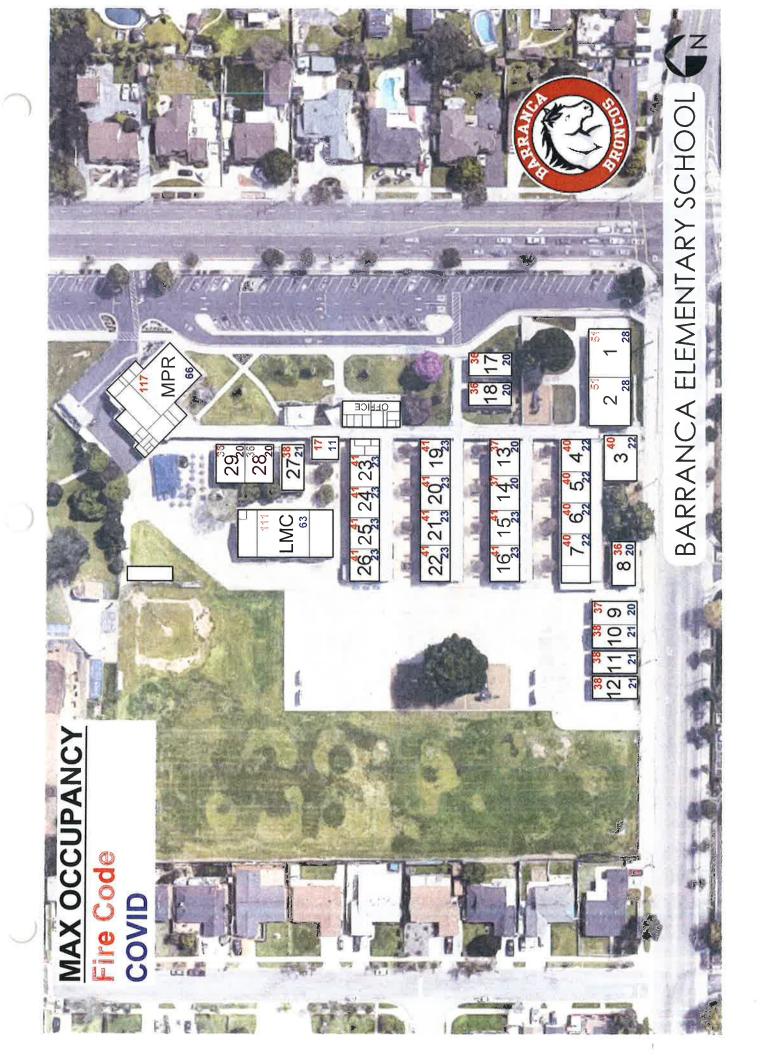
Maintenance, Operations, Facilities & Transportation

Playground Cleaning / Disinfecting Checklist

Site:	Date:
Room/ Space:	Custodian:
Signature:	

	VEC	110	21/2
	YES	NO	N/A
EPA recommended and approved cleaners and disinfectants listed below are safe to use			
on surface. Carefully read the label. These instructions are not suggestions, they must be			
followed in order to kill germs that cause viruses.			
70% isopropyl alcohol			
Genlab ® All Purpose Cleaner			
Lysol ® Brand All Purpose Cleaner			
Lemoncide ® (Diluted)			
Other			
1) Cleaning staff using Personal Protective Equipment			
Mask			
Gloves			
Eye protection if risk of chem splash			
	YES	NO	N/A
2) Signs posted to encourage good hygiene			
Handwashing signs			
Social distancing signs			
	YES	NO	N/A
3) Hand sanitizer dispenser in place			
Dispenser near entrances			
Hand sanitizer operational			
Hand sanitizer full			
	YES	NO	N/A
4) Trash receptacles are nearby			
Emptied daily			
Can liner present			
	YES	NO	N/A
5) Remove all animal and insect nests quickly. Clean up waste			
Remove bird nests			
Remove insect nests			
Remove all animal/human waste	1		

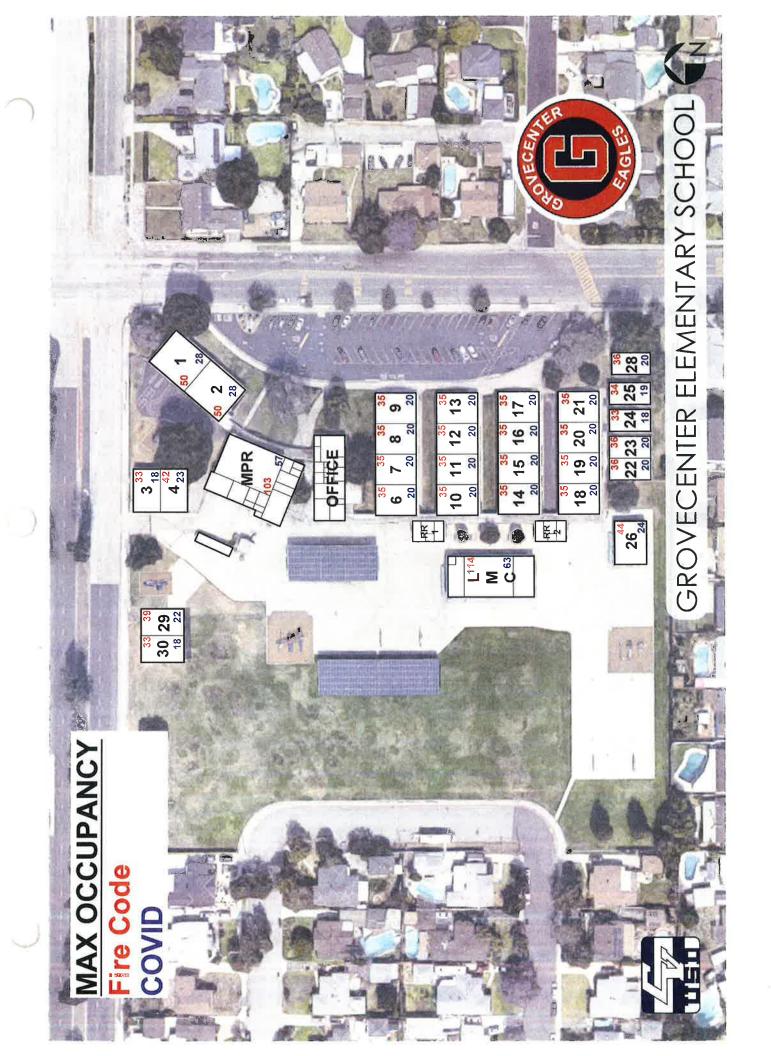
Clean and remove all bird droppings			
Report Red Ant evidence to M&O immediately. Caution tape areato prevent students from accessing nest			
	YES	NO	N/A
6) Clean all equipment prior to disinfecting (Playground equipment manufacturer recommendations should be followed).			
Clean all visible dirt			1
Entry gate latches			
Dirt/debris in drinking fountains (regardless of use)			
Clean all seating and tables			
Clean disinfect all handrails			
	YES	NO	N/A
7) Disinfect all heavily touched surfaces. Wait the allotted time for effective disinfecting.			
Fogger may be used in applicable areas.			
Hand railings			
Entry gate latches			
Top rail on short fences			
Drinking fountains (As applicable)			
Portable sinks and hand-washing stations			
Refill portable sink stations			
Discard wastewater in designated area			
Seating and tables			
Playground equipment surfaces			
	YES	NO	N/A
8) Practice good hygiene. Clean hands before you start to clean the area, and after			
removing gloves, blowing one's nose, using the restroom, eating r preparing food, and			
after contact with another person who needs assistance (e.g., a child)			

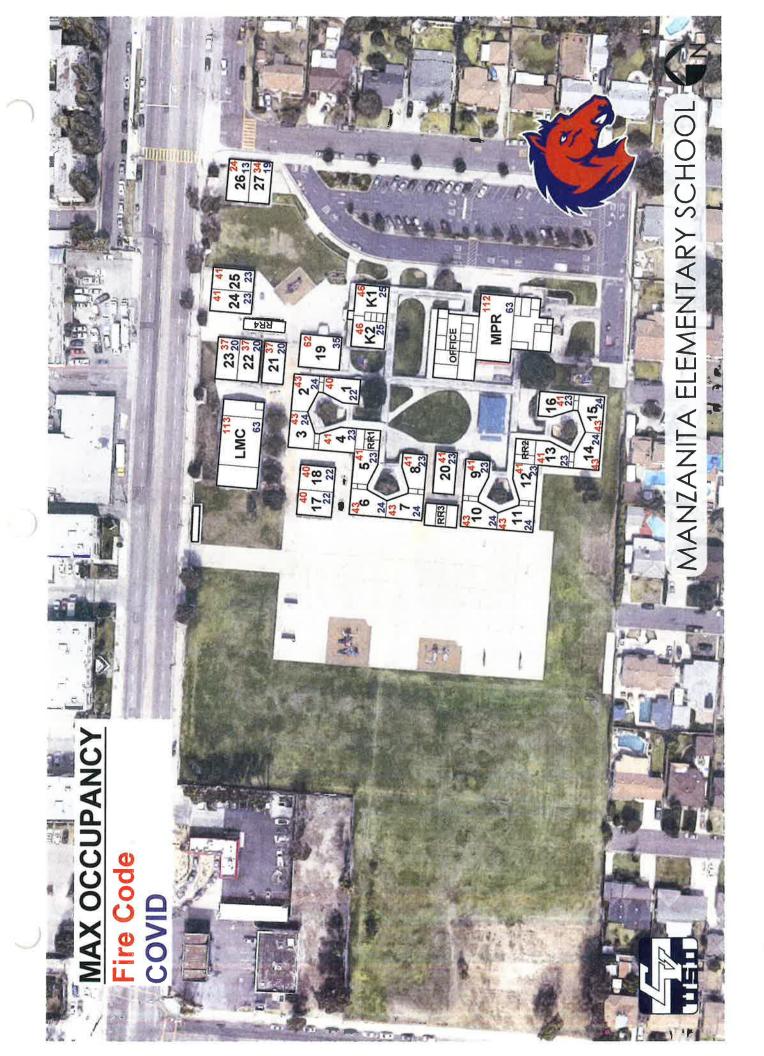


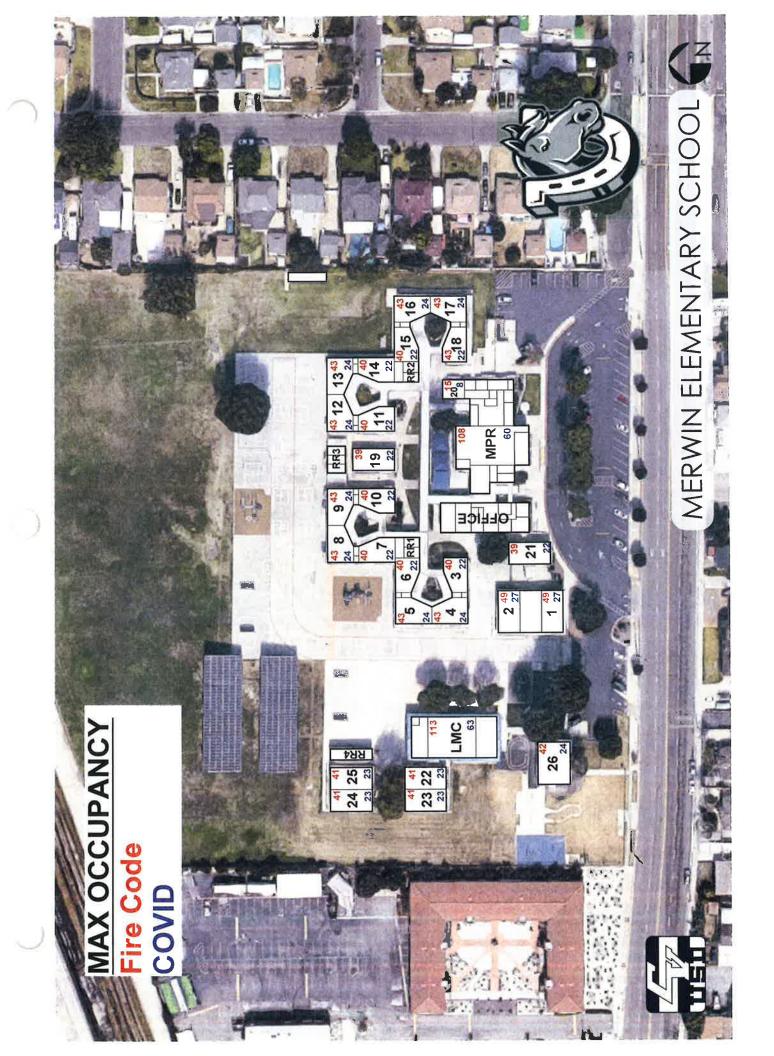


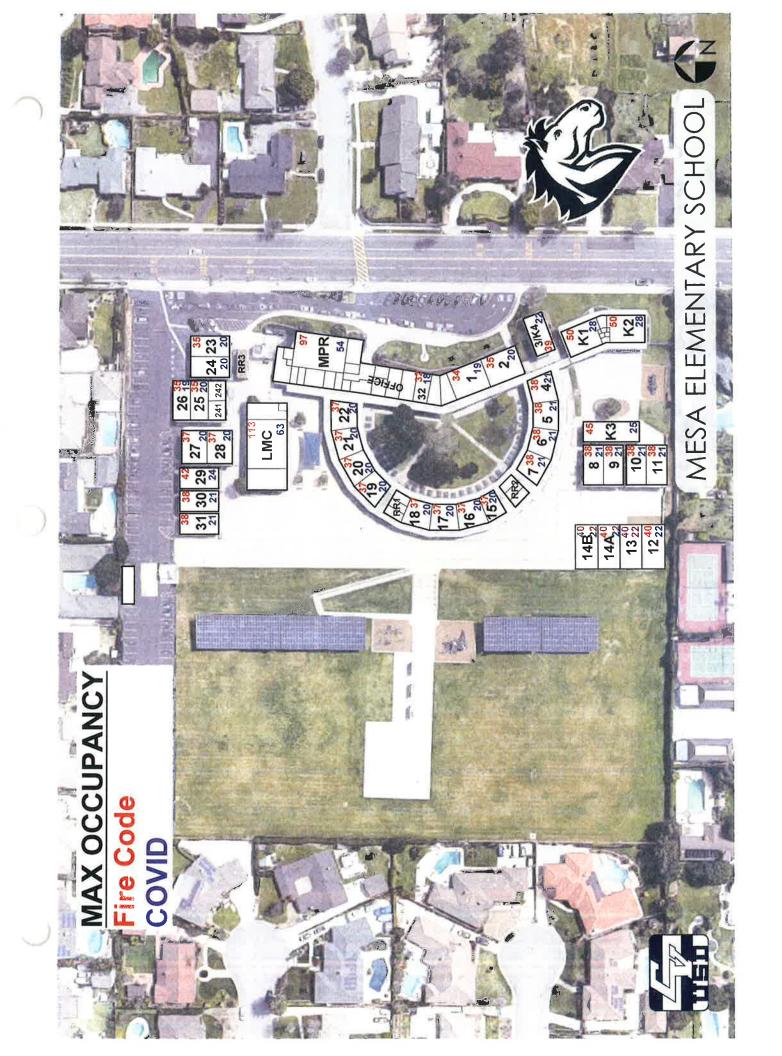


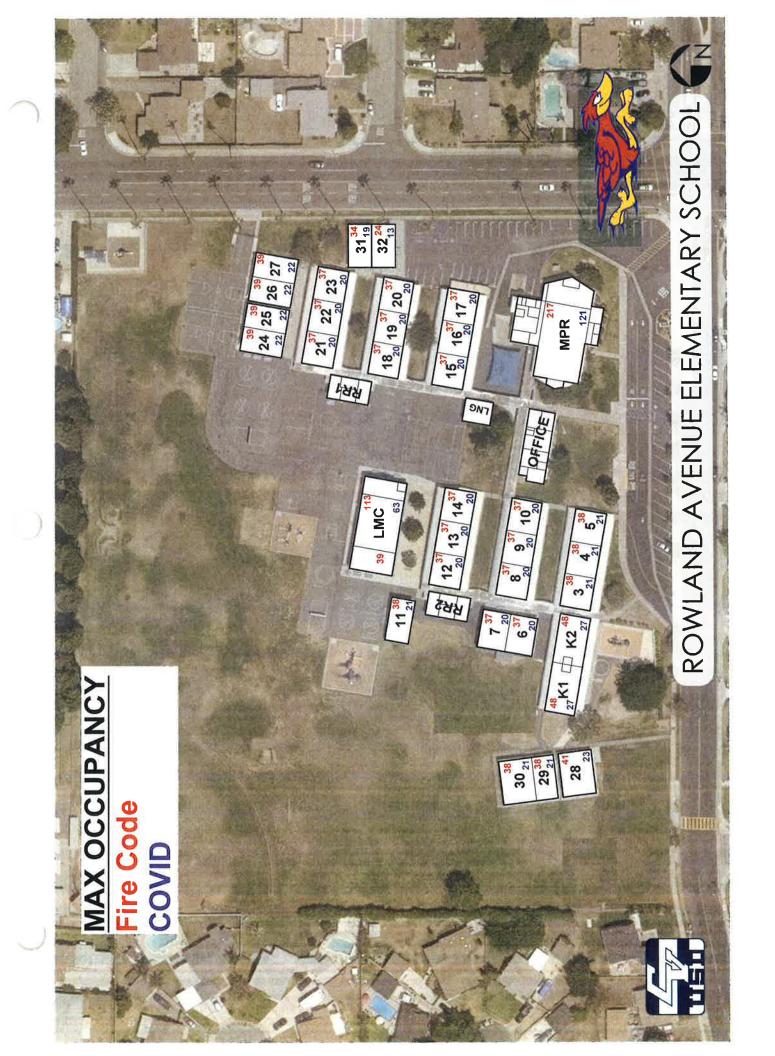




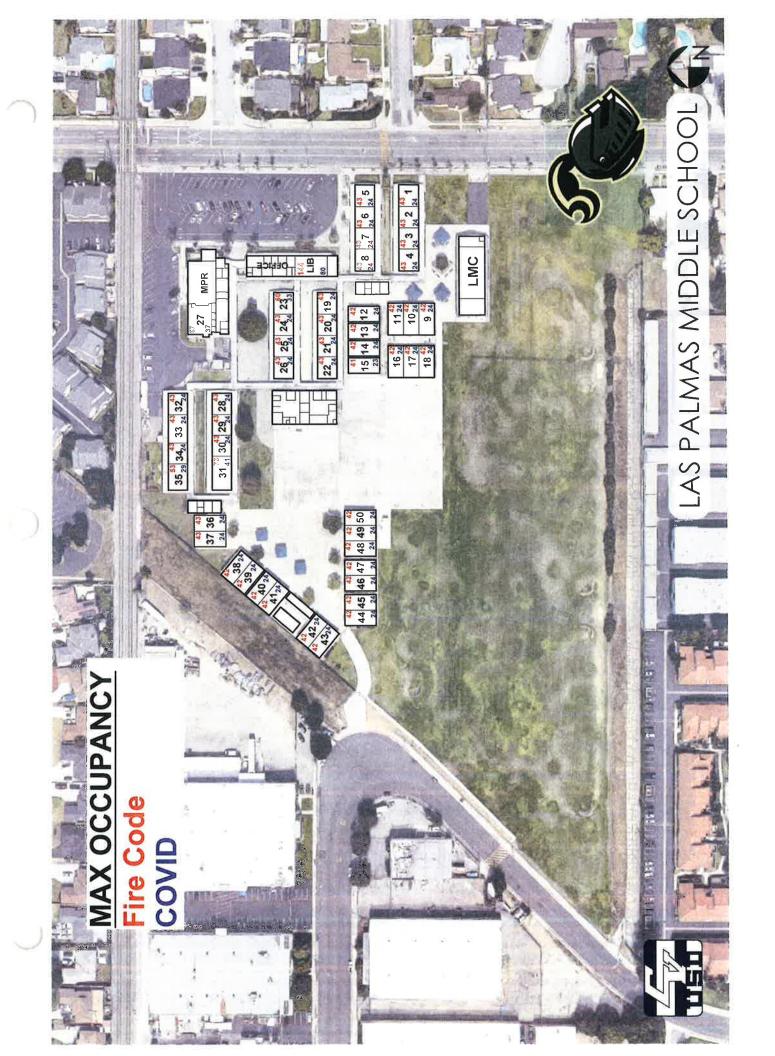


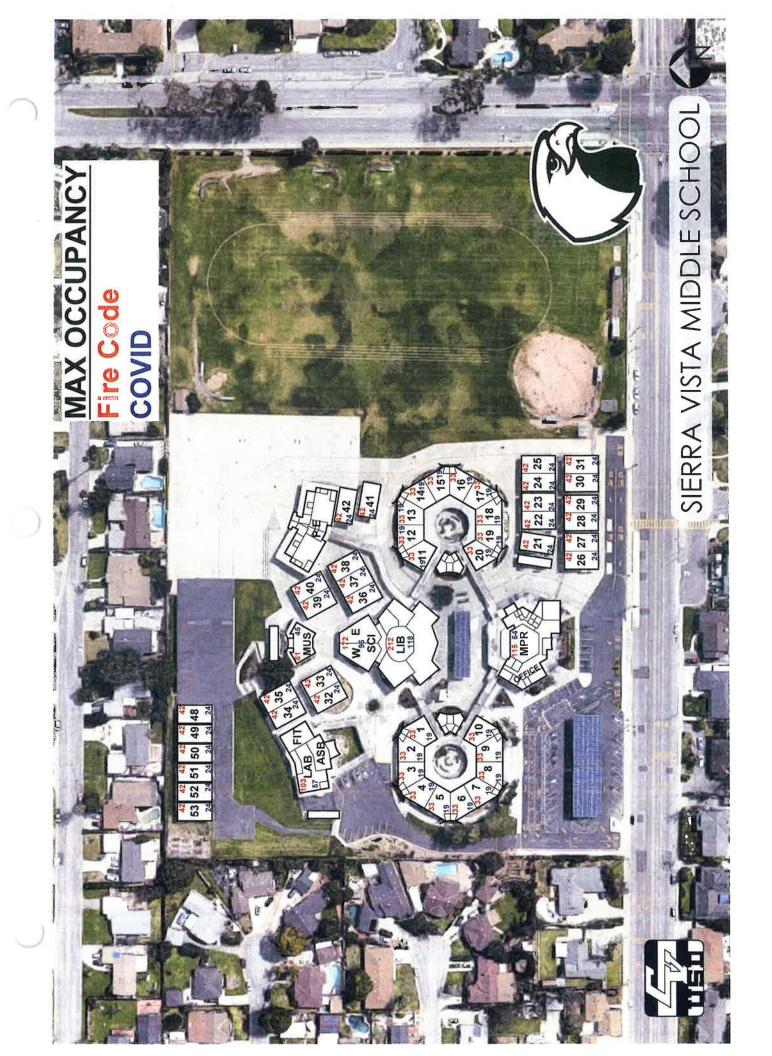




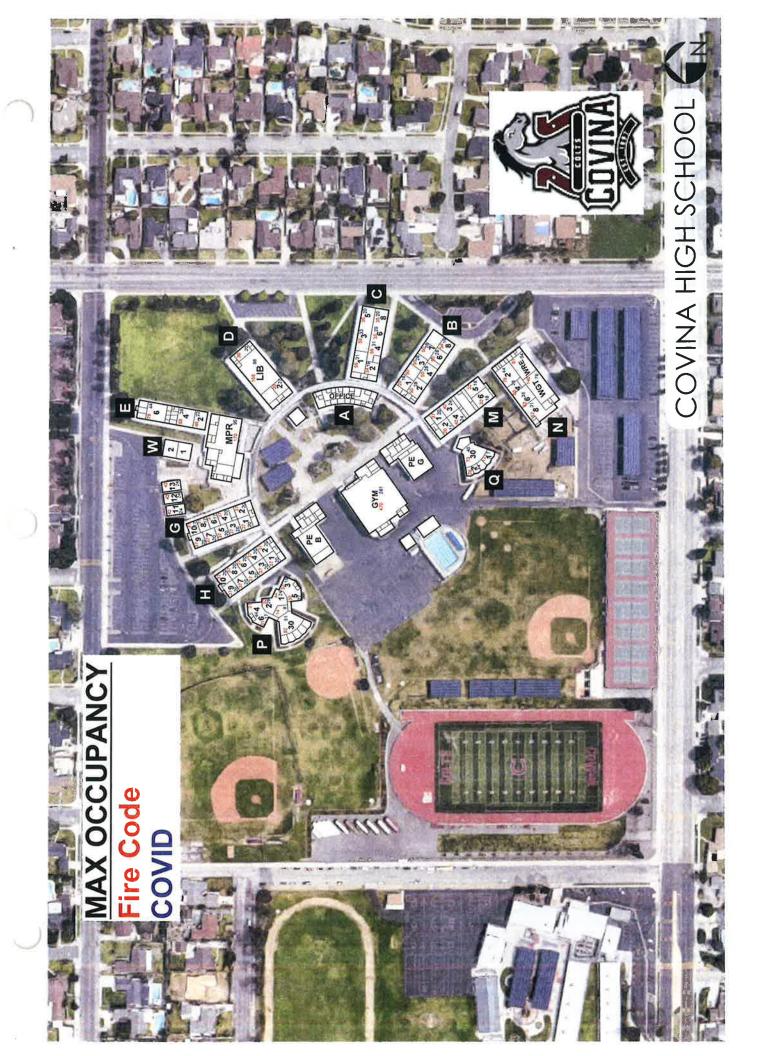


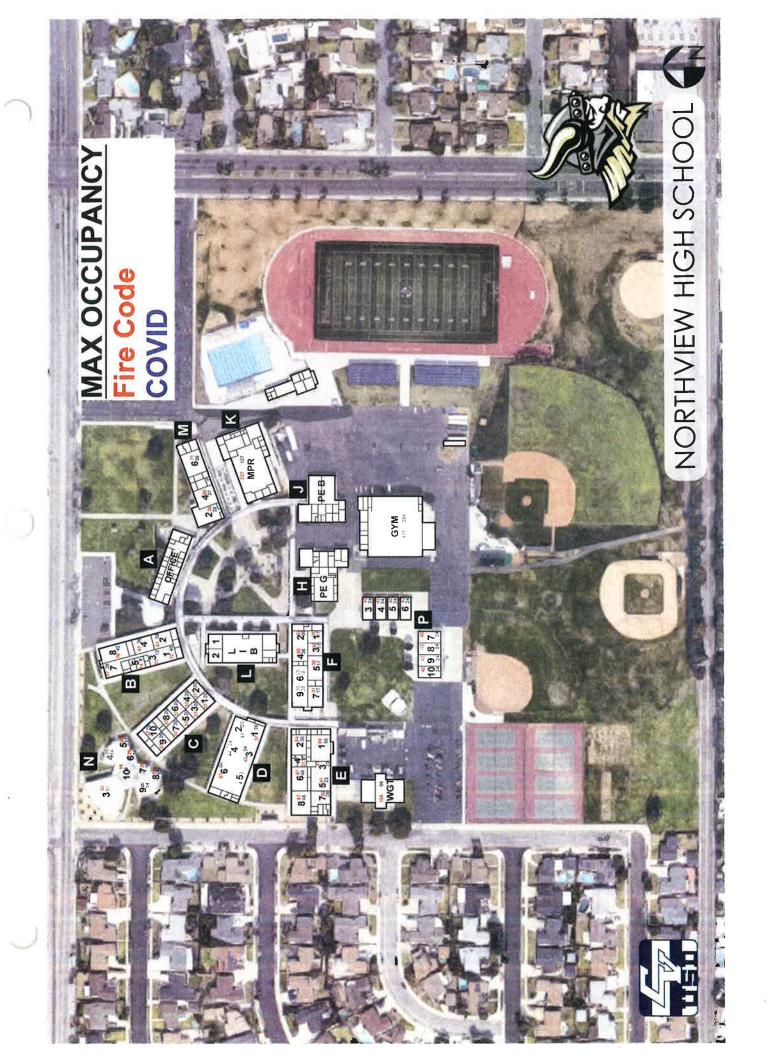




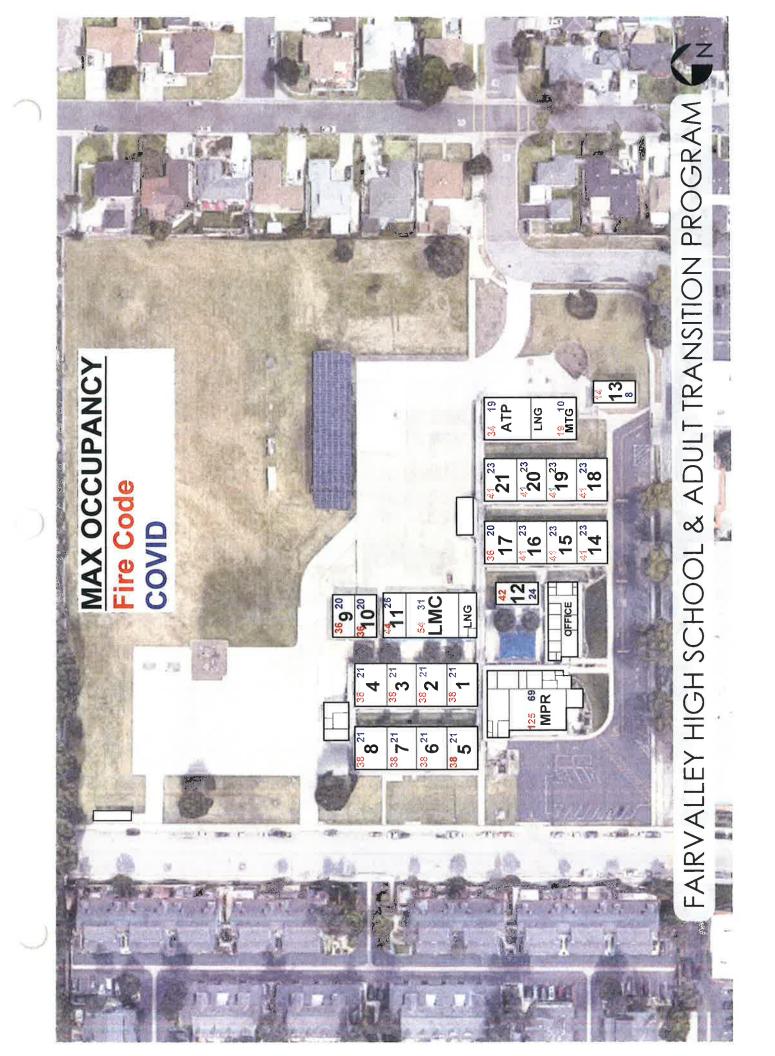


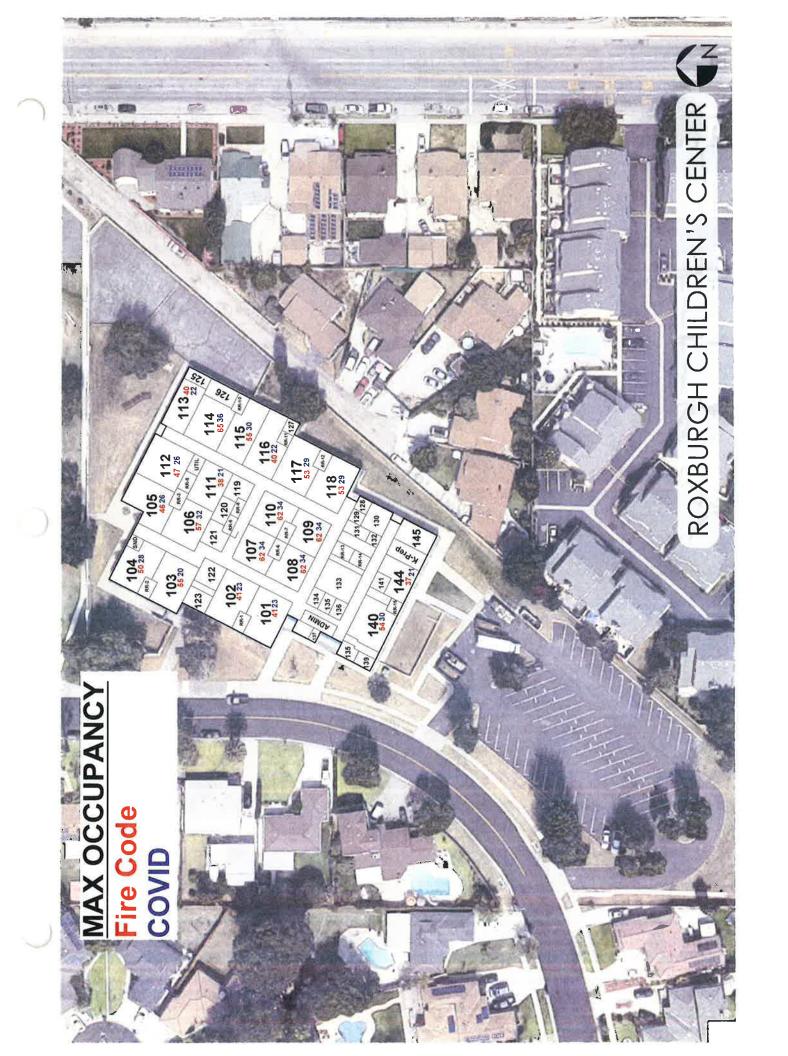


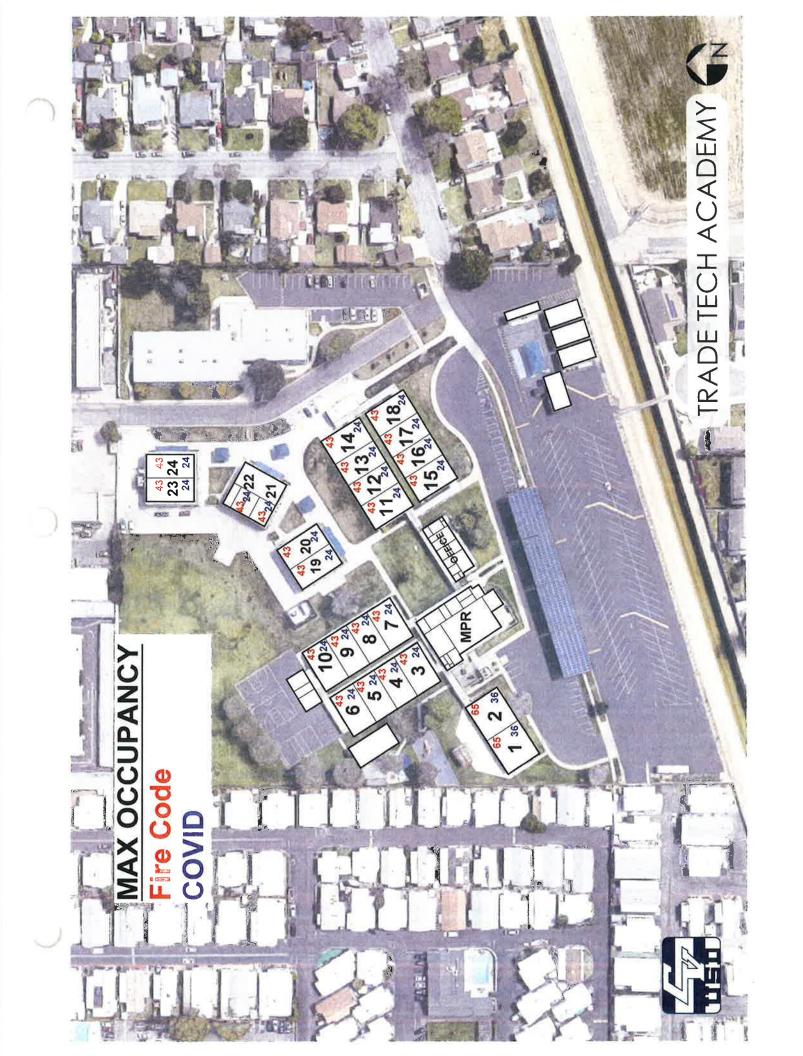


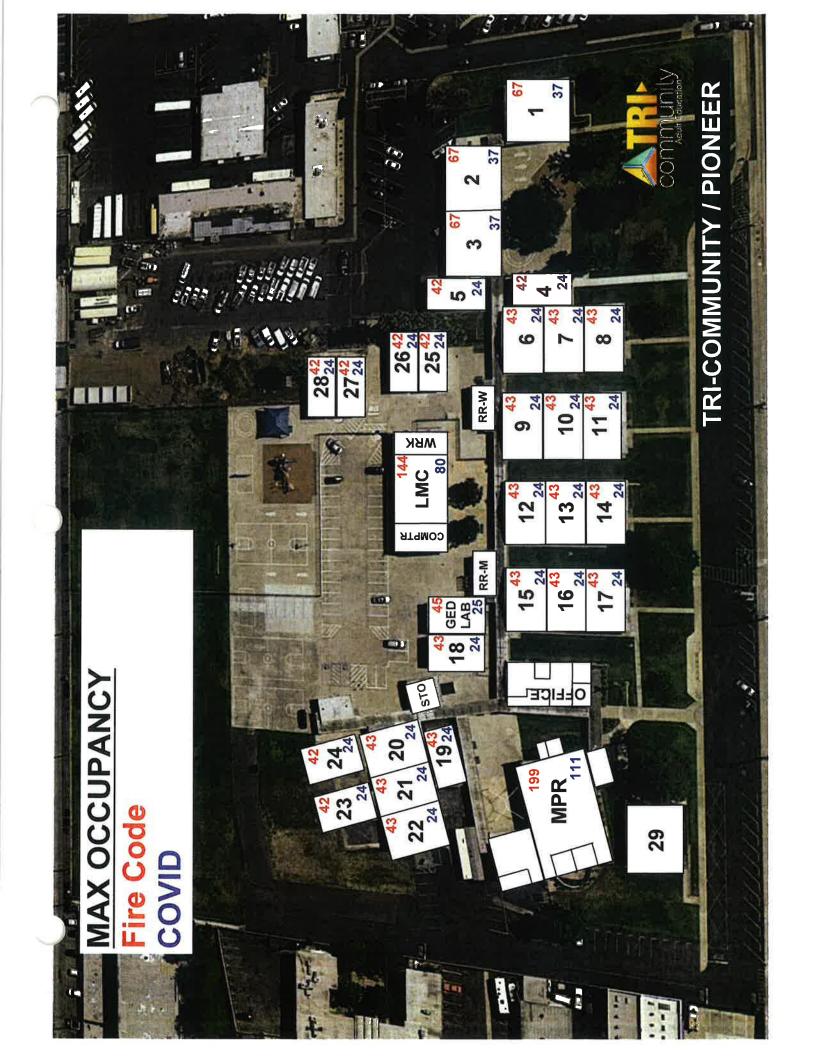












	CLASSROOM	CAPA	CITY
SITE	QTY	Fire Code	COVID
Barranca	29	1149	466
Ben Lomond	28	950	417
Cypress	35	1295	571
Grovecenter	31	1069	495
Manzanita	29	1191	419
Merwin	26	1065	351
Mesa	37	1381	589
Rowland	32	1203	579
Workman	31	1199	534
Las Palmas	50	2164	807
Sierra Vista	53	1855	805
Traweek	49	1899	729
Covina HS	63	2795	1073
Fairvalley HS	22	696	269
Northview HS	58	2514	980
South Hills HS	89	3824	1527
CEC / Pioneer	30	1265	240
District Office	0		
Trade Tech	18	810	282
Vincent Childrens Center			
	710	28.324	11 133

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Barranca Elementary School

Room #	Sq Ft	Fire Code	COVID	NOTES
Main Office				
Library/ Media Center	2270	111		
Staff Lounge	390	17		
Cafeteria	2385	117		
Restroom #1	385	N/A		
Restroom#2	256	N/A		
1	1,064	51	15	Large amount of material in room
2	1,064	51	15	
3	841	40	16	
4	841	40	16	
5	841	40	16	Large amount of material in room
6	841	40	16	
7	841	40	16	
8	760	36	15	Large amount of material in room
9	780	37	15	Large amount of material in room
10	798	38	17	
11	798	38	17	
12	798	38	17	
13	784	37	16	Large amount of material in room
14	784	37	16	
15	870	41	16	
16	870	41	16	Large amount of material in room
17	760	36	17	Large amount of material in room
18	760	36	17	Kid's Korner
19	870	41	16	
20	870	41	16	
21	870	41	16	
22	870	41	16	
23	870	41	16	
24	870	41	16	Large amount of material in room
25	870	41	16	Large amount of material in room
26	870	41	16	
27	798	38	17	
28	760	36	16	Large amount of material in room
29	760	36	16	

CLASSROOM TOTALS 1149 466

Ben Lomond Elementary School

Room #	Sq Ft	Fire Code	COVID	NOTES
Main Office				
Cafeteria	2703			
Lounge	390			
LMC	2270			
Restroom #1	148	N/A		
Restroom#2	168	N/A		
Restroom#3	168	N/A		
K-1	1080	52	15	Large amount of material in room
K-2	1080	52	15	Large amount of material in room
3	756	35	15	Large amount of material in room
4	756	35	15	Large amount of material in room
5	756	35	15	Large amount of material in room
6	756	35	17	
7	722	34	14	Large amount of material in room
8	756	35	17	
9	756	35	17	
10	756	35	17	
11	756	35	17	
12	756	35	17	
13	756	35	17	
14	756	35	17	
15	756	35	17	
16	756	35	17	
17	784	37	17	
18	754	35	15	Large amount of material in room
19	754	35	15	Large amount of material in room
20	836	39	17	
21	836	39	17	
22	836	39	17	
25	800	38	15	Kid's Korner
26	494	22	11	Speech office in room
27	722	34	17	Music
28	722	34	17	Music

Cypress Elementary School

Room #	Sq Ft	Fire Code	COVID	NOTES
Main Office				
Cafeteria/MPR	2496	125		
LMC	2270	114		
Restroom #1	182	N/A		
Restroom#2	182	N/A		
Restroom#3	182	N/A		
1	1053	50	20	Large amount of material in room
2	1053	50	20	Large amount of material in room
3	825	39	20	Large amount of material in room
4	729	34	16	
5	729	34	16	
6	729	34	16	
7	729	34	16	
8	729	34	16	Large amount of material in room
9	729	34	16	
10	729	34	16	
11	729	34	16	Large amount of material in room
12	729	34	16	Large amount of material in room
13	729	34	16	
14	729	34	16	
15	729	34	12	Large amount of material in room
16	798	38	17	Large amount of material in room
17	798	38	17	
18	798	38	17	
18A	798	38	15	Kid's Corner
19	798	38	15	Large amount of material in room
20	798	38	17	
21	798	38	15	Large amount of material in room
22	798	38	17	
23	810	38	17	
24	810	38	16	Large amount of material in room
25	810	38	15	Large amount of material in room
26	810	38	15	Large amount of material in room
27	784	37	16	
28	784	37	16	Dance room
29	784	37	16	Music
30	784	37	16	Large amount of material in room
31	784	37	16	Large amount of material in room
32	784	37	16	
P-1	777	36	17	
P-2	798	38	17	

Classroom Totals 1295 571

Grovecenter Elementary School

Room #	Sq Ft	Fire Code	COVID	NOTES
Main Office				
MPR	2060	103		
LMC	2270	114		
Restroom #1	220	N/A		
Restroom#2	220	N/A		
1	1053	50	20	
2	1053	50	20	
3	702	33	17	Large amount of material in room
4	888	42	21	
5	756	35	16	
6	756	35	16	
7	756	35	16	
8	756	35	16	Large amount of material in room
9	756	35	20	Large amount of material in room
10	756	35	16	Large amount of material in room
11	756	35	16	
12	756	35	16	
13	756	35	20	
14	756	35	16	Large amount of material in room
15	756	35	16	
16	756	35	16	
17	756	35	16	
18	756	35	16	
19	756	35	16	
20	756	35	16	
21	756	35	16	
22	777	36	17	
23	777	36	17	
24	703	33	17	
25	722	34	16	Large amount of material in room
26	925	44	18	Large amount of material in room
28	777	36	17	
30	836	39	18	
31	703	33	17	

Classroom Totals

1069

Manzanita Elementary School

Room #	Sq FT	Fire Code	COVID	NOTES
Main Office				
MPR	2257	112		
LMC	2270	113		
Restroom #1	288	N/A		
Restroom#2	260	N/A		
Restroom#3	340	N/A		
K-1	962	46	20	
K-2	962	46	20	
1	854	40	12	
2	900	43	13	
3	900	43	13	
4	864	41	12	Large amount of material in room
5	864	41	12	
6	900	43	13	
7	900	43	13	
8	864	41	12	
9	864	41	12	
10	900	43	13	
11	900	43	13	
12	864	41	12	
13	864	41	12	
14	900	43	13	
15	900	43	13	
16	864	41	12	
17	841	40	17	Adaptive P.E. Storage
18	841	40	17	Storage
19	1292	62	16	
20	874	41	17	P.T.A.
21	780	37	17	Music
22	780	37	17	Music
23	780	37	17	
24	874	41	17	
25	874	41	17	
26	518	24	15	
27	722	34	12	
Classroom T	_	1101	/110	

Classroom Totals

1191

Merwin Elementary School

Room #	Sq Ft	Fire Code	COVID	NOTES
Main Office				
MPR	2166	108		
LMC	2270	113		
Restroom #1	288	N/A		
Restroom#2	324	N/A		
Restroom#3	288	N/A		
1	1027	49	15	Large amount of material in room
2	1027	49	15	
3	850	40	12	
4	910	43	13	
5	910	43	13	
6	850	40	12	
7	850	40	12	
8	910	43	13	
9	910	43	13	
10	850	40	12	
11	850	40	12	
12	910	43	13	
13	910	43	13	
14	850	40	12	
15	850	40	12	Kid's Korner
16	910	43	13	Kid's Korner
17	910	43	13	
18	850	40	12	
19	836	39	17	Kid's Korner
20	342	15	4	
21	836	39	17	
22	874	41	17	
23	874	41	17	Kid's Korner
24	874	41	17	
25	874	41	17	
26	897	42	15	

Classroom Totals

1065

Mesa Elementary School

Room #	Sq Ft	Fire Code	COVID	NOTES
Main Office				
LMC	2270	113		
MPR	1950	97		
Restroom #1	342	N/A		
Restroom#2	342	N/A		
Restroom#3	269	N/A		
K-1	1044	50	15	Large amount of material in room
K-2	1044	50	15	Large amount of material in room
K-3	940	45	18	Large amount of material in room
K-4	836	39	15	Large amount of material in room
1	729	34	12	
2	756	35	12	
4	812	38	17	
5	812	38	17	
6	812	38	17	
7	812	38	17	
8	814	38	17	
9	814	38	17	Large amount of material in room
10	814	38	17	
11	814	38	17	
12	851	40	17	
13	851	40	17	
14A	851	40	17	
14B	851	40	17	
15	784	37	17	
16	784	37	17	
17	784	37	17	
18	784	37	17	
19	784	37	17	
20	784	37	17	
21	784	37	17	
22	784	37	17	
23	756	35	17	Large amount of material in room
24	756	35	17	
25	756	35	17	
26	798	38	17	
27	784	37	17	
28	784	37	16	
29	897	42	17	
30	798	38	17	
31	798	38	17	
32	682	32	10	

Classroom Totals

1381

Rowland Elementary School

Room #	Sq Ft	Fire Code	COVID	NOTES
Main Office				
MPR	4343	217		
LMC	2270	113		
Restroom #1	314	N/A		
Restroom #2	314	N/A		
Restroom#3	314	N/A		
K-1	1008	48	20	
K-2	1008	48	20	
3	798	38	20	
4	798	38	18	Large amount of material in room
5	798	38	18	Large amount of material in room
6	784	37	17	Staff meeting room
7	784	37	17	
8	784	37	20	
9	784	37	16	
10	784	37	20	
11	798	38	18	
12	784	37	20	
13	784	37	20	
14	784	37	16	Teacher work room
15	784	37	18	Large amount of material in room
16	784	37	20	
17	784	37	18	Large amount of material in room
18	784	37	20	
19	784	37	20	
20	784	37	20	
21	784	37	20	
22	784	37	18	
23	784	37	17	Large amount of material in room
24	836	39	17	
25	836	39	17	Music
26	836	39	17	Storage
27	836	39	17	
28	874	41	17	Large amount of material in room
29	798	38	18	
30	798	38	18	
31	722	34	12	
32	518	24	15	

Classroom Totals 1203 579

Workman Elementary School

Room #	Sq Ft	Fire Code	COVID	NOTES
Main Office				
MPR	2600	130		
LMC	2270	113		
Restroom #1	222	N/A		
Restroom#2	222	N/A		
Restroom#3	222	N/A		
1	1120	54	20	
2	1120	54	20	
3	980	47	17	
4	784	37	18	
5	784	37	16	Large amount of material in room
6	784	37	18	
7	756	35	13	
8	756	35	17	Storage
9	784	37	16	Large amount of material in room
10	784	37	16	Large amount of material in room
11	784	37	18	
12	784	37	18	
13	784	37	18	
14	784	37	18	
15	784	37	18	
16	784	37	18	
17	784	37	12	P.T.A.
18	812	38	18	
19	812	38	18	
20	812	38	18	
21	812	38	18	
22	812	38	18	
23	812	38	18	
24	798	38	17	
25	798	38	17	
26	836	39	17	
27	836	39	17	28
28	798	38	17	Kid's Korner
29	798	38	17	TSS workroom
30	798	38	17	storage
31	798	38	16	Large amount of material in room

Classroom Totals 1199 534

Room #	Sq Ft	Fire Code	COVID	NOTES
Main Office				
MPR				
Computer Lab	912	45		
Library	2888	144		
Boys Restroom #1	126	N/A		
Girls Restroom#1	140	N/A		
Boys Restroom#2	145	N/A		
Girls Restroom#2	84	N/A		
Boys Restroom#3	140	N/A		
Girls Restroom #3	130	N/A		
1	899	43	15	
2	899	43	20	
3	899	43	16	
4	899	43	20	
5	899	43	20	
6	899	43	20	
7	899	43	20	
8	899	43	20	
9	897	42	17	
10	897	42	17	
11	897	42	17	
13	897	42	17	
14	897	42	17	
15	859	41	17	Teachers Lounge
16	897	42	16	
17	897	42	17	
18	897	42	17	
19	899	43	20	
20	899	43	20	
21	899	43	20	
22	899	43	20	
23	1247	60	0	Parent Resources
24	899	43	19	
25	899	43	14	
26	899	43	14	
27	1394	67	25	
28	899	43	19	
29	899	43	20	
30	899	43	20	
31	1508	73	0	Fitness

Room #	Sq Ft	Fire Code	COVID	NOTES
32	899	43	18	
33	899	43	0	Workout Room
34	899	43	0	ASB
35	1102	53	20	
36	899	43	17	
37	899	43	17	
38	897	42	17	
39	897	42	17	
40	897	42	17	
41	897	42	17	
42	897	42	17	Storage
43	897	42	17	AVID
44	897	42	17	
45	897	42	17	
46	897	42	17	
47	897	42	17	
48	897	42	17	
49	897	42	17	
50	897	42	17	

Classroom Totals

2164

Room #	Sq Ft	Fire Code	COVID	NOTES
Main Office				
Cafeteria/MPR	2296	115		
LMC	4230	212		
E/W Science	3444	172	42	
Music	1612	81	20	
Science Lab	2064	103	24	
Boys Restroom #1	130	N/A	2	
Girls Restroom #1	130	N/A	2	
Boys Restroom #2	240	N/A	3	
Girls Restroom #2	240	N/A	3	
Boys Restroom PE	130	N/A	2	
Girls Restroom #3	130	N/A	2	
1	714	33	16	
2	714	33	16	
3	714	33	16	
4	714	33	16	
5	714	33	16	
6	714	33	16	
7	714	33	16	
8	714	33	16	
9	714	33	16	
10	714	33	16	
11	714	33	16	
12	714	33	16	
13	714	33	16	
14	714	33	16	
15	714	33	16	
16	714	33	16	
17	714	33	16	
18	714	33	16	
19	714	33	16	
20	714	33	16	
21	897	42	17	
22	897	42	17	
23	897	42	17	
24	897	42	17	
25	897	42	17	
26	897	42	17	
27	897	42	17	
28	897	42	17	

Room #	Sq Ft	Fire Code	COVID	NOTES
29	897	42	17	
30	897	42	17	Vi-
31	897	42	17	
32	897	42	17	
33	897	42	17	
34	897	42	17	
35	897	42	17	
36	897	42	17	
37	897	42	15	
38	897	42	10	
39	897	42	17	
40	897	42	17	
41	897	42	17	
42	897	42	17	
48	897	42	20	
49	897	42	20	
50	897	42	20	
51	897	42	20	
52	897	42	20	
53	897	42	20	

Classroom Totals 1855 805

		aweek Mi			a de la constante de la consta
Room #	Sq Ft	Fire Code	COVID	NO	TES
Main Office					
Cafeteria/MPR	3520				
Boys Restroom #1	168	N/A	2		
Girls Restroom #1	204	N/A	2		
Boys Restroom #2	84	N/A	1		
Girls Restroom #2	84	N/A	1		
Boys Restroom #3	84	N/A	1		
Girls Restroom #3	84	N/A	1		
Boys Restroom #3	130	N/A	2		
Girls Restroom #3	130	N/A	2		
3	899	43	20		
4	899	43	20		
5	899	43	20		
6	899	43	20		
7	1479	72	27		
8	899	43	14		
9	899	43	14		
10	899	43	16		
11	899	43	20		
12	1363	66	24		
13	899	43	16		
14	899	43	20		
15	899	43	20		
16	899	43	18		
17	1247	60	30		
18	899	43	20		
19	899	43	20		
20	899	43	20		
21	899	43	20		
22	899	43	20		
23	899	43	20		
24	899	43	20		
25	899	43	20		
26	899	43	20		
29	1305	63	12	Music	
32	3000	148	0	Fitness	
33	897	42	17		
34	897	42	17		
35	897	42	17		
36	897	42	17		
	00,	14-			

Room #	Sq Ft	Fire Code	COVID	NOTES
37	897	42	17	
38	897	42	17	
39	897	42	17	
40	897	42	17	
41	897	42	17	PTA
42	897	42	17	
48	897	42	17	
49	897	42	17	
50	897	42	17	
51	960	46	17	Offices

Classroom Totals 1899 729

	Co	vina High	School	
Room #	Sq Ft	Fire Code	COVID	NOTES
Admin				
Library	3160		94	
ibrary Career Cnt	725		12	
ibrary D-2	783		8	
afeteria/MPR	3408			
afé/Teachers Lounge	575			
Sym	9405			
eam Rm North	153			
eam Rm South	266			
B-1	625	29	12	
B-2	1044	50	18	
B-3	1044	50	16	
B-4	1044	50	20	
B-6	1044	50	18	
B-7	1044	50	16	
B-8	729	34	16	
C-1	1150	55	24	
C-2	725	34	12	
C-3	1222	59	24	
C-4	1170	56	18	
C-5	754	35	16	
C-6	754	35	12	
C-8	754	35	12	
E-2	970	46	15	
E-4	1404	68	35	
E-6	1634	- CONTROL	30	
G-1	783	37	11	
G-2	783	37	14	
G-3	783	37	13	
G-4	783	37	14	
G-5	783	37	15	
G-6	667	31	14	
G-7	783	37	15	
G-8	667	31	11	
G-9	783	37	15	
G-10	667	31	13	
G-11	897	42	17	
G-12	897	42	16	V/1
G-13	897	42	16	
H-1	783	37	16	
H-2	783	37	13	

	Co	vina High	School	
Room #	Sq Ft	Fire Code	COVID	NOTES
H-3	783	37	14	
H-4	783	37	16	
H-5	783	37	15	
H-6	783	37	14	
H-7	783	37	14	
H-8	783	37	16	
H-9	783	37	16	
H-10	783	37	16	
M-1	783	37	16	
M-2	440	20	14	
M-3	896	42	19	
M-4	896	42	18	
M-5	680	32	16	
M-6	680	32	16	
N-1	1989	97	48	
N-2	1634	79	30	
N-3	2851	140	60	
N-4	1044	50	16	
N-6	1296	62	12	
N-8	1178	57	20	
P-Common Rm	336	14	4	
P-1	924	44	8	
P-2	1080	52	0	Filled w/ theater props
P-3	696	32	8	
P-4	672	31	0	Filled w/ Old Chairs
P-5	837	39	13	
P-6	672	31	16	
P-30	1891	92	46	Theater
Q-Common Rm	286	12	6	
Q-2	540	25	9	
Q-30	1500	73	30	

Classroom Totals 2795 1073

Fairvalley / ATP

Room #	Sq Ft	Fire Code	COVID	NOTES
FV Café/MPR	2501		54	
FV Comp Lab	936	44	18	
FV LMC	1120	54	15	
FV-1	812	38	16	
FV-2	812	38	16	
FV-3	812	38	16	
FV-4	812	38	16	
FV-5	812	38	16	
FV-6	812	38	16	
FV-7	812	38	16	
FV-8	812	38	16	
FV-9	777	36	15	
FV-10	777	36	15	
FV-12	897	42	17	
FV-13	324	14	6	
ATP-14	868	41	10	
ATP-15	868	41	12	
ATP-16	868	41	17	
ATP-17	769	36	17	
ATP-18	868	41	16	
ATP-19	868	41	16	
ATP-20	868	41	16	
ATP-21	868	41	16	
ATP Conf Rm	420	19	10	
ATP Portable	734	34	6	

Classroom Totals 696 269

Room #	Sa Et	Fire Code	COVID	NOTES
Admin	Jant	THE COUC	20010	
Library				
Café-Teachers Lounge	676	31	20	
Café/MPR	4588	227	100	
Gym	9504	473	238	
Weight Room	3168	156	35	
B-1	1484	72	16	
B-2	1073	51	12	
B-3	476	21	6	
B-4	980	47	18	
B-5	323	14	4	
B-7	986	47	20	
B-8	1566	76	44	
C-1	783	37	12	
C-2	783	37	12	
C-3	783	37	12	
C-4	783	37	12	
C-5	783	37	12	
C-6	783	37	12	
C-7	783	37	12	
C-8	783	37	12	
C-9	783	37	12	
C-10	783	37	12	
D-1	783	37	15	
D-2	783	37	14	
D-3	899	43	9	
D-4	924	44	17	
D-5	119	4	16	
D-6	1189	57	16	
E-1	2028	99	12	Wood Shop
E-2	1131	54	16	
E-3	874	41	23	
E-4	667	31	6	Fitness Room
E-5	874	41	19	
E-6	1786	87	48	Wrestling
E-7	1053	50	16	
E-8	1786	87	48	Wrestling
F-1	644	30	13	
F-2	1400	68	10	
F-3	644	30	27	
F-4	1344	65	27	

	Non	thview Hi	gn Scho	001
Room #	Sq Ft	Fire Code	COVID	NOTES
F-5	644	30	15	
F-6	700	33	16	
F-7	667	31	15	
F-9	1044	50	18	
M-2	750	35	16	
M-4	1365	66	24	
M-6	1462	71	24	
N-3	1891	92	53	
N-4	540	25	10	
N-5	650	30	12	
N-6	550	25	14	
N-7	550	25	10	
N-8	520	24	12	
N-9	540	25	12	
N-10	364	16	6	
P-3	897	42	16	
P-4	897	42	19	
P-5	897	42	18	
P-6	897	42	18	
P-7	897	42	15	
P-8	897	42	15	
P-9	897	42	15	
P-10	897	42	15	

Classroom Totals 2514 980

Room #	Sq Ft	Fire Code	COVID	NOTES
Admin	1 34.1	1.110		
Library				
Cafeteria/MPR	4446	222	70	
Café-Teachers Lounge	437	22	23	
Gym	9401	470	257	
Gym Team Rm (N)	220	11	8	
Gym Team Rm (S)	220	11	8	
Old Student Store	435	22	15	
Student Union-Main	4491	225	124	
S/Union ASB	800	40	12	
S/Union ASB Office	220	11	3	
S/Union Classroom	600	30	15	
S/Union Storage-Cart	750	38	22	
S/Union Rm R	154	8	5	
S/Union Rm C	154	8	5	
S/Union Rm L	154	8	5	
S/Union ASB Dir Office	135	7	3	
Student Store		0		Unable to access
Theater	3225	161	89	
100	1092	52	16	
102	1092	52	16	
103	1125	54	18	
105	1125	54	16	
106	1092	52	16	
108	1092	52	13	
110	952	45	22	
114	1080	52	10	
118	952	45	24	
121	1488	72	40	Theater Dressing Rm
122	1457	70	39	Dance Room
150	1092	52	16	
151	1092	52	16	
152	1152	55	16	
153	1125	54	13	
154	1092	52	16	
155	1092	52	16	
156	952	45	22	
157	1080	52	20	
158	952	45	22	
159	784	37	15	
160	754	35	16	

Room #	Sq Ft	Fire Code	COVID	NOTES
161	750	35	17	
162	442	20	11	
163	416	18	12	
164	783	37	20	
165	840	40	20	
201	836	39	17	
202	798	38	17	
203	798	38	17	
251	1292	62	20	
252	798	38	14	
253	798	38	14	
300	1628	79	24	Lecture Hall
302	625	29	10	Les veri en l'uni
303	754	35	16	
304	460	21	17	
305	800	38	11	
306	950	45	16	
307	567	26	16	
308	840	40	18	
421	759	36	20	
422	957	45	16	
423	3182	157	39	Weight Room (East
423	1457	70	32	Weight Room (West
425	825	39	15	Troight thou (troo
426	825	39	15	
427	825	39	15	
540	930	44	8	
542	900	43	10	
632	1260	61	34	
634	725	34	8	
634	165	6	4	Conference Rm
634	210	8	2	Lab
635	495	22	8	
637	570	26	10	
700	1325	64	25	Band Room
700	1170	56	32	Wrestling
714	782	37	21	9
715	1400	68	4	
716	540	25	9	
717	276	11	4	
718	276	11	4	

Room #	Sq Ft	Fire Code	COVID	NOTES
719	700	33	9	
801	897	42	20	
802	897	42	19	
803	897	42	20	
804	897	42	20	
805	897	42	20	
806	897	42	20	
807	897	42	21	
808	897	42	20	
809	897	42	20	
810	897	42	20	
811	897	42	20	
812	897	42	20	
813	897	42	20	
814	897	42	20	
815	897	42	20	
816	897	42	8	Fitness Rm
817	897	42	20	Choir
920	858	41	20	
921	858	41	20	
922	858	41	18	
923	858	41	18	
924	858	41	18	
925	858	41	18	
926	858	41	18	

Classroom Totals 3824 1527

APPENDIX 16





COVID-19 Transportation Procedures & Protocols

Safety continues to be our top priority, as does the health and well-being of our team members and passengers alike. Since the beginning of the pandemic, we have closely monitored information provided by the Los Angeles County Department of Public Health (LACDPH), California Department of Public Health (CDPH), California Department of Education (CDE), and the Center for Disease Control (CDC) to adapt our operations to prevent the spread of COVID-19. We have created new safety procedures and protocols that will continue to evolve as needed based on the fluid conditions. Below are details regarding our new safety measures that have been put into place to protect our students and drivers.

Screening of Bus Drivers

To help prevent the spread of illness, and be consistent with LACDPH recommendations, all bus drivers and staff will be screened for COVID-19 symptoms daily prior to the start of their first shift.

- Before beginning a shift, the bus driver's body temperature will be taken using a non-contact thermometer and ask questions to determine if there are any symptoms of COVID-19.
- If a bus driver's temperature is 100.4 or higher, or if the bus driver is experiencing any other symptoms of COVID-19, they will be sent home.
- If a bus driver tests positive for COVID-19, local and state guidelines for self-quarantining shall be followed.
- After completion of isolation or quarantine according to Health Officer orders¹,
 staff can return to work and resume usual activities.



¹ http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/reopening_K12schools.pdf

Personal Protective Equipment (PPE)

Based on local guidance from the Los Angeles Department of Public Health (LACDPH), disposable facemasks will be provided for bus drivers and require their use in the workplace, including when interacting with students on and around the bus. When the vehicle is in motion, drivers may only wear masks if it does not present a safety issue to the driver. If wearing a mask when driving results in fogging of glasses, difficulty breathing, or any other safety issue, the mask shall be removed. When the vehicle stops for loading or unloading of children, or when it is necessary for the driver to interact with children, such as while addressing student management, masks shall be worn.

Social Distancing on Busses

To help protect everyone's safety, at a minimum, the first bench directly behind the bus driver will remain vacant to create social distance between the driver and the passengers when the bus is in motion.

- Students will be seated one to a bench
- Students will be seated, starting from the rear of the bus forward. If there is any safety concern with a student, we will work with the student's IEP team to determine the safest manner of transportation for the student.
- Afternoon routes will load students based on the order in which students will be dropped off. Students who get off first will board last and sit in the front.
- There will be assigned seating prior to the start of the school year to help curtail the spread of germs in the bus. Students who live in the same household and are attending the same school may sit together.
- In accordance with LACDPH guidance and the school reopening protocols, students who are two years of age or older are strongly encouraged to wear a cloth face mask while being transported to and from school.
 - Persons younger than two years old, anyone who has trouble breathing, anyone
 who is unconscious or incapacitated, and anyone who is otherwise unable to
 remove the face covering without assistance are exempt from wearing a face
 covering. ²

² Covid-19 Industry Guidance. (2020). Retrieved 2020, from https://files.covid19.ca.gov/pdf/guidanceschools.pdf

Student Health Screening

All parents are expected to self-screen themselves and their children before being loaded on the bus. Any student who is sick, feeling any of the symptoms below, or may have been in **close contact** with a person with COVID-19 should stay home and contact should be made to the school/district and the SELPA.

Symptoms

- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees
 Fahrenheit
- Loss of taste or smell
- Cough
- · Difficulty breathing
- Shortness of breath
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

Passenger Screening

All passengers upon entering the bus will be screened in accordance with local guidelines. This screening will consist of taking body temperature with a non-contact thermometer as well as asking students or parents whether the passenger is experiencing any symptoms related to COVID19. The passenger's temperature will only be used to confirm the temperature does not

exceed the Los Angeles County Department of Public Health (LACDPH) guidance of >100.4, meaning it is safe for the passenger to be transported.

Cleaning and Disinfecting

As we start the school year, all staff will be provided time to disinfect their vehicles twice a day; once after the AM route and again after the PM route. In addition, antibacterial cleaning supplies will be provided to enable spot cleaning of any surface that becomes contaminated during the route. If a driver or student on a bus has tested positive for the virus, that vehicle will be taken out of service for a minimum of 24 hours prior to disinfecting it and putting it back into service.

If students are sick or experiencing COVID-19 symptoms, they should stay at home and communication should be made to the school/district and the SELPA. We appreciate your partnership and commitment to maintaining safe transportation services for all students.





Contact

SELPA Transportation Line (626)966-1679 (Monday - Friday 6:30 A.M - 4:30 P.M)

Durham Dispatch (626) 571-2486 Option #5 (Monday - Friday 6:00 A.M - 6:00 P.M)

APPENDIX 17



COVINA-VALLEY UNIFIED SCHOOL DISTRICT

Maintenance, Operations, Facilities & Transportation

School Bus Disinfecting Checklist

Site:	Date:
Room/ Space:	Custodian:
Signature:	

	YES	NO	N/A
1) Ensure ventilation of the bus while cleaning and disinfecting			
Open doors			
Open Windows			
	YES	NO	N/A
2) Wear any necessary personal protective equipment			
Mask			
Protective Gloves			
Other			
	YES	NO	N/A
3) EPA recommended and approved cleaners and disinfectants listed below are safe to use on bus surfaces. Carefully read the label. These instructions are not suggestions, they must be followed in order to kill germs that cause viruses.			
70% isopropyl alcohol			
Genlab ® All Purpose Cleaner			
Lysol® Brand All Purpose Cleaner			
Lemoncide® (Diluted)			
Other			
	YES	NO	N/A
4) Safety Data Sheet (SDS) are available and on file			
	YES	NO	N/A
5) Remove debris, clean visible dirt and sweep bus if needed			
	YES	NO	N/A
6) Social distancing and COVID19/Virus information signs are visible to riders			
	YES	NO	N/A
7) Hand sanitizer dispenser in place at entry			
Operational			
Fully Stocked			
	YES	NO	N/A
8) Clean and disinfect windows and windshield / Use hand sprayer and microfiber cloth if applicable. Fogger may be used if no visible signs of dirt, debris, etc.			
Glass			
		1	

Latches			
Frame			
Ledge			
	YES	NO	N/A
9) Disinfect driver's high-touch areas. Do not spray chemicals directly onto electronics.			
Spray agents onto a microfiber cloth, then wipe.			
Glass			
Dashboard controls			
Shift knob			
Door handles			
Hand holds			
Radio/Two-way radio			
Seat belt			
Handheld stop sign			
Other			
	YES	NO	N/A
10) Disinfect student/riders high-touch areas. Fogger can be used for the following:			
Door frame, glass and seal			
Handrails and stanchions (poles)			
Seat cushion and seat back			
Back of seat in front of student			
Top and sides of seat			
Seat belt and buckle			
Car seat if present			
Emergency exit door, frame and handle			
	YES	NO	N/A
11) Disinfect wheelchair access area			
Tie downs			
Shoulder restraints			
Lift railings			
Lift safety belt			
Lift cover			
Lift controls			

APPENDIX 18

Covina-Valley Unified School District

District/Site Work Protocols

- All employees must self-screen at home for illness. If an employee has any sign of illness including temperature and/or frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, the recent loss of taste or smell, or if they or someone they live with has been diagnosed with COVID-19 they must contact their direct supervisor and/or Personnel Department.
- All employees are encouraged to frequently wash their hands with soap and water, including scrubbing with soap for 20 seconds or using hand sanitizer when employees are unable to access a hand washing station. Hand sanitizing stations and/or hand sanitizer will be provided at entries and throughout buildings.
- Cloth face coverings and/or face shields are available for all employees.
- Facial coverings are required when interacting with fellow staff members or the general public. Employees must wear facial coverings at work, in offices or vehicles during related travel with others. Face coverings must not be shared. Face coverings may be removed when working in an area (desk or field) with a minimum of six-foot distance from other employees or in a private office alone. Employees should wash or sanitize their hands before and after using or adjusting face coverings. Employees should avoid touching their eyes, nose, and mouth. Face coverings should be washed daily.
- Disposable gloves are available for employees who handle commonly touched items.
- Avoid sharing phones, other work supplies, or office equipment wherever possible.
- Where such items must be shared, disinfect with a cleaner appropriate for the surface between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared workstations, etc.
- Employees must follow physical distancing in common areas such as the employee lounge, hallways, and restrooms.
- Follow the established protocols on all signage throughout the District.
- Follow the established directional hallways and passageways for foot traffic.
- Follow the designated separate routes for entry and exit into office spaces to help maintain social distancing and lessen the instances of people closely passing each other.

District Office Lobby/School Site Main Office

- Reception area doors will remain Locked.
- Hand sanitizer/stations will be available at each building entry door.
- Plexiglass barriers are placed in all areas as deemed necessary.
- All entryways/hallways are one way only with arrows/signs posted.
- Copy rooms should not be used as gathering areas.
- For access to all District/School site offices, you must enter through the main door only.
- Shared offices are reconfigured or moved, as deemed necessary, to ensure proper social distancing.
- Mailroom and Warehouse will accept direct delivery through their main door only. All health and safety protocols must be followed by employees as well as contractors and outside vendors.

Visitors at District/Site Office

- The District Office lobby/school site main office doors will be closed.
- As of July 1, 2020 the District Office will be open to the public by appointment only, to the extent possible. School site offices will be open to the public as of August 3, 2020 by appointment only to the extent possible.
- Only one visitor will be allowed in the lobby/main office at a time. Signage will be posted.
- Social distancing will be marked along the outside walkway.
- Facial coverings will be required for all visitors.
- Hand sanitizer/sanitizing stations will be available at all entrances.
- Signage will be posted about no entry if COVID-19 symptoms exist.
- Furniture will be removed or be made otherwise unavailable.
- All books, flyers, magazines, etc., to be removed from the lobby.
- District Office/School site visitors to departments try to conduct business through email/phone calls to avoid in-person meetings when possible
- If in-person contact cannot be avoided, please set up appointments only or socially distant interactions in the District Office Lobby/School Site Main Office.
- COVID-19 screening and sign in procedure are as follows:
 - o Fill out COVID-19 Visitor Screening Form (screening form attached).
 - Have temperature taken
 - Provide Visitor sticker indicating clearance to be on District Office facility
 - Call department of said visit for direction.
- Back (north side) lobby doors are to remain closed. Entry will be by south side entrance only.

Copy Machine/Equipment Protocol

- Cleaning materials will be available to wipe items down in all common use areas (copy machine, work room, break rooms, rest areas, etc.) before and after use. (Door handles, copy machines, coffee pots, laminators, light switches, etc.).
- Copy rooms should not be used as a common gathering area.

Employee Lounge Protocols

- Tables and chairs will be organized to allow for proper social distancing.
- Social distance protocols should be followed at all times (6ft distance between each individual) in the lounge.
- Cleaning materials will be provided for wiping down appliances, tables, etc.
- Users must wipe down tables, water cooler, microwave, coffee pots, refrigerator after use (follow protocols on signage)

Restroom Protocols

- One person at a time in restroom.
- Lock or notification signage will be put in place.
- Student Services restrooms will be open to public at the District Office.

DAILY GUIDELINES FOR NUTRITION SERVICES OPERATION

Upon Arrival

- Wellness Check (if you're feeling sick, stay home. If an employee appears not well, we will send them home.)
- Employee temperature check (send home if at or above 100.4 per LADPH)
- Employee confirms with supervisor home symptom check has been conducted according to district guidelines
- Hair needs to be pulled back
- Wash hands following safe food handling guidelines
- Wear gloves
- Wear plastic apron (food production and assembly)
- Wear a clean mask or personal face cover
- Shields should be worn by employees who are in frequent traffic areas or when less than 6 feet proximity with other employees
- Review work assignment for the day

Every 30 Minutes

- Change gloves, apron, wash hands and sanitize work table
- Items may be changed or cleaned more frequently as necessary

Meal Assembly Station

- No more than 10 employees working in any given area
- Each meal assembly station is at least 6 feet of distance between each other.

 One floor manager and up to two employees are assigned to exclusively restock. This limits cross-contamination. One manager oversees the floor to ensure social distancing.

Meal Distribution Area

- No more than 10 individuals working in any given area
- Combination of NS employees and District support staff to assist with distributing meals
- Each distribution station will be marked with markers to designate 6 feet of distance between each employee.
- One floor manager oversees the floor to ensure physical distancing, proper sanitation, and addresses parent concerns.

Vendors

- Always maintain at least 6 feet physical distance
- Drivers may prefer you use your own writing tool to sign invoices
- Will receive a copy of district safety procedures
- Vendors will provide a copy of their company safety procedures

PLEASE PRACTICE PHYSICAL DISTANCING AT ALL TIMES.

MAINTAIN AT LEAST 6 FEET BETWEEN

YOU AND OTHERS.

	Week One	Week Two	
Breakfast			
Grades K-12	Cold Cereal w/ String Cheese	Benefit Bar	
	Concha	Cold Cereal w/ String Cheese	
Weekly	Pancake Wrap	Cinnamon Roll	
Requirements	Pizzanada	Sunrise Sandwich	
Grains- 9-10	Apple Bar	Apple Chewy Bar	
Fruit- 2 ½ cups (5)			
Milk -5 cups	8 oz Apple Juice	8 oz Orange Juice	
Willix o cups	Raisins,	Raisins	
Waiver for ½ cup fruit	Canned Peaches	Canned Peaches	
every day	Carried Feaches	Carificul Feaches	
every day	40 oz Milk (5 each)	40 oz Milk (5 each)	
Lunch	40 02 Willik (0 Cdoll)	40 02 Willik (0 cdoll)	
Weekly	BBQ Rib Sandwich	BBQ Roast Chicken	
		Chips	
Requirements	Chicken Patty Sandwich	·	
Grades K-8	Chicken Nuggets & Corn	Mashed Potato Cup	
Grains- 8-9	Mac & Cheese	Chili Cheese Dog	
Meat/MA- 8-9	Meatballs & Mashed Potatoes	Hamburger	
Fruit- 2 ½ cup		Pepperoni Pizza	
Veg 2 ½ cup (3 ¾)	Cheez-Its	Teriyaki Chicken & Rice	
Milk -5 cups	Chips		
·	Scooby-Doo	Goldfish Crackers	
Waiver for only ½ cup			
vegetable a day and only	Fresh Apple	Fresh Apple	
dark green and starchy	Banana	Banana	
subgroup	Mixed Fruit Cup	Mixed Fruit Cup	
Sabgroup			
O	Lg Green Salad	Lg Green Salad	
Grades 9-12	Baby Carrot Bags	Baby Carrot Bags	
Grains-10-12	Cucumber	Cucumber	
Meat/MA-10-12	Odddiffbei	Gucumber	
Fruit- 2 ½ cup (5)			
Veg- 2 ½ cup (5)	40 oz Milk (F ocob)	40 oz Milk (F ocob)	
Milk -5 cups	40 oz Milk (5 each)	40 oz Milk (5 each)	
Waiver for only ½ cup			
fruit and vegetable for HS			
Supper			
Weekly	Beef Taco Stix	Bean & Cheese Burrito	
Requirements	Ham & Cheese Stackers	Corn Dog	
Grades K-12	Taconada	Max Stix	
	Peanut Butter & Jelly Sandwich	Turkey Ham Sandwich	
Grains-5	Sunflower Seeds	Yogurt & String Cheese, Scooby-Doo	
Meat/MA-10	Yogurt & String Cheese, Scooby-Doo		
Fruit-1 1/4	- gg		
Veg- 2 ½ cup	1 Fresh Fruit	1 Fresh Fruit	
	Craisins	Craisins	
Milk -5 cups	Applesauce	Applesauce	
	Applesauce	Applesauce	
	Cool Tropies Very Inice 3/	Cool Transac Van Ivias 3/ sun	
	Cool Tropics Veg Juice-¾ cup	Cool Tropics Veg Juice-¾ cup	
	Veggie Bag-½ cup	Veggie Bag-½ cup	
	Tater Tots- 1½ cup	Tater Tots- 1½ cup	
		40 oz Milk (5 each)	
	40 oz Milk (5 each)		

Novel Coronavirus (COVID-19) C-VUSD Visitor Screening For All Non C-VUSD Staff & Students

All documentation related to the health screening and measurement of body temperature are medical records and must comply with all regulations related to the confidentiality, handling and maintaining of medical records.

Individuals should be sent home immediately if they report any symptoms, have an elevated body temp (greater than or equal to 100.4°F or 38°C) or have had contact with a person with COVID-19 in the previous 14 days.

Name:			Title (check one): □ Parent □ Visitor □ Contractor/Vendor Company Name:			
Site/Location:	Screening Conducted by:		_	Other: ate:	Time:	
I. Verbal Screening						
IN THE PAST 24 HOURS OR 10 DAYS, HAVE YOU EXPERIENCED:						
□ Fever or Chills	□ Cough	□ Fatigue		□ Muscle or body aches		
□ Headache	□ Sore throat	□ Diarrhea		□ Nausea or Vomiting		
□ Loss or taste or smell	□ Congestion	□ Runny no	ose Shortness of breath or difficulty breathing		eath or difficulty breathing	
IN THE PAST 24 HOURS OR 14 DAYS, HAVE YOU:						
Had close contact with an individual diagnosed with COVID-19? □ Yes □ No						
Been caring for someone who is ill or diagnosed with COVID-19? □ Yes □ No						
Traveled internationally or domestically? Yes No						
II. Screening						
Is temperature above normal ? (98.6) □ Yes □ No Recorded Temperature:						
III. Conclusion						
 If the individual has no symptoms and no contact to a known or suspected COVID-19 case in the last 14 days they can be cleared to enter a District Site/Facility. If the individual is showing symptoms or has had contact to a known or suspected COVID-19 case in the last 14 days, they should be sent home immediately and asked to contact a healthcare provider. Check One: Individual cleared to enter a District Site/Facility Individual not cleared to enter a District Site/Facility By signing below, I consent to filling out this questionnaire and have my temperature taken each time I enter a District or school facility. 						
SIGNATURE:			DATE:			

Novel Coronavirus (COVID-19) C-VUSD Visitor Screening For All Non C-VUSD Staff & Students

Symptom screening of visitors is part of C-VUSD's strategy to limit the spread of COVID-19 at all District site facilities. Please note that symptom screening can also be done remotely or through other methods that may be more appropriate and convenient based on the type of work being done and for the specific work environment.

Screening protocols:

- The screening area can maintain privacy and confidentiality of the person being screened;
- The screener and person being screened must wear a face covering and maintain six feet of physical distance during the entire screening process;
- The screener uses gloves and ensures proper hand hygiene (soap and water or hand sanitizer with at least 60% alcohol) prior to, and after, each screening if there is any physical contact or exchange of documents;
- Screeners are properly trained in the use and cleaning of the thermometers if onsite temperature measurement is done. Cleaning should be done after each use if the thermometer requires contact with the employee (non-contact thermometers should be used preferentially).

<u>IMPORTANT CONFIDENTIALITY NOTE:</u> All documentation related to the health screening and measurement of body temperature are medical records and must comply with all regulations related to the confidentiality, handling and maintaining of medical records.

An individual should be sent home immediately if they report any symptoms, have an elevated body temp (greater than or equal to 100.4°F or 38°C) or have had contact with a person with COVID-19 in the previous 14 days.

Novel Coronavirus (COVID-19)

C-VUSD Visitor COVID-19 Screening Processes/Protocols

Covina-Valley Unified School District makes student and staff safety our number one priority for the well-being of all. To ensure the safety and security of all, we expect all visitors (volunteers, contractors and/or vendors) to follow all Federal, State and local guidelines with regards to COVID-19 prior to entering any District/school facility. This includes complying with all mandated Personal Protective Equipment (PPE) requirements which include (but are not limited to) wearing cloth face covers. We also expect the following by all: to frequently wash their hands and/or use hand sanitizer; follow the social distancing guidelines; wash their face coverings daily. In addition, we expect all visitors to self-screen and temperature check prior to entering any District/school facility. (Please refer to the Covina-Valley COVID-19 Containment, Response, and Control Plan for further information)

If any of the following conditions apply, visitors will not be allowed onto any District/school facility:

- I am experiencing one or more of the COVID-like symptoms: fever over 100.4*, chills, cough, sore throat, diarrhea, fatigue, headache, muscle or body aches, loss of taste or smell, nausea, vomiting, or shortness of breath.
 - (*If my temperature is over 100.4, I will not be allowed to enter any District facility and will be asked to not return until I am symptom-free for 48 hours with medical release.)
- I am diagnosed with COVID-19 or deemed contagious by state or local public health authorities.
- I have been exposed to someone with a suspected and/or confirmed case of COVID-19.
- I suspect I may have COVID-19 or am caring for a family member diagnosed with COVID-19.
- I have traveled internationally or to a highly impacted area of the United States within the last 14 days.

When you are entering a District or school facility, you can expect the following:

- 1. Wearing a cloth face covering
- 2. Practicing social distancing
- 3. A COVID-19 screening questionnaire that must be filled out prior to entering
- 4. Temperature Check
- 5. Identification Check through Raptor

We appreciate your understanding and support in keeping our students, staff, schools and District a safe and healthy educational environment.

ease help when you need it

Free confidential help for

- Family Troubles
- Emotional Distress
- Drug/Alcohol Problems
- Job Stress

1-800-882-1341



Employee Assistance Service for Education 8345 Firestone Blvd., #205 Downey, CA 90241 Phone: (562) 922-6683 www.lacoe.edu/ease

A service of the Los Angeles County Office of Education and member school districts

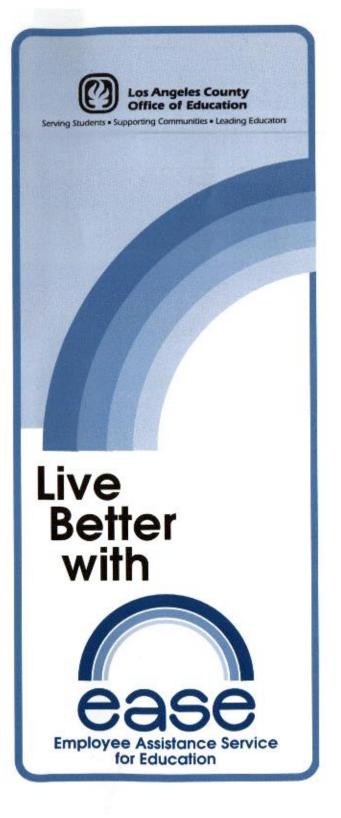


Serving Students * Supporting Communities * Leading Educators

9300 Imperial Highway Downey, California 90242-2890 Phone: (562) 922-6111 www.lacoe.edu

Arturo Delgado, Ed.D., superintendent

Prepared by LACOE Communications



ease:

your source of assistance in times of trouble

Strength is the courage to reach out.

Let our Counselors help.

ease is there for you

Personal problems getting you down?
Interfering with your work? **ease**counselors will discuss your problem with
you, help you find new ways of dealing
with it and support your steps toward
resolving it.

ease provides professional counselors who can help school district employees with the following problems:

- · family troubles with spouse or children
- emotional distress
- · drug or alcohol abuse
- · on-the-job anxieties and stress
- · grief, loss, and transitions

If long-term assistance is needed, our counselors can help you locate an appropriate specialist, self-help group, or other community resource. Some self-help groups are free; other services may be covered by your health insurance.

ease is an additional benefit and specialized program available to you; it is paid for by your district.

ease services are not only for you, but also your immediate family members too.

ease respects your privacy

Our offices are separate from school district sites and the Los Angeles County Office of Education. No one will be told of your contact with **ease.**

Should you wish information to be released to a specific person, a consent form signed by you must be on file with **ease.**

ease can help in many ways

- problem resolution (our specialty)
- · critical incident stress management
- anger management
- phone consultations
- · legal or financial referrals
- · community referrals

Put yourself at **ease**

No one can help you with your personal problems until you ask for assistance. Getting help begins with you. Make that call to **ease** today. Our services are immediate and confidential.

1-800-882-1341

COVINA-VALLEY UNIFIED SCHOOL DISTRICT Special Education Department

Guidelines for Holding IEP Meetings Remotely During a School Closure*

The California Department of Education's March 17, 2020 guidance regarding COVID-19 school closures and services to students with disabilities states: "At this time, the federal government has not waived the federal requirements under the Individuals with Disabilities Education Act (IDEA)." They further indicated "Until and unless U.S. Department of Education ultimately provides flexibilities under federal law, LEAs should **do their best** in adhering to IDEA requirements, including federally mandated timelines, to the maximum extent possible. LEAs are encouraged to consider ways to use distance technology to meet these obligations. "

Accordingly, as of April 13th, 2020 we will start to convene remote annual and triennial IEPs in order to maintain compliance with the IDEA.

I. Prior to an IEP Meeting:

- Case Manager: Contact team members (email) to make sure they are available to attend the
 meeting during the scheduled time. IEP meetings should be scheduled during the established
 distance learning hours. IEP meetings should not be scheduled during teacher's direct
 instruction times 9:00-10:00a.m.
- Case Manager: Contact parent and make sure that they are available to attend and have the ability to conference call in via telephone or Google Hangout. TIP: Ask parent for email address for future correspondence. Verify it is accurate in Aeries/SEIS.
 - If yes, proceed with setting up IEP Meeting via Google Hangout.
 - If not, **DOCUMENT** attempt to hold meeting including reason it could not be held. Use delay code "75" school closure.
- Set-Up Google Hangout Meeting. Include the following on the email to parent:
 - IEP Meeting Notice
 - Notice of Procedural Safeguards and Parents Rights
 - <u>GoogleMeetGuideforParents</u> (live link) to provide support to parents
 - IEP Agenda
 - Include drafts of goals, assessment reports, etc. as appropriate
 - Send Google Hangouts Meet link with Notification to all participants (can be done through gmail invite).
- Send a reminder email with Link the day before/week of meeting.

II. During Meeting:

- Please use the video option as much as possible and encourage participants to use it. Having the parents "see" the participants will help establish online rapport through a better sense of human contact/connection.
- Orient participants with the following features/suggestions:
 - Suggest to participants to mute themselves during the meeting when not speaking to reduce background noise and feedback. The creator of the meeting has the ability to mute and unmute—this can be helpful when participants accidently forget or do not know how to change it.
 - Point out Chat box feature (located at top right side of the screen). It can be used to ask questions while someone else is talking that you can make sure to answer later.
 - If a participant is having technical difficulties, have them call in as opposed to video.

- Consider using "Screen Share" to show drafted IEP on SEIS, especially when reviewing/updating Present Levels, Accommodations/Modifications and Services page, etc.
 - Related Service Providers can also share their screens when going over reports, etc.
- Remember to give participants, especially parents, processing time to take in information shared verbally.
- Make extra efforts to engage parents, ask clarifying questions and allow them more time to ask questions and contribute their feedback throughout the meeting.
- Check to make sure contact information has been updated, including: phone, address and email(s)
- IEP recommendations, including goals, services etc. should be based on when school is in session (not during school closures).
- Notes Page & Participation Documentation: Use the Notes page to memorialize participation via teleconference.
 - Sample Verbiage: "Due to school closures associated to COVID-19, the following IEP team members participated via tele-conference: list names and titles..." (Remember to include your own name). Each virtual participant will NOT need to sign the signature page.
- Ask the parent if they would like a hardcopy of the IEP mailed home or if they would like to receive it via email. Document their preference in the notes.
 - Hard Copy via US Mail: Let the parent know to expect a copy in the mail and it will include a self-addressed stamped envelope that they can return to school via US Mail.
 - Electronic copies: Let the parent know that you will be emailing an updated draft via email and to expect an electronic signature page to be emailed separately.

III. After the IEP Meeting is Complete:

- Send a copy of the updated IEP paperwork and a copy of Procedural Safeguards and Parents Rights to parent based on their preference:
 - Hard Copy: US Mail (see attached Internal Process)
 - Electronic Copy: Email (see attached Internal Process)
- After a couple days, call parent to make sure they received the copy and ask if they have any
 questions.
- Affirm and Attest IEP (with or without parent consent). Do not wait for the signature page to be received.
- Save completed IEP in SEIS as a PDF and email a copy to Elsa Morales with the digital "pink" information sheet. She will print copies and add to the students permanent Special Education file. Let her know if you want a hard copy sent to the school site.
- Track when the signature page is returned and provide ongoing communication with parent until signature is received.
 - Hard Copy: Office staff will notify you upon receipt and will scan and attach in SEIS for you. They will also print and place in students permanent Special Education File.
 - Electronic Copy: Upload to SEIS and send a copy to Elsa to print and file in student's permanent Special Education file.

Please contact your program specialist or site administrator with any questions regarding hosting an IEP meeting via teleconference. Thank you!

Internal Processes - subject to change as information and personnel availability changes

Delivering a Hard Copy of the IEP Paperwork via US Mail:

- Case Manager Affirms and Attests updated IEP and saves as a PDF.
- Email PDF to Elsa Morales. Please include the following information in your email:
 - Electronic Pink
 - Student Name
 - Student Birthdate
 - School of Attendance
- SpEd clerk will print and mail home a copy of the updated IEP as well as:
 - an additional copy of the Notice of Procedural SafeGuards and Parents Rights
 - Signature Page flagged for signatures
 - Self-addressed stamped envelope for parent to use to send Signature Page back
- Elsa will also print a hard copy to be placed in the student's District Special Education file.

Delivering an Electronic Copy of the IEP Paperwork via Email:

- Case Manager Affirms and Attests updated IEP and saves as a PDF.
- Case Manger emails PDF copy to parent (see sample email below). Remember to attach an additional copy of Notice of Procedural Safeguards and Parental Rights to the email.
 - Send out an Electronic Signature Page.
- Case Manager will help track completed signatures and will provide ongoing communication with parent until their signature is received.
- Attach completed electronic Signature Page to the students IEP in SEIS and email Elsa Morales so she can print it out and add it to the student's permanent Special Education file.

Sample Hard Copy Cover Letter for Parent:

Dear (parent/guardian name),

Thank you for attending (student Name's) IEP meeting held on (date) via teleconference. Per your request I have attached the updated draft of your son/daughter's IEP for your review. I have also included a copy of the Notice of Procedural Safeguards and Parents Rights for your reference. As always, we appreciate your participation in the IEP process and look forward to working with you to support your son/daughter's progress in school.

I have included an additional Signature/Consent Page for you to complete and return in the self-addressed and stamped envelope also provided for your convenience. Please contact me directly with any questions.

Sincerely, (case carrier)

Sample Email to Parent for Electronic Copies:

Dear (parent/guardian name),

Thank you for attending (student Name's) IEP meeting held on (date) via teleconference. Per your request, I have attached the updated draft of your son/daughter's IEP for your review. I have also included a copy of the Notice of Procedural Safeguards and Parents Rights for your reference. As always, we appreciate your participation in the IEP process and look forward to working with you to support your (son/daughter's) progress in school. Please review the IEP and either complete the electronic signature page or reply to this email indicating your consent to implement the IEP when school resumes.

Please respond to this email so that I know you have received it and can open the attachments.

Sincerely, (Case Carrier Name)

*GUIDELINES SUBJECT TO CHANGE BASED ON EVOLVING INFORMATION