



Re-opening Protocol Salem Lutheran School

Human Resources Protocol

COVID-19 Containment, Response and Control Plan that describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on campus.

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 in the event of a COVID-19 cluster or outbreak at the setting.

The following committee of members has been formed:

Pamela Winters, Jim Pietsch, Kendra Frank, Jane Krueger, Ali Smyser, Pam Perry, Diane Johnston

A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student or visitor) tests positive for, or has symptoms consistent with COVID-19. The plan addresses:

- Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person's return to their home.

Isolation to Family Restroom located on exterior of church building. Desk and chair with plastic shield will be available for the ill child. Door will remain open. Student will be supervised by adult in PPE. Parent notification will be made by the office for immediate pick up.

- Fact-sheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.

Materials to be printed from DPH website and other sources and distributed.

- A plan or protocol to initiate a School Exposure Management Plan consistent with DPH guidance that outlines procedures for:
 - Isolation of case(s);
 - Identification of persons exposed to cases at school;
 - Immediate quarantine of exposed employees and/or students; and
 - Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
- A plan to report a cluster of cases (3 or more cases within 14 days)

to the Department of Public Health via email at ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821.

- Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.

In case of exposure: Step 1: Interview of closest supervisor (teacher) for record of observations on likely close contacts. Step 2: Isolation of class for interview and determination of likely exposure. Step 3: Communication with family of exposed students to seek testing by personal physician or at community testing site. Step 4: Report and consult with LACDPH for further instruction.

Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.

Communicated to employees at faculty orientation in August.

Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.

In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.

All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding employer or government sponsored leave benefits, including their right to paid sick leave as guaranteed by the Families First Coronavirus Response Act.

Communicated to employees at faculty orientation in August.

Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted.

Campus is closed to outside groups.

Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.

Faculty will monitor personal temperature and symptoms daily before coming to work and report results at morning devotions. Additional temperature screening for monitoring may be done at morning and/or lunch break as needed.

Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents or other employees) is required to wear a cloth face covering.

[Signage is posted at entrances and is enforced.](#)

A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering. [Supply is available in the office.](#)

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

Employees are instructed to wash or replace their face coverings daily. Parents are instructed to ensure that children have clean face coverings.

[Communicated at Faculty orientation and included in parent instructions at back to school night. Complete protocol review will take place before opening,](#)

All individual employee workstations or areas used by employees working as part of a team allow for separation of at least 6 feet. Classroom furniture is arranged to permit a distance of at least 6 feet between the teacher's desk and the nearest student(s).

In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms.

All employees, on-site contractors, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face coverings when around others.

Break rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected frequently

[This is done by teachers when entering/leaving breakroom and by custodian daily.](#)

High touch areas in staff breakrooms are frequently disinfected, and commonly shared items, such as coffee pots, pots, and dishes, are replaced with single use items or thoroughly cleaned after each use by a different person.

[This is done by teachers when entering/leaving breakroom and by custodian daily. No community coffee or food permitted.](#)

Disinfectant and related supplies are available to employees
[Available in custodian's room and by request ordered for classrooms.](#)

Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations

- Building entrance/s, exit/s Central office
Stairway entrances Elevator entry (if applicable) Classrooms
- Faculty breakroom
- Faculty offices:

[System in place campus wide through sanitizer service.](#)

Soap and water are available to all employees at the following location(s):
[Classrooms, restrooms, workroom, faculty lounge.](#)

Employees are offered frequent opportunities to wash their hands.

Each employee is assigned their own tools, supplies, equipment and defined workspace to the extent feasible. Sharing of workspaces and held items is minimized or eliminated.

Copies of this Protocol have been distributed to all employees. [Yes](#)

Physical Distancing Protocol

- Students exit vehicles single file through one door.
[Using Salem drive thru lanes students exit driver side.](#)
- School employees are deployed to meet incoming busses, cars and students arriving on foot or by bicycle to assure distancing is maintained and avert gatherings.
[Staff drop off aides or teachers are in place.](#)
- Tape or other markings are used to help students maintain physical distancing as they line up to enter the school.
[Tape markings will mark 6 ft apart along walkway from gate to administration building.](#)
- Multiple entrances and exits are used to avoid overcrowding at arrival and dismissals as long as all entrances and exits have adequate monitoring of arriving and exiting students and employees.

Staggered Drop Off/Pick Up times

Middle School	7:45-8:00 am	3:00-3:15	Parking lot Gate A
Grades 3-5	8:00-8:15 am	2:50-3:00	Parking lot Gate A
Grades 1-2	8:15-8:30 am	2:40-2:50	Parking lot Gate A
TK-K	8:30-8:45 am	2:30-2:40	Courtyard Gate B

[Staff aides will be monitoring gates for distancing compliance.](#)

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

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

No adults may proceed beyond entry gates. Staff aides will check student temperatures before entry. Teachers will receive students at classroom door and supervise hand sanitizer before entry to classroom.

- School employees are deployed in hallways throughout the day as needed to assure physical distancing as students move between classrooms or from classrooms to other school locations.
- The following Measures are in place to avoid crowding on stairways:
Designation of up and down stairways

Room 4 stairway UP
Courtyard stairway DOWN
Middle School stairway UP

Staggering of breaks between classes
Teachers wait for yard to clear before releasing students to the yard.

Measures are in place to ensure physical distancing within classrooms

Online class attendance is offered as an option for students for whom it is feasible and for students who may be at elevated risk in a regular classroom.

Simultaneous remote learning continues to be offered.

Alternative spaces are used to reduce the number of students within classrooms. These may include:

- School library
- Gymnasium
- Other: Sanctuary, Fireside Room, Courtyard, Lunch areas

Classroom furniture is set up to ensure 6 feet between students at their desks/tables and between students and teachers (placement of desks/tables, use of floor markings to indicate required distance, etc.) to the extent feasible. Where 6 feet of distance is not possible, physical barriers are used to minimize close contacts.

Furniture designed for in-class group activities that bring students closer than 6 feet has been reconfigured or removed from the classroom

Chairs have been removed from reading tables, centers, distanced markings on carpets for group seating or lining up.

Nap or rest areas in classrooms have students placed 6 feet apart and alternating feet to head.

Teachers have measured and planned for rest time, and submitted photo for approval.

Teaching methods have been modified to avoid close contact between students
Students will remain at desks. No close partner/group work will be allowed. Movement routines will be established to minimize close contact.

Gym class activities are selected to permit physical distancing. Yes

Enforce physical distancing (students maintain distance of 6 feet) in locker area. and other classes that may usually involve group activities.

Teachers will assign lockers as distanced as possible. A waiting area will be marked with 6 ft distanced wait stations. Staggered locker access times will be arranged.

Measures are in place to maintain physical distancing during school meals.

To the extent possible, meals are eaten in classrooms or outdoors, without any mingling of elementary school students from different classrooms.

Outdoor lunch areas will accommodate one class per area. Seating for 50 will be used for less than 20 students per lunch period.

Lunch Management

- 11:30-12:00 TK can split group into two with half of class eating in kitchen area and half at classroom tables.
- 11:30-12:00 K distanced seating at Kindergarten lunch tables
- 11:30-11:45 1st grade – distanced seating at beige lunch area
- 11:30-11:45 2nd grade – distanced seating at blue lunch area
- 12:00-12:15 3rd grade - distanced seating at beige lunch area
- 12:00-12:15 4/5 grade – distanced seating at blue lunch area
- 12:30-12:45 Middle School distanced seating half of students at beige lunch area
half of students at blue lunch area

Students will be distanced 2 or 3 per table with no student directly across from another.

Students will wash hands before eating. (teacher responsibility)

Students will wash hands immediately after eating (staff responsibility)

Students will wash hands after recess (teacher responsibility)

Students use hand sanitizer upon entry and exit from classrooms

If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.

Students will line up six feet apart (Tape on walkway leading to lunch area) to receive sealed hot lunches and go directly to their seats.

Any items served in a communal container will be handed to the student by gloved staff. (straws, sauces, utensils)

Staff are deployed during meals to maintain physical distancing and keep elementary school students from different classrooms from mingling.

Staff aides are assigned to no more than two specific class groups.

Measures are in place to permit physical distancing in administrative areas of the school

Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.

Signs are in place on desk front.

Tape or other markings are used to define a 6-foot radius around reception desks or counters.

Stickers are in place on floor.

Work stations of administrative personnel have been arranged to permit 6 feet between individuals sharing a space or between office personnel and students or other staff required to visit the space.

Office staff are working alternate days each week to ensure one person in the office at a time.

Infection Control Protocol

Students who screen positive at entry or who report symptoms at any point during the school day are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while arrangements are made for their return home.

School staff will mask with medical mask, mask the student with a medical mask and accompany student to family rest room on exterior of church building. Office staff will contact parents for immediate pick up.

Students who have had close contact with an individual who has screened positive for COVID-19 symptoms are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Order of May 1, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19.

If siblings of the student are in school, they will be removed from class, masked and wait on courtyard benches for pick up as well. Classroom 4 may be used for siblings in inclement weather. Other students with close contact may use the same areas.

Screening of adults and of middle and high school age students includes a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID- 19. I

Parents must attest to this included in their waiver. Daily check will be signed by middle school students in class.

Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID-19.

Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.

School staff will mask, mask the student and accompany student to family rest room on exterior of church building. Office staff will contact parents for immediate pick up.

Measures are in place to limit risk of infection due to visits by individuals other than staff and students.

Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible. No parents will be allowed on campus during school hours.

Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log. All above procedures will be followed. Visitor Log has been rewritten to include the above contact information.

Visitors arriving at the school with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition. No unenrolled students will be allowed inside the gates.

Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible. Necessary office visits will be restricted to 3:30-4:30 pm after students are off campus.

Measures are in place to promote optimal ventilation in the school:

The school HVAC system is in good, working order. HVAC technician has completed maintenance. Kindergarten AC/Heating Unit will be replaced.

HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate. [Optimal air movement will be monitored by teachers throughout the day.](#)

Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.

[Classroom air will be monitored by teachers throughout the day. Open door/window cross ventilation of classroom and fresh air exchange must be done during morning break, lunch break, and afternoon break by the teacher.](#)

Air filters have been upgraded to the highest efficiency possible.

[HVAC tech has completed maintenance.](#)

Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces and objects throughout the school.

A cleaning and disinfecting schedule have been established in order to avoid both under- and over- use of cleaning products.

[Custodian follows a daily routine schedule of cleaning campus surfaces.](#)

Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected three times daily using appropriate products (see below).

[Teachers will assist with mid morning and afternoon wipe down routines.](#)

Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and individual water bottles are provided as an alternative, high touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.

[Water has been turned off at drinking fountains. Classroom sinks and water bottle refiller fountain may be used for refill of water bottles. Faucet is wiped down before and after use.](#)

Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.

[Teachers will monitor wiping down of any object after use.](#)

Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list "N") are used according to product instructions.

To reduce asthma risk disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) are selected. Products which contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds are avoided.

[No products listed above are in use.](#)

All cleaning products are kept out of children's reach and stored in a space with restricted access. [Cleaning products are kept in custodian's room with no student access.](#)

Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. [Classroom fans are turned on during cleaning.](#) Replace and check air filters and filtration systems to ensure optimal air quality. [Regular HVAC maintenance is followed.](#)

Cleaning is done when students are not at school with adequate time to let spaces air out before the start of the school day. [Cleaning is done after students leave for the day.](#)

Steps are taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water. [Sinks and faucets were flushed regularly during shutdown.](#)

Measures are in place to ensure use of appropriate face coverings by all staff, students and visitors at all times.

Staff, parents and students are informed of the requirement for cloth face coverings prior to the start of school and on a regular basis throughout the school year. [Communication of this requirement has been completed. This requirement is monitored by faculty and staff.](#)

All students over age 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that make that preclude use of face coverings. [This requirement is monitored by faculty and staff.](#)

Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings. [This requirement is monitored by faculty and staff.](#)

Information is provided to staff, parents and students concerning proper use of cloth face covering including the need to wash cloth face coverings after each day's use. [Proper mask use and care will be distributed before reopening.](#)

Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and depicts proper use of cloth face coverings.

Parents of younger children are encouraged to provide a second face-covering for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day. [Teachers will add this to school supplies list for students.](#)

Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of cloth face coverings. [This requirement is monitored by faculty and staff.](#)

Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building. [Medical masks are available for this purpose in the office.](#)

NOTE: Staff and students who are alone in closed offices, walled cubicles or other private, enclosed spaces are not required to wear cloth face coverings. Students may also remove cloth face coverings when eating or napping or when wearing a cloth face covering is otherwise impracticable. [This requirement is monitored by faculty and staff](#)

Measures are in place to ensure frequent hand washing by staff, students and visitors

Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (to dry hands thoroughly). Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.

Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.

[All students must wash hands before eating, after outdoor play, after use of Kleenex or bathroom. Use of Kleenex may be done just outside of classroom door when possible. Both hand washing and sanitizer must be used afterward.](#)

Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable. [Classroom sinks may be used. Monitoring of bathrooms must be done to limit students to 2-3 students at a time depending upon number of sinks. One student per sink.](#)

Ethyl alcohol-based, hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol is preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.

[Hand sanitizing dispensers are available in all classrooms, outside all bathrooms, and near lunch areas and entrances/exits.](#)

Hand sanitizer, soap and water, tissues and trash cans are available to the public at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.

[Hand sanitizing dispensers are available in all classrooms, outside all bathrooms, and near lunch areas and entrances/exits. Tissues and trashcans are available in all classrooms and bathrooms](#)

Communication Required

Information was sent to parents and students prior to the start of school concerning school policies related to:

Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19
Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19

Who to contact at the school if student has symptoms or may have been exposed
How to conduct a symptom check before student leaves home

Required use of face coverings
Importance of student compliance with physical distancing and infection control policies
Changes in academic and extracurricular programming in order to avert risk
Changes in school meals in order to avert risk

School policies concerning parent visits to school and advisability of contacting the school remotely
Importance of providing the school with up-to-date emergency contact information including multiple parent contact options.

General information has been communicated. Regulations have been communicated to any students on campus, Parental waiver with protocol must be signed.

Complete protocol sheet will be sent to all students before school reopening.

Signage

A copy of this protocol is posted at all public entrances to the school.
[This is in place at both entry gates.](#)

Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and importance of hand washing.
[Teachers have age appropriate reminders posted in and around classrooms.](#)

Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19. [This is in place at both entry gates.](#)

The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases. [School eblast and classroom communication tools will be used.](#)

Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face coverings, physical distancing and hand washing.
[Website will be updated with a link to the full protocol and parent waiver.](#)

Online outlets instruct students, parents and teachers on how to contact the school in case of infection or exposure. [Instructions will be posted in online school news and information site.](#)

Equal Access Protocol

Individualized Education Plans (IEPs) and 504 Plans of students with special needs have been modified to ensure that education can continue without undue risk to the student. Plans may involve remote learning, school attendance in a separate area with few students, or a hybrid approach combining in- class and remote learning.

Contingency plans in case the student screens positive for symptoms of COVID-19 or is identified as a close contact of someone who is symptomatic or has screened positive for COVID-19. [Protocol is the same as for all students](#)

Contingency plans in case a cluster of COVID-19 cases requires full or partial school shut-down.

An option for remote learning or other alternative to in-class learning is available for any student for whom school attendance poses elevated risk.
[Simultaneous Online remote learning option is in place.](#)

Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.

Exposure Management Plan

A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student or visitor) tests positive for, or has symptoms consistent with COVID-19.

[A plan is in place following the LACDPH procedures with the help of the Covid 19 Task Force.](#)

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

Required: A designated School COVID-19 Compliance Task Force

[Pamela Winters, Jim Pietsch, Kendra Frank, Jane Krueger, Ali Smyser, Pam Perry, Diane Johnston](#)

A designated COVID-19 Compliance Officer who serves as a liaison to DPH in the event of a COVID-19 cluster or outbreak at the setting.

Required: A plan for all students and employees who are suspected to have COVID-19 or are quarantined because of exposure to case(s) at school to have access to testing or be tested for COVID-19.

[Persons exposed or infected will seek testing from their personal physician or community testing sites will be used.](#)

Exposure Management for 1 COVID-19 Case at School

- *Required:* If school is notified of 1 confirmed case (student or employee), School Compliance Task Force requests that the case follow Home Isolation Instructions for COVID-19
- *Required:* School Compliance Task Force informs the case that DPH will follow-up directly with the case through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.
- *Required:* School Compliance Task Force works with the case to generate a list of students and employees with exposure to the case during the infectious period. School Compliance Officer provides DPH with the names and contact information of the case and identified contacts within 1 business day of notification of a confirmed case.
- *Required:* Students and employees that are identified to have an exposure to the case are notified by the School Compliance Task Force through a letter or other communication strategies
 - Instruct students and employees with an exposure to the case to test for COVID-19, whether or not they have symptoms, and inform the school of test results.
 - Instruct exposed students and employees to quarantine for 14 days since last exposure to the case while infectious, even if they receive a negative test result during their quarantine period.
 - Notification that DPH will follow-up directly with exposed students and employees through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.
- *Recommended:* School Compliance Task Force will determine whether additional notification is needed to inform wider school community about the school exposure and precautions being taken to prevent spread of COVID-19.

Communication will be done in consultation with LACDPH and use of templates provided by DPH.

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

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

Determination of epidemiological links between cases may require further investigation to understand exposure history and identify all possible locations and persons that may have been exposed to the case while infectious. If epidemiological links do not exist, school continues with routine COVID-19 exposure monitoring.

- If epidemiological links exist, school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site-specific interventions.

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

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

- Report cluster to DPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day of notification of the cluster
 - Complete *Line List for Cases and Contacts*, The ACDC Education Sector Team will review *Line List for Cases and Contacts* to determine whether the outbreak criteria have been met. The ACDC team will contact the school within 1 business day of receipt to advise on next steps.
 - If it is determined that outbreak criteria are not met: continue with routine COVID-19 exposure monitoring.
 - If it is determined that outbreak criteria are met, DPH Outbreak Management Branch (OMB) is activated.
 - An OMB public health investigator is assigned to coordinate with the school on outbreak management for the duration of the outbreak investigation.
- School Compliance Task Force will submit requested information, including updates to the *Line List for Cases and Contacts* to the OMB Investigator until the outbreak is resolved (at least 14 days since the last confirmed case).

□ *Recommended:* Prior to reporting cluster to DPH ACDC Education Sector Team, School Compliance Task Force will assess whether at least 3 cases in the cluster have epidemiological links.

If epidemiological links do not exist between at least 3 cases in the cluster, the school continues with routine COVID-19 exposure monitoring.

- If epidemiological links exist between at least 3 cases in the cluster, report cluster to DPH Acute Communicable Disease Control (ACDC) Education Sector Team

- **COVID-19 Outbreak Criteria for K-12 Schools**

School cluster

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

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

For more information, please contact the ACDC Education Sector Team at [ACDC- Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).