



Our Community School

Safe Return to In-Person Instruction and Continuity of Services Plan

aka

COVID-19 Prevention Program (CPP)

Employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)).

The following Cal/OSHA template has been used to develop the Our Community School plan. Additional support documents and information specific to COVID-19 Safety Prevention Program are available upon request.

1. Our Community School In-Person Assessment of Students Plan
2. Our Community School COVID-19 Standard Operating Procedure (SOP): Exposure Management Plan (EMP)
3. Our Community School COVID-19 Prevention Program Plan (CPP)

Appendix-A Identification of COVID-19 / Contact Tracing Tool

Appendix-B COVID-19 Inspections Form

Appendix-C Symptoms of Illness Notification

Appendix-D Close Contact Exposure Notification

Appendix-E Positive Notification



January 2021



COVID-19 Prevention Program (CPP) for Our Community School (OCS)

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

Date: January 27, 2021 (Updated February 28, 2022)

Authority and Responsibility

Ms. Lynn Izakowitz, Executive Director has the overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, Dr. Julie Troletti, Principal, Mrs. Beth Wolfsbauer, Assistant Principal, and Ms. Alma Hernandez, Director of Operations 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/Contact Tracing** 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 are encouraged to participate in the identification and evaluation of COVID-19 hazards by participating in safety meetings at the site level with their direct supervisor. In addition, cleaning, hygiene protocols are regularly discussed.

Staff and Family Education

Our Community School is committed to train staff and provide educational materials, protocols, and resource list for families in the following safety actions:

- Sanitation practices
- Safe practices for the use of Personal Protective Equipment (PPE)

- Physical distancing guidelines
- Proper usage and care of face coverings
- Screening practices
- COVID-19 specific symptom identification
- Dedicated COVID-19 resource webpage
- Support navigating remote learning for families
- Mental health services and supports
- Information regarding COVID-19 leaves for staff (contact Human Resources)

Employee screening

We screen our employees in accordance with CDPH guidelines. OCS requires staff to self-check temperature prior to arrival to work and complete the Daily Health Screening found on OCS's communication platform, Parentsquare. Reports can be pulled at any time by administrative staff to verify who completed self-screening as well as view staff answers to the Daily Health Questions.

Upon entering campus mask-wearing indoors and outdoors is now optional for everyone. Contracted staff must check in at the designated Check-in Station upon arrival for a contactless temperature check and record their check-in information in a confidential daily log. If an individual has a temperature of 100.4 or higher, that individual will not be permitted 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:

Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

- All classrooms, offices and other used facilities at the school site will be cleaned daily per CDC guidelines. Cleaning schedules will ensure frequent cleaning/sanitization is occurring frequently throughout the day.
- OCS shall ensure that all classroom spaces, restrooms, common spaces, and workspaces are cleaned daily and disinfected weekly, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials. OCS has acquired multiple electrostatic cleaners to make this possible.
- Close off areas used by any sick person and do not use them until they have been disinfected. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.

The severity of the hazard will be assessed and correction time frames assigned, accordingly. Individuals are identified as being responsible for timely correction.

Control of COVID-19 Hazards

Physical Distancing

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

Classroom/Instructional/Academic Learning Spaces:

- OCS shall encourage a minimum physical distancing radius of three (3) feet between all student workspaces, between all educator and student workspaces, and between all employee workspaces.
- Staff Members shall make every reasonable effort to maintain a physical distancing radius of three (3) feet, between themselves and students.
- All student workspaces shall be measured and marked to maintain the physical distancing requirement prior to the start of in-person learning.

Other Spaces:

- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.

Clear Rules on Classroom Instruction

- Student stable groups will be considered as their whole grade level.
- School will continue to offer independent study for families not ready to return.
- While indoors, students will be physically distanced 3 feet apart as much as possible.
- OCS will utilize the same PPE and safety protocols that are recommended by LA County Department of Public Health.
- Recess and break times will be staggered, or grouped by cohorts to limit the interaction of cohorts as feasible.
- Signage and markings will be used to keep students physically distanced as much as feasible.

Entrance, Egress, and Movement Within the School

How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Drop Off Procedures (Arrival):

- To adhere to physical distancing precautions, students will not be allowed to be dropped off earlier than the designated times.
- Parents and visitors will not be permitted to walk their student(s) to the classroom.
- There will be two points of entry for the campus. One entry is the Valet Gate on Hatillo Ave. The other is the main gate on Jumilla Ave.
- Initial health screening will take place at home and recorded by using the Parentsquare app. Additional screening will take place at the designated gates.

- One-way directions/movements will be established in high potential traffic areas.

Dismissal Protocols: At the end of the day students will be dismissed from the classrooms through a valet pick-up process to be picked up by a parent/guardian, a walk-up pick-up process, or by parent-approved self-release out the main gate for students in grades 4-8.

General Guidelines:

- One-way directions/movement will be established in high potential traffic areas.
- Parents will not be permitted on campus.

Office Policies and Procedures

- Office Hours: 7:30 am to 4:00 p.m. (one point of entry)
- To ensure social distancing we ask that no more than two visitors enter the office at any time.
- We ask that visitors come to the office only when business and or concerns cannot be conducted over the phone or by email.
- Temperature will be taken for all visitors entering the office. OCS strongly recommends all visitors wear masks. If you want to wear a mask and do not have a mask, a disposable mask will be provided for you.
- Offices will have designated areas for visitors. We ask that all visitors remain within the designated areas.
- Public restrooms will not be available for visitors during this time.
- We ask that parents notify the office of dismissal changes before the last 30 minutes of the school day.
- Deliveries to classrooms will not be permitted during the school day. This includes but is not limited to forgotten books/assignments, birthday treats, lunches, etc.

Visitors on Campus

- Visitors and volunteers will not be allowed on campus until Los Angeles County Department Public Health permits. At that time, Our Community School will review the policy. This includes, but is not limited to, eating lunch with children, classroom birthdays, awards ceremonies, walking students to their classrooms, etc.
- Individuals will be kept as far apart as possible when there are situations where three feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and strongly recommend they are properly worn by employees over the nose and mouth when indoors and outdoors, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Face coverings are strongly recommended to be properly worn while in the presence of others, by all individuals on the school campus.

Engineering controls

We implement the following measures for situations where we cannot maintain at least three feet between individuals:

- OCS will provide portable barriers in the classrooms for situations where we cannot maintain at least three feet between individuals.
- OCS will construct plexi-glass structures in offices and high traffic areas.

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

Air Ventilation and Filtration

OCS affirms that public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air. All locations with functioning windows and doors shall keep them open as much as possible, depending on weather, temperature, or air quality conditions.

OCS shall ensure all HVAC systems operate on the mode which delivers the freshest air changes per hour, including disabling demand- controlled ventilation, and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit.

OCS updated to AC filters to MERV-13 level, and will regularly change AC air filters.

Classrooms will be equipped with industrial HEPA Air Purifier systems.

Healthy Hygiene Practices

- OCS aims to ensure adequate supplies are available to support healthy hygiene behaviors. School sites will have the following available:
 - Soap
 - Tissues
 - No-touch trash cans
 - Medical-grade masks
 - Face shields (staff) for an extra layer over masks
 - Face shields with drape (staff)
 - Hand sanitizer
 - Medical grade cleaning supplies
 - Plexiglass dividers
 - Lunch dividers for students when eating indoors
- Hand sanitizer is available in all classrooms at points of entry. Students will be required to sanitize hands upon entry and exiting the classroom.
- Soap dispensers are located in all staff and student restrooms; students will be encouraged to wash hands frequently. Handwashing (in bathrooms or utilizing classroom sinks) will be required before and after utilizing playground and lunch tables.

Cleaning and Disinfecting

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

- Cleaning schedules, training, and adequate supplies will be provided to all custodial staff.

- Regularly monitoring will take place at the school sites to ensure that both frequency and scope of cleaning and disinfection is taking place.

OCS will be using cleaning products approved for use against COVID-19 by the Environmental Protection Agency (EPA).

- Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list “N” and follow product instructions
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer’s directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable
- Custodial staff who are responsible for cleaning and disinfecting school sites will be equipped with proper protective equipment including gloves, eye protection, and other appropriate protective equipment

OCS has plans in place to maximize custodial staff and are implementing daily schedules for practicable cleaning and disinfecting at school sites and on buses.

- Restrooms will be disinfected regularly
- All classrooms have hand sanitizer dispensers by one entry door
- All classrooms will have students wash their hands using the classroom sink. School drinking fountains will not be accessible, except to refill water bottles
- Clean and disinfect frequently-touched surfaces within schools daily, and throughout the day as practicable, by trained custodial staff as practicable
- Elementary playground equipment (balls, ropes, etc.) will be assigned to each class and used by that class only in a designated area.
- Sharing of objects and equipment, such as toys, games and art supplies will be limited to the extent practicable. Items will be cleaned and disinfected between uses as practicable
- Cleaning and disinfecting guidelines will be established to ensure safe and correct application of disinfectant and to keep products away from children’s reach (stored in a space with restricted access)
- Shared equipment (if any) should be regularly wiped down throughout the school day as feasible
- Cleaning and sanitization supplies will be made available in the event a teacher desires to perform additional classroom cleaning/sanitization

Should we have a COVID-19 case in our workplace those areas trafficked by infected students, or staff will be cleared and thoroughly cleaned as per CDC guidance.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves 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.

Hand Sanitizing

OCS is committed to teaching, reinforcing, and developing regular hand washing routines throughout campuses. Education will include best practices on avoiding contact with one's eyes, nose, and mouth, as well as washing or sanitizing hands before and after eating, using the restroom, being outside, and coughing or sneezing. Time will be set aside for teachers to develop a regular schedule for routine hand hygiene.

Additional hand sanitizing stations are available in all classrooms and additional supplies are available for school sites. Hand sanitizer will be alcohol-based.

- Hand sanitizing dispensers have been installed in all classroom points of entry. Students will be required to sanitize hands upon entry and exiting the classroom.
- Soap dispensers are in all staff and student restrooms; students will be encouraged to wash hands frequently.
- Employees and students are encouraged to wash their hands for at least 20 second each time.
- Every classroom and common space shall be provided with sanitizer with Alcohol levels and types selected by OCS will be based on the recommendation of the CDC, California Department of Public Health and Los Angeles County Department of Public Health.
- All individuals shall be required to wash their hands or use medically effective hand sanitizer upon entering OCS and every time a classroom is entered.

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

We evaluate the need for PPE (such as gloves, masks, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

Personal Protective Equipment – this refers to equipment that is used to limit or prohibit the transmission or infection of COVID-19 from person to person. It is also commonly referred to as Essential Protective Equipment or Essential Protective Gear and includes face coverings, masks, face shields, face shields with drape, barriers, gloves, etc.

- OCS shall provide PPE to staff and students, if needed, for every day that staff or students are required to report to school sites.
- In-lieu of using school-provided PPE, staff may bring their own PPE so long as the PPE complies with public health guidelines and provides equivalent protection to the PPE provided by the school.

COVID-19 Surveillance Program

COVID-19 testing of all employees and students is conducted on a regular basis. Additionally, household members who are symptomatic or may have been exposed to a student or employee who tests positive will be offered testing.

COVID testing is offered on campus weekly. OCS has contracted with Covid Testing Today to be on site and collect and process the COVID-19 PCR tests. Covid Testing Today uses nasal swab tests as the primary testing method. Testing is provided to all at no charge to anyone receiving a test. Test kits have been procured from their CLIA-certified lab that is able to provide test results within 24-36 hours.

Individuals will be notified via email and/or text message when it is time to schedule their baseline test appointment. The samples collected are scanned, packaged and sent to the lab. Test results and demographic data collected during the testing process are shared with the school administration so that if there are any positive cases they can inform public health authorities. All test results and data collected is stored in a secure database and kept private.

Baseline testing will be conducted to inform a safe re-opening of in-person instruction. In the 7 days prior to returning to campus, all OCS students and staff who will be returning to the school campus will be provided with a back-to-school baseline test. Students whose families choose for them to remain on 100% online instruction and staff who are working remotely are not required to participate in this testing program.

Students and staff who return to school campuses will participate in symptomatic and response testing, in addition to weekly asymptomatic testing, offered on the school campus. Staff and students are required to participate in OCS's COVID-19 testing program prior to entering OCS, which includes testing of asymptomatic, symptomatic and exposed individuals.

Investigating and Responding to COVID-19 Cases

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

Students or staff who **present with symptoms** while at school:

- Students will go to a designated isolation room until they can be picked up by a parent or guardian
- Staff members must leave OCS campuses or facilities and inform their supervisor prior to leaving
- Per State guidelines, schools should recommend the individual experiencing symptoms take a COVID-19 test. Staff members will be directed to take a rapid test on site or at home.
- Negative SARS-CoV-2 PCR or rapid test. If a student or staff member tests negative, they may return to school after 24 hours fever-free without fever-reducing medication, and symptoms have improved.
- Health care provider confirms alternative diagnosis (It isn't COVID) for symptoms. A health care provider's note must be on file. SARS-CoV-2 PCR test not needed. If a student or staff member no longer has symptoms, they may return to school after 24 hours without fever-free without fever-reducing medication.

Students or staff* who have had **close contact** with a confirmed COVID-19 case:

- Students and Staff may come to campus if they had close contact as long as they remain asymptomatic and they wear a mask at all times indoors and outdoors with the exception of eating and drinking. Centers for Disease Control and Prevention defines close contact as anyone who has been within 6 feet of an infected individual for at least a cumulative 15 minutes throughout the day, 2 days before illness onset with a confirmed COVID-19 case.
- Per State guidelines, schools should recommend the individual experiencing symptoms remain quarantined at home and take a COVID-19 test. Staff will be directed to take a rapid test.
 - Quarantine for at least 5 days from last exposure. Individuals may COVID-19 test after day 5 and if negative may return to school/work. School work will be provided to students to complete during this time.
- School/classroom may remain open in consultation with public health officials.
- Staff should contact their supervisor immediately.

Students or staff who have a **confirmed** COVID-19 case:

- Individuals cannot come onto campus for a minimum of 5 days from symptom onset or test date, are at least 24 hours with no fever without fever-reducing medication, and symptoms have improved. After 5 days, they may rapid test, and if negative, may return to school/work. If positive, then they remain in isolation for remainder of 10 day period.

- If an individual test positive, but has had no symptoms, they may return to campus after day 5 if they rapid test and the results are negative.
- Site administrators will identify school site contacts, quarantine and exclude exposed contacts if necessary (likely the entire cohort) for a minimum of 5 days after the last date the case was present at school while infectious. Return to school/work will be contingent on a negative rapid COVID-19 test. School work will be provided to students during this time
- State guidelines recommend testing of contacts, especially those who are asymptomatic. However, testing will not shorten the quarantine time period.
- Disinfection and deep cleaning of classroom and primary spaces where the case spent significant time will be conducted
- School may remain open in consultation with public health officials
- Families and staff will receive notification if there is a known **positive case** that occurs at their school site
- OCS will offer COVID-19 testing at no cost during their working hours.

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:

- All employees should report COVID-19 symptoms and possible hazards to their direct supervisor.
- Employees can report symptoms and hazards without fear of reprisal.
- Per State guidelines, schools should recommend the individual experiencing symptoms take a COVID-19 test. Staff will be directed to a Covid Testing Today testing site.

If OCS or Los Angeles County Department of Public Health (LACDPH) is notified of a positive COVID-19 case with Our Community School, or a person within OCS develops COVID-19 symptoms and is awaiting testing results (or refuses to test), the following close contact tracing will be implemented.

A. Step One: Notification of Our Community School

The school contacts the Executive Director or designee. The Executive Director or designee:

- a. The case/case's parent/guardian for further information.
- b. LACDPH for further instruction and determination of the period of close contact tracing.
- c. School Site and school officials.

B. Step Two: Close Contact Tracing

The Executive Director or designee will collaborate with site staff to create a list of:

- a. Locations where the case was present from the time determined by LACDPH to start the tracing through the last time/date the case was present at the school. Including:
 - Classroom(s)
 - Playgrounds
 - Common areas
 - Lunch Tables

- Special Services areas/classrooms
- b. All close contacts – as defined as individuals who have been within 6 feet for 15 minutes cumulatively (e.g., three 5-minute interactions would count as close contact) during the infectious period. Close contacts will likely include:
 - All siblings
 - All members of class/cohort
 - Teachers
 - Lunch group
 - Students/Coaches/Staff in sports team/extra-curricular activities/after school programs
 - Friends (regardless if they interact at school)

C. Step Three: Quarantining of students/staff

- a. The Executive Director, or designee will contact LACDPH with the close contact tracing lists for the LACDPH to determine which students/staff will need to quarantine.
- b. The Executive Director or designee/LACDPH will provide the Director of Operations with the list of persons that will need to quarantine.
- c. OCS personnel will contact staff and the parents/guardians of those that need to quarantine.
 - 1. Staff will immediately be sent home, if on OCS grounds at the time of contact by OCS personnel.
 - 2. Quarantine is for 10 days and those quarantined should be tested for COVID-19 if symptoms develop. Follow the doctor's orders for safe return to school/work.

D. Step Four: Self-Monitoring

- a. Staff who were quarantined and sent home would continue to work at home, and self-monitor twice a day for symptoms for 14 days.

BASIC TRAINING ELEMENTS

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 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, 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.

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.
- Continuing and maintaining an employee's earnings and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the state and 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 B: 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 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 10 days from the time the order to quarantine was effective.

Lynn Izakowitz, Executive Director

Date

Appendix A: Identification of COVID-19 Hazards / Contact Tracing

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, 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.

CONTACT TRACING TOOL

For Staff and Students Being Tested or have Tested Positive for COVID-19

The site designee should take steps to identify individuals that students, teachers, and faculty may have had contact with as they are being tested for COVID-19. This form can help to identify close contacts and be ready to relate this information to the appropriate officials. If a positive PCR or antigen test result is received this document will be submitted to the Los Angeles County Health Contact Tracing Team.

NAME: _____ PENDING STATUS: Isolation

SCHOOL OR DISTRICT LOCATION: _____

STEP
1

Identify date of first symptoms

If you have had symptoms, put the date you first felt sick OR if you have had no symptoms then put your date of testing.

First Symptom or Testing Date: ___/___/___

Date of Results Expected: ___/___/___

STEP
2

Calculate your contact tracing date by subtracting 2 days from above:

Contact Tracing Date: ___/___/___

STEP
3

Who has been at home (or in the house) with the student/staff since their contact tracing date?

Include people who live at home with you, and people who may have visited like friends, relatives, a babysitter, or anyone else providing in-home services. **Use another piece of paper if needed**

Name of Person	Date Last In-Home	Phone Number

**Who has been in class (or intervention cohort) with the student/staff since their contact tracing date?
(Class list, intervention group list, other, can be attached)**

Name of Person/Class/Group	Date Last in Class	Phone Number

STEP 4 Have the student/staff make a list of what they did each day since the contact tracing date with as much detail as possible. Since your contact tracing date? Include things like hanging out with friends/neighbors/relatives, attending meetings, running errands, appointments, social or recreational activities outside the house, and if you used public transportation to get there. Use another piece of paper if needed.

Name of People You Were With	Date	Phone Number

STEP 5 If a positive COVID-19 test result is received, parents or staff member should contact the Los Angeles County Health Department at <http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/> and their school site to report this information. This worksheet will help prepare parents and site staff for some of the questions public health officials will need to determine appropriate next steps and act.

This information should be shared with the school administrator. They will help implement the plans at the site for responding to the positive COVID-19 outbreaks, including contact-tracing activities and other resource support.

Thank you for helping us keep schools safe! Schools play an important role in preventing the introduction and spread of COVID-19 into nearby communities

PERSON COORDINATING THIS CONTACT TRACE: _____ CONTACT PHONE NUMBER: _____
--

Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Classroom Air Purifiers and Filters			
Other:			
Administrative			
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			
Other:			
Other:			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Other:			

Appendix-C

Today's Date: _____
Grade: _____
Student: _____

Dear Parent or Guardian:

COVID-19 symptoms can range from mild (or no symptoms) to severe illness. All students are screened daily at home, and at school, for potential symptoms or exposure. Because your student is exhibiting the following symptom(s), which cannot be otherwise explained with pre-existing conditions such as allergies, the school must send your child home.

Low Risk: General Symptoms

- o Fever (100.4F or Greater)
- o Congestion/Runny Nose
- o Nausea/Vomiting/Diarrhea
- o Sore Throat
- o Headache
- o Fatigue/Muscle or Body Aches

o Your student has exhibited (1) low risk symptom and must be sent home. They may return to school 24 hours after symptom resolution without the aid of any medication.

o Your student has exhibited (2) or more low risk symptoms OR (1) high risk symptom and must be sent home. These symptoms cannot be explained with pre-existing conditions. A Health Care Provider must confirm an alternative diagnosis for symptoms. A note must be on file.

No Health Care Provider Visit or COVID Test will require your student to **stay home for 10 days** since symptom onset and has no further symptoms for 24 hours without the aid of any medication.

Symptom Onset Date: _____ **Earliest Return Date:** _____

If your student had a **negative test** result for COVID 19 and has no further symptoms for 24 hours they may return to school. (be prepare to show proof of negative COVID 19 test).

COVID 19 and other illnesses are potentially very serious. Please consult your medical provider for any questions you may have regarding your student's condition or testing.

If you have any questions, please do not hesitate to contact the school office.

Appendix-D

Our Community School
Notification Letter – CLOSE CONTACT/EXPOSURE
COVID-19/RS-2

Today's Date: _____
School: _____
Student: _____

Dear Parent or Guardian:

Your student has been in **CLOSE CONTACT** with someone who tests positive for COVID-19.

COVID-19 symptoms can range from mild (or no symptoms) to severe illness. You can become infected by coming into close contact with a person who has COVID-19. COVID-19 is primarily spread from person to person.

When a student has been in close contact with someone who has tested positive for COVID-19, both OCS and the Los Angeles County Department of Public Health requires the following steps:

1. Your student must quarantine for 14 days
→ Quarantine Start Date: _____
2. Your student may return to school if 14 days have passed and no symptoms have developed.
→ Return date would be: _____
3. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19. It is important to understand; a student **cannot test out of quarantine.**

If any of these symptoms develop:

- a. **Contact your medical provider for evaluation** or go to the emergency room if getting worse or trouble breathing. The medical provider may or may not recommend testing for COVID-19.
- b. **Student must be isolated**, as much as possible, from the rest of the household.
- c. **Student may return to school after being completely symptom free for 24 hours without the use of medication, AND a minimum of 10 days has passed since the symptoms began**, which may extend the quarantine period beyond the original 14 days.
- d. **Notify the school of any changes in status.**

If at any time during the quarantine period your child, or someone in the household, is confirmed positive for COVID-19, please contact the school immediately to receive additional resources and guidance.

Today's Date: _____
School: _____
Student: _____

Dear Parent or Guardian:

Your student has tested **POSITIVE** for COVID-19.

COVID-19 symptoms can range from mild (or no symptoms) to severe illness. COVID-19 is primarily spread from person to person.

When a student has tested positive for COVID-19, both Our Community School and the Los Angeles County Department of Public Health recommend the following steps:

1. Your student is required to self-isolate at home.
→ **Isolation Start Date:** _____
2. Your student may return to school:
→ **AFTER** a minimum of 10 days has passed since the symptoms began;
→ **OR** 10 days have passed from the date the positive test was completed;
→ **AND** 10 days have passed, symptoms-free for 24 hours, without the use of medication.
3. Any other students or adults in the household are now considered close contacts and must quarantine for 14 days.
→ If any household contacts develop symptoms during the 14 days, they should contact their medical provider for evaluation. The medical provider may or may not recommend testing for COVID-19.
4. Notify the school(s) of any changes in status.

If you have general questions about COVID-19, you can visit the health department's web site at <http://publichealth.lacounty.gov/media/Coronavirus/>

If you need resources or would like to speak to someone on the school campus, please call the school office at 818-350-5000.