



LANCASTER SCHOOL DISTRICT
ESTABLISHED 1885

2023-24 COVID-19 Prevention Program

Version 4.1

January 29th, 2024

*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

Maintain by the Student and Family Services Division

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



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Change Log

Version 4.1 (1/31/24)

- Change in isolation requirements throughout
- Change in number of days to identify a cluster from 14 to 7 throughout
- Removed reference to plexiglass dividers and cubicle walls throughout
- Removed instruction for employees to eat outside, only during breaks, and maintaining social distancing while eating throughout
- Page 5- Removed reference to Omicron
- Page 8- Updated fatality rate
- Page 8- Removed reference to Omicron and hospitalizations for the unvaccinated
- Page 9- Removed content under Current LA County DPH Directives
- Page 14-Removed instructions related to physical distancing
- Page 15-Removed instruction to discontinue handshakes
- Page 18- Removed instruction related to disinfecting shared items
- Page 19- Removed direction to provide a bottle of free hand sanitizer to employees
- Page 20- Removed instruction for employees to contact HRS after testing positive
- Page 20- Changed “Human Resources” to “their supervisor”.
- Page 22- Removed Keenan Training

Version 4.0 (8/8/23)

- Page 16 Cleaning and disinfection requirements changed to reflect current LADPH recommendations
- Day custodial schedule removed
- Page 25-26 COVID test access flier replaced with LADPH COVID test access information

You may access the most recent version of this document by clicking here: [2023-24 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 in the same room for periods of time longer than 15 minutes. Although this method of infection is not well documented, COVID-19 can also be contracted when a person touches a surface contaminated with the virus and then touches his or her eye, nose, or mouth.

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

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



Document Purpose

The purpose of this document is to combine into a single, user-friendly manual the multitude of different guidelines and requirements released by the Los Angeles County Department of Public Health (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

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

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

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

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

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

CPP – COVID-19 Prevention Program

CTF – COVID-19 Compliance Task Force

Exposure – An individual who



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

LADPH – Los Angeles County Department of Public Health

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

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

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

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



Symptoms and Characteristics of COVID-19

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

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

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

Certain people are more at risk for serious complications because of COVID-19. Data show that the elderly and individuals with medical conditions have a higher probability of developing severe COVID-19 complications which can result in hospitalization, placement in an intensive care unit, or in the worst cases, even death. Because of the highly contagious nature of COVID-19 and the reported fatality rate of 1.1% - 1.6%, this is a dangerous disease that should not be taken lightly.

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

If someone is showing any of the following emergency warning signs, call 911 and seek



emergency medical care immediately:

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

COVID-19 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 LACDPH in response to a surge in COVID-19 cases and hospitalizations has forced the District to change how it conducts business. The following changes have been implemented to protect employee health:~~

- ~~Employees who are not eating or drinking are strongly recommended to wear surgical-grade or higher-grade masks when working indoors, regardless of the presence of Plexiglas dividers or cubicle walls.~~



- ~~Staff are encouraged to eat or drink only during breaks and preferably outdoors. It is recommended that employees limit themselves to no more than one employee per break table and/or a minimum of six feet of distance between employees.~~
- ~~While outdoor or virtual meetings are preferable, employee meetings may be conducted indoors. It is strongly recommended that all attendees wear masks.~~
 - ~~The meeting space should be configured to maximize distance between attendees.~~
- ~~Mask wearing outdoors is recommended if physical distancing cannot be maintained or people will have a tendency to congregate.~~

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-19 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 and is regularly reviewed.
- 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 a suspected case or 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.
- Conduct 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-19 concerns raised by employees at the workplace.
- Sites have modified existing procedures and developed new procedures through the lens of COVID-19 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-19 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 may be required to submit to a health screening before being allowed access to the interior of the facility. This screening restricts entrance of those experiencing COVID symptoms.

All employees have been told not to come to work if sick and to follow LADPH guidance for self-isolation, if showing COVID-19 symptoms, developing COVID-19 symptoms while at work, testing positive for COVID, or being exposed to a known COVID-19 case, although there are exceptions.

- **Isolation** - If you develop COVID-19 symptoms, you should get tested immediately and isolate and stay home until results are available.
 - If you test POSITIVE for COVID-19, isolate and stay at home and away from others. Contact your supervisor.
 - Everyone with COVID-19 must isolate until fever free for 24 hours without fever reducing medication and other symptoms are absent or mild and improving for at least 5 calendar days. How long you have to isolate depends on your symptoms.
 - Asymptomatic COVID-19 cases may remain at work return to work after day 5 but must mask for 10 calendar days on days 6-10 while at work. A **negative test is strongly recommended prior to returning to work.**
 - Covid-19 cases with symptoms may return to work after day 5 once fever



has resolved for more than 24 hours without fever reducing medication and other symptoms are mild and improving. If symptoms are not improving, continue to isolate through day 10. Employees must wear masks through day 10 on days 6-10 while at work. **A negative test is strongly recommended prior to returning to work.**

- Employee COVID-19 cases must mask through day 10 on days 6-10 while at work.
- HRS will determine your date of return to work.
- If you do not test you may not return to work until fever free for 24 hours without fever reducing medication and other symptoms are mild and improving for at least 5 calendar days.
- **Close Contacts** – If you are a Close Contact (exposed) to a known COVID-19 case, you may be asked to Quarantine. There are exceptions.
 - You may remain at work, if you are asymptomatic and continually monitor for COVID-19 symptoms.
 - You should wear a surgical or N95 mask for 10 work days after exposure.
 - Testing is recommended on the 5th day after exposure for all staff regardless of vaccination status.
 - In the event of an outbreak, employees with symptoms who refuse to test must be excluded for at least 24 hours from symptom onset. Employees may return once fever free for 24 hours without fever reducing medication and other symptoms are absent or mild and improving refusal to test on the 5th day after exposure will result in the CAL-OSHA requirement to quarantine at home for 5 days.
 - Note: Day 0 is the day of your last contact (exposure) with the COVID-19 diagnosed person. Day 1 is the first full day after your last exposure.
 - At home and over the counter tests may be used for the day 5 or later test.



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 COVID-19 precautionary signage at entrances and throughout the facility.

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

While LA-DPH no longer mandates six feet of distance, where possible, we recommend at least six feet of physical distancing in the workplace. Further, we recommend these actions:

- 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.



- ~~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 may be installed.~~
- ~~Installing Plexiglas barriers at the counters of all facilities in locations that serve the public.~~
- ~~All teachers will receive a shield for the desk, if requested.~~
- ~~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 additional space between guests.~~
- ~~Instructing employees to discontinue handshakes or any other type of greeting that brings people in close proximity or requires physical contact.~~
- ~~Where feasible, conducting outdoor or virtual meetings in place of in-person meetings.~~

Masking

Employees are encouraged to bring their own face mask to work, but the District will provide a clean surgical mask or respirator for each employee that does not have one, if requested. The face mask should be worn properly over the nose and mouth according to the guidelines of the LADPH and the CDC. Indoor face masks are strongly encouraged, but not required. Specifically, if face masks are worn, they

- Should be applied before entering any school facility.
- Should cover both the nose and mouth.
- Should be a surgical, (aka, medical procedure) grade or respirator.



- Must not be shared.
- Are encouraged when interacting with other employees or the public.
- Should 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 mask the employees should sanitize their hands before and after touching the face mask. Employees are discouraged from touching their eyes, nose, or mouth while at work.

Wearing a face mask indoors is strongly encouraged. The following are exceptions to the use of face masks in the workplace:

- When alone in a room.
- When alone in a workspace designed for multiple employees.
- ~~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 eating indoors.~~
- 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 outdoors.



Engineering Controls

We have implemented the following measures as a layered approach to protecting people from COVID-19 infection:

- ~~Where possible workstations have Plexiglas partitions situated between them.~~
- Plexiglas has been installed at all counters where employees interact with the public.
- Each facility has established a main entry point that includes COVID-19 cautionary signage.
 - All student entrances will have COVID-19 cautionary signage.

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.
- Placing portable HEPA filtration in all classrooms and SDC restrooms.
- Making available a tabletop HEPA filter for support staff, upon request.

Cleaning and Disinfecting

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

- Cleaning and disinfecting supplies will regularly be restocked by the custodial crew.
- Employees will be given access to cleaning and disinfecting supplies and instructions for



their use.

- Commonly used office equipment may 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 may be posted near areas that contain common-use office equipment.

In the event that an employee has been identified as COVID-19 case (tested positive in the last 24 hours or showing symptoms), the following CDC-guided cleaning and disinfecting protocols may be implemented at that workplace:

- 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.

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 request 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 may be shared, where feasible. Where there is sharing, the items can 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.~~

- ~~● During a heightened alert issued by the LADPH, night security employees may 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.
- Place a stand-alone hand sanitizer station at the student entrance to the cafeteria and at the exit.
- 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.~~

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 an approved face mask (if not already wearing one) medical-grade or surgical face covering at the onset of symptoms.
- If the employee exhibits any of the following symptoms, 911 should be called immediately to secure medical help:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Inability to stay awake



- Bluish lips or face
- The employee shall call the supervisor from a secure location or private phone to provide information about symptoms.
 - To prevent the spread of COVID-19, the employee should not leave the location from which she or he has made contact with the supervisor.
- The employee shall 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 their supervisor Human Resources any locations they may have visited during the work day or any employees with whom they were in the same room with 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 health office.
- 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 a COVID-19 exposure (defined as being in the same room for more than 15 minutes cumulatively within a 24-hour period 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](#)).
- Employees have access to a COVID ART kit upon request.
- 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 available ART kits that allow for rapid testing and results.
- 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 (CPP) 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.
 - Highly effective vaccines and boosters are available and strongly recommended.
- Methods of physical distancing and the importance of combining physical distancing with the wearing of face coverings.
- Vaccinations and 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 symptomatic COVID-19 case is excluded from the workplace until our return-to-work requirements are met.
- Recommending all exposed employees be tested for COVID-19.
 - In the event of an outbreak, employee close contacts are required to test on the 5th day and wear a mask for 10 days after exposure.
- 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 or Redcap online submission system 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 positive cases will not return to work until **all** the following have occurred:
 - ~~The individual had completed 5 days of isolation.~~
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms are not present or are mild and improving
 - Note: A negative COVID-19 test is strongly recommended prior to leaving isolation.
 - Asymptomatic employees may remain at work provided they mask through day 10.
 - Employees are required to mask through day 10 on days 6-10 at work.



- Individuals showing COVID-19 symptoms must quarantine and follow quarantine protocols as defined on page 12 of this document.
 - If the symptoms become a confirmed case of COVID-19, the individual should immediately isolate.
- 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.



Appendix A – COVID-19 Testing Information



HOW TO GET A COVID-19 TEST

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

FREE TESTING

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

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

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

Visit a testing site

County-run facilities



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

Health center or pharmacy



Visit the HHS [Community-Based Testing Sites for COVID-19](#) webpage to find low or no-cost testing.

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

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

Get free test kits

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



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

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



At a Public Health Multi-Service Vaccination Site.

For hours and locations, visit ph.lacounty.gov/vaccinepods.





At a local library

- At all City of Los Angeles libraries. Visit lapl.org/branches.
- At select Los Angeles County libraries and bookmobiles. Visit lacountylibrary.org/antigen-tests.



In your community

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



At a pharmacy with your Medi-Cal card

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



Using other health insurance

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

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

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

Contact your doctor or health plan



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

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

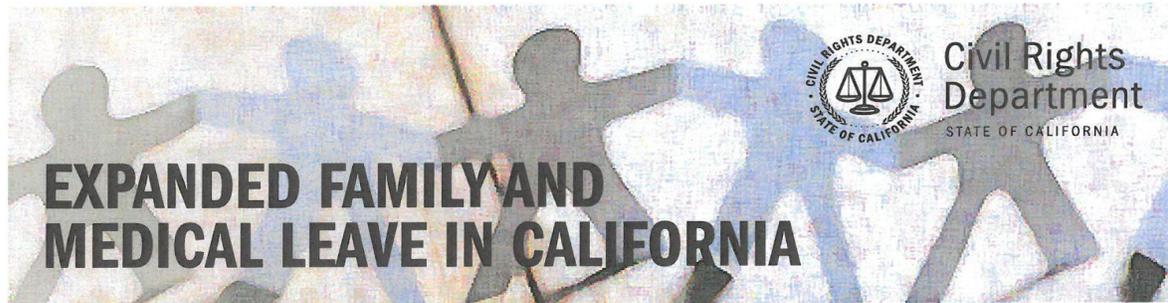
TESTS FOR CHILDREN

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





Appendix B – Employee Rights



The California Family Rights Act (CFRA) provides most employees in California with the right to take up to 12 weeks off 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 after taking CFRA leave are entitled to their same or a comparable position, among other job protections. The Civil Rights Department (CRD), which enforces CFRA, created this factsheet to help employees and employers understand recent changes to CFRA.

CHANGES TO CFRA - EFFECTIVE JANUARY 1, 2023

Leave expanded to include “designated persons”: Starting in 2023, employees can use some or all of their 12 weeks of CFRA leave to care for an additional “designated person” with a serious health condition. A designated person can be any person related by blood to the employee – such as the employee’s aunt, uncle, or cousin. A designated person can also be any person who is like family to the employee, such as the employee’s unmarried partner or best friend (when in a relationship equivalent to family). The employee may identify the designated person at the time they request leave from work. Employers have the right to limit employees to using CFRA leave to care for one designated person per 12-month period.

ADDITIONAL RECENT CHANGES – EFFECTIVE JANUARY 1, 2021

- 1. Employers of 5 or more employees covered by CFRA:** Starting January 1, 2021, California expanded CFRA’s scope includes private employers with 5 or more employees and employees. CFRA also applies to California state and local governments as employers.
- 2. Worksite mileage limitation eliminated:** CFRA no longer requires employers to have at least 50 employees within 75 miles of the employee’s worksite for an employee to be eligible for CFRA leave.
- 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). In addition, CFRA leave covers certain individuals and instances related to service in the U.S. Armed Forces, as specified in Section 3302.2 of the Unemployment Insurance Code.
- 4. Types of family members expanded:** Employees may take leave to care for additional family members, including: an adult child, child of a domestic partner, grandparent, grandchild, or sibling. Thus, under the law as of 2023, eligible employees may take CFRA leave for a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling, or someone else related by blood or in a family-like relationship (“designated person”) with a serious health condition.
- 5. Limitation on parents working for the same employer eliminated:** If both parents of a new child work for the same employer, parents do not have to “split” the 12 weeks of leave; each parent is entitled to up to 12 weeks of leave.



- 6. *Small employer mediation program created:*** CFRA applies the same to covered employers regardless of size. However, CRD 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, please review CRD's [frequently asked questions](#). Employers and employees wishing to take advantage of CRD's mediation services should contact CRD at drdonlinerequests@dfeh.ca.gov.
- 7. *Exceptions eliminated:*** All employees who take CFRA leave have the same reinstatement rights. An exception for an employer's highest-paid employees was eliminated in 2021.

KEY CFRA PROVISIONS THAT ARE UNCHANGED

- 1. *When is an employee eligible for CFRA leave?*** An employee must have worked for the employer for more than 12 months and have worked at least 1,250 hours in the 12 months prior to their leave.
- 2. *What qualifies as a "serious health condition"?*** A serious health condition is an illness, injury, impairment, or physical or mental condition involving either (A) inpatient care in a hospital, hospice, or residential health care facility; or (B) continuing treatment or supervision by a health care provider.
- 3. *Does an employee get pay and benefits on CFRA leave?*** 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), administered by the Employment Development Department (EDD). For information about using paid time off while on CFRA leave, see California Code of Regulations, Title 2, section 11092. Employers are required to continue the health benefits of an employee taking CFRA leave.
- 4. *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 operational disruption, 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, for reasons such as a lack of knowledge of approximately when leave will be required to begin, or a medical emergency, notice must be given as soon as practicable or 15 days from the employer's request.
- 5. *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.
- 6. *Where can employees and employers 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 and other forms of job-protected leave are also available at: civildivrights.ca.gov/family-medical-pregnancy-leave/.

TO FILE A COMPLAINT

civildivrights.ca.gov/complaintprocess
Toll Free: 800.884.1684 / TTY: 800.700.2320
California Relay Service (711)

For translations of this guidance, visit:
civildivrights.ca.gov/posters/employment



LANCASTER SCHOOL DISTRICT

ESTABLISHED 1885

COMPLAINTS MUST BE FILED WITHIN ONE YEAR OF THE LAST ACT OF DISCRIMINATION

FILING A COMPLAINT

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.

DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

CALIFORNIA FAMILY RIGHTS ACT



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

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.

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 to discuss your preferred format to access our materials or webpages.

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).

*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:

- 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.

RETURN RIGHTS AFTER CFRA LEAVE:

- 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.



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

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

Prior to One Confirmed Case

1. The District has identified a Liaison to the Department of Public Health (LDPH) who serves as the liaison to the LADPH in the event of a COVID-19 cluster or outbreak. The LDPH for Lancaster School District is the Brian Hook, the Coordinator of Health and Community Services. He can be reached at Pupil Safety and Attendance, (661) 723-0351 x. 57118.
2. The school principal is designated as the School COVID-19 Compliance Officer, responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19.
3. The District has established COVID-19 Compliance Task Force (CTF) at each school and district office site charged with establishing and enforcing COVID-19 prevention and safety protocols. The task force is comprised of:
 - a. Administrator(s) – who is the Compliance Officer
 - b. School nurse
 - c. Health clerk, as necessary
 - d. TAL rep or member
 - e. CSEA rep or member



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

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

Wear a surgical or N95 mask for 10 days after the exposure.

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

One Confirmed Case at a School or Department

1. School or facility receives notification of one confirmed case (student or employee).
2. **Required:** The CTF instructs the case to follow Home Isolation Instructions for COVID-19.
3. **Required:** The CTF provides a copy of the Public Health Isolation guidelines to the case.
4. **Required:** The CTF informs the case that the LADPH ~~will~~ **may** 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 clusters of 3 or more cases of COVID-19 disease among employees and children who had been at the school at any point within ~~14~~ **7** 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-monitoring](#) and test for COVID-19.
7. **Required:** The CTF offers response testing for persons identified as exposed to a known case.
8. **Required:** Employees with a campus exposure should follow guidance outline in Cal/OSHA COVID-19 Prevention Non Emergency Regulations and Isolation and Quarantine.
9. **Required:** The CTF provides the LDPH with names and contact information for case and identified school Close Contacts.
10. **Recommended:** The CTF can send general notification to inform the wider school community (recipients determined by school) of the exposure and precautions taken to prevent spread.

Two Confirmed Cases at a School or Department within a 14-7 day Period

1. **Required:** Follow steps for one confirmed case.
2. **Recommended:** If cases occurred within 14-7 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 14-7 Day Period

1. **Required:** If a cluster of three or more cases occurred within 14-7 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 ≥ 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 **147** days since the last confirmed case).