



# 2021-22

# COVID-19 Response Plan

Version 3.0.1

August 4, 2021

*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

*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.*

## Table of Contents

Change Log.....	4
Introduction .....	5
Document Purpose .....	6
Acronyms and Definitions.....	6
Symptoms and Characteristics of COVID-19.....	7
COVID-19 Response Plan for Lancaster School District .....	8
Authority and Responsibility.....	8
System for Communicating.....	8
Investigation and Responding to COVID-19 Cases Among Employees .....	9
Employees Showing Symptoms of COVID-19 .....	9
Employees Who Report Exposure to a Confirmed COVID-19 Case.....	11
Employee Who Reports a Positive COVID-19 Test .....	11
Symptomatic Staff Process .....	14
Decision Pathway for Employees Screened for Symptoms .....	15
Decision Pathway for Contacts of a Potentially Infected Employee .....	16
Exclusion of COVID-19 Cases .....	17
Reporting, Recordkeeping, and Access.....	17
Return to In-Person Work Criteria .....	18
Investigation and Responding to COVID-19 Cases Among Students.....	19
Isolation Wellness Room.....	19
Students Exhibiting COVID-19 Symptoms.....	20
Health Staff COVID Response Decision Tree.....	22
Symptomatic Student Process .....	25
Decision Pathway for Children Screen for Symptoms and Exposures.....	26
Decision Pathways for Contacts of a Potentially Infected Child.....	27
Lancaster School District Exposure Management Plan .....	28
Prior to One Confirmed Case .....	28

One Confirmed Case at a School or Department .....	29
Two Confirmed Cases at a School or Department <b>within a 14-day Period</b> .....	30
Three or More Confirmed Cases at a School or Department <b>within a 14-Day Period</b> .....	30
Exposure Management Plan .....	31
Appendix: Contact Tracing Form .....	32
Appendix: Wellness Room Forms and Signs .....	33
General Configuration.....	33
Wellness Room Sign-In/Out Cover Sheet .....	35
Wellness Room Staff Sign-In/Out Sheet .....	36
Wellness Room Student Log .....	37
Designated Wellness Room Sign.....	38
Designated Wellness Restroom Sign .....	38
Wellness Room-In-Use Sign .....	39
No Entry Sign.....	39
<b>COVID-19 Testing</b> .....	40
Appendix: Symptomatic Student Letter .....	42

## Change Log

You may access the most recent version of this document by clicking here: [2020-21 CRP](#)

### Version 3.0.0 – (8/1/21)

- Page 6 – Updated definitions.
- Page 7 – Encouraged all employees get vaccinated.
- Page 11,18 – Added quarantine exclusions.
- Change the Isolation Room to the Wellness Room
- Updated the Exposure Management Plan to match the CPP.
- Included the most recent Contract Tracing form
- Updated Signs to represent new terms

### Version 2.2.4 - (4/1/21)

- Page 9 – Added Valencia Branch Labs to the cadence testing options.
- Page 20 – Expanded the individuals eligible to investigate a symptomatic student.
- Page 20 – Required that the employee investigating symptomatic students also take a two-way radio with him or her.
- Page 22 – The Isolation Room door shall remain open while in use.
- Page 22 – A second employee will remain in the general vicinity of the Isolation Room while in use.
- Page 23 – Clarifying custodial responsibilities for disinfection when a symptomatic student is identified.
- Page 41 – Included the Symptomatic Student Letter that goes home with students who are showing symptoms.

## 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 about six feet) 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 the Delta variant, have shown to be more contagious than the original virus, rapidly spreading amongst those who are not yet vaccinated.**

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

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

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 (wearing or not wearing a face covering) who

1. was within six feet of a Case for 15 minutes or more within the last 24 hours, or
2. ~~was present in a cohort or classroom with an infected person during their infectious period.~~ 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

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 Delta variant of COVID-19 is infecting primarily people who have not been vaccinated. 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 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. 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.



- 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 has secured intermittent testing through a contract ~~with the City of Lancaster and~~ Valencia Branch Labs that allows the District to intermittently test all employees without health insurance at no cost to the employee.
- The District regularly provides updates to all employees on the current status of work conditions, pandemic conditions, and the approach of the reopening of schools for in-person instruction.

## 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 a medical-grade face covering at the onset of symptoms.
  - Medical-grade face coverings are available upon request.
- 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 within six feet 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 ~~Isolation~~ Wellness Room (see [Wellness Room](#) protocol) 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.
- ~~● The employee will share with their supervisor any locations they may have visited during the work day and any employees with whom they came in contact with at a distance closer than six feet for more than 15 minutes through the course of the work day.~~

Employees who had potential COVID-19 exposure (defined as being within six feet for more than 15 cumulative minutes with or without a mask of a COVID-19 positive or symptomatic individual) in the workplace will be:

- Offered a COVID-19 test conducted during work hours at no cost.
- Information on access to free COVID-19 testing has been shared with all employees.

## 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 within six feet from a positive case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings, ~~except for those who have completed full vaccination at least three weeks prior to exposure but not more than 90 days after receiving the vaccine.~~

In cases where an employee has indicated exposure or the supervisor has learned of an exposed employee, the following actions shall occur:

- The [Contact Tracing](#) form will be completed.
- The employee will be directed to proceed home.
- The employee will be excluded from the workplace for 10 days from the time of exposure.
  - The employee will be asked to quarantine per LADPH guidelines (see the Quarantine section).
  - The employee will be asked to get a COVID-19 test during the 10-day exclusion, but preferably within 5-7 days of the exposure.
- **NOTE:** Fully vaccinated Close Contacts are not required to quarantine, but are recommended to get a COVID-19 test.
  - These individuals shall continue to self-monitor COVID-19 symptoms for 14 days following the exposure.
- **NOTE:** Close Contact persons who have recovered from laboratory-confirmed COVID-19 within the last 90 days are not required to quarantine.

## Employee Who Reports a Positive COVID-19 Test

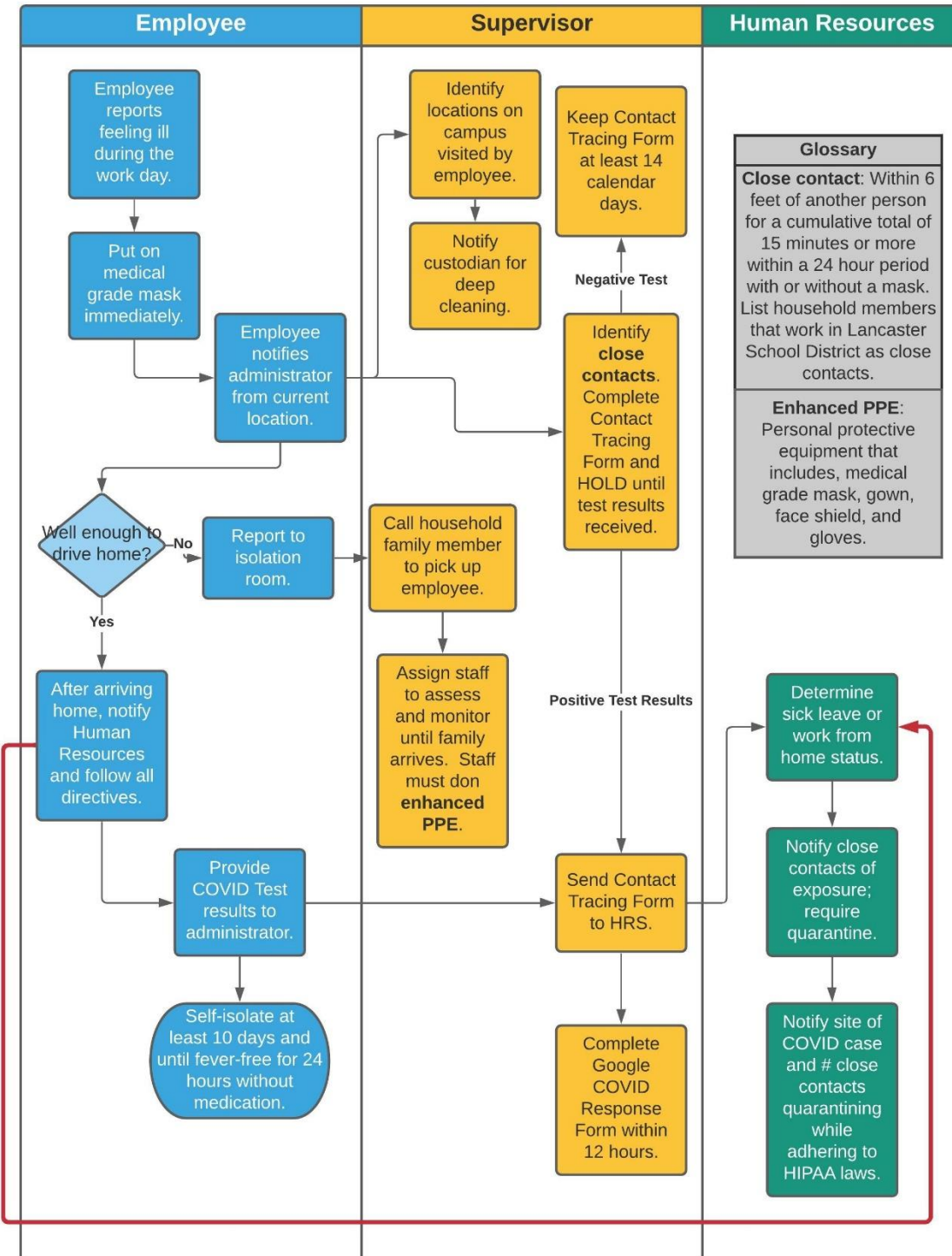
If an employee reports the return of a positive COVID-19 test, they are then referred to as a Case. Specific actions must be taken on the part of the workplace supervisor, the Human Resources division, and the District's Liaison to the LADPH.

- The Case is excluded from the workplace for

- A minimum of 10 days from the onset of COVID-19 symptoms, with no fever in the last 24 hours, or
- 10 days from the date of the COVID test specimen collection, if the Case is asymptomatic
- The workplace supervisor sends the completed [Contact Tracing](#) form to Human Resources.
  - Individuals who were indicated as exposed on the Contact Tracing form shall be excluded from the workplace for 10 days from the date of exposure.
  - The excluded exposed employees will be asked to get a COVID-19 test during the 10-day exclusion, but preferably within 5-7 days of the exposure.
  - See **NOTES** on the prior page for more details.
- 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.
- Human Resources will send the Contact Tracing form to the District's Liaison to the Department of Public Health (LDPH).
  - 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.

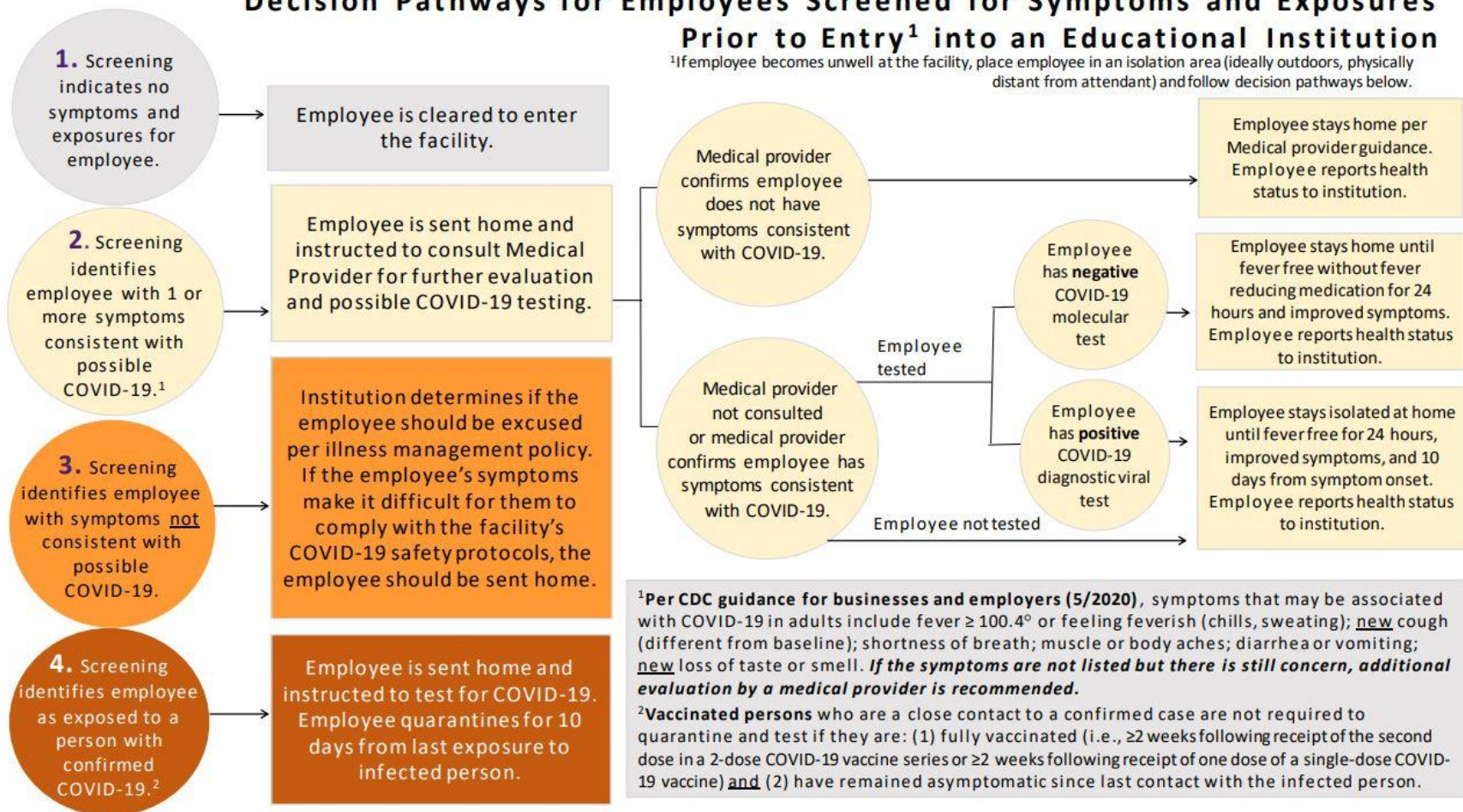
# SYMPTOMATIC STAFF PROCESS





## Decision Pathways for Employees Screened for Symptoms and Exposures Prior to Entry<sup>1</sup> into an Educational Institution

<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.

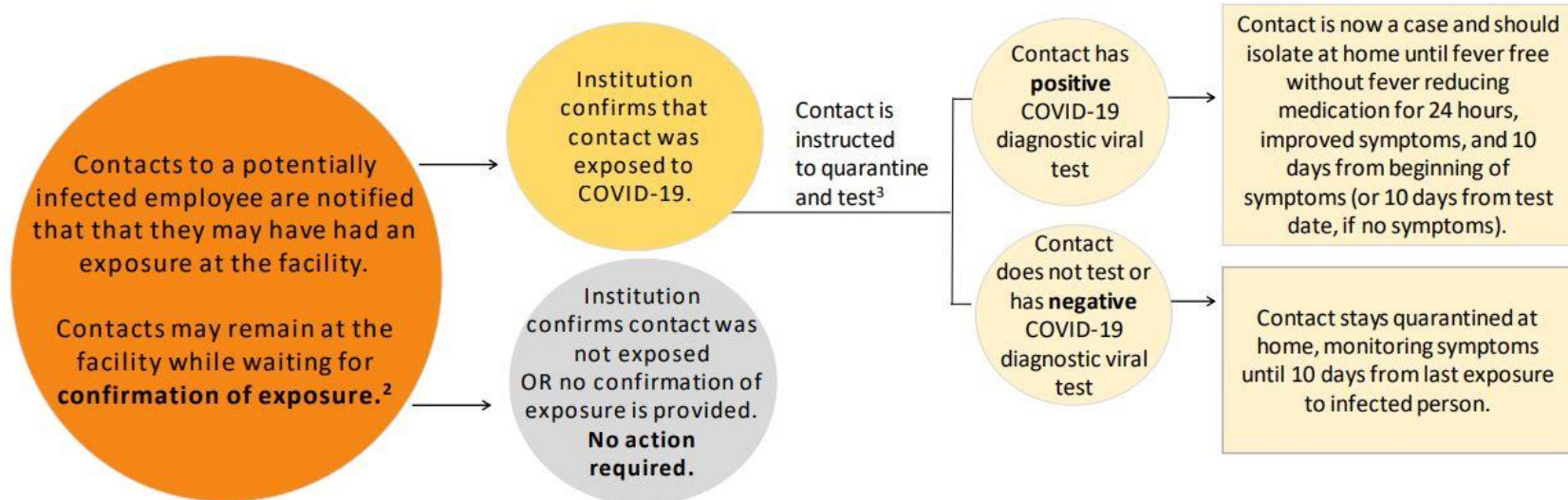


<sup>1</sup>Per CDC guidance for businesses and employers (5/2020), symptoms that may be associated with COVID-19 in adults include fever  $\geq 100.4^{\circ}$  or feeling feverish (chills, sweating); new cough (different from baseline); shortness of breath; muscle or body aches; diarrhea or vomiting; new loss of taste or smell. **If the symptoms are not listed but there is still concern, additional evaluation by a medical provider is recommended.**

<sup>2</sup>Vaccinated persons who are a close contact to a confirmed case are not required to quarantine and test if they are: (1) fully vaccinated (i.e.,  $\geq 2$  weeks following receipt of the second dose in a 2-dose COVID-19 vaccine series or  $\geq 2$  weeks following receipt of one dose of a single-dose COVID-19 vaccine) **and** (2) have remained asymptomatic since last contact with the infected person.

## Decision Pathways for Contacts to a Potentially Infected Employee<sup>1</sup> at an Educational Institution

<sup>1</sup>A **potentially infected employee** is an employee with  $\geq 1$  symptoms consistent with possible COVID-19. Symptoms include fever  $\geq 100.4^{\circ}$  or feeling feverish (chills, sweating); new cough (different from baseline); shortness of breath; muscle or body aches; diarrhea or vomiting; new loss of taste or smell. A **close contact of a potentially infected employee** is a child or employee at the facility who was within 6 feet for  $\geq 15$  minutes over a 24-hour period with a potentially infected employee OR had direct contact with bodily fluids/secretions from a potentially infected employee.



<sup>2</sup>**Exposure is confirmed** for a close contact to a potentially infected employee if the Institution receives notification that the potentially infected employee had a positive COVID-19 diagnostic viral test OR received a diagnosis of COVID-19 from a medical provider.

<sup>3</sup>**Vaccinated persons** who are a close contact to a confirmed case are not required to quarantine and test if they are: (1) fully vaccinated (i.e.,  $\geq 2$  weeks following receipt of the second dose in a 2-dose COVID-19 vaccine series or  $\geq 2$  weeks following receipt of one dose of a single-dose COVID-19 vaccine) and (2) have remained asymptomatic since last contact with the infected person.



## 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 maintain 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

- Cases and employees with COVID-19 symptoms will not return to work until all the following have occurred:
  - 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 have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- Cases who never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
- **NOTE:** Fully vaccinated Close Contacts are not required to quarantine, but are recommended to get a COVID-19 test.
  - These individuals shall continue to self-monitor COVID-19 symptoms for 14 days following the exposure.
- **NOTE:** Close Contact persons who have recovered from laboratory-confirmed COVID-19 within the last 90 days are not required to quarantine.

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

### Isolation Wellness Room

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 follow steps cover the identification, location, equipping, use, and disinfection of the Isolation Wellness Room.

- ~~Isolation~~ Wellness rooms 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.
  - ~~Isolation~~ 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 ~~Isolation~~ 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.
- ~~Isolation~~ Wellness Room 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.
- All employees designated to staff the ~~Isolation~~ Wellness Room 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 ~~Isolation~~ Wellness Room follow CDC guidelines and include the following:

- Close off areas visited by infected persons, open windows and turn on ventilating fan for 24 hours or as long as practical before entering to disinfect the areas.
  - If the HEPA filter was activated upon the case entering the ~~Isolation~~ **Wellness** Room and located near the case, disinfection can occur one hour after the case leaves the ~~Isolation~~ **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 ~~Isolation~~ **Wellness** Room 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 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.

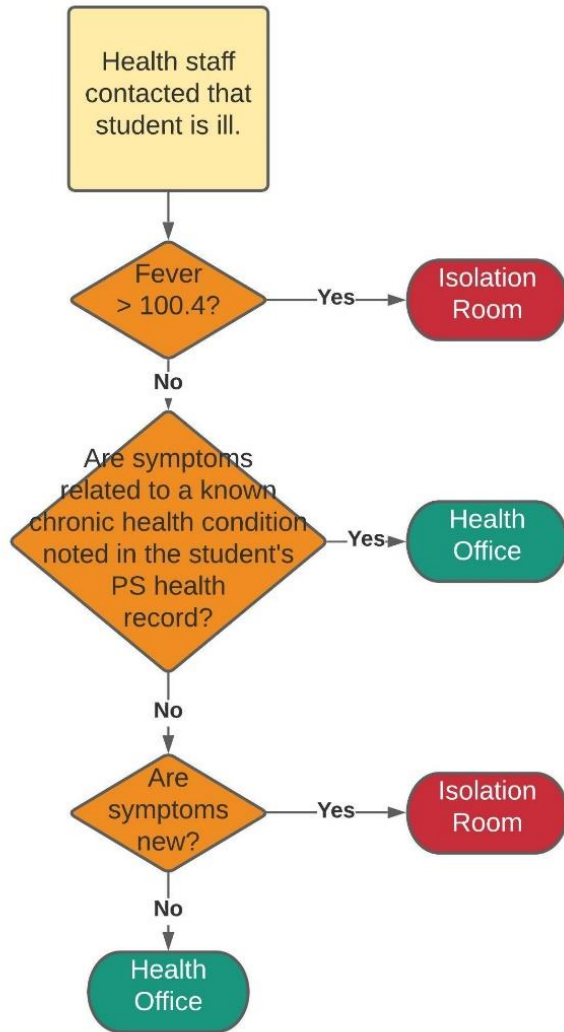
### Students Exhibiting COVID-19 Symptoms

In-person specialized student services in cohorts and in-person classroom instruction will likely increase the risk of potential COVID-19 exposure. In order for specialized student services, such as special education assessment or the English Language Proficiency Assessment for California (ELPAC) to be offered in person, 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. Report the name of student and symptoms exhibited.
- Direct the student to collect belongings and wait by the door for health staff to arrive.
- **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 ~~Isolation~~ **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, site administration will initiate a Catapult Incident Management System notification.

## Health Staff COVID Response Decision Tree



### Symptoms of COVID-19

- 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

### Emergency! Dial 911

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

- 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 ~~Isolation~~ **Wellness** Room:
  - ~~Isolation~~ **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 ~~Isolation~~ **Wellness** Room.

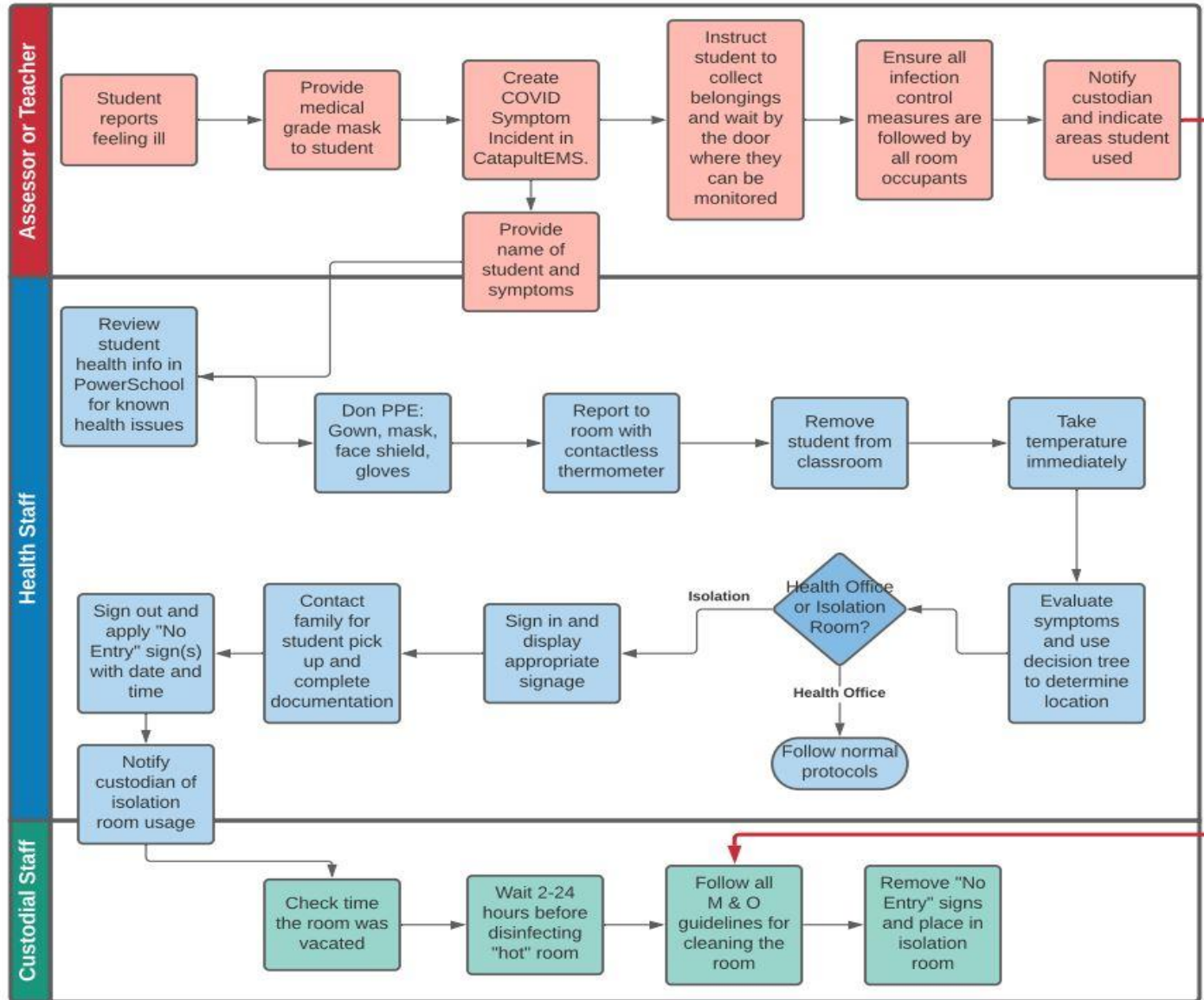
2. Sign in on the sheet posted on/near door with date and time (do NOT write student's name on sign in sheet. Hang "ROOM IN USE" sign on the outside of the door. Leave the ~~Isolation~~ Wellness Room door open.
  3. Notify school administrators by phone or email (determined by individual school) that ~~Isolation~~ Wellness Room is in use. Administration will initiate a Catapult Incident Management notification.
  4. Administration will designate a second employee to go to the ~~Isolation~~ 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 ~~Isolation~~ Wellness Room, if necessary.
  7. Using the developed script, inform the caregiver of the location designated for student pick up (Appendix: ~~Isolation~~ Wellness Room Script).
  8. Walk the student out to the caregiver and complete student sign out process. Provide Lancaster School District COVID Symptom Illness letter, COVID-19 testing location, and LADPH Home Isolation Instructions to caregivers.
  9. Document student's symptoms and parent pick up in the student's PowerSchool health log. Do NOT reference "COVID" or "~~Isolation~~ Wellness Room" in the documentation.
  10. Wipe down areas touched by the student with a disinfecting solution before leaving the room.
- ~~Isolation~~ 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 Isolation 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 Isolation 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 Isolation 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 Isolation Wellness Room.
    - The day custodian will disinfect the designated restroom [according to CDC guidelines](#) previously mentioned.
    - The night custodian will use the Clorox Total 360 Electrostatic Sprayer to disinfect the Isolation Wellness Room and the classroom of the suspected case.

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

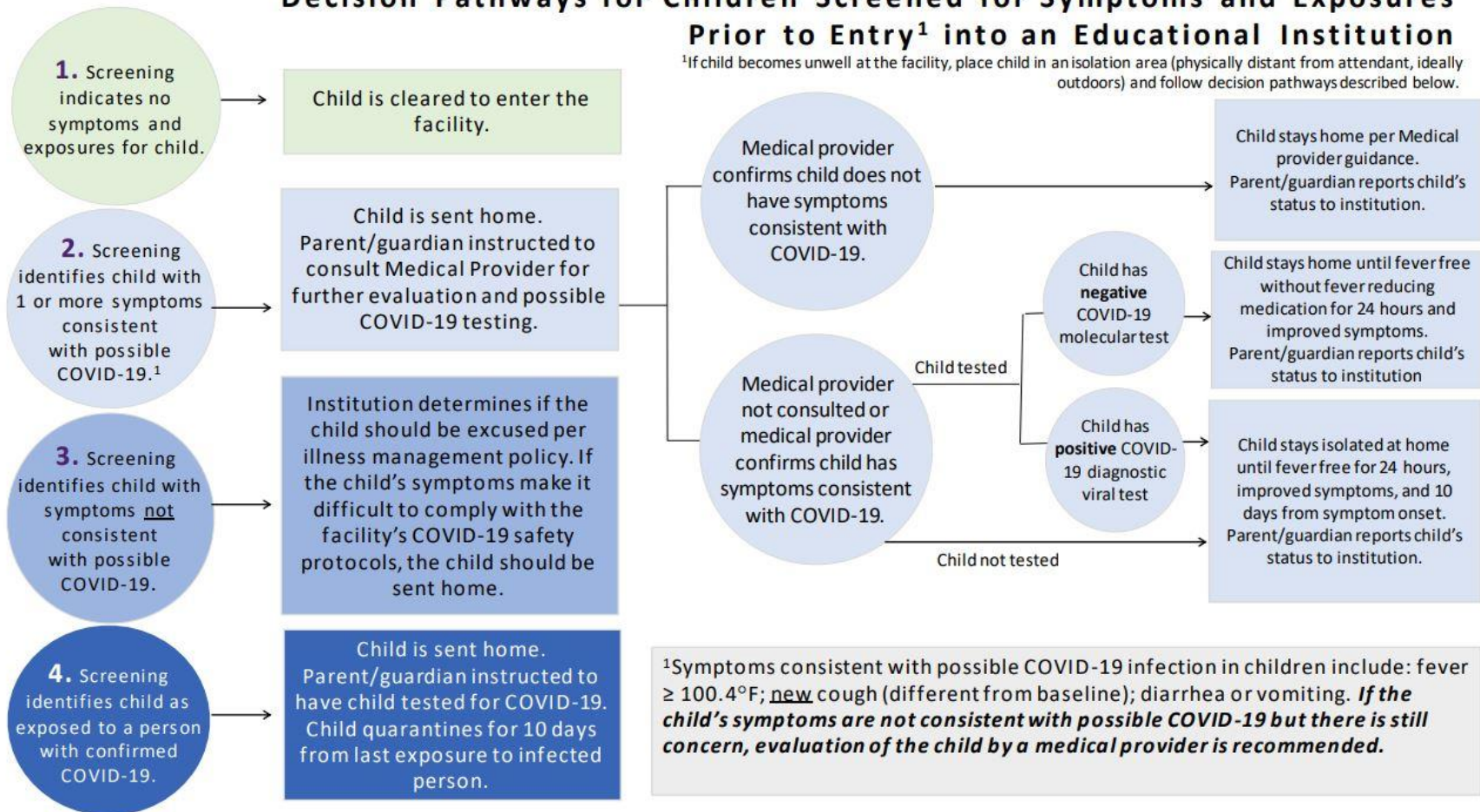


*Symptomatic Student Process*



## Decision Pathways for Children Screened for Symptoms and Exposures Prior to Entry<sup>1</sup> into an Educational Institution

<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.

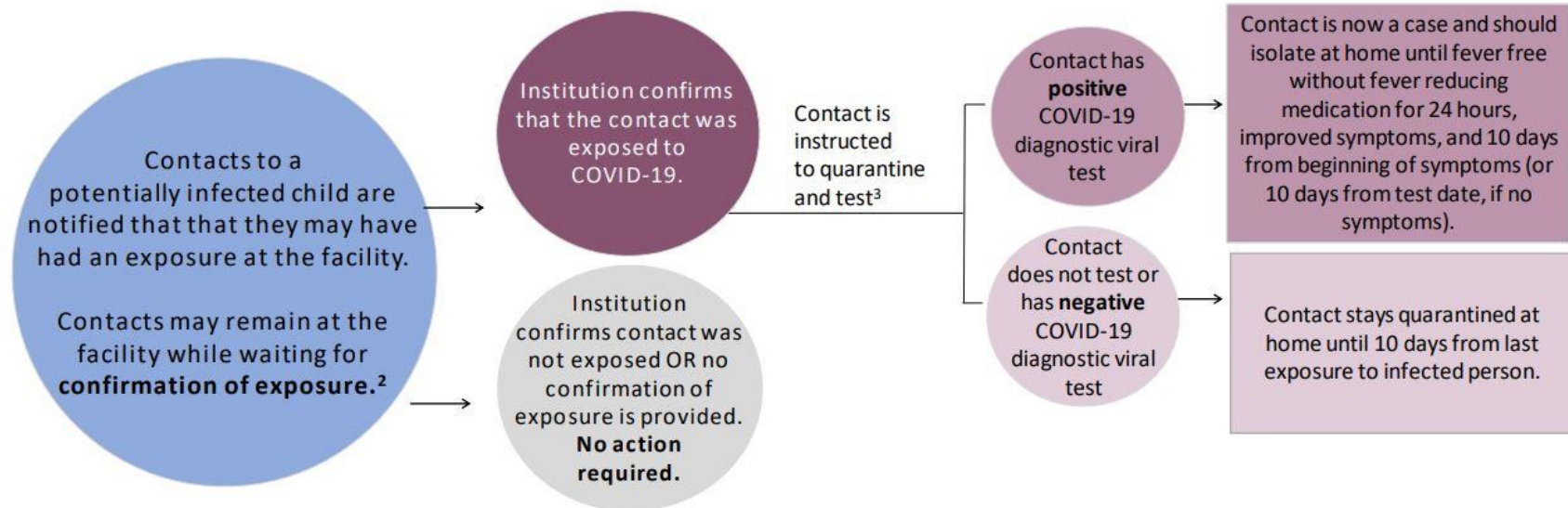


<sup>1</sup>Symptoms consistent with possible COVID-19 infection in children include: fever  $\geq 100.4^{\circ}\text{F}$ ; new cough (different from baseline); diarrhea or vomiting. **If the child's symptoms are not consistent with possible COVID-19 but there is still concern, evaluation of the child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

## Decision Pathways for Contacts to a Potentially Infected Child<sup>1</sup> at an Educational Institution

<sup>1</sup>A **potentially infected child** is a child with  $\geq 1$  symptoms consistent with possible COVID-19. Symptoms include fever  $\geq 100.4^{\circ}\text{F}$ ; **new** cough (different from baseline); diarrhea or vomiting.

A **close contact of a potentially infected child** is a child or employee at the facility who was within 6 feet for  $\geq 15$  minutes over a 24-hour period with a potentially infected child OR had direct contact with bodily fluids/secretions from a potentially infected child.



<sup>2</sup>**Exposure is confirmed** for a close contact to a potentially infected employee if the Institution receives notification that the potentially infected employee had a positive COVID-19 diagnostic viral test OR received a diagnosis of COVID-19 from a medical provider.

<sup>3</sup>**Vaccinated persons** who are a close contact to a confirmed case are not required to quarantine and test if they are: (1) fully vaccinated (i.e.,  $\geq 2$  weeks following receipt of the second dose in a 2-dose COVID-19 vaccine series or  $\geq 2$  weeks following receipt of one dose of a single-dose COVID-19 vaccine) and (2) have remained asymptomatic since last contact with the infected person.



## 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 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 Jennifer Sampson, the Coordinator of School Safety and Emergency Management. She can be reached at Pupil Safety and Attendance, (661) 723-0351 x. 468.
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 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 who have symptoms consistent with COVID-19 infection.
6. A plan to offer testing to those who were exposed to a case while at the facility.

**Exclusionary Note:** Vaccinated persons who are a close contact to a confirmed case are not required to quarantine and test for COVID-19 if they meet all of the following criteria:

1. Are fully vaccinated (i.e.,  $\geq 2$  weeks following receipt of the second dose in a 2-dose COVID-19 vaccine series or  $\geq 2$  weeks following receipt of one dose of a single-dose COVID-19 vaccine),
2. Are within 3 months following receipt of the last dose in the series of vaccinations, and
3. Have remained asymptomatic since last contact with the infected person.

#### 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 requests that the case follow Home Isolation Instructions for COVID-19.
3. **Required:** The CTF provides a copy of the Public Health Emergency Isolation Order 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.
  - a. LDPH must notify the Department of Public Health of all confirmed cases of COVID-19 disease among employees and children who had been at the school at any point within 14 days prior to becoming ill and persons at the school who were exposed (Close Contacts).
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 provides the LDPH with names and contact information for case and identified school Close Contacts. The LDPH completes the Contact Line List and sends it to the LADPH at [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).

8. **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.

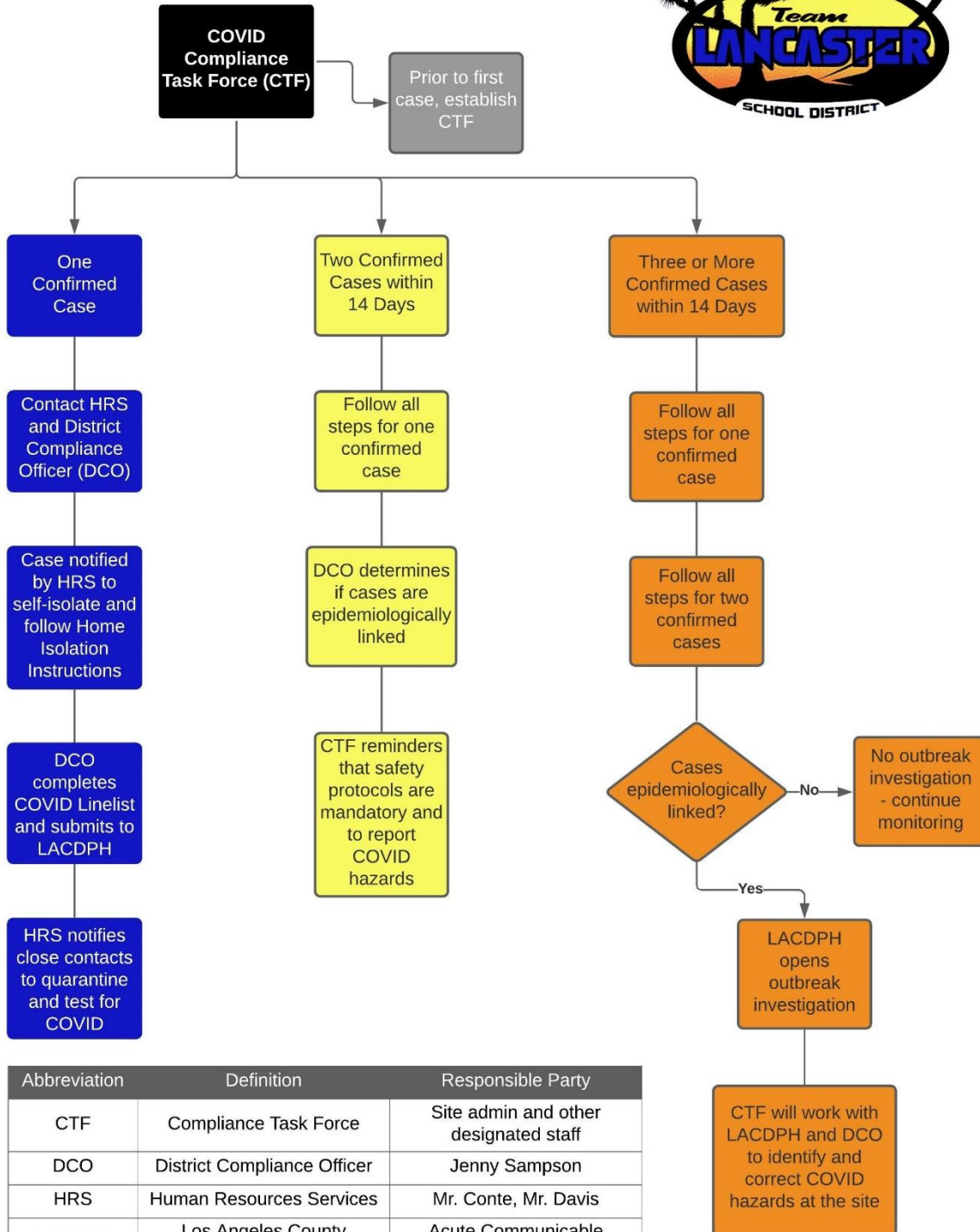
\*Outbreak criteria not met: the CTF continues with routine exposure monitoring.

\*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



Abbreviation	Definition	Responsible Party
CTF	Compliance Task Force	Site admin and other designated staff
DCO	District Compliance Officer	Jenny Sampson
HRS	Human Resources Services	Mr. Conte, Mr. Davis
LACDPH	Los Angeles County Department of Public Health	Acute Communicable Disease Control (ACDC)

## Appendix: Contact Tracing Form



# 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.

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

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

**NO SYMPTOMS**  (CHECK BOX) Date of first signs of symptoms: \_\_\_\_\_

**FULLY VACCINATED**  **YES**  **NO**

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

**COVID-19+ (positive) CASE:** An employee/person who tests positive for COVID-19 or an employee/person who had **CLOSE CONTACT** with a person who tested positive for COVID-19 within 48 hours.

**CLOSE CONTACT:** Presence within 6 feet of a COVID-19+ CASE for more than 15 minutes, with or without a mask.

Once an employee is identified as COVID-19+ CASE either by testing positive for COVID-19, or by **CLOSE CONTACT** (see above definition) with a person who has tested positive for COVID-19 within the preceding 48 hours, the administrator/supervisor will **SUBMIT** this Contact Tracing form for each COVID-19+ CASE.

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

CLOSE CONTACT (name of employees only):	Site/Dept	Date of Contact	Fully Vaccinated? (Yes or No)

**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?		
2. Were you within six (6) feet of the COVID-19+ CASE for more than 15 minutes?		
3. If accommodations can be made, are you willing and able to work from home while your COVID-19 test results are pending?		
3a. If approved to work from home, what are the hours of work?		

Date test results received at the site: \_\_\_\_\_ Date able to return to work: \_\_\_\_\_

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

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

Updated: 7/30/21



# Appendix: Wellness Room Forms and Signs

## General Configuration







# Wellness Room

## STAFF

## SIGN IN/OUT

# 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.**

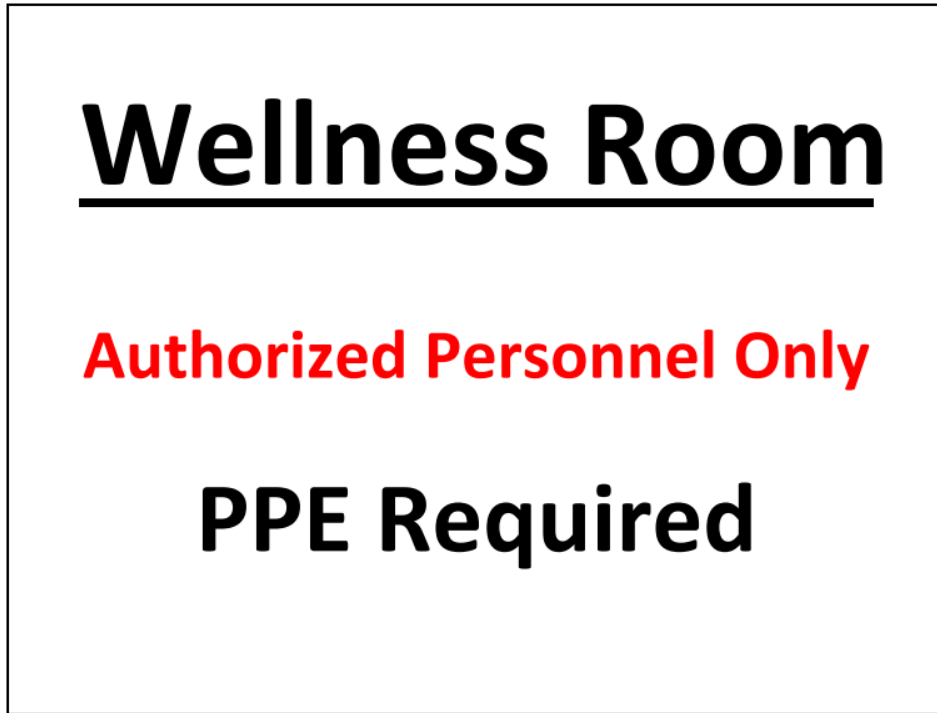
# WELLNESS ROOM STUDENT LOG

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

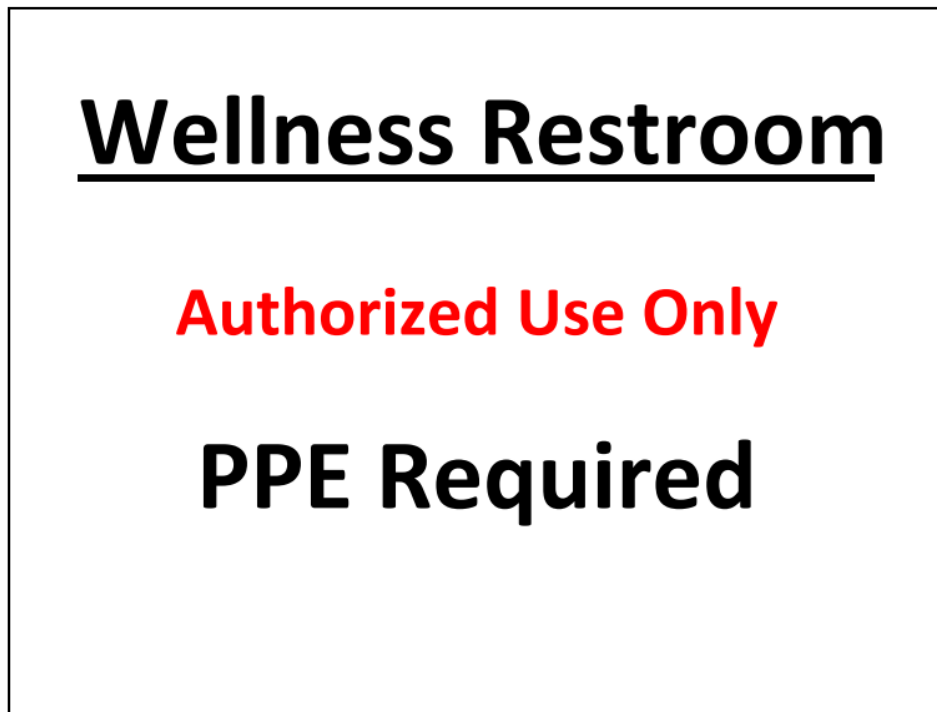
DATE	STAFF	TIME IN	TIME OUT

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

Room in Use

**NO ENTRY**

\_\_\_\_\_

Date

\_\_\_\_\_

Time In

No Entry Sign

**NO ENTRY**

\_\_\_\_\_

Date

\_\_\_\_\_

Time Out

Do not enter for at least 2 hours from time listed above if possible.



# 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.***





# 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/vomito, 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

### SCHOOL LETTERHEAD

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

Dear Parent/Guardian of \_\_\_\_\_ (student name),

Your student is being sent home today due to symptoms of illness consistent with COVID-19. 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.

For the health and safety of your student, classmates, and teacher, we ask that you keep your child at home for the next 10 calendar days and follow the **Los Angeles County Department of Public Health Home Isolation Instructions** provided with this letter.

In addition, we recommend that your child be evaluated by a doctor and get a COVID-19 test. A free COVID test can be obtained 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. If your student has a negative test or is released with a note from the doctor, he/she may return school once the student has been fever-free for 24 hours without fever-reducing medication; documentation must be provided to the school in order for your student to return to class. If your child does not have a COVID test and a medical provider is not consulted, then **all** of the following health conditions must be met prior to your child returning to school:

- your student must remain at home in isolation for at least 10 calendar days from symptom onset,
- your student must be fever-free without medication for 24 hours, and
- your student must show improved health symptoms in accordance with Los Angeles County Department of Public Health regulations.

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,

Principal Signature

School Nurse Signature