



**LANCASTER** SCHOOL DISTRICT  
ESTABLISHED 1885

# 2023-24 COVID-19 Response Plan

Version 5.0

July 31st, 2023

*In conjunction with  
California Department of Public Health  
Los Angeles County Department of Public Health  
Centers for Disease Control  
Cal-OSHA*

Developed by the  
Business Services Division of the Lancaster School District  
Office of the Assistant Superintendent

Maintained by the Pupil Safety and Attendance Division

*This document is based upon the most current recommendations of Public Agencies and may change without notice to reflect the most recent changes and adaptations of Public Agencies. Visit <http://www.lancsd.org/> for the most current version of the document.*



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## Change Log

You may access the most recent version of this document by clicking here: [2023-24 CRP](#)

### Version 5.0 8/9/23

- Wellness room replaced with health office and health office protocols throughout
- Page 21 - Health staff COVID response decision tree removed
- Page 23 - Symptomatic student process infographic removed
- Pages 32-36 Wellness Room signage and sign in and out sheets removed
- Pages 37-38 - How to get a COVID test infographic replaced with current LADPH COVID test infographic

### Version 4.1.1 (4/3/23)

- Throughout-Changed language from Emergency Orders to guidelines and CAL/OSHA standards.
- Page 10- Removed language regarding the reopening of schools.
- Page 12- Updated Close contact masking and testing from required to recommended.
- Page 12, 28- Added language regarding employee close contacts testing requirements in the event of an outbreak.
- Pages 12, 13, and 17- Updated Return to work/school from isolation criteria.
- Page 14- Updated symptomatic staff infographic.
- Page 24- Updated Student COVID Guidance infographic.
- Page 28- Removed Seating chart requirement.
- Page 28, 29- Reporting to LACDPH changed to report when clusters are identified.
- Page 31- COVID Exposure Management Infographic updated.
- Page 33- COVID testing overview updated.
- Page 34, 35- Lancaster School District Logo updated.
- Page 36- Symptomatic student letter updated.



## Introduction

On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The name of this disease is coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for COrona, 'VI' for VIrus, and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV".

The virus that causes COVID-19 is spread from person to person, primarily through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within the same indoor airspace) for periods of time longer than 15 minutes. Although this method of infection is not well documented, COVID-19 can also be contracted when a person touches a surface contaminated with the virus and then touches his or her eye, nose, or mouth.

COVID-19 seems to be spreading easily and sustainably in the community ("community spread") in many geographic areas. Community spread means people have been infected with the virus in a geographic area, including some who are not sure how or where they became infected. Recent variants of COVID-19, in particular Omicron and its variants, have shown to be significantly more contagious than the original virus, rapidly spreading amongst those who are not yet vaccinated and even infecting those who are fully vaccinated or had already contracted COVID-19 in the past.

The District actively monitors the outbreak situation within Los Angeles County and the City of Lancaster. We seek to provide a safe learning and work environment for the entire school community and our community of families.



## Document Purpose

The purpose of this document is to combine into a single, user-friendly manual the multitude of different guidelines and requirements released by the Los Angeles County Department of Public Health (DPH), the California Department of Public Health, the Centers for Disease Control (CDC), and the California Division of Occupational Safety and Health (Cal-OSHA). Specific District practice is identified and shall be followed by all District employees.

The document is broken into two primary COVID-19 response sections: employees and students.

This document will be made available to all employees and will be updated regularly as guidelines are updated from the aforementioned government agencies.

## Acronyms and Definitions

**ART: Antigen Rapid Test** – A nasal swap antigen test that can be rapidly read to show potential COVID infection.

**Asymptomatic** – Infected with COVID-19, but showing no symptoms

**Boosted** – Having received the authorized booster to a full vaccination.

**CDPH** – The California Department of Public Health

**Cal-OSHA** – The California Occupational Safety and Health division

**Case** – An individual who has tested positive for COVID-19 or who is showing symptoms

**CDC** – The Centers for Disease Control

**Close Contact** – A person who has been designated as “Exposed” to a case (see Exposure definition below)

**CPP** – COVID-19 Prevention Program

**CRP** – COVID-19 Response Program

**CTF** – COVID Compliance Task Force

**Exposure** – An individual who



1. was in the same room as a Case for 15 minutes or more within the last 24 hours, or
2. had unprotected contact with the infected person's body fluids and/or secretions of a confirmed COVID-19 case.

LADPH – Los Angeles County Department of Public Health

LDPH – The District's Liaison to the Department of Public Health, also known as the DCO.

PPE – Personal Protective Equipment, which includes face coverings, surgical masks, gloves, face shields, gowns, or other equipment to protect against infection or exposure to chemicals

Respirators – An N95 or KN95 mask that is properly fitted to the individual.

Vulnerable Employee – An employee not fully vaccinated who is above age 65 and/or has a chronic health conditions that places him or her at high risk of infection from COVID-19



## Symptoms and Characteristics of COVID-19

COVID-19 affects different people in different ways and may appear 2 to 14 days after exposure. A wide range of symptoms are typically reported—from mild to severe illness and may include any of the following:

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

COVID-19 is not like the flu, which is caused by a different type of virus. COVID-19 spreads more easily than the flu and causes more serious illnesses in some people. It can also take longer before people show symptoms (if they show any symptoms at all) and people can be contagious for longer periods of time. Even those individuals who contract COVID-19 but show no symptoms can still be contagious.

Certain people are more at risk for serious complications because of COVID-19. Data show that the elderly and individuals with medical conditions have a higher probability of developing severe COVID-19 complications which can result in hospitalization, placement in an intensive care unit, or in the worse cases, even death. Because of the highly contagious nature of COVID-19 and the reported fatality rate of 1.6%, this is a dangerous disease that should not be taken lightly.

Highly effective vaccines are available to all who want one at no cost. The Omicron variant of COVID-19 is dominant variant infecting people throughout the United States. Further, hospitalizations due to severe COVID-19 are almost exclusively with those individuals lacking vaccination. We encourage all people to seek guidance from a physician and get vaccinated. If fully vaccinated, we encourage eligible individuals to seek a booster vaccination.

**If someone is showing any of the following emergency warning signs, call 911 and seek emergency medical care immediately:**





- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

## COVID-19 Response Plan for Lancaster School District

The COVID-19 Response Plan (CRP) is designed to guide staff in how to respond to individuals who show COVID symptoms, who report exposure to a positive case, or who themselves report testing positive. Further, the plan describes actions to clean and disinfect areas that may have been contaminated by a positive case or symptomatic individual. This plan will be updated as CDPH, LADPH, CDC, and Cal-OSHA guidelines are updated.

### Authority and Responsibility

Dr. Larry Freise, Assistant Superintendent of Business Services, has overall authority and responsibility for implementing the provisions of this CRP in the workplace. In addition, as part of their role in the COVID Compliance Task Force (CTF), all administrators and supervisors are responsible for implementing the CRP at their work location and for ensuring employees receive answers to questions about the CRP.

All employees are responsible for reporting to administration COVID symptoms, exposures, and positive tests in order to maintain a safe and healthy work environment.

### System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees in a form they can readily understand that includes the following information:

- Employees shall report COVID-19 symptoms to their direct supervisor.
- Employees may report COVID-19 hazards to their direct supervisor without fear of retaliation.



- Employees should report violations of COVID-19 personnel safety protocols to their direct supervisor without fear of retaliation.
- Employees have received information about accommodations available to them that address medical risks elevated by exposure to COVID-19.
- Employees have received information about leaves and entitlements available through the Families First Coronavirus Response Act (FFCRA) that are in effect through December 31, 2020.
- Employees have received information about the availability of free COVID-19 testing in the Antelope Valley and at District facilities.
- In the event that the District is required to provide intermittent testing to its employees due to a workplace exposure, outbreak, or by direction of the DPH, we will provide the testing plan and inform affected employees of the reason for testing and the possible consequences of a positive test.
- The District regularly provides updates to all employees on the current status of work and pandemic conditions.

## Investigation and Responding to COVID-19 Cases Among Employees

### Employees Showing Symptoms of COVID-19

The District has developed an investigation and response process guided by the CDPH, LADPH, and the CDC for addressing COVID-19 symptomatic individuals. If an employee begins having symptoms while at work, the following actions will be taken:

- The employee shall immediately put on an approved face mask (if not already wearing one) at the onset of symptoms.
- If the employee exhibits any of the following symptoms, 911 should be called immediately to secure medical help:
  - Trouble breathing
  - Persistent pain or pressure in the chest



- New confusion
- Inability to stay awake
- Bluish lips or face
- The employee shall call the supervisor from a secure location or private phone to provide information about symptoms.
  - To prevent the spread of COVID-19, the employee should not leave the location from which she or he has made contact with the supervisor.
  - The employee shall notify the supervisor of all locations visited while at the facility that day in order to instigate the disinfection protocol (see Disinfection Protocol).
  - The supervisor will begin the completion of a [Contact Tracing](#) form
    - The employee shall notify the supervisor of all encounters with other individuals in the same room for more than 15 cumulative minutes within a 24-hour period.
  - The supervisor will hold the [Contact Tracing](#) form pending the outcome of a COVID test by the employee.
  - The employee shall be strongly encouraged to get a COVID-19 test.
- The employee shall leave the facility as directed by the supervisor to return home immediately, if able to safely do so.
  - If the employee is unable to drive home safely, arrangements should be made with someone from the employee's household to pick up the employee.
    - School staff should not drive the ill employee home.
  - Employees unable to drive themselves home who cannot shelter in place in an isolated area are required to report to the site's **Wellness Room** (see [Wellness](#)



Room protocol health office until a family member can transport them home.

- Upon arriving home, the employee shall call Human Resources immediately and will follow all directives (seek medical help, obtain a COVID-19 test, quarantine, etc.) as soon as possible.

#### Employees Who Report Exposure to a Confirmed COVID-19 Case

While an employee may not be showing any symptoms of COVID-19 (asymptomatic), exposure (also known as Close Contact) to a confirmed COVID-19 case has the potential to cause an outbreak at a work location. Employees may be infected and contagious while being asymptomatic.

Exposure has been defined by the Centers for Disease Control (CDC) as being in the same room as a positive case for more than 15 minutes cumulative within a 24-hour period.

**Close Contacts** – If you are a Close Contact (exposed) to a known COVID-19 case, you may be asked to Quarantine. There are exceptions.

- You may remain at work, if you are asymptomatic and continually monitor for COVID-19 symptoms.
- You should wear a surgical or N95 mask for 10 calendar days after exposure.
- Testing is on the 5th day after exposure for all staff that are close contacts regardless of vaccination status.
- In the event of an outbreak, refusal to test on the 5th day after exposure will result in the CAL-OSHA requirement to quarantine at home for 5 days.
- Note: Day 0 is the day of your last contact (exposure) with the COVID-19 diagnosed person. Day 1 is the first full day after your last exposure.
- At home and over the counter tests may be used for the day 5 or later test.

#### Employee Who Reports a Positive COVID-19 Test

If an employee reports a positive COVID-19 test, they are then referred to as a Case. Specific



actions must be taken on the part of the workplace supervisor, the Human Resources division, and the District's Liaison to the LADPH.

### Isolation

- If you test POSITIVE for COVID-19, isolate and stay at home and away from others. Contact your supervisor.
- Everyone with COVID-19 must isolate for at least 5 calendar days. How long you have to isolate depends on the following:
  - Asymptomatic COVID-19 cases may return to work after day 5 but must mask on days 6-10 while at work. **A negative COVID-19 test is strongly recommended prior to returning to work.**
  - COVID-19 cases with symptoms may return to work after day 5 once fever has resolved for more than 24 hours without fever reducing medication and other symptoms are mild and improving. If symptoms are not improving, continue to isolate through day 10. **A negative COVID 19 test is strongly recommended prior to returning to work.**
- Employee COVID-19 cases must mask on days 6-10 while at work.
- HRS will determine your date of return to work.
- The workplace supervisor sends the completed [Contact Tracing](#) form to Human Resources.
- Disinfection protocol is instituted at all locations visited by the Case.
- After receiving the Contact Tracing form, Human Resources shall send out a communication to the Case's workplace employees containing the following information:
  - The notification of a positive Case at the work location.
  - The date the Case was last at the work location.
  - Whether any additional employees were required to quarantine due to exposure



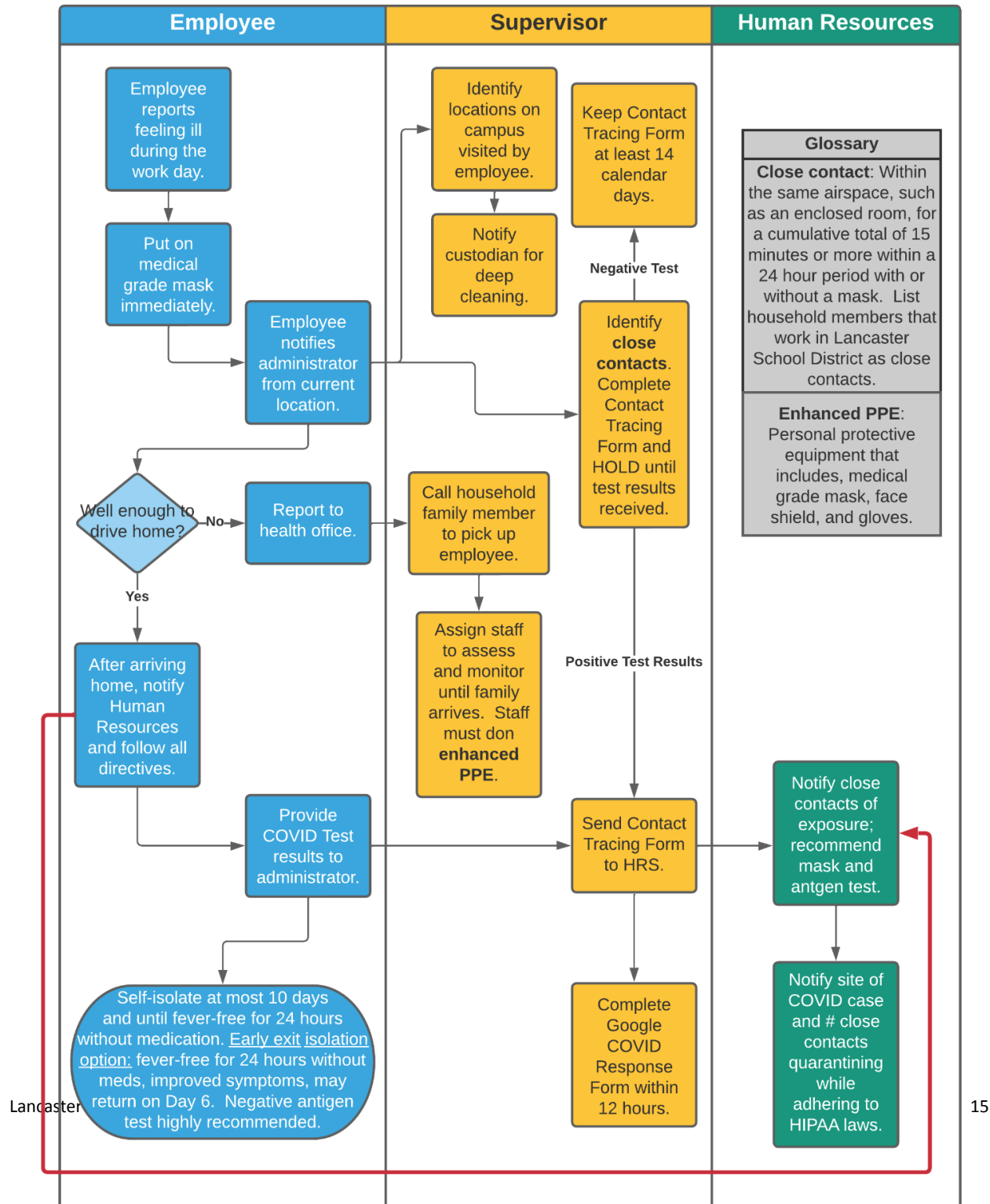
to the Case.

- Notification of the District's policy against retaliation or discrimination against an employee who contracted or reported COVID-19.
- The District's COVID-19 Prevention Program.
- The District's Notice of Potential Workplace Exposure to COVID-19 document.
- In the event of an outbreak, the LDPH will complete the Line list and submit to the Acute Communicable Disease Control unit with the DPH.
- At no time will the personal identification of the Case be revealed.

Immediately following is the District's Symptomatic Staff Process and the LAPH Decision Pathway for employee screening and potential infection.



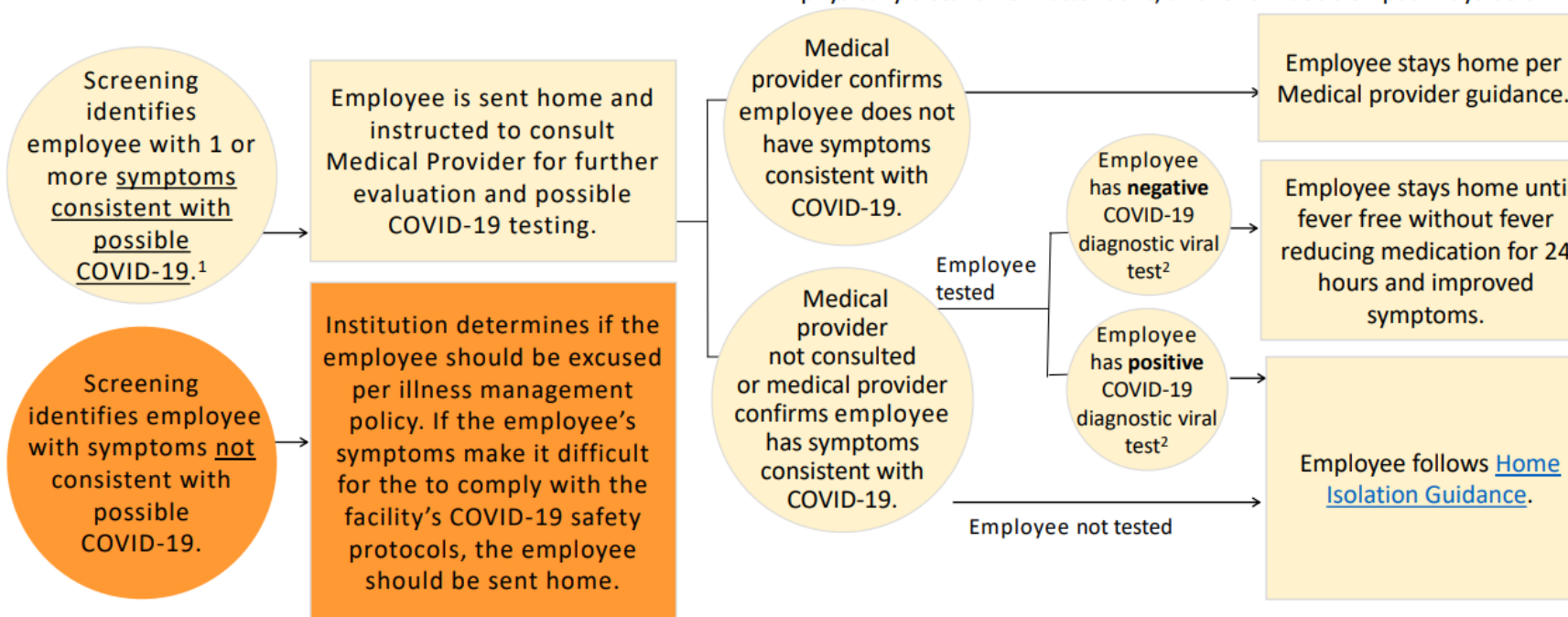
## SYMPTOMATIC STAFF PROCESS





## Decision Pathways for Employees with Symptoms Prior to Entry<sup>1</sup> into an Educational Institution, regardless of vaccination status

<sup>1</sup>If employee becomes unwell at the facility, place employee in an isolation area (ideally outdoors, physically distant from attendant) and follow decision pathways below.



<sup>1</sup>Symptoms associated with possible COVID-19 in adults: fever  $\geq 100.4^{\circ}$  or feeling feverish (chills, sweating); cough; shortness of breath; new loss of taste or smell; fatigue; runny or stuffy nose; muscle or body aches; headache; sore throat; nausea or vomiting; diarrhea. If the symptoms are not listed but there is still concern, additional evaluation by a medical provider is recommended.

<sup>2</sup>PCR test is preferred diagnostic test due to lower sensitivity of rapid antigen testing, however, either may be used.

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## Exclusion of COVID-19 Cases

When we have a COVID-19 Case in the workplace we will limit transmission by:

- Ensuring that the COVID-19 Case is excluded from the workplace until our return-to-work requirements are met.
- Continuing and maintaining the Case's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work-related.
- Providing Cases and excluded employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is the policy of the Lancaster School District to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report information about COVID-19 cases at our workplace to our Worker's Compensation insurance company as required by law.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the LA County Line List form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.



## Return to In-Person Work Criteria

The District strives to make sure that the work environment is safe for all employees. When a Case or symptomatic employee has been identified the District follows CDC and DPH guidelines before allowing the employee to return to work. This includes

- COVID-19 positive cases will not return to work until all the following have occurred:
  - Individual has completed 5 days of isolation.
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms are not present or are mild and improving
  - Note: A negative COVID-19 test is strongly recommended prior to leaving isolation.
  - Employees are required to mask on days 6-10 at work.
- Individuals showing COVID-19 symptoms must Isolate and follow Isolation protocols.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.



## Investigation and Responding to COVID-19 Cases Among Students

### ~~Wellness Room~~ Health Office

In the event that a student or visitor (or even an employee) should begin to show symptoms of COVID-19 the school or facility may need to isolate the individual until the suspected case can be safely removed from the facility. The following steps cover the identification, location, equipping, use, and disinfection of the ~~Wellness Room~~ Health Office.

- ~~Wellness Rooms~~ Health Office shall adhere to the following requirements:
  - Hand washing facilities are available and stocked appropriately with soap and paper towels.
  - Adequate room ventilation including portable HEPA filtration.
  - ~~Removal of all non-essential furniture and/or exchange with easily cleaned furniture.~~
  - Telephone, computer or tablet and basic office supplies.
  - ~~Wellness Room CANNOT be the health office~~ Health offices will continue to be used for mild injuries, taking medication, illness without COVID symptoms, etc.
- ~~The following are desired guidelines for the Wellness Room:~~
  - ~~Location is not in a high-traffic area of the school.~~
  - ~~Restroom in the room or nearby – ability to lock and seal off the restroom with minimal impact if used by student with possible COVID symptoms.~~
  - ~~Location is accessible to an exit that parents can use to pick up the ill student.~~
- ~~Wellness Room~~ Health Office shall be stocked with the following Personal Protective Equipment (PPE):
  - Medical-grade or surgical mask
  - Clear plastic face shield
  - Non-latex gloves
  - Single-use gown
  - ART kits (Antigen Rapid Test)
- All employees designated to staff the ~~Wellness Room~~ health office will have training for



appropriately donning and doffing PPE as well as procedures for reducing the risk of exposure while assisting the ill student.

- Protocols for cleaning and disinfection of the Wellness Room health office follow CDC guidelines and include the following:

- ~~Close off areas visited by infected persons, open windows and turn on ventilating fan as long as practical before entering to disinfect the areas.~~

- ~~If the HEPA filter was activated upon the case entering the Wellness Room and located near the case, disinfection can occur one hour after the case leaves the Wellness Room.~~

- Clean/disinfect all areas visited by the infected person.
  - Clean/disinfect infected frequently touched surfaces (counters, sinks, faucets, dispensers, restroom fixtures, door knobs, desks, tables, chairs, etc.)

- ~~Disinfect entire infected areas with Clorox Total 360 Electrostatic Sprayer.~~

- ~~Disinfected areas are safe for reentry once it has been sprayed with the Clorox Total 360 Electrostatic Sprayer.~~

- Safety procedures for cleaning/disinfecting the Wellness Room health office include the following:

- Wear disposable gloves when cleaning/disinfecting surfaces; discard appropriately after each cleaning of an area.
      - Wash/clean hands immediately after removing gloves.
    - Wear a face mask, eye protection, and skin protection.
    - Immediately report breaches in PPE such as a tear in gloves or any other potential exposures to your supervisor.
    - Read and follow the directions on the label to ensure safe and effective use.
    - Ensure proper ventilation during and after application of



cleaning/disinfecting agents.

- Avoid mixing chemical products.

### Students Exhibiting COVID-19 Symptoms

In-person classroom instruction will likely increase the risk of potential COVID-19 exposure. School sites must be prepared to adhere to the following protocols:

- Procedures for a symptomatic child in the classroom or assessment room:
  - **Teacher or Assessor** shall:
    - Maintain social distance and other infection control measures to the greatest extent possible.
    - ~~Immediately provide a medical grade mask to the student.~~
    - Notify the staff in the health office ~~or Wellness Room~~. Report the name of student and symptoms exhibited.
    - ~~Direct the student to collect belongings and wait by the door for health staff to arrive.~~
    - Send the student to the health office.
  - **Health staff (or other designated employee)** shall:
    - Check the student health record in PowerSchool for chronic health issues.
    - Don PPE in the following order – Be sure to wash or sanitize hands **prior** to donning:
      1. ~~Gown – Secured at the back of the neck and tied in the back completely so that it remains in place at all times.~~
      2. Surgical-grade Mask – Secure ties or elastic at the middle of the head and neck, fit flexible band to nose bridge securely, fitting snugly on the face and below the chin.



3. ~~Face shield~~ — Put over the face and adjust to fit.
  4. ~~Gloves~~ — Extend gloves over the wrist of the gown to completely cover the skin.
- ~~Pick up student from the classroom or assessment room, taking the contactless thermometer and a two-way radio with you.~~
  - ~~Triage (screen) the child's symptoms to determine if the student should go to the health office or the Wellness Room (see the Health Staff COVID-19 Decision Tree).~~
    - ~~Health office procedures: Follow regular health office procedures, including infection control measures, for students that are NOT exhibiting symptoms consistent with COVID-19.~~
      - ◆ ~~If it is deemed that the student is showing COVID-19 symptoms, the LVN or health clerk will initiate a Catapult Incident Management System notification.~~
- If in the evaluation of the Health Office staff it is determined that the student is showing COVID symptoms, the following process shall be followed ~~for placing the student in the Wellness Room:~~
    - ~~Wellness Room entry and use procedures~~ — For students exhibiting NEW symptoms consistent with COVID-19 and not attributed to other chronic health conditions:
      1. ~~Escort the student to the Wellness Room.~~
      2. ~~Sign in on the sheet posted on/near door with date and time (do NOT write student's name on sign in sheet. Hang "ROOM IN USE" sign on the outside of the door. Leave the Wellness Room door open.~~
      3. ~~Notify school administrators by phone or email (determined by~~



individual school) that the Wellness Room is in use.

Administration will initiate a Catapult Incident Management notification.

4. Administration will designate a second employee to go to the Wellness Room and remain in the general vicinity until the student leaves campus.
5. Activate the HEPA portable filter and place near the student. Leave the filter running until the beginning of the disinfection process.
6. Provide basic care for the student – temperature check, restroom use, etc. Escort student to the designated restroom if outside of the Wellness Room, if necessary.
7. Using the developed script, inform the caregiver of the location designated for student pick up (Appendix: Wellness Room Script).
8. With parent permission and while the parent is present, complete an Antigen Rapid COVID test. Students may self swab; if the student has difficulty, the parent may swab the student. Wait 15 minutes for the result.
9. Walk the student out to the caregiver and complete the student sign out process. Provide Lancaster School District COVID Symptom Illness letter, COVID-19 testing location, LADPH Home Isolation Instructions to caregivers, and offer an ART kit.
10. Document student's symptoms and parent pick up in the student's PowerSchool health log. Do NOT reference "COVID" or "Wellness Room" in the documentation.
11. Wipe down areas touched by the student with a disinfecting solution before leaving the room.

○ Wellness Room exit procedures

○ Remove PPE in the doorway, as follows:





- ◆ Gown and Gloves — Grasp the gown from the front and pull away from your body. As you are removing the gown, peel off your gloves at the same time. Only touching the inside of the gown and gloves. Place in a waste receptacle.
- ◆ Face shield — Grab the back of the band and slide forward away from the face. Disinfect using the “Cleaning and Caring for Your Face Shield” handout.
- ◆ Mask — Remove the mask by the straps or elastic from bottom to top or back to front. Do NOT touch the front of the contaminated mask! Place in waste receptacle.
- ◆ Close the Wellness Room door.
- ◆ Wash or sanitize hands immediately before touching anything else.
- Remove “Room in Use” sign from the door. Place “No Entry” sign with exit time on the door.
- If student used a restroom outside of the Wellness Room, notify custodian or other designated staff to lock the room. Place “No Entry” sign on the door and note the time.
- Sign out on the Wellness Room Sheet on/near the door with the time.
- Notify custodian that the Isolation Room has been cleared of occupants.
- **Custodial staff**
  - Lock designated restrooms after use by a student in the Wellness Room.
  - The day custodian will disinfect the designated restroom according to CDC guidelines previously mentioned.



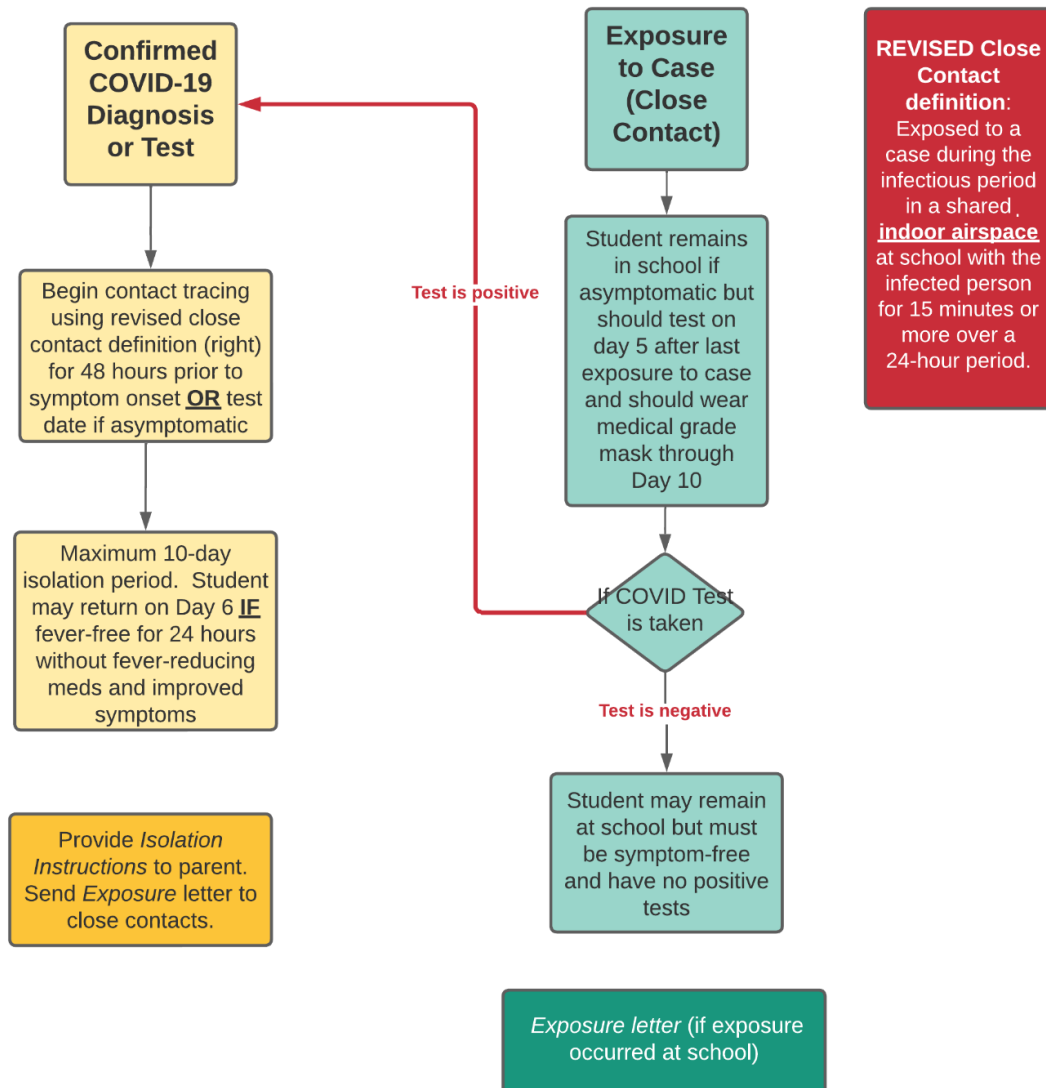
- The night custodian will use the Clorox 360 Electrostatic Sprayer to disinfect the Wellness Room and the classroom of the suspected case.

See the Symptomatic Student Process chart and LADPH Decision Pathways on the following pages



## STUDENT COVID GUIDANCE

Revised 4/5/2023

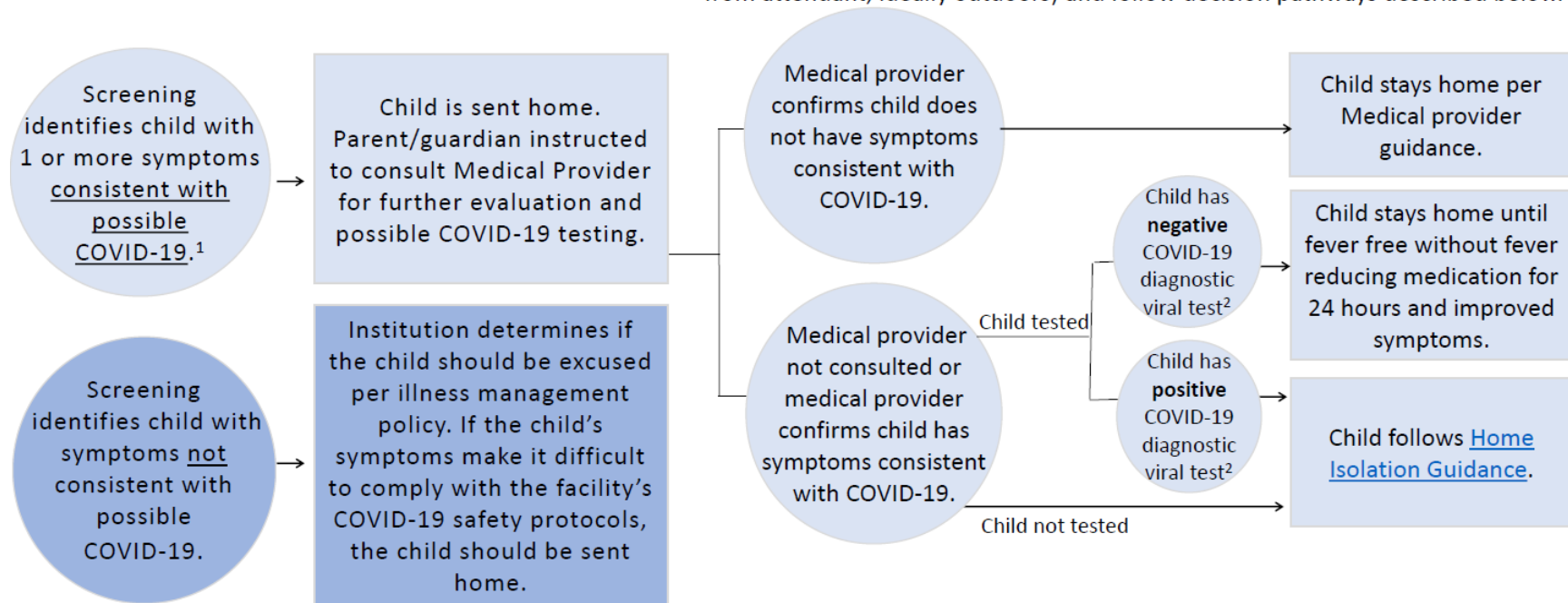






## Decision Pathways for Children with Symptoms Prior to Entry<sup>1</sup> into an Educational Institution, regardless of vaccination status

<sup>1</sup>If child becomes unwell at the facility, place child in an isolation area (physically distant from attendant, ideally outdoors) and follow decision pathways described below.



<sup>1</sup>Symptoms consistent with possible COVID-19 infection in children include: fever  $\geq 100.4^{\circ}\text{F}$ ; new cough (different from baseline); vomiting or any new onset diarrhea. If the child's symptoms are not consistent with possible COVID-19 but there is still concern, evaluation of the child by a medical provider is recommended.

<sup>2</sup>PCR test is preferred diagnostic test due to lower sensitivity of rapid antigen testing, however, either may be used.

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## Lancaster School District Exposure Management Plan

A targeted public health response to contain COVID-19 exposures at a community-level can help maximize the impact of the LADPH COVID-19 response. Primary schools serving students from Kindergarten through eight are trusted community partners that can help the LADPH improve the timeliness and impact of the public health response through rapid initiation of a COVID-19 Exposure Management Plan (EMP) when notified of COVID-19 cases and clusters at school. The school EMP can be implemented before COVID-19 case reports are received by the LADPH, thereby accelerating the ability to contain the spread of COVID-19 and prevent school outbreaks from happening.

The steps for exposure management of one, two, and three or more COVID-19 cases at K-8 Schools or District facilities are described below in addition to actions taken thus far by the District.

### Prior to One Confirmed Case

1. The District has identified a Liaison to the Department of Public Health (LDPH) who serves as the liaison to the LADPH in the event of a COVID-19 cluster or outbreak. The LDPH for Lancaster School District is the Brian Hook, the Coordinator of Health and Community Services. He can be reached at Pupil Safety and Attendance, (661) 723-0351 x. 57319.
2. The school principal is designated as the School COVID-19 Compliance Officer, responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19.
3. The District has established COVID-19 Compliance Task Force (CTF) at each school and district office site charged with establishing and enforcing COVID-19 prevention and safety protocols. The task force is comprised of:
  - a. Administrator(s) – who is the Compliance Officer
  - b. School nurse
  - c. Health clerk, as necessary
  - d. TAL rep or member



- e. CSEA rep or member
  - f. Any other employee of the school or district deemed necessary
4. The CTF at each school will be responsible for following the LADPH decision pathway for persons who have not yet been tested for COVID-19 but screen positive for symptoms prior to entry to the facility or while at the facility.
  5. A plan for the isolation of students or staff who have symptoms consistent with COVID-19 infection.
  6. A plan to test those who were exposed to a case while at the facility or who are showing symptoms.

**Exclusionary Note:** Persons who are a close contact to a confirmed case should take all of the following actions:

1. Wear a surgical or N95 mask for 10 days after the exposure.
2. Get tested for COVID-19 on the 5<sup>th</sup> day after exposure.
3. Have remained asymptomatic since last contact with the infected person.
4. In the event of an outbreak, employees must test on the 5th day after exposure or be excluded from the work place for at least 5 days.
5. In the event of an outbreak employee close contacts are required to wear a mask for 10 calendar days from date of last exposure.

**One Confirmed Case at a School or Department**

1. School or facility receives notification of one confirmed case (student or employee).
2. **Required:** The CTF instructs the case to follow Home Isolation Instructions for COVID-19.
3. **Required:** The CTF provides a copy of the Public Health Isolation guidelines to the case.
4. **Required:** The CTF informs the case that the LADPH will contact the case to collect additional information and issue a Health Officer Order for self-isolation.
5. **Required:** The CTF works with the case to determine contacts that were exposed (see exclusion note) to the case at school while infectious (Close Contact). The CTF provides information to the LDPH.
6. **Required:** The CTF notifies Close Contacts of case exposure, requests contacts to follow





[instructions for self-quarantine](#) and test for COVID-19.

7. **Required:** The CTF offers response testing for persons identified as exposed to a known case.
8. **Required:** Employees with a campus exposure should follow guidance outlined in Cal/OSHA COVID-19 Prevention Non-Emergency Regulations
9. **Required:** The CTF provides the LDPH with names and contact information for case and identified school Close Contacts.
10. **Recommended:** The CTF can send general notification to inform the wider school community (recipients determined by school) of the exposure and precautions taken to prevent spread.

#### Two Confirmed Cases at a School or Department within a 14-day Period

1. **Required:** Follow steps for one confirmed case.
2. **Recommended:** If cases occurred within 14 days of each other, the CTF determines whether epidemiological (epi) links exist (cases present in the same setting during the same time period while infectious). A COVID-19 Exposure Investigation Worksheet for the Education Sector tool is available to help assess for epi links.
  - \*Epi links do not exist: continue with routine exposure monitoring.
  - \*Epi links exist: The CTF reinforces messages to students and employees on precautions taken to prevent spread; implement site-specific interventions, as needed, to reduce transmission.

#### Three or More Confirmed Cases at a School or Department within a 14-Day Period

1. **Required:** If a cluster of three or more cases occurred within 14 days of each other, the LDPH immediately notifies ACDC Education Sector Team at ACDC-Education@ph.lacounty.gov.
2. **Recommended:** Prior to notifying ACDC Education Sector Team of cluster, the CTF assesses whether epi links exist for  $\geq 3$  cases. If epi links do not exist, continue with routine monitoring.
3. **Required:** ACDC Education Sector Team requests that the COVID-19 Case and Contact Line List for the Educational Sector be completed by school to determine if outbreak



criteria have been met. ACDC will contact school within one business day to advise on next steps.

- \*Outbreak criteria not met: the CTF continues with routine exposure monitoring.

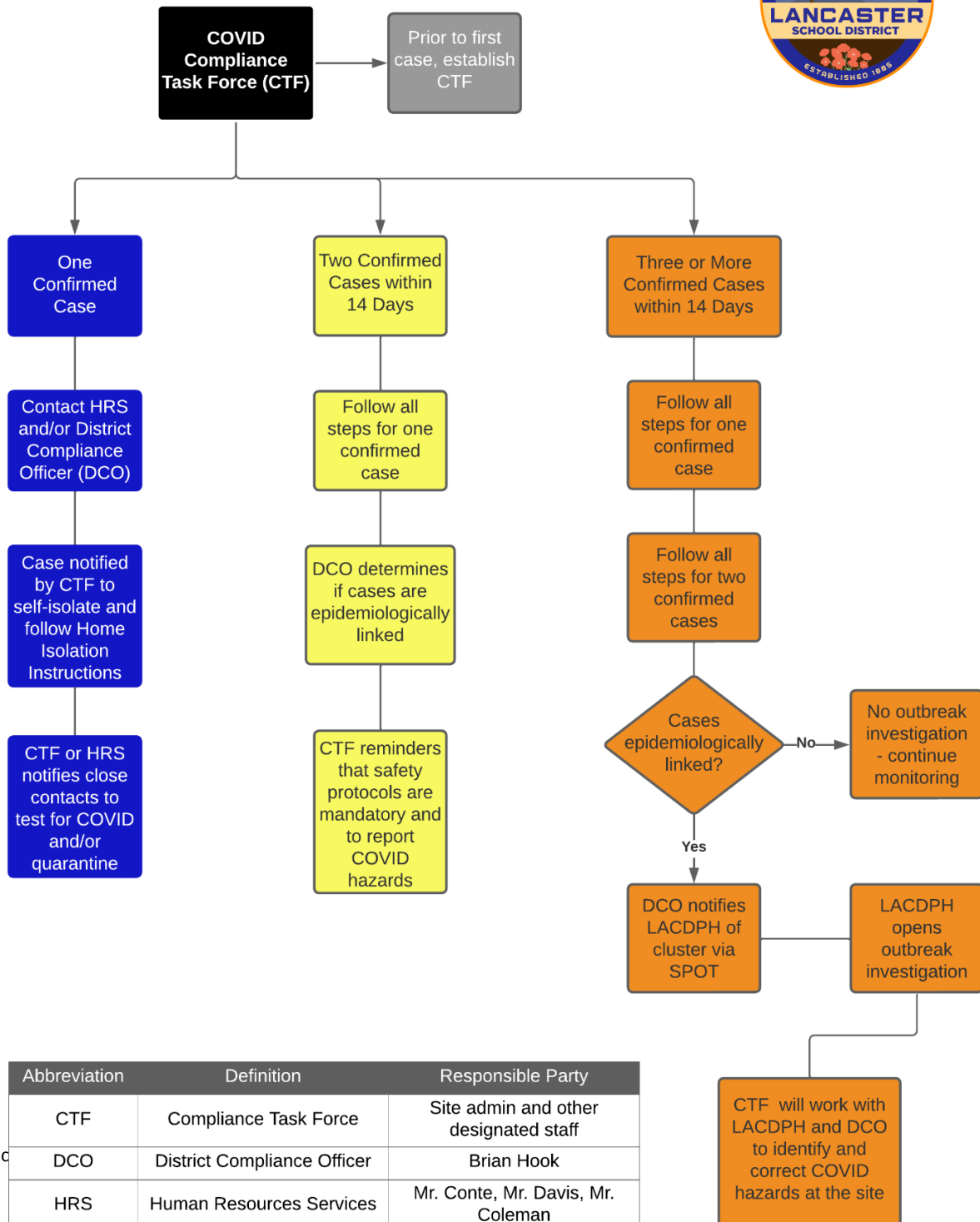
- \*Outbreak criteria met: The LADPH Outbreak Management Branch (OMB) activated.

4. **Required:** During the outbreak investigation, the CTF provides updates to the OMB investigator until the outbreak is resolved (at least 14 days since the last confirmed case).

See the Exposure Management Plan Process chart on the next page.



## COVID EXPOSURE MANAGEMENT PLAN





## Appendix: Contact Tracing Form



# LANCASTER SCHOOL DISTRICT

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## Lancaster School District

44711 NORTH CEDAR AVENUE, LANCASTER, CALIFORNIA 93534-3210 (661) 948-4661

Fax (661) 942-9452

TDD/Voice (661) 948-4661 x100

**LAST DAY ON SITE:** \_\_\_\_\_

### CONTACT TRACING (COVID-19 QUESTIONNAIRE)

Supervisors, please **COMPLETE** this form immediately for any employee who indicates they are showing symptoms of COVID or who reports a positive test result. **DATE and SUBMIT** this form to HRS if and when results are positive. Additionally, submit this form if an employee is a close contact of a student who has tested positive.

Admin/Supervisor completing form: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Name: \_\_\_\_\_ Position: \_\_\_\_\_ Site: \_\_\_\_\_

FULLY VACCINATED ☐ YES ☐ NO Date of first signs of symptoms: \_\_\_\_\_

Check one: Pfizer ☐ Moderna ☐ J&J ☐ Dates of Vaccination: \_\_\_\_\_

Booster: ☐ YES ☐ NO Date of Booster Vaccination: \_\_\_\_\_

**The positive person is a student, NOT an employee** ☐ (CHECK BOX)

Complete this form within 24 hours and send to HRS (Penny or Gen) IMMEDIATELY:

COVID-19+ (positive) CASE: An employee/person who tests positive for COVID-19

CLOSE CONTACT: Anyone who is within 6 feet of a COVID-19+ CASE for more than 15 minutes, with or without a mask, within a 24-hour period.

**SUBMIT** this Contact Tracing form for each COVID-19+ CASE and employees who are a close contact of a student.

(PLEASE CHECK BOX) if ☐ NO CLOSE CONTACT(S)

Close Contact (names)	Site	Contact Date	Symptomatic Yes or No	Fully Vaccinated Yes or No	Action Taken

Please ask all questions below to the employee:

QUESTIONS:	Yes	No
1. Were you in contact with COVID-19+ CASE 48 hours prior to the employee having a positive test or feeling symptomatic?	<input type="checkbox"/>	<input type="checkbox"/>
2. Were you within six (6) feet of the COVID-19+ CASE for more than 15 minutes?	<input type="checkbox"/>	<input type="checkbox"/>

**New requirements:** Day 0 – Exposure; Day 1 – Day after exposure; After Day 5 or more, you may take a COVID \*ANTIGEN TEST; if NEGATIVE (please provide results). HRS will notify you if you may return to work the next day, as long as you have been fever-free for 24 hours and symptoms have improved. NO TEST – you must remain out for 10 calendar days. You may return to work after the 10 days as long as you have been fever-free for 24 hours and symptoms have improved. \*Must provide a picture of Antigen Box if it is over the counter test and results of test.

Forward results to HRS ASAP upon receipt from CLOSE CONTACT(S)

Information below to be completed by HRS:

Date test results received at the site: \_\_\_\_\_ Date able to return to work: 10 days=\_\_\_\_\_ 5 days=\_\_\_\_\_

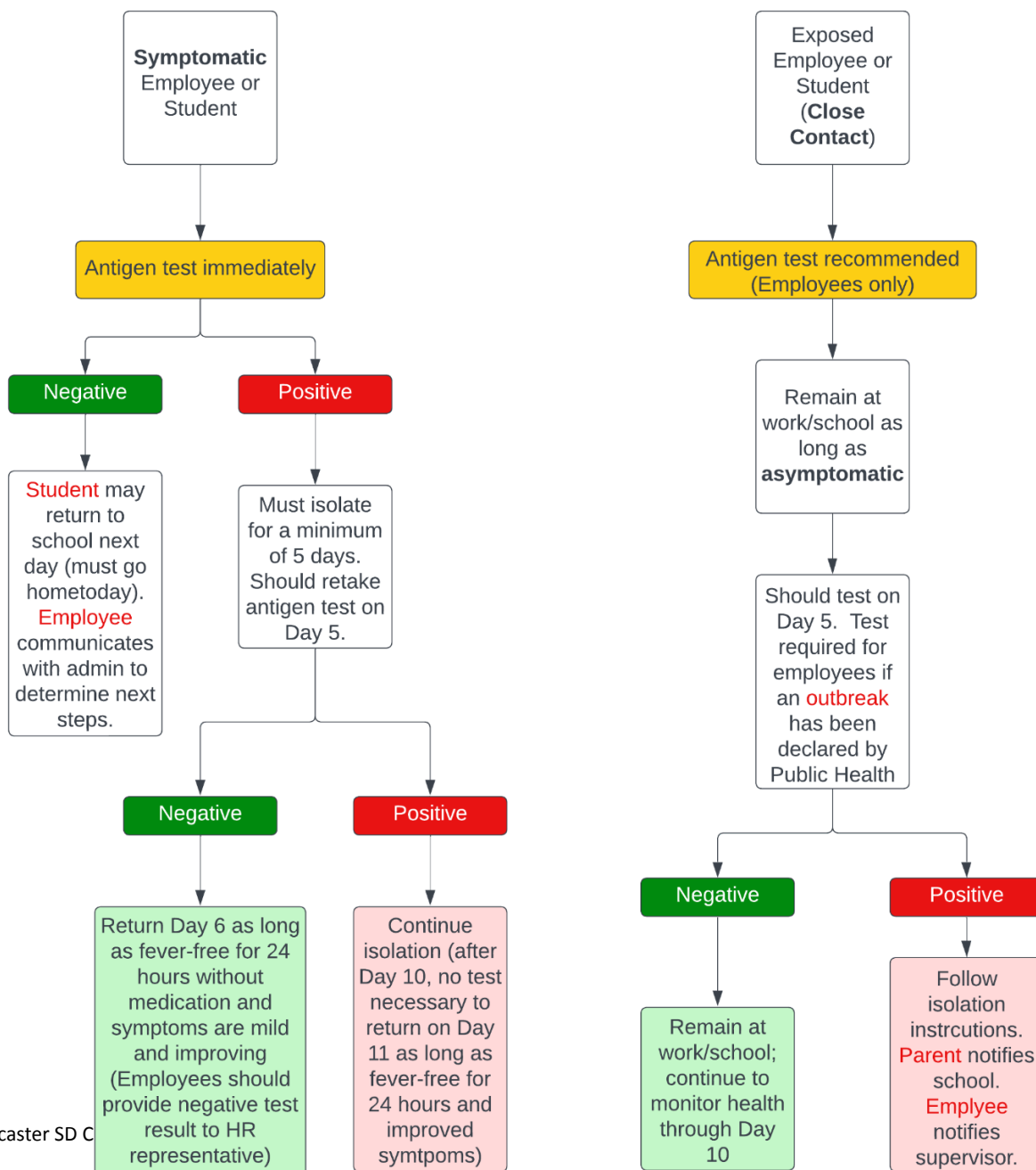
Form received in HRS: \_\_\_\_\_

Updated: 01/11/2022





## COVID Testing Overview





## Appendix: Wellness Room Forms and Signs

### General Configuration





Wellness Room Sign In/Out Cover Sheet



Wellness Room Staff Sign In/Out Sheet

# ~~WELLNESS ROOM SIGN IN/OUT~~

Staff must sign in and out after each use. ~~Do NOT list names of students.~~

DATE	STAFF NAME	TIME IN	TIME OUT

~~Cover this sheet with “Wellness Room Sign-In/Out” cover sheet.~~



Wellness Room Student Log

# ~~WELLNESS ROOM STUDENT LOG~~

Any student in the Wellness Room must be listed on this sheet.

DATE	STAFF	TIME IN	TIME OUT

This sign in/out sheet is to remain INSIDE of the Wellness Room. DO NOT post with Staff Sign-In.



Designated Wellness Room Sign

Designated Wellness Restroom Sign

Wellness Room In Use Sign

No Entry Sign





# LANCASTER SCHOOL DISTRICT

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## HOW TO GET A COVID-19 TEST

There are many ways to get a COVID-19 test in LA County

### FREE TESTING

**If you have health insurance**, the best option is to contact your doctor or health plan to get tested. Doctors and health plans are responsible for providing free COVID-19 testing to patients assigned to them.

**If your employer or school requires a test**, go through your workplace or school to get tested. They may offer free tests.

**If you do not have health insurance, don't worry. There are many ways to get free tests in LA County.**

### Visit a testing site

#### County-run facilities



- If you don't have health insurance, you can get a free COVID-19 test at a Public Health Center Nurse Only Clinic regardless of your immigration status. If you have insurance, you will need to provide insurance information.
- Testing is available for children of all ages.
- PCR and antigen tests are offered.
- For locations and hours, visit [ph.lacounty.gov/chs/NurseClinic.pdf](https://ph.lacounty.gov/chs/NurseClinic.pdf) (Spanish).

#### Health center or pharmacy



Visit the HHS [Community-Based Testing Sites for COVID-19](https://www.hhs.gov/coronavirus/testing-sites) webpage to find low or no-cost testing.

- If you don't have health insurance but have symptoms of COVID-19 or have been exposed to someone who has recently tested positive for COVID-19, find a no-cost testing location at [testinglocator.cdc.gov](https://testinglocator.cdc.gov).
- If you have insurance, you may need to provide insurance information.
  - If you are unable or unwilling to provide insurance information, some sites may charge a sliding scale fee.

Many pharmacies offer free COVID-19 tests. Visit their website or call to check if they require an appointment or charge fees. For information on independent pharmacies, visit [doineedacovid19test.com](https://doineedacovid19test.com).

### Get free test kits

With these [self-tests](#), you collect the sample and do the test yourself. If the test is past its expiration date, it may still be good to use, [learn more](#).



#### By mail from Public Health - for people who are age 65+ or unable to leave home

People who live in LA County who are age 65+ or unable to leave home can [request](#) two free tests. The tests are shipped within 5 business days.



#### At a Public Health Multi-Service Vaccination Site.

For hours and locations, visit [ph.lacounty.gov/vaccinepods](https://ph.lacounty.gov/vaccinepods).





# LANCASTER SCHOOL DISTRICT

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## At a local library

- At all City of Los Angeles libraries. Visit [lapl.org/branches](http://lapl.org/branches).
- At select Los Angeles County libraries and bookmobiles. Visit [lacountylibrary.org/antigen-tests](http://lacountylibrary.org/antigen-tests).



## In your community

Many food banks, senior centers, and other local organizations offer free test kits for pick-up.



## At a pharmacy with your Medi-Cal card

Get the Medi-Cal card(s) for each person in your family. Show the card(s) to the pharmacist at the counter where prescriptions are dropped off. You can ask for 8 free at-home COVID-19 tests for each person each month. Select Medicare Advantage plans will also provide access to free at-home COVID-19 tests, contact your provider for more information.



## Using other health insurance

Until November 11, 2023, many people with a health plan **regulated by California** can get up to 8 at-home tests per month for each person on the plan. There are several ways to get tests using health insurance including:

- Call your health plan or visit their website to see if you can get free test kits.
- If you are eligible for free tests, find out how to get them. Health plans vary – some offer free tests by mail or from a pharmacy. For other plans, you buy the tests and submit your receipt to get paid back for all or some of the cost.

For more information, view the [CMS Waivers, Flexibilities, and the End of the COVID-19 Public Health Emergency](#) FAQs.

## Contact your doctor or health plan



If you have insurance, your health insurer is required to cover the entire cost of testing if a doctor orders the test. You do not need to have symptoms to request a test.

Insurance companies may **not** cover COVID-19 testing if done as part of an employee return-to-work program. If your employer requires a test, go through your job.

## TESTS FOR CHILDREN

- If your child has symptoms, it is best to get a test from their doctor or local health center. If you need help finding a doctor, call 2-1-1 or visit [211LA](http://211LA). You can also find a health center near you at [HRSA.gov](http://HRSA.gov).
- Many County-sponsored sites test children of any age. But check before you go.
- The age limit at different pharmacies vary: [Quest Diagnostics](#) test ages 2 and up, [CVS Health](#) and [Walgreens](#) test ages 3 and up. For independent pharmacies, visit [doineedacovid19test.com](http://doineedacovid19test.com).
- If you plan to use an antigen test, check the box for the age limit.





# COVID-19 Testing

In need of a COVID-19 test? Go to the following web site to see a map of COVID testing locations in the Antelope Valley:

[Covid19.lacounty.gov/testing](https://Covid19.lacounty.gov/testing)

Each location requires that you make an appointment. You'll need to bring a photo ID and your health insurance card.

Don't have health insurance? Not a problem! All sites will allow you to complete paperwork to have testing fees waived. Just make sure to bring your driver's license, California photo ID card or your Social Security card.

You can also get a free COVID test at these locations:

- CVS Pharmacy — 846 West Avenue K, Lancaster
- Rite Aid Pharmacy — 1356 West Avenue J, Lancaster

(Appointments and photo ID required at each location)

Remember, if you're experiencing any COVID symptoms (fever of 100.4 or higher, chills or sweating, new cough, shortness of breath, muscle/body aches, diarrhea/vomiting, or new loss of taste or smell), make an appointment with your health care provider for a test, or visit one of the free testing centers discussed above.

*Please protect yourself and others by wearing a mask, maintaining social distance, and washing your hands frequently.*





**LANCASTER** SCHOOL DISTRICT  
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# Prueba de COVID-19

Necesita hacerse la prueba del COVID-19? Consulte la siguiente página web para ver el mapa con los sitios para hacerse la prueba del COVID en el Valle del Antílope:

[Covid19.lacounty.gov/testing](https://Covid19.lacounty.gov/testing)

En cada sitio se requiere que se haga una cita. Para cuando llegue a su cita deberá mostrar una identificación con foto y su tarjeta de seguro médico.

No tiene seguro médico? No hay problema! Con solo llenar un formulario podrá hacerse la prueba gratis. Solo asegúrese de llevar su licencia de conducir, su identificación de California o su tarjeta de Seguro Social.

También se puede hacer la prueba gratis en cualquiera de estos sitios:

- CVS Pharmacy — 846 West Avenue K, Lancaster
- Rite Aid Pharmacy — 1356 West Avenue J, Lancaster

{Hacer cita previa y llevar su identificación con foto}

Recuerde, si experimenta cualquier síntoma relacionado con COVID (fiebre de 100.4 o más alta, escalofríos o sudoración, una tos nueva, falta de aire, dolores musculares, diarrea/vómito, o pérdida del olfato o el gusto) Haga una cita con su



~~proveedor de salud , o visite cualquiera de los sitios mencionados anteriormente para una prueba gratis.~~

~~*Por favor protéjase a si mismo y a los demas usando su tapabocas, manteniendo distancia, y lavando sus manos frecuentemente.*~~



## Appendix: Symptomatic Student Letter



# Lancaster School District

44711 NORTH CEDAR AVENUE, LANCASTER, CALIFORNIA 93534-3210

Department of Pupil Safety and Attendance/Health Services

Health Services  
Healthy Children  
Make Happy Children

(661) 723-0351  
Fax (661) 726-5457  
Kymberlee Cochran, PSA Director  
Brian Hook RN-Coordinator of Health Services

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

RE: Lancaster School District Policy/L.A. County Dept. of Public Health Recommendations

Dear Parent/Guardian:

Your child \_\_\_\_\_, is being sent home today due to either **vomiting/diarrhea** and/or **fever**, and needs to stay home at least for tomorrow to recuperate and avoid spreading the illness to classmates. He/she may return to school when they have not vomited, had diarrhea, or fever for 24 hours without fever reducing medicines in the last 24 hours.

If you do send your child to school tomorrow he/she will not be allowed in class and we will call you to come and pick up.

If your student has symptoms consistent with COVID-19, they should complete a COVID-19 rapid antigen test. Symptoms of COVID-19 in children include fever of 100.4°F or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting diarrhea, and new loss of taste or smell. If your student tests positive for COVID, please notify the school. If your student tests positive they should stay home for a minimum of 5 days and follow Los Angeles County Department of Public Health Isolation guidance.

A free COVID test can be obtained by requesting one from your student's school or by visiting the Los Angeles County COVID-19 Testing website at [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing) to view testing locations and schedule an appointment.



Please keep us informed regarding the condition of your student's health, including providing a copy of your child's COVID test results, so that we may be of assistance and provide appropriate educational support while your student is at home. We appreciate your understanding and cooperation in keeping our school safe.

Sincerely,

*School Nurse Name Here, RN*