



Options For Youth
Public Charter Schools

Options for Youth Duarte

COVID-19 School Safety Plan

<https://ofy-d.org/>

Options for Youth Duarte Locations

OFY San Gabriel Valley



City of Industry
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City of Industry CA 91744
(626) 961-3044

Pasadena
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Pasadena CA 91107
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COVID-19 Compliance Taskforce

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OFY-Los Angeles



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Koreatown

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Lancaster

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Introduction

In response to the COVID-19 Pandemic and in an effort to reopen our schools for onsite learning, Options for Youth Duarte (OFY Duarte) has taken measures to evaluate each school site and implement improvements to better serve students during this unprecedented time. This document outlines the responsibility of the COVID-19 Compliance Taskforce and describes all relevant changes to school campuses or the school program as well as outlines the steps the school will take in the event of a positive COVID-19 case on school grounds.

COVID-19 Compliance Taskforce

OFY Duarte has established a COVID-19 Compliance Task Force who is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring staff and students receive appropriate education about COVID-19. The COVID-19 Compliance Officer will serve as a liaison to the local public health agency in the event of a COVID-19 cluster or outbreak on campus.

COVID-19 School Safety Plan

The OFY Duarte COVID-19 Compliance Taskforce has created the following COVID-19 School Safety Plan. This plan has been developed in alignment with applicable state and local health guidance. A copy of this plan will be posted at the entrance of each school site, on the website, and provided to staff and students.

Prior to Reopening the School Site

Prior to reopening the school sites for students, the COVID-19 Compliance Taskforce will ensure the following measures have been implemented prior to students returning to school to minimize exposure to the COVID-19 virus.

- Students & Staff will receive appropriate education regarding:
 - Proper use, removal, and washing of face coverings.
 - Physical distancing guidelines and their importance.
 - Symptoms screening practices.
 - COVID-19 specific symptom identification.
 - How COVID-19 is spread.
 - Enhanced sanitation practices.
 - The importance of staff and students not coming to work if they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID- 19.
 - For staff, COVID-19 specific symptom identification and when to seek medical attention.
 - The employer’s plan and procedures to follow when staff or students become sick at school.
 - The employer’s plan and procedures to protect staff from COVID-19 illness.
 - Changes to school program due to COVID-19.
- Students and staff are advised to stay home without fear of reprisal if they experience COVID-19 symptoms, receive a positive COVID-19 test, receive a doctor’s diagnosis of likely or presumed

COVID-19, or have been in close contact with a person who has received a positive COVID-19 test or diagnosis.

- Health prescreens and temperature checks will take place for any individual entering the school.
- A daily occupancy logging system has been created and implemented.
- An internal digital reporting system has been created to notify all necessary stakeholders of a positive COVID-19 case onsite.
- A reporting chain of command has been established and implemented .
- The school has taken the appropriate measures to promote social distancing in the school site.

Face Coverings at School and School Sponsored Events

All staff, students and visitors are required to wear a clean face covering which properly covers the nose and mouth while on or around the School Site. Staff and students are required to wear face coverings while traveling on school sponsored transportation and at school sponsored events. Staff, students and visitors will be offered an appropriate face covering if they arrive at the school site without one or if their face covering becomes soiled or otherwise damaged. Exemptions from wearing face coverings are only for those with a medical condition, mental health condition or disability where wearing a face covering could obstruct breathing or when an individual is incapacitated or otherwise unable to remove a face covering without assistance. Alternative protective strategies may be adopted to accommodate students who are on Individualized Education Programs or 504 Plans and who cannot use or tolerate cloth face coverings.



Learn more about face coverings at: <https://covid19.ca.gov/masks-and-ppe/>

Proper Hand Washing & Sanitizing

The School encourages staff and students to wash their hands frequently throughout the day including: when arriving at or leaving home; when arriving at or leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; after using the restroom; after touching their nose or mouth (everyone should try to avoid touching their nose, mouth, and face covering); after blowing their nose, coughing, or sneezing (everyone should cover their cough or sneeze with a tissue); and before and after meals. Staff & students should wash their hands in the available restroom sink with soap and water for at least 20 seconds. Hand sanitizer is available at the front desk as well as at each teacher desk, each classroom and other supervised locations throughout the site.



Learn more about handwashing at: <https://www.cdc.gov/handwashing/pdf/handwashing-poster.pdf>

Social Distancing

All individuals are encouraged to keep an appropriate six feet of social distance at all times while at school. The School has posted social distancing protocols and reminders for its occupants. Floor markers to further encourage social distancing have been placed where appropriate. One main entrance and a separate exit have been designated where possible so that all individuals entering the school are asked screening questions and have their temperature taken. Markers have been taped on the floor outside the building so that all individuals maintain a six feet distance from each other while waiting to be screened. In the main area of the school, chairs have been removed from unavailable desks. In the small group instruction classrooms, desks have been removed so that only 4-5 desks remain in each room in order to maintain the appropriate six feet of social distance. Furthermore, a standalone plexiglass barrier has been installed on the teacher's desk as an added precaution where appropriate. Students

and staff are required to wear their face masks at all times while in the school site. PPE is available and accessible to all individuals at the school site.



Learn more about social distancing at:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

Changes to School Program

Distance Learning

OFY Duarte students are currently enrolled in and will remain in a distance learning model until the school receives the appropriate clearance from the local health officer to return to onsite learning. Students are able to connect with their Teachers on various learning platforms, in addition to meeting regularly via Zoom and Google Meet. The school continues to ensure that students have access to a full curriculum of equal or comparable quality despite the method of delivery. While students primarily participate in independent study and will be assigned online Edmentum courses, they also have the option to participate in small group instruction (SGI) classes for their core coursework. In some instances, students may be assigned paper workbooks. Edmentum is an online platform that provides a customizable digital curriculum that allows teachers to deliver instruction both virtually or in-person. Since the curriculum is customizable, it allows teachers the flexibility to adjust the curriculum to meet the individualized needs of each student. The curriculum on Edmentum is interactive for students; they respond to the tutorials in different formats (written response, matching, fill in the blank, multiple-choice, etc.) and there are videos and articles. Edmentum also has embedded instructional tools that students can access including audio, video, translator, digital highlighter, calculator, and note-taking. Moreover, students have the flexibility to progress through the curriculum at their own pace with guidance from their teacher.

Students also have access to school psychologists, school counselors, tutors, and still have the opportunity to virtually participate in social and community events. School counselors and tutors are available virtually by appointment. Students are encouraged to reach out to their teacher, school

counselors, or tutors to schedule an appointment directly. Some of the events offered include health & wellness groups, career fairs, soft-skills training, yoga, an E sports league, student council, and spirit weeks. School counselors are also offering virtual academic events, such as: college week, college tours, FAFSA nights, and senior informational nights. The school is working diligently to ensure that students and families continue to feel connected to the school even while operating in a virtual environment.

OFY Duarte continues to evaluate local conditions in preparation for student's return to onsite learning using a phased reopening approach and with proper clearance from the appropriate County Department of Health and the California Department of Health when local conditions allow. OFY Duarte is connecting with stakeholders to begin consideration and assignment of future stable student groups.

OFY Duarte is currently offering specialized services in small cohorts in accordance with guidance from Pasadena, Los Angeles County Public Health and the California Department of Public Health. Students who are participating in student cohorts are required to follow social distancing guidelines including wearing a face covering while on or around school grounds. Student cohorts are limited to a maximum of 12 set students per cohort. Students participating in a set cohort will work with no more than 2 teachers who will work onsite with only students within the same cohort. Student cohorts will observe block schedules to further limit the risk of potential exposure by keeping the number of individuals on school grounds to 25% of building occupancy.

Limited Occupancy

The School has limited the number of individuals onsite to not exceed the CDE recommendations of regular occupancy at any one time. New student orientations are conducted virtually by appointment only. Currently enrolled students may reach out to their teacher virtually to arrange for curriculum or technology pick-up when needed. Students picking up materials are instructed to call the school upon parking and to open the trunk of their vehicle so that a School staff member can leave the items in the trunk in order to minimize contact. Staff schedules have been staggered to limit the number of staff onsite at any one time.

Student & Teacher Seating

Teachers desks have been moved to allow for 6 feet of social distancing from student tables and/or desks where possible. Plexiglass barriers have been installed in areas where social distancing is not possible. Student seating will be limited to 2-3 students per teacher appointment block when onsite learning resumes.

Restrooms

Staff and student restrooms have been modified to accommodate one occupant at a time. Touchless soap and paper towel dispensers have been installed where possible. High touch surfaces of the restroom are cleaned by staff observing the regular cleaning schedule and are thoroughly cleaned twice weekly by the janitorial service.

Cleaning & Disinfecting

When students are onsite, all student tables, chairs, plexiglass barriers and other high touch surfaces (e.g., door handles, light switches, handrails, drinking fountains, restroom surfaces, etc.) will be cleaned and disinfected with EPA N list approved cleaners at the completion of each student block. When only staff is onsite, all staff workstations, plexiglass barriers and other high touch surfaces will be cleaned daily. Doors and/or windows are opened during cleaning periods when possible to increase ventilation. Ventilations systems and fans are used when possible to increase circulation of outdoor air. Regular janitorial services are conducted after-hours twice weekly. The use of shared items, such as electronic devices, books, or instructional materials, will be limited if possible. Commonly shared items, such as dishes, utensils, or cups/mugs, will be replaced with single use items to the extent feasible. Staff receive training on cleaning and disinfection procedures as appropriate.

Meal Program

The School offers a five-day supply of Grab & Go style lunches every Monday. Students should call the school when they arrive for lunch pick up in order for a staff member to distribute the lunches. Measures have been implemented to limit contact during lunch distribution. Staff members who distribute school lunches wear appropriate PPE including face coverings and gloves. Students participating in cohorts may pick up their lunches at the completion of their onsite appointments.

Health Prescreens & Temperature Checks

Staff will be trained to check for signs and symptoms of COVID-19 in themselves and others. Staff members will complete a health screen self-certification before arriving on school campus. All other individuals who enter the school site will complete a health prescreen and temperature check with a contactless thermometer upon entry. Individuals who present with a temperature of 100.4° F or higher and/or answer yes to any of the health prescreen questions will not be permitted entry. Students who develop COVID-19 related symptoms during the day will be given a medical grade mask to wear and will be moved to a designated isolation area while arrangements are made for transportation. Families will receive the [*Student Symptom Decision Tree*](#) handout when picking up their child and should follow-up with their child's Teacher the following day. Students should return home and follow the guidance based on their specific symptoms as indicated on the handout.

Options for Youth Duarte recommends any individuals experiencing COVID-19 symptoms to consult with a medical professional and get tested. If you do not have a regular doctor, you can find a local testing center using the information below:

Los Angeles County

<http://www.ph.lacounty.gov/media/Coronavirus/docs/people/GuidanceCaringforChildren.pdf>

Pasadena

<https://www.cityofpasadena.net/public-health/covid-19-testing-info/>

COVID-19 Testing

OFY Duarte is not considered reopened for onsite learning and is currently operating in a Distance Learning format. OFY Duarte is currently exploring potential avenues for rapid COVID-19 testing for staff and students. During Distance Learning OFY Duarte is currently observing the following COVID-19 testing strategy.

Symptomatic Testing

COVID-19 testing is recommended for individuals experiencing symptoms of COVID-19. Staff and students are advised to stay home and isolate in case they are infectious while awaiting test results. Staff or students returning to campus would be determined on an individual case-by-case basis using guidance from the appropriate Health Department.

Response Testing

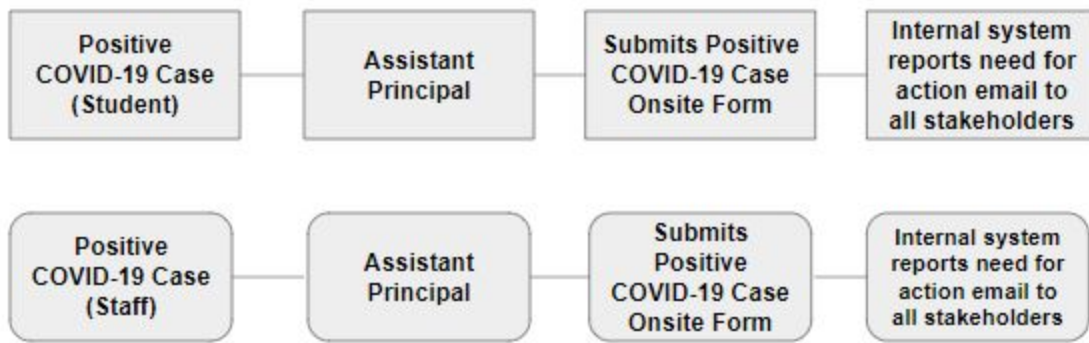
COVID-19 testing is recommended for individuals who have been exposed to a known positive COVID-19 case whether or not they display symptoms of COVID-19. Staff and students are advised to stay home and quarantine during this time in case they are infectious. Staff or students returning to campus would be determined on an individual case-by-case basis using guidance from the appropriate Health Department.

Occupant Tracking

Measures have been put in place to ensure improved occupant tracking throughout the School Site. Upon entering the school site, all individuals complete the occupant tracking form for the purpose of potential future contact tracing. Additionally, all staff update a weekly schedule to ensure that only a limited number of people are present at the school site at the same time. Staff, students and visitors that do come in to the school site maintain appropriate social distance while on campus.

COVID-19 Reporting Chain of Command & Internal COVID-19 Reporting System

OFY staff may learn of a positive COVID-19 case in a variety of ways. In an effort to quickly report a positive COVID-19 case onsite and with respect to the privacy of the individual affected by COVID-19 the following reporting protocol has been established.



Staff is encouraged to reach out directly to Human Resources when reporting sensitive personal information

Students and their families are instructed to inform their Assistant Principal if their child tests positive for COVID-19. The Assistant Principal will then submit a **Positive COVID-19 Case Onsite Form**. This form is digital and will generate an email notifying all necessary parties. This form does not include identifying information of the individual who tested positive. Only the Compliance Officer or Human Resources will be informed of the identity of the positive case so that proper documentation, reporting and contact tracing efforts can be completed. 9-Dot Human Resources Department (HR) will drive all staff related COVID-19 reporting and/or contact tracing efforts. HR will follow the same Exposure Management Steps as indicated in this plan.

The steps indicated below will be followed based on the number of positive cases onsite.

Case Reporting & Communication for 1 COVID-19 Case at School Los Angeles County

- After identifying 1 laboratory confirmed COVID-19 case (student), the School Compliance Task Force instructs the case to follow Home Isolation Instructions for COVID-19.
 - English: https://drive.google.com/file/d/1NXwG3VB-ABcScclJpoaxiH_s7ePOCQNz/view?usp=sharing
 - Spanish: <https://drive.google.com/file/d/1ARyCOFZytjseYUGXxGnXY05sfugpYRzJ/view?usp=sharing>
- The School Compliance Task Force informs the case that DPH will contact the case directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.
- The School Compliance Task Force works with the case to generate a list of students and/or employees with exposure to the case while infectious. The School Compliance Officer submits this information to DPH using the COVID-19 Case and Contact Line List for the Educational Sector within 1 business day of notification of a case. If needed, additional time may be requested.
 - <https://drive.google.com/file/d/1eNpvl83nRpqx5za0aJPd2rM10pst9TZ5/view?usp=sharing>

- *A case is considered to be infectious from 2 days 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 other 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 2 days 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).*
- Students and employees that are identified to have had an exposure to the case at school are notified by the School Compliance Task Force of the exposure through a letter and/or other communication strategies.
 - Students and employees with an exposure to the case should 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 the 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.
 - Exposed students and employees should quarantine for 14 days since last exposure to the case while infectious (as defined above), even if they receive a negative test result during their quarantine period. A person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e., time period between exposure and disease onset).
 - DPH will contact exposed students and employees directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.
 - School Compliance Task Force will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19

**Case Reporting & Communication for 2 COVID-19 Cases at School within a 14-day Period
Los Angeles County**

- After identifying 2 laboratory confirmed cases (students and/or employees) within a 14- day period, the school follows the required steps for 1 confirmed case.
- The School Compliance Task Force determines whether the 2 cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting during the same time period while either or both were infectious.
 - **A case is considered to be infectious from 2 days 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 other 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 2 days before their test was taken until 10 days after their test.*
 - Determination of epidemiological links between cases may require further investigation to assess exposure history and identify all possible locations and persons that may have been exposed to the case while infectious at the site. NOTE: Epidemiologically linked cases include persons with identifiable connections to each other such as sharing a physical space (e.g. in a classroom, office site on campus, or gathering), indicating a higher likelihood of linked spread of disease in that setting rather than sporadic transmission from the broader community. 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, the school continues with routine exposure management.
 - If epidemiological links exist, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of additional site-specific interventions.

**Case Reporting & Communication for ≥ 3 COVID-19 Cases at School within a 14-day Period
Los Angeles County**

- If the school identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period, the school should proceed with the following steps:
 - Report the cluster to the DPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day via email at: ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821.
 - Complete the **COVID-19 Case and Contact Line List for the Educational Sector** and submit it to ACDC-Education@ph.lacounty.gov. For technical assistance on how to complete the line list contact ACDCEducation@ph.lacounty.gov.

- The ACDC Education Sector Team will review the 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 to advise on next steps
- If outbreak criteria are not met, the school continues with routine exposure management.
- If outbreak criteria are met, the 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 (i.e., at least 14 days since the last confirmed case).
- Prior to reporting a cluster to the DPH ACDC Education Sector Team, School Compliance Task Force will determine whether at least 3 cases in the cluster have epidemiological links. ***The COVID-19 Exposure Investigation Worksheet for the Education Sector*** is a tool available to assist in the assessment of epidemiological links.

Appendix A: Steps for Managing Exposures to COVID-19 Cases at School

1 Case	<p><i>Required:</i> School instructs the case to follow COVID-19 Home Isolation Instructions (a).</p> <p>1) <i>Required:</i> School informs the case that the DPH will contact the case directly to collect additional information and issue Health Officer Order for Isolation (a).</p> <p>2) <i>Required:</i> School works with the case to identify school contacts.</p> <p>3) <i>Required:</i> School notifies* school contacts of exposure and instructs them to quarantine at home and test for COVID-19.</p> <p>4) <i>Required:</i> School informs school contacts that DPH will contact them directly to collect additional information and issue Health Officer Order for Quarantine (b).</p> <p>5) <i>Required:</i> School submits contact information for case and site contacts using the COVID-19 Case and Contact Line List for the Educational Sector and sends to DPH by emailing: ACDC-Education@ph.lacounty.gov.</p> <p>6) <i>Recommended:</i> School sends general notification* to inform the wider school community of the school exposure and precautions taken to prevent spread.</p> <p>*Templates for contact notification and general notification are available at: COVID-19 Template Notification Letters for Education Settings.</p>
2 Cases	<p>1) <i>Required:</i> Follow required steps for 1 confirmed case.</p> <p>2) <i>Recommended:</i> If the 2 cases occurred within 14 days of each other, school determines whether the cases have epidemiological (epi) links. A COVID-19 Exposure Investigation Worksheet for the Education Sector tool is available to help assess for epi links. If Epi links exist, School implements additional infection control measures.</p>
3+ Cases	<p>1) <i>Required:</i> If a cluster of 3 or more cases occurred within 14 days of each other, school notifies DPH at: ACDC-Education@ph.lacounty.gov.</p> <p>2) <i>Recommended:</i> Prior to notifying DPH of the cluster, the school determines whether at least 3 cases have epi links. If epi links <u>do not</u> exist, the school continues with routine exposure management.</p> <p>3) <i>Required:</i> DPH requests that the COVID-19 Case and Contact Line List for the Educational Sector be completed by the school to determine if outbreak criteria have been met. If outbreak criteria are met, the DPH outbreak response field team is activated and a public health investigator will contact the School to coordinate the outbreak investigation.</p> <p>4) <i>Required:</i> School provides updates to the DPH outbreak response field team until the outbreak is resolved.</p>
<p>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 other 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: ph.lacounty.gov/covidisolation.</p> <p>b. Health Officer Order, contacts directed to quarantine for 14 days since date of last exposure to case while infectious: ph.lacounty.gov/covidquarantine.</p>	

Case Reporting & Communication for 1 COVID-19 Case at School Pasadena

- After identifying 1 laboratory confirmed COVID-19 case (student or employee), the School Compliance Task Force instructs the case to follow US Centers for Disease Control and Prevention (CDC) home isolation instructions for COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- The School Compliance Task Force informs the case that PPHD will contact the case directly to collect additional information and issue the Health Officer Order for Case Isolation.
- School Compliance Task Force works with the case to generate a list of students and/or employees with exposure to the case while infectious. The School Compliance Officer submits

this information to PPHD using the **COVID-19 Case and Contact Line List for the Educational Sector** within 1 day of notification of a confirmed case. If needed, additional time may be requested. For technical assistance on how to complete the line list contact:

nursing@cityofpasadena.net

- A case is considered to be infectious from 2 days 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 reduces fevers AND other 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 2 days 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:
 - If the exposure happened in a school classroom or school cohort, all persons that were in the classroom or cohort during the infectious period are considered exposed at this time.
 - 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 had an exposure to the case at school are notified by the School Compliance Task Force of the exposure through a letter or other communication strategies. The notification of exposure should include the following messages:
 - Students and employees with an exposure to the case should receive a test (a PCR nasal swab test, not a blood test or a rapid nasal swab antigen 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 the 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, and community testing sites: <https://covid19.lacounty.gov/testing/> and <https://www.cityofpasadena.net/public-health/covid-19-testing-info/>. Individuals who need assistance with health insurance enrollment or finding a medical provider can call 626-744- 6068 or 211.
 - Exposed students and employees are required to quarantine for 14 days since the last exposure to the case while the case was infectious (as defined above). Those exposed must maintain a full 14-day quarantine, regardless of any test results. Test results (even a negative result) CANNOT shorten a quarantine period to fewer than 14 days. At any time after the test, until day 14, the person may subsequently develop disease, with or without symptoms. Home Quarantine Guidance for COVID-19 is available at: <http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine>.

- The School Compliance Task Force will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19.

Case Reporting & Communication for 2 COVID-19 Cases at School within a 14-day Period Pasadena

- After identifying 2 laboratory confirmed cases (students and/or employees) within a 14- day period, the school follows the required steps for 1 confirmed case.
- The School Compliance Task Force determines whether the 2 cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting during the same time period while either or both were infectious.*
 - *A case is considered to be infectious from 2 days 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 other 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 2 days before their test was taken until 10 days after their test.
- Determination of epidemiological links between cases may require further investigation to assess 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***. If epidemiological links do not exist, the school continues with routine exposure management. If epidemiological links exist, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site specific interventions.

Case Reporting & Communication for ≥ 3 COVID-19 Cases at School within a 14-day Period Pasadena

- If the school identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period, the school should proceed with the following steps:
 - Report the cluster to PPHD within 1 business day via email at: nursing@cityofpasadena.net or by calling (626) 744-6089.
 - Complete the Line List for Cases and Contacts and submit it to nursing@cityofpasadena.net

- PPHD will review the Line List for Cases and Contacts to determine whether the outbreak criteria have been met. PPHD will contact the school within 1 business day to advise on next steps.
- If outbreak criteria are not met, the school continues with routine exposure management.
- If outbreak criteria are met, an outbreak investigation is initiated. PPHD will 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 investigator until the outbreak is resolved (i.e., at least 14 days since the last confirmed case).
- Prior to reporting a cluster to the PPHD, the School Compliance Task Force will determine whether at least 3 cases in the cluster have epidemiological links.
 - If epidemiological links do not exist between at least 3 cases in the cluster, the school continues with routine exposure management.
 - If epidemiological links exist between at least 3 cases in the cluster, the school reports the cluster to PPHD at nursing@cityofpasadena.net or by calling (626) 744-6089.

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

<p>1 Confirmed Case</p>	<p>1) <i>Required:</i> School instructs the case to follow COVID-19 home isolation instructions (a), below.</p> <p>2) <i>Required:</i> School informs the case that PPHD will contact the case directly to collect additional information and issue Health Officer Order for Isolation (a), below.</p> <p>3) <i>Required:</i> School works with the case to identify school contacts.</p> <p>4) <i>Required:</i> School notifies* school contacts of exposure and instructs them to quarantine at home and test for COVID-19.</p> <p>5) <i>Required:</i> School informs school contacts that PPHD will contact them directly to collect additional information and issue Health Officer Order for Quarantine (b), below.</p> <p>6) <i>Required:</i> School submits contact information for case and site contacts using the COVID-19 Case and Contact Line List for the Educational Sector and sends to PPHD by emailing: nursing@cityofpasadena.net</p> <p>7) <i>Recommended:</i> School sends general notification* to inform the wider school community of the school exposure and precautions taken to prevent spread.</p> <p>*Templates for contact notification and general notification are available at: COVID-19 Template Notification Letters for Education Settings.</p>
<p>2 Confirmed Cases</p>	<p>1) <i>Required:</i> Follow required steps for 1 confirmed case.</p> <p>2) <i>Recommended:</i> If the 2 cases occurred within 14 days of each other, school determines whether the cases have epidemiological (epi) links.** A COVID-19 Exposure Investigation Worksheet for the Education Sector tool is available to help assess for epi links.</p> <p>**Epi links <u>do not exist</u>: School continues with routine exposure management. Epi links <u>exist</u>: School implements additional infection control measures.</p>
<p>3+ Confirmed Cases</p>	<p>1) <i>Required:</i> If a cluster of 3 or more cases occurred within 14 days of each other, school notifies PPHD at: nursing@cityofpasadena.net or (626) 744-6089.</p> <p>2) <i>Recommended:</i> Prior to notifying PPHD of the cluster, the school determines whether at least 3 cases have epi links. If epi links <u>do not</u> exist, the school continues with routine exposure management.</p> <p>3) <i>Required:</i> PPHD requests that the COVID-19 Case and Contact Line List for the Educational Sector be completed by the school to determine if outbreak criteria have been met.***</p> <p>***Outbreak criteria <u>not met</u>: School continues with routine exposure management. Outbreak criteria <u>met</u>: PPHD outbreak investigation will be initiated.</p> <p>4) <i>Required:</i> School provides updates to the PPHD investigator until the outbreak is resolved (at least 14 days since last confirmed case).</p>
<p>(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 other 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. https://www.cityofpasadena.net/Pasadena-Health-Officer-Blanket-Isolation-Order</p> <p>(b) Health Officer Order - contacts directed to quarantine for 14 days since date of last exposure to case while infectious, completing a full 14 days regardless of any test results. https://www.cityofpasadena.net/Pasadena-Health-Officer-Blanket-Quarantine-Order</p>	

COVID-19 Outbreak Criteria for K-12 Schools

At least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 within a 14- day period in a group with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus. School groups include persons that share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.

School Site Closures

In most cases, entire sites may not be required to close even if there is a confirmed case in a staff member or student. Closure of a cohort may be necessary to prevent disease transmission. Individual site closure may be appropriate when there are multiple cases in multiple cohorts at a site or when at least 5% of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the site. The Principal will determine when to close a site in consultation with the COVID-19 Compliance Taskforce, the School Leadership Team and the local public health agency. Students will be transitioned back to Distance Learning for the duration of the closure.

Guidance & References

COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year

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

CA Safe Schools for All

<https://schools.covid19.ca.gov/>

COVID-19 Industry Guidance: Schools & School Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

Protocol for Reopening K-12 Schools

http://www.ph.lacounty.gov/media/Coronavirus/docs/protocols/Reopening_K12Schools.pdf

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

http://www.ph.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan_K12Schools.pdf

City of Pasadena COVID-19 Info for Schools

<https://www.cityofpasadena.net/covid-19/#info-for-schools>

Decision Pathway

<http://publichealth.lacounty.gov/media/Coronavirus/docs/education/ScreeningEducationSettings.pdf>

COVID-19 CA. GOV

<https://covid19.ca.gov/>

Centers for Disease Control & Prevention

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Symptom Decision Tree

<https://drive.google.com/file/d/1HllewuyExaUaNQCXuFfhb8T6-Ary8IZr/view?usp=sharing>