

# **COVID-19**

## **Containment, Response & Control Plan**



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## I. Site Specific Planning Form

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

**School Name:** \_\_\_\_\_ **Date Last Revised:** \_\_\_\_\_

**School Address:** \_\_\_\_\_ **Location Code:** \_\_\_\_\_

**School Phone Number:** \_\_\_\_\_

**COVID-19 Compliance Task Force** - Suggested job titles are listed in the table below. The Task Force for each school should be led by the principal, with a diverse group of key staff as team members, including the school nurse, Lead Custodian.

Role	Job Title	Name	Union Affiliation
Leader	(Principal)		
COVID-19 Compliance Officer			
Attendance Monitor	(SAA or Office Manager)		
Cleaning/Disinfecting Operations	(Lead Custodian)		
Exposure Management Advisor	(School Nurse)		
Health Office Manager			

### **Health Office Set-Up and Staff**



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

### **School Communications**

Information that was sent to parents/students: (Check all that apply)	
<input type="checkbox"/> Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed	<input type="checkbox"/> Options for COVID-19 testing if the student or a family member has symptoms or exposure to COVID-19
<input type="checkbox"/> Strong recommendation for use of face masks indoors except for children under 2-year of age	<input type="checkbox"/> Importance of providing up-to-date emergency contact information, including multiple parent contact options
<input type="checkbox"/> How to conduct a symptom check before students leave home for school	<input type="checkbox"/> Who to contact at the school if students have symptoms or may have been exposed

## II. Reopening Models

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

<p>1: In-School</p> 	<p>2: Online Independent Study C-VLOA</p> 
<p>This model invites 100% of the student body to return for five full days of instruction inside school buildings.</p>	<p>This model is available for families with medical, socioemotional, or other concerns who qualify.</p>

Covina-Valley Unified offers the following two models for continuing to meet the educational needs for successful learning:

1. Five full days of In-School Instruction
2. Online Independent Study

## Health and Safety Compliance

### Adjusting to Public Health Data

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

#### **County of Los Angeles Department of Public Health: Protocols for PreK-12 Schools**

- Schools must have a COVID-19 Containment, Response and Control Plan that describes the school’s comprehensive approach to preventing and containing the spread of COVID-19 on campus.
- This plan requires the designation of a COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 Protocols on campus.
- One member of the COVID-19 Compliance team will be designated as a liaison to the Department of Public Health (DPH) in the event of an outbreak on campus.
- The team will also ensure that the students and staff receive education about COVID-19 and the prevention of disease transmission.

### Health and Safety

The safety of students and staff is always the District’s priority and of paramount importance during the current pandemic. The following plan describes the District’s comprehensive approach to preventing and containing the spread of COVID-19 on school campuses and non-school locations. This document is the “COVID-19 Safety Plan” for the Covina-Valley Unified School District and is consistent with the “COVID-19 Public Health Guidance for K-12 Schools in California, 2022-23 School Year,” Los Angeles County Public Health Officer Orders, and the California Code of Regulations, Title 8, Section 3205. This plan does not include protocols for instructional programs. Response to COVID-19 is a dynamic process and is subject to change, pending updates to Los Angeles County Public Health Officer Orders and newly acquired scientific knowledge that informs District actions.

Covina-Valley Unified will continuously monitor the guidance and mandates set forth by those entities listed above as well as the U.S. Centers for Disease Control. Updated information and guidance is posted under [COVID-19 Resources](#) on [c-vusd.org](http://c-vusd.org).

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

nurse, lead custodian or early education center attendant and representatives from the various labor unions. The other members of the team will vary by site, based on each school's unique needs, but may include the assistant principal, program coordinator, after-school program supervisor, and others.

The school nurse and principal/site administrator will be the designated liaison with LACDPH in the event of an outbreak on campus. The Principal may also designate staff to act as the COVID-19 Compliance Officer as appropriate. This must be someone who is on campus every day. The COVID-19 Compliance Task Force will be responsible for engaging with students, parents, faculty, and staff to answer questions or concerns about health and safety requirements regarding COVID-19 and communicating up-to-date policies and procedures to all families. They will work with Community of Schools (CoS) and Local District administrators to meet expectations for frequency of communication and updates to the district website (<https://www.c-vusd.org/>).

The community will be informed of any critical information or significant changes to District plans by the Superintendent or designee through a combination of ParentSquare messages, emails, and postings on the District website. Maintaining updated family contact information is a priority for reopening, to communicate parent surveys and follow-up communications from each school.

## **Vaccinations**

As part of Covina-Valley Unified School District's efforts to provide a safe environment in which to learn and work, C-VUSD hosts optional COVID-19 vaccination clinics throughout the school year. Please visit [COVID-19 Resources](#) on Covina-Valley Unified website for more information. At this time, Covina-Valley Unified does not require employees or students to be vaccinated against COVID-19 although it is strongly recommended.

### III. Operations Plan

County of Los Angeles Department of Public Health: Protocol for K-12 Schools: Appendix T1 and Guidance for Early Childhood Education Providers: Requirements and Best Practices

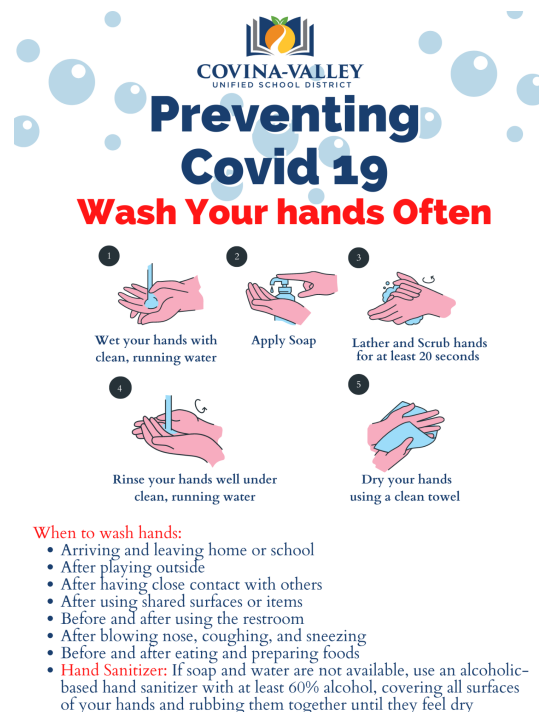
- LACDPH recommends that measures be implemented to create physical distancing, when doing so will not interfere with the full-time attendance of all enrolled students.
- Consider implementing measures to reduce crowding as students, parents or visitors enter and move through school buildings.
- Consider implementing measures to promote physical distancing within classrooms when possible without interfering with essential functions.
- Consider offering physical education classes outdoors as much as possible and select activities that allow physical distancing.
- Consider implementing school policies that promote physical distancing in locker rooms.
- Consider implementing measures to permit physical distancing in school areas used for student support services.
- Consider maintaining an increased distance as much as possible indoors when students or staff are not masked (e.g., due to eating, drinking or napping).
- Consider implementing measures to limit risk of infection due to visits by individuals other than staff and students.
- Consider increasing space between employees in any room or area used by staff for meals and/or breaks.

### Signs, Messages, and Training Protocols

Signs and messages explaining District protocols and expectations to stop the spread of disease will be posted throughout our schools. These signs are age-appropriate and in languages representative of our community. Staff members will all be provided with Personal Protective Equipment (PPE) supplies upon request.

- Signs will be posted throughout the school that describe how to stop the spread of germs (i.e. handwashing).
- When communicating with families (school website, social media) messages will include health hygiene, mask wearing and social distancing habits to stop the spread of COVID-19.
- Signs and messages related to disease transmission will be accessible for students with disabilities and in languages appropriate for the school population.
- School reopening safety signage from C-VUSD Reprographics is available for schools at





Staff members will be provided training on health and safety protocols as needed and requested.

## School Building Protocols

### Heating, Ventilation and Air Conditioning (HVAC) Systems

- HVAC systems will be inspected and tested regularly to confirm they operate properly.
- Ventilation systems will remain on when buildings are in use.
- HVAC filters have been upgraded to a MERV 13 rating or as high as possible, provided the unit is able to operate safely. The filters will be inspected regularly and changed as needed.
- Doors and windows are kept open during the school day when feasible and outdoor conditions make this appropriate. Fire-rated doors must be kept closed, in accordance with existing fire codes.
- Outdoor instruction will take place when feasible and when safety conditions and physical space allow.
- If the HVAC system is not operational, then additional ventilation should be provided with the use of fans or relocating classes until repairs are completed.

- The COVID-19 isolation areas should be outdoors when feasible to maximize ventilation and minimize exposures to COVID-19 infection. Under no circumstances should an isolation area be in a room without a functioning HVAC system.

## **Restroom Protocols and Cleaning**

The following restroom protocols will be implemented:

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

## **Water Systems**

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

## **Cleaning Protocols**

Covina-Valley Unified will follow LACDPH and CDC guidance for cleaning and disinfecting schools.

- Routine cleaning of all buildings will occur daily.
- Health Office areas including the general health office, isolation area, may require more frequent cleaning and rapid response as needed.
- Areas where aerosol generating procedures are conducted will also require additional cleaning and disinfection.
- High touch surfaces and playground equipment will be disinfected at least once daily.
- Only District-approved disinfectants effective against COVID-19 that meet all Federal and State standards (listed on the Environmental Protection Agency (EPA)-approved list “N”) will be used.

- When possible, cleaning and disinfecting products with asthma-safer ingredients will be selected to reduce the risk of asthma.
- Student restrooms will be serviced at least twice daily. Additional disinfecting will be implemented when an individual with COVID-19 symptoms has used a restroom.
- Appropriate personal protective equipment will be worn during cleaning in accordance with cleaning and disinfectant product directions.
- Custodial and other staff responsible for cleaning and disinfecting school surfaces will be trained on the manufacturer's directions and as required by the Healthy Schools Act, as applicable.
- When needed, enhanced cleaning will be conducted while students are not at school or during periods of lowest occupancy with adequate time to let spaces air out before the start of the school day.
- All cleaning products will be kept out of reach for children and stored in secured locations.

## Other Considerations

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

## Daily Operations

### County of Los Angeles Department of Public Health: Protocol for Infant/Toddler and PreK-12 Schools

- At this time, all schools are permitted to reopen (for in-person instruction) for all students in any grades PreK-12 including infant/toddler centers.
- Public schools should be aware of the requirements in AB 130 to offer independent study programs for the 2022-23 school year.
- Consider adopting physical distancing and maintaining stable groups as much as possible at Early Education and Infant/Toddler Centers
- Consider implementing measures to limit risk of infection due to visits by individuals other than staff and students.

## Visitors

All visitors must check-in and provide their name, phone number and email address, so that they can be contacted if there is an exposure during their visit. Visitors must **self screen** prior to coming to the school site. If a visitor must be accompanied by another person (e.g.

for translation, visitor is a minor or has minor students), then their information needs to be captured in the visitor log as well.

Any parent/guardian picking up a student who has been placed in isolation, must stay outside campus and the student will be brought to them for dismissal.

### **Third-Party Use**

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

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

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

## Child Nutrition

### **County of Los Angeles Department of Public Health: Protocol TK-12 Schools**

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

### **Meal Program Compliance**

Breakfast, lunch, and supper, compliant with USDA guidelines, will continue to be available for all enrolled students. For the 2022-2023 school year, all students will receive meals free of charge.

### **Student Meals and Food Service**

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

When students line up to pick up food, tape or other markings may be used to remind students of physical distance. Staff supervision will be exercised during this period to remind students to physically distance themselves. Buffet and family style meals will resume at Early Education Centers. Breakfast and lunch will be served from serving lines in the cafeteria. Students will take their meal and eat in designated areas. On minimum days at K-5 schools, students will receive a grab-go-meal in their classroom and will consume their meal during recess in designated eating areas. Grab-n-go meals will also be provided to students attending field trips and Saturday School.

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

### **Plan for Student Food Allergies**

Students with special diets will be provided meals per their physician's recommendations. Students who are new to the District may receive a Special Meal Accommodation form and have the form completed by their student's physician. The Nutrition Services team will create a diet plan for the student. For current District students, their existing Meal Accommodation form will be used to create a meal plan for them. If a parent requires an update to their student's current diet plan, a revised Meal Accommodation form must be completed by the student's physician and submitted to Nutrition Services.

# Transportation

## County of Los Angeles Department of Public Health: Protocol TK-12 Schools

- Consider maintaining measures to promote physical distancing of students on school buses since many students remain unvaccinated.
- Face masks are strongly recommended but not required on school buses and vans.
- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who have medical reasons why they cannot use or tolerate a face mask.
- Windows should be open if air quality and rider safety concerns allow.

## Bus Transportation

Parents are encouraged to transport their students to and from school whenever possible to enable increased physical distancing on buses. Parents may request adding a student to a bus roster. Accommodations will be made when space is available.



## Bus Protocols

- Buses will be operating at full capacity.
- Parents/guardians are required to stay nearby until the bus driver pulls away from the bus stop in case a student develops symptoms.
- Students who report symptoms while on the bus will be isolated at the school nearest the drop off if the parent is unable to pick up the student immediately.
- Windows will be open to increase ventilation if air quality and rider safety allow.
- Face masks are strongly recommended but not required for all bus occupants. Buses will have disposable masks and will provide them to any student boarding the bus without a mask upon request.
- Buses are thoroughly cleaned daily. Buses are disinfected when an individual who is exhibiting symptoms of COVID-19 is transported with District approved products that are listed on the EPA's list "N" of effective products for COVID-19.
- Drivers will be provided disposable gloves and any other required personal protection equipment (PPE).

## IV. Health Practices and Protocols

### Practices and Protocols

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

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

The following health and hygiene practices will be observed:

##### 1. Hand Hygiene

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

##### 2. Face Masks

- All students, staff and visitors are strongly encouraged but **not required** to wear face masks indoors while on District school and administrative sites or being transported by a bus. Outdoor masking is optional. Children under 2 years of age should not wear masks.
- All staff are required to wear face masks indoors and outdoors, except when eating or drinking, for the **full 10 days of isolation and/or quarantine period.**
- Students that are identified as close contacts are required to wear face masks indoors for the entire **quarantine period.** It is strongly recommended that students returning early from isolation also wear face masks indoors for the 10 day isolation period.
- Students and staff are encouraged to bring their own face mask but will be provided with one if they do not have one.
- All students and employees are encouraged to wear surgical-grade masks (also referred to as medical procedure masks) or higher-level PPE (e.g., KN95 or

N95 respirators). Cloth face coverings alone are no longer acceptable.

- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate a face mask.
- No person will be prevented from wearing a face mask as a condition of participation in an activity or entry into a school site unless wearing a mask would pose a safety hazard.
- 

### 3. Enhanced Cleaning and Disinfection of Surfaces

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

### 4. Provide Adequate Supplies

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



## Reporting Illnesses

### **County of Los Angeles Department of Public Health: Protocols for PreK-12 Schools**

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

### **Stay at Home Guidelines during the COVID-19 Pandemic**

For as long as the risk of community spread of COVID-19 remains, the guidelines below and consultation with a health care provider should guide actions when symptoms are experienced. COVID 19 is an illness caused by a virus that can spread person to person. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. The virus is transmitted through respiratory droplets when an infected person talks, coughs or sneezes. The virus may also be airborne or transmitted by touching a surface or object that has the virus on it, and then touching your mouth, nose or eyes. Anyone with COVID-19 symptoms or COVID-19 exposure must not attend school or work. They should inform the school/site if they are sick with COVID-19 related symptoms or if they had known contact with someone diagnosed with COVID-19. Exposure is defined as being within 6 feet of an infected person for greater than 15 cumulative minutes within a 24-hour period, or unprotected contact with body fluids of an infected person, or individuals who shared indoor airspace with the infected person for 15 minutes or more over a 24-hour period.

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

For students:

- Fever greater than or equal to 100.4 degrees Fahrenheit (F)
- New cough
- Diarrhea
- Vomiting

For employees:

- Fever greater than or equal to 100.4° F
- Cough

- Diarrhea
- Nausea or vomiting
- Feeling feverish (chills or sweating)
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Fatigue
- Congestion or runny nose
- Headache
- Sore throat

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

### **COVID-19 exposure:**

The COVID-19 virus is a highly infectious disease that can be spread from an infected person's mouth or nose in small liquid particles when they cough, sneeze, speak or breathe. A person who has COVID 19 is considered infectious from 2 days before their symptoms first appeared until their isolation period ends. A person with a positive COVID-19 test but no symptoms is considered infectious from 2 days before their positive test was taken until their isolation ends.

The COVID-19 Compliance Officer will work with each case to identify any one that may have been exposed to the confirmed positive case during the infectious period. Those persons who had close contact may be subject to quarantine. A close contact is a person who shares the same indoor airspace with the infected person for 15 minutes or more over a 24-hour period. Persons with an outdoor exposure are not considered close contacts. In large indoor airspaces, those considered exposed may be limited to the following:

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

All close contacts will be notified by the Site COVID-19 Compliance Officer provided with instructions on what actions to take.

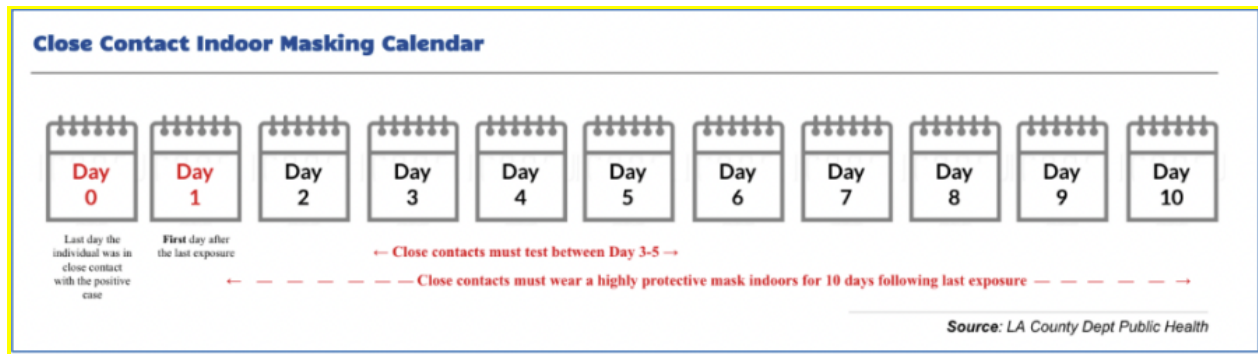
### **Quarantine**

Student close contacts, regardless of vaccination status, and employee close contacts, regardless of booster status, may remain on campus or the worksite if they meet the following requirements:

1. Monitor for symptoms for 10 days and remain asymptomatic,

2. Wear a highly protective face mask at all times indoors, except when eating or drinking, for 10 days after the last date of exposure.
3. Test negative for COVID-19 using an C-VUSD-provided rapid antigen test at home or by getting a PCR or rapid antigen test with an external healthcare provider or at C-VUSD testing site within 3-5 days after the last date of exposure.

If an individual develops COVID-19 symptoms, they must remain at home and test immediately. If they test positive, they must follow isolation protocols.



School sites and worksites will provide close contact students and employees with a rapid antigen test kit and directions to take a test at home between Days 3-5 after exposure.

If a close contact does not test between Days 3-5, the close contact should not be permitted on site. Individuals who had a positive COVID-19 test in the past 90 days are exempt from testing.

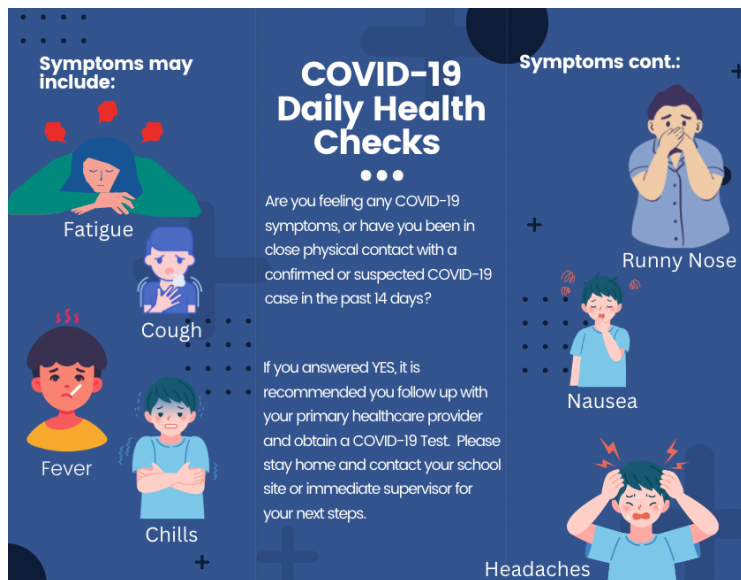
If a student who is identified as a close contact has a mask exemption, they may remain on campus if they are able to wear a face shield with a drape for the 10 days following the date of exposure, remain asymptomatic and test twice for COVID-19, once during days 3-5 and a second test during days 6-9. Students with a mask exemption who are identified as close contacts that cannot tolerate a face shield with a drape must remain at home for 10 days after the last date of exposure.

**There may be school-specific situations when LACDPH determines that individuals are required to mask or quarantine at home after exposure as a result of an outbreak investigation. Principals and families will be immediately notified in this event.**

## COVID-19 Daily Self Screening Questions

All employees and students (or their parents or guardians) are asked to perform a self-assessment prior to leaving for school or work to identify fever or other COVID-19 symptoms. The daily health check asks about COVID-19 symptoms and potential exposure.

If the answer to the question listed below is “YES”, then employees and students must remain home and notify the school or supervisor of the absence. Those who answer “NO” to the daily health check questions may attend school or work.



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

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

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

# Use of Face Masks and Personal Protective Equipment

## County of Los Angeles Department of Public Health: Protocol TK-12 Schools

- Masking is strongly recommended but not required for anyone entering school buildings or transports (school buses as well as school buildings) who have contact with others (students, parents, or other employees) at Infant/Toddler Centers, TK-12 schools and administrative sites.
- Masking is required indoors for students and staff in medical care settings.
- Employees who have contact with others must be provided, at no cost, a highly protective face mask such as a surgical mask or a respirator, depending on the employee's preference.
- It is strongly recommended that employees wear surgical-grade masks (also referred to as medical procedure masks) or higher-level of PPE (e.g., KN95, KF94 or N95 respirators) indoors.
- It is strongly recommended but not required that students wear upgraded masks indoors at Infant/Toddler Centers and TK-12 school sites which at a minimum are well-fitting, non-cloth mask of multiple layers of non-woven material with a nose wire. Cloth masks meeting ASTM Standards for high efficiency filtration efficiency (ASTM F3502-level 2) also meet these recommendations for upgraded masks.
- It is strongly recommended that staff wear a face mask at all times when indoors, except when eating or drinking or when working alone in a private office with closed doors or when they are the only individual present in a larger open workspace for multiple employees.
- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who have medical reasons why they cannot use or tolerate a face mask.

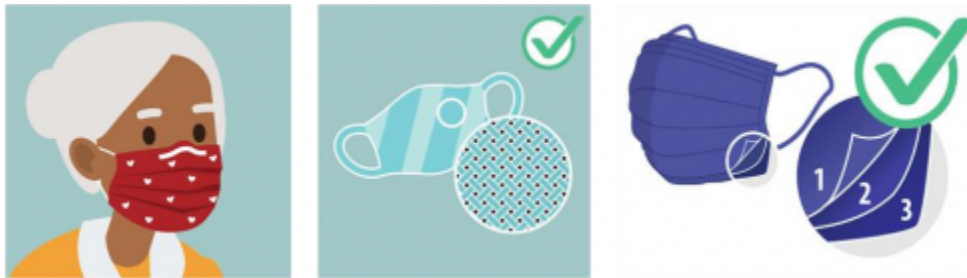
## General Expectations

Covina-Valley Unified strongly recommends students, employees, and visitors while on schoolsites or on a school bus to wear a face mask indoors and follow the District's protocol. This includes parents who are dropping off or picking up children.

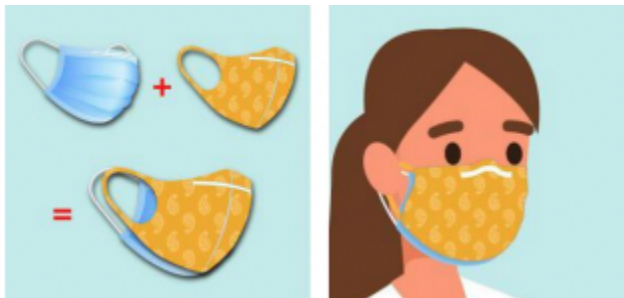
**Face Masks:** There are many types of face masks that can be used to protect against getting and spreading COVID-19. Face masks must fit snugly against your nose and chin with no large gaps around the sides of the face or nose. They should also be comfortable to wear. Face masks must cover the nose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

All employees are encouraged but not required to wear a surgical mask, N95,KN95 or KF94 indoors while on District property. A cloth face mask by itself is no longer acceptable for employees under quarantine or isolation orders. Students and visitors are

also highly encouraged to wear an upgraded level of protection which includes a well fitting, non-cloth mask of multiple layers with a nose wire.



Even better protection can be achieved by double masking (i.e., wearing a cloth mask over a surgical mask).



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

Instructions for the [use of face masks](#) are available from the Los Angeles County Department of Public Health. All staff will be provided training on the use of face masks and PPE. Face masks with one-way valves, bandanas, gaiters and scarfs are NOT permitted. Face masks are not respiratory protective equipment.



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

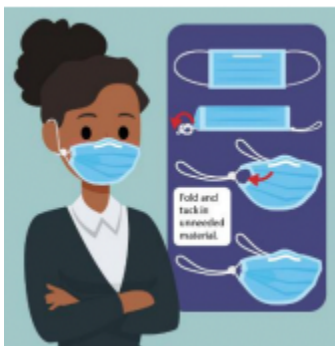
The following individuals are exempt from wearing a facemask per the LACDPH guideline:

- a. Children that are age 2 and under.
- b. Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- c. Anyone for whom use of a face mask would be contrary to his or her health or safety because of a medical condition.
  - All students who cannot wear a mask due to medical conditions must have written documentation provided from their physician on file with the school nurse. A Student Mask Accommodations Plan will be created and on file.

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

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

**Surgical Masks:** Also known as medical-grade masks will be provided to all employees. Students who are placed in isolation during the school day will also be provided a medical grade mask if they do not already have one. These masks will have multiple layers of non-woven material with a nose wire. The fit and filtration of a surgical mask can be improved by knotting and tucking or by wearing it under a cloth mask. These masks must be discarded if they get wet/dirty or after a day of use, whichever comes first.



**N95 Respirators:** N95 respirators may be worn by Healthcare Professionals who may be involved in aerosol generating procedures, such as suctioning, providing oxygen via high flow nasal cannula, nebulizer treatments and sample collection for COVID-19 testing. Designated staff must be medically screened, trained and properly fitted to the N95 respirator according to



the written Respiratory Protection Plan in compliance with by California Occupational Safety and Health Administration (Cal/OSHA) regulations (8 CCR 5144).



Employees who are in a setting where they are in close contact with other people who may not be fully vaccinated may request an N95 or KN95 respirator. These individuals may voluntarily use these respirators in accordance with the respiratory standard.

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



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

**Clear Plastic Barriers:** A clear plastic or solid surface barrier may be used in areas where it may be difficult for individuals to physically distance. (E.g. reception desks or workstations).

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



**Gloves:** Universal precautions will be followed by all staff using disposable single-use gloves when there is possible blood or body fluid contact. This includes, but is not limited to, during healthcare procedures, toileting students, assisting with meals, temperature screening, or any other instance where there may be contact with a body fluid, including respiratory secretions. Vinyl disposable gloves will also be required when handling food and chemicals. Gloves are not recommended unless specific responsibilities require them.

## V. Health Monitoring and Containment Plan

### **County of Los Angeles Department of Public Health: Protocol for PreK-12 Schools**

- Develop a plan or protocol to initiate a [School Exposure Management Plan](#) consistent with DPH guidance that outlines procedures for:
  - Isolation of case(s);
  - Identification of persons exposed to cases at schools;
  - Quarantine of exposed students and staff; and
  - Access to testing for all exposed students and staff, who are not fully vaccinated, or fully vaccinated and overdue for their booster dose;
  - Reporting all confirmed COVID-19 cases at the school to the Department of Public Health.
- Develop a plan to immediately report a cluster of cases (3 or more cases within 14 days) to DPH. DPH will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.

## Health Monitoring and Health Office Guidance

### **Communicable Disease Monitoring**

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

### **Daily Health Self-Assessment:**

All students and staff are to self-assess for COVID-19 symptoms prior to leaving home for school each day. A list of COVID-19 symptoms can be found in the previous section titled “Reporting Illnesses.”

### **Illness at School/Office**

Any student or staff member who becomes ill at school or office with COVID-19 symptoms

must be separated from others immediately.

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

**Ill Student:** Students will be given a medical-grade mask and will be escorted to the isolation area by designated staff. Students will be supervised until picked up by parent/guardian, emergency contact provided by parent/guardian, or released to another healthcare facility. Students will not be left unattended in the isolation area.

Parent/guardian will be required to pick up their ill student from school. Parents/guardians will be provided a rapid antigen COVID-19 test to be administered at home and should consider seeking medical advice from their health care provider. The parent/guardian will need to call the school and let them know the results of the COVID-19 test.

**Ill staff:** An ill staff member will leave work immediately. If the staff member requires urgent medical care, they will be isolated or placed in the isolation area while waiting for transfer to a health care facility. Staff members will be provided a rapid antigen COVID-19 test to be administered immediately at home. They must notify their immediate supervisor when test results are known.

## **Health Office Complex**

In compliance with LACDPH, each school must have a dedicated isolation area separate from the health office for suspected COVID-19 cases. As each school is different and has unique challenges, there are several recommended health office set-up scenarios. Staffing needs should be considered when deciding how to physically set-up the Health Office Complex. You may contact Nursing Services at 626-974-6435 for assistance. The specific information on the health office locations and staffing must be noted on the Site Specific Planning form on page 3.

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

**Health Office Guidance:** To prevent potential exposure to infectious diseases for vulnerable students receiving other medical treatments, all student visits to the Health Office will be triaged and prioritized based on the severity of injury or illness.

The School Nurse will train classroom staff on basic first aid and schools will provide basic first aid supplies to reduce close contacts in the health office areas.

## **Containment of Infection**

### **Confirmed COVID-19 Positive Student**

When a school is notified that a student who was physically on campus is confirmed to have COVID 19, the COVID-19 Compliance Officer will conduct contact tracing. If the student was tested externally, the parent/guardian will need to report the results to the school site. In addition, those in close contact with the student will be notified of the potential exposure by school administration and instructed on current [LACDPH protocol](#) and [decision pathways](#) related to exposure.

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

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

### **Confirmed COVID-19 Positive Staff**

When a school or office is notified that a staff member is confirmed to have COVID-19, the COVID-19 Compliance Officer must conduct contact tracing. If the employee was tested externally, the supervisor will need to ensure the employee reports the results of their COVID-19 test to them. In addition, those in close contact with the staff member will be notified of the exposure by the site administrator and instructed on current LACDPH protocol related to exposure.

If it is determined that an employee contracted COVID-19 at their workplace, The employee is required to notify their immediate supervisor and District Personnel for further instructions. If determined an employee has contracted COVID-19 at the workplace, they will be provided the workers' compensation claim form (DWC-1) and other required information. District personnel will follow all worker comp procedures and protocols.

All "serious" COVID-19 employee illnesses that are determined to be contracted at the workplace, must be reported to the California Occupational Safety and Health Administration (Cal-OSHA) within 8 hours. A COVID-19 case would be considered serious if it resulted in the employee's transport to the hospital from the workplace, if the employee

was admitted to the hospital, or if the employee passed away due to an illness occurring in or in connection with employment. All notifications to Cal-OSHA need to be made immediately and be documented. You must also contact the Office of Environmental Health and Safety at 213-241-3199.

## Exposure Management Plan

The District formed a dedicated Community Engagement team to assist in exposure management protocols for those that test positive. Community Engagement is a confidential process used to reduce the spread of the virus. Those known to be exposed to an employee or student with the virus will be notified and referred for testing and medical care as appropriate.

Details of the case and the list of those exposed is submitted by Community Engagement to the Los Angeles County Department of Public Health to conduct full public health contact tracing. Community Engagement entry and exit interviews to return to school or work are not required.

### Implementing Exposure Management Plan in Covina-Valley Unified Schools

#### Planning

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

Every positive COVID-19 case connected to a school or office requires home isolation for people who are not exempt per LACDPH protocol. A list of students and/or employees with exposure to the case while infectious must also be generated. **Infectious** is defined as two days before symptoms first appeared until the time they are no longer required to isolate. A person with a positive COVID-19 test but no symptoms is considered infectious from 2 days before their test was taken until 10 days after their test. **Exposure** is defined as being within the same indoor airspace with an infected person for 15 cumulative minutes or more over a 24-hour period, even if face masks are worn. Unprotected contact with body fluids or secretions of a COVID case is also considered exposure. In large indoor airspaces, those considered exposed may be limited to the following:

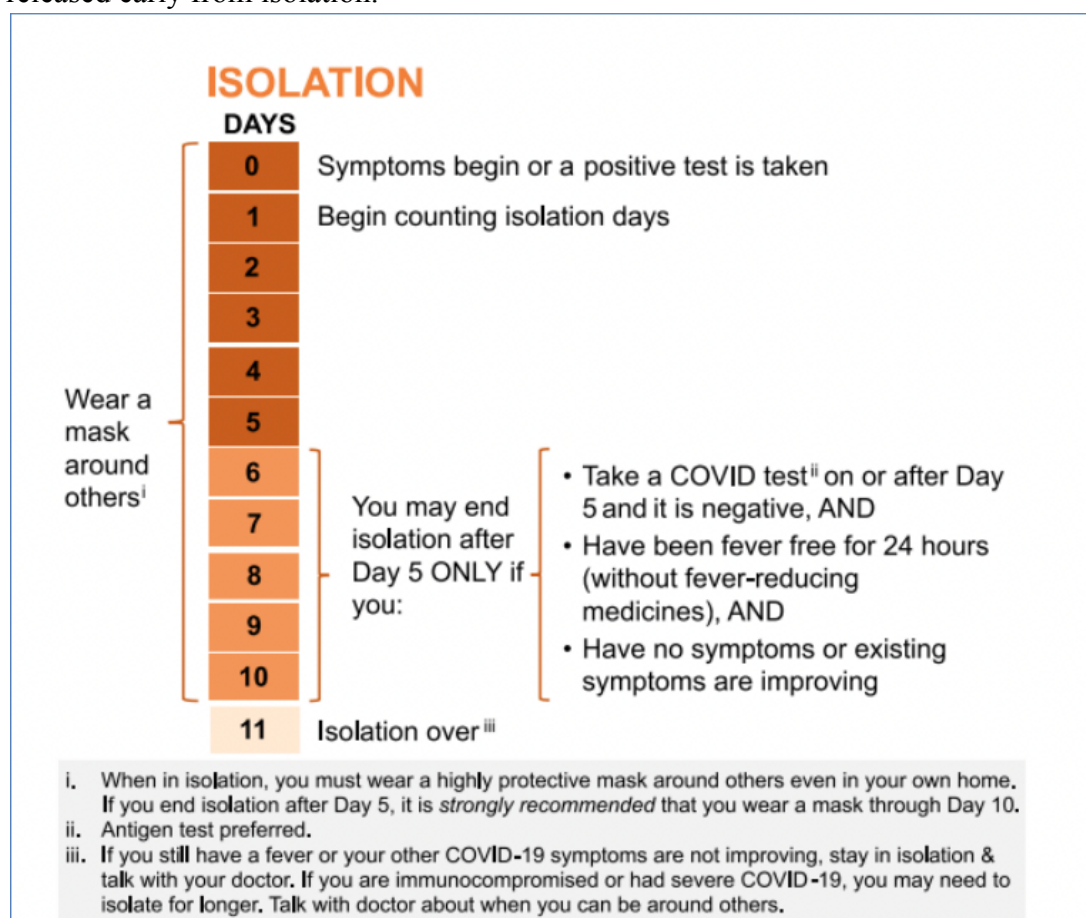
1. Those in a pre-defined or identifiable group (e.g., teammates, club members, cohort, etc.),
2. Those within 6 feet of the infected person for 15 minutes or more over a 24-hour period.

## Case Management

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

### One case

The COVID-19 Compliance Officer instructs the individual who tested positive (case) to follow the [LACDPH COVID-19 Home Isolation](#) instructions and informs the case that LACDPH may contact them directly to collect additional information and issue a Health Officer Order for isolation. The COVID Compliance Officer or Site Administrator will also provide the positive individual with a rapid antigen test kit to take at home in order to be released early from isolation.



The COVID-19 Compliance Officer works with the case to identify close contacts and notifies all of the close contacts of the need to wear a mask for 10 days after exposure and test on after Day 5. The close contacts may be contacted by Community Engagement and LACDPH directly to collect additional information and issue a Health Officer Order for quarantine.

Positive individuals may take a CVUSD-provided rapid antigen test or any other [FDA-approved](#) at-home antigen test to test out of isolation early. A photo image of the test result must be provided to personnel services with their full name, date of birth, test result, and date the test was taken on a separate piece of paper next to the test result.

For each positive case at a site, the School Nurse is responsible for completing and submitting the Initial Exposure Management Report using the SPOT Intake Form (available at [https://spot.cdph.ca.gov/s/IntakeForm?language=en\\_US](https://spot.cdph.ca.gov/s/IntakeForm?language=en_US)). This application is used to identify the positive case and all close contacts. This information is maintained by Health Services and transmitted to LACDPH, as needed.

If there is no documentation of an external positive test result, then a case cannot be generated using SPOT. The individual should be instructed to contact the lab that administered the test to provide a copy of the result or have the individual retest at home using an C-VUSD-provided rapid antigen test. The individual should be directed to isolate at home until the test result is provided.

The Compliance Officer notifies the principal/site administrator of all positive cases. The site administrator sends a notification letter (AB685 Notice) to all staff, visitors and their union representatives who were at the worksite during the infectious period (2 days prior to the positive test date). This notice of potential exposure will not reveal any personal identifying information of the COVID-19 case. Personal information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential.

The District will send an email notification to individuals who have a positive test result from outside the District, as well as those who may have been exposed to the case. Employees who test positive will receive an email with instructions to isolate immediately and will be asked to provide personnel services with the positive COVID-19 test. The Health Services team may call the individual and provide isolation instructions. Parent/guardians and of a positive student and employees may contact Health Services directly at (626) 974-7000 to discuss case status. In addition to the list of close contacts identified by the Compliance Officer, the Community Engagement team may also contact household members, employees, and students who may have been in contact with a positive case, provide quarantine instructions and refer them for a test.

### **Two cases within 14 days**

In addition to implementing the above measures, the Task Force reviews the need for

additional infection control measures.

### **Three cases within 14 days**

In addition to implementing the above measures, the Community Engagement Team will report the potential cluster to the LACDPH Acute Communicable Disease Control (ACDC) Education Sector Team immediately by submitting an online report to: <https://spot.cdph.ca.gov/s/?language=enUS> or by submitting the line list to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov). If the LACDPH Acute Communicable Disease team determines that these cases meet the criteria for an outbreak, LACDPH will send a public health investigator to coordinate next steps.

An outbreak may be determined when there are at least three confirmed cases within 14 days in a group that is epidemiologically linked (epi-linked). The group can be a classroom, school event, extracurricular, team, club, transportation. The infected persons must have been present in the same setting during the same time while infectious. Outbreak criteria may be different in other District settings.

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

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

### **Communication Plan for Transition between Instructional Models**

In the event that there is a report of possible COVID spread within a school and the LACDPH recommends long-term or short-term suspension of in-person instruction, the communication plan will follow the same protocols from the District Closings & Dismissal Procedures. The District will use ParentSquare messages and the District and school websites to communicate with families and staff regarding any school closure. The Board of Education will be immediately informed of the reasons for the closure and procedures being put into place by the District. The District may transition to short term independent study under the advisement of LACDPH and authorization by the District Superintendent.



# COVID-19 Response Teams and Responsibilities

## COVID-19 Compliance Task Force

The Site COVID-19 Compliance Task Force Officer will:

- Monitor illness trends of student and staff absences,
- Collaborate with the Community Engagement Team and C-VUSD regarding contact tracing and any other mitigation or containment procedure as directed,
- Notify the Principal/Site Administrator of suspected or confirmed COVID-19 illness,
- Provide support to the student and family regarding concerns arising from COVID-19 diagnosis or exposure,
- Conduct regular COVID-19 Task Force meetings as needed to identify and address exposure management deficiencies in a timely manner.
- Order and provide rapid antigen test kits to students and staff to be administered at home.

The Attendance Monitor will:

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

The Site Administrator/Principal will:

- Notify close contacts of students or staff with COVID-19 exposure while maintaining confidentiality,
- Manage school operations and notifications of school community,
- Assure confidentiality of all medical information of students or staff members.

Cleaning and Disinfecting Operations (Lead Custodian or Early Education Attendant) will:

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

The Exposure Management Advisor (School Nurse) will:

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

If the school does not have a full-time nurse, a Health Office Manager must also be designated. This staff member needs to be on-site full time and will be trained by the school nurse to manage the Health Office areas when the nurse is not present.



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

The District's COVID-19 Compliance Officer will:

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

The Superintendent will:

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

The Director of Maintenance and Operations will:

- Communicate with lead custodians and custodians regarding cleaning and disinfecting protocols consistent with LACDPH, CDC, State and District protocols,
- Close areas used by the infected person until additional cleaning and disinfection is completed.

The Community Engagement Team will:

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

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

All students or staff returning from any or suspected COVID-19 illness or exposures are to adhere to the following guidelines. Clearance from the Community Engagement Team after safely isolating or quarantining to return to school and work is not required.

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

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

1. COVID-19 with symptoms – If NO follow-up COVID-19 test has been taken on or after Day 5, then the person may return when **ALL** the following are met:
  - a. At least 10 days have passed since the first symptoms
  - b. 24 hours of no fever without using fever-reducing medications
  - c. Symptoms such as cough and shortness of breath have improved
2. COVID-19 with symptoms and a viral COVID-19 test (antigen) on or after Day 5 -  
Then the person may return when **ALL** the following are met:

- a. A negative test result for COVID-19 taken on or after Day 5
  - b. 24 hours of no fever without using fever-reducing medications
  - c. Symptoms such as cough and shortness of breath have improved
  - d. May be released from isolation to return on Day 6 or after
  - e. Staff are **required** to wear a highly protective face mask indoors and outdoors except when eating or drinking for the entire 10 days following the positive test result.
  - f. It is strongly recommended that students wear a highly protective face mask for the 10 days following the positive test result.
3. COVID-19 with no symptoms - If NO follow-up COVID-19 test has been taken on or after Day 5, then the person may return when the following is met:
  - a. 10 days from the positive test date
4. COVID-19 with no symptoms and a COVID-19 test (antigen) on or after Day 5 – Then the person may return when **ALL** the following are met:
  - a. A negative test result for COVID-19 taken on or after Day 5
  - b. Individual remains asymptomatic
  - c. May be released from isolation on Day 6 or after
  - d. Staff are **required** to wear a highly protective face mask indoors and outdoors except when eating or drinking for the entire 10 days following the positive test result.
  - e. It is strongly recommended that students wear a highly protective face mask for the 10 days following the positive test result.

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

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

- At least 10 days from when symptoms appeared or medical provider note indicating cleared to return
- 24 hours of no fever without using fever-reducing medications
- Symptoms such as cough and shortness of breath have improved

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

Person may return when all of the following are met:

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

## VI. COVID-19 Testing Program

### **County of Los Angeles Department of Public Health: Protocol for PreK-12 Schools**

- Develop a plan or protocol for incorporating COVID-19 testing into regular school operations.
- The plan must provide that all surveillance test results be reported to the Department of Public Health.
- The plan should describe the strategy for ensuring access to testing for students or employees who are symptomatic or have known or suspected exposure to a positive case.

In response to the COVID-19 pandemic, Covina-Valley Unified implemented a program to provide enhanced safety measures at schools. The key components of the program include daily self-health checks, COVID-19 testing of symptomatic students and staff and their confirmed close contacts, and community engagement to follow up on positive cases of COVID-19 and individuals who may have been exposed. Additionally, reporting procedures have been developed in accordance with the law to keep the school community informed of this testing and its results and of the District's continued health mitigation measures.

### **COVID-19 Testing Process**

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

There are three different scenarios when COVID-19 testing is required:

1. Symptomatic testing is for students and staff who are experiencing COVID symptoms.
2. Exposure testing is for students and staff who are confirmed close contacts to a positive COVID case.
3. Early Return testing is for students and staff who have tested positive for COVID-19 and need to return from isolation early (after Day 5).

Individuals who have recovered from laboratory-confirmed COVID-19 within the last 90 days are not required to test for COVID-19 unless they develop new onset of symptoms. If new symptoms appear within the 90-day period, then they will be provided a Rapid Antigen Test. No at-home antigen tests have been authorized by the FDA for use in children under 2 years of age. Families with children under 2 years of age who are required to test due to symptoms or close contact exposure may visit a C-VUSD testing site for free PCR testing. Families can visit <https://www.c-vusd.org/domain/998>. All test results and data collected is stored in a secure database and kept private.

## VII. Serving Students with Disabilities

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

- Develop a plan for updating Individualized Education Programs (IEPs) and 504 Plans of students with special needs to ensure that education can continue without undue risk to the student.
- This plan includes a method for proactive school contact with parents to assure that issues related to the student's education and safety are being addressed.
- Modifications to IEPs and 504 plans may involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning.
- Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.

## **Individuals with Disabilities Education Act /Americans with Disabilities Act**

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

Every student with a disability is entitled to FAPE and is entitled to special education services based on their individualized education program. In order to provide the required level of safety, systems, processes and service delivery models have been reviewed.

### **Timelines and Evaluations**

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

## **Service Provision**

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

- Where possible, each student will be included into the Least Restrictive Environment. Special education teachers supporting students in the general education setting will provide services, in small groups to students, a push-in model into the classroom, one-to-one, or a combination of these, as appropriate.
- Related service providers will provide services to students in the following ways, in small groups to students, one-to-one, online, or a combination of these, as appropriate.
- The IDEA allows for flexibility in determining how to meet the individualized needs of students receiving special education services. State guidelines for the delivery of special education and related services will be implemented while protecting the health and safety of students as well as the individuals providing the services.
- If a student is unable to access their education in person due to medical or other circumstances, alternative means of delivering these services will be provided. The District will provide appropriate protective equipment relative to the responsibilities of all Support Service Staff.
- If a student in special education is unable to wear a face mask, alternative protection strategies may be adopted. Additional PPE will be considered to mitigate COVID-19 spread. A Face Mask Accommodations Process is in place to support the needs of students who are unable to comply with wearing a face mask due to a disability, medical, or mental condition.
- Staff will be supplied with protective equipment as appropriate, including masks, shields, gloves and gowns.

### **504 Accommodations**

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

## VIII. Family and Student Engagement Team

### Family Support and Communication

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

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

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

Covina-Valley Unified places a high priority on providing timely communications to our stakeholders during this unprecedented time. The District communicates with families through multiple platforms including:

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

Covina-Valley Unified is committed to the continual support of our families.

- The schools will engage and communicate with families via newsletters, ParentSquare messages, and virtual informational sessions about health protocols, academic requirements, distance and in-person learning expectations and resources available for support.
- The District will continue to comply with state and federal family engagement requirements during the COVID-19 pandemic. Virtual platforms may be used to facilitate the various events the District hosts including, but not limited to town halls, board of education meetings, School Governance meetings, open houses, introductions from administrators, virtual tours and orientations.

## **COVID-19 Vaccination Support**

The availability of vaccines for all eligible children is an important part of our school's path to recovery. There are various Community Partners and Covina-Valley's Health and Wellness Center that will continue to offer all vaccines to children. The COVID vaccine (where available) will also be offered.

Students ages 3 and up can visit any one of our C-VUSD run school-based clinic sites to receive a COVID vaccination. Please note that parents/caregivers will need to accompany children ages 3-17 years of age when they are vaccinated. All children eligible to receive the COVID vaccine who are 17 years of age and younger will require a signed parent/guardian consent. The accompanying adult may also be offered the COVID vaccine. Student appointments can be made by going to [myturn.ca.gov](https://myturn.ca.gov). Additional information can be found at [myturn.ca.gov](https://myturn.ca.gov).

Covina-Valley Unified is expanding the safety net we are providing to include vaccinations as part of our commitment to do all we can to protect the health and safety of everyone in the school community. Family members of Covina-Valley Unified students are eligible to receive COVID vaccinations at the free COVID-19 Vaccination Clinic in partnership with Mercy Pharmacy. Additional information for the vaccination clinic can be found at <https://www.c-vusd.org/domain/998> or by calling the C-VUSD Health Services Department at (626) 974-7000.

## **Social and Emotional Support**

Children and adults watching the news, reading content on-line and in newspapers and overhearing talk about the current coronavirus pandemic, may feel stressed, scared, confused or anxious. Some react right away; while others may show signs that they are having a difficult time later. Every person can support wellness and healing by teaching and implementing resilience strategies. For more information, please contact our C-VUSD Social Services Department at <https://www.c-vusd.org/domain/57> or call (626) 974-7000.

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

## IX. COVID-19 Related Employee Benefits

### California 2022 COVID-19 Supplemental Paid Sick Leave Act (SPSL):

The 2022 COVID-19 SPSL Act is a temporary law effective February 9, 2022. The 2022 SPSL benefit entitlement is retroactive to January 1, 2022, set to expire on December 31, 2022, and provides up to eighty (80) hours in two separate categories of forty (40) hours each of paid, job-protected time away from work to covered employees for qualifying reasons under the 2022 COVID-19 SPSL Act. The 2022 SPSL benefits are paid at 100% of the employee's daily assigned hours for the following qualifying events for self or care of a family member who:

#### **Category 1:** COVID-19 Related Symptoms, Quarantine, or Vaccination/Booster

- Are subject to a federal, state, or local quarantine or isolation order related to COVID-19 (self and/or care of a family member);
- Have been advised by a health care provider to quarantine due to COVID-19 (self and/or care of a family member);
- Is attending to a COVID-19 vaccine/booster appointment (self and/or care of a family member);
- Cannot work or telework due to vaccine/booster-related symptoms (self and/or care of a family member);
- Has COVID-19 symptoms and is seeing a diagnosis (self only);
- Is caring for a child whose school or place of care is closed for reasons related to COVID-19 on the premises (child only).

#### **Category 2:** COVID-19 Positive Test Result

- Tests positive for COVID-19 (self and/or care of a family member)

Paid leave under the 2022 COVID-19 SPSL Act is in addition to any other paid leave benefits provided by the District and supersedes other leave forms available for use to employees for specified reasons.



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

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

## **Workers' Compensation:**

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

## **Union Contracts:**

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

Employee Contracts and Agreements can be found at the C-VUSD district webpage at <https://www.c-vusd.org/Page/1618>.

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

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

## **Paid Family Leave (PFL) Benefits:**

Classified employees may be eligible for Paid Family Leave Benefits to care for a family member's illness or injury. PFL information can be found on the Employment Development Department (EDD) website: <https://edd.ca.gov/>.