



# 2020-21 COVID-19 Prevention Program

Version 1.4.6

April 1, 2021

*In conjunction with  
The 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.*

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## Change Log

### Version 1.4.6

- Page 10 – Added comment about the existence of Site Safety Plans.
- Page 10 – Removed the screening question related to travel outside of LA County or the United States.
- Page 13 – Added comment that all teacher will receive a desk shield.
- Page 14 – Added comment about signs at student entrances.
- Page 15 – Adjust language on availability of HEPA filters.
- Page 17 – Added comment on the flushing of water lines to classroom sinks.
- Page 20 – Added Valencia Branch Labs as a cadence testing partner.

### Version 1.4.5

- Page 8 – Modify the use of the employee break room.
- Page 9 – Added statement about COVID-19 inspections and changed the status of COVID drills to completed.
- Page 10, 11 – Modified the questions in the COVID-19 screening process.
- Page 13 – Added statements about additional Plexiglas shields in classrooms.
- Page 15 – Added statements about MERV13 and HEPA filtration.
- Page 15 – Modified disinfecting routines.
- Page 17 – Added a statement about the availability of mobile handwashing stations.
- Page 20 – Added a statement that this CPP is on the District’s website.
- Page 29 – Correct phone number for Liaison added.
- Page 30 – Added new language addresses those individuals who have been effectively inoculated against COVID-19 and are then exposed to an infected individual.

### Version 1.4.4

- Added the definition of Asymptomatic.

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

## 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.

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 (LADPH), the California Department of Public Health (CDPH), 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 primarily addresses steps the District has taken to assess COVID-19 safety and prevention in the workplace. It is designed to be used as a guide by all employees in the District, whether at a school site or support facility. This document will be made available to all employees and will be updated regularly as guidelines are updated from the aforementioned government agencies. The latest version can be found on the District's website care of this link:

[COVID Protection Program](#)

## Acronyms and Definitions

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

**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

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

**CPP** – COVID-19 Prevention 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.

**LADPH** – Los Angeles County Department of Public Health

**LDPH** – The District's Liaison to the Department of Public Health

**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

## 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 worst 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.

**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 Prevention Program for Lancaster School District

The COVID-19 Prevention Program (CPP) is designed to control exposures to the COVID-19 virus that may occur in our workplace. This program will be updated as LADPH, CDPH, the 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 CPP in the workplace. In addition, all administrators and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program.

All employees are responsible for using safe work practice, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

### Current Los Angeles DPH Directives

Recent directives of the LADPH in response to a surge in COVID-19 cases and hospitalizations has forced the District to change how it serves the public. The following changes have been implemented to protect employee health

- Employees who can carry out their work duties from home have been directed to do so.
  - Work processes have been reconfigured and technology has been made accessible to increase opportunities to work from home.
- Vulnerable staff (above age 65 or with chronic health conditions) have been assigned work that can be completed from home, where feasible.
- Until further notice all employees who are not eating or drinking are required to wear a cloth face covering when working in an open area within proximity to other employees, regardless of the presence of Plexiglas dividers or cubicle walls.
  - The exception to this is employees who have private offices where the door may be closed.
- Staff are encouraged to eat or drink only during breaks and preferably outdoors and at least six feet from another individual. All break rooms are limited to use by one employee at a time or no more than one employee per break table.



## COVID-19 Compliance Task Force

A designated COVID-19 Compliance Task Force (CTF) has been founded at each workplace that is responsible for enforcing all COVID-19 safety protocols and ensuring that staff, students, and guests receive education about COVID-19. The members of the Task Force shall include, but not be limited to:

- The principal, director, or administrator
- The nurse or health office technician, if at a school
- The district Liaison to the Department of Public Health (LDPH)
- A teacher, if at a school
- A classified employee

The CTF serves as the eyes, ears, and action team of the workplace, addressing the COVID safety concerns of the staff and making sure those hazards are corrected. Any employee who discovers safety concerns should immediately share the findings with a supervisor. If the concern is not addressed within three business days, employees should contact the Assistant Superintendent of Business Services.

## Identification and Evaluation of COVID-19 Hazards

We have implemented the following in the workplace:

- Conducted workplace-specific evaluations to identify COVID-19 hazards. This identification was completed in the spring of 2020.
- Completed workplace inspections to identify unaddressed COVID-19 hazards and assigned correction to workplace leaders.
- Completed COVID-19 response drills to assess the readiness of school sites and facilities when responding to an outbreak.
- Evaluated employees' potential workplace exposures to all persons who are at (or who may enter) the workplace.
- Reviewed and implemented applicable orders and general and industry-specific guidance from the State of California, Cal-OSHA, and LADPH related to COVID-19 hazards and prevention.
- Evaluated existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
- We will conduct periodic inspections, as needed, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the

COVID-19 policies and procedures.

- We will conduct periodic COVID-19 response drills to assess the readiness of school sites and facilities when responding to an outbreak.
- The CTF will receive and address the COVID concerns raised by employees at the workplace.
- Sites have modified existing procedures and developed new procedures through the lens of COVID safety and have shared these plans with labor and the public.
- We have formed a Health and Safety Committee to review policies, procedures, and identify concerns and hazards to employee safety related to COVID-19.
- We have conducted a Community Forum to share with employees and the public what the District is doing to address COVID-19 hazards and answer their questions related to the opening of schools for in-person instruction.

### Employee Participation

Employees and their authorized representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by relaying any concerns they might have to their supervisor or members of the CTF without fear of retaliation. Any employee who believes that their COVID safety concern is not being addressed is welcome to share that concern with the Assistant Superintendent of Business. Further, all employees are welcome to become members of the District's Health and Safety Committee to address COVID-19 hazards. To be added to the Committee, contact the Business Office at 948-4661 x. 100.

### Employee and Visitor Screening

All employees, guests, and visitors to our school facilities and offices are required to submit to a health screening and temperature check before being allowed access to the interior of the facility. This screening includes the following elements:

- Completion by the individual of a digital questionnaire inquiring about
  - Symptoms that the individual might be experiencing.
  - Exposure of the individual to someone who has tested positive for COVID-19
  - Whether the individual has recently been tested for COVID due to exposure or symptoms and is awaiting results.
  - Whether the individual has tested positive for COVID in the last 14 days.
  - If the individual has traveled outside of California or the United States in the last

### 14 days.

- If the employee responds “yes” to any of these categories, they are restricted from entering the facility and may be required to quarantine.
- Touchless temperature taking.
  - Temperature of 100.4 or greater is the threshold to bar an individual from entering the facility.
  - Employees and those performing temperature checks are both required to wear face coverings during the process.
- All employees have been told not to come to work if sick and to follow LADPH guidance for self-isolation, if showing COVID symptoms or testing positive for COVID.
  - Employees who remain at home due to COVID symptoms or a positive test should contact their immediate supervisor for further direction and information.
  - Employees who receive a positive COVID test results should immediately contact their supervisor.
- Teachers and staff are required to indicate where in the facility they visited during the work day. This will assist in maximizing the efficiency of evening disinfection.
- Visits to facilities are for essential purposes and by appointment only.
  - Visitors are limited to only essential areas at the facilities.
  - Staff will direct visitors to essential areas for meeting purposes.
  - Any essential, in-person visit by a guest will maintain social distancing requirements (six feet of space, masks, etc...)

## Remediation of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices, or procedures will be documented and corrected in a timely manner based on the severity of the hazards. Employees are encouraged to share any hazards with their supervisor or member of the CTF. Minor hazards can be corrected by site employees and supervisors, while greater concerns will be addressed by the District's Maintenance and Operations division.

Types of hazards may include, but are not limited to:

- Lack of Personal Protective Equipment (PPE).

- Lack of hand sanitizer, soap, and paper towels.
- Lack of disinfecting solution for general employee use.
- Insufficient distance (minimum of six feet) between employee work stations.
- Failure of employees to wear face coverings when interacting with other employees or the public.
- Failure of employees to maintain six feet of distance when interacting with other employees or the public.
- Insufficient COVID-19 precautionary signage at entrances and throughout the facility.
- Being required by a supervisor to work within six feet of another employee for more than 15 minutes in a 24-hour period.

Employees are assured that they will not face retaliation for reporting any COVID-19 hazard at the workplace. Any employee who discovers safety concerns should immediately share the findings with a supervisor. If the concern is not addressed in a rapid fashion, employees should contact the Assistant Superintendent of Business Services.

## Control of COVID-19 Hazards

### Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in the workplace by:

- Reducing the number of persons in an area at one time, including visitors.
  - Employees and guests should be allotted approximately 30 square feet of space around their person, which adheres to requirements of six feet of social distancing.
- Placing signs at all entrances and throughout the facility reminding people to maintain six feet of distance.
- Placing ground markers at entrances showing six feet of distance as people wait in line to receive service.
- Discouraging employees from congregating during breaks and lunches.
- Rearranging or relocating work spaces to create six feet of space between employee workstations.

- Where six feet of space cannot be achieved, Plexiglas partitions are installed.
- Installing Plexiglas barriers at the counters of all facilities in locations that serve the public.
- ~~Made available to teachers upon request a desk shield for placement on the teacher's desk.~~ All teachers will receive a shield for the desk.
- In classrooms that utilize tables for seating the District has installed "X" shaped Plexiglas shields to allow four students to safely sit at the same table or individual shields for students.
- Where feasible, creating different entry and exit points to the facility.
- Where feasible, creating paths of travel through hallways via directional ground marks.
- Reconfiguring office seating for guests that maintains at least six feet of distance.
- Instructing employee to discontinue handshakes or any other type of greeting that breaks the six feet of physical distance.
- Where feasible, conducting virtual meetings in place of in-person meetings.
- Discontinuing all non-essential travel.
- Where feasible, restricting employees from traveling together in the same vehicle.

### Face Coverings

Employees are encouraged to bring their own face covering to work, but the District will provide a clean face covering for each employee or visitor that does not have one. The face covering must be worn properly over the nose and mouth at all times according to the guidelines of the LADPH and the CDC. Specifically, face coverings

- Are to be applied before stepping onto school or facility grounds.
- Must be washed after each shift.
- Must cover both the nose and mouth.
- Must not be shared.
- Are required when interacting with other employees or the public.
- Must be worn when moving throughout a facility.
- May be removed when working alone in a private office with the door closed.

When adjusting a face covering employees should sanitize their hands before and after touching the face covering. Employees are discouraged from touching their eyes, nose, or mouth while at work.

The following are exceptions to the use of face coverings in the workplace:

- When alone in a room.
- While eating or drinking at the workplace, provided employees are at least six feet apart and either eating outdoors or in an area where outside fresh air is introduced into the facility.
  - Regardless, employees are encouraged to take breaks and eat lunch in solitude.
- When wearing respiratory protection in accordance with CCR Title 8, section 5144, or other safety order.
- When an employee has a bona fide medical or mental health condition or disability that precludes wearing a mask. Alternatives will be considered on a case-by-case basis.
  - Doctor notes indicating medical or mental health conditions shall be shared with the employee's supervisor.
- When an employee is working independently outdoors. Should another person approach the employee, the employee is required to don a face covering.

### Engineering Controls

We have implemented the following measures for situations where we cannot maintain at least six feet between individuals:

- Workstations have Plexiglas partitions situated between them.
- Plexiglas has been installed at all counters where employees interact with the public.
- Ground markers are placed at entrances where individuals are likely to form lines.
- Each facility has established a main entry point that includes COVID-19 cautionary signage.
  - All student entrances will have COVID-19 cautionary signage.
- Employees are not allowed to congregate in staff lounges or eating areas.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by

- Adjusting HVAC units to introduce the greatest possible amount of fresh air relative to outdoor weather and health conditions.
- Adjusting HVAC timers to begin the recirculation of air two hours before and after the conclusion of the work day.
- Installing the highest possible rated air filtration (MERV13) that systems can accommodate.
- Portable HEPA filtration in all classrooms and SDC restrooms.
- Make available a tabletop HEPA filter for support staff, upon request.
- Placement of large HEPA filters in all gymnasiums and cafeterias once items clear customs.
- ~~For workspaces or classrooms where Maintenance and Operations has indicated inadequate ventilation occurs, portable HEPA filters will be provided.~~
- Where possible, leaving the door to a facility, office, or classroom open throughout the day.

### Cleaning and Disinfecting

We have implemented the following cleaning and disinfecting measures for frequently touched surfaces:

- Night custodians will clean common spaces (offices, lounge, restrooms, etc.) and disinfect high-touch areas.
  - High-touch areas in specific classrooms will be disinfected, if the teacher indicates he or she visited the room that day.
- Day custodians will regularly disinfect high touch items multiple times throughout the work day according to the District's Day Custodian Run Sheet ([Appendix A](#)).
- Cleaning and disinfecting supplies will regularly be restocked by the custodial crew.
- Employees will be given access to disinfecting supplies and instructions for their use.
  - Commonly used office equipment will have disinfectant and instructions nearby that will allow for employees to disinfect before and after each use.
- Employees are allowed time during their shifts to disinfect and/or clean their work areas.

- Employees may be temporarily assigned cleaning or disinfecting duties as part of the normal work day.
- Signage about disinfecting before and after each use is posted near areas that contain common-use office equipment.

In the event that an employee has been identified as COVID-19 case (tested positive or showing symptoms), the following CDC-guided cleaning and disinfecting protocols will be implemented at that workplace:

- Restrict access to the contaminated area(s).
- Close off the contaminated area(s), open windows, and turn on the ventilation fan for 24 hours (or as long as practical) before disinfecting crews enter the area(s).
- Clean and disinfect all contaminated areas.
- Clean and disinfect high-touch surfaces.
- When appropriate, disinfect the entire area using the Clorox Total 360 Electrostatic Sprayer.

Employees performing the cleaning and disinfecting will follow these safety requirements:

- Follow all Safety Data Sheets related to cleaning and disinfecting products.
- Follow all instructions and safety guidelines related to the use of the Clorox Total 360 Electrostatic Sprayer.
- Ensure proper ventilation during the cleaning and disinfecting process.
- Avoid indiscriminate mixing of any chemicals or cleaning supplies.
- Apply a face covering, eye protection, gown, and gloves before entering a contaminated area.
  - Discard the PPE appropriately after each use.
- Wash hands for 20 seconds immediately after discarding PPE.
- Immediately report a breach of PPE protocol or failure of PPE to the supervisor.

We have also instituted the following other mechanical adjustments:

- Made inaccessible all drinking fountains.
  - Maintained the flow of water to combination sink/fountains in order to allow



access to fresh water via the sink spigot.

- Flush all classroom sinks prior to the return of students for in-person instruction.

### PPE and Shared Tools & Equipment

- We have evaluated the need for PPE (gloves, masks, gowns, face shields) as required by CCR Title 8, section 3380 and have provided access to such PPE as needed.
- PPE shall be provided to employees or visitors who lack it. Resupply of PPE may be achieved through the District's Work Order process. School sites and facilities are responsible for monitoring and distributing their supply of PPE.
- PPE shall not be shared at any time.

Items that employees come into regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments, and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by

- Creation of a "clean" and "dirty" repository for respective items.
- Providing disinfecting solution, instructions, and signage near shared equipment.

Sharing of District vehicles has been minimized to the extent feasible. Night security staff (who travel in pairs) have had their security vehicles modified to include a Plexiglas partition in the vehicle cab that separates the two employees. Masks are required when riding as pairs in the security vehicles.

- During the heightened alert issues by the LADPH, night security employees will be temporarily assigned to separate vehicles.

### Hand Sanitizing

In order to implement effective hand sanitizing procedures, the District has:

- Made available soap and paper towels at every operational sink.
- Purchased mobile hand washing stations to be positioned near classrooms that do not have sinks.
- Made available a bottle of ethanol-based hand sanitizer at each sink.
- Mounted a benzalkonium chloride-based hand sanitizer station at every sink and in every classroom.

- Installed a stand-alone hand sanitizer station at the main entrance to every facility to be used by anyone who enters the facility.
- Placed signage throughout the facilities reminding individuals to wash their hands regularly for at least 20 seconds.
  - This includes in each restroom.
- Given employees time throughout the day to wash their hands.
- Issued a bottle of hand sanitizer to any employee who wishes to have one.
- Forbidden communally shared food.

### Investigating and Responding to COVID-19 Cases

The District has developed an investigation and response process guided by the CDC and the LADPH (Exposure Management Plan, [Appendix D](#)) for addressing COVID-19 positive cases and symptomatic individuals. If an employee begins having symptoms while at the workplace, the following actions will be taken:

- The employee shall immediately put on a face covering at the onset of symptoms.
- 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 – stay where you’re at!
- 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 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.

- The employee will call Human Resources immediately upon arriving home and will follow all directives (seek medical help, obtain a COVID-19 test, quarantine, etc.) as soon as possible.
- The employee will share with Human Resources any locations they may have visited during the work day or any employees with whom they came in contact with at a distance closer than six feet for more than 15 minutes cumulatively within a 24-hour period, with or without a face covering.
- In the event that an employee cannot leave the school site immediately yet needs some type of monitoring, the employee may be placed in the school's Isolation Room.
- These actions shall also apply to any independent contractor, substitute employee, or guest that is at the workplace and begins showing symptoms.

Employees who had potential COVID-19 exposure (defined as being within six feet for more than 15 minutes cumulatively within a 24-hour period, with or without a mask, of a COVID-19 positive or symptomatic individual) in the workplace will be:

- Offered a no-cost COVID-19 test conducted during work hours.
  - Information on access to free COVID-19 testing has been shared with all employees ([Appendix B](#)).

## 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 California Family Rights Act (CFRA) ([Appendix C](#)).

- Employees have received information about the availability of free COVID-19 testing in the Antelope Valley ([Appendix B](#)).
- 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 LADPH, 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 **through 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.

## Training and Instruction

The District has provided the following training and instructions to its employees:

- Our COVID-19 Prevention Program has been shared with all District employees.
  - The CPP is available on the District's website.
- On-line training via Keenan Safe Schools web portal.
- Information regarding COVID-19-related benefits to which the employee may be entitled has been shared with all District employees ([Appendix C](#)).
- We have informed employees of COVID-19 facts, including:
  - It is an infectious disease that can be spread through the air via respiratory droplets.
  - It can be transmitted when a person touches a contaminated object and then touches his or her eyes, nose, or mouth.
  - An infected individual may be asymptomatic (show no symptoms), but can still be contagious.
  - It can be deadly, with a current fatality rate of 1.6% in the United States.
- Methods of physical distancing of at least six feet and the importance of combining

physical distancing with the wearing of face coverings.

- Physical distancing combined with mask wearing and hand washing are the best strategies to minimize the potential infection from COVID-19 when working indoors.
- Wash hands frequently with soap and water for at least 20 seconds.
  - When soap and water are not available, use a hand sanitizer consisting of at least 60% ethyl alcohol.
- The correct use of a face covering by all individuals is the best way to protect yourself, and others, if indeed you are infected.
- That if an employee is showing any symptoms of COVID-19, including running a temperature of 100.4 or higher, that they are not to report to work, report their symptoms to their supervisor, and seek the advice of a medical professional.

### 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.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earning, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work-related.
- Providing 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 LADPH whenever required by law, and provide any related information requested by the LADPH.
- 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 the workplace or in connection with our 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 positive case or symptomatic employee has been identified the District follows the CDC and the LADPH guidelines before allowing the employee to return to work. This includes:

- COVID-19 cases 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, and
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but 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.

## Appendix A – Day Custodial Schedule

### LANCASTER SCHOOL DISTRICT Day/Night Custodial Run/Tasks

**DAY CUSTODIANS** will continue to work 7:00am – 3:45pm Daily call-in ext. 275 and check yourself in. At 3:45 using the custodial phone call yourself out by either calling Guillermo or ext. 275. At this time day custodians will be supervised by Facilities. If the site or Principal has special requests or needs, please ask them to contact Facilities (e-mail or a work request) and we will assign tasks / requests as needed.

**Follow the modified day run sheet. Hourly, the day custodian will**

- ✓ Disinfect communally touched surfaces in the lobby, entryways, main office areas, workroom and lounge (doors, knobs/handles, counters, and Plexiglas, etc...)
- ✓ Disinfect Office Restrooms, Kitchen Restroom, all other Staff Restrooms, Doors, light switches, dispensers, hand dryers, doors handles, sinks and handles and partition doors, toilet handles etc...)
- ✓ Any other common use space at the site that is being utilized should also have these standards applied.

**NIGHT CUSTODIANS** will work 3:00pm – 11:30pm Daily using the custodial phone call-in to Guillermo or ext. 275 and check all night custodians in. At the end of your shift you will be called out by the District Office custodian.

**Daily Clean / Disinfect** - The Office, Entryway, Lounge, All Restrooms, Work Rooms, and anything identified in the COVID-19 sign in binder as having been used by staff.


- **Daily** check all other rooms/restrooms not in the sign in binder and clean as necessary. When these tasks are complete, continue working on the tasks at the bottom of this page.

**You are to follow your regular run sheet. Daily - At the beginning of your shift make note of the rooms on your run that staff had visited from the sign in binder. Then go through your run as normal disinfecting the rooms that staff had visited and cleaning all other rooms/restrooms as needed. Rooms/Restrooms not being used need to have the faucets run for 3 minutes, and toilets/urinals flushed once a week. When you have completed your run, work on the current assigned cleaning tasks at the bottom of the page.**

#### **Task List**

- **Outside Walls**
- **Outside Windows**
- **Scrap Gum in Walkways**
- **Pressure Spray Walkways**

**Daily** - Night Custodians initial near the name or room # that **YOU** disinfected from the sign in binder and send the sign in sheet to Facilities daily.



# 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.*  
*Happy Holidays from the Lancaster School District!*



## Appendix C – Employee Rights



The California Family Rights Act (CFRA) provides most employees in California with the right to take up to 12 weeks of leave from work to care for themselves or their family members with a serious health condition or to bond with a new child. Employees returning to work from CFRA leave are entitled to their same or a comparable position, among other job protections. Recent legislation (Senate Bill 1383) expands CFRA in several major respects. The Department of Fair Employment and Housing (DFEH), which enforces CFRA, is providing this factsheet to assist employees and employers in understanding the upcoming changes to CFRA.

### UPCOMING CHANGES TO CFRA - EFFECTIVE JANUARY 1, 2021

- 1. Employers of 5 or more employees covered by CFRA:** Until December 31, 2020, CFRA applies only to private employers of 50 or more employees. Starting January 1, 2021, CFRA applies to private employers of 5 or more employees. CFRA also applies to the California state and local governments as employers.
- 2. Worksite limitation eliminated:** To be eligible for CFRA leave, an employee generally has to meet 3 requirements: have worked for the employer for more than 12 months, have worked at least 1,250 hours in the 12 months prior to their leave, and the employer has at least 50 employees within 75 miles of the employee's worksite. Starting January 1, 2021, the worksite mileage requirement is eliminated.
- 3. Circumstances for CFRA leave expanded:** Eligible employees can take up to 12 weeks of CFRA leave to: care for their own serious health condition; care for certain family members' serious health condition; or to bond with a new child (by birth, adoption, or foster placement). SB 1383 did not change these three categories, but it did expand the types of family members for whom CFRA leave can be taken (see #4 below). In addition, beginning January 1, 2021, CFRA leave may be taken for "a qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States, as specified in Section 3302.2 of the Unemployment Insurance Code."
- 4. Types of family members expanded:** Currently, CFRA leave may be taken to care for the serious health condition of a spouse, domestic partner, parent, minor child, or dependent adult child. Starting on January 1, 2021, employees may take leave to care for additional family members, including: an adult child, a child of a domestic partner, grandparent, grandchild, or sibling.
- 5. Limitation on parents working for the same employer eliminated:** Starting January 1, 2021, if both parents of a new child work for the same employer, each parent is entitled to up to 12 weeks of leave. Until December 31, 2020, employers may require parents to split 12 weeks of leave between them.

Exhibit B 1 of 2



6. *Small employer mediation program created:* CFRA applies the same to covered employers regardless of size. However, DFEH offers mediation to smaller employers (5-19 employees) and their employees to resolve any dispute over CFRA leave, before the employee can proceed with a court case. For more information about this program, see Government Code section 12999.1. Employers and employees wishing to take advantage of DFEH's mediation services should contact DFEH at [DRDOnlineRequests@dfeh.ca.gov](mailto:DRDOnlineRequests@dfeh.ca.gov) or any of the channels below.
7. *Exceptions eliminated:* Starting January 1, 2021, all employees who take CFRA leave have the same reinstatement rights. An exception for an employer's highest-paid employees is eliminated.

## KEY CFRA PROVISIONS THAT ARE UNCHANGED

1. *What qualifies as a "serious health condition"?* A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either (A) inpatient care in a hospital, hospice, or residential health care facility; or (B) continuing treatment or continuing supervision by a health care provider.
2. *Is CFRA leave paid? What about health benefits?* Employers may pay their employees while taking CFRA leave, but employers are not required to do so. Employees taking CFRA leave may be eligible for California's Paid Family Leave (PFL) program or State Disability Insurance (SDI), which is administered by the Employment Development Department (EDD). For information about using paid time off while on CFRA leave, such as vacation or sick days, see California Code of Regulations, Title 2, section 11092. Employers are required to continue the health benefits of an employee taking CFRA leave.
3. *How much notice must an employee provide to their employer?* If the employee's need for CFRA leave is foreseeable, the employee must provide reasonable advance notice and, if due to a planned medical treatment or supervision, the employee must make a reasonable effort to schedule the treatment or supervision to avoid disruption to the operations of the employer, subject to the approval of the health care provider of the individual requiring the treatment or supervision. If the employee's need for CFRA leave is not foreseeable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable or 15 days from the employers request.
4. *May an employer require medical certification?* An employer may require that an employee's request for leave for the employee's own health condition or to care for a family member who has a serious health condition be supported by a [certification](#) issued by the health care provider of the individual requiring care.
5. *Where can I find out more about CFRA leave?* To learn more about CFRA, including applicable definitions, see Government Code section 12945.2 and California Code of Regulations, Title 2, sections 11087 - 11097. A variety of educational materials about CFRA are also available at: [www.dfeh.ca.gov/Posters/](http://www.dfeh.ca.gov/Posters/)

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## CONTACT US

[www.dfeh.ca.gov](http://www.dfeh.ca.gov)  
Toll Free: 800.884.1684 / TTY: 800.700.2320  
[contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov)

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*This guidance is for informational purposes only, does not establish substantive policy or rights, and does not constitute legal advice.*

NOVEMBER 23, 2020 / DEPARTMENT OF PUBLIC EMPLOYMENT AND HOUSING

Exhibit B | of 2

THE MISSION OF THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING IS TO PROTECT THE PEOPLE OF CALIFORNIA FROM UNLAWFUL DISCRIMINATION IN EMPLOYMENT, HOUSING AND PUBLIC ACCOMMODATIONS, AND FROM THE PERPETRATION OF ACTS OF HATE VIOLENCE AND HUMAN TRAFFICKING.



## CALIFORNIA FAMILY RIGHTS ACT

## COMPLAINTS MUST BE FILED WITHIN ONE YEAR OF THE LAST ACT OF DISCRIMINATION FILING A COMPLAINT

If you believe your CFRA rights have been violated, you may, within one year of the discrimination, file a complaint of discrimination with the DFEH by following these steps:

- 1 Contact DFEH by using the information on the back of this brochure
- 2 Be prepared to present specific facts about the alleged discrimination or denial of leave
- 3 Keep records and provide copies of documents that support the charges in the complaint, such as paycheck stubs, calendars, correspondence (such as doctors' letters provided to the employer, emails, voicemail, etc.), and other potential proof of discrimination

DFEH will conduct an impartial investigation. We represent the State of California. DFEH will, if possible, try to assist both parties to resolve the complaint.

If a voluntary settlement cannot be reached, and there is sufficient evidence to establish a violation of the law, DFEH may litigate the case in civil court. If a court decides in favor of the complaining party, remedies may include reinstatement, back pay, reasonable attorney's fees, costs, damages for emotional distress, and punitive damages.

### FOR MORE INFORMATION

Department of Fair Employment and Housing  
Toll Free: (800) 884-1684  
TTY: (800) 700-2320  
Online: [www.dfeh.ca.gov](http://www.dfeh.ca.gov)

Also find us on:



If you have a disability that prevents you from submitting a written intake form on-line, by mail, or email, the DFEH can assist you by scribing your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or call us through your VRS at (800) 884-1684 (voice).

To schedule an appointment, contact the Communication Center at (800) 884-1684 (voice or via relay operator 711) or (800) 700-2320 (TTY) or by email at [contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov).

The DFEH is committed to providing access to our materials in an alternative format as a reasonable accommodation for people with disabilities when requested.

Contact the DFEH at (800) 884-1684 (voice or via relay operator 711), TTY (800) 700-2320, or [contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov) to discuss your preferred format to access our materials or webpages.

DFEH-EO13-ENG / August 2019

Exhibit B 2 of 2

The Fair Employment and Housing Act (FEHA), enforced by the Department of Fair Employment and Housing (DFEH), contains family care and medical leave provisions for California employees. These leave provisions are known as the California Family Rights Act (CFRA).

Under CFRA and the New Parent Leave Act, if you have more than 12 months of service with your employer, and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to family care or medical leave. In workplaces of 20 or more persons, this leave may be up to 12 workweeks in a 12-month period for the birth of a child or the placement of a child for adoption or foster care. In workplaces of 50 or more persons, this right to take leave also extends to leave taken for your own serious health condition or to care for a parent, spouse, or child with a serious health condition.

All employers covered by CFRA must provide information about CFRA to their employees and post this information in a conspicuous place where employees tend to gather. A poster that meets this requirement is available on DFEH's "Resources" page online ([www.dfeh.ca.gov](http://www.dfeh.ca.gov))

\*CFRA and NPLA applies to all employees of the state of California and any other political or civil subdivision of the state and cities, regardless of the number of employees.

### EMPLOYERS WHO PROVIDE EMPLOYEE HANDBOOKS MUST INCLUDE INFORMATION ABOUT CFRA LEAVE IN THE HANDBOOK



## CFRA LEAVE REQUIREMENTS:

## RETURN RIGHTS AFTER CFRA LEAVE:

- To be eligible for CFRA leave, an employee must have more than 12 months of service with the employer and have worked at least 1,250 hours for that employer in the 12-month period before the leave begins.\*
- An eligible employee may take an unpaid leave to bond with an adopted or foster child or to bond with a newborn.
- An eligible employee may take unpaid leave to care for a parent, registered domestic partner, or child with a serious health condition. CFRA leave may also be taken for the employee's own serious health condition.
- Full-time employees may take leave of up to 12 work weeks in a 12-month period. Part-time employees may take leave on a proportional basis. The leave does not need to be taken in one continuous period of time.
- An employer may require a 30-day advance notice of the need for a CFRA-qualifying leave. When this is not possible due to the unexpected nature of the qualifying event, notice should be given as soon as practicable. Notice can be written or verbal and should include the timing and the anticipated duration of the leave, but an employer may not require disclosure of an underlying diagnosis. An employer must respond to a leave request within 5 business days.
- The employer may require written communication from the health-care provider of the child, parent, registered domestic partner, or employee with a serious health condition stating the reasons

- for the leave and the probable duration of the condition. However, the health care provider may not disclose the underlying diagnosis without the consent of the patient.
- In addition to the family care and medical leave requirements of the CFRA, employers of five or more persons have additional obligations pertaining to pregnancy disability leave (PDL). Please refer to the DFEH publication "Pregnancy Leave" for more information.
- Employees are entitled to take CFRA leave in addition to any leave entitlement they might have under PDL. Leave taken for the birth or adoption of a child must be completed within one year of the event.

### SALARY AND BENEFITS DURING CFRA LEAVE

Employers are not required to pay employees during a CFRA leave. An employer may require an employee to use accrued vacation time or other accumulated paid leave other than sick time. If the CFRA leave is for the employee's own serious health condition, the use of sick time can be required.

If the employer provides health benefits under a group plan, the employer must continue to make these benefits available during the leave. Similarly, the employee is entitled to continue accruing seniority and participate in other benefit plans.

- 1 After CFRA leave, employees are guaranteed a return to the same or comparable position and can request the guarantee in writing.
- 2 If the same position is no longer available, such as in a layoff or closure, the employer must offer a position that is comparable in terms of pay, benefits, shift, schedule, geographic location, and working conditions, including privileges, perquisites, and status, unless the employer can prove that no comparable position exists. An employee is not entitled to reinstatement if the employee would have been otherwise laid off or terminated.

### FAMILY TEMPORARY DISABILITY INSURANCE (FTDI) OR "PAID FAMILY LEAVE"

Employees on CFRA leave of absence may also be eligible for six weeks of paid leave under FTDI, a program administered by the California Employment Development Department (EDD). For further information, contact the EDD at (800) 480-3287 or visit EDD's website at [www.edd.ca.gov](http://www.edd.ca.gov).

## Appendix D – Exposure Management Plan

### 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 1, 2, and 3 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 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)
  - 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
3. 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.

4. A plan for the isolation of students who have symptoms consistent with COVID-19 infection.
5. 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 infect 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 informs the case that the LADPH will contact the case to collect additional information and issue a Health Officer Order for self-isolation.
4. **Required:** The CTF works with the case to determine contacts that were exposed (see exclusion note) to the case at school while infectious. 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.
5. **Required:** The CTF notifies contacts of case exposure, requests contacts to follow [instructions for self-quarantine](#) and test for COVID-19.
6. **Required:** The CTF provides the LDPH with names and contact information for case and identified school 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).
7. **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

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

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](mailto: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).