



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

# COVID-19 SAFETY PLAN

## COVID-19 CONTAINMENT, RESPONSE, AND CONTROL PLAN

*This plan is subject to change as the pandemic evolves and guidance is updated.*

**Updated 11/17/20**



## INTRODUCTION

COVID-19 is the respiratory illness caused by the SARS-CoV-2 virus (a.k.a., novel coronavirus). The virus is thought to be spread through air, primarily from person-to-person close contact, as well as by touching a surface that has the virus on it and then touching your eyes, nose, or mouth. There is the potential to be exposed to the virus while at work, in the community, and at home. The latest information regarding COVID-19 is available on the U.S. Centers for Disease Control (CDC) website (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) and Los Angeles Department of Public Health (LADPH) website (<http://publichealth.lacounty.gov/media/coronavirus/>). Both websites should be regularly reviewed in order to stay current on the dynamics of the disease, including its risks, symptoms, and current guidance on prevention, return to work practices, and what to do if you are sick.

The purpose of the COVID-19 Containment, Response, and Control Plan is to define the measures being taken by Santa Monica-Malibu Unified School District (SMMUSD) to help reduce the risk of infection from the COVID-19 virus (a.k.a., SARS-CoV-2, coronavirus). The defined measures are based upon guidance from established public health authorities as of the date of this document, including the U.S. Centers for Disease Control and Prevention (CDC), U.S. Occupational Safety and Health Administration (OSHA), California Department of Public Health, California Department of Education, and Los Angeles County Department of Public Health, as well as other published environmental health research and guidance materials. While the provisions of this document are intended to help reduce COVID-19 risk, they cannot guarantee that infection will not occur.

These reopening protocols cover five key areas:

- (A) Workplace policies and practices to protect employee and student health
- (B) Measures to ensure physical distancing
- (C) Measures to ensure infection control
- (D) Communication with employees, students and families of students and the public
- (E) Measures to ensure equitable access to critical services.

NOTE: The terms “employees” and “staff” are used in these protocols to refer to individuals who work in a school facility in any capacity associated with teaching, coaching, student support, provision of therapies or personal assistance to individual students, facility cleaning or maintenance, administration, or any other activity required for the school to function. “Employees” or “staff” may include individuals who are: paid directly by the relevant school system, paid by entities acting as contractors to the school, paid by outside entities acting in collaboration with the school to serve students, paid by third parties to provide individual student services, or unpaid volunteers acting under school direction to carry out essential functions. The term “parents” is used in these protocols to refer to any persons serving as caregivers or guardians to students.



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PART A.  
WORKPLACE POLICIES AND PRACTICES TO PROTECT  
STAFF AND STUDENTS



## WORKPLACE POLICIES AND PRACTICES

SMMUSD's COVID-19 Containment, Response and Control Plan describes the district and school's comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes the following elements:

1. *COVID-19 Compliance Team.* SMMUSD has designated a District-wide COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. Additionally, a COVID-19 Compliance Team will be established at each school to ensure that each campus is following the District Plan. One member of each team is designated as a liaison to DPH in the event of an outbreak on campus. The names, titles, and contact information for each District-wide and School COVID-19 Compliance Team member are found in Appendix A.
2. *School Exposure Management Plan.* SMMUSD has a School Exposure Management Plan which details 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:
  - a. 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 allows for temporary, on-site isolation of the case if arrangements are needed for the person's return to their home.
  - b. 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.
  - c. A protocol to initiate the School Exposure Management Plan consistent with DPH guidance (posted at K-12 Exposure Management Plan) that outlines procedures for:
    - i. Isolation of case(s);
    - ii. Identification of persons exposed to cases at school;
    - iii. Immediate quarantine of exposed employees and/or students; and
    - iv. Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
    - v. Reporting all COVID-19 exposures at the school to the Department of Public Health by completing the COVID-19 Case and Contact Line List for the Education Sector.
  - d. A plan to immediately 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](mailto:ACDC-Education@ph.lacounty.gov) or by calling (888) 397-3993 or (213) 240-7821. The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.
  - e. 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.
  - f. The School Exposure Management Plan is found in Appendix E.
3. *Surveillance Testing.* A plan for incorporating surveillance testing into regular school operations of all school personnel is under development pending receipt of additional guidance from the



California Department of Public Health and LA County DPH. The plan will be implemented promptly following receipt of detailed guidance.

- a. The plan describes the strategy for ensuring access to periodic testing for all school personnel to be implemented when instructed by the Department of Public Health based on local disease trends and/or after resolution of an outbreak at the school.
  - b. The plan provides that all surveillance testing results will be reported to the Department of Public Health.
4. *Vulnerable / At-Risk Employees.* 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.
  5. *Work from Home.* Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.
  6. *Modified Shifts.* In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.
  7. *Sick / Exposed Employees.* 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.
  8. *Use of School Facilities.* 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.
  9. *Employee Screenings.* 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 are also done at the worksite if feasible. Detailed screening protocols are found in Appendix D.
  10. *Face Coverings Required.* 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.
    - a. Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
    - b. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.
    - c. 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.



- d. 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.
  - e. Employees are instructed to wash or replace their face coverings daily. Parents are instructed to ensure that children have clean face coverings.
11. *Workstations.* 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).
12. *Breaks.* In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms.
13. *Employees and Visitors Instructions.* 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. Instructions provided to all employees and visitors are provided in Appendices B and C.
14. *Disinfection.* Break rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected frequently, on the following schedule (for areas that are used). Detailed cleaning and disinfection schedules and protocols are provided in Appendix F.
- a. Break rooms: Nightly. Additionally, when staff and students return, surface wipe and porter 2X per day.
  - b. Restrooms: Nightly. Additionally, when staff and students return, surface wipe and porter 2x per day.
  - c. Classrooms: Nightly
  - d. Laboratories: Nightly
  - e. Nurse's office: Nightly. Additionally, when staff and students return, surface wipe and porter 2X per day.
  - f. Counseling and other student support areas: Nightly
  - g. Front office: Nightly
  - h. Other offices: Nightly
  - i. Other (auditorium, gymnasium, library if in use): Nightly
15. 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.
16. Disinfectant and related supplies are made available to employees who require them (e.g. custodians and nurses).
17. Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations:
- a. Building entrances/exits
  - b. Central office
  - c. Stairway entrances
  - d. Elevator entry (if applicable)
  - e. Classrooms (when sinks are not present in the classroom)



- f. Faculty breakroom
  - g. Faculty offices
18. Soap and water are available to all employees at the following location(s): Restrooms, break rooms, kitchens, and additional temporary sinks have been ordered.
  19. Employees are offered frequent opportunities to wash their hands.
  20. 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.
  21. Copies of this protocol are distributed to all employees.



**PART B.**  
**MEASURES TO ENSURE PHYSICAL DISTANCING BY**  
**STAFF, STUDENTS AND VISITORS**



## PHYSICAL DISTANCING

1. *Maximum Capacity, Employees.* The maximum number of employees permitted in each facility to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, has been determined by Facilities and has been communicated to sites.
2. *Maximum Capacity, Students.* The maximum number of students permitted in each facility to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, has been determined by Facilities and has been communicated to sites.
3. *School Busses.* Measures are in place to ensure physical distancing of students on school busses. These include:
  - a. A maximum of one child is permitted per bus seat.
  - b. Face coverings required at all times.
  - c. Use of alternating rows.
  - d. Open windows (if air quality rider safety concerns allow)
4. *Transportation.* Additional measures are in use to ensure physical distancing during transportation to school.
  - a. Staggered school start times to permit more than one trip per bus at school start and close.
  - b. Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry.
  - c. Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming.
    - i. Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of cloth face coverings.
  - d. Building infrastructure is in place to support bicycle commuting.
5. *Arrival.* Measures are in place to ensure physical distancing as students, parents or visitors arrive at entry to school. These include:
  - a. Students exit busses or other vehicles single file through one door.
  - b. 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.
  - c. Tape or other markings are used to help students maintain physical distancing as they line up to enter the school.
  - d. 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.

6. *Movement through School.* Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building. These may include:
  - a. School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.
  - b. Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining a 6 foot distance between riders; during peak building entry and exit times, this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6- foot physical distance between riders. All riders are required to wear cloth face coverings.
  - c. The following measures are in place to avoid crowding on stairways:
    - i. Designation of up and down stairways
    - ii. Staggering of breaks between classes
    - iii. Monitoring of stairways by school staff
7. *Classrooms.* Measures are in place to ensure physical distancing within classrooms. Options for schools to consider include:
  - a. In-person class size has been limited to the number of students to allow at least 6 feet physical distancing.
  - b. The school day has been divided into shifts to permit fewer students per class.
  - c. Attendance is staggered to reduce the overall number of students in classrooms on a given day.
  - d. Some classes have been moved entirely online.
  - e. Online class attendance is offered as an option for students for all students for all classes.
  - f. Alternative spaces are used to reduce the number of students within classrooms. These may include: school library, auditorium, cafeteria, gymnasium, or others
  - g. 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.
  - h. Furniture designed for in-class group activities that bring students closer than 6 feet has been reconfigured or removed from the classroom.
  - i. Nap or rest areas in classrooms have students placed 6 feet apart and alternating feet to head.
  - j. Teaching methods have been modified to avoid close contact between students in laboratories and other classes that may usually involve group activities.
8. *Gym Class Activities.* Gym class activities are offered outdoors and are selected to permit physical distancing. Contact sports are not permitted.
9. *Locker Rooms.* School policies enforce physical distancing (students maintain distance of 6 feet) in locker rooms. Policies may include:
  - a. Offering access to locker rooms only when staff supervision is possible
  - b. Staggering locker room access
  - c. Creating an alternative option for storage of student clothing, books and other items.



10. *School Meals.* Measures are in place to maintain physical distancing during school meals. These may include:
  - a. Meals are eaten in classrooms or outdoors, without any mingling of cohorts from different classrooms.
  - b. If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.
  - c. Staff are deployed during meals to maintain physical distancing and prevent any mixing of students from different cohorts.
  - d. If meals take place in a cafeteria, meal times are staggered to only allow one cohort at a time in the cafeteria.
  - e. If meals take place in a cafeteria, space between tables/chairs has been increased to support 6 feet of physical distancing. Barriers between tables and/or chairs may be used as an alternative when 6 feet of distancing is not possible.
  - f. Buffet and family style meals have been eliminated.
  - g. Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
  - h. Physical barriers are in place where needed to limit contact between cafeteria staff and students.
11. *Food Preparation and Service.* Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees.
12. *Student Support Services.* Measures are in place to permit physical distancing in school areas used for student support services.
  - a. Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) have been instructed to maintain a physical distance of at least 6 feet to the extent feasible while engaging in student support activities.
  - b. Furniture and equipment in school areas used for student support services are arranged to promote a 6-foot distance between any two students and/or between students and staff.
  - c. Where feasible and appropriate, therapeutic and support activities are conducted virtually.
  - d. Sharing of equipment and supplies is avoided where possible. Should equipment need to be shared, it must be sanitized before and after each use by a different student and/or employee.
  - e. Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.
13. *Administrative Areas.* Measures are in place to permit physical distancing in administrative areas of the school.
  - a. Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
  - b. Tape or other markings are used to define a 6-foot radius around reception desks or counters.



- c. 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.
14. *Extracurricular Activities*. Measures are in place to ensure physical distancing and safe infection control practices in extracurricular activities. These may include:
- a. Spectator events are not permitted at this time; this includes both indoor and outdoor events.
  - b. Extracurricular athletic teams that the school has chosen to reopen (limited to sports permitted by state orders and which allow physical distancing, such as tennis, golf, gymnastics activities that do not require a spotter, etc.) have been reconfigured as necessary to incorporate physical distancing into training and play.
  - c. Extracurricular team sports that do not allow physical distancing (baseball, football, soccer, etc. have not reopened. Note that coaches may provide conditioning and skill building programs to students for their individual use.
  - d. Measures are in place to avert unsupervised clustering of students in locker rooms. These may include:
    - i. Offering access to locker rooms only when staff supervision is possible
    - ii. Staggering locker room access
  - e. Extracurricular musical activities have been moved online or reconfigured as necessary to incorporate physical distancing.
    - i. Choral groups or any activities that require singing or chanting are suspended.
    - ii. Instrumental groups are configured to permit a distance of at least 6 feet between musicians.
  - f. Extracurricular activities that are not athletic or musical (teams, clubs) meet online rather than in person to the extent feasible.
  - g. In person school-wide events (assemblies, school plays, etc.) and group field trips have been halted.



## PART C. MEASURES TO ENSURE INFECTION CONTROL



## HEALTH SCREENING

1. Screening is conducted before students, visitors and staff may enter the school. Screening includes a check-in concerning cough, shortness of breath or experience of fever and any other symptoms the visitor may be experiencing. For staff and students, checks are done remotely (e.g. home screening). For visitors, checks are done at entry. A temperature check with a no-touch thermometer is also performed at entry for all staff, students, and visitors. Screening protocols are provided in Appendix D.
  - a. Adult visitors and staff who screen positive at entry or who report symptoms at any point during the school day are instructed to return home and self-isolate as required by the most recent Health Officer Order.
  - b. 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.
  - c. The COVID-19 Compliance Team is informed of any positive screening result in the school and initiates the School Exposure Management Plan consistent with DPH directives.
  - d. Adult visitors and staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been determined that the individual screening positive for COVID- 19 symptoms is negative for COVID-19.
  - e. 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 the most recent Health Officer Order, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19.
2. 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.
  - a. 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.
  - b. 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.



## VISITORS

1. *Visitors.* Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These may include:

- a. 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.
- b. 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 visitors must complete a screening and sign-in before entering the school site. 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 also captured in the visitor log.
- c. 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.
- d. 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. Visitors are not permitted to interact with any cohorts.
- e. Visitors arriving at the school are reminded to wear a face covering at all times while in the school. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
- f. Instructions for visitors are provided in Appendix C.



## VENTILATION

1. *Ventilation.* Measures are in place to promote optimal ventilation in the school. These may include:
  - a. The school HVAC system is in good, working order.
  - b. 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.
  - c. Portable, high-efficiency air cleaners have been installed if feasible.
  - d. Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
  - e. Air filters have been upgraded to the highest efficiency possible.
  - f. Additional information on HVAC measures is provided in Appendix F.



## ENVIRONMENTAL CLEANING

1. *Environmental Cleaning.* Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces and objects throughout the school. These may include:
  - a. A cleaning and disinfecting schedule have been established in order to avoid both under- and over- use of cleaning products.

- b. Buses are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are disinfected after every completed bus route.
- c. 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 at least daily and more frequently as resources allow using appropriate products (see below).
- d. Use of shared objects is eliminated wherever possible. Staff and students are encouraged to use water bottles instead of water fountains, but water fountains will remain open for refill of bottles.
- e. 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.
- f. 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.
- g. 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.
- h. Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer’s directions, Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- i. Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product.
- j. All cleaning products are kept out of children’s reach and stored in a space with restricted access.
- k. Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- l. Enhanced cleaning of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day.
- m. 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.
- n. Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, on the following schedule (for areas that are in use). Custodians focus on disinfecting high contact surfaces; vacuuming and sweeping floors at least twice a week.
  - i. Restrooms: Nightly. When staff and students return, surface wipe and porter 2x per day.
  - ii. Lobbies/entry areas: Nightly

- iii. Teacher/staff break room: Nightly. When staff and students return, surface wipe and porter 2X per day.
  - iv. Classrooms: Nightly
  - v. Cafeteria dining area: Nightly
  - vi. Cafeteria food preparation area: Nightly. When staff and students return, surface wipe and porter 2X per day.
  - vii. Front office: Nightly
  - viii. Other offices: Nightly
- o. Additional information on cleaning and disinfection at SMMUSD is provided in Appendix F.



## FACE COVERINGS

1. *Face Coverings.* Measures are in place to ensure use of appropriate face coverings by all staff, students and visitors at all times. These include:
  - a. 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.
  - b. 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.
  - c. 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.
  - d. 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.
  - e. Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and the depicts proper use of cloth face coverings.
  - f. As feasible, two cloth face coverings are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own cloth face coverings.
  - g. 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.
  - h. 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.
  - i. Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.). as appropriate.
  - j. 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.

2. *Exceptions.* Staff & 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 (e.g., while showering, etc.). The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.



## HAND HYGIENE

1. *Hand Hygiene.* Measures are in place to ensure frequent hand washing by staff, students and visitors. These may include:
  - a. Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
  - b. 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.
  - c. 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.
  - d. Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
  - e. Ethyl alcohol-based (containing at least 60% ethanol) 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). Hand sanitizer based on isopropyl alcohol is not used in the school as it is more irritating and can be absorbed through the skin. Hand sanitizer is not out in the open and is used with adult supervision for children. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.
  - f. 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.



**PART D.**  
**MEASURES THAT COMMUNICATE TO THE CAMPUS  
COMMUNITY AND THE PUBLIC**



## COMMUNICATION

1. Information is sent to parents and students prior to the start of school concerning school policies related to:
  - a. Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19.
  - b. Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19.
  - c. Who to contact at the school if student has symptoms or may have been exposed.
  - d. How to conduct a symptom check before student leaves home.
  - e. Required use of face coverings.
  - f. Importance of student compliance with physical distancing and infection control policies.
  - g. Changes in academic and extracurricular programming in order to avert risk.
  - h. Changes in school meals in order to avert risk.
  - i. School policies concerning parent visits to school and advisability of contacting the school remotely.
  - j. Importance of providing the school with up-to-date emergency contact information including multiple parent contact options.
2. A copy of this protocol is posted at all public entrances to the school.
3. Signage has been posted through the school reminding staff and students of policies concerning physical distancing, use of face coverings, and importance of hand washing.
4. 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.
5. 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.
6. 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.
7. Online outlets instruct students, parents and teachers on how to contact the school in case of infection or exposure.



PART E.  
MEASURES THAT ENSURE EQUITABLE ACCESS TO  
CRITICAL SERVICES



## EQUITABLE ACCESS

1. A plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student. Special education protocols are provided in Appendix G.
  - a. This plan includes a method for proactive school contact with parents at the beginning of the school year to assure that issues related to the child's education and safety are being addressed.
  - b. Modifications to individual IEPs and 504 plans may involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning.
  - c. Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
2. Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.



# APPENDIX A:

## TEAM CONTACTS AND RESOURCES

## 1.0 DISTRICT COVID-19 COMPLIANCE TEAM (TASK FORCE)

### District COVID-19 Compliance Team

Name	Department/Title	Phone	Email
Susan Bronstein	Coordinating Nurse	310-450-8338 x70218	sbronstein@smmusd.org
Carolina Rodriguez	School Nurse	310-395-3204 x71507	carol.rodriguez@smmusd.org
Mark Kelly	Assistant Director of Human Resources	310-450-8338 x70220	mkelly@smmusd.org
Tara Brown	Director of Student Services	310-450-8338 x70217	tbrown@smmusd.org
Carey Upton	Facilities, Director	310-450-8338 x71585	cupton@smmusd.org
Terance Venable	Facilities, Buildings and Grounds Manager	310-450-8338 x70267	tvenable@smmusd.org
Jerry Gibson	Facilities, Use Manager	310-450-8338 x71577	ygibson@smmusd.org
Deanna Sinfield	Director of Special Education	310-450-8338 x70393	dsinfield@smmusd.org
Joseph Garcia	Special Education Coordinator	310-450-8338 x70225	josephgarcia@smmusd.org
David Kahn	FACS (Consultant)	503-595-1001	dkahn@forensicanalytical.com
Lydia Feng	FACS (Consultant)	310-668-5600	lfeng@forensicanalytical.com
TBD	Risk Management		
Rita Kachru MD	Health and Safety DAC Member; Medical Consultant		

## 2.0 SCHOOL COVID-19 COMPLIANCE TEAMS (TASK FORCES)

### Child Development Services (Various Sites) COVID-19 Compliance Team

Name	Department/Title	Phone	Email
Susan Samarge-Powell	Administrator / Principal	(310) 399-5865 x79524	<a href="mailto:ssamarge@smmusd.org">ssamarge@smmusd.org</a>
Maya Lindemann	School Nurse	(310) 828-2814 x62209	<a href="mailto:mlindemann@smmusd.org">mlindemann@smmusd.org</a>
Silvia Romero	Administrative Assistant	(310) 399-5865 x79526	<a href="mailto:sromero@smmusd.org">sromero@smmusd.org</a>

### Edison Language Academy COVID-19 Compliance Team

Name	Department/Title	Phone	Email
Lori Orum	Administrator / Principal	310 828-0335 ext 61302	<a href="mailto:lorum@smmusd.org">lorum@smmusd.org</a>
Rachel Bressler	School Nurse	310-828-0335 Ext. 61301	<a href="mailto:rbressler@smmusd.org">rbressler@smmusd.org</a>
Alicia Alvarez	Administrative Assistant	310-828-0335, ext 61349	<a href="mailto:aalvarez@smmusd.org">aalvarez@smmusd.org</a>

### Franklin Elementary COVID-19 Compliance Team

Name	Department/Title	Phone	Email
Cynthia McGregory	Administrator / Principal	(310) 828-2814 x62200	<a href="mailto:cmcgregory@smmusd.org">cmcgregory@smmusd.org</a>
Maya Lindemann	School Nurse	(310) 828-2814 x62209	<a href="mailto:mlindemann@smmusd.org">mlindemann@smmusd.org</a>
Priscilla Guzman	School Nurse	(310) 828-2814 x62209	<a href="mailto:pguzman@smmusd.org">pguzman@smmusd.org</a>
Bette Fruchtman	Administrative Assistant	(310) 828-2814 x62203	<a href="mailto:bfruchtman@smmusd.org">bfruchtman@smmusd.org</a>

### Grant Elementary Academy COVID-19 Compliance Team

Name	Department/Title	Phone	Email
Christian Fuhrer	Administrator / Principal	310-450-7651 ext. 63-120	<a href="mailto:cfuhrer@smmusd.org">cfuhrer@smmusd.org</a>
Rachel Bressler	School Nurse	310-450-7651 Ext 63122	<a href="mailto:rbressler@smmusd.org">rbressler@smmusd.org</a>
Lisa Allen	Administrative Assistant	310-450-7651 ext. 63-176	<a href="mailto:lallen@smmusd.org">lallen@smmusd.org</a>

**John Adams Middle School JAMS COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
Steve Richardson/ Joseph Eure	Administrator / Principal	310 452-2326X72205	<a href="mailto:srichardson@smmusd.org">srichardson@smmusd.org</a>
Jane Jeffries	School Nurse	310 452-2326x72210	<a href="mailto:jjeffries@smmusd.org">jjeffries@smmusd.org</a>
Jenelle Beekman	Administrative Assistant	310 452-2326X72209	<a href="mailto:jbeekman@smmusd.org">jbeekman@smmusd.org</a>

**John Muir Elementary School/ Santa Monica Alternative School House (SMASH) COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
Paula Lytz	Administrator / Principal	(310) 399-7721 x 64120	<a href="mailto:plytz@smmusd.org">plytz@smmusd.org</a>
Jessica Rishe	Administrator / Principal	(310) 396-2640	<a href="mailto:jrishe@smmusd.org">jrishe@smmusd.org</a>
Kelsy Houseman	School Nurse	(310) 399-7721 x 64105	<a href="mailto:khouseman@smmusd.org">khouseman@smmusd.org</a>
Nancy Navarro	Administrative Assistant	(310)399-7721	<a href="mailto:nnavarro@smmusd.org">nnavarro@smmusd.org</a>
Ania Kubicz-Preis	Administrative Assistant	(310) 396-2640	<a href="mailto:akubicz-preis@smmusd.org">akubicz-preis@smmusd.org</a>

**Lincoln Middle School COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
Florence Culpepper	Administrator / Principal	(310) 393-9227 x 73554	<a href="mailto:fculpepper@smmusd.org">fculpepper@smmusd.org</a>
Daric Keleher	Administrator / Principal	(310) 393-9227 x 73568	<a href="mailto:dkeleher@smmusd.org">dkeleher@smmusd.org</a>
Jackie Mejia	School Nurse	(310) 393-9227 x 73571	<a href="mailto:jmejia@smmusd.org">jmejia@smmusd.org</a>
Elena Martin	Administrative Assistant	(310) 393-9227 x 73554	<a href="mailto:emartin@smmusd.org">emartin@smmusd.org</a>
Mike Yoshioka	Administrative Assistant	(310) 393-9227 x 73558	<a href="mailto:myoshioka@smmusd.org">myoshioka@smmusd.org</a>

**Obama Center (Olympic HS, IS, OCLC, Adult School, PPBL) COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
Anthony Fuller	Administrator / Principal	(310) 392-2494 X66208	<a href="mailto:afuller@smmusd.org">afuller@smmusd.org</a>
Nicole Nicodemus	Administrator / Principal	(310) 392-2494 X66210	<a href="mailto:nnicodemus@smmusd.org">nnicodemus@smmusd.org</a>
Maya Lindemann	School Nurse	(310) 392-2494	<a href="mailto:mlindemann@smmusd.org">mlindemann@smmusd.org</a>
Patty Vargas	Administrative Assistant	(310) 392-2494 X66207	<a href="mailto:pvargas@smmusd.org">pvargas@smmusd.org</a>

**Obama PBL COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
Jessica Rishe	Administrator / Principal	(310) 396 2640 x77170	<a href="mailto:jrishe@smmusd.org">jrishe@smmusd.org</a>
Maya Lindemann	School Nurse	(310) 399 5865 x79541	<a href="mailto:mlindemann@smmusd.org">mlindemann@smmusd.org</a>
Patty Vargas	Administrative Assistant	(310) 392 2494 x66207	<a href="mailto:pvargas@smmusd.org">pvargas@smmusd.org</a>

**Malibu Elementary School COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
Chris Hertz	Administrator / Principal	310-450-8338 x78202	<a href="mailto:Chertz@smmusd.org">Chertz@smmusd.org</a>
Amanda Lyons	School Nurse	310-457-6801 Ext, 78204	<a href="mailto:alyons@smmusd.org">alyons@smmusd.org</a>
Diane Sullivan	Administrative Assistant	310-450-8338 x78201	<a href="mailto:dsullivan@smmusd.org">dsullivan@smmusd.org</a>

**Malibu High School (MHS) COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
Patrick Miller-MHS	Administrator / Principal	310-457-6801 Ext,74278	<a href="mailto:p.miller@smmusd.org">p.miller@smmusd.org</a>
Amanda Lyons	School Nurse	310-457-6801 Ext,74271	<a href="mailto:alyons@smmusd.org">alyons@smmusd.org</a>
Beth Papp	Administrative Assistant	310-457-6801 Ext. 74277	<a href="mailto:bpapp@smmusd.org">bpapp@smmusd.org</a>

**Malibu Middle School (MMS) COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
Melisa Andino-MMS	Administrator / Principal	310-457-6801 Ext,74280	<a href="mailto:mandino@smmusd.org">mandino@smmusd.org</a>
Amanda Lyons	School Nurse	310-457-6801 Ext,74271	<a href="mailto:alyons@smmusd.org">alyons@smmusd.org</a>
Tania Jolly-MMH	Administrative Assistant	310-457-6801 Ext. 74276	<a href="mailto:taniajolly@smmusd.org">taniajolly@smmusd.org</a>

**McKinley Elementary School COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
Dr. Ashley Benjamin	Administrator / Principal	310-828-5011 ext 65126	<a href="mailto:abenjamin@smmusd.org">abenjamin@smmusd.org</a>
Rachel Bresslet	School Nurse	310-828-5011 ext 65119	<a href="mailto:rbressler@smmusd.org">rbressler@smmusd.org</a>
Melissa Russell	Administrative Assistant	310-828-5011 ext 65123	<a href="mailto:mrussell@smmusd.org">mrussell@smmusd.org</a>

**Roosevelt Elementary School COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
Lynda Holeva	Administrator / Principal	310-395-0941 Ext 68204	<a href="mailto:lholeva@smmusd.org">lholeva@smmusd.org</a>
Debra Stern	Assistant Principal	310-395-0941 Ext 68205	<a href="mailto:DStern@smmusd.org">DStern@smmusd.org</a>
Lisa Tursi	Administrative Assistant	310-395-0941 Ext 68201	<a href="mailto:LTursi@smmusd.org">LTursi@smmusd.org</a>
Maya Lindemann RN	School Nurse	310-395-0941 Ext 68206	<a href="mailto:mlindemann@smmusd.org">mlindemann@smmusd.org</a>
Priscilla Guzman (Mon) RN	School Nurse (Mon)	310-395-0941 Ext 68206	<a href="mailto:Pguzman@smmusd.org">Pguzman@smmusd.org</a>
Kenny Harris	Custodian	562-355-2057	<a href="mailto:kharris@smmusd.org">kharris@smmusd.org</a>

**Santa Monica High School COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
Antonio Shelton	Principal	310-395-3204 ext 71-501	<a href="mailto:ashelton@smmusd.org">ashelton@smmusd.org</a>
Carolina Rodriguez	School Nurse	310-395-3204 ext 71-507	<a href="mailto:carol.rodriquez@smmusd.org">carol.rodriquez@smmusd.org</a>
Caroline Springer	Admin Assistant	310-395-3204 ext. 71-504	<a href="mailto:cspringer@smmusd.org">cspringer@smmusd.org</a>
Favio Reveles	Facilities	424-581-5420 (cell)	<a href="mailto:freveles@smmusd.org">freveles@smmusd.org</a>
Tristan Komlos	Admin Designee	310-395-3204 ext 71-136	<a href="mailto:tkomlos@smmusd.org">tkomlos@smmusd.org</a>
Sarah Paulis	Activities Director	310-395-3204 ext 71-535	<a href="mailto:spaulis@smmusd.org">spaulis@smmusd.org</a>
Evan Fujinaga	Athletics Director	310-395-3204 ext 71-532	<a href="mailto:efujinaga@smmusd.org">efujinaga@smmusd.org</a>
Raymond Cooper	Campus Security	310-395-3204 ext 71-652	<a href="mailto:rcooper@smmusd.org">rcooper@smmusd.org</a>

**Webster Elementary COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
Lila Daruty	Administrator / Principal	(310) 456-9304 x69300	<a href="mailto:ldaruty@smmusd.org">ldaruty@smmusd.org</a>
Kelsey Houseman	School Nurse	(310) 456-6494 x69303	<a href="mailto:khouseman@smmusd.org">khouseman@smmusd.org</a>
Isaura Terry	Administrative Assistant	(310) 456-6494 x69301	<a href="mailto:iterry@smmusd.org">iterry@smmusd.org</a>

**Will Rogers Elementary COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
Ryan Bourke	Administrator / Principal	310-452-2364 Ext: 67-333	<a href="mailto:Rbourke@smmusd.org">Rbourke@smmusd.org</a>
Kelsy Houseman	School Nurse	310-452-2364 Ext. 67332	<a href="mailto:khouseman@smmusd.org">khouseman@smmusd.org</a>
Rebecca Lugo	Administrative Assistant	310-452-2364 Ext: 67-334	<a href="mailto:Rlugo@smmusd.org">Rlugo@smmusd.org</a>

### 3.0 COVID-19 COMPLIANCE RESOURCES

#### Internal Team Resources

<b>Safety Practices Location</b>	Google Drive: <a href="https://drive.google.com/drive/folders/1dQMHJZ2cSdeS9qSSc3f0wn6iXZ8tcysP?usp=sharing">https://drive.google.com/drive/folders/1dQMHJZ2cSdeS9qSSc3f0wn6iXZ8tcysP?usp=sharing</a>
<b>Environmental Health Consultant</b>	Forensic Analytical Consulting Services ( <a href="http://www.forensicanalytical.com">www.forensicanalytical.com</a> ) Lydia Feng o. 310-668-5600 ♦ <a href="mailto:lfeng@forensicanalytical.com">lfeng@forensicanalytical.com</a> David Kahn, CIH o. 503-595-1001 ♦ <a href="mailto:dkahn@forensicanalytical.com">dkahn@forensicanalytical.com</a>

#### Local Public Health Department Contacts

<b>Los Angeles County</b>	<a href="http://publichealth.lacounty.gov/">http://publichealth.lacounty.gov/</a> Phone: (213) 240-8144 Email: <a href="mailto:ACDC-Education@ph.lacounty.gov">ACDC-Education@ph.lacounty.gov</a>
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#### Key Guidance & References

<b>Los Angeles County Department of Public Health (LA DPH)</b>	Main: <a href="http://publichealth.lacounty.gov/media/coronavirus/">http://publichealth.lacounty.gov/media/coronavirus/</a> Schools Guidance: <a href="http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_K12Schools.pdf">http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_K12Schools.pdf</a>
<b>CDC (Centers for Disease Control)</b>	Main: <a href="https://www.cdc.gov/coronavirus/2019-ncov/index.html">https://www.cdc.gov/coronavirus/2019-ncov/index.html</a> Industry Guidance: <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html">https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html</a> Schools & Childcare: <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html</a>
<b>California</b>	Main: <a href="https://covid19.ca.gov/">https://covid19.ca.gov/</a> Industry Guidance: <a href="https://covid19.ca.gov/industry-guidance/">https://covid19.ca.gov/industry-guidance/</a> Cal/OSHA: <a href="https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html">https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html</a> CDPH Schools: <a href="https://files.covid19.ca.gov/pdf/guidance-schools.pdf">https://files.covid19.ca.gov/pdf/guidance-schools.pdf</a> California Department of Education: <a href="https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf">https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf</a> Los Angeles County DPH: <a href="http://www.ph.lacounty.gov/media/Coronavirus/">http://www.ph.lacounty.gov/media/Coronavirus/</a>
<b>Back to Work Safely</b>	<a href="https://www.backtoworksafely.org/">https://www.backtoworksafely.org/</a> Schools Guidance: <a href="https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Reopening-Guidance-for-Schools-K-12_GuidanceDocument.pdf">https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Reopening-Guidance-for-Schools-K-12_GuidanceDocument.pdf</a>



# APPENDIX B:

# EMPLOYEE POLICIES

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

## What is the hazard?

COVID-19 is the respiratory illness caused by the SARS-CoV-2 virus (a.k.a., novel coronavirus). The virus is thought to be spread mainly from person-to-person through respiratory droplets and contact. It may also be spread by touching a surface that has the virus on it and then touching your eyes, nose, or mouth. There is the potential to be exposed to the virus while at work, in the community, and at home. The latest information regarding COVID-19 is available on the U.S. Centers for Disease Control (CDC) website (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) and Los Angeles Department of Public Health (LADPH) website (<http://publichealth.lacounty.gov/media/coronavirus/>). Both websites should be regularly reviewed in order to stay current on the dynamics of the disease, including its risks, symptoms, and current guidance on prevention, return to work practices and what to do if you are sick. Common questions are answered in the LA County Department of Public Health (LADPH) Frequently Asked Questions handout.

## What safe work practices should be followed?

The following general safe work practices should be followed by all Santa Monica Malibu Unified School District (SMMUSD) employees. Each work area is also evaluated, and additional more specific practices tailored to a specific area or operation may also apply. All employees should be familiar with these additional practices within their work area and should inquire regarding additional practices when visiting other work areas. Questions regarding COVID-19 safety should be directed to the school's COVID-19 Compliance Team. Additional resources related to COVID-19 can be found at SMMUSD's COVID-19 Website: <https://www.smmusd.org/coronavirus>.



### HEALTH SCREENING

1. *Screening.* Prior to coming to work, employees must conduct self-screening for COVID-19 symptoms and exposure by reviewing the attached screening questionnaire. Upon arriving on site, employees shall go to the sign-in station, screen themselves at the temperature kiosk, and sign-in on the sign-in sheet affirming that they have passed the self-screening process. Any employee who does not pass the at-home or in-person screening (or develops symptoms during the workday) must go/stay home and notify their supervisor and the school nurse immediately (via phone) for further directions, including self-isolation instructions. School officials will provide 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.
2. *At Risk Persons.* If an employee is at higher risk of serious complications from COVID-19, they should inform their supervisor and/or school nurse. The nurse or employee's supervisor will inform Human Resources who will in turn provide direction to both the supervisor and the employee, such that work is assigned that can be done from home whenever possible. At risk or vulnerable people include older adults and people of any age who have serious underlying medical conditions. 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. More information is available at: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/people-at-higher-risk.html>.



## PHYSICAL DISTANCING

1. *Maintain Physical Distance.* Maintain at least six feet of distance between yourself and others. More distance and more physical barriers between people are better.
2. *Reduce Need for Physical Interaction.* Coordinate with your supervisor to determine a plan for reducing the need for physical interactions (e.g., working from home, staggered work/break schedules, online interactions). 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 are instituted to maximize physical distancing where possible.
3. *Evaluate Work Area Layout.* Coordinate with your supervisor and evaluate the need for changing the work area to support physical distancing (e.g., rearranging seating/desks/workstations, installing barriers, directing traffic flow patterns, defining maximum occupancy of conference and break rooms, closing areas).
4. *Distancing Markings/Notifications.* Follow any markings regarding location indicators, traffic flow, or maximum occupancy which may appear on walls, floors, signage, seats or other locations. These notifications are in place to help promote proper physical distancing. Common examples include designations for in use/out of use seating, “wait here” markings on floors, designated entry/exit doors, and “this way” arrows on floors.
5. *Discontinue Non-Essential In-Person Meetings.* If an in-person meeting is determined to be essential, it must be limited to essential attendees, short as possible in duration, and conducted maintaining at least six feet of distancing with masks.
6. *Discontinue Non-Essential Travel.* Due to the challenges inherent in travel (e.g., airplanes, public transit, lodging) it should be avoided when possible. If travel is determined to be essential, develop a trip-specific safety plan incorporating physical distancing as well as other general COVID-19 safety precautions as described below.



## HAND HYGIENE

1. *Hand Hygiene.* Employees shall be offered frequent opportunities to wash their hands. Clean your hands often and avoid touching your eyes, nose, and mouth with unwashed hands. Avoid handshakes, high fives, fist bumps, or other physical contact with others. Wash hands with soap and water thoroughly for at least 20 seconds and dry with single-use towels. If soap and water are not readily available, use a proper hand sanitizer (e.g., at least 60% ethyl alcohol, avoid isopropyl alcohol-based sanitizer which is more toxic). Cover all surfaces of your hands and rub them together until they feel dry. Guidance on hand washing technique from the World Health Organization (WHO) is provided as an attachment. Guidance on hand washing is located in the LADPH handout and from CDC: <https://www.cdc.gov/handwashing/when-how-handwashing.html>.
2. *Sneezing & Coughing.* Cover your mouth and nose with a tissue when coughing or sneezing, then throw the tissue in the trash and wash hands. If no tissue is available, then cough and sneeze into your elbow. Do not come to work if you have COVID-19 symptoms or if you have had close contact with someone with Covid-19 symptoms (see health screening).
3. *Personal Items.* Be cognizant of the handling of frequently used personal items (e.g., phone, keys, wallet/purse, credit/debit cards, tablets, laptops). As these items are frequently touched, they may be viewed as an extension of your hands. Avoid placing these items on public surfaces which may be contaminated. Clean and disinfect these items frequently (see environmental cleaning).

4. *Sharing Items.* Each employee shall be assigned their own tools, supplies, equipment and defined workspace to the extent feasible. Sharing of workspaces and held items shall be minimized or eliminated, or cleaning/disinfection shall be performed between users.



## PROTECTIVE EQUIPMENT

1. *Masks.* 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. Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Masks with one-way valves should not be used. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing. Employees shall wash their face coverings daily. CDC guidance on such masks are located at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>. Masks, unlike respirators, are not intended to protect the wearer, but to help protect those around the wearer. Any employee using a respirator (e.g., N95), voluntarily or as assigned, must have received approval per the respiratory protection program.
2. *Face Shield.* Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. A teacher in the early grades may use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.
3. *Medical Grade Masks.* A medical grade mask is provided to any employee who cares for sick children (and the sick child) or an employee who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering.
4. *Additional Protective Equipment.* Assignment of any other protective equipment (e.g., gloves, face shields, respirators) must be coordinated through your supervisor and used in accordance with work area/operation specific safety practices. *Examples:* Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.) as appropriate. Health office staff are to wear surgical masks and non-latex gloves. Health office staff with prolonged exposure to ill students must wear protective eyewear (face shields/goggles), gowns, and N-95 masks. Front office staff who are assisting in the health office are to wear masks or face coverings and gloves. Nutrition Services staff are to wear masks or face coverings and gloves. Custodial staff are to wear masks or face coverings and gloves.



## ENVIRONMENTAL CLEANING

1. *What to Clean.* Frequently touched surfaces (i.e., those touched multiple times or by multiple people) and personal work areas should be cleaned/disinfected regularly. Examples include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, and shared work equipment. The health offices and isolation rooms will be cleaned and disinfected more frequently.
2. *When to Clean.* The fewer people that touch the surface between cleaning/disinfection the better. For frequently touched surfaces, daily cleaning/disinfection should be viewed as a minimum, with cleaning/disinfection multiple times a day or between each use being generally preferred.
3. *How to Clean.* Environmental cleaning involves first cleaning a surface to remove dirt and debris, and then using an approved disinfectant to inactivate the virus. Disinfectants must be used per

the product label, which typically includes a minimum contact time to ensure proper disinfection, as well as precautions for using the product safely (e.g., using gloves). A list of EPA-approved disinfectants for SARS-CoV-2 can be found at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. To reduce asthma risk from disinfectants, select products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) and avoid products which contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds.

4. *Coordination.* Coordinate with your supervisor regarding an environmental cleaning plan for your work area, including access to hand sanitizer, surface cleaning/disinfection products, and other associated supplies. Additional guidance on cleaning/disinfection from the CDC can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>.



## ADDITIONAL PRACTICES

1. *Training.* Coordinate with your supervisor to ensure you complete required COVID-19 safety training and watch for ongoing updates.
2. *Inspection.* Coordinate with your supervisor to ensure the work area is periodically inspected to ensure COVID-19 hazards are addressed and safety practices are being properly implemented.
3. *Case Incident Response.* If a known or suspected case of COVID-19 is found to have been present in the workplace, or exposed to employees, notify the designated COVID-19 Compliance Officer (school nurse or administrator) immediately. A case incident response assessment will be performed to evaluate who was potentially exposed, and what surfaces were potentially contaminated. Notification to affected parties will be provided as appropriate and a cleaning/disinfection plan will be implemented. Note, SMMUSD is required by law to protect private medical information of individuals involved in a case incidents. Therefore, communications regarding case incidents will avoid the use of personally identifiable information.
4. *Visitor/Vendor Communications.* Employees who are primary contacts for visitors and vendors must ensure that visitors/vendors understand that they are expected to follow the COVID-19 safety guidance for visitors, summarized below.
  - a. Visits to the school by individuals other than staff and students are to be avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible.
  - b. 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.
  - c. 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.
  - d. Visitors are instructed that they must wear face coverings at all times, and follow any additional any area/operation-specific COVID-19 safety practices as applicable.
  - e. 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.
  - f. In addition, employees who are primary contacts for vendors must coordinate with the vendor to learn of any additional safety practices that should be followed by employees or

visitors as a result of the vendor's work. This information must then be communicated to affected parties.

5. *Non-Work Activities.* Employees are encouraged to apply COVID-19 precautions similar to these safe work practices to their non-work personal activities. Such diligence in and out of the workplace will serve to protect co-workers, customers, families and communities during this pandemic.

**Attachment A:** Screening Questionnaire (Employees and Visitors)

**Attachment B:** Los Angeles Department of Public Health – COVID-19 FAQs

**Attachment C:** World Health Organization – Handwash / Handrub Guides

# **SCREENING QUESTIONNAIRE**



**Feeling Sick?**  
Stay home when you are sick!

If you feel unwell or have the following symptoms  
please leave the building and contact your health care provider.  
Notify your supervisor and school nurse.

**DO NOT ENTER** if you have symptoms such as:

 Cough, shortness of breath or difficulty breathing			
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## **PLEASE ANSWER THESE QUESTIONS:**

1. Did any of the following symptoms appear within the last 10 days?
  - Cough
  - Shortness of breath
  - Difficulty breathing
  - Fever (at or over 100.4° F)
  - Chills
2. Is your temperature above normal (at or over 100.4° F)?
3. Have you had contact with a person known to be infected with or suspected to have COVID-19 within the last 14 days?

**DO NOT ENTER IF YOU ANSWERED YES TO ANY OF THE QUESTIONS**

# Novel Coronavirus (COVID-19)

## Recent Updates:

9/30/20: Answer to question 10 updated to stated that it is recommended to stay home after travel.

## 1. What is a coronavirus?

Coronaviruses are a large family of viruses. Many of them infect animals, but some coronaviruses from animals can change into a new human coronavirus that can spread from person-to-person. This is what happened with the new coronavirus known as SARS-CoV-2, which causes the disease known as COVID-19.

## 2. How are coronaviruses spread?

Like other respiratory illnesses, human coronaviruses most commonly spread to others from an infected person through:

- Droplets produced through coughing, sneezing, and talking
- Close personal contact, such as caring for an infected person

Some people get COVID-19 without ever showing symptoms but they can still spread the infection to others.

## 3. What are the symptoms of COVID-19?

Reported illnesses have ranged from people with mild symptoms to severely ill, requiring admission to the hospital, and death.

Symptoms of COVID-19 may include one or more of the following: fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle or body aches, headache, sore throat, nausea or vomiting, diarrhea, congestion or runny nose, or new loss of taste or smell. This list of symptoms is not complete. Please talk to your medical provider about any of these or other symptoms that are severe or concern you.

## 4. What should I do if I have these symptoms?

If you get fever, cough, shortness of breath or difficulty breathing, or your provider tells you that you are likely to have COVID-19, you should follow the *Home Isolation Instructions* ([ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation)). These include staying home for at least 10 days from when your symptoms first appeared AND at least 1 day (24 hours) after your fever has gone without the use of medications AND your symptoms (such as cough and shortness of breath) have improved.



## Key Points

- COVID-19 is spread through close contact or by touching an object or surface with the virus on it.
- The best protection is to:
  - Wash your hands frequently
  - Avoid touching your eyes, nose, and mouth with unwashed hands
  - Self-isolate if you are sick
  - Quarantine if you have had close contact with someone with COVID-19
  - Practice physical distancing
  - Wear a cloth face covering
- People who have symptoms of COVID-19 or who have been in close contact with someone with COVID-19 should get a test.

## For more information:

Los Angeles County Department of Public Health

Call 2-1-1

<http://publichealth.lacounty.gov/media/Coronavirus/>

Centers for Disease Control and Prevention (CDC)

<http://www.cdc.gov/coronavirus/novel-coronavirus-2019.html>

# Novel Coronavirus (COVID-19)

Be sure to tell all of your [close contacts](#) that they need to be in quarantine for 14 days after their last contact with you. See the *Home Quarantine Instructions for Close Contacts to COVID-19* ([ph.lacounty.gov/covidquarantine](http://ph.lacounty.gov/covidquarantine)) for additional guidance.

People with symptoms other than fever, cough or shortness of breath should talk to their provider about whether they might have COVID-19 and whether they should stay isolated at home.

Older adults, and those with weak immune systems or underlying health problems who experience COVID-19 symptoms should call their doctor early, even if they have mild symptoms.

People with emergency warning signs that include: difficulty breathing, chest pain or pressure, bluish lips or face, confusion or difficulty waking up should call 9-1-1 immediately or go to an emergency room. If it is not urgent, call your doctor before going in to seek care.

For more guidance, read *Learn About Symptoms & What To Do If You Are Sick* ([ph.lacounty.gov/covidcare](http://ph.lacounty.gov/covidcare)).

## 5. What should I do if I think I may have been exposed to COVID-19?

Check to see if you meet criteria for being a close contact in the [Home Quarantine Instructions for Close Contacts to COVID-19](#). If you meet criteria follow the instructions in that guide.

If you don't meet the criteria to quarantine but you had close contact (within 6 feet for at least 15 minutes) with non-household members who were not wearing face coverings you should consider yourself possibly exposed to COVID-19 and stay at home for 14 days and monitor yourself for COVID-19 symptoms. If you live with anyone who is over 65 or has an underlying health problem try to stay at least 6 feet away from them, wear a face covering even at home, and wash your hands and clean high-touch surfaces often during the 14 days. If you do get symptoms within the 14 days, call your medical provider and think about getting tested.

## 6. Should I get tested for the coronavirus?

It is recommended that people with symptoms of coronavirus get tested. If you are experiencing new symptoms that you think may be from coronavirus, let your doctor know and discuss getting tested. You can also visit [covid19.lacounty.gov/testing](http://covid19.lacounty.gov/testing) or call 2-1-1 to schedule a same-day or next-day appointment for free testing.

If you have been in close contact with someone with COVID-19, it is recommended that you get a test. This is to see if you are infected and could have infected others. Note that you will still need to stay in quarantine even if your test is negative. See [Guidance Based on Test Results](#) for more information.

People who do not have symptoms do not need to get tested for COVID-19 unless they are a close contact with someone who has COVID-19.

## 7. How is COVID-19 treated?

There is no cure for the illness caused by COVID-19. However, many of the symptoms can be treated. Treatment is based on the patient's condition.

There is currently no vaccine to prevent novel coronavirus. Be aware of scam products for sale that make false

# Novel Coronavirus (COVID-19)

claims to prevent or treat this infection. For more information see [COVID Scams and Fraud](#).

## 8. What can I do to protect myself and others from COVID-19?

There are steps that everyone can take daily to [reduce the risk](#) of getting sick or infecting others with COVID-19.

You should:

- Practice [social or physical distancing](#). Whenever you are out, keep 6 feet apart from everyone else as much as possible.
- Avoid crowded places and give yourself space from others.
- Keep interactions with non-household members short.
- Wash your hands with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact, like kissing and sharing cups or utensils, toys, or sports equipment.
- Avoid or clean and disinfect frequently touched objects and surfaces often using a regular household cleaning product.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, use your elbow (not your hands).
- Increase ventilation - go outside or open windows if it is safe to do so.
- Wear a cloth face covering whenever you are outside of your home and around others who are not part of your household. People with underlying health conditions have a much greater risk for serious illness from COVID-19. It is very important for the County's vulnerable residents to stay at home as much as possible and have groceries and medicine delivered.

## 9. Should I wear a facemask?

People with symptoms of COVID-19 or who have COVID-19 should use a surgical facemask (if available) or a cloth face covering when they need to leave their home for medical appointments. Cloth face coverings must be used by everyone over the age of 2 to cover the nose and mouth when they leave their home. Wearing a face covering is in no way a substitute for social distancing and other prevention measures like washing your hands regularly. These face coverings are used to help protect others in case you have COVID-19 and are not showing signs of infection.

Infants and children under the age of 2 should not wear cloth face coverings.. Adults should always supervise children under the age of 8 while they are wearing a face covering to ensure the child can breathe safely and avoid choking or suffocation. Anyone who has trouble breathing, is unconscious or otherwise unable to remove the mask or cloth face covering without help or who has been instructed by their medical provider not to wear it for medical reasons should not wear one. See [Cloth Face Covering Guidance](#) for more information.

# Novel Coronavirus (COVID-19)

## 10. Is it safe to travel?

Travel increases your chances of getting infected and spreading COVID-19, so staying home is the best way to protect yourself and others from getting sick. Airports, bus stations, train stations, and rest stops are all places travelers can be exposed to the virus in the air and on surfaces and it can be hard to keep 6 feet apart from other people. If you are thinking of traveling, consider the following:

- Is COVID-19 spreading where you're going?
- Are you, or anyone you are traveling with, visiting, or spending time with at your destination or when you return home, more likely to get very ill from COVID-19?
- Does the country, state, or local government where you are traveling to or returning to require you to stay home for 14 days after traveling?
- If you are required to stay home or if you get sick with COVID-19, will you have to miss work or school?

Do not travel if you are sick, or if you have been around someone with COVID-19 in the past 14 days.

If you must travel, protect yourself and others by following the steps in "Q 8. What can I do to protect myself and others from COVID-19?" and the tips for preparing for travel on the CDC [Travel](#) webpage. This webpage also explains the risks from different types of travel.

When returning after any travel it is recommended that you stay at home for 14 days.

## 11. How do I know when work, public spaces, or businesses are safely opening?

Visit the Public Health website to see [What's open in Los Angeles County](#). It is a good idea to **check online or call and ask about safety measures before visiting a business.**

Even though some places are now open, it is important to remember that the virus has not changed, and COVID-19 remains a serious risk. It is still easily spread among people in close contact with each other. You can help [reduce the risk](#) of COVID-19 by continuing to practice social (physical) distancing, wear a cloth face covering whenever you are around others, and wash your hands frequently. Also, remember to stay home if you are sick or if you have been in close contact with someone who is sick.

## 12. What can I do if I get stressed about COVID-19?

When you hear, read, or watch news about COVID-19, it is normal to feel anxious and overwhelmed. It is important to care for your mental as well as your physical health. For tips on what you can do to help cope, read "[Coping with Stress During Infectious Disease Outbreaks](#)". To talk to someone, call the Los Angeles County Department of Mental Health Access Center 24/7 Helpline at (800) 854-7771 or call 2-1-1.

## 13. What can I do if I am feeling harassed or discriminated against?

The County is committed to assuring that all residents affected by COVID-19 are treated with respect and compassion and that we all separate facts from fear and guard against stigma. The outbreak is no excuse for spreading racism and discrimination. If you are being harassed or experiencing discrimination based on race, nation of origin or other identities, you should report it. 2-1-1 takes reports (by phone or online) of hate crimes,

# Novel Coronavirus (COVID-19)

hate acts, and incidents of bullying that have occurred within Los Angeles County regardless of whether or not a crime has been committed. Call 2-1-1 or file a report online at <https://www.211la.org/resources/service/hate-crimes-reporting-22>.

## 14. What else can I do?

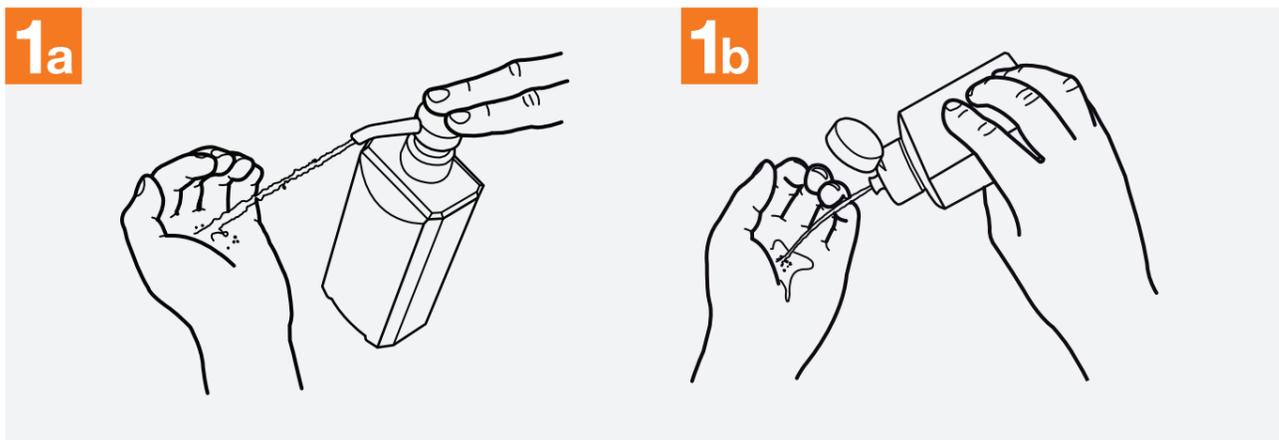
- Find a healthcare provider if you don't already have one. If you need help finding a doctor, the 24/7 LA County information line can help - call 2-1-1 or visit the [211 website](#).
- Be prepared with food and essential supplies to last 14 days in case you need to isolate yourself or quarantine.
- Always check with trusted sources for up-to-date, accurate information about novel coronavirus.
  - Los Angeles County Department of Public Health (LACDPH, County)
    - <http://publichealth.lacounty.gov/media/Coronavirus/>
  - California Department of Public Health (CDPH, State)
    - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>
  - Centers for Disease Control and Prevention (CDC, National)
    - <http://www.cdc.gov/coronavirus/novel-coronavirus-2019.html>
  - World Health Organization (WHO, International)
    - <https://www.who.int/health-topics/coronavirus>

If you have questions and would like to speak to someone, call 2-1-1.

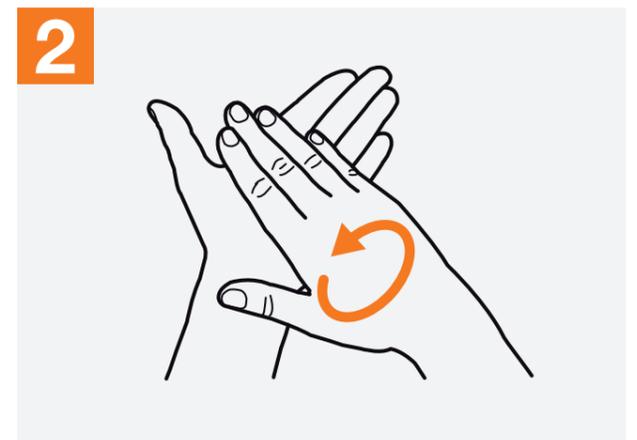
# How to Handrub?

**RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED**

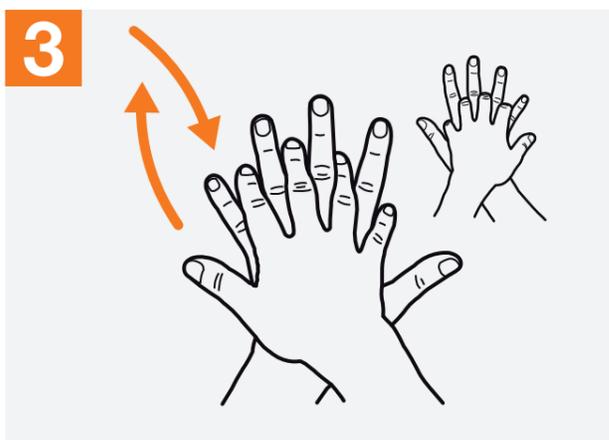
 **Duration of the entire procedure: 20-30 seconds**



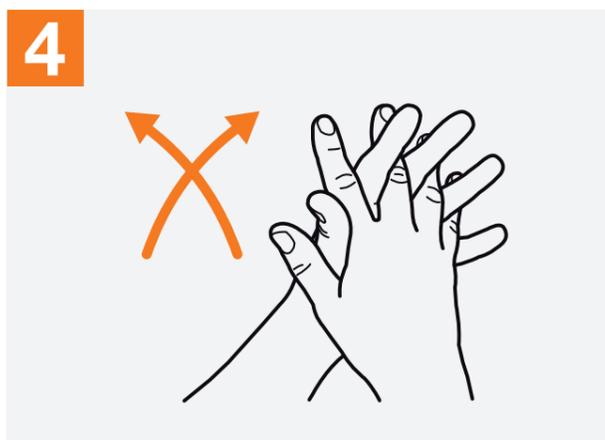
**1a** Apply a palmful of the product in a cupped hand, covering all surfaces;



**2** Rub hands palm to palm;



**3** Right palm over left dorsum with interlaced fingers and vice versa;



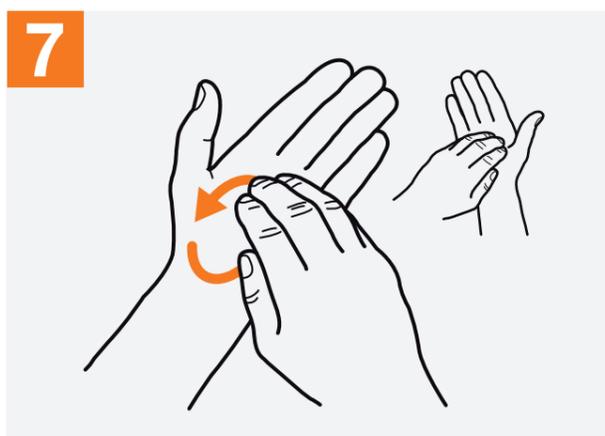
**4** Palm to palm with fingers interlaced;



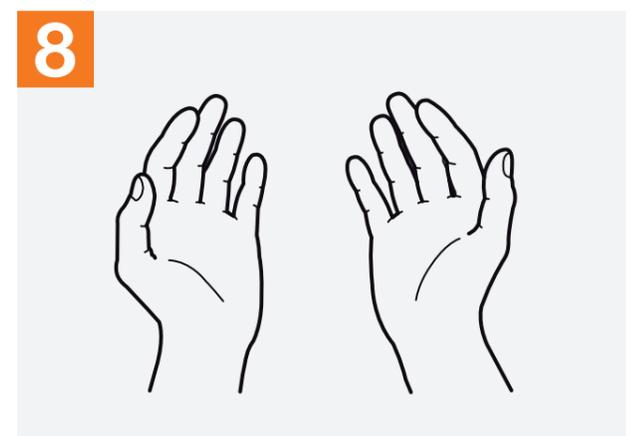
**5** Backs of fingers to opposing palms with fingers interlocked;



**6** Rotational rubbing of left thumb clasped in right palm and vice versa;



**7** Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



**8** Once dry, your hands are safe.



**World Health Organization**

**Patient Safety**

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**SAVE LIVES**  
Clean Your Hands

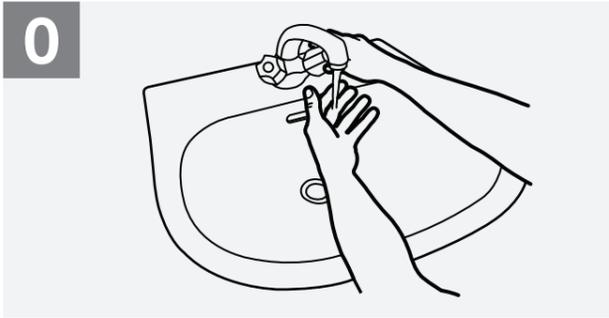
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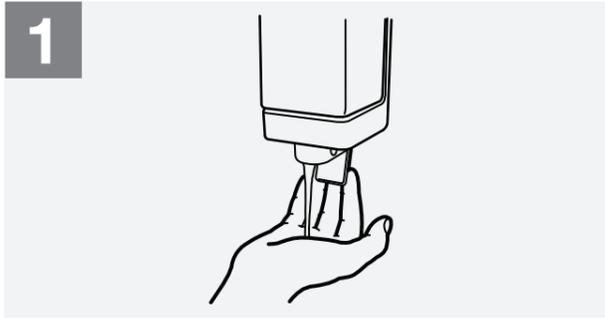
# How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

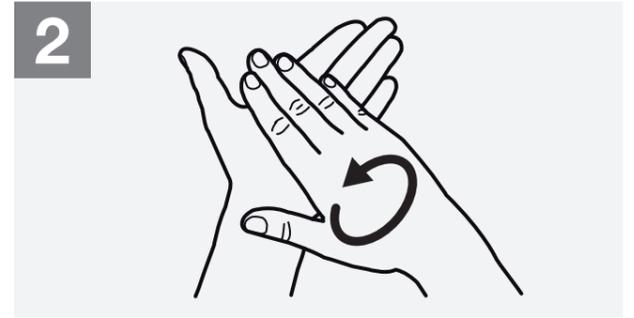
 Duration of the entire procedure: 40-60 seconds



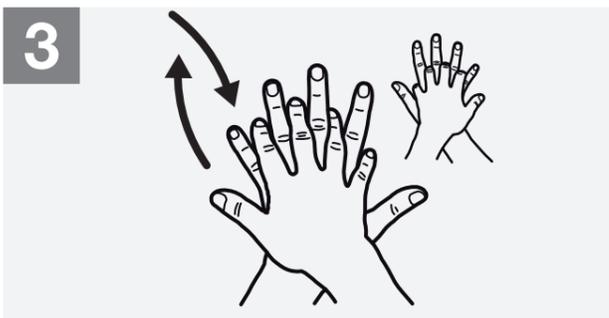
0 Wet hands with water;



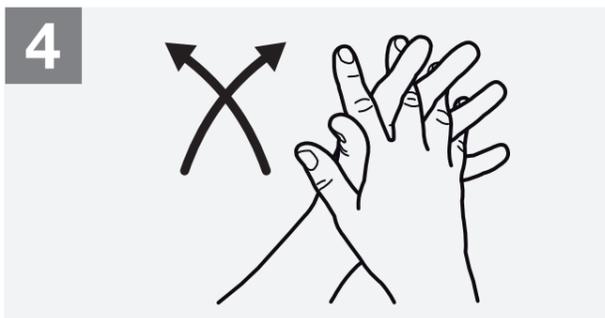
1 Apply enough soap to cover all hand surfaces;



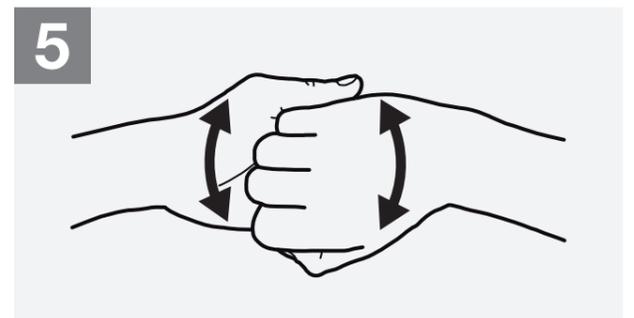
2 Rub hands palm to palm;



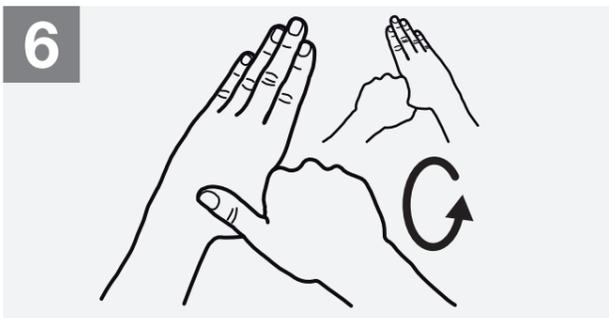
3 Right palm over left dorsum with interlaced fingers and vice versa;



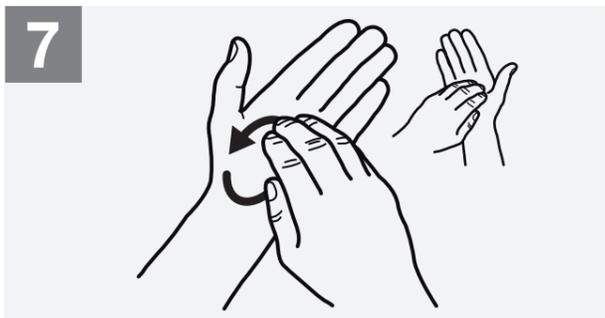
4 Palm to palm with fingers interlaced;



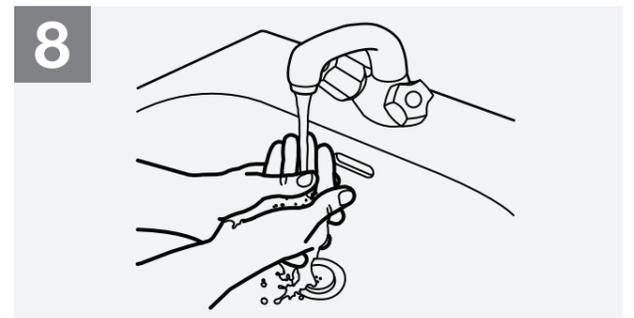
5 Backs of fingers to opposing palms with fingers interlocked;



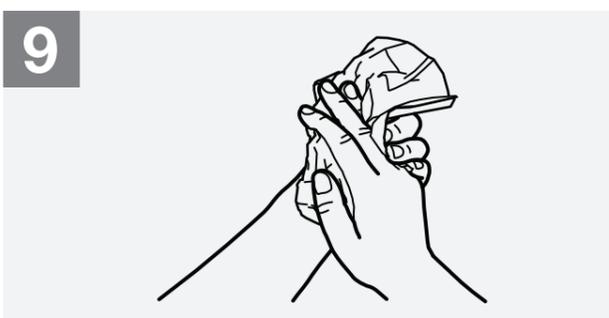
6 Rotational rubbing of left thumb clasped in right palm and vice versa;



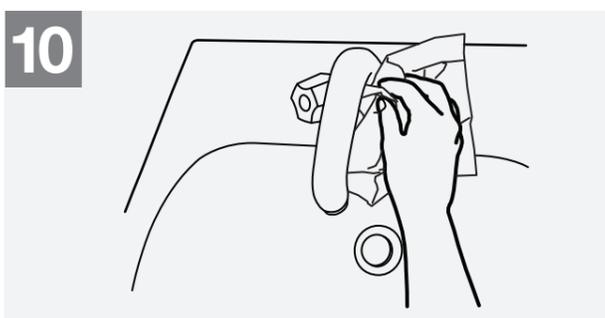
7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



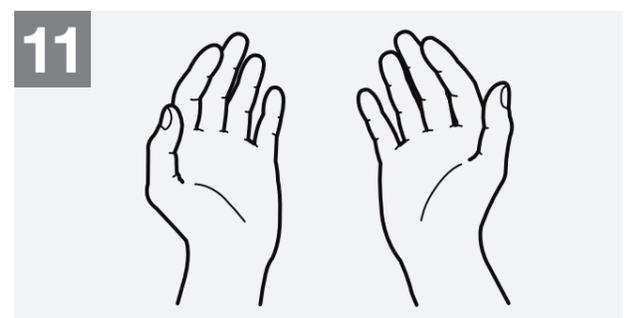
8 Rinse hands with water;



9 Dry hands thoroughly with a single use towel;



10 Use towel to turn off faucet;



11 Your hands are now safe.



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SAVE LIVES  
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WHO acknowledges the Hôpitaux Universitaires de Genève (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.



# APPENDIX C: VISITOR POLICIES

The following COVID-19 general safe work practices should be followed by all visitors (contractors, vendors, parents/guardians, delivery staff) to Santa Monica Malibu Unified School District (SMMUSD) sites. The latest information is available on the CDC website (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) and LADPH website (<http://publichealth.lacounty.gov/media/coronavirus/>).



## GENERAL INFORMATION

1. 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.
2. 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 visitors must complete a screening and sign-in before entering the school site. 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 also captured in the visitor log.
3. 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.
4. 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 and avoid touching any other person or any item that does not belong to them.



## HEALTH SCREENING

- Stay home and self-isolate if you are experiencing COVID-19 symptoms (such as cough, shortness of breath, or fever), test positive, or have been exposed to a known or suspected case. Screening is also performed on-site prior to entry.



## PHYSICAL DISTANCING

- Maintain a distance of at least six feet between yourself and others at all times. Follow signage.



## HAND HYGIENE

- Wash hands or use hand sanitizer frequently, including before and after visiting the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



## FACE COVERINGS

- Visitors must wear a face covering over their nose and mouth at all times while in the school. This applies to all adults and to children 2 years of age and older not at risk due to a respiratory condition. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt.



## ENVIRONMENTAL CLEANING

- Frequently touched surfaces at the site are cleaned and disinfected routinely. When feasible, clean and disinfect any surfaces that you will be touching before and after using the area, or notify your site contact if cleaning/disinfection of surfaces is needed.



# APPENDIX D: SCREENING PROTOCOLS

# **SCREENING QUESTIONNAIRE**



**Feeling Sick?**  
Stay home when you are sick!

If you feel unwell or have the following symptoms  
please leave the building and contact your health care provider.  
Notify your supervisor and school nurse.

**DO NOT ENTER** if you have symptoms such as:

 Cough, shortness of breath or difficulty breathing		 Fever or chills	
--	--	--	--

## **PLEASE ANSWER THESE QUESTIONS:**

1. Did any of the following symptoms appear within the last 10 days?
  - Cough
  - Shortness of breath
  - Difficulty breathing
  - Fever (at or over 100.4° F)
  - Chills
2. Is your temperature above normal (at or over 100.4° F)?
3. Have you had contact with a person known to be infected with or suspected to have COVID-19 within the last 14 days?

**DO NOT ENTER IF YOU ANSWERED YES TO ANY OF THE QUESTIONS**

# Student Screening Process

## Step 1: Check Temperature

## Step 2: Ask if Student Has

Had COVID19 symptoms in the last 10 days:

1) **Symptoms:** Fever  $\geq 100.4^{\circ}\text{F}$ , chills, shortness of breath, difficulty breathing, cough\*, diarrhea/ vomiting\*.

\*not from a documented chronic illness

2) Positive PCR COVID-19 test result

**OR**

Been EXPOSED to a confirmed COVID19 case in the last 14 days

1) Been **within 6ft** of someone with confirmed COVID19 for a cumulative **duration of 15minutes within a 24hr period** with or without a mask.

2) Been in the **same classroom** (cohort) as someone with confirmed COVID19.

3) Had any unprotected **contact** with **bodily fluids** (saliva, mucous, blood, vomit, stool).

Contacts of quarantined individuals (i.e. siblings) are not considered exposed and do not need to be quarantined.

**OR Currently**

A **Fever** ( $\geq 100^{\circ}\text{F}$ )

## Step 3: If answer is

**YES**

**STOP**

Do not allow entry.  
Student waits in Holding Area for **IMMEDIATE** pick-up.

Provide Isolation Information

**NO**

**Enter**

No further action

**YES**

**STOP**

Do not allow entry.  
Student waits in Holding Area for **IMMEDIATE** pick-up.

Provide Quarantine Information

Notify Site COVID Compliance Team:

School Nurse, Health Office Specialists, or Admin /Admin Assist.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

This document outlines COVID-19 screening protocols for SMMUSD employees, visitors, and students.

Employees:

1. *Self-Screening Before Arriving to Site.*

- a. Prior to coming to work, employees must conduct self-screening by reviewing the screenings regarding symptoms and exposure.
- b. Any employee who does not pass the screening (or develops symptoms during the workday) must go/stay home and notify their supervisor and a member of the site's COVID-19 Compliance Team (School Nurse, Health Office Specialist, Admin/Admin Assistant) for further directions including isolation/quarantine instructions.

2. *Screening at Arrival*

- a. Employees shall go to the designated screening entry point.
- b. Employees shall review the screening questionnaire poster and take their temperature at the thermal kiosk or have their temperature taken by a trained screener with a contactless thermometer.
- c. If employee passes the screening, employees will sign-in on the sign-in sheet affirming that they have passed the self-screening process.
- d. Any employee who does not pass the screening (or develops symptoms during the workday) must go/stay home **immediately** and notify their supervisor and a member of the site's COVID-19 Compliance Team (School Nurse, Health Office Specialist, Admin/Admin Assistant) for further directions including isolation/quarantine instructions.

Visitors:

1. *Coordinate Before Arriving to Site.*

- a. Visitors are by appointment only and limited to essential visits only. The visitor's site contact person should advise the visitor to review the safe practices for visitors.

2. *Screening at Arrival*

- a. All visitors, including anyone accompanying them, must go to the designated screening entry point immediately upon arrival onsite.
- b. Visitors shall review the screening questionnaire poster and take their temperature at the thermal kiosk or have their temperature taken by a trained screener with a contactless thermometer.
- c. If the visitor passes the screening, the visitor signs in affirming that they have met screening criteria for entering the school, and provides their name, phone number, and email address.
- d. Anyone not passing the screening is not allowed on site. Visitors who do not meet the screening criteria shall **immediately** leave the school and return home, and shall notify their onsite contact by phone to reschedule their appointment.

Students:1. *Self-Screening Before Arriving to School.*

- a. Prior to coming to school, students must conduct self-screening by reviewing the screening questions regarding symptoms and exposure. Parents/guardians will perform screening for young children.
- b. Any student who does not pass the screening must stay home and notify the school immediately via a member of the site's COVID-19 Compliance Team (School Nurse, Health Office Specialist, Admin/Admin Assistant) for further directions including isolation/quarantine instructions.

2. *Screening at Arrival.*

- a. **Parents are required to be on-call in the event students must be picked up due to not passing screening.**
- b. Students shall go to the designated screening entry point. Entry points are staffed by a screener(s) and staff who can monitor traffic and behavior.
- c. Student shall have their temperature checked at the thermal kiosk or have their temperature taken by a trained screener with a contactless thermometer.
- d. If the student passes the screening, the student may enter the school.
- e. Any student who does not pass the screening or develops symptoms while at school **must leave site immediately.**
  - i. Student with symptoms: Any student who does not pass the screening due to having symptoms (or develops symptoms during the school day) is accompanied to a pre-selected isolation space where they remain while arrangements are made for their return home. Isolation instructions are provided and Covid-19 Compliance Team will be notified to follow up with the student/parent for further directions.
  - ii. Student with exposure: Any student identified as having a close contact with someone with confirmed COVID-19 is accompanied to a pre-selected quarantine space where they remain while arrangements are made for their return home. This space is separate from the isolation area set aside for symptomatic students; in a separate room or in a different area in the same room but set apart by a barrier, until they can be picked up by parents. For students exposed to a confirmed case in their classroom, the exposed students will remain in the classroom until parent/guardian is able to pick them up. Quarantine instructions are provided and Covid-19 Compliance Team will be notified to follow up with the student/parent for further directions.







# APPENDIX E:

## EXPOSURE MANAGEMENT PLAN



SCREENING

### Symptoms or Positive Test

Student or Staff has:

#### 1) COVID-19 Symptoms

Fever  $\geq 100.4$ , new cough different from baseline cough, diarrhea/vomiting, shortness of breath (additional possible symptoms in adults include chills/sweating, muscle/body aches, new loss of taste or smell)

OR

#### 2) Positive PCR COVID-19 test result

### Exposure

Contact with someone with confirmed COVID-19

- Within **6ft >15min** in **24hr** period
- Unprotected contact with bodily fluid
- Whole classroom (cohort) considered exposed

Contacts of quarantined individuals (i.e. Siblings) are not considered exposed

### Case Response Overview

**Notify Site COVID-19 Compliance Team:**

School Nurse, Health Office Specialists, or Admin/Admin Asst

### Covid-19 Compliance Task Force Initiates Exposure Management Plan

- Contact tracing
- Cleaning/closure
- Report to DPH
- Notification letters
- Communication

**Notify Site COVID-19 Compliance Team:**

School Nurse, Health Office Specialists, or Admin/Admin Asst

### Isolation

**Follow Home Isolation Orders** for **10 days** from onset of symptoms **AND fever-free for 24hrs. Must be cleared with School Nurse to return**

**At home:** Stay home. DO NOT come to school

**At screening gate:** Wait at entry holding area for parent to pick up.

**At school:** Send home (if adult) or send to **isolation room** to await pick-up by parent (if student)

### Quarantine

Follow Quarantine orders for **14 days** from date of exposure to confirmed case **Must be cleared by School Nurse to return**

**At home:** Stay home

**At school:** Send home (adult) or send to **designated quarantine area** (potentially in classroom) to await pick-up by parent (student).



# COVID-19 Exposure Management Plan: Case Response Guide

The site/school COVID-19 Compliance Team is responsible for responding to potential cases of COVID-19. The following table provides guidance for when a student or employee has symptoms consistent with COVID-19, tests positive for COVID-19, or has exposure to a suspected/ confirmed case of COVID-19. This guide should be used in conjunction with the LACDPH [Protocol for COVID-19 Exposure Management Plan](#).

	Immediate Steps	Next Steps	When Can They Return?*
<p><b>Individual Has Tested Positive for COVID-19</b></p> <p>Molecular test (PCR) is the only accepted test for COVID-19 infection. *Antibody test is not an accepted test for COVID-19 infection.</p> <p><b>And / Or Individual Has Symptoms Consistent with COVID-19</b></p> <p><b>Child symptoms:</b></p> <ul style="list-style-type: none"> <li>• Fever ≥ 100.4°F</li> <li>• New cough (different from baseline cough)</li> <li>• Diarrhea/ vomiting</li> <li>• Shortness of breath</li> </ul> <p><b>Adult symptoms:</b></p> <ul style="list-style-type: none"> <li>• Fever ≥ 100.4°F</li> <li>• Chills, sweating</li> <li>• New cough (different from baseline cough)</li> <li>• Shortness of breath</li> <li>• Muscle/body aches</li> <li>• Diarrhea/ vomiting</li> <li>• New loss of taste or smell</li> </ul>	<ol style="list-style-type: none"> <li>1. <u>Send home</u> and provide SMMUSD notification letter including <a href="#">Isolation Instructions</a> to the individual or student's parent/guardian               <ol style="list-style-type: none"> <li>a. <b>In school:</b> Call Triage / Health Office. Student waits in isolation room for immediate parent pickup. Staff goes directly home.</li> <li>b. <b>At entry screening:</b> Do not allow entry. Student waits at entry holding area for immediate parent pickup.</li> <li>c. <b>At home:</b> Stay home</li> </ol> </li> <li>2. <u>Refer to medical provider:</u> Instruct staff person or student's parent/guardian to consult medical provider for further evaluation and/or COVID-19 testing (<a href="#">Testing Sites</a>)</li> <li>3. <u>Immediately notify the site's Covid-19 Compliance Team</u> (School Nurse/HOS, Admin/Admin Assistant)</li> <li>4. <u>If case is confirmed, quarantine the entire classroom/cohort.</u> (Classroom/cohort does not need to quarantine unless confirmed.)</li> <li>5. <u>Cleaning and disinfection.</u> Notify M&amp;O at 310-450-8338 for cleaning and disinfection of affected areas by trained custodian. Refer to custodial protocols.</li> </ol>	<ul style="list-style-type: none"> <li>• Individual remains on home isolation until cleared by School Nurse</li> <li>• <u>Contact tracing:</u> Covid-19 Compliance Team conducts contact tracing to identify exposed individuals, defined as           <ul style="list-style-type: none"> <li>• Within 6 feet of the person for a total of &gt;15 minutes over a 24 hour period, or</li> <li>• Had direct contact with bodily fluids/secretions, or</li> <li>• Is a member of an exposed classroom or cohort at the school.</li> <li>• Infectious period starts 2 days prior to individual's symptom onset, or 2 days prior to positive test if individual does not have symptoms.</li> <li>• Team submits <a href="#">Line List</a> to DPH within 1 business day of learning of confirmed case.</li> <li>• See section below for "Individual Has Been Exposed" guidance.</li> </ul> </li> <li>• <u>Additional notification</u> may be provided to inform the wider school community about the school case(s) and precautions being taken to prevent COVID-19 spread.</li> <li>• <u>If epidemiological links exist</u> between 2 or more confirmed cases, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site-specific interventions.</li> <li>• <b>A cluster</b> of ≥3 epidemiologically linked cases within 14 days will be reported to DPH within 1 business day: <a href="mailto:ACDC-Education@ph.lacounty.gov">ACDC-Education@ph.lacounty.gov</a> or (888) 397-3993 or (213) 240-7821. DPH to coordinate possible outbreak response.</li> </ul>	<p><b>*All individuals returning to school following isolation or quarantine require School Nurse clearance before returning.</b></p> <ul style="list-style-type: none"> <li>• <u>If COVID-19 test is positive</u>, individual must stay home until <b>10 days</b> have passed since symptom onset AND be fever free for 24 hours without medication AND symptoms have improved. Individual testing positive without symptoms may return after <b>10 days</b> from date of positive test.</li> <li>• <u>If test is negative</u> and medical provider provides a note confirming the individual does not have COVID-19, individual may return per medical provider guidance AND be fever free for <b>24 hours</b></li> <li>• <u>If test is negative</u> but a note is not provided from a medical provider confirming the individual does not have COVID-19, individual must stay home until <b>10 days</b> have passed since symptom onset AND be fever free for 24 hours without medication AND symptoms have improved</li> <li>• <u>If no COVID-19 test is taken</u>, individual must stay home until <b>10 days</b> have passed since symptom onset AND be fever free for 24 hours without medication AND symptoms have improved</li> </ul>

	<b>Immediate Steps</b>	<b>Next Steps</b>	<b>When Can They Return?*</b>
<p><b>Individual Has Been Exposed to a Person with Suspected or Confirmed COVID-19</b></p> <ul style="list-style-type: none"> <li>• Within 6 feet of a confirmed case for a total of &gt;15 minutes over a 24 hour period, or</li> <li>• Had direct contact with bodily fluids/secretions, or</li> <li>• Member of an exposed classroom or cohort at the school</li> </ul>	<ol style="list-style-type: none"> <li>1. <u>Send exposed individual(s) home</u> if case is confirmed. If case is not confirmed, contacts do not need to be sent home. Provide SMMUSD notification letter including <a href="#">Quarantine Instructions</a>.               <ol style="list-style-type: none"> <li>a. <b>In school:</b> Student waits in designated quarantine area for immediate parent pickup. Staff goes directly home. If the exposed individuals are the classmates / cohort mates of a case, classmates should remain in their classroom until pickup.</li> <li>b. <b>At entry screening:</b> Do not allow entry. Student waits at entry holding area for immediate parent pickup.</li> <li>c. <b>At home:</b> Stay home</li> </ol> </li> <li>2. <u>Immediately notify the site's Covid-19 Compliance Team</u> (School Nurse/HOS, Admin/Admin Assistant)</li> </ol>	<ul style="list-style-type: none"> <li>• <u>Individual remains in quarantine</u> until cleared by School Nurse</li> <li>• <u>Notification letter</u> is provided to confirmed exposed staff member / student's parent with the following information:               <ul style="list-style-type: none"> <li>• <a href="#">Quarantine Instructions</a></li> <li>• Testing: Individual instructed to be tested for COVID-19 whether or not they have symptoms. (<a href="#">Testing Sites</a>)</li> <li>• Individual may be contacted by DPH to collect information and provide quarantine order</li> <li>• If individual is an employee, they should contact HR who will provide Covid-19 leave benefit information.</li> </ul> </li> </ul>	<p><b>*All individuals returning to school following isolation or quarantine require School Nurse clearance before returning.</b></p> <ul style="list-style-type: none"> <li>• Any individual who had exposure to a confirmed case must remain in quarantine for <b>14 days</b> from last exposure to infected person</li> <li>• <u>If exposed individual tests positive for COVID-19</u>, follow guidance above for "Individual Has Tested Positive for COVID-19"</li> <li>• <u>If symptoms develop in the exposed individual</u> during quarantine, follow guidance above for "Individual Has Symptoms Consistent with COVID-19"</li> </ul>

**\*All individuals returning to school following isolation or quarantine require School Nurse clearance before returning.**

**Provide mental health resources:**

- LA County Department of Mental Health's [COVID-19 webpage](#)
- [211LA webpage](#) for local resources
- CDC webpage [Coping with stress](#)
- [Headspace Plus](#)
- LA County Department of Mental Health Access Center 24/7 Helpline 1-800-854-7771
- For help finding healthcare, call LA County Info Line at 2-1-1, available 24/7

# TRIAGE Guide

To reduce risk of exposure and notify Health Staff to put on appropriate PPE, students should be triaged in the classroom.

## Teacher/Staff:



1) Review **Classroom First Aid Chart**

2) **Call Health Office/Triage**

3) Provide **surgical mask** if triage determines student should go to Isolation Area

4) **Escort student** as needed



## Triage/Health Staff Asks:



1) Is concern regarding general health office need?

2) What concern/symptoms does student have?

a) Determine whether symptoms are consistent with COVID19

b) If yes, ASK: Are these symptoms new or different than usual?



3) Radio for escort if needed

4) Identify & Notify staff member to call Parent/Guardian for immediate pickup

## Student

Escorted as needed  
Uses Hand Sanitizer on arrival

Given Surgical Mask  
Escorted as needed  
Uses Hand Sanitizer on arrival

## HEALTH OFFICE

### Treatment not related to COVID symptoms

- Medication/Medical Procedure
- Physical Injury
- Bleeding
- Treatment for Chronic Condition
- Other First Aid

### Health Office Staff:

PPE: Mask, Face Shield, Gloves  
Follow Standard Health Office Procedures

## ISOLATION AREA

### Symptoms Consistent with

COVID not due to chronic condition

Fever, Shortness of breath, Cough,  
Vomiting/Diarrhea, (Difficulty breathing <sup>911</sup>)

### Isolation Staff:

- 1) Roll out cart
- 2) Don PPE: **Gloves, N95, Face Shield, Gown**
- 3) Notify COVID Compliance Team to initiate contact tracing and disinfecting
- 4) Send Isolation Information home with student



**COVID-19 Exposure Management Plan:  
Implementation Protocols**

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

The site/school COVID-19 Compliance Team is responsible for establishing and enforcing the COVID-19 safe practices established in the SMMUSD COVID-19 Safety Plan (COVID-19 Containment, Response, and Control Plan), including implementation of the Exposure Management Plan in response to cases of COVID-19 in the school community of staff, students, parents, vendors, and contractors. The following table details the response actions in the Exposure Management Plan and the party responsible for each item.

**Site/School Name:** \_\_\_\_\_

*Meetings: The COVID-19 Compliance Team meets at least weekly.*

<b>COVID-19 Compliance Team Member</b>	<b>Responsibilities</b>
<p align="center"><b><u>Nurse</u></b></p> <p>At a school site, this is the School Nurse. At the district office, this is the Coordinating Nurse.</p>	<ul style="list-style-type: none"> <li>• Follows procedures in nursing COVID-19 binder which includes info such as:               <ul style="list-style-type: none"> <li>○ COVID-19 Exposure Management Plan in K-12 Schools, located at: <a href="http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_K12Schools.pdf">http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_K12Schools.pdf</a></li> <li>○ Contact tracing document (Line List)</li> </ul> </li> <li>• Primary point person for all contact tracing (Line List) and may delegate to another team member if needed</li> <li>• Submits weekly COVID-19 updates (# cases, # quarantine) to Coordinating Nurse or designee by Tuesday 10AM</li> </ul>
<p align="center"><b><u>Administrator</u></b></p> <p>At a school site, this is the Principal. At the district office, this is the Risk Manager.</p>	<ul style="list-style-type: none"> <li>• Designated Covid-19 Compliance Officer, unless otherwise decided</li> <li>• Responsible for communications with school community (e.g. notifications) and other administrative/clerical tasks; delegates as necessary to Administrative Assistant (see below)</li> <li>• Conducts risk assessment to identify areas needing closure and/or cleaning. Notifies Facilities (see below)</li> </ul>
<p align="center"><b><u>Administrative Assistant</u></b></p>	<ul style="list-style-type: none"> <li>• Notifies suspected cases or persons identified as exposed to the case, using the district-provided notification templates, which include the following information:               <ul style="list-style-type: none"> <li>○ Testing resources (<a href="https://covid19.lacounty.gov/testing/">https://covid19.lacounty.gov/testing/</a>)</li> <li>○ Isolation information from LACDPH (for persons who are cases): (<a href="http://www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/">www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/</a>)</li> <li>○ Quarantine information from LACDPH (for persons who were exposed): (<a href="http://www.publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/">http://www.publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/</a>)</li> <li>○ LACDPH will be contacting them for additional information</li> <li>○ Information regarding employer or government sponsored leave benefits, including their right to paid sick leave as guaranteed by the Families First Coronavirus Response Act, if the person is an SMMUSD employee</li> </ul> </li> <li>• Notifies wider school community of the case(s) and precautions taken to prevent spread, if deemed necessary. Uses the district-provided notification template.</li> </ul>
<p align="center"><b><u>Facilities</u></b></p> <p>Terance Venable 562-221-9687 310 450-8338 x70267 tvenable@smmusd.org</p>	<ul style="list-style-type: none"> <li>• Delegates trained staff to close off impacted areas visited by student or employee case and conduct cleaning and disinfection in accordance with SMMUSD Case Response Cleaning/Disinfection Protocols</li> </ul>



## COVID-19 Testing Sites

The following table lists several major COVID-19 testing providers serving the SMMUSD area.

1. Always contact your provider first.
2. **Call 211 if you do not have a provider.**
3. **Go to the LA County Testing site to make an appointment.**

Name and Address	Insurance Types Accepted	Number of Days to Get Results	Type of Test
<p><b>The City of Los Angeles /Los Angeles County</b></p> <p>* Go to the link below to find a location for testing and make an appointment.</p> <p><a href="https://corona-virus.la/covid-19-testing">https://corona-virus.la/covid-19-testing</a>  <a href="#">LA County Testing Website</a></p>	<p>Free testing for ALL Los Angeles County residents</p>	<p>Within 48 hours</p>	<p>COVID PCR Test</p>
<p><b>UCLA Health</b>            1250 16th Street            Santa Monica, CA 90404</p> <p>Other locations available. See the link below.  <a href="https://www.uclahealth.org/body.cfm?id=3611&amp;ref=42&amp;action=detail">https://www.uclahealth.org/body.cfm?id=3611&amp;ref=42&amp;action=detail</a></p> <p>* Appointment and order from a primary care physician is required.</p>	<p>ULCA Health patients.            UCLA Health System takes most PPOs, HMOs, federal health insurances</p>	<p>Up to 5 days</p>	<p>COVID PCR Test</p>
<p><b>Exer Urgent Care Redondo Beach</b>            725 South Pacific Coast Highway            Redondo Beach, CA 90277</p> <p>* Other Exer Urgent Care testing sites available. Go to the link below to find a location near you.  <a href="https://exerurgentcare.com/locations/">https://exerurgentcare.com/locations/</a></p>	<p>Accepts most PPO's, most HMO's, Medicare and has affordable non-insurance payment options.</p>	<p>1- 3 days</p>	<p>COVID PCR Test</p>
<p><b>Kaiser Permanente</b></p> <p><a href="https://healthy.kaiserpermanente.org/southern-california/health-wellness/coronavirus-information">https://healthy.kaiserpermanente.org/southern-california/health-wellness/coronavirus-information</a></p> <p>*Appointment required. Contact your Kaiser Permanente Provider</p>	<p>Kaiser Permanente Insurance only</p>	<p>2-3 days</p>	<p>COVID PCR Test</p>
<p><b>CVS – Appointment Required</b>            2505 Santa Monica Blvd, Santa Monica, CA (310) 828-6456</p> <p>* More testing sites available. Go to the link below to fill out a questionnaire to determine if you qualify for testing at this location.  <a href="https://www.cvs.com/minuteclinic/covid-19-testing">https://www.cvs.com/minuteclinic/covid-19-testing</a></p>	<p>Contact your health plan regarding costs and coverage. No out-of-pocket cost with most insurance or federal</p>	<p>2-3 days</p>	<p>COVID PCR Test</p>

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

### Recent Updates:

10/18/20: Sentence added in the section on Exposure Management for 1 COVID-19 Case at School to clarify that if the exposure happened in a school classroom or school cohort, the entire classroom or cohort is considered exposed and will require quarantine. Simplified language on symptoms screening in the section on Exposure Management Planning Prior to Identifying 1 COVID-19 Case at School (changes highlighted in yellow).

10/9/20: Section added on decision pathways for persons who screen positive for symptoms upon entry or while at the educational site but have not yet tested for COVID-19 infection. Added shorter hyperlinks for isolation and quarantine instructions. Provided additional information on the role of the school's COVID-19 Compliance Officer. Clarified that individuals included on the *Line List for Cases and Contacts* are persons who are affiliated with the educational site.

8/23/20: Home Isolation period changed from 72 hours to 24 hours with no fever. The period that someone is considered to be infectious, changed from 48 hours to 2 days before symptoms begin. Provided additional clarification on epidemiologically linked cases and updated the COVID-19 Outbreak Criteria.

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

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

The steps for managing exposures to 1, 2, and 3 or more COVID-19 cases at K-12 Schools are described below and summarized in Appendix A. Because K-12 Schools will vary in the level of resources available for COVID-19 exposure management, *required* steps are the minimum elements that must be included in the EMP. *Recommended* steps include optional elements for exposure management where school resources are sufficient.

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

- Required:* A designated School COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves as a liaison to DPH for sharing site-level information to facilitate public health action.
- Required:* The School must follow DPH guidance on [Decision Pathways](#) for persons who screen positive for symptoms prior to school entry or while at school.
- Required:* A plan for all students and employees who have symptoms consistent with COVID-19 infection or are quarantined because of exposure to case(s) at school to have access to

testing or be tested for COVID-19 infection.

### Exposure Management for 1 COVID-19 Case at School

*Required:* After identifying 1 laboratory confirmed COVID-19 case (student or employee), the School Compliance Task Force instructs the case to follow Home Isolation Instructions for COVID-19 ([ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation)).

*Required:* School Compliance Task Force informs the case that DPH will contact the case directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.

*Required:* School Compliance Officer generates a list of students and/or employees that are affiliated with the school who have laboratory-confirmed COVID-19 infection and a list of student and/or employees that are affiliated with the school with exposure to the infected person while infectious. The School Compliance Officer submits this information to DPH using the [COVID-19 Case and Contact Line List for the Educational Sector](#) within 1 business day of notification of a case. If needed, additional time may be requested. For technical assistance on how to complete the line list contact: [ACDC- Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).

- A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
- A person is considered to have been exposed if they are one of the following:
  - If the exposure happened in a school classroom or school cohort, all persons that were in the classroom or cohort during the infectious period are considered exposed at this time.
  - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;
  - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).

*Required:* Students and employees that are identified to have had an exposure to the case at school are notified by the School Compliance Task Force of the exposure through a letter or other communication strategies. A School Exposure Notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#). The notification of exposure should include the following messages:

- Students and employees with an exposure to the case should test for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of disease spread at the school and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, Community Testing Sites: \_

[covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing). Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.

- Exposed students and employees should quarantine for 14 days since last exposure to the case while infectious (as defined above), even if they receive a negative test result during their quarantine period. A person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e., time period between exposure and disease onset). Home Quarantine Guidance for COVID-19 is available at: [ph.lacounty.gov/covidquarantine](https://ph.lacounty.gov/covidquarantine).
- DPH will contact exposed students and employees directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.

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

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

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

*Recommended:* School Compliance Task Force determines whether the 2 cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting during the same time period while either or both were infectious.\*

*\*A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.*

- Determination of epidemiological links between cases may require further investigation to assess exposure history and identify all possible locations and persons that may have been exposed to the case while infectious at the site. NOTE: Epidemiologically linked cases include persons with identifiable connections to each other such as sharing a physical space (e.g. in a classroom, office site on campus, or gathering), indicating a higher likelihood of linked spread of disease in that setting rather than sporadic transmission from the broader community. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#). For technical assistance on how to assess for epidemiological links, please contact [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).
- If epidemiological links do not exist, the school continues with routine exposure management.
- If epidemiological links exist, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site-specific interventions.

Exposure Management for  $\geq 3$  COVID-19 Cases at School within a 14-day Period

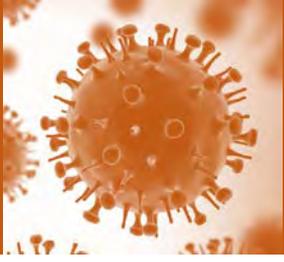
*Required:* If the school identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period, the school should proceed with the following steps:

- Report the cluster to the DPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day via email at: [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or by calling (888) 397-3993 or (213) 240-7821.
- Complete the *Line List for Cases and Contacts*, available at: [COVID-19 Case and Contact Line List for the Educational Sector](#) and submit it to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov). For technical assistance on how to complete the line list contact [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).
- The ACDC Education Sector Team will review the *Line List for Cases and Contacts* to determine whether the outbreak criteria described below have been met and will notify the school within 1 business day on next steps.
  - Outbreak Criteria: At least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 within a 14-day period in a group\* with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus. \*School groups include persons that share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.
  - If outbreak criteria are not met, the ACDC team will advise the school to continue with routine exposure management.
  - If outbreak criteria are met, the ACDC team will notify the school that a DPH outbreak response field team has been activated and the field team will communicate directly with the school to coordinate the outbreak response.

*Recommended:* Prior to reporting a cluster to the DPH ACDC Education Sector Team, School Compliance Task Force will determine whether at least 3 cases in the cluster have epidemiological links. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#).

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

<b>1 Case</b>	<p><i>Required:</i> School instructs the case to follow COVID-19 Home Isolation Instructions (a).</p> <ol style="list-style-type: none"> <li>1) <i>Required:</i> School informs the case that the DPH will contact the case directly to collect additional information and issue Health Officer Order for Isolation (a).</li> <li>2) <i>Required:</i> School works with the case to identify school contacts.</li> <li>3) <i>Required:</i> School notifies* school contacts of exposure and instructs them to quarantine at home and test for COVID-19.</li> <li>4) <i>Required:</i> School informs school contacts that DPH will contact them directly to collect additional information and issue Health Officer Order for Quarantine (b).</li> <li>5) <i>Required:</i> School submits contact information for case and site contacts using the <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a> and sends to DPH by emailing: <a href="mailto:ACDC-Education@ph.lacounty.gov">ACDC-Education@ph.lacounty.gov</a>.</li> <li>6) <i>Recommended:</i> School sends general notification* to inform the wider school community of the school exposure and precautions taken to prevent spread.</li> </ol> <p>*Templates for contact notification and general notification are available at: <a href="#">COVID-19 Template Notification Letters for Education Settings</a>.</p>
<b>2 Cases</b>	<ol style="list-style-type: none"> <li>1) <i>Required:</i> Follow required steps for 1 confirmed case.</li> <li>2) <i>Recommended:</i> If the 2 cases occurred within 14 days of each other, school determines whether the cases have epidemiological (epi) links. A <a href="#">COVID-19 Exposure Investigation Worksheet for the Education Sector</a> tool is available to help assess for epi links. If Epi links exist, School implements additional infection control measures.</li> </ol>
<b>3+ Cases</b>	<ol style="list-style-type: none"> <li>1) <i>Required:</i> If a cluster of 3 or more cases occurred within 14 days of each other, school notifies DPH at: <a href="mailto:ACDC-Education@ph.lacounty.gov">ACDC-Education@ph.lacounty.gov</a>.</li> <li>2) <i>Recommended:</i> Prior to notifying DPH of the cluster, the school determines whether at least 3 cases have epi links. If epi links <u>do not</u> exist, the school continues with routine exposure management.</li> <li>3) <i>Required:</i> DPH requests that the <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a> be completed by the school to determine if outbreak criteria have been met. If outbreak criteria are met, the DPH outbreak response field team is activated and a public health investigator will contact the School to coordinate the outbreak investigation.</li> <li>4) <i>Required:</i> School provides updates to the DPH outbreak response field team until the outbreak is resolved.</li> </ol>
<ol style="list-style-type: none"> <li>a. Health Officer Order, cases directed to self-isolate until no fever for at least 24 hours (without the use of medicine that reduces fever) AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared OR, if case has no symptoms, until 10 days have passed after their positive test was taken: <a href="http://ph.lacounty.gov/covidisolation">ph.lacounty.gov/covidisolation</a>.</li> <li>b. Health Officer Order, contacts directed to quarantine for 14 days since date of last exposure to case while infectious: <a href="http://ph.lacounty.gov/covidquarantine">ph.lacounty.gov/covidquarantine</a>.</li> </ol>	



# Home Isolation Instructions for People with COVID-19 Infection

To view this document in different languages or in web format visit [ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation)

## SUMMARY

In Los Angeles County, if you have COVID-19\* you are required to:

- 1 **Isolate yourself**, and
- 2 **Tell your close contacts that they need to quarantine** if you have a positive diagnostic viral test, and
- 3 **Follow the Health Officer Isolation Order** along with **the steps below**

\*You are considered to have COVID-19, if you have a positive diagnostic viral (swab or saliva) test for COVID-19 and/or a healthcare provider thinks that you have COVID-19.

Note: If you recently had COVID-19 (within the past 90 days) and you now have a new positive diagnostic test for COVID-19 but you don't have symptoms, talk with your doctor to see if you have COVID-19 again.

Please help slow the spread of COVID-19 by answering if you get a call from "LA PublicHealth" or **1-833-641-0305** (see [Contact Tracing](#)).

If you tested positive but have not gotten a call yet, please call 1-833-540-0473 from 8 AM to 8:30 PM, 7 days a week.



## ISOLATE: Stay home

You must stay home and separate yourself from others until your home isolation ends.

- [Stay away](#) from household members.
- Do not go to work, school, or public areas.
- If you must leave home to get essential medical care, drive yourself, if possible. If you cannot drive yourself, keep as much distance as possible between you and the driver and others (e.g. sit in the back seat), leave the windows down, and wear a mask, if possible. If you do not have a mask, wear a cloth face covering (see [below](#)).
- If someone from outside your household is shopping for you, ask them to leave the food and other supplies at your door, if possible. Pick them up after the person has left. If you need help finding free delivery services, social services, essential items like food and medicines call 2-1-1 or visit the Public Health resource webpage [ph.lacounty.gov/media/Coronavirus/resources.htm](http://ph.lacounty.gov/media/Coronavirus/resources.htm).

### Work and school

- If you work or study in a setting where you could have gotten COVID-19 or passed it on to others, please tell your workplace or school so that they can advise others to test and/or quarantine as needed.
- Information about Disability Insurance, Unemployment & Paid Family Leave for people who are unable to work because they, or a family member, need to isolate or quarantine is available on the [California Employment Development Department](#).
- For more information on COVID-19 related work issues, including employee benefits, protections for workers, and resources, view the [Workers' Rights Frequently Asked Question](#)
- You do not need to have a negative test or a letter from Public Health to return to work or school.

### When Does My Home Isolation End?

If you had symptoms and tested positive for COVID-19 or if a healthcare provider thinks\* that you have COVID-19, you must stay home until:

- At least 10 days\*\* have passed since your symptoms first started **and**
- You have had no fever for at least 24 hours (without the use of medicine that reduces fevers) **and**
- Your symptoms have improved

If you tested positive for COVID-19 but never had any symptoms:

- You must stay home for 10 days after the test was taken, **but**
- If you develop symptoms, you need to follow the instructions above

\*If a healthcare provider initially thought your symptoms were due to COVID-19 but they reassessed your diagnosis and concluded that you are not infected, you can stop isolating once 24 hours have passed since you have been fever-free without using fever-reducing medications. However, if you are under quarantine orders (because you are a close contact to a person with COVID-19) you must stay in quarantine for 14 days from your last contact with the person

\*\*If you have a [condition](#) that severely weakens your immune system you might need to stay home for longer than 10 days. Talk to your healthcare provider for more information.

### What to do when home isolation ends

- When [your home isolation ends](#) (see box above) you can go back to your usual activities, including returning to in person work and/or school.
- Continue to practice physical distancing (stay 6 feet away from others) and to wear a face covering when you are in public settings where other people are present.



## QUARANTINE: Tell your close contacts that they need to quarantine

Tell your close contacts that they need to quarantine.

If you have a positive diagnostic (viral) test result for COVID-19 you must notify your close contacts that they could be infected and need to quarantine for 14 days after their last contact with you. Give them the [home quarantine instructions](#). They are available in multiple languages at [ph.lacounty.gov/covidquarantine](https://ph.lacounty.gov/covidquarantine). Your close contacts must quarantine even if they feel well.

### Definition of a Close Contact

A “close contact” is any of the following people who were exposed to you while you were infectious\*:

- a. Any person who was within 6 feet of you for a total of 15 minutes or more over a 24-hour period
- b. Any person who had unprotected contact with your body fluids and/or secretions. For example, you coughed or sneezed on them, you shared utensils, a cup, or saliva with them, or they cared for you without wearing appropriate protective equipment.

\*You are considered to be infectious (you can spread COVID-19 to others) from 2 days before your symptoms first appeared until your home isolation ends. If you tested positive for COVID-19 but never had any symptoms, you are considered to be infectious from 2 days before your test was taken until 10 days after your test.



## TAKE CARE OF YOUR HEALTH

For information on caring for children with symptoms of COVID-19, see [Guidance for the Care of Children with Symptoms of COVID-19](#).

### Home Care

Most people with COVID-19 have mild illness and can recover at home. Here are steps that you can take to help you get better:

- Rest and drink plenty of fluids
- Take over-the-counter medicine such as acetaminophen (Tylenol®) to reduce fever and pain. Note that children younger than age 2 should not be given any over-the-counter cold medications without first speaking with a doctor.

## Seeking Medical Care

Stay in touch with your doctor and seek medical care if your symptoms get worse. If you are age 65 years or older or have an [underlying medical condition](#) it is especially important to call your doctor as you may be at a higher risk of serious illness.

### Call 911 if there are emergency warning signs



People with emergency warning signs should call 911. If it's not urgent, call your doctor before visiting. You may be able to get advice by phone.

## Dealing with Stress

COVID-19 and self-isolation is stressful for people. Visit the Los Angeles County Department of Mental Health's [COVID-19 webpage](#) and the 211LA webpage [211la.org/resources/subcategory/mental-health](https://211la.org/resources/subcategory/mental-health) for local resources to address mental health & wellbeing needs and concerns. In addition, guidance and resources, including information on crisis hotlines, are also available on the CDC webpage [Coping with stress](#).

LA County residents have free access to [Headspace Plus](#). This is a collection of mindfulness and meditation resources in English and Spanish, as well as movement and sleep exercises to help manage stress, fear, and anxiety related to COVID-19.

If you need to speak with someone about your mental health, contact your doctor or the Los Angeles County Department of Mental Health Access Center 24/7 Helpline at 1-800-854-7771. If you need help finding healthcare, call the Los Angeles County Information line at 2-1-1. This number is available 24/7.



## PROTECT OTHERS

Follow the steps below to help prevent the disease from spreading to others in your home and your community.

### Separate yourself from others in your home

- If you need to be in the same room as other people, set it up so that you can stay 6 feet apart if possible. It is important to stay away from people who are at [higher risk of serious illness](#).

- Use a separate bathroom. If this is not possible, disinfect the bathroom after use (see cleaning information [below](#)).
- Open windows or use a fan or an air conditioner in shared spaces in the home.
- Do not allow non-essential visitors.
- Do not handle pets or other animals.

***Anyone who continues to be in close contact with you will need to stay in quarantine for longer*** (see [home quarantine instructions](#)).

### **Wear a facemask or cloth face cover when you are around others**

- Wear a disposable facemask when you are around other people. If you do not have a facemask, wear a cloth face cover. Do not use either if you have trouble breathing, or are unable to remove it without help, or you have been told not to wear one by a medical provider.
- If you are not able to wear a facemask or face cover, then people who live with you should avoid being in the same room with you. If they must enter the room you are in, they should wear a facemask (or if they don't have one, a cloth face covering). After leaving the room, they should immediately clean their hands, then remove and dispose of their facemask, and clean their hands again.
- *Use masks and face coverings with caution with children.* Infants and children under 2 should not wear cloth face coverings. Those between the ages of 2 and 8 should use them under adult supervision to ensure that the child can breathe safely and avoid choking or suffocation.
- See *Guidance for Cloth Facing Coverings* for more information.

### **Cover your coughs and sneezes**

- Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can after each use. Wash your hands or use hand sanitizer after you cough or sneeze.

### **Avoid sharing food or personal household items**

- Do not prepare or serve food to others.
- Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home.
- Make sure to wash your dishes, drinking glasses, and eating utensils with soap and water after each use.

### **Clean your hands often**

- Wash your hands often, especially after blowing your nose, coughing, or sneezing; going to the bathroom; before eating or preparing food; and after touching your face mask or cover. Use soap and water for at least 20 seconds.
- If soap and water are not available, clean your hands with a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub hands together for 30 seconds until they feel dry. Use soap and water if your hands are visibly dirty.

### Clean and disinfect all “high-touch” surfaces every day

- Clean and disinfect high-touch surfaces e.g. counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.
- Clean and disinfect any surfaces that may have body fluids on them.
- Use household cleaning and disinfectant sprays or wipes. Be sure to follow the product label instructions.
- If caregivers and household contacts clean or come into contact with your body fluids or secretions (such as sweat, saliva, sputum, nasal mucus, vomit, urine, or diarrhea) they should wear a disposable facemask and gloves. After cleaning, they should remove and dispose of their gloves first, clean their hands, then remove and dispose of their facemask, and clean their hands again.

See cleaning instructions in [Preventing the spread of respiratory illness in the home](#) and [FAQs for Caregivers](#).



### TALK TO PUBLIC HEALTH - Contact Tracing

Contact tracing is a simple, confidential process that is being used to help slow the spread of COVID-19.

- If you test positive for COVID-19, you will receive a call from a public health specialist. Please do your part by taking the call and answering some questions about the places you have been and the people you have been around while you were infectious.
- The people you tell the specialist about will be contacted and asked to stay home to help prevent others from getting sick. They will not be told your name or contact information. The specialist will also answer any questions you may have and share information about services. If you tested positive but have not gotten a call yet please call **1-833-540-0473** from 8 AM to 8:30 PM, 7 days a week.
- To learn more about contact tracing, click [here](#)



### MORE INFORMATION

- For more information on COVID-19 and to view the resources mentioned above in multiple languages, visit [ph.lacounty.gov/media/coronavirus/](https://ph.lacounty.gov/media/coronavirus/).
- For help finding free delivery services, social services, essential items like food and medicines, visit [ph.lacounty.gov/media/Coronavirus/resources.htm](https://ph.lacounty.gov/media/Coronavirus/resources.htm) or call 2-1-1 (which is available 24/7).
- Please call your health care provider for any questions related to your health. If you need help finding a health care provider, call 2-1-1

# Home Quarantine Instructions for Close Contacts to COVID-19

To view this document in different languages or in web format visit [ph.lacounty.gov/covidquarantine](http://ph.lacounty.gov/covidquarantine)

## SUMMARY

In Los Angeles County, if you have been in close contact with a person diagnosed with COVID-19 you are required\* to:

- 1 **Quarantine - stay home, separate yourself from others, and monitor your health for 14 days, and**
- 2 **Follow the [Health Officer Quarantine Order](#) along with the steps below**

It is recommended that you [get tested](#)\* for COVID-19

\* If you have had COVID-19 with a positive viral (swab or saliva) test in the last 90 days, talk with your doctor about the need to quarantine. In addition, as long as you do not have symptoms, you do not need to get another test for COVID-19. If you do have [symptoms of COVID-19](#), consult with your medical provider.

Please help slow the spread of COVID-19 by answering if you get a call from "LA PublicHealth" or **1-833-641-0305** (see [Contact Tracing](#)).



## QUARANTINE

### What is a Close Contact?

A "close contact" is any of the following people who were exposed to a person with COVID-19\*:

- a. An individual who was within 6 feet of the infected person for a total of 15 minutes or more over a 24-hour period
- b. An individual who had unprotected contact with the infected person's body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without wearing appropriate protective equipment.

\*A person with COVID-19, is considered to be infectious from 2 days before their symptoms first appeared until they are no longer required to be isolated (as described in [Home Isolation Instructions](#) for People with COVID-19). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.

[Quarantine](#) is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease before a person knows they are sick or if they are infected with the virus without feeling symptoms.

### Length of quarantine period

- You need to stay in quarantine for 14 days from when you last had close contact with the infectious person.
- If you continue to live with or care for the infected person, the amount of time you have to quarantine depends on the type of contact that you have - find the situation that is most like yours in the section "[How do I calculate the end date of my quarantine period](#)" at the end of this guidance.
- If you don't know when you were exposed to the infected person and you received a Public Health Emergency Quarantine Order, your last day of quarantine is 14 days from the date the order was issued.

### When quarantine ends

- When your quarantine period ends (see [How to Calculate When Your Quarantine Period Ends](#)), you can resume your usual activities, including returning to work and/or school.
- If you test positive for COVID-19, this means you have laboratory-confirmed COVID-19 and you need to follow the [Home Isolation Instructions](#).
- Even if you test negative for COVID-19, you must stay in quarantine for the full 14 day period.

### Restrictions during quarantine

To prevent you from unintentionally spreading COVID-19 to uninfected people, you must restrict activities and limit all movements that may put you in contact with others during the quarantine period.

- Stay home. Do not go to work, school, or public areas. You may only leave your place of quarantine or enter another public or private place to get necessary medical care.
- Do not allow visitors.
- Separate yourself from others in your home (unless they are also in quarantine).
  - Stay in a specific room and away from other people in your home. It is very important to stay away from people who are at higher risk of serious illness. This includes people who are age 65 years or older or have a health problem such as a chronic disease or a weak immune system.
  - Use a separate bathroom, if available.
  - Stay at least 6 feet away from others. When this is not possible, wear a cloth face covering (see [Guidance for Cloth Face Coverings](#) for more information).
- Do not handle pets or other animals.
- Do not prepare or serve food to others.

### Getting help with food and other necessities

- If you do not have someone to help you, you can arrange for food and other necessities to be left at your door. If you need help finding food or other necessities, call 2-1-1, or visit [211la.org](#), or the Public Health [resource webpage](#).

## Work and School

- Information about Disability Insurance, Unemployment & Paid Family Leave for people who are unable to work because they, or a family member, need to isolate or quarantine is available on the [California Employment Development Department](#).
- When your quarantine period ends, you should not need a letter from Public Health or a negative test to return to work or school.



## TESTING FOR COVID-19

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As a close contact to someone with COVID-19, it is recommended that you get tested.\*

\*Testing is not recommended if you had a positive viral diagnostic test in the past 90 days **and** you do not currently have symptoms of COVID-19.

- To get a test, call your doctor, visit [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing), or call 2-1-1.
  - If you got an email from Public Health, take it with you in case the facility asks for proof that you are a contact to someone with COVID-19
  - Take precautions when you go to get the test, so you don't unintentionally infect other people. See [If you do have to go out for medical care or for COVID-19 testing](#) below.
- If your test result is positive:
  - It means that you have COVID-19
  - You need to follow the [Home Isolation Instructions for People with COVID-19](#) which can be accessed at [ph.lacounty.gov/covidisolation](https://ph.lacounty.gov/covidisolation)
  - You need to tell all of your close contacts to quarantine and give them these instructions.
- If your test result is negative:
  - You may still be infected, but it is too early to show on the test.
  - You need to stay in quarantine until 14 days after your last exposure to the infected person.
  - Monitor your symptoms and follow the instructions below.



## MONITOR YOUR HEALTH

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### What to do if you have symptoms

- It is important to monitor your health for [signs and symptoms of COVID-19](#) which may include the following: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, nausea or vomiting, diarrhea, congestion or runny nose, or new loss of taste or smell.

- If you have or if you develop any of these symptoms or any other symptoms that are concerning to you, consult your medical provider and get a test for COVID-19. Tell them that you are in quarantine as a contact to someone with COVID-19.
- If you are having serious symptoms such as difficulty breathing, feel pain or pressure in your chest, have bluish lips or face or are experiencing a new onset of confusion or difficulty waking up, call 911 or go to an emergency room.
- If you do not have a medical provider, call the Los Angeles County Information line at 2-1-1. This number is available 24/7.
- Make a note of when your symptoms started and follow the guidance [Home Isolation Instructions for People with COVID-19](#).

### Steps to take when getting medical care or COVID-19 testing

- Wear a surgical mask. If you don't have one, wear a cloth face covering (see [Guidance for Cloth Face Coverings](#) for more information).
  - Note: Infants and children under the age of 2 should not wear cloth face coverings. Children between the ages of 2 and 8 should use them but under adult supervision to ensure that the child can breathe safely and avoid choking or suffocation. A mask or cloth face covering should not be placed on anyone who has trouble breathing or is unable to remove it without assistance. See [Guidance for Cloth Facing Coverings](#) for more information.
- Use a private vehicle if possible. If you cannot drive yourself, be sure to keep as much distance as possible between you and the driver, wear a cloth face covering, if possible, and leave windows down. You should not use public transportation.

### Dealing with Stress

COVID-19 and quarantine may be stressful for people. Visit the Los Angeles County Department of Mental Health's [COVID-19 webpage](#) and the 211LA webpage [211la.org/resources/subcategory/mental-health](https://211la.org/resources/subcategory/mental-health) for local resources to address mental health & wellbeing needs and concerns. In addition, guidance and resources, including information on crisis hotlines, are also available on the CDC webpage [Coping with stress](#).

LA County residents have free access to [Headspace Plus](#). This is a collection of mindfulness and meditation resources in English and Spanish, as well as movement and sleep exercises to help manage stress, fear, and anxiety related to COVID-19.

If you need to speak with someone about your mental health, contact your doctor or the Los Angeles County Department of Mental Health Access Center 24/7 Helpline at (800) 854-7771, which is also available 24/7.



### TALK TO PUBLIC HEALTH - Contact Tracing

- If you have been in contact with someone with COVID-19, you may receive a call from a public health specialist. If you get a call or message from "LA PublicHealth" or 1-833-641-0305, please

do your part by taking the call and answering some questions about your health and the places you have been.

- The specialist can answer your questions and provide information about services like how to get a COVID-19 test or find a doctor or get help while you are in quarantine.
- Click [here](#) for more information about contact tracing.



### FURTHER INFORMATION

- For more information, visit the Public Health website [ph.lacounty.gov/Coronavirus](https://ph.lacounty.gov/Coronavirus) or call 2-1-1 (which is available 24/7).
- Please call your health care provider for any questions related to your health. If you need help finding a health care provider, call 2-1-1.

See next page for information how to calculate when your quarantine period ends.

## How to calculate when your quarantine period ends

You will need to stay in quarantine for 14 days from the date that you last had close contact with an infected person. See "[Length of quarantine period](#)" on page 1 for the definition of close contact and the examples below to learn how to calculate the last date in your quarantine period.

### I. YOU HAVE NO FURTHER CONTACT WITH THE INFECTED PERSON

- A. Your last day of quarantine is 14 days from the date when you last had close contact with them.

Example:



### II. YOU CONTINUE TO HAVE CONTACT WITH THE INFECTED PERSON

For example, you live with and/or care for the person with COVID-19

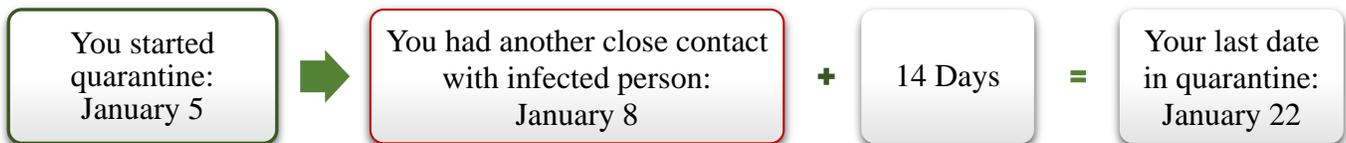
- A. If you can avoid close contact (see [definition](#) on page 1), your last day of quarantine is 14 days from the date the infected person(s) in your household started to follow [Home Isolation Instructions for People with COVID-19](#).

Example:



If you have close contact (see [definition](#) on page 1) with that person at any point, the 14-day quarantine period will have to restart from the last day that you had close contact.

Example:



- B. If you cannot avoid close contact (see [definition](#) on page 1), your last day of quarantine is 14 days from the date that the infected person was told that they are "cleared" to stop their isolation.

Example:



### III. YOU RECEIVED A QUARANTINE ORDER BUT DON'T KNOW WHEN YOU WERE EXPOSED

- A. Your last day of quarantine is 14 days from the date of issue on the Order.

Example:



# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- 2/3 for qualifying reasons #4 and 6 below up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

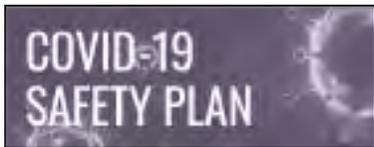
For additional information  
or to file a complaint  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)





# APPENDIX F:

## FACILITIES PROTOCOLS



# Custodial Cleaning Summary (During Distance Learning)

The table below summarizes locations identified for routine cleaning/disinfection by custodial staff during the COVID-19 pandemic, while students are in distance learning mode. Enhanced cleaning is conducted in addition as part of case response protocols. Contact SMMUSD Maintenance and Operations at 310-450-8338 for questions related to protocols.

Location	Disinfect High Touch Surfaces	Check/ Refill Supplies	Clear Floors of Large Trash	Empty Trash Bins	Sweep/ Vacuum/ Mop Floors	Additional Notes
Restrooms	3x/day	3x/day	3x/day	1x/day	1x/day	
Portable Sinks	2x/day	2x/day	2x/day	1x/day	NA	Empty water 1x/day
Special Ed Assessment Areas	3x/day	2x/day	2x/day	1x/day	1x/day	
Building Entrances	1x/day	1x/day	1x/day	1x/day	1x/day	
Main Office	3x/day	2x/day	1x/day	1x/day	1x/day	
Nurse Office/ Restroom	3x/day	3x/day	1x/day	1x/day	1x/day	
Other Office Areas	2x/day	1x/day	1x/day	1x/day	1x/day	
Staff Lounge	2x/day	2x/day	1x/day	1x/day	1x/day	
Staff Work Rooms	2x/day	2x/day	1x/day	1x/day	1x/day	
Hallways	1x/day	1x/day	1x/day	1x/day	1x/day	
Classrooms	1x/day	1x/day	1x/day	1x/day	1x/day	
Cafeteria	2x/day	2x/day	2x/day	2x/day	1x/day	
Auditorium	1x/day	1x/day	1x/day	1x/day	1x/day	Closed
Gymnasium	1x/day	1x/day	1x/day	1x/day	1x/day	Closed
Library	1x/day	1x/day	1x/day	1x/day	1x/day	Closed
Outdoor Areas	1x/day	1x/day	1x/day	1x/day	1x/day	Closed

**1) High-Touch Surfaces Disinfected Include:**

All Areas: Doorknobs, door handles, light switches, sink faucet handles, soap dispensers, paper towel dispensers, hand dryer buttons, hand sanitizer dispensers, trash can lids, water refill station buttons, elevator buttons, handrails, AND the following additional surfaces

Restrooms: Toilet flush valves, stall handles

Main Office & Staff Work Rooms: Counters, printer/copier touch points

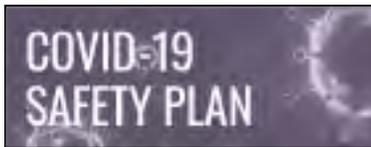
Nurse Office: Floors, cots, counters

Special Ed Assessments: Tables, chairs, plexiglass

Classrooms: Desks

Portable Sinks: Sink faucet handles, dispensers

**2) Supplies Checked Include:** Hand soap, paper towels, toilet paper, and hand sanitizer



## Custodial Cleaning Summary (Hybrid Model)

The table below summarizes locations identified for routine cleaning/disinfection by custodial staff during the COVID-19 pandemic, while students are in hybrid learning mode. Enhanced cleaning is conducted in addition as part of case response protocols. Contact SMMUSD Maintenance and Operations at 310-450-8338 for questions related to protocols.

Location	Disinfect High Touch Surfaces	Check/ Refill Supplies	Clear Floors of Large Trash	Empty Trash Bins	Sweep/ Vacuum/ Mop Floors	Additional Notes
Restrooms	3x/day	3x/day	3x/day	1x/day	1x/day	
Portable Sinks	3x/day	3x/day	2x/day	1x/day	NA	Empty water 1x/day
Building Entrances	1x/day	1x/day	1x/day	1x/day	1x/day	
Main Office	3x/day	2x/day	1x/day	1x/day	1x/day	
Nurse Office/ Restroom	3x/day	3x/day	1x/day	1x/day	1x/day	
Other Office Areas	2x/day	1x/day	1x/day	1x/day	1x/day	
Staff Lounge	2x/day	2x/day	1x/day	1x/day	1x/day	
Staff Work Rooms	2x/day	2x/day	1x/day	1x/day	1x/day	
Hallways	1x/day	1x/day	1x/day	1x/day	1x/day	
Classrooms	1x/day	1x/day	1x/day	1x/day	1x/week	More frequent depending on additional staffing
Cafeteria	2x/day	2x/day	2x/day	2x/day	1x/day	
Auditorium	1x/day	1x/day	1x/day	1x/day	1x/week	More frequent depending on additional staffing
Gymnasium	1x/day	1x/day	1x/day	1x/day	1x/day	
Library	1x/day	1x/day	1x/day	1x/day	1x/week	More frequent depending on additional staffing
Outdoor Lunch Tables	2x/day	NA	2x/day	2x/day	NA	
Kinder- 2 <sup>nd</sup> Grade	1x/day	1x/day	1x/day	1x/day	1x/day	More frequent than other classrooms
Playground Structures	1x/day	NA	1x/day	1x/day	NA	

### 1) High-Touch Surfaces Disinfected Include:

All Areas: Doorknobs, door handles, light switches, sink faucet handles, soap dispensers, paper towel dispensers, hand dryer buttons, hand sanitizer dispensers, trash can lids, water refill station buttons, elevator buttons, handrails, AND the following additional surfaces

Restrooms: Toilet flush valves, stall handles

Main Office & Staff Work Rooms: Counters, printer/copier touch points

Nurse Office: Floors, cots, counters

Special Ed Assessments: Tables, chairs, plexiglass

Classrooms: Desks

Portable Sinks: Sink faucet handles, dispensers

### 2) Supplies Checked Include:

Hand soap, paper towels, toilet paper, and hand sanitizer

**3) Impact:**

This disinfecting schedule will impact the Day Custodian's regular schedule prior to the pandemic and would limit the amount of time that a site Day Custodian can assist with special requests such as set-up requests for events or other daily responsibilities a Day Custodian normally would have had the time to assist with. Both Day and Night Custodians will be focusing on disinfecting high contact surface as first priority in order to follow Los Angeles County Department of Public Health (LACDPH) guidelines.

**4) Proposal:**

What we propose is to hire an additional custodian as follows to disinfect areas during the day time when staff and students are on campuses:

- (1) 4 hour custodian per Elementary site
- (1) 5 hour custodian per Middle School site (same for Malibu Middle/High School)
- (3) 5 hour custodians at Santa Monica High School

This would allow the Day Custodian to complete his regular duties and requests.

**Note: This handout is current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

## What is the hazard?

COVID-19 is the respiratory illness caused by the SARS-CoV-2 virus (a.k.a., novel coronavirus). The possibility exists that the virus may be spread through aerosol transmission – that is small particles expelled from infected individuals that remain in the air for an extended period of time (minutes or hours). Currently, research has not conclusively demonstrated that this mode of transmission can occur nor has it been determined how much risk of infection would result from exposure to COVID-19 aerosols. However, the Heating, Ventilation, and Air Conditioning (HVAC) systems in buildings theoretically may be configured to reduce the potential risk. This document discusses the HVAC modifications being implemented to mitigate potential risks from aerosol transmission of COVID-19 and is based on guidance from the CDC, Cal/OSHA, LA County Department of Public Health, and ASHRAE, and the EPA.

## What safe work practices should be followed?

The following general safe practices have been implemented by the Facilities Department:

1. Maximizing ventilation: Facilities has set the HVAC systems to operate at the maximum feasible ventilation rates within the limits of the system and prevailing weather conditions.
2. Maximizing outdoor air intake: HVAC systems have been set to draw as much fresh outside air into each school as feasible, within the limits of system design and prevailing weather conditions.
3. Improving filtration: Facilities has upgraded the filters installed in the building HVAC systems to the maximum level the system can support, typically MERV 13.
4. Increasing operating times: HVAC systems have been programmed to operate for extended periods of time up to 24 hours per day depending on the limits of the system.

In combination, these adjustments result in increased delivery of conditioned air to each room with a higher filtration rate and an increase in fresh, outside air. If a person with COVID-19 were to be present at a SMMUSD school, these changes are expected to dilute any COVID-19 aerosols they may expel and reduce the time the aerosols remain. This decreases the risk that another building occupant may breathe in potential viral aerosols.

To ensure HVAC systems are operating as intended, District staff should perform a quick checkup when they first arrive at their work area each morning. HVAC systems may vary between wings or sections of a building, so not all the listed checks will apply to your situation. Follow the guidance below as applicable to your individual work area.

- Windows and doors: When there are operable windows or exterior doors in your classroom, they should be kept open as often as weather permits. When weather conditions allow, open windows and doors to increase fresh air supply into your classroom. Close windows and doors before you leave at the end of the day to secure the classroom.
- Central HVAC: Air is conditioned by a central system often serving multiple rooms. Each room will be equipped with ceiling mounted supply registers and air returns. Verify operation by feeling for airflow from ceiling or wall mounted registers, and checking in-room controls (e.g. thermostats or dials) are in the on position (e.g. “ON” or “ACTIVE,” not “AUTO”).
- Unit Ventilators: Unit ventilators are generally floor mounted along one or more walls of a classroom with a vent on the top facing into the room. Intake vents may or may not be visible around the base of the unit. Verify operation by feeling for airflow from the vent and checking the controls are in the on position.

- Portable Air Filters: Portable air filters may be installed in some classrooms or work areas. They will be compact appliances with intake and exhaust vents. They should be operating with visible lights or controls in the on/active positions. Check for air flowing out of the vents to confirm operation.
- Room Fans: Fans may be installed in operable windows to draw air out of the room and exhaust it outdoors. This will result in fresh make-up air being drawn into the room. Open windows and turn fans on as often as weather conditions allow.
- Personal or Zonal Fans: Personal or zonal fans are those that blow air to cool individual work areas or circulate air within a room. Use of personal or zonal fans is not recommended as they may increase circulation of airborne viral particles within a room.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

All SMMUSD employees must follow the “General Practices for All Employees” COVID-19 safety guidance. This document provides more specific COVID-19 safety practices tailored to custodial operations, including what custodial team members must do to protect themselves and to protect the community. Questions regarding COVID-19 safety should be directed to your supervisor.



### HEALTH SCREENING

1. As indicated in the “General Practices for All Employees” COVID-19 safety guidance, employees shall stay home and notify their supervisor and school nurse immediately if they exhibit COVID-19 symptoms, test positive, or have been in close contact with a known or suspected case. In addition, notify your supervisor if you have risk factors for more severe illness. Pre-entry health screening must be conducted prior to arriving on campus, in addition to any screening required at entry per district protocols.



### PHYSICAL DISTANCING

1. *Pre/Post Shift Considerations.* Meetings should be held virtually whenever possible. If in-person pre/post shift meetings are necessary, meetings will be held in small groups (<10) with physical distancing (>6ft.) and be short in duration (<15 minutes). The meeting will be held outdoors in a location that will allow for this to occur. In instances where this is not feasible (e.g., more than 10 employees start a shift at similar times), alternative methods for communication between the shift lead/manager/supervisor and staff will be utilized (i.e., radio, phone, video call).
2. *Custodial Closets.* Only one person should be in a custodial closet at one time when retrieving cleaning supplies and materials for work tasks.
3. *Working Alone/Teams.* Custodial staff should work alone in a room or area. In instances where more than one team member in an area is needed, maintain physical distancing of at least six feet and wear masks.
4. *Restricted Access During Cleaning.* When working in a room/area, it is preferred that no other persons are present. Coordinate in advance or make an appointment. If persons are present upon entry, politely ask them to leave (while keeping a distance of six feet) or ask when they will leave so you can return and clean. Place a sign at the entrance indicating that the area is closed for cleaning and remove when done. If cleaning must occur with others present, ensure at least six feet of physical distance is maintained and that all persons in the area are wearing masks.
5. *Lunch/Breaks.* Maintain physical distancing of at least six feet during all lunch and break times. Do not congregate with co-workers during lunch/breaks. Take lunch/breaks outside whenever possible.



### HAND HYGIENE

1. Use proper practices per the “General Practices for All Employees” COVID-19 safety guidance (e.g., hand hygiene, covering sneezes and coughs, managing personal items, and avoiding touching eyes, nose or mouth with unwashed hands).

2. Hands must be cleaned (hand washing or hand sanitizing) before and after work, before putting on gloves or masks/respirators, and after taking them off. Do not wear gloves used for cleaning when handling personal objects, eating, or touching one's face.
3. Avoid sharing phones, work supplies, equipment, and communal amenities, when possible.



## PROTECTIVE EQUIPMENT

1. *Face Coverings.* As indicated in the "General Practices for All Employees" COVID-19 safety guidance, custodial staff are required to wear a face covering that covers the nose and mouth. Masks with one-way valves should not be used. Employees need not wear a face covering when the employee is alone in their private office or a cubicle with a solid partition that exceeds the height of the employee when standing. Employees shall have a clean face covering daily.
2. *Gloves.* Custodial employees shall wear disposable gloves during cleaning/disinfection. Remove and discard disposable gloves regularly as follows, and clean hands after removing gloves.
  - a. prior to lunch and break times;
  - b. when gloves appear ripped or damaged;
  - c. when a contaminated surface is touched and before touching other "clean" areas;
  - d. when leaving a location/area; and
  - e. once the work shift is over.
3. *Safety Glasses.* Safety glasses or face shield should be worn if there is potential for chemical splash or contamination of eyes such as when performing certain high-risk case response. Refer to the disinfectants list attached. Safety glasses should not be shared.
4. *Respirators.* Custodial staff performing high-risk case response cleaning must wear a respirator in accordance with the Case Response Cleaning Protocols attached. Any employee using a respirator (e.g., N95, half-face respirators with P100 filters), voluntarily or as assigned, must have received approval per the respiratory protection program. Those required to wear a respirator are medically evaluated, trained, and fit tested.
5. *Work Clothing.* Custodians should change out of work clothes before leaving their worksite if they are visibly contaminated. All work clothing should be laundered after use. Aprons may be required if chemical splash is possible; refer to the product instructions. Custodial staff performing high-risk case response will wear protective clothing (e.g. disposable coveralls) according to the Case Response Cleaning Protocols.



## ENVIRONMENTAL CLEANING

1. *Products.* All cleaning and disinfecting products must be pre-approved by the manager of Custodial Services. Disinfectants must be used per the product label, which typically includes a minimum contact time (dwell time) to ensure proper disinfection, as well as precautions for using the product safely. A list of disinfectants approved for use for the COVID-19 virus is provided in Attachment A, along with contact time and precautions.
2. *How to Disinfect.* Disinfection involves first cleaning a surface to remove dirt and debris, and then using an approved disinfectant to inactivate the virus. Dirty surfaces must be cleaned first to remove visible soil, then disinfection can be performed. Thoroughly coat the surface with disinfectant and allow the surface to remain wet for the contact time.
3. *High Touch Surfaces.* Disinfect high touch surfaces such as: doorknobs, door handles, light switches, sink faucet handles, soap dispensers, paper towel dispensers, hand dryer

buttons, hand sanitizer dispensers, trash can lids, water refill station buttons, elevator buttons, and handrails. Refer to cleaning schedules for additional details.

4. *Custodial Equipment and Supplies.* Custodial equipment and supplies should be kept out of children's reach and stored in designated custodial closets with restricted access. Sharing of equipment and supplies should be avoided whenever possible. If sharing is necessary, cleaning and disinfection of shared items should be performed between users.
5. *Ventilation.* Ensure adequate ventilation during cleaning and disinfection (e.g. open windows and doors). Spaces should have time to air out before the start of the school day.
6. *Minimizing Contamination.* Minimize contamination during cleaning and disinfection.
  - a. Bucket solutions should be replaced frequently to avoid transferring contamination to other surfaces.
  - b. Use double bucket method to separate the cleaning solution from rinsing.
  - c. Clean cloth or mop heads frequently to avoid transferring contamination. Change out of materials should be performed for cleaning of each surface.
  - d. Consider use of disposable items.
  - e. Containers should be dried completely to minimize the degree of bacterial contamination.
  - f. Work should be conducted in a back to front and top to bottom manner, with the entrance to a room cleaned last.
7. *Disposal.* Waste generated during cleaning, including disposable PPE and supplies, should be disposed of properly into plastic bags in trash bins. Waste can be disposed of in the general waste stream.
8. *Case Response.* The enhanced cleaning protocol to be implemented by custodial staff following a known or suspected COVID-19 case is provided in Attachment B.

**Attachments:**

- Attachment A: SMMUSD Disinfectants List
- Attachment B: Case Response Cleaning Protocols

The table below summarizes disinfectant products used for disinfection by custodial staff during the COVID-19 pandemic, and product specifications. Contact SMMUSD Maintenance and Operations at 310-450-8338 for questions related to protocols.

Product Name	EPA Reg. Number	Active Ingredient(s)	Follow Directions for Virus	Contact Time (Min.)	Formulation Type	Surface Types	PPE	Safe Handling Instructions	Date Added to EPA List N
WAXIE Solution Station 730HP Disinfectant Cleaner	45745-11	Hydrogen peroxide	SARS-CoV-2	1	Dilutable	Hard Nonporous; Food Contact Post-Rinse Required	Safety glasses, gloves when handling diluted (ready-to-use) solution  Safety glasses, gloves & protective apron when handling concentrated product	1) Dilution: Follow label for proper dilution. 2) Use in well-ventilated environment. 3) Do not smoke, eat, or drink, or apply cosmetics in the application area. 4) Avoid contact with skin or eyes. Avoid inhalation of mists and sprays. 5) Remove contaminated clothing promptly. 6) Clean up spilled product immediately.	9/10/2020
PUR TABS Effervescent Tablets	71847-6	Sodium dichloroisocyanurate	Hepatitis A virus; Coxsackievirus B3	1	Dilutable	Hard Nonporous	Wear eye/face protection, safety glasses, protective gloves	1) PurTabs are dissolvable tablets used with the Protexus electrostatic sprayer. Follow label for proper dilution. 2) Avoid contact with skin, eyes, clothing. Avoid prolonged exposure. 3) Provide adequate ventilation. 4) Do not eat, drink, or smoke while using. 5) Avoid contact with oxidizing agents (e.g. chlorine, chromic acid, etc) 6) Wash hands after handling.	3/3/2020

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

All Santa Monica Malibu Unified School District (SMMUSD) employees shall refer to the general Safe Work Practices for employees.

**THESE PROTOCOLS ARE ONLY FOR TRAINED CUSTODIAL STAFF WHO HAVE BEEN INSTRUCTED BY THE COVID-19 COMPLIANCE TEAM TO PERFORM CLEANING/DISINFECTION IN RESPONSE TO A SUSPECTED COVID-19 CASE. THESE PROTOCOLS ARE NOT FOR GENERAL CUSTODIAL STAFF PERFORMING ROUTINE CLEANING.**

Risk Assessment:

The risk assessment is to be conducted by the COVID-19 Compliance Team as part of the case response process. The risk assessment will utilize the below Risk Matrix to evaluate potential impact to SMMUSD facilities and determine appropriate response actions:

<b>SMMUSD Risk Assessment Matrix</b>		
<b>Case Time In Area</b>	<b>Low Case Impact</b>	<b>Substantial Case Impact<sup>1</sup></b>
<15 minutes	Low Risk	Medium Risk
>15 minutes	Medium Risk	Medium Risk
>15 minutes & within last 24 hours	High Risk	High Risk
<b>Notes:</b> 1: substantial case impact determined by risk assessment (e.g., visible bodily fluids/excretions present, case reported to be coughing/sneezing extensively, etc.).		

Cleaning and Disinfection:

Cleaning and Disinfection will follow the protocol outlined in the below table:

<b>Recommended Cleaning &amp; Disinfection Protocol</b>						
<b>Risk Level<sup>1</sup></b>	<b>Respiratory Protection</b>	<b>Protective Clothing</b>	<b>Airborne Risk Mitigation</b>	<b>Cleaning &amp; Disinfection Protocol</b>	<b>Area Closure?</b>	<b>Documentation</b>
<b>Low Risk</b>	No	Normal Cleaning	No	Enhanced Cleaning	No	Routine Cleaning Logs Acceptable
<b>Medium Risk</b>	No	Disposable Gloves (Evaluate need for additional PPE)	No	Deep Clean all Identified Surfaces	Yes	Case-Response Disinfection Log
<b>High Risk</b>	Yes	Yes	Wait 24 hours Or Enhanced Ventilation	Deep Clean all identified Surfaces	Yes	Case-Response Disinfection Log
<b>Notes:</b> 1: Risk level determination to be made by COVID-19 Compliance Team based on case-response protocol risk assessment. Risk assessment includes identification of impacted surfaces on the Case Response Disinfection Log.						

Please see note on following page for alternative cleaning & disinfection methods and information on worker protection measures.

Alternative Methods for Cleaning & Disinfection

1. **High Risk Areas - Enhanced Ventilation Process:** This enhanced ventilation strategy may be used when closure of an area for 24 hours after the case was present is infeasible.
  - a. SMMUSD will use the following enhanced ventilation strategy to reduce potential aerosol transmission risk when an area is identified as high risk:
    - i. The room shall be closed to unauthorized personnel.
    - ii. SMMUSD facilities is already working to ensure that building HVAC systems are providing the maximum feasible ventilation to each room. However, confirm that the room in question is receiving the maximum feasible ventilation from the HVAC system and adjust the HVAC, if necessary.
    - iii. Portable fans will be placed in open windows or exterior doors positioned to exhaust air out of the building. Sufficient fans will be brought in to ensure an air exchange rate of at least 6 air changes per hour (ACH) in the subject area. It is not recommended that fans be placed to push air into the room, as this requires careful balancing to ensure that room air is not driven into adjacent occupied spaces.
    - iv. When available, one or more HEPA filtered air scrubbers will be placed inside the room and setup to filter and recirculate room air.
  - b. When the enhanced ventilation strategy is used, leave the room closed for a minimum of three (3) hours before re-entering to clean & disinfect surfaces. Based on the air exchange rate of the subject area (designed, calculated, or measured) the room may be downgraded to medium risk after a minimum of three (3) hours or at least twice the time required for 99.9% removal efficiency listed in Table B.1 has passed, whichever is longer.

**Table B.1. Air changes/hour (ACH) and time required for airborne-contaminant removal by efficiency \***

ACH § ¶	Time (mins.) required for removal 99% efficiency	Time (mins.) required for removal 99.9% efficiency
2	138	207
4	69	104
6+	46	69
8	35	52
10+	28	41
12+	23	35
15+	18	28
20	14	21
50	6	8

Table B1. from CDC Environmental Infection Control Guidelines (<https://www.cdc.gov/infectioncontrol/guidelines/environmental/appendix/air.html>)

2. **Area Shut-Down**
  - a. As an alternative to cleaning & disinfection of an area impacted by a case, close the affected area for at least 7 days since a case was last known to be present. When reopened, resume normal cleaning & disinfection practices.

## Cleaning & Disinfection Worker Safety & Training

1. **Personal Protective Equipment:** Personal Protective Equipment for COVID-19 cleaning & disinfection may include one or more of the following items. **NOT ALL PPE LISTED BELOW WILL BE REQUIRED IN ALL SITUATIONS. REFER TO TABLES ON PAGE 1.**
  - a. Gloves. Select gloves based on the job task requirements. Gloves must be impermeable to body fluids. Generally, nitrile disposable gloves are adequate for COVID-19. Reusable gloves are acceptable and must be cleaned/disinfected after use.
  - b. Safety Glasses/Face Shields. Safety glasses or face shields shall be worn when there is a chemical splash risk from a cleaning or disinfection product or when contamination of the face or eyes is identified as a risk of the cleaning process. Safety glasses must be ANSI Z87 Standard compliant. Safety glasses and face shields must be cleaned/disinfected after use.
  - c. Protective Clothing. Protective clothing includes both disposable items (e.g., disposable coveralls, disposable foot covers) and reusable clothing (e.g., fabric coveralls, rubber boots). The intent of protective clothing is to provide a protective outer covering that can be removed, along with any associated contamination, at the conclusion of the cleaning and disinfection process and before entering clean environments (e.g., other school areas, personal automobile, home). Upon removal, reusable protective clothing must be disinfected or placed in a bag for subsequent laundering. Disposable clothing (e.g., Tyveks) may also be used and disposed of promptly after cleaning.
  - d. Respirators/Masks. Face coverings or masks are required to be worn at all times when on campus in accordance with the SMMUSD All Employees Safe Work Practices. Masks or face coverings should be disposed of or laundered after completing case-response cleaning and disinfection. When respiratory protection is required, N95 respirators or half-facepiece respirators with P100 filters are acceptable. Respirators should only be used in accordance with the SMMUSD Respiratory Protection Program.
2. **PPE Selection Criteria**
  - a. Low Risk Areas: Cleaning & disinfection workers should use protective equipment as directed by the cleaning product manufacturer and existing SMMUSD policies.
  - b. Medium Risk Areas: Cleaning & disinfection workers should use protective equipment as directed by the cleaning product manufacturer and existing SMMUSD policies.
    - i. Workers should wear disposable gloves throughout the cleaning & disinfection process. Replace gloves whenever the gloves may be damaged and dispose of the gloves at the end of the process.
    - ii. Consider use of selected protective clothing when there is an elevated risk of contact with contaminated surfaces. (e.g., rubber boots when cleaning a room where a child vomited on the floor).
  - a. High Risk Areas: Workers entering high risk areas are required to use disposable gloves, respiratory protection, eye/face protection, and protective clothing.
    - i. Only workers who are trained and authorized should enter high risk areas.
2. **Chemical Safety and Hazard Communication**
  - a. All staff engaged in cleaning & disinfection work should be trained on the proper use of the cleaning & disinfection products. This includes two elements:
    - i. All workers shall be trained on the safe handling, labeling, storage, and use of the products to protect worker, staff, and student safety and to meet the requirements of Cal/OSHA's Hazard Communication Standard (8 CCR 5194).
    - ii. All workers must be trained on the manufacturer's directions for proper use of cleaning & disinfection products. The training shall emphasize the importance of meeting manufacturer requirements for wet contact time for disinfectants.
3. **Cleaning and Disinfection**
  - a. Hard, non-porous surfaces: Clean surface to remove soil, then use approved disinfectant.
  - b. Soft, porous surfaces: Clean surface to remove soil (e.g. HEPA vacuum, spot clean), then use a disinfectant approved for porous surfaces, or use steam cleaner to disinfect.





# APPENDIX G:

## SPECIAL ED PROTOCOLS



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

## Department of Special Education - Assessment Protocol

The Santa Monica-Malibu Unified School District has determined that special education assessments may be conducted in person by the District's assessment team.

To support our staff, students and families the following protocol has been developed.

All assessors must be trained in advance of beginning testing.

### Scheduling

- Two times will be available per testing area (up to 4 testing rooms or canopies shall be available).
- Each space will only hold one assessor.
- Start times will be staggered per room or canopy.(ex.Room1/Canopy 1 8:30-11:30, room 2/Canopy 2 8:45am-11:45, etc. then afternoon times Room 1/Canopy 1 12:30-2:30; Room 2/Canopy 2 12:45-2:45, etc.)
- Scheduling doc will be put in a Google Folder
- All assessors must sign up for an assessment time prior to meeting with a student.

### Prior to the day of testing

- 24 hours prior to the assessment the assessor sends the family the waiver
  - Waiver must be received by the assessor prior to moving on to the next step
  - Questionnaire needs to be completed by both parent and staff
  - Provider places waiver and questionnaires in Google Folder marked Assessment Waivers. A hard copy may be kept if unable to be loaded in folder.
  - The assessor uses the checklist to assess for risk factors.
  - Testing materials will already be at testing hub.
  - Plexiglass will be set up.
  - PPE will be available- mask, clear face shield if needed.

### Day of testing

- All assessors and nurse must take their own temperature at temperature kiosk and they must complete their questionnaire and return to school/department. Temperature must be within normal range.
- If health assessment is required, student would see nurse first. She will complete the health assessment and make sure temperature is within normal range.
- If nurse is not there, assessor must read temperature from kiosk.
- Parent/Guardian must drop student at entry point.
- Parent/Guardian will sign student in.

#### SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

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**Board of Education:** Oscar de la Torre • Craig Foster • Jon Kean • Maria Leon-Vazquez

Laurie Lieberman • Ralph Mechur • Dr. Richard Tahvildaran-Jesswein

**Superintendent:** Dr. Ben Drati



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

- Parent/Guardian will go to outside waiting area.
- Assessor exits the testing center to meet the family in the entry point.
- Both assessor and student shall be wearing a mask. Parent/guardian shall wear a mask as well.
- Student is provided hand sanitizer.
- Student and staff walk to testing room or outside area under canopy.
- Assessor reviews the assessment process with the student and completes the assessment
- Assessor remains behind the plexiglass on the desk.
- Assessor provides student with testing booklet if necessary.
- Assessor provides regular breaks every 15 minutes
- At the students last break in assessment, the assessor notifies the parent that the anticipated end time of the assessment is \_\_\_\_\_.
- Student and staff will wash hands or use hand sanitizer before returning to parent/guardian.
- Assessor will walk student to parent and confirm next appointment and review process if needed.

**After testing**

- The assessor will re-enter testing room and begin by wiping down all mobile equipment/devices used during assessment
- Assessor will then wipe/sanitize the divider, tables, chairs and any other furniture
- After every appointment, custodian will clean area.

\*If testing is done indoors, please use a large space such as the cafeteria, cafetorium, auditorium, MPR or large classroom

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SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

Dear Parent or Guardian:

The Santa Monica-Malibu Unified District in conjunction with CDC and Los Angeles County Health Officials continue to recommend a stay at home, due to the continued COVID-19 health crisis. We have been given permission to begin in person special education assessments and can have contact with their students/clients if remote working is not able to provide the results required to complete assessments.

The District is proposing seeing your child in person during the shelter in place order. The school district has deemed it necessary and telepractice alone or remote assessment is not possible to produce valid results for portions of the assessment. The District has made careful considerations regarding which assessments are essential at this time to make important decisions, such as during important transitions (e.g. initial school placement, transition school placement, triennial IEP assessment, etc.). However, to protect your family and that of the assessment team, the District has taken protective precautions to decrease the risk of exposure. Upon initial contact, the District will do the following:

- have families fill out the screening protocol for signs or suspected signs and symptoms COVID-19 in self or close contacts and either email it to assessor the day before or bring it with them to the appointment
- have student use no touch thermometer to take the his/her/their temperature
- wear a facial mask; your child will also be required to wear a mask
- the assessor and child will be separated by a plexiglass divider
- practice and require proper hand hygiene using alcohol-based hand sanitizer and/or soap-and-water
- disinfect exposed and potentially contacted surfaces and testing materials in between assessment appointments

Please do not agree to an on-campus assessment if your child or a member of your household presents with:

- Fever or Malaise
- Cough, chest pain, shortness of breath
- sneezing or runny nose
- Chills
- Cough (not due to a chronic condition)
- Difficulty breathing or shortness of breath
- Sore throat (not due to a chronic condition)
- Muscle aches (not due to a chronic condition)
- Diarrhea (not due to a chronic condition)
- Severe fatigue
- Headache (Not due to a chronic condition)
- New loss of sense of taste and/or smell (not due to a chronic condition)

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- Nasal congestion (not due to a chronic condition)
- Runny nose (not due to a chronic condition)
- Nausea (not due to a chronic condition)
- Vomiting (not due to a chronic condition)

We appreciate you making keeping everyone safe and adhering to all safety precautions.

I have read the information above and understand the risks associated with in-person assessments.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent printed name

I consent to in-person assessment.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent printed name

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# APPENDIX H:

## ATHLETICS PROTOCOLS

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

All SMMUSD athletics staff employees and student athletes must follow COVID-19 safe practices pertaining to all SMMUSD employees and students. In addition, the following document provides COVID-19 safety practices applicable to all SMMUSD athletics. Additionally, be sure to review any specific safety practices tailored for specific athletic activities (baseball, golf, track, etc.) Protocols will follow the [LA County Reopening Protocol for Youth Sports Leagues](#), which are subject to change. Questions regarding COVID-19 safety should be directed to your supervisor or coach.

Clearances: Before a student is to participate in athletic activities they must complete mandatory clearance on [athleticclearance.com](#). The School Nurse will review athletic clearance forms to assess if an emergency care plan is necessary.

**In accordance with county health orders, please note the following until further notice:**

- 1. All youth sports activities must take place outdoors.**
- 2. Only activities which allow for physical distancing are allowed, including but not limited to training, conditioning, and skill-building activities. Non-contact activities only.**
- 3. Students will remain in the same stable cohort to limit the risk of transmission. A cohort consists of no more than 12 students and up to 2 two supervising adults/coaches. Students and coaches are only allowed to be part of one cohort and may not change cohorts.**
- 4. All sporting events, including tournaments, events or competitions are not permitted. Non-contact activities/games such as singles tennis matches, golf matches, some track and field events) are allowed as long as physical distancing is maintained.**
- 5. Locker rooms are closed. Designated restrooms are open for handwashing and restroom use only. Maintain physical distancing in the restrooms. Space will be designated for athlete gear/backpacks to ensure that items are separated at least six feet apart.**
- 6. Parents and visitors are not allowed to enter campus. Parents must be available to pick up their child immediately if the child develops symptoms while on campus.**



## HEALTH SCREENING

- 1. *Employee Screenings.*** Prior to coming to school, employees / coaches must conduct self-screening for COVID-19 symptoms and exposure by reviewing the attached screening questionnaire. Upon arriving on site, employees shall go to the sign-in station, screen themselves at the temperature kiosk, and sign-in on the sign-in sheet affirming that they have passed the self-screening process. Any employee who does not pass the at-home or in-person screening (or develops symptoms during the workday) must go/stay home immediately and notify their supervisor and the school nurse for further directions, including self-isolation instructions.
- 2. *Student Athlete Screenings.*** Prior to coming to school, student athletes must conduct self-screening for COVID-19 symptoms and exposure by reviewing the attached screening questionnaire and respond using the tool determined by the site. Student athletes will also be screened upon arriving on site. The screening will include: 1) review of the screening questionnaire for symptoms/exposure, and 2) a temperature check using a contactless thermometer or thermal kiosk. All coaches/staff performing screening are trained by designated staff (with nurse oversight), and will wear a face covering and gloves during screening (may wear a face shield). Only if the student passes the screening will the coach sign the student in on their roster. Any student who does not pass the at-home or in-person screening (or develops

symptoms on campus) must go/stay home immediately and notify their coach and the school nurse for further directions, including self-isolation instructions. The parent will be notified if a student did not pass the screening. Reasonable efforts will be taken to prevent the student from taking public transportation home.

3. **Case Response.** In the event of a positive test or suspected/known case or exposure, the District shall implement its Exposure Management Plan to address the case, potentially exposed persons, and affected areas, following protocols outlined in the [LA County Department of Public Health Order](#). If an exposure occurred within a stable cohort, all members of the stable cohort will require immediate self-quarantine. Notification to affected parties will be provided as required. The district's Exposure Management Plan is provided in the SMMUSD COVID-19 Safety Plan which may be viewed at: <https://www.smmusd.org/coronavirus>.



## PROTECTIVE EQUIPMENT

1. **Masks.** All persons including employees and students are required to wear an appropriate face covering that covers the nose and the mouth at all times, except while swimming, showering, eating/drinking, when engaging in heavy physical exertion (while maintaining a distance of 8 feet or greater from others), or engaging in solo physical exertion (such as jogging by one's self). This applies to all adults and to children 2 years of age and older. Masks with one-way valves may not be used. Only individuals who have been instructed not to wear a face covering by their medical provider due to a medical condition, mental health condition, or disability that prevents wearing a face covering are exempt from wearing one. Students should take a break from exercise if any difficulty breathing is noted and should change their mask or face covering if it becomes wet and sticks to the student's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not permitted for exercise. A clean mask is required daily.
2. **Gloves.** Employees / coaches who conduct temperature screening using a contactless handheld thermometer shall wear disposable gloves. Additionally, employees / coaches will wear disposable gloves if they are performing cleaning/disinfection of equipment or other surfaces. Gloves should be put on prior to beginning the task (screening, cleaning, etc.) and removed/disposed of when done. Hands should be washed immediately after removing gloves. Gloves can be obtained from facilities.
3. **Face Shield.** Employees / coaches who conduct temperature screening using a contactless handheld thermometer may also wear a face shield.



## PHYSICAL DISTANCING

1. **Cohorts.** Student athletes and coaches remain in a stable cohort in order to limit the risk of transmission.
2. **Activities.** Only activities which allow for physical distancing are allowed, including but not limited to training, conditioning, and skill-building activities. Contact sports cannot practice in the same manner as they used to practice prior to COVID-19.
3. **Physical Distancing.** Physical distancing of at least six (6) feet between each student and between students and coaches is required at all times, and at least eight (8) feet during times of heavy physical exertion.
4. **Area Layouts.** Practice areas are setup/redesigned as needed to maintain physical separation within and between cohorts. Any areas where students are seated off-field or off-court (e.g., bench, dugout, bullpen) is reconfigured as needed to allow students and coaches to maintain a physical distance of 6 feet while in the area.



## HAND HYGIENE

1. *Hand Hygiene.* Employees and students should clean hands often and avoid touching eyes, nose, and mouth with unwashed hands. Avoid handshakes, high fives, fist bumps, or other physical contact with others. Wash hands with soap and water thoroughly for at least 20 seconds. If soap and water are not readily available, use a proper hand sanitizer (e.g., at least 60% ethyl alcohol, avoid isopropyl alcohol-based sanitizer which is more toxic) rubbed into hands until completely dry. Frequent handwashing is more effective than the use of hand sanitizers, especially when hands are visibly dirty. Cover mouth with elbow or tissue when coughing or sneezing.
2. *Equipment.* Student athletes will bring their own equipment to practice and not share equipment, to the extent possible. If sharing is necessary, it is limited to a pair of students and disinfected between use. Students may engage in limited sharing of equipment, such as kicking a soccer ball between two people, or throwing a baseball, football, or frisbee as part of skill-building exercises. However, sharing of equipment in this manner should only be in designated pairs, not as a group activity. If equipment must be shared, it is disinfected between use by different people.
3. *Water Bottles.* Students should bring their own pre-filled water bottles. Water fountains are available to fill water bottles only and not for drinking. Students should not share beverage bottles or food.
4. *Personal Items.* Students and staff personal items such as water bottles, backpacks/purses, cell phones, etc. should be viewed as an extension of the hands and disinfected frequently. Avoid sharing or placing these items on public surfaces that may be contaminated



## ENVIRONMENTAL CLEANING

1. *Surfaces.* Frequently touched surfaces on campus (e.g. door handles, handrails, handwash sinks, etc.) are cleaned and disinfected at least daily by custodial staff using products on EPA List N approved for use against COVID-19. Refer to district cleaning schedules for more information.
2. *Equipment.* If sharing of certain equipment cannot be avoided, cleaning/disinfection should be done between each use. Employees may only use disinfectants approved by the district and shall receive training to ensure that products are used per the product label, including minimum contact time to ensure proper disinfection, as well as precautions for using the product safely.



## ADDITIONAL PRACTICES

1. *Outdoors.* Until further notice, all youth sports activities must only take place outdoors. Teams may utilize a canopy, or other sun shelter, but only if the sides of the canopy or sun shelter are not closed and there is sufficient outdoor air movement.
2. *Ingress/Egress.* School sites shall establish entry and exit procedures for students.

### Attachment A: Screening Questionnaire



APPENDIX I:  
BUS TRANSPORTATION PROTOCOLS

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

All SMMUSD staff and students must follow COVID-19 safe practices pertaining to all SMMUSD staff and students. In addition, the following document provides additional more specific COVID-19 safety practices applicable to transportation on busses. Questions regarding COVID-19 safety should be directed to your supervisor or to the site Covid-19 Compliance Team.



## HEALTH SCREENING

1. *Employee Screenings.* Prior to coming to school, drivers must conduct self-screening for COVID-19 symptoms and exposure by reviewing the screening questionnaire provided in the All Employees Safe Practices. In addition, upon arriving on site, employees shall have their temperature checked using a contactless thermometer and sign in affirming that they have passed the self-screening process. Any employee who does not pass the at-home or in-person screening (or develops symptoms during the workday) must go/stay home immediately and notify their supervisor and the school nurse for further directions.
2. *Student Screenings.* Prior to coming to school, students must conduct self-screening for COVID-19 symptoms and exposure by reviewing the screening questionnaire. Additionally, screening will be conducted by staff before a student may enter the bus. Staff (e.g. para) will review the screening questionnaire with the parent/guardian and notify the driver if the student passed. The driver will then conduct a temperature check using a contactless thermometer. Drivers will wear a face covering and gloves during screening and may additionally wear a face shield. Drivers performing screening are trained by designated staff with nurse oversight. Anyone who does not pass the at-home or in-person screening will not be allowed on the bus. They should go home immediately and notify the school nurse for further directions.
3. *Case Response.* If a suspected/known COVID-19 case is identified, the bus will be taken out of service for 24 hours since the case was last present on the bus if feasible. The District shall be notified immediately and implement its Exposure Management Plan to address the case, potentially exposed persons, and affected areas, following protocols outlined in the [LA County Department of Public Health Order](#). If an exposure occurred within a stable cohort, all members of the stable cohort will require immediate self-quarantine. Notification to affected parties will be provided as required. The district's Exposure Management Plan is provided in the SMMUSD COVID-19 Safety Plan which may be viewed at: <https://www.smmusd.org/coronavirus>.



## PHYSICAL DISTANCING

1. *Maintain Physical Distance.* At least 6 feet of distance shall be maintained whenever possible.
2. *Seating Layout.* Space is maximized (at least 6 feet) between students, and between students and the driver. Every other row is kept empty, at a minimum. Seats are marked with tape to indicate seats which should not be occupied, to support physical distancing. Seating is assigned as feasible. Siblings and same household students are allowed to sit together.
3. *Cohorts.* Bus passengers are cohorted as much as possible (same passengers together in each bus each day).
4. *Staggered Times.* Bus loading/drop-off times are staggered to the extent possible to limit contact between cohorts.
5. *Loading Zones / Bus Stops.* Visual cues (signs, cones, floor markings, etc.) are used to indicate 6 feet distance between people waiting for the bus or entering the bus. In addition, staff reminds people to maintain distance.

6. **Loading and Exiting Procedures.** Prevent students from walking past each other. The driver stands outside when practicable to limit close contact. Students shall enter the bus one at a time and be completely seated before the next student may enter. Drivers will load the rear of the bus first, moving forward to ensure no close encounter with previously boarded students. Unloading procedures will be in reverse, unloading the front seats first, one student at a time, until the student is completely off the bus and 6 feet away. On daily return trips, students are loaded in drop-off order (i.e., last drop-off in back, first drop-off in front).



## HAND HYGIENE

1. **General Hand Hygiene.** Use proper practices per the general COVID-19 safety practices guidance for staff and students (e.g., hand hygiene, covering sneezes and coughs, managing personal items, and avoiding touching eyes, nose or mouth with unwashed hands).
2. **Hand Sanitizer.** Drivers and passengers should use hand sanitizer with at least 60% ethyl alcohol whenever entering the bus. Hand sanitizer should be rubbed into hands until dry.



## PROTECTIVE EQUIPMENT

1. **Masks.** Cloth face coverings are required to be worn on school buses at all times, including when waiting for, entering, riding, and exiting the bus. The face covering should cover the nose and mouth, and masks with one-way valves should not be used. Driver should also wear a face covering when alone on the bus. Driver has access to surplus masks to provide to students who do not have one. A clean face covering is required daily.
2. **Face Shields.** Drivers may additionally wear a face shield if there is a situation where drivers must be within six feet of students (e.g. during screening) or there is a risk of exposure to bodily fluids (e.g., assisting a student, student spitting). Face shields should be cleaned/disinfected after use and should not be shared.
3. **Gloves.** Employees performing cleaning or screening are provided disposable gloves. Gloves should be put on prior to beginning the task and removed using proper hygienic technique when done and before taking breaks or performing any other tasks. Wash hands immediately after removing gloves.



## ENVIRONMENTAL CLEANING

1. **Cleaning/Disinfection.** Frequently touched surfaces are disinfected after every completed bus route. Buses are thoroughly cleaned and disinfected daily, and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with district approved cleaning/disinfectant products and disposable gloves. Disinfectants must be used per the product label, which includes a minimum contact time to ensure proper disinfection, as well as precautions for using the product safely.



## ADDITIONAL PRACTICES

1. **Ventilation.** Keep bus windows and roof vents open as much as possible (e.g. windows open at least halfway) to circulate fresh air, as weather or air quality conditions permit. In addition, the air conditioning/heating system should be used to provide fresh air-- the "fresh air" option will always be used and the "recirculate" function should never be used. Increase filtration efficiency where possible.