

Los Alamitos Unified  
School District

2020-2021

**SCHOOL OPENING**  
*& Safety Plan*



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## MESSAGE FROM DR. PULVER

## BOARD OF EDUCATION

Meg Cutuli - President  
Marlys Davidson - VP/Clerk  
David Boyer - Board Member  
Diana Hill - Board Member  
Karen Russell - Board Member

### Dear Members of the Los Alamitos Unified School District Community,

All of us in Los Al Unified are eager to have our students and families return for the 2020-21 school year on August 31, 2020! We miss you and know that the past several months have been challenging for everyone, us included. While the future has many lingering questions, our Los Al Unified educators and leaders have spent the last several months diligently collaborating and preparing the best possible educational options for our students, while keeping safety as our top priority. Our committees have conducted over thirty meetings and reviewed nearly 9,000 responses from staff and family surveys. Our team has taken the input from stakeholders, the guidance from state and local health and education agencies, and collaborated with the Los Alamitos Unified School District Board of Education to offer a comprehensive 2020-2021 School Opening and Safety Plan for all students.

As always, Los Al Unified is committed to providing a rigorous and quality instructional program for our students, while ensuring a safe environment for students, staff and the community. We realize our community deserves a variety of educational options and we are committed to providing choices for families during the pandemic. Our plan includes the appropriate safety precautions as well as a clear outline of our educational options for both a traditional schooling pathway and a year-long, 100% distance learning pathway (LosAl@Home). Our team and Board of Education have worked hard to provide two pathways for students, allowing families to make the choice they believe is best for their child(ren).

Throughout the COVID-19 pandemic, every action has been and will continue to be in alignment with the California Department of Public Health (CDPH) and the Orange County Health Care Agency (OCHCA) guidelines specific for schools and classrooms. The safety protocols and procedures outlined within this plan are aimed to mitigate risk. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but the implementation of several coordinated interventions can greatly reduce that risk. Please note that as of the publication date of this plan, Orange County remains on the State's COVID-19 Monitoring Watchlist, prohibiting us from offering in-person learning. We will closely monitor Orange County's ability to meet the requirements, as outlined by the state, for a return to in-person instruction.

We invite you to carefully read our 2020-21 School Opening and Safety Plan. It is our hope that the information provided will give families the information needed to make the best selection for their child(ren).

We ask that after reviewing our plan, families make a decision as to which of the two pathways they would like their child to participate in for the school year. For those families that choose to remain in the Traditional Schooling Pathway, no further action is required, as all students will remain in the traditional pathway by default. For those families who would like to make the year-long commitment to a 100% distance learning model, log onto the LosAl@Home Website, by clicking on the LosAl@Home icon to the right. Please download and submit the enrollment packet for each student you are enrolling in LosAl@Home by Monday, August 12, 2020. This deadline is critical so we can assign Los Al Unified teachers to the different instructional pathways and develop student schedules. Enrollment requests for the LosAl@Home program received after August 11, will be considered only if space is available.



Thank you for your ongoing support, patience and understanding as we continue to prepare for the upcoming academic year and for entrusting your child's education to our Los Al family of educators. We also want to thank the 70+ members who have served on our Remote Teaching and Distance Learning Committee for their tremendous efforts and contributions in the development of this plan.

Stay safe and healthy, take care of your loved ones and know that we are Better Together!

Warmly,

A handwritten signature in blue ink, appearing to read "Andrew Pulver".

Andrew Pulver, Ed.D.  
Superintendent

# HEALTH & SAFETY PROTOCOLS

The health and safety of our students, staff, and families is of the utmost importance. When the 2020-2021 school year begins, on-campus school will look much different than previous years due to new health and safety measures. This plan to reopen schools is based on current guidance from public health officials and state agencies and will be updated as the situation evolves.



## SUPPLIES & PROTECTIVE EQUIPMENT

The following items are being set up at each school site:

- Plexiglass office dividers
- Directional walkways
- Messaging signs and floor stickers
- Mobile handwashing stations

The following items are being sent to schools based upon student enrollment and staff numbers:

- Cloth Mask - Child
- Cloth Mask - Adult
- Disposable Mask - Child
- Disposable Mask - Adult
- Face Shields
- Student Desk Dividers
- Hand Sanitizer
- Gloves - Medium and Large
- Disinfecting Wipes
- Thermometers (One Per Classroom)

## SCREENING AT HOME

- Families are strongly encouraged to take temperatures daily and monitor children for symptoms before going to school. Anyone with a fever of 100.4°F, without fever reducer/pain relief medication, or higher should not go to a school site. Personal illness, quarantine, and COVID-19 illness or symptom-related absences will be excused.
- Students and adults are strongly encouraged to self-screen for respiratory symptoms such as cough and shortness of breath prior to coming to school each day. Students and adults experiencing those symptoms should not attend school.
- Staff members are required to have their temperatures taken prior to beginning work. If staff members are experiencing symptoms, they should stay home and contact Human Resources.

## OTHER SAFETY CONSIDERATIONS

- Staff members will complete mandated COVID-19 online trainings.
- Campuses will follow guidelines developed by the CDPH for cleaning, disinfection, and ventilation of school campuses.
- Common touch surfaces will be cleaned regularly (e.g. countertops, door handles, restrooms, student desks, student chairs)
- Staff and students will be expected to wash/sanitize their hands regularly.
- Schools will limit sharing of supplies between students to the extent possible and encourage students to take home personal items for cleaning daily.
- Students will be encouraged to bring personal/refillable water bottles or have an option to use a disposable cup at water source.
- Playground equipment will be regularly inspected and cleaned for student use.

## FACE COVERING & PERSONAL PROTECTIVE EQUIPMENT

In accordance with the California Department of Public Health's (CDPH) Guidance, students and staff are expected to wear cloth face coverings.

Students must utilize face coverings:

- While in the classroom
- While waiting to enter campus
- While on school grounds (except when eating, drinking or playing)
- While entering and exiting school
- While on the bus

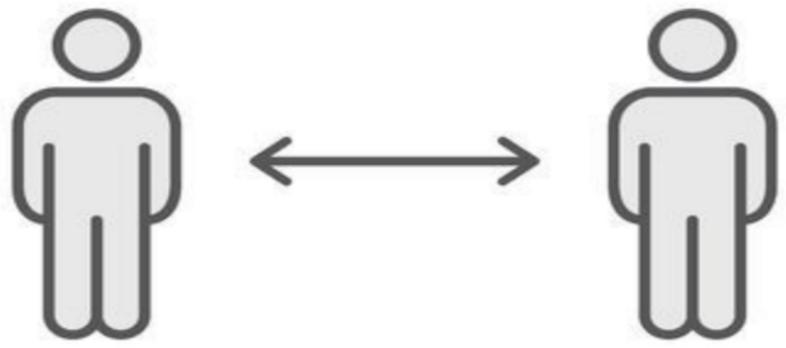
Personal Protective Equipment (PPE) will be provided to staff and students, but it is highly encouraged for students to bring their own face covering.

- Personal face coverings will be allowed in compliance with dress code policies.
- Teachers and identified staff members will receive a reusable face shield.
- Gloves are not recommended for use by students or staff, with the exception of those conducting cleaning, first aid, or food service.

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2 <sup>nd</sup> grade	Strongly encouraged**
3 <sup>rd</sup> grade – High School	Yes, unless exempt

## ARRIVAL AT SCHOOL

- Students and staff members will be required to wear face coverings and have their temperature checked upon arrival. Student temperatures will be checked upon arrival in class.
- School sites will designate routes and specific locations for entry and exit in order to limit direct contact with others.
- School sites will have signage throughout campus to remind students and staff about wearing face coverings, social distancing and hand washing.
- Parents and visitors will have limited access to school campuses. If a visitor needs to visit any location other than the school office they will have their temperature checked and be asked the CDC screening questions before being granted permission and issued a Visitor Badge.



## IMPLEMENTING SOCIAL DISTANCING

Social distancing will limit the spread of the virus. Schools will adhere to the following strategies to maintain social distancing as much as possible:

- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
- During regular school hours, school sites will restrict non-essential visitors, volunteers, and activities involving other groups and ask school community members to call the office instead of physically visiting it for routine office business. An appointment system will be used for non-routine meetings.
- Stagger arrival and drop-off times and locations as consistently as practicable as to minimize scheduling challenges for families.
- Minimize movement of students and teachers or staff as much as practicable.
- Not hold large gatherings such as assemblies, award ceremonies and performances and move to implement virtual events for families instead of on-campus gatherings for widely attended events such as Back-to-School Night and Open House.
- Routes will be designated to reduce face-to-face contact and directionality at entry and exit to lunch, recess, and other transition times.
- Staggered schedules for restroom breaks and hand washing.
- Modifications to instructional schedules, lunch and recess protocols to reduce concentration of students and build stable cohorts.
- Serve meals outdoors or in classrooms. All school provided or purchased lunches will be individually bagged meals.
- Use the newly added temporary, outdoor, shaded classroom space for instructional purposes.
- Hold recess and play activities in separate areas designated by class.
- Each campus will have a designated isolation room to hold staff or students who show symptoms while at school.

## INSIDE CLASSROOMS

- Classroom space will be arranged to remove non-essential furniture, allowing maximum space for students and staff.
- Student desks will be spaced six feet from teacher desk.
- Desk shields will be provided to students

## EMPLOYEE COVID-19 TESTING

The Los Alamitos Unified School District is conducting COVID-19 testing for all employees. Tests are administered at all schools, the District Office and the Auxiliary Office with results available within two days. All employees were initially tested for a baseline assessment. In accordance with a recommendation from the CDPH, they will be retested at two-month intervals.

If an employee tests positive for COVID-19, the employee will be sent home and directed not to return to work. The Orange County Health Care Agency will be notified and will communicate with the employee regarding next steps.

Close contacts of the individual will be identified, notified, and instructed to test and quarantine for at least 14 days. A close contact is anyone who has been less than 6 feet from someone who tests positive for more than 15 minutes. Anyone who interacted at a lesser level with the person who tested positive will receive a "Low Risk of Exposure" notification. The workplace of the person testing positive and any other impacted areas will receive extensive cleaning and sanitization.

Staff will be asked to practice social distancing, including but not limited to the following:

- When working indoors or in outdoor areas
- Before and after the work shift
- Coming and going from vehicles
- Entering, working, and exiting physical buildings or other structures
- During breaks and lunch periods

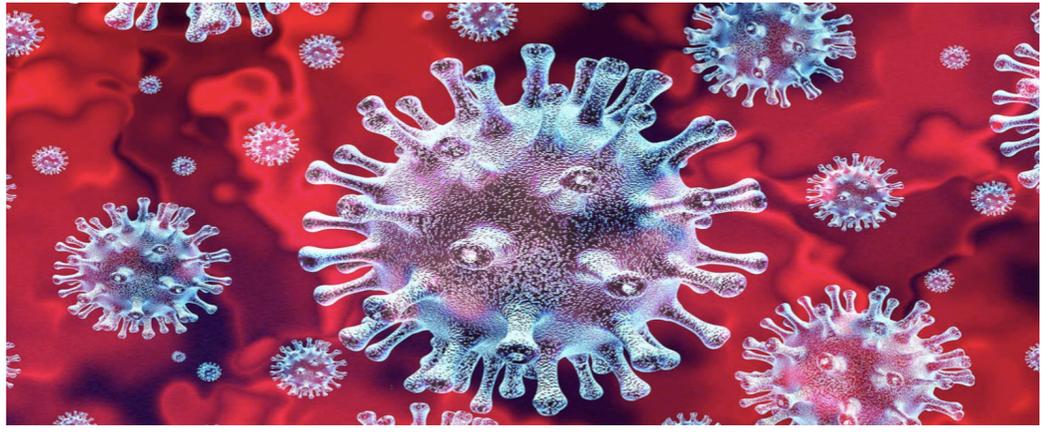
## CONTACT TRACING

- Schools will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records and other privacy laws.
- Using the CDPH guidance and in collaboration with OCHCA staff, district nurses will serve as the primary contacts and contact tracers, to the extent practicable, when situations arise with a possible COVID-19 exposure or student tests positive for COVID-19. The Assistant Superintendent of Human Resources will serve as the primary contact and contact tracer, to the extent practicable, when situations arise with a possible COVID-19 exposure or staff member tests positive for COVID-19. CDPH and CDC define close contact within 6ft or greater for more than 15 minutes.
- The Assistant Superintendent of Human Resources and the Director of Safety & Student Services will supervise and coordinate any additional efforts regarding communication with staff or families who have been in close contact, maintaining confidentiality according to FERPA.
- School principals will be the designated contact for the local health department.

# COVID-19 TESTING & REPORTING

## CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

### *Action Guidelines*



#### **Student or staff with COVID-19 Symptoms** (e.g., fever, cough, loss of taste or smell, difficulty breathing):

- (Appendix III) Use Symptom Decision Tree to identify low-risk versus high-risk symptoms and proceed accordingly.
- School/classroom remain open
- No communication sent to classroom or school community

#### **Student or staff with close contact to a confirmed COVID-19 case:**

- Send home student or staff immediately, place in school site isolation room while awaiting pick-up
- Quarantine for 14 days from last exposure
- Recommend COVID-testing
- School/classroom remain open
- Consider school community notification of a known contact

#### **Staff or student with confirmed COVID-19 case infection:**

- Notify the local public health department
- Isolate case and exclude from school for 10 days from symptom onset or test date
- Identify close contacts, quarantine and exclude exposed contacts; could be entire cohort for 14 days after the last date the case was present at school while infectious
- Recommend testing of contacts, prioritize symptomatic contacts
- Disinfection and cleaning of classroom and primary spaces where case spent significant time
- School remains open
- School or classroom community notification of a known case

#### **Staff or student tests negative after symptoms:**

- Staff or student may return to school after 24 hours without fever and symptoms improving
- School/classroom remain open
- Consider school community notification if prior awareness of testing

#### **CLOSE CONTACT:**

A close contact is defined as a person who is less than 6 feet from a case for more than 15 minutes.

#### **COHORT:**

A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

#### **What are the criteria for closing a school?**

The California Department of Public Health recommends individual school closure based on the number of cases, the percentage of the teacher/student/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teacher/student/staff cases are within a 14-day period, depending on the size and physical layout of the school.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

#### **If a school is closed for in-person learning, when may it reopen?**

Schools may typically reopen after 14 days and the following has occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

#### **What are the criteria for closing a school district?**

The California Department of Public Health recommends that a superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local health department.

#### **If a school district is closed, when may it reopen?**

Districts may typically reopen after 14 days, in consultation with the local health department.

\*These action guidelines may change in accordance with recommendations from CDPH and the local county health officer.

# FACILITY CLEANING & SANITIZATION PROTOCOLS

The safety of employees and students at Los Al Unified is the first priority. Schools have been completely cleaned and disinfected, and Los Al Unified will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the office and school before employees and students return, the cleaning steps outlined below will be followed:

**CLEANING** - Physical removal of soil (dirt and debris) from surfaces which can include the use of water and detergent.

**DISINFECTING** - Destroy or inactivate microorganisms, including bacteria and viruses on surfaces.

**SANITIZATION** - Treating a surface to effectively reduce microorganisms of public health significance. Cleaning before sanitizing is always recommended when time permits.

## Sanitize the following at least daily:

- Desks and chairs
- Keyboards, phones, headsets, copy machines
- Door handles
- Handrails
- Restroom surfaces and sink handles
- Light switches
- Public interface/Interaction areas
- Kitchens and food preparation areas
- Playground equipment
- Elevators
- Bike Racks

## HANDWASHING

Handwashing is strongly encouraged as one of the most effective ways to prevent the spread of any biological pathogen, including COVID-19.

- Wash hands thoroughly with soap and water for at least 20 seconds
- Thoroughly dry hands

Handwashing stations are being deployed to supplement existing facilities, especially where food is eaten and in common areas. Types of handwashing stations:

- Self-contained system – foot pump operated water and soap handwashing stations
- Hand sanitizer dispensers - touchless dispensers
- Hand sanitizer bottles - readily available

## DRINKING STATIONS

- Some drinking fountains are being retrofitted with bottle filling stations. This is a good alternative to drinking fountains and will provide students with access to water.
- Students should provide their own reusable water bottles to reduce sharing and encourage environmentally friendly alternatives to disposable water bottles.

## INDOOR AIR QUALITY

Indoor air quality is essential to providing a safe and comfortable environment for schools and offices. Proper temperature and humidity levels can help slow down the reproduction of viruses and bacteria. Los Al Unified is ensuring proper preventive maintenance is being performed on all HVAC units and is changing filters on a regular basis and providing adequate air filters:

- The Center for Disease Control recommends increasing air filtration as high as possible (target MERV 13) without diminishing air flow and enforcing the existing or revised indoor air quality plan.

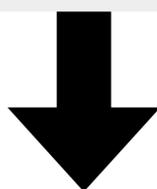
# INSTRUCTIONAL PROGRAMS



Quality instruction and a commitment to equity for all students continues to be a focus for the Los Al Unified educational programs. We know the needs of our students and families vary, which is why we have provided two instructional options for the 2020-2021 school year:

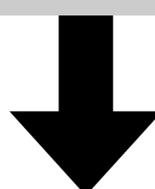
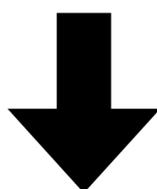
## OPTION 1: TRADITIONAL SCHOOLING PATHWAY

Families can choose to keep their student enrolled in their regular school of attendance for the 2020-2021 school year, knowing that students who remain in the traditional schooling pathway may spend time in different learning environments this school year. Students who remain in the traditional schooling pathway will return to on-campus instruction when state and county health guidelines allow, but will participate in remote learning if health guidelines restrict in-person instruction. This pathway is best for families who want their students to return to on-campus instruction as soon as legally allowable.



## OPTION 2: DISTANCE LEARNING PATHWAY - LOSAL@HOME

Families can choose for their student to register for a 100% distance learning option through LosAl@Home for the 2020-2021 school year. LosAl@Home will provide the opportunity for TK-12 students to learn remotely for the entirety of the school year. This pathway is best for families who don't want their students to return to on-campus instruction during the 2020-2021 school year.



### TRADITIONAL SCHOOLING PATHWAY

Students who remain in the traditional schooling pathway will attend school in the format which aligns to state and county health guidelines for opening schools. These students could spend time in three different learning environments during the 2020-2021 school year, with the desired outcome being to participate in on-campus instruction, when legally allowable.

Students in the traditional schooling pathway may, at some point during the school year, participate in the three settings below, based upon health guidelines:

- Traditional Setting with Health & Safety Enhancements – Return to campus for a full-school day in a classroom with the typical number of students, but with additional health and safety enhancements.
- Hybrid Learning – Return to campus for half of a school day in a classroom with approximately 50% of the typical number of students. Students learn remotely the other half of the day utilizing the Schools PLP learning management system. Students are placed into two cohorts: AM Cohort or PM Cohort.
- Distance Learning - Students participate in 100% remote instruction, utilizing the Schools PLP learning management system, following the distance learning schedule for their grade level and taught by their regularly assigned teacher(s).

### DISTANCE LEARNING PATHWAY YEAR-LONG COMMITMENT

LosAl@Home will offer students in all grades the opportunity to learn completely from home during the 2020-2021 school year. Classes will be taught by Los Al Unified teachers utilizing the Schools PLP learning management system. Students who attend LosAl@Home will participate in live daily instruction and be expected to log into class, during traditional schooling hours, to engage with their classroom teachers and peers.

LosAl@Home classes will follow the traditional Los Al Unified curricular scope and sequence and be taught using District adopted curriculum and supplemental materials. Classes at the elementary level may be comprised of students from across the District and middle school classes will be comprised of both Oak and McAuliffe students. All high school classes are "a-g" and NCAA approved and LosAl@Home will offer access to Advanced Placement Courses. Unfortunately, LosAl@Home students will not have access to performing arts and athletic programs, but will have access to visual arts courses.

For more information or to register for LosAl@Home visit <https://www.losal.org/losalathome> or call/email Dr. Kenneth Lopour, LosAl@Home Administrator, (562) 799-4716, [Losalathome@losal.org](mailto:Losalathome@losal.org).

# TRADITIONAL SCHOOLING PATHWAY

TRADITIONAL SETTING

HYBRID LEARNING

DISTANCE LEARNING

## TRADITIONAL SETTING: HEALTH & SAFETY ENHANCEMENTS

In a traditional setting, students would return to on-campus instruction with increased health and safety enhancements previously outlined in the document under Health & Safety Protocols. The enhancements include:

- Designated supplies and protective equipment for students, staff and facilities
- Face covering and Personal Protective Equipment protocols
- Home symptom screening protocols
- School arrival temperature checks and symptom screenings
- Increased cleaning and sanitization protocols
- Social distancing protocols
- Modified recess/lunch protocols
- Student desk shields
- Removal of non-essential classroom furniture
- Utilizing outdoor learning space
- COVID-19 Testing & Screening protocols

In addition to the above listed areas of health and safety enhancements school sites will utilize instructional schedules that mitigate student concentration at arrival, dismissal and during passing periods.

### ELEMENTARY SCHEDULE

Elementary schools will utilize staggered arrival and departure schedules and assigned entry and exit points. Alphabetical assignment by last name will be used to assure that children from the same household can arrive and depart school at the same time. Below is a sample of an elementary school schedule in a traditional setting.

### TRADITIONAL ELEMENTARY SCHEDULE

**Staggered Arrival and Departures for Students**

M-T-Th-F	Arrival	Departure
<b>A – F</b>	8:00AM	1:55PM
<b>G – M</b>	8:15AM	2:10PM
<b>N – Z</b>	8:30AM	2:25PM

**WEDNESDAYS**  
will be staggered  
Departure on minimum  
day schedule

*\*Kindergarten could be at 8:45am and end by 1:50pm by classroom assigned gate*

A – B	GATE 1
C – D	GATE 2
E – F	GATE 3

*\*No before school play and strict accountability of drop-off & pick-up.*

AERIES would be used to do GRAND ALPHA sort, yielding equal groupings.

### SECONDARY SCHEDULES

Secondary schools will utilize block schedules and assign entry and exit points to their student body. Utilizing a block schedule will reduce the concentration of interaction between peers and students to staff, in addition it will create more stable daily cohorts. Below is a sample middle school and high school block schedule in a traditional setting.

MIDDLE SCHOOL BLOCK SCHEDULE				
	Monday	Tuesday	Thursday	Friday
8:40AM – 8:53AM	Homeroom	Homeroom	Homeroom	Homeroom
8:53AM – 9:38AM	Period 1	Period 1	Period 1	Period 1
9:46AM – 11:16AM	Period 2	Period 3	Period 2	Period 3
11:24AM – 11:54AM	LUNCH #1			
11:54AM – 12:27AM	LUNCH #2			
12:27AM – 12:57AM	LUNCH #3			
11:24AM – 1:27PM	Period 4	Period 5	Period 4	Period 5
1:35PM – 3:05PM	Period 6	Period 7	Period 6	Period 7
Wednesday				
8:40AM – 8:55AM	Homeroom			
8:55AM – 9:23AM	Period 1			
9:31AM – 10:44AM	Period 2 / 3			
9:31AM – 9:51AM	Nutrition #1			
9:55AM – 10:15AM	Nutrition #2			
10:24AM – 10:44AM	Nutrition #3			
10:52AM – 11:42PM	Period 4 / 5			
11:50PM – 12:40PM	Period 6 / 7			

- Students alternate every other Wednesday Periods 2, 4, 6 or 3, 5, 7
- Period 0 meets every day

HIGH SCHOOL BLOCK SCHEDULE					
	Monday	Tuesday	Wednesday*	Thursday	Friday
6:50AM – 7:44AM	Period 0	Period 0	Period 0	Period 0	Period 0
7:50AM – 9:40AM	Period 1	Period 2	Period 1 / 2	Period 1	Period 2
9:50AM – 11:40AM	Period 3	Period 4	Period 3 / 4	Period 3	Period 4
11:40AM – 12:10PM	<b>1<sup>ST</sup> LUNCH</b>				
11:50AM – 12:45PM	Period 5	Period 6	Period 5 / 6	Period 5	Period 6
12:20PM – 2:10PM	Period 5	Period 6	Period 5 / 6	Period 5	Period 6
12:45PM – 1:15PM	<b>2<sup>ND</sup> LUNCH</b>				
1:20PM – 2:10PM	Period 5	Period 6	Period 5 / 6	Period 5	Period 6
2:20PM – 3:14PM	Period 7	Period 7	Period 7	Period 7	Period 7

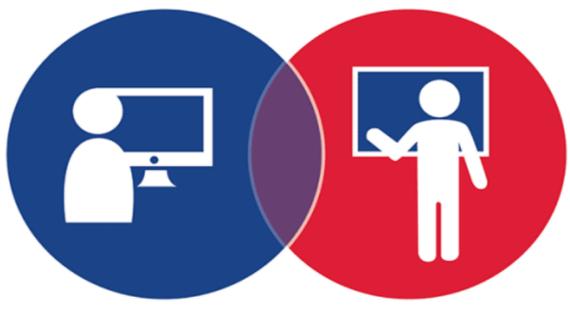
- Students alternate every other Wednesday Periods 1, 3, 5 or 2, 4, 6
- Period 0 and 7 meet every day

# TRADITIONAL SCHOOLING PATHWAY

TRADITIONAL SETTING

HYBRID LEARNING

DISTANCE LEARNING



## HYBRID LEARNING

In a hybrid learning setting, students come to campus for part of their school day and learn remotely for the other part of their school day. Los Al Unified will be deploying an AM/PM Hybrid model across the District. In the AM/PM model students are either part of the AM Cohort or part of the PM Cohort, where they are on-campus in the morning or on-campus in the afternoon. Classes run at close to 50% of the typical student count in the hybrid model and students learn remotely, from home, the other half of their school day. The Schools PLP learning management system is utilized by classroom teachers to provide additional content delivery or skill practice opportunities. Below are samples of school site AM/PM Hybrid schedules.

### ELEMENTARY HYBRID SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>8:00AM – 10:50AM</b>	<b>GROUP A ON CAMPUS</b>  Group B: REMOTE 9:00AM-10:15AM	<b>GROUP A ON CAMPUS</b>  Group B: REMOTE 9:00AM-10:15AM	<b>GROUP A/B 8:00AM-10:00AM ON CAMPUS</b>  Group A/B: REMOTE 8:00AM-10:00AM	<b>GROUP A ON CAMPUS</b>  Group B: REMOTE 9:00AM-10:15AM	<b>GROUP A ON CAMPUS</b>  Group B: REMOTE 9:00AM-10:15AM
<b>10:50AM – 11:35AM</b>	TEACHER LUNCH	TEACHER LUNCH	TEACHER LUNCH & PLANNING	TEACHER LUNCH	TEACHER LUNCH
<b>11:35AM – 2:25PM</b>	<b>GROUP B ON CAMPUS</b>  Group A: REMOTE 12:15PM-2:00PM	<b>GROUP B ON CAMPUS</b>  Group A: REMOTE 12:15PM-2:00PM	<b>Group A &amp; B: Asynchronous 12:00-2:00</b>	<b>GROUP B ON CAMPUS</b>  Group A: REMOTE 12:15PM-2:00PM	<b>GROUP B ON CAMPUS</b>  Group A: REMOTE 12:15PM-2:00PM

- Students split into two cohorts: A/B
- Groups A/B alternate every other Wednesday

### MIDDLE SCHOOL HYBRID SCHEDULE

	Monday	Tuesday	Thursday	Friday
8:10AM-8:30AM	Period 0A	Period 0A	Period 0A	Period 0A
8:35AM-9:00AM	Period 1A	Period 1A	Period 1A	Period 1A
9:07AM-9:45AM	Period 2A	Period 5A	Period 2A	Period 5A
9:52AM-10:30AM	Period 3A	Period 6A	Period 3A	Period 6A
10:37AM-11:15AM	Period 4A	Period 7A	Period 4A	Period 7A
11:15AM-12:15PM	Transition	Transition	Transition	Transition
11:50AM-12:10PM	Period 0B	Period 0B	Period 0B	Period 0B
12:15PM-12:40PM	Period 1B	Period 1B	Period 1B	Period 1B
12:47PM-1:25PM	Period 2B	Period 5B	Period 2B	Period 5B
1:32PM-2:10PM	Period 3B	Period 6B	Period 3B	Period 6B
2:17PM-2:55PM	Period 4B	Period 7B	Period 4B	Period 7B

Wednesday	Distance Learning (A&B)
7:52AM - 8:25AM	Period 0
8:30AM – 9:03AM	Period 1
9:08AM – 9:41AM	Period 2
9:46AM – 10:19AM	Period 3
10:24AM – 10:57AM	Period 4
11:02AM – 11:35AM	Period 5
11:40AM – 12:13PM	Period 6
12:18PM - 12:51PM	Period 7

### HIGH SCHOOL HYBRID SCHEDULE

	Monday	Tuesday	Thursday	Friday
6:50AM – 7:40AM	Period 0A	Period 7A	Period 0A	Period 7A
7:50AM – 8:40AM	Period 1A	Period 6A	Period 1A	Period 6A
8:50AM – 9:40AM	Period 2A	Period 5A	Period 2A	Period 5A
9:50AM – 10:40AM	Period 3A	Period 4A	Period 3A	Period 4A
10:40AM – 11:47AM	Transition	Transition	Transition	Transition
11:47AM – 12:37PM	Period 4B	Period 3B	Period 4B	Period 3B
12:47PM – 1:37PM	Period 5B	Period 2B	Period 5B	Period 2B
1:47PM – 2:37PM	Period 6B	Period 1B	Period 6B	Period 1B
2:47PM – 3:37PM	Period 7B	Period 0B	Period 7B	Period 0B

Wednesday	Distance Learning (A&B)
7:10AM – 7:43AM	Period 0
7:50AM – 8:23AM	Period 1
8:30AM – 9:03AM	Period 2
9:10AM – 9:43AM	Period 3
9:50AM – 10:23AM	Period 4
10:30AM – 11:03AM	Period 5
11:10AM – 11:43PM	Period 6
11:50PM - 12:23PM	Period 7

# TRADITIONAL SCHOOLING PATHWAY

TRADITIONAL SETTING

HYBRID LEARNING

DISTANCE LEARNING



## DISTANCE LEARNING

In the event that state and county health guidelines restrict students in the traditional schooling pathway from returning to campus for either of the in-person instructional settings, traditional or hybrid, students will participate in 100% distance learning. Students will utilize the Schools PLP learning management system, following the distance learning schedule for their grade level and taught by their regularly assigned teacher(s). Los Al Unified has prioritized providing students with "live" or synchronous instruction, where Los Al teachers will be teaching in real-time via a video conferencing application.

**Synchronous Instruction** - the teacher is present or "live" at the same time as the learner(s) providing instruction and engaging students in the learning process.

**Asynchronous Instruction** - the teacher, the learner, and other students are not engaged in the learning process at the same time. Students learn on their own time and schedule, engaging with assigned content independently.

Senate Bill 98 (SB98) authorized school districts to offer distance learning if schools are unable to open under local health guidelines and to address the unique circumstances of each student. SB98 places a strong emphasis on teacher-student engagement in distance learning, requires districts to offer "live interaction" and allows daily mandated instructional minutes to be met through a combination of "asynchronous" and "synchronous" instruction. The 2020-2021 daily mandated instructional minutes are as follows:

- Transitional Kindergarten: 180 minutes
- Kindergarten: 180 minutes
- First - Third Grade: 230 minutes
- Fourth - Twelfth Grade: 240 minutes

### TRANSITIONAL KINDERGARTEN DISTANCE LEARNING SCHEDULE

	Start Time	End Time	Total Minutes
Group A Transition	8:00	8:10	10
<b>GROUP A</b>			
Synchronous Teaching	8:10	9:40	90
Group A/B Transition	9:40	10:00	20
<b>Morning Launch</b>			
Whole Class	10:00	10:30	30
<b>GROUP B</b>			
Synchronous Teaching	10:30	12:00	90
Group B Transition	12:00	12:10	10

<b>Per Student Daily Live Teaching (Synchronous)</b> 50-min Whole Group/Transition 100-min Half-Class/Transition (1:12)	<b>Synchronous Instruction (83%)</b> DAILY: 150-minutes WEEKLY: 750-minutes
	<b>Asynchronous Instruction (17%)</b> DAILY: 30-minutes WEEKLY: 150-minutes

### KINDERGARTEN DISTANCE LEARNING SCHEDULE

	Start Time	End Time	Total Minutes
<b>Morning Launch</b>			
Whole Class	8:00	8:30	30
Group A Transition	8:30	8:40	10
<b>GROUP A</b>			
Synchronous Teaching	8:40	10:10	90
Group A/B Transition	10:10	10:30	20
<b>GROUP B</b>			
Synchronous Teaching	10:30	12:00	90
Group B Transition	12:00	12:10	10

<b>Per Student Daily Live Teaching (Synchronous)</b> 50-min Whole Group/Transition 100-min Half-Class/Transition (1:12)	<b>Synchronous Instruction (83%)</b> DAILY: 150-minutes WEEKLY: 750-minutes
	<b>Asynchronous Instruction (17%)</b> DAILY: 30-minutes WEEKLY: 150-minutes

### GRADES 1-3 DISTANCE LEARNING SCHEDULE

	Start Time	End Time	Total Minutes
<b>Morning Launch</b>	8:00	9:00	60
Transition	9:00	9:05	5
ELA Group A	9:05	9:50	45
Transition	9:50	9:55	5
ELA Group B	9:55	10:40	45
<b>BREAK</b>	10:40	10:50	10
Transition	10:50	10:55	5
Math Group A	10:55	11:40	45
Transition	11:40	11:45	5
Math Group B	11:45	12:30	45

**Per Student Daily Live Teaching (Synchronous)**  
 60-minute (Whole Group)  
 50-min Half/Class ELA (1:12)  
 50-min Half/Class Math (1:12)

<b>Synchronous Instruction (70%)</b>	DAILY: 160 minutes WEEKLY: 800-minutes
<b>Asynchronous Instruction (30%)</b>	DAILY: 70 minutes WEEKLY: 350-minutes

### SAMPLE DISTANCE LEARNING SCHEDULES CONTINUED

#### GRADES 4-5 DISTANCE LEARNING SCHEDULE

	Start Time	End Time	Total Minutes
Morning Launch	8:00	9:00	60
Transition	9:00	9:05	5
ELA Group A	9:05	9:50	45
Transition	9:50	9:55	5
ELA Group B	9:55	10:40	45
BREAK	10:40	10:50	10
Transition	10:50	10:55	5
Math Group A	10:55	11:40	45
Transition	11:40	11:45	5
Math Group B	11:45	12:30	45

#### Per Student Daily Live Teaching Synchronous

60-minute (Whole Group)  
50-min Half/Class ELA (1:16)  
50-min Half/Class Math (1:16)

#### Synchronous Instruction (70%)

DAILY: 160 minutes  
WEEKLY: 800-minutes

#### Asynchronous Instruction (30%)

DAILY: 80 minutes  
WEEKLY: 400-minutes

#### MIDDLE SCHOOL DISTANCE LEARNING SCHEDULE

	Start Time	End Time	Total Minutes
0	7:52	8:25	33
Passing	8:25	8:30	5
1	8:30	9:03	33
Passing	9:03	9:08	5
2	9:08	9:41	33
Passing	9:41	9:46	5
3	9:46	10:19	33
Passing	10:19	10:24	5
4	10:24	10:57	33
Passing	10:57	11:02	5
5	11:02	11:35	33
Passing	11:35	11:40	5
6	11:40	12:13	33
Passing	12:13	12:18	5
7	12:18	12:51	33

#### Per Student Daily Live Teaching 100% Synchronous

33-minute periods (Whole Group)

#### Synchronous Instruction (100%)

DAILY: 261 minutes  
WEEKLY: 1,305-minutes

#### Asynchronous

As Assigned

#### HIGH SCHOOL DISTANCE LEARNING SCHEDULE

	Start Time	End Time	Total Minutes
0	7:20	7:53	33
1	8:00	8:33	33
Passing	8:33	8:40	7
2	8:40	9:13	33
Passing	9:13	9:20	7
3	9:20	9:53	33
Passing	9:53	10:00	7
4	10:00	10:33	33
Passing	10:33	10:40	7
5	10:40	11:13	33
Passing	11:13	11:20	7
6	11:20	11:53	33
Passing	11:53	12:00	7
7	12:00	12:33	33

#### Per Student Daily Live Teaching 100% Synchronous

33-minute periods (Whole Group)

#### Synchronous Instruction (100%)

DAILY: 240 minutes  
WEEKLY: 1,200-minutes

#### Asynchronous

As Assigned

## SAFETY CONSIDERATIONS FOR STUDENTS WITH DISABILITIES

- Students with disabilities will adhere to the guidelines previously outlined to maintain social distancing and follow safe practices as much as possible.
- Students with sensory/cognitive/behavioral needs will not be required to wear facial coverings, but are encouraged to utilize a face shield or covering when possible.
- Students who are deaf/hard of hearing will not be required to wear facial coverings, but will be encouraged to wear a face shield.
- School personnel will work closely with families of students who are immunocompromised regarding specific needs when returning to school.

## CONSIDERATIONS FOR STAFF WORKING WITH STUDENTS WITH DISABILITIES

- Staff will be provided a face covering which is most conducive to addressing specific student needs.
- IEP services will be delivered while adhering to CDPH guidelines by wearing facial coverings, and/or the use of desk shields or table guards, social distancing, increased hand washing, and sanitizing to the greatest extent possible.
- All staff who work with students who require more hands-on services such as diapering, catheterization, feeding, etc. will utilize both face coverings and gloves.

## IEP PROCEDURES

- "In Person" IEP meetings will be determined in conjunction with public health guidelines.
- All special education timelines resume on the day school reopens.
- IEP meetings shouldn't be held during direct instructional time of students

## RELATED SERVICES

- Related Service Providers will take data upon return to school to determine if regression has occurred in the area of each goal and objective. If regression has occurred, staff will take ongoing data to determine the level of recoupment of skills.
- Starting on the second week of school, all related services will resume to ensure the district is providing FAPE.
- Occupational Therapy, APE (Adapted Physical Education), Orientation and Mobility, and PT (Physical Therapy) may require additional planning regarding how to provide services within public health guidelines.
- Related Service Providers will make every effort to provide services outside of direct instructional time.
- Special education students who receive Specialized Academic Instruction (SAI) in a Basic (Mild/Moderate) setting will have services delivered to the maximum extent possible in alignment with the student's IEP. For elementary students enrolled in the general education program, SAI services will be delivered during the non-general education session.

## ASSESSMENTS

- Assessment timelines resume on August 31, 2020
- All assessments that are late, partially completed, or not started due to the closure will be completed within the first 30-60 days of school.
- If classroom observations need to occur as part of the assessment process for school psychologists, safety procedures will be followed.
- County public health guidelines will determine if virtual assessments need to occur, if public health guidelines do not support in person assessment between student and special education team members.

## MENTAL HEALTH & SOCIAL EMOTIONAL WELL-BEING

District and school staff are committed to supporting students' social emotional wellness and offering resources to ensure students transition back to school smoothly. Support may include social emotional learning, building relationships, community-building activities, and increased access to mental health/wellness services. Families and schools will need to work together to check how students are feeling and assess their individual needs to provide the support our students need during these challenging times.

Families can access our free tele-health and virtual therapy resources made available through our partner Care Solace. Those in need of support can contact Care Solace 24/7 at 888-515-0505, email [weserve@caresolace.org](mailto:weserve@caresolace.org) or access our District's unique page: [www.Caresolace.com/losalfamilies](http://www.Caresolace.com/losalfamilies). For more resources, visit [www.losal.org/mentalhealth](http://www.losal.org/mentalhealth).

# EXTRACURRICULAR ACTIVITIES & ATHLETICS



The California Interscholastic Federation (CIF) Sports Medicine Advisory Committee has developed a comprehensive document to help school districts prepare for their student athletes and performing arts students to return to athletic activities and program conditioning. Los Al Unified will resume athletics/performing arts adhering to the guidelines. With guidance from the California Department of Health (CDHP), California Department of Education (CDE), and CIF, Los Al Unified determines the level and duration of each phase for a gradual full physical return to athletics and performing arts. As of August 10, per CDPH guidance, District athletic/performing arts programs will operate under the guidance. To review the guidance, which is included in the District Athletics & Performing Arts Operating Guidelines and the Parent Notification Letter, please click on the button below.

CIF has postponed all Fall sports and has an updated sports schedule for the 2020-2021 school year. To view the modified athletic schedules and the full listing of CIF guidelines please click on the button below.



## LINK TO DISTRICT SITE

### LOW-RISK ACTIVITIES

- Color Guard
- Cross Country
- Golf
- Sideline Cheer/Dance/Song
- Tennis
- Track-Specific Events

### MODERATE-RISK ACTIVITIES

- Baseball
- Basketball
- Lacrosse (Girls)
- Soccer
- Softball
- Volleyball
- Water Polo
- Track Specific Events

### HIGH-RISK ACTIVITIES

- Choir
- Competitive Cheer/Dance/Song
- Lacrosse (Boys)
- Marching Band
- Wrestling
- Football
- Water Polo
- Track Specific Events

### PHASE 1

- 10 people > indoors
- 10 people > outdoors
- No locker rooms
- Six feet distance
- No athlete contact
- No shared equipment
- Pods of 5-10 students
- No vulnerable individuals involved

### PHASE 2

- 10 people > indoors
- 50 people > outdoors
- No locker rooms
- Six feet distance
- No athlete contact
- Shared equipment
- No vulnerable individuals involved

### PHASE 3

- 50 people > indoors/outdoors
- Locker rooms open (6-ft Apart)
- Three to six feet distance
- Athlete contact
- Shared equipment
- Vulnerable individuals social distance

All field trips are currently suspended and schools will consider virtual field trips when possible. Assemblies, dances, athletic competitions, and rallies are also currently suspended.

# APPENDIX I

## COVID-19 FAQ

### What do I do if my child is experiencing COVID-19 symptoms while at home?

If your child is experiencing COVID-19 symptoms, please keep him/her home and contact your child's health care provider. Please contact your school to report the absence; a COVID-19 related absence is excused for the student and other children living in the household.

### What if someone in our household tested positive for COVID-19?

If someone in your household tested positive for COVID-19 and is currently under quarantine or self-isolation, your child should follow the guidelines from the Orange County Health Care Agency (OCHCA) on how long to remain at home and when to return to school.

### What happens if a student demonstrates COVID-19 symptoms while at school?

If a student becomes ill during the school day, the following steps will be taken:

- Student will be taken to an isolation area where temperature and symptoms will be evaluated; student will remain in the isolation area until they are picked up by a parent or guardian.
- The school site will work with the family to follow the Symptom Decision Tree (Appendix III) and the Center for Disease Control Home Isolation Guidelines, as recommended by the California Department of Public Health.

### What happens if a positive COVID-19 case occurs at a school site?

For any positive COVID-19 case the following protocol will be applied, in accordance with state and local laws and regulations. School administrators will notify the District Office designee with the following information:

- Name of person confirmed
- If known, date of potential exposure
- Date of test
- Last date on Los Al Unified facility
- Names of individuals who had physical contact with an infected person or spent 15 minutes or more within six feet of distance

The District Office designee will coordinate a response with OCHCA. After receiving direction from OCHCA, the District designee will only notify students, staff, and families who have been potentially exposed to COVID-19 and provide health recommendations and guidance from OCHCA.

A positive COVID-19 case may lead a classroom, multiple classrooms, or a school to return to distance learning for a period of time. Any closures will be determined by the District administration after consultations with OCHCA.

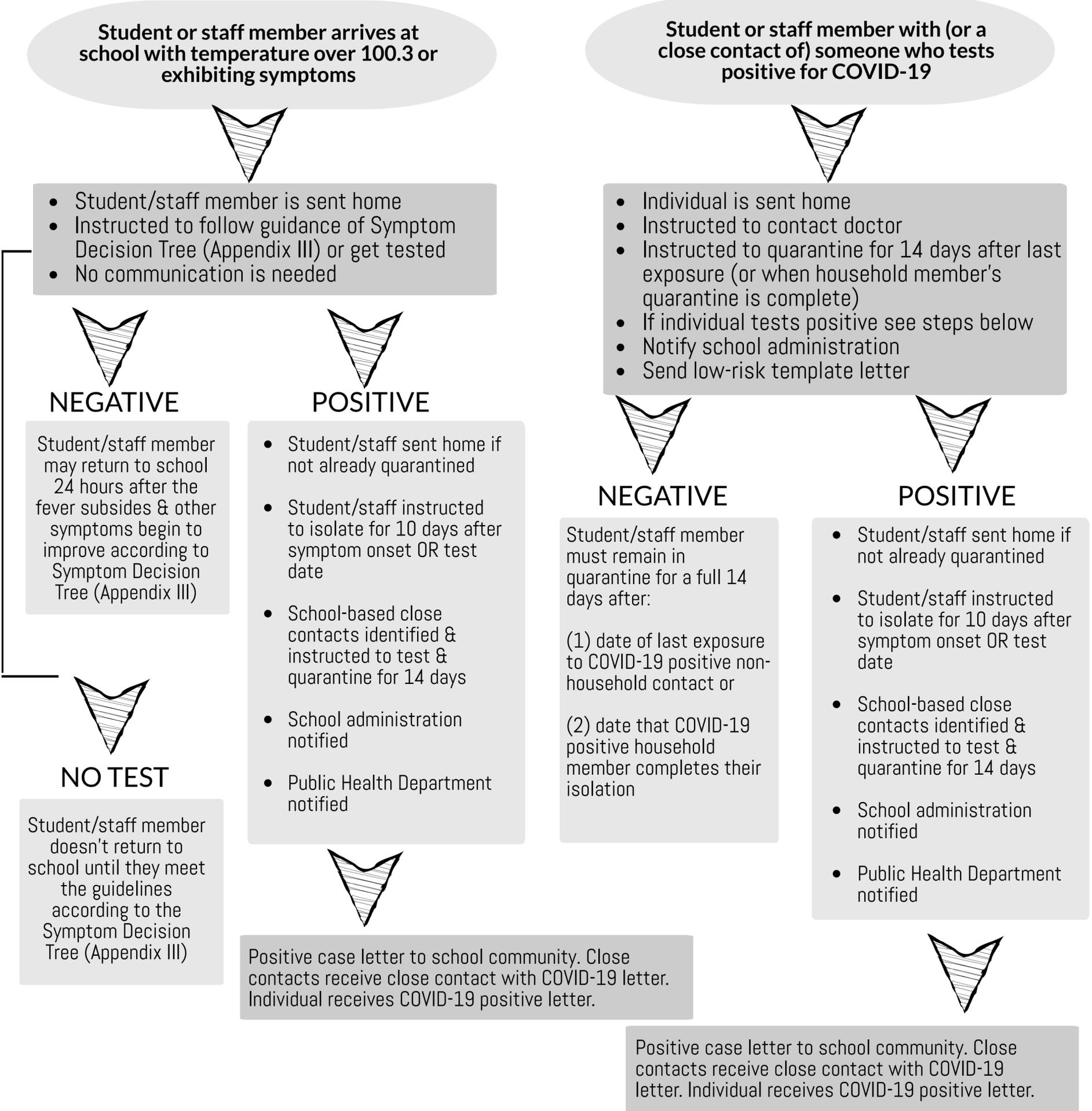
The classroom or impacted areas will receive extensive cleaning and sanitation following District Maintenance & Operations guidelines.

### How are others notified they were in contact with an individual who tested positive for COVID-19?

The District works with OCHCA to determine close contacts and low risk contacts. Individuals identified by OCHCA are contacted via an email that outlines specifics regarding how long the individual must quarantine, steps to mitigate contracting the coronavirus, and list symptoms associated with the virus.

All HIPPA notifications and guidelines for privacy are always followed.

# APPENDIX II COVID-19 SCENARIO CHART



Orange County Health Care Agency (OCHCA) is responsible for clearance of individuals infected with COVID-19, including students. After a positive diagnosis is made, students are expected to be in isolation for at least 10 days after the test, and potentially longer if they continue to remain symptomatic.

Students may not return to school until they have been cleared by OCHCA; school health clerks will work directly with families when they are cleared by OCHCA and ready to return to school.

# APPENDIX III COVID-19 SYMPTOM DECISION TREE

## Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

### Low-risk: general symptoms

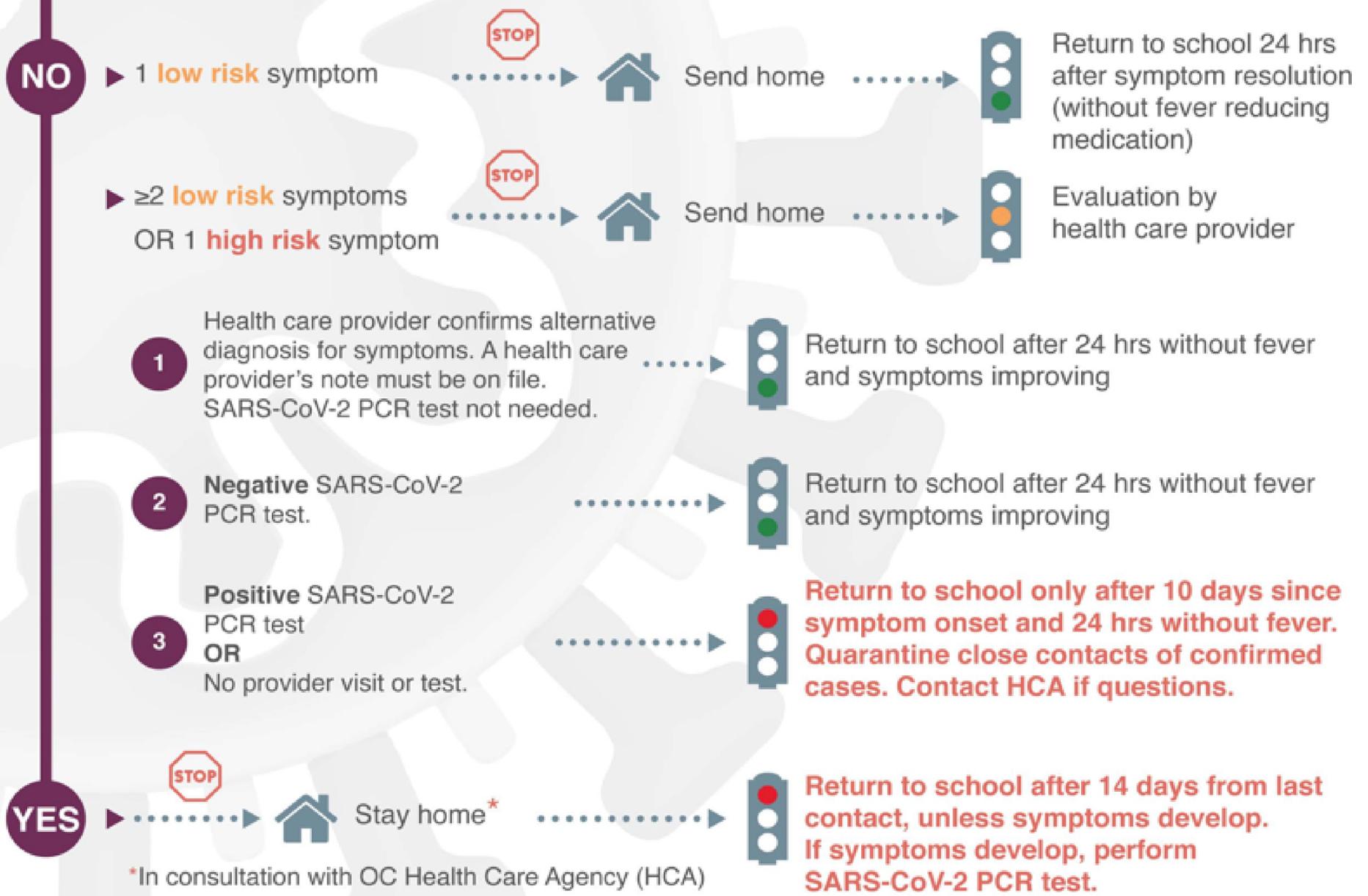
- Fever ( $\geq 100.4^{\circ}\text{F}$ )
- Sore throat
- Congestion/runny nose
- Headache
- Nausea/vomiting/diarrhea
- Fatigue/muscle or body aches

### High-risk: red flag symptoms

- Cough
- Difficulty breathing
- Loss of taste/smell

### Exposure to COVID-19 positive person?

Close contact: less than 6 feet, 15 minutes or longer



\*In consultation with OC Health Care Agency (HCA)



This care pathway was designed to assist school personnel and is not intended to replace the clinician's judgment or establish a protocol for all patients with a particular condition. Diagnosis and treatment should be under the close supervision of a qualified health care provider. Guidance might change 09-12-20

# APPENDIX IV ELEMENTARY GUIDANCE

CDPH = California Department of Public Health  
OCHCA = Orange County Healthcare Agency  
FERPA = Family Educational Rights and Privacy Act  
HIPAA = Health Insurance Portability and Accountability Act

Cleaning and Disinfection: Shared surfaces will be regularly cleaned and disinfected and shared items will be minimized.

- (Page 5) Outlines details on cleaning and sanitization, in addition all classrooms will have supplies to clean and sanitize desktops, desk shields, and commonly touched surfaces throughout the school day as needed. For example, before going out to recess, after lunch and anytime a student moves to a new seat in the classroom. This shared responsibility inside the classroom with staff will be coupled with the daily cleaning and sanitation routines of the custodial staff.
- Each student's belongings will be separated in individually labeled storage containers, plastic bags, cubbies or designated storage areas. Teachers will ensure belongings are taken home each day to be cleaned as outlined on (Page 2).
- Additional orders of commonly shared items in classrooms, math manipulatives, physical education equipment, etc., have been ordered to minimize sharing of high-touch materials and/or limit use of supplies and equipment to one group of children at a time and will be cleaned and disinfected between uses.
- Schools will operate on a 1:1 model of electronic devices in grades 3-5. Electronic devices needed at the TK-2 grades, when used, will be clean and disinfected between student use. Educational toys, books and other games or learning aids will be cleaned and disinfected between uses when sharing occurs.

Cohorting: Students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g. instruction, lunch, recess) and avoid contact with other groups or individuals who are not part of the cohort.

- (Page 7) Outlines the elementary school plans for return to classroom cohorts, where students only interact with their classroom peers and assigned classroom teacher. Students stay together for recess and lunch recess in designated play areas and eat lunch inside their classrooms.
- (Page 8) Outlines the elementary schools plans for return to campus utilizing classroom AM/PM cohorts. Students in a classroom are divided into two separate cohorts, the AM and the PM cohort, and stay together as a stable cohort, and only have interaction with half of their classroom peers and their assigned classroom teacher.
- In both settings outlined above, students do not traverse campus for specialized instruction, for example, music or media center, and instead the specialist provide instruction via videoconferencing, asynchronous lesson preparation or outdoor instruction with social distancing guidelines.

Entrance, Egress, and Movement Within the School: Movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

- (Page 7) Outlines the scheduling at the elementary schools with staggered arrival and departure times for all students and assigned entry and exit points on campus. Schools will be minimizing the concentration of students, staff and parents and avoiding close contacts. In addition, parents will not be allowed past the entry/exit gates on campus and students will use the social distancing guides, 6-feet of distance, on the ground when queuing at the gates.
- (Page 3) Outlines that routes will be marked on campuses with directionality as well, to further minimize face-to-face contact.

Face Coverings and Other Protective Gear: CDPH's face covering requirements will be satisfied and enforced.

- (Page 2) Outlines the implementation and enforcement of the CDPH guidelines for face coverings. Students in grades 3-5 who do not comply will be excluded from school and offered distance learning. In addition, all sites are stocked with extra cloth and disposable face coverings to offer to staff and students, if someone arrives to campus without their own face covering.

Health Screenings for Students and Staff: Students and staff will be screened for symptoms of COVID-19 and will be separated from others and sent home immediately if symptoms arise.

- (Page 2) Outlines the shared responsibility for both staff and students in temperature checks and symptom screening. Staff and students will receive a daily message, via email/text, to remind them to pre-screen prior to arriving to campus. This pre-screening includes taking their temperature and checking for symptoms commonly associated with COVID-19. In addition, when staff and students arrive to campus their temperature will be checked and they will also be screened for symptoms by checking posted signage at entry points and answering questions involving the screening of symptoms.
- (Page 4) Outlines the protocols and action steps of COVID-19 screening, aligned with CDPH guidelines, when a staff or student displays symptoms. Staff/students will immediately be taken to the school site isolation room so that they are separated from others should symptoms arise.

# APPENDIX III ELEMENTARY GUIDANCE

CDPH = California Department of Public Health  
OCHCA = Orange County Healthcare Agency  
FERPA = Family Educational Rights and Privacy Act  
HIPAA = Health Insurance Portability and Accountability Act

Healthy Hygiene Practices: Hand washing stations and hand sanitizer will be available, and promoted and incorporated into school routines.

- (Page 5) Outlines the availability of both hand sanitizer and hand washing stations on campuses.
- (Page 3) Outlines that staggered schedules for restroom breaks and hand washing will also be in use on school sites.
- Staff, students and families will also receive training, via deployed videos, that educates stakeholders on the importance of healthy hygiene practices to diminish the spread of COVID-19. Which includes regular handwashing and/or the use of hand sanitizer.

Identification and Tracing of Contacts: Staff will take action when there is a confirmed case of COVID-19. The District and each school site has designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school site principal is the designated contact person for the local health department.

- (Page 3) Outlines the District designees and process for contact tracing.

Physical Distancing: Space and routines will be arranged to allow for physical distancing of students and staff.

- (Page 3) Outlines the physical distance measures in place, in addition to the following:
  - Removal of non-essential classroom furniture
  - Creation of outdoor learning spaces
  - Establish directional hallways and passageways for foot traffic, if possible, to reduce instances where individuals pass one another face-to-face
  - Clearly mark areas where students, staff and visitors must queue to maintain physical distancing, or use alternative entry requirements
  - Limiting nonessential visitors, volunteers, and activities. Use an appointment system, stagger appointments and reduce walk-ins at school sites
  - Reconfigure waiting areas, lobbies, workstations and employee break rooms, if possible, to allow for at least six feet of distance
  - Limiting communal activities where practicable
  - Serving meals in classrooms or outdoor areas where practicable.
  - Adjusting staff meetings (videoconferencing)
  - Desk shields will be provided to students
  - Classroom space will be reconfigured to ensure 6-feet between staff and student desks

Staff Training and Family Education: Staff will be trained and families will be educated on the application and enforcement of the plan.

- Site principals will provide training to all staff members on the application and enforcement of the plan.
- The Director of Safety & Student Services will provide training for District office staff.
- The District has filmed and posted on the District YouTube Channel multiple videos outlining the plan that has been shared with families, in addition site principals will be providing plan information to families as part of the welcome back to school campaign.

Testing of Students and Staff: School officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Staff will be tested periodically to detect asymptomatic infections.

- The District will test staff periodically, as testing capacity permits and as practicable. Examples of recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.

Triggers for Switching to Distance Learning: Criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction has been determined.

- (Page 4) Outlines the protocols for closing a school site of the District, which are aligned with CDPH recommendations.

Communication Plans: The superintendent or designee will communicate with students, staff, and parents about cases and exposures at the school, consistent with private requirements such as FERPA and HIPAA.

- (Page 4 & Appendix II) Outline the action steps that will be taken to communicate with stakeholders about positive cases and exposure.
- All communication will be consistent with privacy requirements (FERPA/HIPAA).



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