

Hughes Elizabeth Lakes School District Return to Campus 2020-2021 Plan



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Updated 3/11/21

Return Students to Campus Committee

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Plan Introduction

Superintendent/Principal, Dr. Slaven

The 2020-2021 school year began with students learning off campus through Distance Learning Virtual or Independent Study. The Return Students to Campus Committee was formed to create a plan to safely bring students back on campus. The plan addresses five key action areas: Health and Safety, Instructional Models, Facilities, Transportation, and Governance/Logistics. The committee as a whole and/or workgroup teams meet weekly to design the plan to meet the needs of our families and school community.

This Return Students to Campus Plan aims to define clear guidance for how we will open our doors, physically for students to return to campus. Plan provides the support and accountability to establish a clear path to minimize in-school transmissions and enable, first, a phased return to in-person instruction, and then ongoing safe in-person instruction. The plan is aligned with the regulations issued by the local, state and national authorities. As with every plan of this magnitude and under these ever-changing conditions, this document will remain fluid and change as necessary based on guidance from state authorities and local health experts. Updates are indicated through the document with highlights and the date in parentheses eg. (3/16/21). The plain text through the document is the original document.

This plan includes the COVID-19 Prevention Program (CPP) as part of the appendix and is in compliance with Cal/OSHA requirements. In addition the LA Department of Public Health checklist in the appendix.

Health and Safety

Face Coverings: REQUIRED

HELUS will have disposable masks on hand at all times for anyone in need of a mask. Employees are required to wear masks anytime others are present. Masks to be washed or replaced daily. Office Staff will be provided medical grade masks. Students are required to wear masks at all times excluding meal/drink breaks, outdoor breaks where social distancing is possible. Visitors are required to wear masks at all times while on campus excluding 2 year olds and younger. Face coverings are to cover the nose and mouth at all times. Those who refuse to follow the proper face covering protocols will be asked to leave the premises.

Daily Screenings:

Symptom student screening- Parents/guardians will fill out pre-screening through app every morning prior to arrival on campus. The app will notify appropriate staff and bus drivers of students not passing the screening. Students not passing the daily screening will stay home and not come on campus, but will instead attend virtually. Students arriving by car will have their temperatures taken by aides prior to parents/guardians leaving each morning.

Parents/guardians drive up to the drop off location at the rock island by the basketball courts and student temperatures are taken on the spot (see transportation). Students with a temperature of 100.4 or higher will not be able to stay at school. When busing resumes, bus riders will be screened at their stops before being allowed to enter the bus.

Symptom Staff Screening- Staff daily pre-screening will be done through an app that includes a questionnaire and tracks daily temperature reading. The staff symptom screening shall be done prior to the coming on campus.

Social Distancing: (See Facilities section)

Social distancing protocols include: Maintain 6ft of space within the classroom, replace group table seating arrangements with individual desks to ensure 6ft of space is achieved. Physical fitness class activities are offered outdoors and are to include physical distancing; contact activities are not permitted. One way walking traffic signs such as stay to the right will be posted. Designated areas for lines will be marked with 6ft spacing. Signage alerting visitors to maintain a 6-foot distance from school personnel will be posted near the office and around campus.

Healthy Hand Hygiene:

Teachers model and monitor frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits. Younger students are regularly scheduled for frequent mandatory handwashing such as breaks, before and after eating, after toileting, after outdoor play, and before and after any group activity. Hand washing stations will be assigned to each classroom to eliminate congregations in bathrooms.

Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink (in or near classrooms, rooms in which support services are provided). Ethyl alcohol-based hand sanitizer is preferred and should be used in school environments. Hand sanitizers with isopropyl alcohol as the main active ingredient are not used in the school, as it is more irritating and can be absorbed through the skin.

Hand sanitizer, soap and water, tissues and trash cans are available around the campus at or near the entrances of the rooms and anywhere inside and outside where people have direct interactions.

Personal Protective Equipment:

Employees will abide by the LA County Health Department guidelines for the use or wear of personal protective equipment. The District will provide medical grade personal protective equipment (PPE) for employees. Teachers in the early grades may use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction. Employees engaged in activities (such as physical therapy or personal assistance to individual students) which may not permit physical distancing are to be equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.).

Staff Training:

Staff are trained on hand washing, wearing a mask correctly, and the COVID-19 awareness from Keenan Safe Schools. Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions and Cal OSHA requirements for safe use and proper cleaning method. As required by the Healthy Schools Act, the COVID-19 Compliance Team should be trained on the School Exposure Management Plan.

Social Emotional:

HELUS takes the mental and emotional well-being of our students and staff very seriously. One way to support emotional well being is to provide the necessary resources. This is the same for both staff and students and begins with an understanding of the five social-emotional competencies including 1) self-awareness, 2) self-management, 3) social awareness, 4) relationships, and 5) responsible decision-making. When that understanding transforms into explicit practice for both the individual (student or teacher) and the classroom ecosystem as a whole, resiliency and social emotional well-being is supported.

Professional Development (PD) for all staff will be provided. This PD will not only include valuable information on what social-emotional well-being is and why it is important, but will also provide exercises and activities for teachers to experience first on their own, and secondly, as learning tools for their students. Studies show that the more teachers focus on their own self-care and well-being, the better equipped they are to support their students' social emotional health.

Instructional Models

Full Distance Learning

Students will not be on site, and the curriculum and instruction is completely online. Full Distance Learning includes daily live virtual interaction between teacher(s) and students. Full Distance Learning requires independence, parental and self monitoring and motivation for the student. Students receive supplemental services as practicable; i.e., IEP services, EL, etc. In the virtual-online learning model, teachers will be assigned students and will deliver instruction using a combination of digital curriculum and district teacher-developed curriculum for an aligned standards based curriculum. Families with students on IEPs will meet with their IEP team to develop a plan for services and support for the 2020-21 school year.

Option Full Distance Learning

Students and families may decide not to return to in-person instruction this school year and will have the option to enroll in a distance-only learning program. Families are able to change their enrollment to the in-person model every quarter based on available space. Families with students on IEPs will meet with their IEP team to develop a plan for services and support for the 2020-21 school year.

Hybrid Model

Hybrid Model offers a structured learning environment in a familiar face-to-face setting, while also allowing for greater levels of social distancing and modified social interaction. The Hybrid Model of Learning includes onsite In person and Virtual. Classes divided into cohorts (groups) with one cohort in person and one cohort virtual. Students would attend school in person for a portion of the week, with the remainder of the week's learning taking place online. Students would be split into cohorts (groups) so that all classrooms would operate at a less than 100% capacity for appropriate social distancing. The HELUS Hybrid Model can adjust to accommodate a mix of in-person and online learning for any number of days per week. This flexibility allows the district to scale up or down the number of students on campus on any weekday as public health requirements and circumstances allow. This model creates strong routines for students. However, Hybrid requires social distancing and PPE while students are on campus. Based upon Public Health guidance, there may be a transition between in-person and virtual learning during the school year.

Modified Traditional

Students will be on site five days per week with Full Virtual/Remote Learning available should a classroom, school site, or the entire district be closed for shorter periods of time. Modified Traditional offers students and staff a structured learning environment in a face-to-face setting with modified social interaction. This model creates strong routines for students. However, social distancing and PPE are required, in addition to modified schedules to support additional lunches and recesses. Based upon Public Health guidance, there may be a transition between in-person and virtual learning during the school year.

Independent Study Homeschooling

(under construction)

Special Ed. Support

Students currently eligible for special education services will continue to receive their service(s) congruent with their general education plan. This may mean some adjustments to the current Individualized Education Program (IEP), to ensure students continue to receive services during COVID-19 changes in general education programs. Students who receive their educational services primarily in a mainstream environment or in pull out sessions, may receive their services outside of their general education cohort time. Some services may continue to be provided virtually upon the agreement of the IEP team. Each student's individual schedule will be communicated to the families by their student's case manager within the first few weeks of school resuming.

Hybrid Schedule

SPRING ONLY (3/11/21)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-11:30	On Site Instruction and DL Instruction		Current Online Schedule		
11:30-12:30	Lunch/Prep				
12:30-1:45	Asynchronous		Asynchronous and/or Group/Individual Work		

Facilities

Campus Access – Entering School Building, Classrooms and Offices

To follow health and safety guidelines provided by the Los Angeles County Department of Public Health (LADPH) and California Department of Public Health (CDPH), we will be restricting access to all non-essential visitors or volunteers (see Governance for more information on volunteers). Authorized personnel will be limited to those employees who are scheduled for work to assist with in-classroom instruction and maintaining the safety and cleanliness of the campus. Visitors, including parents or guardians, will not be permitted to enter offices or classrooms.

When a visitor or volunteer must access the campus, it is being requested that they request permission for limited access to the campus, which will be limited to student drop-off and pick-up or to meet with District administration and/or counselor when a virtual meeting is not possible. (See Transportation for more information of student drop-off and pick-up)

All District staff certificated and classified, administrators, visitors and contracted service workers for maintenance will be required to follow the protocol that has been set up for safe entry and social distancing (see Health and Safety section). Every person will be expected to follow these protocols, adhere to signage and follow the entry and exit signs and directional arrows throughout the campus. District staff are requested to use hand-held radios to limit movement throughout the campus offices and classrooms have more efficient use of time.

Increased technology usage will require increased access to the District's bandwidth. For the safety of the students, increased protocols for online access will be set in place and limiting access to the District Wi-Fi to only those who will have need.

Access to the campus restrooms will be limited to the students in the area and will not be available to outsiders. To increase the safety and cleanliness of the students, portable handwashing stations may be located throughout campus to minimize any potential of group congregation. It is requested that all students, staff and visitors adhere to signage on restrooms, especially when they will be closed for cleaning. (See Cleaning, Sanitizing and Disinfecting section for more information on cleaning).

Campus Rooms & Facility Usage

Campus classrooms-cohorts will be limited to teachers, instructional aides and students. Custodial staff will only access classrooms after all students have left the campus, with the exception of unplanned accidents which will require immediate cleaning attention. Visitors, including parents/guardians, will not be permitted to enter classrooms-cohorts. All available rooms will need to be available for students and aides for instructional needs. Currently, no rooms or campus facilities will be available to be used by or for assemblies, outside volunteer groups or other gatherings until the District feels secure in the safety of the students and staff.

All classroom furniture will be reconfigured to allow for six-foot physical social distancing for students and staff. Staff who work in a non-traditional setting will be afforded an alternative workspace that allows for the six-foot physical social distancing. At least two rooms or areas will be designated as safe spaces for a potentially COVID-19 exposed student or staff member who are exhibiting symptoms of COVID-19 or other medical needs, while they are waiting to be picked up by a parent, guardian or other family member to seek medical care. Equip the multipurpose room for potential COVID-19 infected students, maintaining safe distancing and using proper PPE protocols. Parents/guardians will pick students up from that designated area. Rooms that are not used for daily direct instruction will continue to be used for additional instruction materials, furniture and equipment which will be removed from regular classrooms to allow for safe social distancing of students and the teachers. Acrylic partitions in rooms and around the campus for staff safety will be installed in areas of high risk as determined by the District.

Parking areas will be restricted to be used only by those employees who are scheduled for the day to assist in classroom instruction, food program preparation, aides and custodial staff. Playground fields will be used for student physical activities while still maintaining social distancing and safety protocols.

Restroom Protocol

Each class will be assigned to one (unisex) bathroom in order to control the maximum of 1 student at a time.

Arrival & Departure

Crossing guards will be working and available to keep students moving before and after class time, when going to and leaving the buses, and when parents/guardians are dropping off and picking up the children (see Transportation guidelines). No extended parking for parents/guardians will be allowed. Parking lots will be restricted to District employees scheduled to work that day.

Routes and protocols will be developed for campus traffic, both vehicular and foot, to define entry and exit routes as well as walkways. (See additional information for Late Arrivals and Early Departures for students in the Governance section)

Cleaning, Sanitizing, Disinfecting and Ventilation

District custodial and maintenance staff will be preparing safe space for all instructional staff and students returning to campus. Additional staff hours will be utilized for prioritizing the cleaning and sanitizing of the classrooms, restrooms and offices. Custodial staff will follow an established cleaning and disinfecting schedule. Custodial cleaning schedules will be posted for all staff so students and staff will know which rooms are not accessible during cleaning & sanitizing times. Custodial staff will also make sure that all signage for rooms, doors, walkways and information warnings will be installed and secured throughout the campus. Signage will include Safe Distancing, Authorized Personnel Only, No Access, One Way arrows, Handwashing, Face Covering Required, etc.

Restrooms will have increased priority for daily cleaning, sanitizing and disinfecting when students return to campus. Restrooms and classrooms will need to be sanitized with disinfecting misters daily after students and staff leave campus. Electro-static spray misters will not only allow for sanitizing rooms, but also are safe for students, staff, equipment, electronics and paperwork with a dry fog and disinfects with the least amount of wet disinfectant or sanitizer expelled. Frequently touched surfaces, which include door handles, light switches, sink handles, student desks, chairs and tables, will be another priority for custodial staff to clean and disinfect throughout the day. PPE will be required to be used by all staff who will be working to clean and sanitize the District classrooms and offices (see Health and Safety for more information on PPE). Disinfectants and sanitizers will be checked against the EPA approved list N with asthma safer ingredients.

In compliance with the guidance from the LACDPH, before students and staff are brought back on campus for in-class instruction, all rooms will be readied for occupancy and verify that ventilation systems – Heating Ventilation Air Conditioning systems (HVAC) – are working properly and have been sanitized. Increased servicing of units for improved air filtration with use of higher MERV rated air filters and more frequent changing of the air filters. **Increased air circulation is optimal for the classrooms by opening windows and doors to help dilute indoor air and reduce the amount of air that is being recirculated. Classroom doors will be opened early before students arrive and after they leave to help while sanitizing the rooms and allow the dilution of the indoor stagnant air.** Air purifiers with HEPA filters will be in use for rooms where additional air filtration may be needed along with the HVAC system.

Food Program

Local Education Agencies (LEAs) are required to provide nutritionally adequate meals for pupils who are eligible for Free and Reduced priced meals whether engaged in in-person instruction or distance learning. Staff have been working with Antelope Valley Union High School District (AVUHSD) to receive meals during each week to allow Grab and Go lunches to be distributed to families while students are distance learning.

Grab and Go lunches will continue to be provided for students who would like them. On campus lunches may include lunch delivery to the classrooms and having outdoor eating spaces near the classrooms or on the upper fields using the proper social distancing protocols. Drive through pick up will continue for those students and families that choose to remain in distance learning (see Instructional Models).

It is recommended that all staff and students bring their own water container marked with their name. However, all classrooms and offices will have small water bottles available for students and staff. All drinking fountains will be turned off and covered to be inaccessible during this COVID-19 pandemic.

Other Facility & Staff Needs

Increased training for all staff which includes Keenan Safety, OSHA video web training, food services training and other professional development available throughout the year. (See Health and Safety for additional information for training).

Bus Transportation

The following guidelines are set in place for safe bus transportation to and from school.

Before school bus routes - Students waiting at bus stops shall come with sanitized hands, stand at least six feet (6') apart and wear face masks. Students will be screened prior to getting on the bus with a non-contact thermometer. Students with a temperature of 100.4 or higher will not be allowed on the bus. It is recommended that parent/guardian be present at the bus stop in case a child has a fever and must be sent home. Students are to maintain social/physical distancing at all times while waiting at the bus stop, boarding the bus and during the entire bus ride. Students will load and disembark the bus according to a routine established by the driver. Students shall wear face masks while on the bus. Students will sit in the assigned seat. Students go directly to class upon exiting the bus.

After school bus routes - Students sanitize hands prior to entering the bus. Students load the bus according to an established routine and sit in assigned seats. Students will wear face masks at all times while riding the bus. Students are to maintain social/physical distancing at all times at least 6 feet apart while waiting in line, boarding the bus and during the entire bus ride.

Bus Protocols Checklist

- Bus drivers are to practice all safety protocols required by the Department of Public Health.
- Bus Drivers are to wear face masks and additional PPE when appropriate.
- Bus Drivers are to maintain social distancing between them and their passengers.
- Bus Drivers will have a surplus of student masks to provide to students without masks.
- Buses will be equipped with gloves and disinfectant wipes.
- Weather permitting, bus windows will be open to maximize air flow on buses.

- Social distancing per bus capacity will be determined for each bus. One child per bus seat will be assigned to alternating rows with the exception of siblings who will be assigned to sit together. Rows and routes will be aligned (route A, rows A; route B rows B).
- Students sit in the same seat daily to and from school. Students who get off the bus first should be assigned to the seats in the front of the bus.
- Load buses from the back to the front. Students assigned to the rear of the bus load first to prevent students walking past each other.
- Drivers will establish a consistent routine for students to disembark from the bus maintaining physical distancing.
- Students who get off the bus first board last and sit in the front.
- Bus handrails, top and side of seat back, etc. will be disinfected between groups of students.
- Buses will be thoroughly cleaned and disinfected at the end of each day.

Personal Transportation

The one way flow of traffic routine is already established and will be maintained for students being dropped off or picked up at school. The drop off and pick up location is rock island. The basketball courts are marked with classroom numbers and "X" six feet (6') apart for students to stand and wait to be picked up by the classroom teacher before school or by a parent/guardian after school.

HELUS staff will temperature check students exiting personal vehicles before the parent/guardian leaves. Students with a temperature of 100.4 or greater will return home with the parent/guardian. Parents/guardians may assist students in exiting the car if needed. Parents/guardians will need to properly wear a face covering when exiting the car. Parents/guardians may not walk students to class. Students are to go directly to their line on the basketball courts and wait for their teacher (3/11/21).

TK/Kindergarten students may be walked to class the first week of school by parents/guardians (*two people maximum*). There will be a designated parking area for any TK/Kindergarten parents/guardians walking their child to class. They will be required to wear a mask and stand six feet (6') apart from other parents/guardians and students. Parents/guardians will not be allowed to enter the classroom *with their child*. Once the student enters the classroom the parents/guardians must return to their vehicle and leave the campus. After the first week of school parents/guardians must follow the drop off procedures listed above. *Student pick up will follow the same rules for all the students on campus. The students will be walked out to the*

parent's/guardian's car. Parents/guardians are not allowed to park and come to the classroom to pick up students.

Governance/Logistics

-COVID-19 Testing Students and Staff:

- Screening will be conducted before Students, Staff, and visitors (if allowed) may be allowed on campus. Students and Staff shall not be permitted on campus if they exhibit a fever of 100.4 or higher, or symptoms that are considered to be abnormal for that particular person (chronic allergies, asthma, etc.).
- Free Testing is available by appointment at locations in Lancaster, Palmdale, and Santa Clarita, including testing for minors under 17. Visit <https://covid19.lacounty.gov/testing/>, and enter your zip code to find a location near you to make an appointment.

Wesley Health Centers - Lancaster (17.47 miles)
45104 10th Street West, Lancaster

High Desert Regional Health Center - DHS (18.72 miles away)
335 East Avenue I, Lancaster

Palmdale Hammack Center (20.31 miles away)
815 E Avenue Q6, Palmdale

College of the Canyons (20.05 miles away)
26455 Rockwell Canyon Rd., Santa Clarita

Testing

Surveillance testing of staff or students may be used depending on the pandemic's activity and case rates, as well as the recommendation of the CDC and LACDPH. As of 3/25/21, surveillance testing is not a requirement.

Reporting

Steps for Managing Exposures to COVID-19 Cases at School

HELUS follows the required steps for managing exposure to COVID-19 cases according to the protocols that are outlined in the County of Los Angeles Public Health Appendix T2: Exposure Management Plan. (See Appendix A)

Communicating

- If screening indicates no fever, symptoms, or exposures for a student, they are cleared to be on the bus and on campus. The same applies to staff members.
- If screening identifies a student with symptoms NOT consistent with possible COVID-19, HELUS determines if the student should be excused per illness policy and communicates with parent/guardian if needed. The same applies to staff members.
- If screening identifies a student as exposed to a person with confirmed COVID-19 infection, the student is sent home. The student's parent/guardian is instructed to have the student tested for COVID-19. Student quarantines for 14 days from last exposure to the infected person.
- If screening identifies a student with 1 or more symptoms consistent with possible COVID-19, the student is sent home. The student's parent/guardian is instructed to consult their Medical Provider for further evaluation and possible COVID-19 testing. If they do not have a Medical Provider, a list of testing sites will be provided (See COVID-19 Student and Staff). The same applies to staff members.
 - If the medical provider confirms the student does not have symptoms consistent with COVID-19, the parent/guardian reports the student's status to HELUS office staff. The student stays home per Medical Provider guidance. The same applies to staff members.
 - If medical provider is not consulted or medical provider confirms the student has symptoms consistent with COVID-19:
 - If the student has a **Negative** test result, the parent/guardian reports the student's status to HELUS. Student stays home until fever free for 24 hours without the use of any fever reducers. Same applies to staff members.
 - If the student has a **Positive** test result, **has not tested, or has not seen a medical provider (3/16/21)** the parent/guardian reports the student's status to HELUS. The student stays quarantined at home until fever free for 24 hours (without the use of any fever reducers), improved symptoms, **and** 10 days from symptom onset. The same applies to staff members.

If HELUS identifies a student or staff member with a laboratory confirmed COVID-19 test, HELUS will notify any contacts of exposure. All protocols for reporting cases to the Department of Public Health will also be followed.

Tracing

Contact tracing is a **confidential** process that is being used to help slow the spread of COVID-19. All **positive cases should expect a call from LA Public Health.**

- These calls should be answered by someone in the household who can answer questions about the places the infected person has been and the people they have been around while they were infectious. Those people will then be contacted and asked to stay home to prevent further spread.
- The infected case's identity is not revealed by the caller and is not to be identified by HELUS's COVID-19 Compliance Task Force.
- If someone has **tested positive** but has not gotten a call, they should call (833) 540-0437.

Considerations for Closing

When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, HELUS will implement the following steps: (State DPH)

In consultation with the local public health department, the appropriate school official may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.

Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.

Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.

HELUS will implement communication plans for school closure to include outreach to students, parents/guardians, teachers, staff and the community.

HELUS will include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable for public local educational agencies.

HELUS will provide guidance to parents/guardians, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.

HELUS has developed a plan for continuity of education. HELUS will consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.

HELUS will maintain regular communications with the local public health department.

Substitutes

Substitutes will adhere to all required protocol according to the CDC and DPH guidelines and this Plan to Return to School.

Volunteers

It is in the interest of HELUS students and staff that parent/guardian volunteerism be put on hold until the school is able to return with little to no restrictions.

Procedures for Late Arrivals/Early Departures

The usual procedures for late arrivals and early departure will continue as usual with the following requirements:

- Parents/guardians will notify the school office by phone **and** the teacher by email providing their reason, prior to arriving, if late, or if being picked up early.

- If arriving late, parents/guardians will call the office from the parking lot to alert office staff that their child(ren) will be coming up for a temperature and symptom check and will stay on the line until it is confirmed that the student may proceed to class. *In the case that they do not have a cell phone, they, following proper facemask and social distancing protocols, will escort their child(ren) to the office service window for the temperature and symptom check and to sign them in.*
- If leaving early, parents/guardians will call the office from the parking lot to alert the office that they are ready for their child(ren). *In the case that they do not have a cell phone, they, following proper facemask and social distancing protocols, will meet their child(ren) at the office service window to sign their children out early.*

Appendix

A. Appendix T2 TK-12 Schools: Exposure Management Plan

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

Appendix T2: Protocol for COVID-19 Exposure Management Plan in TK-12 Schools

Recent Updates: (Changes highlighted in yellow)

(3/11/21)

- Removed universal quarantine requirement for all individuals in the same cohort or classroom as an infected person during their infectious period.
- Updated criteria for quarantine exemption for vaccinated individuals to align with CDC guidance.

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

Primary and Secondary Schools serving students from Transitional Kindergarten through Grade 12 (TK-12 Schools) are trusted community partners that can help DPH improve the timeliness and impact of the Public Health response through rapid initiation of a COVID-19 Exposure Management Plan (EMP). Immediate implementation of an EMP when a single case of COVID-19 is identified at a school can accelerate the ability to contain the spread of infection and prevent outbreaks from occurring.

The steps for managing exposures to 1, 2, and 3 or more COVID-19 cases at TK-12 Schools are described below and summarized in Appendix A. Because TK-12 Schools will vary in the level of resources available for COVID-19 exposure management, required steps are the minimum elements that must be included in the EMP. Recommended steps include optional elements for exposure management where school resources are sufficient. The requirements and recommendations presented are specific to TK-12 instructional and non-instructional facilities serving TK-12 Schools. For the purposes of this plan, the word "School" applies to both TK-12 instructional and non instructional facilities. Additional resources for TK-12 Schools can be located in the TK-12 School COVID-19 Toolkit.

Exposure Management Planning Prior to Identifying 1 COVID-19 Case at School

Required: A designated School COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves as a liaison to DPH for sharing site-level information to facilitate public health action. Required: The School must follow DPH guidance on Decision Pathways for persons who have not been tested yet for COVID-19 but screen positive for symptoms prior to school entry or while at school and their contacts at school. Required: A plan for all students and employees who have symptoms consistent with COVID-19 infection or are quarantined because of exposure to case(s) at school to have access to testing or be tested for COVID-19 infection.

Exposure Management for 1 COVID-19 Case at School

Required: After identifying 1 confirmed COVID-19 case (student or employee), the School Compliance Task Force instructs the case to follow Home Isolation Instructions for COVID-19 (ph.lacounty.gov/covidisolation). NOTE: a confirmed COVID-19 case is an individual who has a positive COVID-19 test. Recent Updates:

Required: 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. Required: School Compliance Officer must notify DPH of (1) employees and children with confirmed COVID-19 who were on campus at any point within the 14 days prior to the illness onset date and (2) persons on campus who were exposed to the infected person during the infectious period. The illness onset date is the first date of COVID19 symptoms or the COVID-19 test date, whichever is earlier.

- 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 infectious from 2 days before their test was taken until 10 days after their test. A person is considered to have been exposed to a case during the infectious period if at least one of the following criteria are met:

- Being within six feet (6') of the infected person for 15 minutes or more over a 24-hour period;

- Having had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).

-NOTE: Exposures will be reviewed to assess which persons need quarantine including the possibility of quarantining all individuals in the same cohort or classroom as an infected person if exposures cannot be ruled out for the entire group.

- Secure online reporting is the preferred method for notifying DPH of COVID-19 exposures and can be done on a computer or mobile device with access to the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport>. If online reporting is not possible, reporting can be done manually by downloading and completing the COVID19 Case and Contact Line List for the Education Sector and sending it to ACDCEducation@ph.lacounty.gov. All case notifications should be submitted within 1 business day of being notified of the case.

☐ *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. A School Exposure Notification letter template is available at: COVID19 Template Notification Letters for Education Settings. The notification of exposure should include the following messages:

- 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 self-quarantine (stay in their home or another residence, separate from others) and monitor for symptoms for 10 days from their last contact with the case while infectious (as defined above), even if they receive a negative test result during their quarantine period. If they remain asymptomatic, they are released from quarantine after Day 10 but must continue to monitor their health and strictly adhere to COVID-19 prevention precautions through Day 14. Note: a person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH ORDER OF THE HEALTH OFFICER Appendix T2: Protocol for COVID-19 Exposure Management Plan in TK-12 Schools Revised 2/20/21 Page 3 of 5 period (i.e., time period between exposure and disease onset). Home Quarantine Guidance for COVID-19 is available at: ph.lacounty.gov/covidquarantine.

- NOTE: Vaccinated persons who are a close contact to a confirmed case are not required to quarantine and test for COVID-19 if they meet all of the following criteria: (1) are fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose COVID-19 vaccine series or ≥ 2 weeks following receipt of one dose of a single-dose COVID-19 vaccine) and (2) have remained asymptomatic since last contact with the infected person.

- DPH will contact exposed students and employees who meet the quarantine requirement through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.

Recommended: School Compliance Task Force will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: COVID19 Template Notification Letters for Education Settings.

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

Required: After identifying 2 confirmed cases (students and/or employees) within a 14-day period, the school follows the required steps for 1 confirmed case.

Recommended: 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.

- 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.

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

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

- Report the cluster immediately to DPH. Secure online reporting is the preferred method for notifying DPH and can be done on a computer or mobile device with access to the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport>. If online reporting is not possible, reporting can be done manually by downloading and completing the COVID-19 Case and Contact Line List for the Education Sector and sending it to ACDCEducation@ph.lacounty.gov.

- DPH will review the submitted information to determine whether the outbreak criteria described below have been met and will notify the school within 1 business day on next steps. Outbreak Criteria: At least 3 -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.

- If outbreak criteria are not met, DPH will advise the school to continue with routine exposure management.

- If outbreak criteria are met, DPH will notify the school that an outbreak investigation has been activated and a public health investigator will communicate directly with the school to coordinate the outbreak response.

B. Appendix COVID-19 Prevention Program (CPP) for HELUS

COVID-19 Prevention Program (CPP) for Hughes Elizabeth Lakes Union School District in compliance with Cal/OHSA Requirements

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: 2/16/21

Authority and Responsibility

Dr. Slaven has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: Reporting the hazard to the office by phone at 661-724-1231 or email tduron@heluesd.org, lslaven@heluesd.org, rlara@heluesd.org.

Employee screening

We screen our employees by: Self-screen according to CDPH guidelines. Employees answer the following questions prior to coming on campus.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

The severity of the hazard will be assessed and correction time frames assigned, accordingly.

The custodian will be assigned the responsible for timely correction. The administrator will follow-up to ensure the correction was completed in a timely manner.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet (6') of physical distancing at all times in our workplace by:

- Eliminating the need for workers to be at the workplace – e.g., telework or other remote work arrangements.

- Reducing the number of persons in an area at one time such as the staff lounge.
- Providing separate rooms for each staff on campus to work.
- Utilizing the office window to service parents and not allowing the inside.
- Forbidding visitors on site,
- Allowing parents a drive through lunch so they do not get out of their vehicle.

Individuals will be kept as far apart as possible when there are situations where six feet (6') of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet (6') away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Free face coverings are available in the office.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet (6') apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet (6') apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet (6') apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet (6') between individuals: Individual student partitions in classrooms for extra protections. Desk are 6' apart.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke or other harm such as an intruder threat.
- Ventilation systems filters were upgraded to MERV 8 or 10 and electronic ionic air purifiers were installed.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

Custodial staff will be preparing safe space for all instructional staff and students returning to campus. Additional staff hours may be utilized for prioritizing the cleaning and sanitizing of the classrooms, restrooms and offices. Custodial staff will follow an established cleaning and disinfecting schedule. Custodial cleaning schedules will be posted for all staff so students and staff will know which rooms are not accessible during cleaning & sanitizing times. Custodial staff will also make sure that all signage for rooms, doors, walkways and information warnings will be installed and secured throughout the campus. Signage will include Safe Distancing, Authorized Personnel Only, No Access, One Way arrows, Handwashing, Face Covering Required, etc.

Restrooms will have increased priority for daily cleaning, sanitizing and disinfecting when students return to campus. Restrooms and classrooms will need to be sanitized with disinfecting misters daily after students and staff leave campus. Electro-static spray misters will not only allow for sanitizing rooms, but also are safe for students, staff, equipment, electronics and paperwork with a dry fog and disinfects with the least amount of wet disinfectant or sanitizer expelled. Frequently touched surfaces, which include door handles, light switches, sink handles, student desks, chairs and tables, will be another priority for custodial staff to clean and disinfect throughout the day. PPE will be required to be used by all staff who will be working to clean and sanitize the District classrooms and offices. Disinfectants and sanitizers will be checked against the EPA approved list N with asthma safer ingredients.

In compliance with the guidance from the LACDPH, before students and staff are brought back on campus for in-class instruction, all rooms will be readied for occupancy and verify that ventilation systems – Heating Ventilation Air Conditioning systems (HVAC) – are working properly and have been sanitized. Increased servicing of units for improved air filtration with use of higher MERV rated air filters and more frequent changing of the air filters. Increased air circulation is optimal for the classrooms by opening windows and doors to help dilute indoor air and reduce the amount of air that is being recirculated. Classroom doors will be opened early before students arrive and after they leave to help while sanitizing the rooms and allow the dilution of the indoor stagnant air. Air purifiers with HEPA filters will be in use for rooms where additional air filtration may be needed along with the HVAC system.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

In consultation with the local public health department, the appropriate school official may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer. Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection. Disinfecting will be done of all areas, materials and equipment using an electro-static spray misters. Custodian fully trained on proper self-protection and proper use of equipment will disinfect the 1 to 2 case

events. 3 cases or more constitute an outbreak and an outside company will be hired to sanitize the exposed area.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by wiping the area touch with disinfectant and spraying the area/item with disinfectant spray. Wipes and spray are available next to shared items such as copy machines and Risograph.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

Teachers model and monitor frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits. Younger students are regularly scheduled for frequent mandatory handwashing such as breaks, before and after eating, after toileting, after outdoor play, and before and after any group activity. Hand washing stations will be assigned to each classroom to eliminate congregations in bathrooms. Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink (in or near classrooms, rooms in which support services are provided). Ethyl alcohol-based hand sanitizer is preferred and should be used in school environments. Hand sanitizers with isopropyl alcohol as the main active ingredient are not used in the school, as it is more irritating and can be absorbed through the skin. Hand sanitizer, soap and water, tissues and trash cans are available around the campus at or near the entrances of the rooms and anywhere inside and outside where people have direct interactions. The Return Students to Campus committee and/or custodian will evaluate the handwashing facilities and determine the need for additional facilities. Employees are encouraged to wash their hands for at least 20 seconds frequently.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed. We maintain sufficient supply and back stock of PPE.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be: HELUS follows the required steps for managing exposure to COVID-19 cases according to the protocols that are outlined in the County of Los Angeles Public Health Appendix T2: Exposure Management Plan. Free Testing is available by appointment at locations in Lancaster, Palmdale, and Santa Clarita, including testing for minors under 17. Visit <https://covid19.lacounty.gov/testing/> and enter your zip code to find a location near you to make an appointment.

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 self-quarantine (stay in their home or another residence, separate from others) and monitor for symptoms for 10 days from their last contact with the case while infectious (as defined above), even if they receive a negative test result during their quarantine period. If they remain asymptomatic, they are released from quarantine after Day 10 but must continue to monitor their health and strictly adhere to COVID-19 prevention precautions through Day 14. Note: 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). Home Quarantine Guidance for COVID-19 is available at: ph.lacounty.gov/covid-quarantine.

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.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

Employees should report COVID-19 symptoms and possible hazards to the school office via email, phone call or in person. Employees can report symptoms and hazards without fear of reprisal. Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

Employees can voluntarily access COVID-19 testing through their medical provider or any of the following free testing options. Visit <https://covid19.lacounty.gov/testing/> and enter your

zip code to find a location near you to make an appointment.

Wesley Health Centers - Lancaster (17.47 miles)
45104 10th Street West, Lancaster

High Desert Regional Health Center - DHS (18.72 miles away)
335 East Avenue I, Lancaster

Palmdale Hammack Center (20.31 miles away)
815 E Avenue Q6, Palmdale

College of the Canyons (20.05 miles away)
26455 Rockwell Canyon Rd., Santa Clarita

In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test as outlined in our Return Students to Campus Safety Plan. If screening indicates no fever, symptoms, or exposures for a student, they are cleared to be on the bus and on campus. The same applies to staff members. If screening identifies a student with symptoms NOT consistent with possible COVID-19, HELUS determines if the student should be excused per illness policy and communicates with parent/guardian if needed. The same applies to staff members. If screening identifies a student as exposed to a person with confirmed COVID-19 infection, the student is sent home. The student's parent/guardian is instructed to have the student tested for COVID-19. Student quarantines for 14 days from last exposure to the infected person. If screening identifies a student with 1 or more symptoms consistent with possible COVID-19, the student is sent home. The student's parent/guardian is instructed to consult their Medical Provider for further evaluation and possible COVID-19 testing. If they do not have a Medical Provider, a list of testing sites will be provided (See COVID-19 Student and Staff section of the Return Students to Campus Safety Plan). The same applies to staff members. If the medical provider confirms the student does not have symptoms consistent with COVID-19, the parent/guardian reports the student's status to HELUS office staff. The student stays home per Medical Provider guidance. The same applies to staff members. If medical provider is not consulted or medical provider confirms the student has symptoms consistent with COVID-19: If the student has a Negative test result, the parent/guardian reports the student's status to HELUS. Student stays home until fever free for 24 hours without the use of any fever reducers. Same applies to staff members. If the student has a Positive test result, the parent/guardian reports the student's status to HELUS. The student stays quarantined at home until fever free for 24 hours (without the use of any fever reducers), improved symptoms, and 10 days from symptom onset. The same applies to staff members. If HELUS identifies a student or staff member with a laboratory confirmed COVID-19 test, HELUS will notify any contacts of exposure. All protocols for reporting cases to the Department of Public Health will also be followed.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet (6') and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet (6') , especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Keenan Safe Schools Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. In accordance with the collective bargaining contract agreements and memorandums of understandings.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.

- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
-

Lori Slaven, Superintendent/Principal

Date

B. Appendix COVID-19 Prevention Program (CPP) for HELUS Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: Lori Slaven

Date: 2/16/21, School currently closed. Lunch drive through is open.

Name(s) of employee and authorized employee representative that participated: Lori Slaven

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Drive through lunch distribution	Cafeteria and room 6, Monday – Friday, 10:30-12:30	3 cafeteria staff and the public who comes to pick up a the drive through	Masks required at all times indoors and outdoors, gloves, frequent hand washing and/or frequent use of hand sanitizer.

B. Appendix COVID-19 Prevention Program (CPP) for HELUS, Appendix B: COVID-19 Inspections

Date: March 8, 2021, School currently closed

Name of person conducting the inspection: Lori Slaven

Work location evaluated: Hughes Elizabeth Lakes School

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Classrooms –			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Desks Physical distanced 6 ‘ apart			
Office			
Protocols			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Signs posted for distancing, masks			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Gowns			

B. Appendix COVID-19 Prevention Program (CPP) for HELUS, Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of person conducting the investigation:

COVID-19 Case Investigation Information

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

<p>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</p>	
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<p>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</p>		
<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p>Date:</p>	
	<p>Names of employees that were notified:</p>	
<p>Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	<p>Date:</p>	
	<p>Names of individuals that were notified:</p>	

<p>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p>What could be done to reduce exposure to COVID-19?</p>	
<p>Was local health</p>			

department notified?		Date:	
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C. Appendix Decision Pathways for Symptomatic Persons and Contacts of Potentially Infected Persons at Educational Institutions 3/11/2021

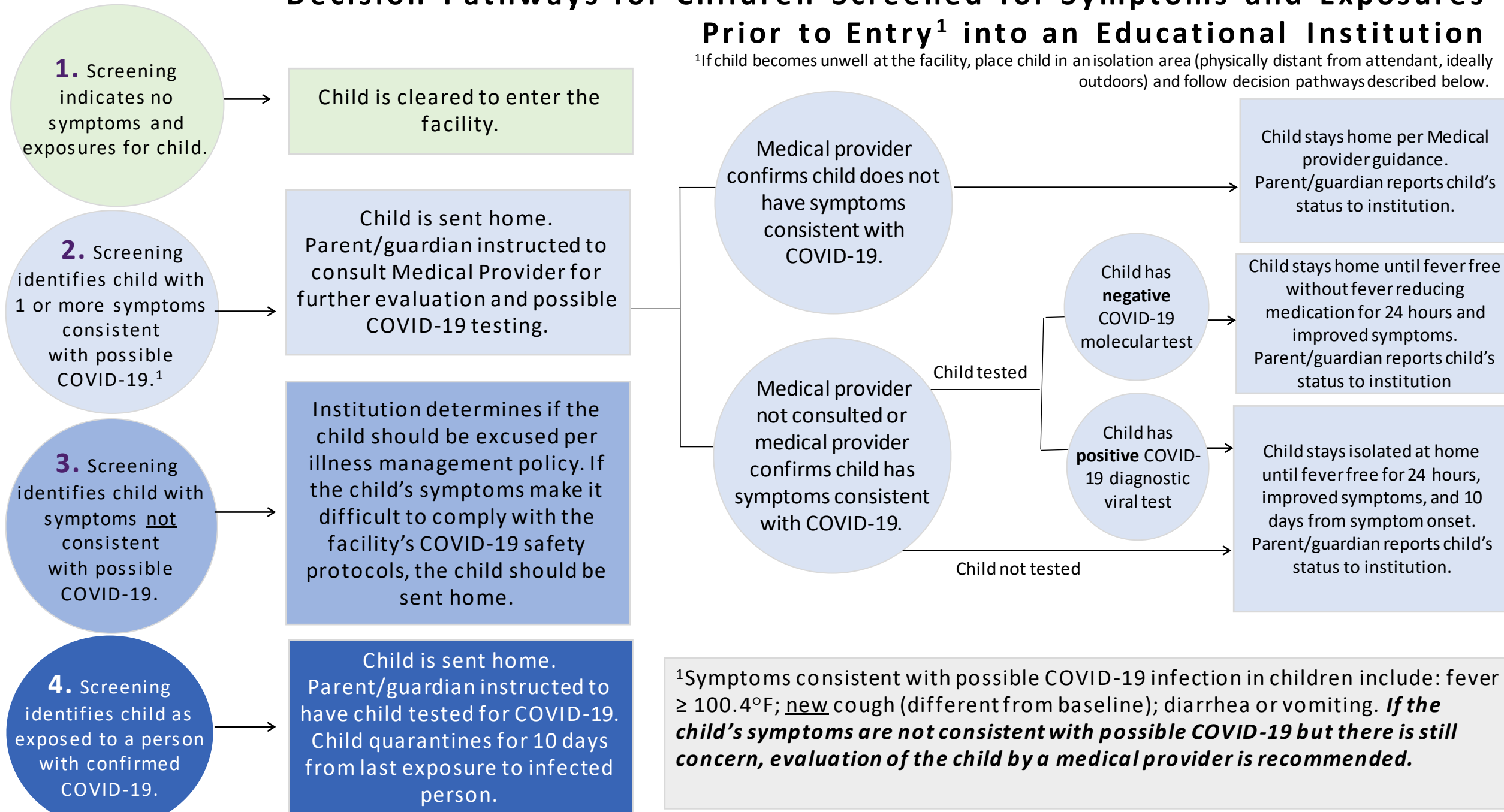
Screening and Exposure Decision Pathways for Symptomatic Persons and Contacts of Potentially Infected Persons at Educational Institutions

*Los Angeles County Department of Public Health
Updated: 3/11/2021*

**Screening and Exposure Decision Pathways for
Children at an Educational Institution and Their Close Contacts at the Facility**

Decision Pathways for Children Screened for Symptoms and Exposures Prior to Entry¹ into an Educational Institution

¹If child becomes unwell at the facility, place child in an isolation area (physically distant from attendant, ideally outdoors) and follow decision pathways described below.

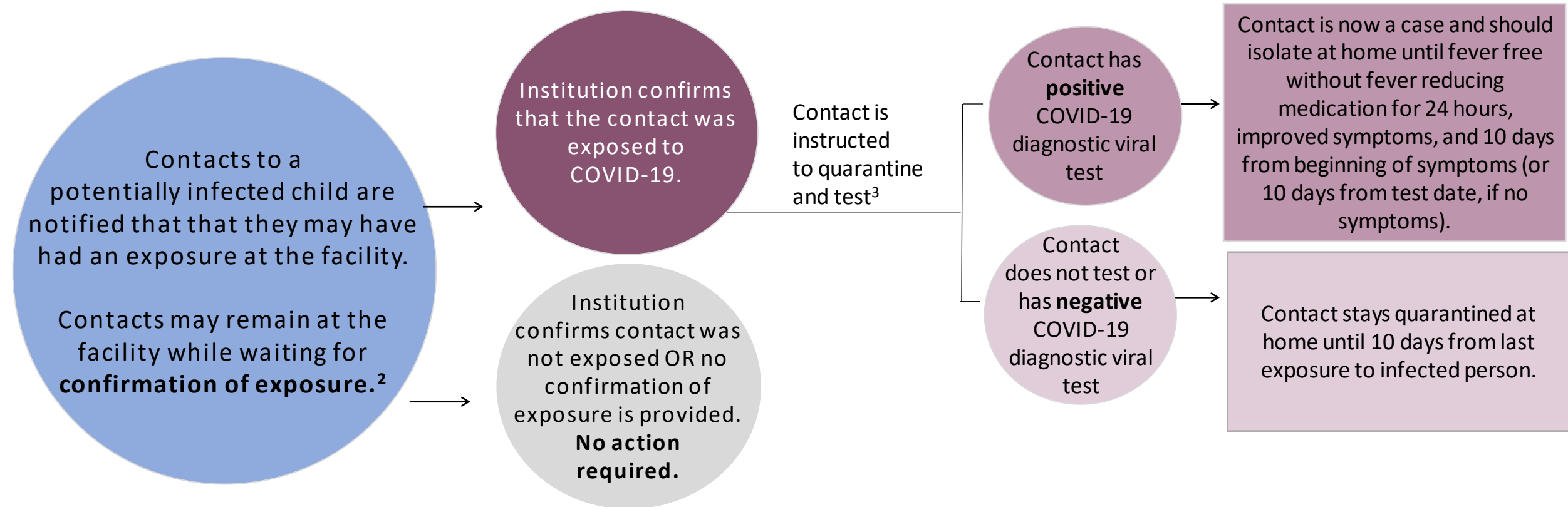


¹Symptoms consistent with possible COVID-19 infection in children include: fever $\geq 100.4^{\circ}\text{F}$; new cough (different from baseline); diarrhea or vomiting. ***If the child's symptoms are not consistent with possible COVID-19 but there is still concern, evaluation of the child by a medical provider is recommended.***

Decision Pathways for Contacts to a Potentially Infected Child¹ at an Educational Institution

¹A **potentially infected child** is a child with ≥ 1 symptoms consistent with possible COVID-19. Symptoms include fever $\geq 100.4^{\circ}\text{F}$; new cough (different from baseline); diarrhea or vomiting.

A **close contact of a potentially infected child** is a child or employee at the facility who was within 6 feet for ≥ 15 minutes over a 24-hour period with a potentially infected child OR had direct contact with bodily fluids/secretions from a potentially infected child.



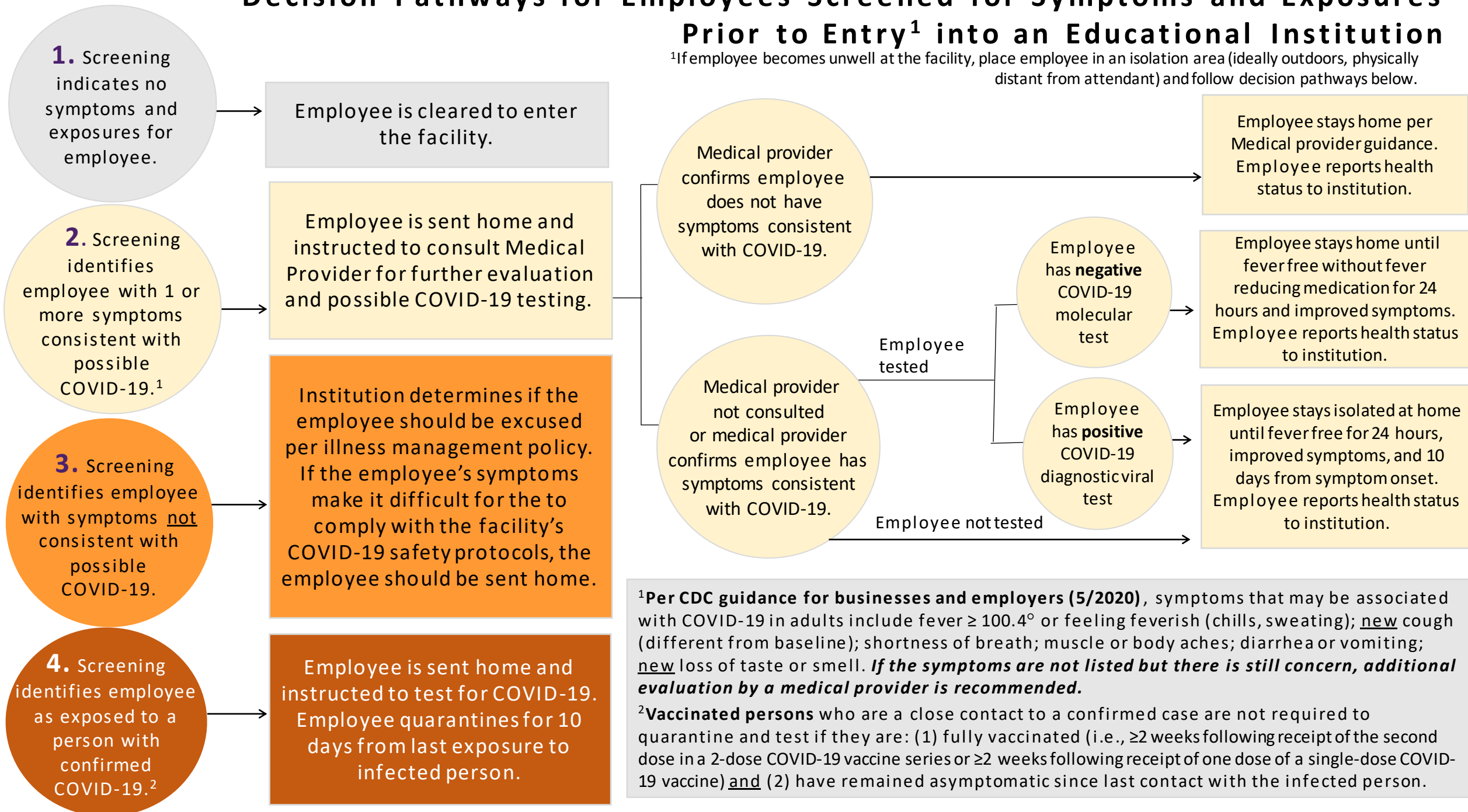
²**Exposure is confirmed** for a close contact to a potentially infected employee if the Institution receives notification that the potentially infected employee had a positive COVID-19 diagnostic viral test OR received a diagnosis of COVID-19 from a medical provider.

³**Vaccinated persons** who are a close contact to a confirmed case are not required to quarantine and test if they are: (1) fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose COVID-19 vaccine series or ≥ 2 weeks following receipt of one dose of a single-dose COVID-19 vaccine) and (2) have remained asymptomatic since last contact with the infected person.

Screening and Exposure Decision Pathways for
Employees **at an Educational Institution and Their Close Contacts at the**
Facility

Decision Pathways for Employees Screened for Symptoms and Exposures Prior to Entry¹ into an Educational Institution

¹If employee becomes unwell at the facility, place employee in an isolation area (ideally outdoors, physically distant from attendant) and follow decision pathways below.

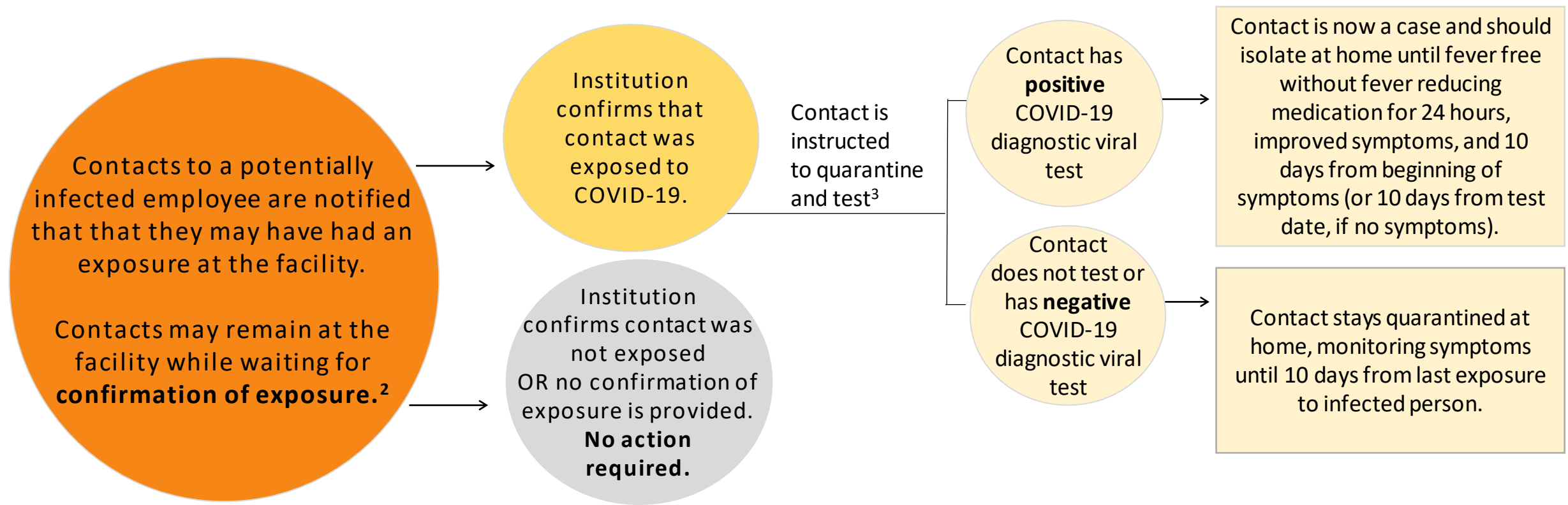


¹Per CDC guidance for businesses and employers (5/2020), symptoms that may be associated with COVID-19 in adults include fever $\geq 100.4^{\circ}$ or feeling feverish (chills, sweating); new cough (different from baseline); shortness of breath; muscle or body aches; diarrhea or vomiting; new loss of taste or smell. ***If the symptoms are not listed but there is still concern, additional evaluation by a medical provider is recommended.***

²**Vaccinated persons** who are a close contact to a confirmed case are not required to quarantine and test if they are: (1) fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose COVID-19 vaccine series or ≥ 2 weeks following receipt of one dose of a single-dose COVID-19 vaccine) and (2) have remained asymptomatic since last contact with the infected person.

Decision Pathways for Contacts to a Potentially Infected Employee¹ at an Educational Institution

¹A **potentially infected employee** is an employee with ≥ 1 symptoms consistent with possible COVID-19. Symptoms include fever $\geq 100.4^\circ$ or feeling feverish (chills, sweating); new cough (different from baseline); shortness of breath; muscle or body aches; diarrhea or vomiting; new loss of taste or smell. A **close contact of a potentially infected employee** is a child or employee at the facility who was within 6 feet for ≥ 15 minutes over a 24-hour period with a potentially infected employee OR had direct contact with bodily fluids/secretions from a potentially infected employee.



²**Exposure is confirmed** for a close contact to a potentially infected employee if the Institution receives notification that the potentially infected employee had a positive COVID-19 diagnostic viral test OR received a diagnosis of COVID-19 from a medical provider.

³**Vaccinated persons** who are a close contact to a confirmed case are not required to quarantine and test if they are: (1) fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose COVID-19 vaccine series or ≥ 2 weeks following receipt of one dose of a single-dose COVID-19 vaccine) and (2) have remained asymptomatic since last contact with the infected person.

Decision Pathways for
Children or Employees with Laboratory-Confirmed COVID-19
at an Educational Institution and Their Close Contacts at the Facility

Guidance for Child or Employee with Laboratory-confirmed COVID-19 at an Educational Institution

Educational Institution is notified of a child or employee with laboratory-confirmed COVID-19.

Child or employee with laboratory-confirmed COVID-19 is sent home.

Child or employee with laboratory-confirmed COVID-19 is instructed to isolate at home, away from others.¹

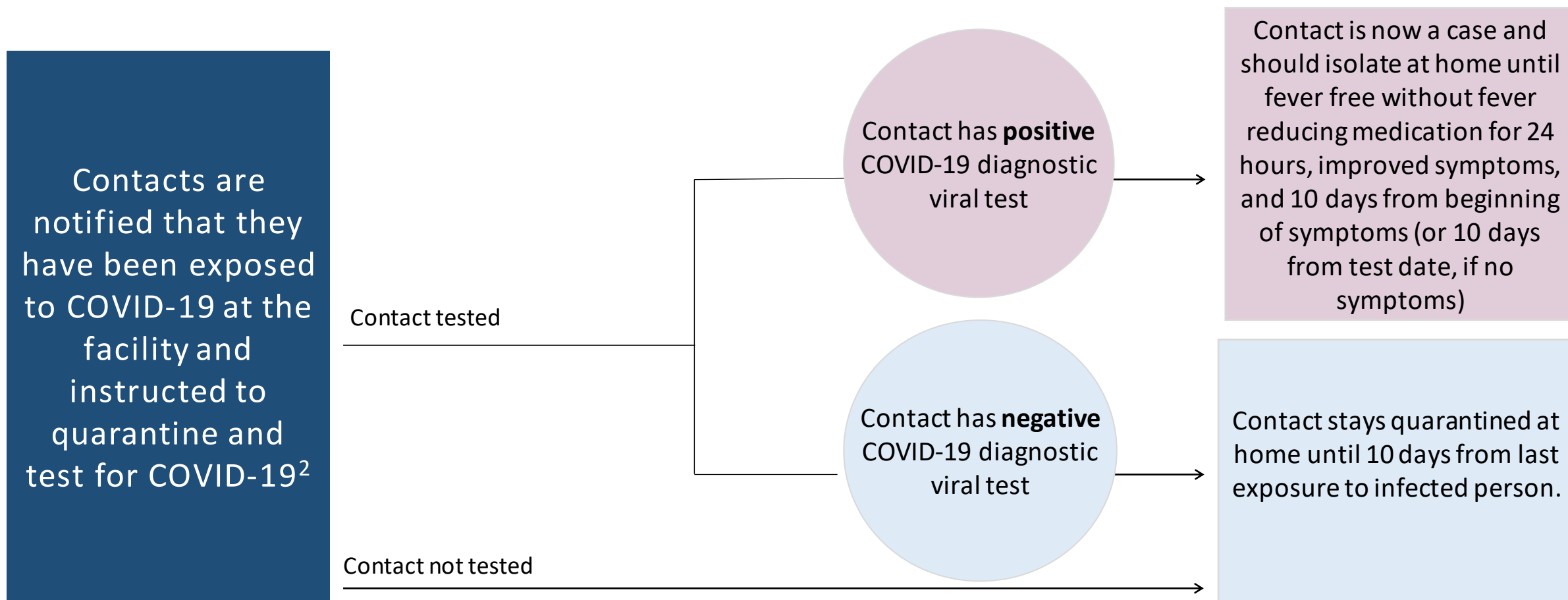
Institution identifies exposed contacts to child or employee with laboratory-confirmed COVID-19 while infectious² and notifies contacts of exposure.

¹ Persons with laboratory-confirmed COVID-19 should isolate until fever free for 24 hours without fever reducing medication, improved symptoms, and 10 days from beginning of symptoms (or 10 days from test date, if no symptoms).

²The infectious period for an infected person is 48 hours before symptom onset (or test date for persons with no symptoms) until the infected person is no longer required to be isolated.

Decision Pathways for Contacts¹ to a Child or Employee with Laboratory-confirmed COVID-19 at an Educational Institution.

¹A close contact to a child or employee with laboratory-confirmed COVID-19 is a child or employee at the facility that was within 6 feet for ≥ 15 minutes over a 24-hour period with the infected person OR had unprotected direct contact with bodily fluids/secretions from the infected person.



²Vaccinated persons who are a close contact to a confirmed case are not required to quarantine and test if they are: (1) fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose COVID-19 vaccine series or ≥ 2 weeks following receipt of one dose of a single-dose COVID-19 vaccine) and (2) have remained asymptomatic since last contact with the infected person.