



Covid-19 Plan 2020-2021



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GUIDING PRINCIPLES

The health and safety of our staff is our top priority when making the decision to continue providing Virtual instruction services to our students. We are working in collaboration with our county health officials in making the decision to safely continue providing virtual instruction.

Our offices will follow guidelines provided by State of California Department of Industrial Relations, the Centers for Disease Control (CDC), California Department of Public Health (CDPH) and California Department of Education (CDE) which can be found at the links below:

OSHA: COVID-19 Emergency Temporary Standards.
<https://learn4.life/kaO95>

CDC: <https://learn4.life/X3tIO>

CDE: <https://learn4.life/KG5qR>

CDPH: <https://learn4.life/9iQRo>

Regularly review updated guidance from state agencies, including CDPH and California Department of Industrial Relations, [COVID-19 Emergency Temporary Standards](#) January 8, 2021. This guide is meant to augment the CDPH Guidance, not replace it. Given the evolving nature of the COVID-19 epidemic, we expect that this document will need to be updated in the future.

This updated directive also incorporates two other public health directives issued January 14, 2021, related to: (1) reporting details of any positive case of a person who has been on worksite to LHDs and (2) reporting to CDPH whether and to what degree all worksite to have reopened.

GENERAL MEASURES

Our plan adheres to the CDPH [Guidance](#) and includes the following components:

- o Promote healthy hygiene practices
- o Plans for cleaning, disinfecting and ventilation
- o Plans for physical distancing inside and outside the classroom
- o Employee and staff education, including training on how to wear PPE/face coverings, checking for signs and symptoms, and cleaning and disinfecting procedures.
- o Employee education, including an employee communication plan
- o Screening procedures for staff and visitors
- o Surveillance for monitoring for attendance, verifying absences and notifying county health officials.

We continue to communicate with local and state authorities to determine current disease levels and control measures in each community. We regularly review and refer to relevant county variance documentation, which can be found [here](#).

We consult with a county health officer and/or a designated staff member, who is best positioned to monitor and provide advice on local conditions. A directory can be found [here](#).



IMPLEMENT HEALTHY HYGIENE PRACTICES

Following are best practices the workplace shall follow, compiled from various experts and in alignment with the OSHA Guidance in [COVID-19 Emergency Temporary Standards](#).

Hygiene

- Teach and reinforce [handwashing](#), avoid [contact with one's eyes, nose, and mouth, and covering coughs and sneezes](#).
- Develop schedules for routine handwashing before and after eating, after being outside, and before and after using the restroom.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings and hand sanitizers (with at least 60 percent ethyl alcohol) for staff and students who can safely use hand sanitizer.
- Minimize the sharing of supplies and equipment among staff and students to the extent feasible. When items must be shared, clean and disinfect items between uses.
- Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children.
- Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.

- Do not use hand sanitizers that may contain methanol, which can be hazardous when ingested or absorbed.
- Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

Physical Distancing

- Ensure staff maintain physical distancing from each other, which is critical to reducing transmission between adults.
- Post signage in high-visibility areas to remind staff these and other prevention measures.

Face Coverings

- Employees working in reception areas and partitioned and cubed instruction areas are required to wear their masks at all times based on new [Cal-OSHA](#) and [CDPH mask guidance](#). Physical Distancing (6 ft. distance) is still required even if you are wearing a mask.
- Teach and reinforce use of [cloth face coverings](#), masks or in limited instances, face shields with drape. Face coverings are essential.
- Provide information to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
- [CDC recommends gaiters folded to make two layers](#) to be efficient in blocking expelled respiratory droplets.

- Do not use masks with exhalation valve or vent according to CDC guidance.
- Wearing a mask is required whenever outside the home with [only a few exemptions](#).
- Face covering policies apply on vans and pool cars and any vehicle affiliated with the company used to transport staff, or teachers to and/or from a work site.

Masks with Exhalation Valves or Vents

The purpose of masks is to keep respiratory droplets from reaching others to aid with source control. However, masks with one-way valves or vents allow air to be exhaled through a hole in the material, which can result in expelled respiratory droplets that can reach others. This type of mask does not prevent the person wearing the mask from transmitting COVID-19 to others. Therefore, [CDC](#) does not recommend using masks for source control if they have an exhalation valve or vent.

STAFF

- All staff must use face coverings in accordance with CDPH Guidance unless Cal/OSHA standards require respiratory protection.
- In limited situations where a face covering cannot be used for medical or pedagogical reasons, a face shields with a drape attached at the bottom of the shield and tucked inside the shirt collar or blouse can be used instead of a cloth face covering as long as the wearer maintains physical distance from others, to the extent practicable

- Janitorial staff shall clean and disinfect frequently touched surfaces within workplace I at least daily and, as practicable, frequently throughout the day.
- Frequently touched surfaces in the workplace include, but are not limited to:
 - o Light switches
 - o Door handles
 - o Sink handles
 - o Bathroom surfaces
 - o Tables
 - o Student desks
 - o Chairs
- When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions.
- Establish a cleaning and disinfecting schedule to avoid both under- and over-use of cleaning products.
- Ensure safe and correct application of disinfectant and keep products away from students.
- Ensure proper ventilation during cleaning and disinfecting. During the school day, introduce fresh outdoor air as much as possible.

INTENSIFY CLEANING, DISINFECTION AND VENTILATION

Follow CDC guidelines found below:

[Cleaning and Disinfecting Your Facility](#) and [Resuming in-person instruction Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

- The use of drinking fountains and shared coffee maker is suspended. Staff shall be provided bottled water instead and encouraged to bring their own coffee.



IMPLEMENT PHYSICAL DISTANCING INSIDE AND OUTSIDE THE WORKPLACE

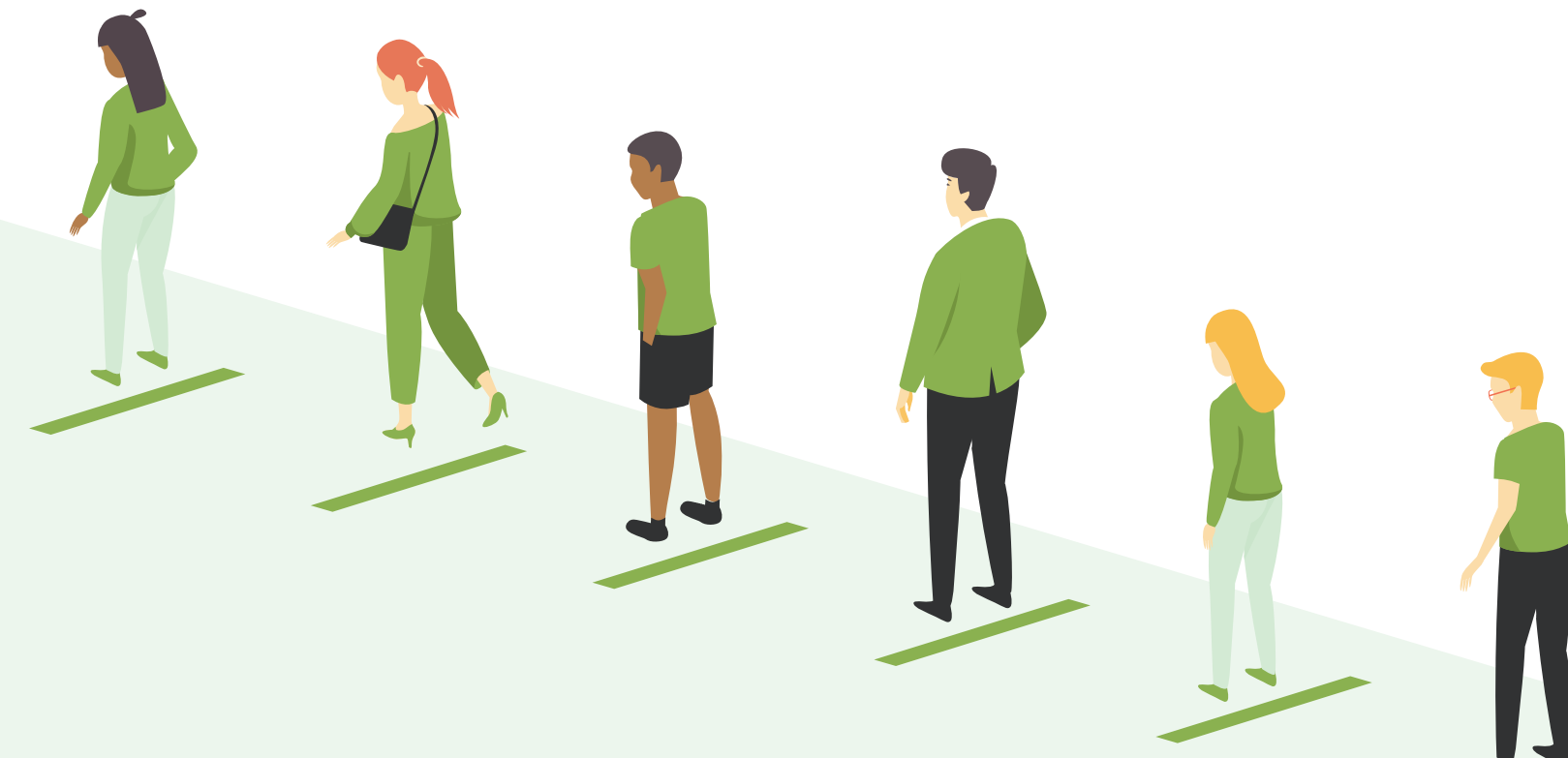
OFFICE SPACE

- Each workplace may determine the number of staff in an office based on the size (square footage) while maximizing space between all individuals.
- Maximize space between seating and desks. Distance employees and other staff desks at least six feet away from each desk. Consider ways to establish separation of employees through other means if practicable, such as, six feet between desks, partitions between desks, markings floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
- To the extent possible, keep employees in the staggered schedules and as small group as practicable, and minimize the mixing of employee groups throughout the day.
- Implement procedures for contactless transactions to minimize contact.
- Limit nonessential visitors, volunteers and activities involving other groups at the same time.

- Limit communal activities such as lunch rooms and break rooms where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
- Consider use of non-indoor space for physical meetings, trainings (if necessary), including regular use of outdoor space, weather permitting.

ENTRY AND EXIT

- Minimize close contact between staff, visitors and the broader community at arrival and departure through the following methods:
 - o Designate routes for entry and exit, using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.
 - o Instruct drivers to remain in their vehicles, to the extent possible, when on-boarding and off-boarding employees.
 - o Place markings on the ground to facilitate physical distancing of six feet or more at all building entry and exit points.
 - o If employees, visitors and vendors are crowding during arrival or departure, consider staggering times and designating multiple entrances and exits locations.





LIMIT SHARING

- Instruct employees to avoid sharing their belongings and equipment, and ensure they are cleaned and sanitize periodically throughout the day.
- Provide adequate supplies to minimize sharing of high-touch materials (pens, office supplies, equipment, etc.) when possible or clean and disinfect between uses.
- Avoid sharing electronic devices, phones, tablets, mouse and keyboards etc., as much as practicable. Sanitize equipment every after use if the same computers and devices are alternatively shared.
- Common Areas Restrooms: Limit occupancy to accommodate the 6-ft. rule.
- Hallways: Minimize congregating through hallways. For example, establish one-way walking/passage areas.
- Staff Break Rooms: Close break rooms if the occupancy limit exceeds the 6-foot rule and allow staff to eat their meals at their assigned workstations. Allow staff to eat meals in available outdoor areas or in large, well-ventilated spaces.

FOOD SERVICES

- Follow all requirements issued by the county's Department of Environmental Health to prevent transmission of COVID-19 in food facilities.
- Serve meals in classrooms or outdoors instead of in cafeterias or group dining rooms where practicable.
- Serve individually plated or bagged meals.

- Avoid sharing of foods and utensils and buffet or family-style meals.

WORKPLACE EVENTS

- On-site trainings and other gatherings are not permitted at this time. Essential certifications for First Aid, CPR, Forklift Training that needs on-site training will be permitted only to the extent allowed by local and state public health authorities.
- Maximize the number of workplace events that can be held virtually or outside.

TRAIN ALL STAFF AND EDUCATE FAMILIES

- Training for all staff via internal Lifelong Learning Administration Corporation (LLAC) network is provided on the following topics:
 - o How Covid-19 is spread and the importance of not coming to work if a staff member or if someone in the member's household has been diagnosed with COVID-19 or displays symptoms.
 - o COVID-19-specific symptom identification and when to seek medical attention
 - o [Proper use, removal and washing of face coverings](#)
 - o [Cleaning and disinfecting](#) procedures
 - o Return-to-work instruction guidelines
 - o LLAC plan and procedures to follow when a child or adult becomes sick at school
 - o Physical distancing guidelines and their importance



CHECK FOR SIGNS AND SYMPTOMS

Health screenings refer to symptom screening, temperature screening or both. The CDC acknowledges that "fever and symptom screening have proven to be relatively ineffective in identifying all infected individuals." This is because people with COVID-19 can infect others before they become ill (pre-symptomatic transmission), never become ill but can still infect others (asymptomatic transmission), or fever may not appear. L4L may require the following:

- Post signs at all entrances instructing students, staff and visitors not to enter the workplace if they have any COVID-19 symptoms.
- Require staff who are sick or who have recently had close contact with a person with COVID-19 to stay home.
- Follow screening and other procedures for all staff and entering the facility.
- Conduct visual wellness checks of all staff's temperature with a no-touch thermometer.
- A physical barrier, such as a glass window or clear plastic barrier on a table, for the person taking the temperature to stand behind, shall be put in place to the extent possible.
- If a barrier cannot be put in place, the person measuring temperatures shall be trained and wear appropriate PPE (facemask, eye protection, and disposable gloves).

- Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. See chart for all screening questions. A person who answers "Yes" to any one of these questions must not be allowed to enter the work facility.

1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?

Yes – STAY HOME and seek medical care.

2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.

Yes – STAY HOME and seek medical care and testing.

3. Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?

- | | |
|---|--------------------------|
| • Fever | • Muscle/body aches |
| • Cough | • Loss of taste or smell |
| • Shortness of breath/trouble breathing | • Headache |
| • Chills | • Confusion |
| • Night sweats | • Vomiting |
| • Sore throat | • Diarrhea |

Yes – STAY HOME and seek medical care and testing.

Screening Diagram; <https://www.sccgov.org/sites/covid19/Pages/school-guidance.aspx>

- Document/track incidents of possible exposure and follow the procedures noted in the Response to Suspected or Confirmed Cases and Close Contacts section, below.
- Notification of local health officials, staff shall ensure confidentiality, as required under HIPPA, FERPA and state law related to privacy of educational records. (Information concerning confidentiality can be found [here](#).)
- If an employee is exhibiting symptoms of COVID-19, staff shall communicate with the LLAC's HR department employee's health history form and/or emergency card to identify if the employee has any underlying medical conditions.
- Monitor staff throughout the day for signs of illness; send home and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.
- A digital notification system via email or text maybe used to ask staff and students COVID-19 symptoms screening question as a reminder of the importance of not coming to the learning center when feeling sick.



PLAN FOR WHEN A STAFF MEMBER, OR VISITOR BECOMES SICK

- Any staff exhibiting symptoms shall immediately be isolated in a temporary room or area until they can be transported home or to a healthcare facility. The attending staff member should wear the proper PPE such as a surgical mask, protective gown and gloves when close interaction with a sick student or staff is necessary.
- The room or area shall be disinfected after the staff has been transported home or to a healthcare facility.
- Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:
 - o Fever
 - o Cough
 - o Shortness of breath or difficulty breathing
 - o Chills
 - o Repeated shaking with chills
 - o Muscle pain
 - o Headache
 - o Sore throat
 - o New loss of taste or smell

- o For serious injury or illness, call 911 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.

- Close off areas used by any sick person and do not allow anyone to enter that area before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If waiting 24 hours is not feasible, wait as long as possible.
- Require sick staff members not to return until they have met CDC criteria to discontinue home isolation, including three days with no fever, symptoms have improved and 14 days have passed since symptoms first appeared.

COVID-19 TESTING AND REPORTING

- Instruct staff to contact their medical provider and follow CDC guidelines on quarantine and isolation procedures. Instruct them to get tested as soon as possible after they develop one or more COVID-19 symptoms, or if one of their household members or non-household close contacts has tested positive for COVID-19.
- School will follow [CDPH guidance](#) on surveillance or periodic COVID-19 testing for all staff members when CDPH allows the county to resume in-person instruction or if instructed by local public health agencies. All school staff members will be instructed to contact their medical provider, local city, county or testing company partners to schedule their Covid-19 test.
- Test results will be collected in a secured digital database



system (MYLO) for evaluation, tracking and notifications. Internal contact tracing procedures included in this plan will be followed.

- Only real-time reverse-transcriptase Polymerase chain reaction (RT-PCR) is recommended by the [Association of Public Health Laboratories \(APHL\)](#) to be used for surveillance testing of asymptomatic essential workers and individuals due to the lower sensitivity of the Antigen-Rapid-Testing system in detecting COVID-19 virus in the early stage of infection. APHL does not recommend using SARS-CoV-2 **antigen** tests for screening asymptomatic persons due to the high risk of both false positive and false negative results.

Positive test results:

- Employee that tests positive must be excluded from work for 10 days from symptom onset or test date, resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvement of other symptoms.
- Require that staff notify LLAC's Safety and HR department immediately if the staff tested positive for COVID-19, or if one of their household members or non-household close contacts tested positive for COVID-19.
- Upon receiving notification that staff has tested positive for COVID-19 or has been in close contact, without face covering, with a COVID-19 case, follow steps in the Reporting Data Collection and Internal Contact Tracing Process below.

Negative test results:

- Symptomatic staff who test negative for COVID-19 shall remain home at least 10 days and 24 hours after resolution of fever (if any) and improvement in other symptoms.

- Asymptomatic, non-household close contacts to a COVID-19 case shall remain at home for 14 days from date of last exposure, even if they test negative.
- Asymptomatic household contacts shall remain at home 14 days after the COVID-19 positive household member completes their isolation.
- Employees on LOA (Leave of Absence) will be required to submit medical release from their doctor or from a public health officer to LLAC's HR/LOA and Safety department. A negative COVID-19 test results may be accepted in lieu of a medical note.

MAINTAIN HEALTHY OPERATIONS

- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- The Area Superintendent will designate a staff liaison(s) and develop and distribute contact information to all staff to ensure staff know who they are and how to contact them.
- Instruct staff to self-report symptoms and possible exposure to COVID-19 to their direct supervisor, while maintaining confidentiality as required by FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#).
- Local health departments will be consulted if routine testing of staff are required according to current public health guidance.



TEMPORARILY CLOSED

CONSIDERATIONS FOR PARTIAL OR TOTAL CLOSURES

- When a teacher, or staff member tests positive for COVID-19 and had exposure, with close contact, implement the following steps:
 - o In consultation with the local public health department, the Area Superintendent (or designee) may decide whether workplace 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 and CDPH.
 - o When either a workplace is aware that an outbreak may be underway, the LHD should investigate, in collaboration with the workplace, to determine whether these cases had a common exposure at work (e.g., a common staff member, vanpool ride, or other common exposures outside of work).
 - o CDPH and OSHA defines a school outbreak as 3 or more confirmed or probable cases of staff occurring within a 14-day period who are epidemiologically-linked at work, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred at work setting).
 - o The office where the patient was based will typically need to close temporarily as staff isolate.
 - o Communication plans for workplace closure shall include a phone call and one written form of communication to, teachers, staff and the community.
 - o Provide information for staff regarding labor laws, disability insurance, paid family leave and unemployment insurance.
 - o Maintain regular communications with the local public health department.
 - o Check State and local orders and health department notices daily for transmissions in the area or closures and adjust operations accordingly.
 - o Include decisions from results of established internal contact tracing procedures. (see Reporting Data Collection and Contact Tracing Process section, below)
 - o Notify the work community if the worksite is to be closed for 14 days due to widespread and/or ongoing transmission of SARS-CoV2 at work in the general community, and repeat recommendations for prevention and control measures (see sample notification letters in Appendix 1).
- Work site may typically reopen after 14 days and if the following have occurred:
- o Cleaning and disinfection
 - o Public health investigation
 - o Consultation with the LHD



RESPONSE TO SUSPECTED OR CONFIRMED CASES AND CLOSE CONTACTS

INITIAL REPORT OF CASE

1. Infection case is reported to LLAC's HR and Safety department via case tracking form on safety and security page on MYLO ([here](#)) or email to HRSafety@llac.org.
2. Staff members are instructed not to disclose the identity of the employee or student to other staff members. This information, however, may be shared with LLAC's HR and Safety department and the public health officials as it is considered a health or safety emergency.
3. The staff member who receives the initial report is to report to the Area Superintendent, and the Area Superintendent (or designee) shall initiate the Data Collection and Internal Contact Tracing Process below.

REPORTING DATA COLLECTION AND CONTACT TRACING

The following steps shall be followed to identify the scope of risk by tracing when the infected student/staff member was last in the center/building:

1. When did the potential exposure occur (date and time)?
 - a. Were they in prolonged, [unprotected](#) and close contact with others? The CDC defines "close contact" as "someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients,

2 days prior to positive specimen collection) until the time the patient is isolated." Note: Although the definition states that it is irrespective of whether the person with COVID-19 or the contact was wearing a cloth face covering or whether the contact was wearing respiratory personal protective equipment (PPE), close interactions in our centers are recommended to be conducted in between clear flexi barriers which serves as additional barriers and protection from exposures from expelled respiratory droplets.

- i. Yes (higher level of risk) proceed to step b.
 - ii. No (lower level of risk) proceed to step 2 for possible removal of individual from notification list.
- a. identify all individuals with close/prolonged contact and create a list. Confirm with video footage review if available. Then proceed to step 2.
2. Were staff wearing masks, practicing physical distancing or conducting interactions between the clear acrylic barriers? If yes proceed to step 3. If no, contact the LLAC's HR and Safety department who can provide camera footage for verification.
 3. LLAC's HR and Safety department will collaborate and review information to determine who should be on the possibly exposed list.
 4. Once LLAC's HR and Safety department has a list of possibly exposed employees, the Area Superintendent (or designee) or the direct supervisor of the employee must contact the local county public health department with the assistance of LLAC's HR and Safety department.



EMPLOYEE COMMUNICATION

The Area Superintendent (or designee) shall send out the appropriate email notification to all staff members within 24 hours of receiving information of a confirmed case or [“qualifying individual”](#) in their centers. A separate email tailored for the individuals on the possibly exposed list will be sent. The standard COVID-19 notification letters are located on [MYLO](#) in both English and Spanish language.

A standard COVID-19 notification letter is located on [MYLO](#) including the following instructions below:

1. Stay home for at least 14 days, except to get medical care.
2. Contact your medical provider.
3. Separate yourself from other people and pets in your home.
4. Monitor your symptoms and follow instructions from your medical provider and local health authorities.
5. Students will need to provide medical clearances or negative COVID-19 test results from their healthcare provider if access to local testing facility is possible; the student will need to complete the 14-day quarantine and has to be symptoms-free for three days without the assistance of any medications.
6. Provide the [10 things you can do to manage your COVID-19 symptoms at home document from CDC](#).

DEFINITION OF A CONFIRMED CASE OR “QUALIFYING INDIVIDUAL”

Qualifying individual” means any person who has any of the following:

1. A laboratory-confirmed case of covid-19, as defined by the state department of public health.

2. A positive covid-19 diagnosis from a licensed health care provider.
3. A covid-19-related order to isolate provided by a public health official.
4. An individual who died due to covid-19, in the determination of a county public health department or per inclusion in the covid-19 statistics of a county.

DURATION OF ISOLATION AND PRECAUTIONS

For most persons with COVID-19 illness, isolation and precautions can generally be discontinued 10 days after symptom onset¹ and resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvement of other symptoms. Notify all close contacts at the school and instruct them to follow [CDPH COVID-19 Quarantine Guidance](#). (or follow LHO orders, if relevant and/or more stringent).

A limited number of persons with severe illness may produce replication-competent virus beyond 10 days that may warrant extending duration of isolation and precautions for up to 20 days after symptom onset; consider consultation with infection control experts.

- [Isolation](#) separates sick people with a contagious disease from people who are not sick.
- [Quarantine](#) separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

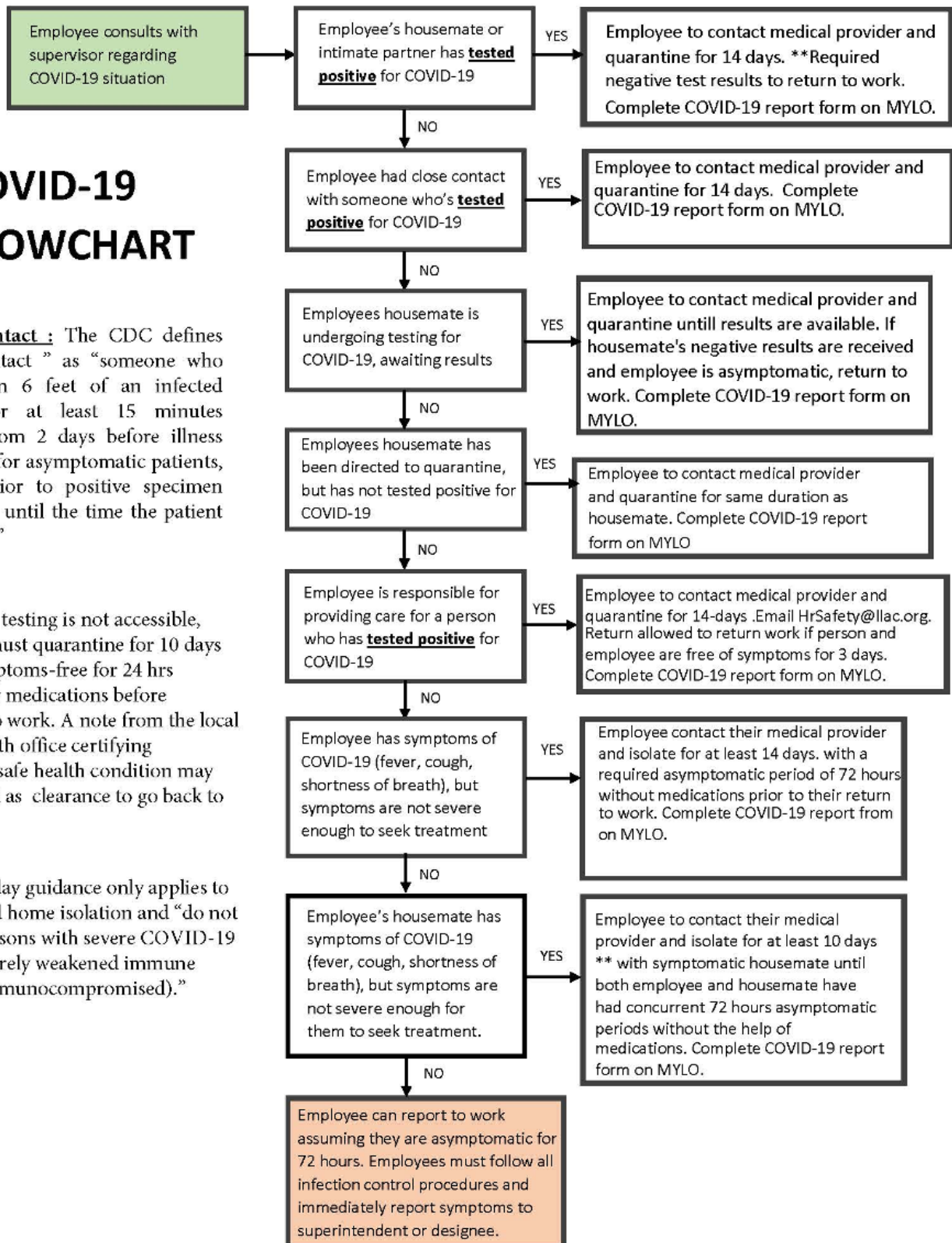
COVID-19 FLOWCHART

COVID-19 FLOWCHART

Close Contact : The CDC defines “close contact ” as “someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.”

If Covid-19 testing is not accessible, employee must quarantine for 10 days and be symptoms-free for 24 hrs without any medications before returning to work. A note from the local Public Health office certifying employee's safe health condition may also be used as clearance to go back to work.

**CDC 10-day guidance only applies to when to end home isolation and “do not apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised).”





VACCINES

CDPH strongly recommends that all persons eligible to receive COVID-19 vaccines receive them at the first opportunity. Currently, people under 16 are not eligible for the vaccine since trials for that group are still underway.

In addition to vaccines required for school entry, CDPH strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- Protect the school community.
- Reduce demands on health care facilities.
- Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

Because vaccine implementation for schools is rapidly evolving, we are providing a separate vaccine guidance document that will be available on the Safe Schools for All Hub [here](#).

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Appendix 1: Sample Notifications

WORK EXPOSURE TO A CASE OF COVID-19 NOTIFICATION

COVID-19 Employee/Notification Letter

[Date]

[Employee Name]

[Street Address]

[City, State ZIP]

Dear [Employee name]:

We recently learned that an employee/student has (tested positive/insert circumstance) for COVID-19. We cannot disclose the identity of the individual due to privacy laws; however, we have gathered the names of employees who may have been in close proximity (within 6 feet for 15 minutes or more) with this individual at _____ (location) _____ on (date and time) _____. You are receiving this communication as you have been identified as being in close contact with the impacted individual. The local public health representative may contact you for the purpose of their contact tracing procedures.

Please follow the following [CDC guidelines](#) regarding suspected or confirmed exposures to COVID-19:

1. Stay home for at least 14-days except to get medical care.
 2. Contact your medical provider for advice on how to acquire a COVID-19 test or how to self-quarantine according to [CDC guidelines](#). Please submit negative COVID-19 test results if available to your direct supervisor and People Services and Safety (email HRSafety@llac.org), otherwise, continue to step number 3.
 3. Separate yourself from other people and pets in your home.
 4. Monitor your symptoms and follow healthcare instructions from your medical provider and local health authorities.
 5. If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs are as follows:
 - Trouble Breathing
 - Persistent pain or pressure on the chest
 - New confusion or not able to be woken
 - Bluish lips or face
- This list is not all inclusive. Please consult with your medical provider other symptoms that are severe and concerning to you. Call 911 if you have a medical emergency.
6. If you are sick- wear a [cloth-face covering](#). Cover your cough and sneezes.
 7. Clean your hands often according to [CDC guidelines](#).
 8. Avoid sharing personal items. [Clean and disinfect](#) high-touch surfaces frequently with [EPA-registered household disinfectant](#).
 9. Determining if you are not contagious depends on: if fever has subsided for 24 hours without taking any anti fever medicine, other symptoms have improved (like shortness of breath).
 10. The decision to stop home isolation or self-quarantine is based on your consultation with your healthcare provide and state and local health departments.

Please provide any medical clearances or negative COVID-19 test results from your healthcare provider if practically possible to the People Services and Safety Department before you are allowed to return to work.

If you need accommodations or a leave of absence please contact your supervisor and email LeaveofAbsence@llac.org

If you have any safety related questions please email HRSafety@llac.org

You may also check the [CDC COVID-19](https://www.cdc.gov/covid-19) website for additional information, and also check the local [public health department website](#).

These are trying times for us all. Please know that we are here for you.

Sincerely,

Carta de notificación de COVID-19 al empleado

[Date]

[Employee Name]

[Street Address]

[City, State ZIP]

Estimado(a) [empleado name]:

Nos hemos enterado recientemente de que un empleado/estudiante ha (recibido una prueba positiva/insert circumstance) de COVID-19. No podemos divulgar la identidad del individuo debido a las leyes de privacidad; sin embargo, hemos recolectado los nombres de empleados que pueden haber estado en contacto cercano (más cerca de 6 pies por 15 minutos o más) con este individuo en _____(location)_____ el _(date and time) a las__. Usted está recibiendo este comunicado porque se le ha identificado como una persona que ha estado en contacto cercano con el individuo afectado. Es posible que un representante local de salud pública se comunique con usted por motivo de los procedimientos de rastreo de contacto.

Por favor seguir las siguientes pautas del CDC con respecto la exposición supuesta o confirmada al COVID-19:

1. Quedarse en casa por los menos 14 días, excepto para recibir cuidado médico.
2. Contactar a su médico para obtener consejo sobre cómo recibir una prueba de COVID-19 o cómo hacer una auto-cuarentena de acuerdo a las [pautas del CDC](#) . Si los adquiere, por favor presentar los resultados negativos de la prueba de COVID-19 a su supervisor directo y al departamento de Servicios de Personal y Seguridad (People Services and Safety email HRSafety@llac.org), sino, continúe al tercer punto.
3. Separarse de otras personas y mascotas en su casa.
4. Monitoree sus síntomas y siga las instrucciones de cuidado de salud de su médico y de las autoridades locales de salud.
5. Si desarrolla síntomas de alarma de emergencia de COVID-19 busque atención médica inmediata. Las señales de alarma de emergencia son las siguientes:
 - Dificultad para respirar
 - Dolor o presión persistente en el pecho
 - Confusión o no poder despertarse
 - Labios o cara azulados

Esta lista no es exhaustiva. Por favor consultar a su médico con otros síntomas que sean severos y preocupantes. Llame al 911 si tiene una emergencia médica.

6. Si está enfermo, usar un [cubrebocas de tela](#). Tape la tos y los estornudos.
7. Limpiarse las manos a menudo, de acuerdo a las [pautas del CDC](#).
8. Evitar compartir artículos personales. [Limpiar y desinfectar](#) superficies tocadas con frecuencia con [desinfectantes domésticos registrados con la EPA](#).
9. Determinar si se es contagioso o no depende de: si la fiebre ha bajado por 72 horas sin haber tomado medicamentos contra la fiebre, otros síntomas han mejorado (como la falta de aire) y recibir dos pruebas seguidas con resultado negativo (a diferencia de 24 horas).
10. La decisión de suspender el aislamiento en casa o la auto-cuarentena se basa en su consulta con su proveedor de salud y los departamentos locales de salud.

Por favor presentar las dadas de alta médicas o los resultados negativos de pruebas de COVID-19 de su proveedor de salud si es posible al Departamento de Servicios de Personal y Salud antes de regresar al trabajo.

Si necesita acomodaciones o días de licencia, por favor contactar a su supervisor y mandar un correo electrónico a LeaveofAbsence@llac.org

Si tiene alguna pregunta relacionada con la seguridad, por favor escribir a HRSafety@llac.org

También puede entrar a la página del [CDC COVID-19](#) para información adicional, y también a la página [local departamento local de salud pública](#).

Estos son tiempos difíciles para todos. Estamos aquí para apoyarlos.

WORK CLOSURE DUE TO COVID-19 NOTIFICATION

EMPLOYER NAME/LETTERHEAD

From Administrator (or Designee) Date

Dear Staff Members,

We are informing you that we are closing our worksite, starting on [DATE] due to the ongoing COVID-19 outbreak and likely continuing transmission at our school. In consultation with the [LOCAL HEALTH OFFICER], we have been advised that the worksite should be closed for 14 days to prevent further transmission of COVID-19 and to clean and disinfect the worksite before reopening on [DATE].

During worksite closure, the site will switch to working remotely to continue our work; The [LOCAL HEALTH DEPARTMENT] will also continue to follow-up with cases and contacts during site closure to ensure isolation and quarantine and testing. If upon worksite reopening, and you are feeling ill or having a fever or symptoms of COVID-19, even if symptoms are very minor, please do not go to work and consider getting yourself tested for COVID-19. If you are well without any symptoms, please use your face covering, stay at least 6 feet from other people, and wash your hands often with soap and water for 20 seconds. Staff should call in sick and stay home if having symptoms of COVID-19 and consider getting tested.

Symptoms of COVID-19 may appear 2-14 days after exposure to the virus and include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Ensuring the health and safety of our teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact [CONTACT NAME] at XXX-XXX-XXXX.

Sincerely,

Appendix 2: Public Health Directive

REPORTING DETAILS OF POSITIVE CASES

Required COVID-19 Case Reporting By Schools and Employers January 14, 2021

Following school closures that occurred in spring 2020 in response to the COVID-19 pandemic, the California Department of Public Health ("CDPH") developed the "COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year" (July 17, 2020) to support school communities as they decided when and how to implement in-person instruction for the 2020-2021 school year. Public and private K-12 schools throughout the state are currently in various stages of instruction including distance learning, in-person learning, and hybrid instruction based on local conditions.

New evidence and data about COVID-19 transmission coupled with the experiences of schools both nationally and internationally demonstrates that schools, particularly elementary schools, can operate in-person instruction safely with the correct safety protocols in place. Concurrently with this directive, CDPH issued updated, consolidated guidance for K-12 schools (including public, private, and charter) to support school re-openings and safe implementation of in-person instruction for students and staff.

Under current guidance, schools that have already reopened are permitted to continue offering in-person instruction, and additional schools are expected to reopen under the forthcoming K-12 school guidance. To be equipped to prevent and mitigate ongoing community COVID-19 transmission, a comprehensive and coordinated approach for the secure sharing of vital data and information regarding COVID-19 infections among school employees and students is necessary, especially in light of current epidemiological conditions.

The sharing of identified case information data with public health professionals is therefore necessary to ensure that state and local public health experts can respond to confirmed cases of COVID-19 who have been present at a school site, to track and understand the extent of disease transmission within the state, and to support communities with appropriate prevention strategies and support. Accordingly, to monitor and prevent the spread of COVID-19, it is necessary for CDPH and local health jurisdictions to have accurate information about COVID-19 infections among school employees and students. Specifically, the prompt, secure, and confidential sharing of information about individuals within the school community who have tested positive for COVID-19 is critical to ensure that public health authorities can rapidly respond by:

1. Instituting necessary case investigation and contact tracing;
2. Focusing public health resources to effectively provide comprehensive support to the affected schools related to further investigation, mitigation strategies, and operational plans;
3. Assessing and monitoring the practices and activities that may have led to the infection or transmission of COVID-19;
4. Taking appropriate measures to protect the health of both the school community and population-at-large; and
5. Ensuring that CDPH and local health jurisdictions have the information necessary to accurately assess the impact of school reopening on COVID-19 transmission and case rates to effectively update operative public health guidance and directives as necessary.

Schools are authorized under the Family Educational Rights and Privacy Act (FERPA) to disclose personally identifiable information without parental consent to local health departments regarding COVID-19 testing and cases. (20 USC § 1232g(b)(1)(I).) In response to the COVID-19 pandemic, California has been under a State of Emergency since March 4, 2020. California continues to see the dire effects of this pandemic through limited ICU capacities and new cases and deaths each day. The COVID-19 pandemic poses an extreme threat to the health and safety of all Californians. Even with protocols in place to mitigate the transmission of COVID-19, the presence of an individual who has tested positive of COVID-19 on a K-12 public or private school campus is an emergency that poses a risk to health or safety of students and employees present on the campus. Reporting to the local health officer the presence of a positive case of COVID-19 in an individual who is or has been present on a K-12 public or private school campus is necessary to protect

the health and safety of students and employees present on the campus. California law (17 C.C.R. section 2508) also requires anyone in charge of a K-12 public or private school kindergarten to report at once to the local health officer the presence or suspected presence of any of the communicable disease, which includes COVID-19.

Accordingly:

Effective immediately, every local educational agency (school district, county office of education, and charter school) and private school in California shall notify its local health officer of any known case of COVID-19 among any student or employee who was present on a K-12 public or private school campus within the 10 days preceding a positive test for COVID-19. Specifically, the local educational agency or private school shall report the following information:

- o The full name, address, telephone number, and date of birth of the individual who tested positive;
- o The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
- o The full name, address, and telephone number of the person making the report.

This information shall be reported to the local health officer by telephone within twenty-four hours from the time an individual within the local educational agency or private school is first made aware of a new case.

This reporting shall continue until this directive is modified or rescinded.

Information reported to the local health officer pursuant to this directive shall not be disclosed except to (1) the California Department of Public Health; (2) to the extent deemed necessary by the local health officer for an investigation to determine the source of infection and to prevent the spread of COVID-19, including with health officers in other jurisdictions as necessary to monitor, investigate, prevent, and/or control the spread of COVID-19; (3) if required by state or federal law; or (4) with the written consent of the individual to whom the information pertains or the legal representative of the individual.

This reporting does not replace or supersede any other statutory or regulatory requirements that require reporting of COVID-19 cases and/or outbreaks to other entities or institutions, such as Cal/OSHA.