

LA CAÑADA

Unified School District



SCHOOL REOPENING AND SAFETY PLAN 2020-2021

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Background Information

Mission Statement and Guiding Values

The following priorities for reopening schools have informed LCUSD's plan development in alignment with the District's mission statement which affirms our district as a learning community committed to personal growth and academic excellence.

- **LCUSD Reopening Priorities In Action:**

- Health and Safety of Students, Teachers, Staff, and Families
- Social Emotional Wellness of Students, Teachers, Staff, and Families
- High quality rigorous instructional program (at school or via distance learning) which ensures for academic progression through the grade level standards and curriculum
- Equity of educational experience for Special Education and English Language Learners, and all students whether engaged in at school or distance learning
- Maintaining flexibility in order to meet the needs of all learners and to ensure preparedness in case of rolling closures and in response to changes in the County of Los Angeles Department of Public Health orders
- Student Access and Proficiency with Technology, Teacher Professional Development, and Parent Education
- Providing a sense of normalcy through consistent schedules, childcare opportunities and strong two-way communication
- Maintaining Fiscal Solvency

Five Areas of Focus Guiding LCUSD's Reopening Planning

Based on the Los Angeles County Office of Education's publication, "[A Planning Framework for the 2020-21 School Year](#)," La Cañada Unified guided its Reopening Plan development on the following 5 areas of focus, retitled for our purposes.



Providing a high-quality instructional program

- TK-6 Elementary Program and Reopening Schedule
- Elementary Distance Learning Requirements
- LCHS 7-12 Secondary Program and Reopening Schedules
- Secondary Distance Learning Requirements
- Health and Safety Enhancements for Hybrid Programs
- Teacher and Staff Training
- Special Education
- English Language Development
- Technology Support and Device Acquisition



Social-Emotional Support Systems

Addressing the mental health and social-emotional development of all students, staff and community

- Wellness Services
- Athletics and Extracurricular Activities
- Diversity, Equity, and Inclusion

Family and Community Engagement

Ensuring all students, staff and community members remain involved and supported

- PTA and PTSA
- LCUSD Communications
- Parent Education and Training



Health and Safety

Ensuring all students, staff and community members remain healthy and safe

- PPE Supplies and Practices
- Social Distancing
- Campus Procedures
- Visitor Protocols
- COVID-19 Exposure Management
- COVID-19 Compliance Team



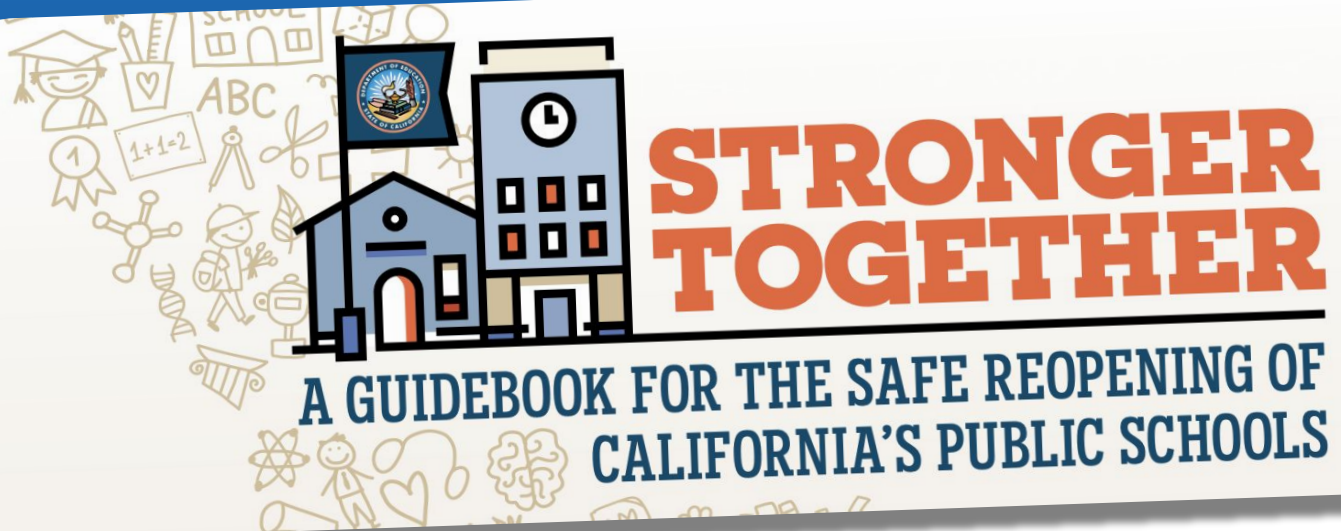
Facility Cleaning and Disinfecting

Maintaining safe, healthy, effective and efficient operations

- Facilities
- Food Services

State Guidelines

The California Department of Education (CDE) has issued Guidelines for districts to reference when engaging their Reopening Plans. The CDE guidelines have been followed by LCUSD in the creation of its Reopening Plan. The CDE's *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools* may be viewed by clicking on the image below..



Survey Results

LCUSD has issued 5 surveys during its Reopening Planning Process. The survey results have informed the Reopening Plan. The survey results may be viewed [here](#).



Reopening Committee

The following list comprises the names of the members of the LCUSD Reopening Committees:

LCUSD Team

Joe Radabaugh, Board President
Kaitzer Puglia, Board
Brent Kuszyk, Board
Dan Jeffries, Board
Wendy Sinnette, Superintendent
Mark Evans, Cabinet
Anais Wenn, Cabinet
Jamie Lewsadder, Cabinet
Derek Ihori, Exec. Director of Special Education
Allison Dalbeck, Counselor
Emily Blaney, Principal
Carrie Hetzel, Principal
Cory Pak, Principal
James Cartnal, Principal
Jarrett Gold, Principal
Derek Abrego, Staff
Dina Loftus, Staff
Billie Melillo, Staff
Melissa Castillo, Teacher
Mandy Redfern, Teacher
Pam Watts, Teacher
Jenny Franz, Teacher
Katie Budde, Teacher
Leslie Provenzano, Teacher
Debbie Bedell-Au, Teacher
Paige Salardino, Teacher
Sue Cronon, Teacher
Dan Yoder, Teacher
Jeff Brookey, Teacher
Dave Clausen, Teacher
Alegra Inganni, CEC Representative

Parent Team

Alice Choi, Elementary
Bahareh Gordon, Elementary
Brien Fox, Elementary
Colin Moore, Elementary
Greg Molinelli, Elementary
Hannah Lee, Elementary
Jamie Abrahamian, Elementary
Jennifer Miller, Elementary
Jessica Guerrero, Elementary
Joy Royal, Elementary
Rachel Koelzer, Elementary
Aaron Wade, Secondary
Angela Saverice-Rohan, Secondary
Caroline Anderson, Secondary
Holly Biondo, Secondary
Janine Purdy, Secondary
Josh Epstein, Secondary
Kelly Davis, Secondary
Kelly McWilliams, Secondary
Lisa Haber, Secondary
Matt Weber, Secondary
Melinda Fulmer-Schulz, Secondary
Mijung Konakov, Secondary

Applications for the LCUSD Elementary and Secondary Reopening Committees were requested by the Superintendents on May 19, 2020. Members were selected to represent the full array of reopening perspectives as well as all of the school sites. The Review Committees initially met in member alike cohorts (parents and staff) and then according to Elementary and Secondary assignments. Both committees continue to serve in an advisory capacity.

Instructional Programs

LCUSD is committed to delivering a robust and rigorous educational program to all students whether instruction is delivered in person or in distance learning. We also value that the needs of students and families will be diverse in response to the COVID-19 pandemic. Therefore, a distance instruction and learning option is available to families throughout the 2020-2021 school year. This option is the Virtual Learning Academy at the Elementary Schools and is provided to LCUSD 7-12 students by participating in Cohort C once we transition to hybrid learning. The following academic bell schedules demonstrate the variety of instructional models available to LCUSD students throughout the 2020-2021 school year.

TK-6 Elementary Program

The bell schedule shown on the next page will be followed by all students in the 2020-2021 school year. The schedule transitions seamlessly from the district-wide Distance Instruction and Learning model to the Virtual Learning Academy and Hybrid models. Features of all programs include the following:

- Monday - Friday: Students attend 5 days a week in the AM or the PM
- Class size ratios are up to 1:15 (TK/K), 1:11 (grades 1-3), and 1:15 (upper grades 4-6)
- All Elementary "Specials" and PE will be offered via asynchronous distance learning and will be completed at home by students during the portion of the day when their core subjects are not being delivered.
- Paraprofessional Support will be assigned to teachers as available.
- Grades TK-6: 155 minutes of teacher directed instructional minutes/day plus between 120 and 170 distance learning minutes/day to meet the daily instructional minute requirements.
- The Elementary Schedule provides a staggered recess to ensure that cohorts do not mix in the Hybrid Learning model.
- Virtual Learning Academy assignments were made via parent/guardian registration and allow for those students and teachers to remain in the Distance Instruction and Learning model for the entire school year.

Reopening Schedules

2020-2021 Elementary Schedule

(For Distance Learning, 50% Hybrid Learning, and Virtual Learning Academy)

Grade	Arrival	Group A Hours	Group A Outdoor Recess	Cleaning Teacher Lunch/Prep	Arrival	Group B Hours	Group B Outdoor Recess
TK & K	8:00-8:10	8:10-11:05	9:10-9:40* (PE) Or 20 minute recess to be arranged on TK/K playground	11:05-12:05	11:55-12:05	12:05-3:00	1:05-1:35 (PE) Or 20 minute recess to be arranged on TK/K playground
1st	8:00-8:10	8:10-11:05	9:00-9:20	11:05-12:05	11:55-12:05	12:05-3:00	1:00-1:20
2nd	8:00-8:10	8:10-11:05	9:00-9:20	11:05-12:05	11:55-12:05	12:05-3:00	1:00-1:20
3rd	8:00-8:10	8:10-11:05	9:25-9:45	11:05-12:05	11:55-12:05	12:05-3:00	1:25-1:45
4th	8:00-8:10	8:10-11:05	9:25-9:45	11:05-12:05	11:55-12:05	12:05-3:00	1:25-1:45
5th	8:00-8:10	8:10-11:05	9:50-10:10	11:05-12:05	11:55-12:05	12:05-3:00	1:50-2:10
6th	8:00-8:10	8:10-11:05	9:50-10:10	11:05-12:05	11:55-12:05	12:05-3:00	1:50-2:10

*TK/K PE/Recess depends on loading capacities and ratios when the physical school campus opens for students

LCUSD Virtual Learning Academy and Virtual Instruction for 2020-2021: Elementary Edition

In order for the District to provide a high-quality distance learning experience to all students, these requirements will be followed by teachers:

- Teachers will communicate their weekly goals (learning objectives, some assignments, and information) to their students by 8:00 a.m. each Monday through a district approved platform shared with parents and which remains consistent (email, Classroom, Seesaw).
- All Virtual Academy/Distance Learning teachers will provide daily live synchronous instruction per cohort which will be accessed during the time students would be present in the classrooms had they been in school, either an AM or PM Daily Schedule.
- Teachers will provide 155 minutes (minimum of one thirty minute session daily for each subject area, Language Arts, Math, and Social Science/Science per cohort) of daily live instruction and interaction per cohort.
- Teachers will communicate the methods by which they can be reached during their established contractual day to provide additional student support.
- Asynchronous enrichment and PE instructors will coordinate with classroom colleagues to organize the daily delivery of instruction.
- Student attendance will be taken and participation will be monitored daily.
- After 2 days of non participation, teachers will contact the parents to re-engage the student in his/her learning. After the initial contact, administrators will support classroom teachers in making these contacts.
- Teachers will use Google classroom or a district-approved platform to post assignments and monitor student engagement. Administration and tech support will be added as co-teachers. The missing assignment notification in Google classroom will be turned on.
- Lesson resources (i.e. links, textbooks, apps) will be made accessible via Google classroom or Classlink.
- Two forms of evidence of learning progress feedback on assignments which cover essential standards and impact student performance in class will be issued weekly. Feedback will include what the students are doing well and ways to improve, when appropriate.
- Teachers will use multiple modalities of presenting information to meet the needs of different types of learners.
- Teachers will respond to all emails and phone calls from students and parents by the end of the next work day to support home school connection.
- Teachers will adhere to the existing homework policies to support student learning progress

LCHS 7-12 Secondary Program

The bell schedule shown on the next page will be followed by all LCHS 7-12 students as we open the 2020-2021 school year in the Distance Instruction and Learning Model. The second schedule is a draft Hybrid Model schedule for when students return to campus at 50% capacity in A/B Cohorts. With this schedule, students whose parents have requested the Distance Instruction and Learning Model for the entire school year will participate in virtual instruction in the C Cohort.



LCHS 7-12: Secondary Reopening Schedule

Quarter 1 - 2020-2021

7th-12th Grade Schedule during Distance Learning

Period	Daily Demand (M, T, F)	# of Minutes		Block Schedule (Wed)	# of Minutes		Block Schedule (Thurs)	# of Minutes
0	7:40-8:20	40		7:40-8:20	40		7:40-8:20	40
1st	8:25-9:05	40		8:30-9:55	85 (+5 for announcements)			
2nd	9:15-9:58	40 (+3 for announcements)					8:30-9:55	85 (+5 for announcements)
3rd	10:05-10:45	40		10:05-11:25	80			
4th	10:55-11:35	40					10:05-11:25	80
Lunch	11:35-12:05	30		11:25-11:55	30		11:25-11:55	30
5th	12:05-12:45	40		11:55-1:15	80			
6th	12:55-1:35	40					11:55-1:15	80
Office* Hours	1:45-2:45	60		1:25-2:25	60		1:25-2:25	60
Teacher Prep Period	2:45-3:15	30		2:25-3:15	50		2:25-3:15	50

*Office Hours are designed for students to reach out virtually to their teachers to ask clarifying questions regarding subject area content and to seek individual or small group support. During the designated Office Hour block, Special Education and ELD Supports will also be provided. Office Hours also provide time within the contractual day for students requiring academic interventions.

On Block Days (Wednesdays and Thursday) Office Hours will also include time for LCCHS 7-12 Club Meetings and Wellness Checks by Teachers, Counselors, Administrators, and Staff. For Special Education Teachers, Office Hours on Block Days will include time for IEP writing.

Individual Education Plan (IEP) Meetings may be conducted during Office Hours on Mondays, Tuesdays, and Fridays from 1:45 - 2:45 p.m.

Please note that on the block day where a teacher does not have a preparation period during the instructional day, the entire afterschool time (1:45 - 3:15 p.m.) is their preparation period. Teachers on a 6/5s assignment should select one of the block days to offer office hours and communicate to their administrator the block day they will be engaged in office hours and the other which will serve as their teacher preparation time.

LCHS 7-12 Draft Hybrid Reopening Schedule

The draft schedule below is designed for the Hybrid Learning environment when students come to campus for part of their school day and learn from home during the other part of the instructional day. Students who elect to return to campus for instruction will be grouped into Cohort A or Cohort B. Students who will remain in the Distance Instruction and Learning model will join Cohort C. Cohort C will allow the class size ratios of Cohorts A and B to remain lower. Students in Cohorts A/B will each alternate on campus instruction every two days in the AM. On days when they participate in distance learning it will be in the PM. AM classes will be 55 minutes in length and PM classes will be 40 minutes in length. AM students will receive 75 minutes of independent work from their morning classes. PM students will receive 120 minutes of independent learning from their afternoon classes. Additionally, teachers will adhere to existing homework policies to assist learning progress.

In-person and virtual instruction will continue to focus on essential learning standards for each course. Students will maintain their former class schedules, assigned under the Distance Instruction and Learning program.

With this schedule, students will be in classes with ratios of approximately 1:16. There is no nutrition or lunch period to prevent student mixing. Grab and Go lunches will be provided at 11:30 a.m as students exit campus. Classrooms will be thoroughly cleaned and sanitized each afternoon before the next day in-person cohort arrives. Frequently touched services and other cleaning protocols also will be scheduled throughout the instructional and contractual day.

School Reopening and Safety Plan 2020-2021

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Cohort Rotation

Week #1: MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
COHORT A IN-PERSON COHORT B & C VIRTUAL	COHORT A IN-PERSON COHORT B & C VIRTUAL	COHORT B IN-PERSON COHORT A & C VIRTUAL	COHORT B IN-PERSON COHORT A & C VIRTUAL	COHORT A IN-PERSON COHORT B & C VIRTUAL
Week #2: MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
COHORT A IN-PERSON COHORT B & C VIRTUAL	COHORT B IN-PERSON COHORT A & C VIRTUAL	COHORT B IN-PERSON COHORT A & C VIRTUAL	COHORT A IN-PERSON COHORT B & C VIRTUAL	COHORT A IN-PERSON COHORT B & C VIRTUAL
Week #3: MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
COHORT B IN-PERSON COHORT A & C VIRTUAL	COHORT B IN-PERSON COHORT A & C VIRTUAL	COHORT A IN-PERSON COHORT B & C VIRTUAL	COHORT A IN-PERSON COHORT B & C VIRTUAL	COHORT B IN-PERSON COHORT A & C VIRTUAL
Week # 4: MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
COHORT B IN-PERSON COHORT A & C VIRTUAL	COHORT A IN-PERSON COHORT B & C VIRTUAL	COHORT A IN-PERSON COHORT B & C VIRTUAL	COHORT B IN-PERSON COHORT A & C VIRTUAL	COHORT B IN-PERSON COHORT B & C VIRTUAL

Daily Bell Schedule

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:40- 8:20 AM	PERIOD 0	PERIOD 0	PERIOD 0	PERIOD 0	PERIOD 0
8:25 - 9:20 AM	PERIOD 1 COHORT A	PERIOD 2 COHORT A	PERIOD 1 COHORT B	PERIOD 2 COHORT B	PERIOD 1 COHORT A
9:20-9:30 AM	PASSING PERIOD	PASSING PERIOD	PASSING PERIOD	PASSING PERIOD	PASSING PERIOD
9:30-10:25 AM	PERIOD 3	PERIOD 4	PERIOD 3	PERIOD 4	PERIOD 3
10:25-10:35 AM	PASSING PERIOD	PASSING PERIOD	PASSING PERIOD	PASSING PERIOD	PASSING PERIOD
10:35-11:30 PM	PERIOD 5	PERIOD 6	PERIOD 5	PERIOD 6	PERIOD 5
11:30-12:30 PM	TEACHER LUNCH (30) TEACHER PREP (30)	TEACHER LUNCH (30) TEACHER PREP (30)	TEACHER LUNCH (30) TEACHER PREP (30)	TEACHER LUNCH (30) TEACHER PREP (30)	TEACHER LUNCH (30) TEACHER PREP (30)
12:30-1:10 PM	PERIOD 1 VIRTUAL COHORTS B & C	PERIOD 2 VIRTUAL COHORTS B & C	PERIOD 1 VIRTUAL COHORTS A & C	PERIOD 2 VIRTUAL COHORTS A & C	PERIOD 1 VIRTUAL COHORTS B & C
1:20-2:00 PM	PERIOD 3 VIRTUAL COHORTS B & C	PERIOD 4 VIRTUAL COHORTS B & C	PERIOD 3 VIRTUAL COHORTS A & C	PERIOD 4 VIRTUAL COHORTS A & C	PERIOD 3 VIRTUAL COHORTS B & C
2:10-2:50 PM	PERIOD 5 VIRTUAL COHORTS B & C	PERIOD 6 VIRTUAL COHORTS B & C	PERIOD 5 VIRTUAL COHORTS A & C	PERIOD 6 VIRTUAL COHORT A & C	PERIOD 5 VIRTUAL COHORTS B & C
2:50-3:15 PM	OFFICE HOURS FOR VIRTUAL STUDENTS	OFFICE HOURS FOR VIRTUAL STUDENTS	OFFICE HOURS FOR VIRTUAL STUDENTS	OFFICE HOURS FOR VIRTUAL STUDENTS	OFFICE HOURS FOR VIRTUAL STUDENTS

LCUSD Distance Learning Requirements for 2020-2021: Secondary Edition

In order for the District to provide a high-quality distance learning experience to all students, these requirements will be followed by teachers:

- Teachers will communicate their weekly goals (learning objectives, some assignments, and information) to their students by 8:00 a.m. each Monday. Teachers will use Google classroom to post assignments and monitor student engagement.
- Teachers will establish a method through Google classroom to monitor participation and engagement daily.
- After 2 days of non participation, teachers will notify the student's counselor to contact parents to re engage the student in his/her learning. After the initial contact, administrators will support classroom teachers and counselors in making these contacts.
- Teachers will follow the daily bell schedule, greeting students "live" at the beginning of each class period. Attendance shall be taken during each period.
- Teachers will provide live daily instruction for each period (a minimum of 20 minutes for daily demand schedule and a minimum of 40 minutes for block schedule). Teachers will engage students following the bell schedule through direct instruction, guided practice, checking for understanding, and setting the expectations for daily independent practice and homework assignments. Live instruction shall take place by period in a synchronous fashion.
- Teachers will hold daily office hours.
- When small groups of general education students are able to return to campus, prior to the opportunity to transition to the Hybrid Learning Model, teachers will schedule daily small group experience(s) four days per week (2:05 - 3:15 p.m. on daily demand schedule, and 1:50 - 3:15 p.m. on the block schedule with rotating students to provide a protected and safe school connection for our learners.
- At minimum, teachers will hold office hours on allocated time on the bell schedule to support students who need help. Teachers will communicate the methods by which they can be reached during their office hours.
- Teachers will provide feedback on assignments that cover essential standards and impact student performance in class. Teacher feedback should include what the students are doing well and ways to improve, when appropriate. A minimum of one grade per week will be issued.
- Teachers will use multiple modalities (break out room activities, recorded content, small group activities, project based learning, live streaming, game based learning, use of digital apps, Socratic seminar, etc.) to present information to meet the needs of different types of learners.
- Teachers will respond to all emails and phone calls from students and parents within two work days to support home school connection.
- Teachers will adhere to the existing homework policies to support student learning progress.

Health and Safety Enhancement in the Hybrid Learning Setting

In the Hybrid Learning setting, students will return to campus with increased health and safety enhancements (these are enumerated in this document under Health and Safety Protocols). These enhancements include:

- Face covering and personal protective equipment protocols
- Health screenings when arriving on campus
- Increased cleaning and sanitizing protocols
- Social distancing protocols
- Designated supplies and protective equipment for students, staff, and facilities
- Modified recess/lunch schedules
- Student desks physically distanced
- Removal of non-essential classroom furniture
- COVID-19 testing and screening protocols

Instructional materials

Students will have access to textbooks both in hard copy and digital format. They will not share computers, textbooks or any instructional materials.

Students can access nearly all online resources through Classlink, LCUSD's online portal for students. Please visit classlink.lcUSD.net or find the blue cloud icon on all school websites in the top right hand corner.



Training and support for Classlink can be found at help.lcUSD.net

1. [Overview of Classlink](#)
2. [Webinar featuring a tour of Classlink](#)
3. [Basic troubleshooting guides](#)

Teacher and Staff Trainings

A variety of trainings will be provided to certificated and classified staff throughout the school year. The technology department in collaboration with Educational Services as well as the Human Resources department will provide trainings focusing specifically on virtual instruction using different technology tools and platforms and health and safety tips to be used at work. Teachers will also have the opportunity to work independently or with grade level colleagues to design lessons, assessments and projects to be used throughout the school year.

Special Education

LCUSD intends to implement each student's IEP to the degree possible given the need to reduce the number of students in each classroom in order to maintain social distancing, utilize a combination of in-person and distance learning, and adjusted school hours. The District is aware that many parents prefer in-person instruction and therefore our focus is on having the ability to provide most, if not all, services within an in-person model.

The following safety considerations will apply for Students with Disabilities:

Students with disabilities (SWD) will adhere to the safety guidelines outlined in the plan to maintain social distancing and follow safe practices as much as possible. Students with sensory/cognitive/behavioral needs will not be required to wear facial coverings. Parents and guardians should consult with their health care provider for advice about masks. Students who are deaf/hard of hearing will not be required to wear facial coverings, but will be required to wear a clear mask. School staff will work closely with families of students who are immunocompromised to discuss specific needs prior to returning to school.

The following safety considerations will apply for staff working with students with disabilities:

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

LCUSD is considering various models of service delivery at this time but final decisions will not be made until it is known how many families districtwide will be committing to a hybrid model and how many would prefer to participate in a full distance learning model. The specifics regarding how services will be implemented will vary depending on each student's individual needs.

English Language Learners

The needs of English Learners will be identified and support will be provided by the classroom teacher(s), the English Language Development (ELD) teachers, and/or the ELD Paraprofessionals. Designated ELD instruction will be provided by ELD level aligned to the ELD standards and will be provided in small-group settings and/or via asynchronous distance learning. Whenever possible, in-person instruction will be provided. English learners will have access to supplemental resources including but not limited to Brain Pop and Raz Kids Reading and Writing.

Foster and Homeless Youth

The needs of foster and homeless youth will be identified and prioritized according to the district's instructional model. The Foster and Homeless Youth liaison will reach out to families to ensure students have the necessary resources to access in-person and/or virtual learning. Social emotional and academic needs will be met according to individual student needs.

Social and Emotional Well-Being

LCUSD will continue to provide school-based counseling services for our students. Counselors will be available at all LCUSD sites to support our students on a daily basis. If social distancing is not possible, appointments will be set up to work with students virtually. If there is a high need situation/emergency, an alternative space will be available for meeting in a social distanced fashion.

LCCHS Wellness Center will be available for counseling services within the space given the social distancing requirements for private appointments. For health and safety reasons, the kitchen and common areas will be closed. Students participating in online learning only will have access to counseling services remotely to support them.

Institute for Social Emotional Learning will continue to support staff with ideas and suggestions to utilize social and emotional activities during instructional time. Administrators and teachers at the sites will support students' social emotional wellness through social emotional learning, building relationships, and community-building activities.

Diversity, Equity, and Inclusion

LCUSD will continue with the work it started last year under the guidance of district consultant, Christina Hale-Elliott. The Educational Services Department will guide this work with principals implementing the identified activities/practices at each site.

Schedules are also being designed to ensure an equity of experience between the students who may enroll in a full online version compared to any on campus experience.

Athletics and Extracurricular Activities

LCUSD will resume athletics adhering to the California Interscholastic Federation (CIF) Guidelines. With guidance from the Los Angeles Department of Health Services, California Department of Health (CDPH), California Department of Education (CDE), and CIF, LCUSD will determine the level and duration of each phase for a gradual physical return to athletics and performing arts. As of March 13, 2020, district athletic programs have been suspended indefinitely, awaiting improvements to public health conditions in Los Angeles County.

CIF has postponed all fall sports and has an updated sports schedule for the 2020-21 school year. To view the modified athletic schedules and the full listing of CIF guidelines please select the links below:

CIF Sports Calendar 2020-21 <https://cifss.org/news/july-20-2020-update-and-2020-21-sports-calendars/>

Guidelines for Return to Physical Activity/Training:

https://www.cifstate.org/covid-19/Resources/RTP_Combined.pdf

Performing Arts have also been suspended in Spring of 2020. Music classes and extracurricular musical activities have been moved online or reconfigured as necessary to incorporate physical distancing and choral groups or activities that require singing or chanting are suspended.

Low Risk Activities	Moderate Risk Activities	High Risk Activities
<ul style="list-style-type: none"> • Color Guard • Cross Country • Golf • Swim/Dive • Tennis • Orchestra • Track-Specific Events 	<ul style="list-style-type: none"> • Baseball • Softball • Volleyball • Waterpolo • Lacrosse • Soccer • Track-Specific Events • Pep Squad 	<ul style="list-style-type: none"> • Football • Basketball • Wrestling • Marching Band • Choir • Track-Specific Events

Phase 1	Phase 2	Phase 3
<ul style="list-style-type: none"> • 10 people > indoors • 10 people > outdoors • No locker rooms • Six feet distance • No shared equipment • Pods of 5-12 students • No vulnerable individuals involved 	<ul style="list-style-type: none"> • 10 people > indoors • 50 people > outdoors • No locker rooms • Six feet distance • No athlete contact • Shared equipment • No vulnerable individuals involved 	<ul style="list-style-type: none"> • 50 people > indoors/outdoors • Locker rooms open (6ft Apart) • Three to six feet distance • Athlete contact • Shared equipment • Vulnerable individuals social distance

*** Specific expectations for individual sports are outlined in the [CIF Return to Activity Memo](#)

All field trips will be suspended and virtual field trips considered when possible. Assemblies, dances, athletic competitions and rallies will be conducted virtually as well.

Family and Community Engagement

PTA/PTSA

All elementary School PTA meetings, LCHS 7/8 PTA meetings, and LCHS PTSA meetings will be held virtually during the 2020-2021 school year. For more information about PTA at each site, please visit the following websites:

- [Paradise Canyon Elementary School PTA](#)
- [La Canada Elementary School PTA](#)
- [Palm Crest Elementary School PTA](#)
- [La Canada High School 7/8 PTA](#)
- [La Canada High School PTSA](#)

Parent Education and Training

Parents have been surveyed for topics of high interest. Based on those results, 4 live webinars were created and offered twice per week, with recordings available at: <https://www.youtube.com/c/LCUSDMedia/playlists> and choose the Parent Tech Academy Playlist. Please consider subscribing to our channel so you will receive notifications of new content.

LCUSD Communication

LCUSD uses a tool called Aeries Communication to deliver messages for outreach, information, and emergencies. Families can set up their communication and language preferences in the Aeries Parent Portal and also review all emails sent from site and district administration. Many teachers also use this tool to distribute messages. Please login to the Aeries Parent Portal here:

[Parent Portal Login for Aeries](#) and choose communication, then you click on your name icon to find the notifications settings.

[Directions to set language preferences](#)

If you need assistance with your communication settings, please submit a help request at help.lcusd.net

LCHS will continue to send out weekly updates to students and families via Aeries communication about all things LCHS. In addition, LCHS will continue to post announcements, updates, and community building messages on its social media platforms. Please follow [@lacanadahighschool](#) on Instagram and [@lacanadahigh](#) on Twitter.



LCUSD live streams meetings of the Governing Board on its YouTube Channel at: <https://www.youtube.com/lcusdmedia>

Technology Support and Device Acquisition

All students will need a functional computing device to access curriculum, materials, and coursework for both in person and virtual tracks. It is recommended that a student have a Chromebook for use at home in grades K-4, and bring a Chromebook to school in grades 5-12. For students needing a Chromebook, they can request an equity device from the technology department.

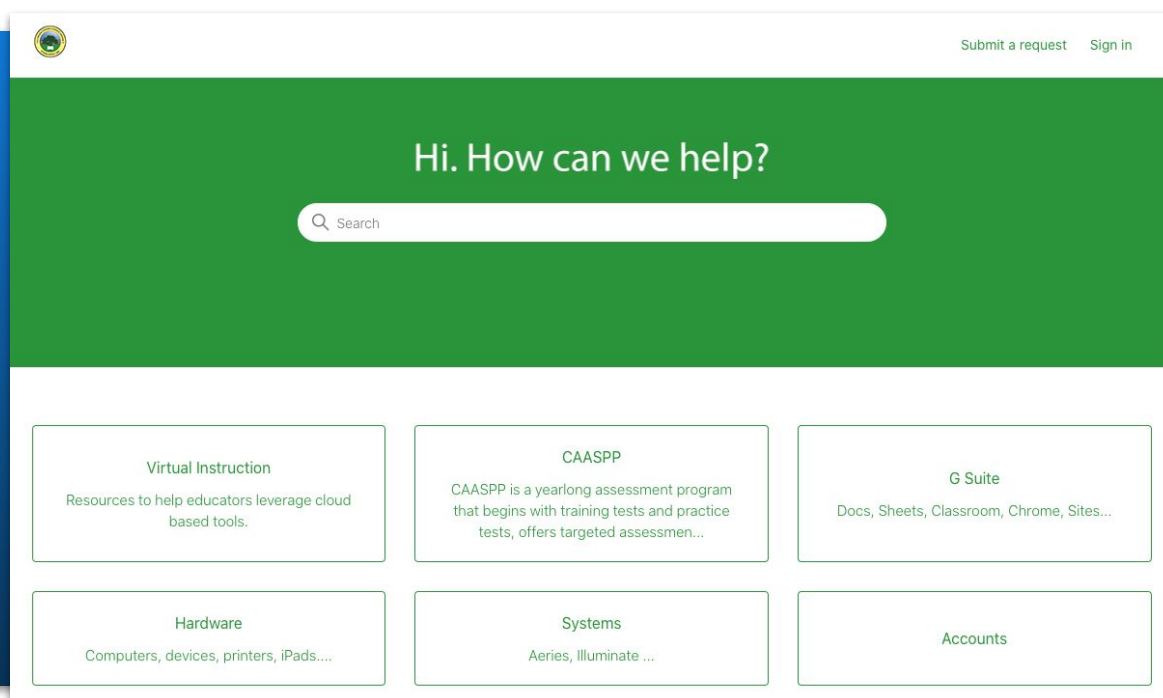
There are recommendations for devices available here:

[Purchasing a Chromebook](#)

If you are unable to provide a Chromebook for your student, please complete this equity device request form:

[Equity Device Request Form](#)

The LCUSD Technology Team is always ready to help with any issues related to student devices and even assignments that involve technology. Please browse our help guides at help.lcUSD.net or you can submit a ticket request.



Health and Safety

LCUSD prioritizes the health and safety of its students, staff and families above all else. It is important to remember that when students and staff return to campus for in-person instruction, school site protocols and practices will be very different and reflect the recommendations and requirements from Los Angeles County Department of Public Health. Our health and safety protocols are constantly evolving and will be revised to reflect current best practices issued by local health and state agencies.

Personal Protective Equipment and Supplies

LCUSD school sites have an important role in slowing the spread of disease and ensuring students and staff have safe and healthy learning environments when we reopen our campuses. School sites will be provided with appropriate infection control materials and Personal Protective Equipment (PPE) to mitigate COVID-19 transmission. All teachers, staff, and students will be provided with the infection control materials and appropriate PPE necessary to safely work and engage in learning at school. The plan to reopen schools is based on the recommendations from the Centers for Disease Control, the California Department of Public Health, and the Los Angeles County Department of Public Health.

Supplies to be provided to each LCUSD school site:

Infection control supplies will be distributed to all school sites and the district office to minimize the risk of exposure to COVID-19 for students, staff, and families.

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

- Directional walkways and stairs where appropriate
- Messaging signs and floor stickers to reinforce social distancing
- Hand sanitizer at entry points, common areas and every classroom
- Maximum Occupancy signs based on social distancing requirements
- Best practices posters
- Plexiglass barriers will be placed on countertops and desk tops in offices with high traffic volume as well as in some special education classroom settings.

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

- Cloth mask - child
- Cloth mask - adult
- Disposable mask - for those who arrive at campus without a mask
- N95/KN95 masks for selected staff



- Face shields for staff
- Hand sanitizer
- Disposable gloves for selected staff
- Gowns for selected staff
- Cleaning supplies
- Cleaning Wipes
- Safety Glasses
- Contactless thermometers (at least one per entry point)

Health Offices:

All LCUSD health offices will receive a supply of PPE items to be used by the district nurse, health clerks, and trained delegated staff. School site health offices will be provided with plexiglass barriers on countertops and desk tops to ensure the safety of students, staff, and families. An area will be available on each campus to treat non-COVID-related issues such as injuries, medication dispensing, etc. An isolation health room has been established at each school site for students or staff displaying COVID-related symptoms while on campus.

Isolation Rooms:

- Every campus will have a designated isolation room for sick students when schools reopen.
- The isolation room will be staffed with designated trained staff.
- Isolation room staff will wear appropriate PPE such as a gown, medical grade mask, face shield or goggles and disposable gloves.
- If a student is found to have COVID-19 symptoms when entering campus or during the school day, he/she will be sent to the isolation room.
- The staff member in the isolation room will contact the parent/guardian to come pick-up the student right away.

Main Offices:

All staff members working in each school site main office will also be provided with PPE items. Main offices will be provided with plexiglass barriers on countertops and desk tops to ensure the safety of students, staff, and families.

Classrooms:

Elementary School Sites:

All classrooms at the elementary schools have functioning sinks. Hand soap and paper towels will be provided for use in daily hand washing by students and teachers.

Teachers:

- Two personal reusable cloth face coverings
- One reusable face shield (optional)
- Disinfecting cleaner
- Tissues

Students:

- Personal reusable cloth face covering (provided by the district for those students who do not bring their own)

Paraprofessionals assisting students in classrooms:

- Personal reusable cloth face covering (provided by the district for staff who do not bring their own)
- One reusable face shield (optional)

LCHS 7-12:

There are few sinks in classrooms at LCHS 7-12. All classrooms at the 7-12 will be provided with automatic hand sanitizer dispensers. Infection control supplies will be distributed to all classrooms as follows:

Teachers:

- Two personal reusable cloth face coverings
- One reusable face shield (optional)
- Disinfecting cleaner
- Tissues

Students:

- Personal reusable cloth face covering (provided by the district for those students who do not bring their own)

Paraprofessionals assisting students in classrooms:

- Personal reusable cloth face covering (provided by the district for those teachers who do not bring their own)
- One reusable face shield (optional)

Custodial Staff:

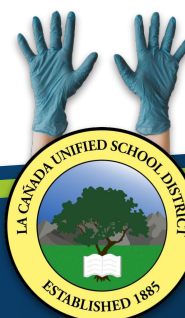
All custodial staff will be provided with infection control materials and PPE items including:

- Two personal reusable cloth face coverings
- One reusable face shield (optional)
- Cleaning and hygiene supplies
- Disposable gloves

Custodial staff will clean and disinfect restrooms, health offices, main offices, classrooms, and high-touch surfaces throughout the day.

Nutrition Services Staff:

All nutrition services staff will be provided with infection control materials and PPE items including:



- Two personal reusable cloth face coverings
- One reusable face shield (optional)
- Gloves
- Cleaning supplies

All other school and district staff:

- Two personal reusable cloth face coverings
- One reusable face shield (optional)

Face Covering & Personal Protective Equipment

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

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

Personal Protective Equipment (PPE) will be made available to staff and students, but it is highly encouraged for staff and students to bring their own face covering. Personal face coverings will be allowed in compliance with dress code policies.

Social Distancing

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

- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. Unnecessary contact between adults will be minimized at all times.
- During regular school hours, school sites will restrict non-essential visitors, volunteers and activities involving groups. School community members are asked to call the school office for routine business rather than visiting. Appointments will be available for essential non-routine school business.
- Minimize movement of students and teachers or staff as much as practicable.
- Eliminate large gatherings such as assemblies, award ceremonies and performances and implement virtual events for families instead of on-campus gatherings for widely attended events such as Back-to-School Night and Open House.
- Routes will be designated to reduce face-to-face contact and provide directionality at entry and exit to lunch, recess and other transition times.
- Modifications to instructional schedules, lunch and recess protocols to reduce concentration of students and build stable cohorts.
- Hold recess and play activities in separate areas designated by class.
- Each campus will have a designated isolation room to hold students who show symptoms while at school.



Social Distancing Regarding Food Services

Cafeteria staff will continue to provide meals for students at all sites. Meals will be provided on a grab and go basis. Cafeteria staff will work in conjunction with the custodial crews to clean and disinfect the cafeteria facilities.

Elementary Sites: At the elementary level, students on the morning schedule will be able to pick up a lunch to take and eat at home at the end of their day. Students on the afternoon schedule will be given lunch at the end of the day to have at home and ready to eat before coming into school the following day. All transactions will be verbal with staff recording student numbers rather than using keypads to enter codes.

LCHS: With the daily dismissal, students will be able to walk by the cafeteria to grab a pre-packaged meal. Staff will have lunches prepared in advance, and any students who wish to access the meal can stop by on the way home. Eating of meals will be off campus rather than congregating on the site. All transactions will be verbal with staff recording student numbers rather than using keypads to enter codes.

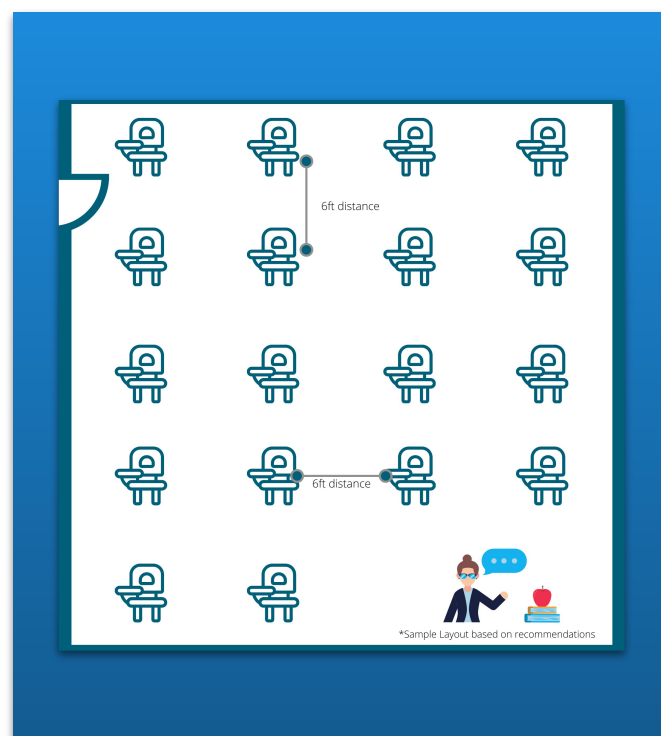
Due to the smaller numbers of students on campus at any given time, lunch preparations will be reduced. The staffing of the cafeteria will be less demanding. Staff who are not needed for the daily operations in the cafeteria will be reassigned to assist with other operational tasks around the campus.

Classroom set-up for social distancing

All classrooms will be set up with the appropriate number of desks to accommodate the required 6' social distancing among students and staff.

At Elementary School Sites:

- Classroom furniture will be rearranged to meet the Social Distancing requirements.
- Student seats will be set up 6-feet apart from each other.
- Desk barriers will be used where distances of 6 feet cannot be achieved.
- Student desks will be oriented to face the same direction facing the teaching station.
- Extra furniture will be removed from the classroom to allow up to 15:1 students to teacher ratio.
- Reminder signs to wear face coverings will be placed in the classroom.
- Occupancy limits will be posted in each classroom.



At LCHS:

- Rooms will be set up with desks/seating 6-feet apart.
- Rooms will be oriented to face the same direction facing the teaching station.
- Desk barriers will be used where distances of 6 feet cannot be achieved.
- Teacher desks and extra furniture will be moved to allow for the socially distanced desks.
- Desks not being used that remain in the room will have signs on them that say "DO NOT SIT HERE." Unused desks will be taped off so they cannot be separated and moved.
- Reminder signs to wear face coverings will be placed in the room.
- Replace flexible furniture with traditional desks to allow for social distancing.
- Extra furniture will be removed or stacked to allow up to 18:1 students per teacher ratio square footage in the classroom permitting.
- Occupancy limits will be posted in each classroom.

Sample Signs to post in LCHS rooms



Campus Procedures

Daily Pre-Screening for Symptoms at Home

- Parents are expected to monitor temperatures and symptoms daily before going to school. Please check daily for the following symptoms:
- Fever of 100.4°F or higher
- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Chills, fatigue, muscle or body aches
- Sore throat
- Congestion or runny nose
- Nausea
- Vomiting or diarrhea

Students and Families

- Students and adults experiencing any symptoms listed MUST NOT attend school. This includes anyone with a fever of 100.4°F or higher.
- Student absences related to personal illness, quarantine and COVID-19 illness or symptoms will be excused.
- Students seeking testing due to exposure or symptoms of illness MUST stay home until they receive their results.
- Families should contact the school attendance office about their child's absence.

Staff

- Staff experiencing any symptoms listed MUST NOT attend school. This includes anyone with a fever of 100.4°F or higher.
- Staff members are required to have their temperatures taken and answer protocol questions prior to beginning work.
- Staff must contact their school administrators regarding their absences.
- Staff seeking testing due to exposure or symptoms of illness MUST stay home until they receive their results.



Student Arrival and Departure Procedures

Each school site will have several entry points where touchless thermometers will be used by staff to conduct daily screenings. Students will be expected to use hand sanitizer upon entering the school site. Hand sanitizer stands have been purchased and will be disseminated accordingly. Staff located at each entry point will be expected to wear a personal reusable cloth face covering and gloves.

At Elementary Sites:

Each elementary school site will have 2-3 check in locations around the school to welcome students each day. At each entry point, staff will conduct mandatory daily screening and temperature checks for all students and staff entering the campus. The AM cohort arrival check in will begin at 7:50 am, and the PM cohort arrival check in will begin at 11:55 am. Students arriving after the tardy bell will be directed to the front office to check-in.

Staff will be provided with the proper PPE to mitigate the risk of exposure to our students and staff. Staff will have contactless thermometers to check student temperatures, and students will have access to hand sanitizer before entering campus. Students and staff with a fever 100° or above or other COVID-19 symptoms will be sent home. Parents will be notified and asked to take the necessary precautions. We ask that each family please send your child to school with a face covering every day. It is imperative that parents teach children how to properly wear and remove a face covering. Students and staff are required to wear the face covering while on campus.

At the end of each dismissal time, parents will be able to pick up their children at designated dismissal areas. Students in grades 1-6 will be dismissed to carlines and/or to the front of school. TK/kindergarten students will be dismissed near the kindergarten gate. Support staff will monitor carlines and hallways to promote social distancing and proper face covering protocols.

At LCHS:

LCHS will have six check in stations around the school to welcome students on campus. At each entry, staff will conduct mandatory daily screening and temperature checks of every person who enters our facilities. This will begin at 7:00am to welcome our 0 period students and staff, and continue until the beginning of 1st period. Students arriving to campus after the first bell will be directed to the front of the school to check in.

Staff will be provided with the proper PPE to mitigate the risk of exposure to our students and staff. Staff will have contactless thermometers to check student temperatures and wristbands to handout to indicate students have been screened, students will be required to wear the wristband while on campus (a new one will be given each day of screening). After being screened, students will have access to hand sanitizer before entering campus. Students and staff with a fever 100° or above or other COVID-19 symptoms will be sent home to self-isolate. Parents will be notified and asked to take the necessary precautions.



We ask that each family please send your child to school with a face coverings every day he/she/they are on campus. It is imperative that parents teach children how to properly wear and remove a face covering. Students and staff are required to wear the face covering all day.

At the closing of the day, parents will be able to pick up their 7/8 students at the Turnaround and the 9-12 Students in the front of school. Hallways and stairways will be monitored to promote social distancing and proper face covering wearing protocols. Support staff will be stationed throughout the campus to prevent students gathering in large groups.

Other Safety Measures

Staff members will complete training about COVID-19 protocols.

- Common high touch surfaces will be cleaned and sanitized regularly (e.g. countertops, door handles, restrooms, student desks, student chairs).
- Staff and students will be expected to wash/sanitize their hands regularly.
- Schools will limit sharing of supplies between students to the extent possible and encourage students to take home personal items for cleaning daily.
- Playground equipment if used will be regularly inspected and cleaned for student use.
- Staff who work at multiple locations will be pre-screened daily at their first work location and will receive a daily sticker/badge that shows they are cleared to enter the other work sites.

COVID-19 Visitor Protocols

Under normal circumstances LCUSD schools welcome visitors and volunteers to campus. The COVID-19 pandemic has brought about many changes to the way our schools will look and function during the upcoming school year. Safety is our number one priority, and we must do everything we can to prevent the spread of this disease and protect our students, staff, and families. To minimize risk, our new Visitor Protocol puts strong limits on visitors entering our schools during this pandemic.

Parent Volunteers and Visits:

At LCUSD, we know parent support is a critical component of our community engagement and partnership. Unfortunately, during the pandemic, LCUSD schools will drastically limit parent volunteer activities and limit parent visitations during the school day until further notice. Classroom volunteering will not be permitted.

Visitor Protocols:

Visitors to campus during the COVID-19 pandemic will be very limited. Whenever possible, every attempt should be made to meet via virtual platform (Zoom, Google Meet, etc.). If this is not possible, visitors will be limited to appointments only. Visitors to campus will be required to adhere to the following protocols:



- Pre arrange for the appointment with the person being visited.
- Complete pre screening measures by taking temperature at home.
- All visitors and vendors must check in through the main office and go through protocols of answering questions and getting temperature taken.
- Sanitize hands upon entry.
- Wear a face covering at all times while at the campus.
- Comply with social distancing norms.

Please note: If a visitor arrives on campus without a pre arranged appointment, he/she will be kindly asked to leave campus and follow Visitor Protocols to ensure the safety of our students, staff, and families.

Adjustments to the COVID-19 Visitor Protocols may be made throughout the year based on Public Health Guidelines.

Student Materials and Off Campus Appointments:

We encourage all families to ensure their student(s) have all the materials they need for the school day. Dropping off items for your student will no longer be an option. Students are discouraged from leaving campus for appointments during the school day. Doctor appointments and other off campus appointments should be scheduled outside the school day whenever possible. Families picking up students who must leave for an off-campus appointment will be required to follow specific exit and re-entry procedures as outlined in the Parent/Student Handbook and school websites.

Substitute Teachers, Reading Intervention Specialists, and Outside Specialists:

All Substitute teachers, Intervention Specialists and other specialists who work with students on a regular basis will be required to follow the Visitor Protocol.

Parent Meetings/Conferences:

All parent meetings including PTA/PTSA, Boosters, and Parent Teacher Conferences will be scheduled virtually until further notice.

COVID-19 Response Plan

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

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

COVID Exposure Flow Charts: See Appendix for flow charts of procedures for various exposure situations.



Students or staff with COVID-19 Symptoms: (e.g., fever, cough, loss of taste or smell, difficulty breathing, chills, muscle pain, sore throat, nausea, vomiting or diarrhea):

- Students with symptoms will be placed in the school site isolation room while awaiting pick-up.
- Staff with symptoms will immediately be released to go home to isolate.
- Recommend COVID-Testing
- Persons with symptoms of COVID-19 must remain isolated until:
 - At least 10 days have passed since symptom first appeared; AND
 - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND
 - Other symptoms have improved.
- No communication is sent to classrooms or the school community if there were no “close contacts” identified.

Student or staff with close contact or cohabitating with a confirmed COVID-19 case

- Students will be placed in the school site isolation room while awaiting pick-up.
- Staff will immediately be released to go home to isolate.
- Quarantine for 14 days from last exposure.
 - Any student(s) or staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by the Health Officer Order of July 23, 2020.
- Instruct students and employees with an exposure to the case to test for COVID-19, whether or not they have symptoms, and inform the school of test results.
- Students and employees that are identified to have an exposure to the close contact are notified by the site through a letter or other communication strategies.
- Following that notification the principal sends a generic notification to the school community to inform of a potential positive case.
 - Sample of notification
 - Sample of notification from OC HCA
- Notify the Governing Board and Labor Associations

Student or staff with confirmed COVID-19 case infection:

- Notify the Los Angeles County Department of Public Health for >2 cases or as needed.
- Persons with COVID-19 who are symptomatic may discontinue isolation when:
 - At least 10 days have passed since symptom onset; AND
 - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND
 - Other symptoms have improved



- Medical clearance from a physician is required to return.
 - Employees will turn their medical clearance to Human Resources
 - Students will turn their medical clearance into the school site.
- Persons with COVID-19 who are asymptomatic may discontinue isolation when:
 - At least 10 days have passed since the date of the first positive COVID-19 test.
 - Medical clearance from a physician is required to return.
 - Employees will turn their medical clearance to Human Resources
 - Students will turn their medical clearance into the school site.
- Identify close contacts, quarantine and exclude exposed contacts; could be the entire cohort for 14 days after the last date the case was present at school while infectious.
- Instruct students and employees with an exposure to the case to test for COVID-19, whether or not they have symptoms, and inform the school of test results.
- Students and employees that are identified to have an exposure to the case are notified by the site through a letter or other communication strategies.
- Notify the Governing Board and Labor Associations

Site Follow Up Actions

- Sanitize classroom and areas that the confirmed case utilized
 - Need to notify plant foreman and custodian
 - Wait 24 hours to clean and disinfect if possible
 - Areas that cannot be isolated must be cleaned and disinfected immediately

COVID-19 COMPLIANCE TEAM

Team Leaders: Wendy Sinnette and Mark Evans

Liaison to DPH: Karen Hurley

Communications: Debra Craddock

Health Services: Chris Henry

Operations: Mark Evans

Site Teams:

LCE: Emily Blaney, Health Clerk, Brooke Niemiec

PCR: Cory Pak, Sue Price, Caroline Anderson

PCY: Carrie Hetzel, Linda Dunlop, Holly Breckheimer

LCHS 7-12: Jim Cartnal, Jarrett Gold, Alice Hastings, Kelly Davis, Valerie Talbert

CSEA: Dina Loftus, Corinna Ritter

LCTA: Mandy Redfern, Sue Cronon



Facility Cleaning and Disinfecting

The safety of students and employees of the La Canada Unified School District is our first priority. In addition to the deep cleaning of all offices and classrooms prior to students returning, the cleaning steps outlined below will be followed on a routine basis.

Cleaning: is the physical process of removing dirt, germs, viruses and bacteria, typically using soap and water. While cleaning doesn't necessarily kill germs, by removing them from surfaces and objects, including hands, the risk of spreading infection is reduced.

Disinfecting: uses chemicals to kill germs. While disinfecting doesn't necessarily clean dirty surfaces or remove germs, it kills germs and can lower the risk of spreading infection.

Custodial staff will clean and disinfect restrooms, health offices, main offices, classrooms, and high-touch surfaces throughout the day. School site Administrators will work with District office personnel to determine cleaning and disinfecting schedules at each site. Custodial staff will be working day shifts to increase capacity. Additional staff will also be trained to support custodial tasks.

Elementary Sites: At the elementary sites, custodians and trained delegated staff will be assigned to support the custodial crew with cleaning and disinfecting high-touch surface areas. During the 1-hour period between the AM and PM cohorts, staff will clean high touch surface areas and again before the AM cohort returns the next day. Regular cleaning schedules for restrooms, health offices, and other high touch areas will be created by school site Administrators to be addressed throughout the day.

LCHS 7-12: At the 7-12 custodians and trained delegated staff will be assigned to support the custodial crew with cleaning and disinfecting high-touch surface areas. This will occur between each class period and before the start of the next school day. Regular cleaning schedules for restrooms, health offices, and other high touch areas will be created by school site Administrators to be addressed throughout the day.



Handwashing

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

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

Elementary sites have sinks in classrooms. Sink areas will be routinely checked for supplies of soap and paper towels. Additionally, hand sanitizer will be available in each classroom.

At LCHS, the 7-12 classes will be supplied with hand sanitizer dispensers. Sinks are minimal in secondary classrooms, so hand sanitizer will be supplied to all rooms. Custodial staff will frequently check bathrooms for soap and towels.

Drinking Stations

Students are encouraged to bring their own reusable water bottles and to use environmentally friendly alternatives to disposable water bottles.

HVAC Systems

All HVAC systems have been set to bring in as much fresh air as possible. Filters across the District have been upgraded from MERV 8 to MERV 11. These are the highest rated filters available for existing HVAC systems. Filters are scheduled to be changed quarterly. Where feasible, doors and windows are encouraged to be open in order to facilitate additional fresh air in the teaching environments.

Food Services

Cafeteria staff will continue to provide meals for students at all sites. Meals will be provided on a grab and go basis. Cafeteria staff will work in conjunction with the custodial crews to clean and disinfect the cafeteria facilities.

Elementary Sites: At the elementary level, students on the morning schedule will be able to pick up a lunch to take and eat at home at the end of their day. Students on the afternoon schedule will be given lunch at the end of the day to have at home and ready to eat before coming into school the following day. All transactions will be verbal with staff recording student numbers rather than using keypads to enter codes.

LCHS: With the daily dismissal, students will be able to walk by the cafeteria to grab a pre-packaged meal. Staff will have lunches prepared in advance, and any students who wish to access the meal can stop by on the way home. Eating of meals will be off campus rather than congregating on the site. All transactions will be verbal with staff recording student numbers rather than using keypads to enter codes.

Due to the smaller numbers of students on campus at any given time, lunch preparations will be reduced. The staffing of the cafeteria will be less demanding. Staff who are not needed for the daily operations in the cafeteria will be reassigned to assist with other operational tasks around the campus.

Appendix

Resources and Reading Lists

In preparation for reopening, the LCUSD Administrative Team has referenced the following documents, guidelines, presentations, and articles.

Stronger Together: Guidebook for Reopening California's Schools (June 7th)

<https://content.acsa.org/covid-19-school-reopening/cde-stronger-together>

Summary Practices from Other Countries

https://learningpolicyinstitute.org/sites/default/files/product-files/Reopening_Schools_COVID-19_Summary_Health_Safety_Practices_TABLE.pdf

Brookings Institute Review of Practices from Other Countries

<https://learningpolicyinstitute.org/product/reopening-schools-covid-19-brief>

California Department of Public Health Guidance for Schools (From June 5th)

<https://covid19.ca.gov/pdf/guidance-schools.pdf>

LA Public Health Guidance for Schools (Not yet released)

<http://publichealth.lacounty.gov/media/Coronavirus/docs/education/GuidanceSchoolAdministrators.pdf>

Isolation Guidelines from LA Public Health

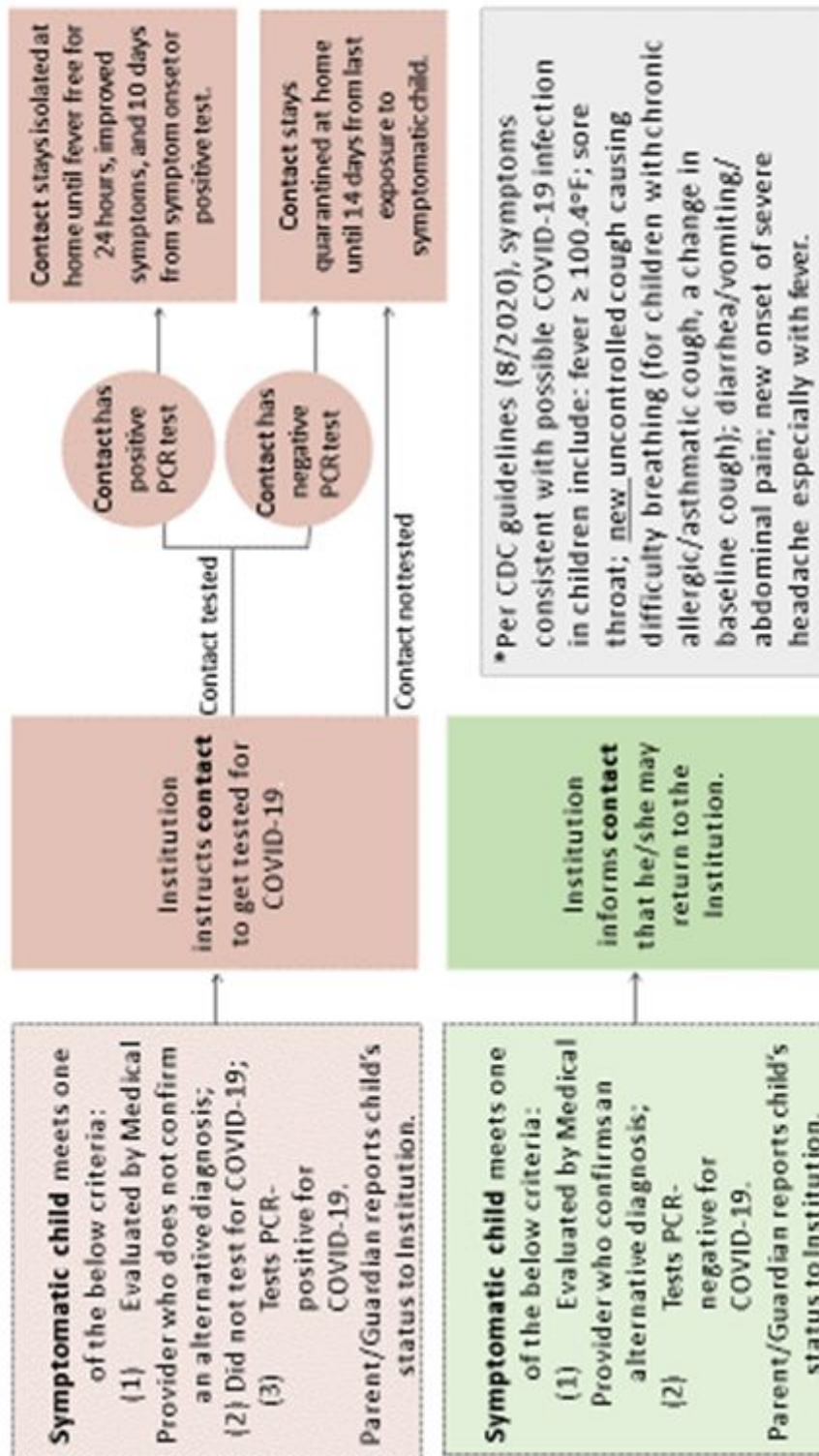
<http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>

Home Quarantine Guidelines from LA Public Health

<http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>

Decision Pathways for Contacts¹ Who are Exposed to a Child with Symptoms Consistent* with COVID-19 at an Educational Institution

¹Contact defined as an individual at the Educational Institution that was within 6 feet of the symptomatic child for >15 minutes or had unprotected direct contact with bodily fluids/secretions from a symptomatic child.

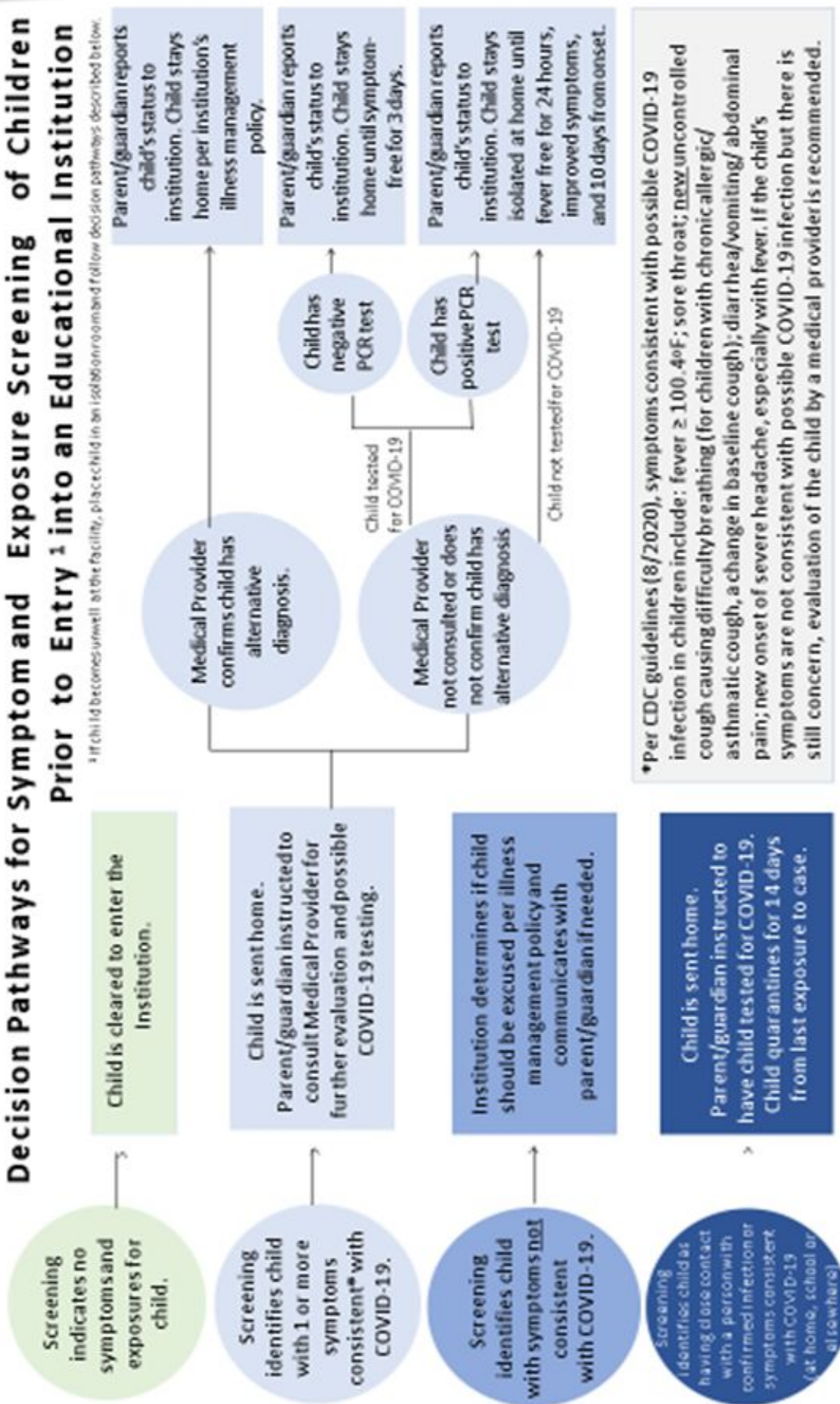


Institution identifies contacts with exposure to symptomatic child at the site.

Contacts are notified and instructed to quarantine at home and wait for further instruction on quarantine length and possible COVID-19 testing.

Decision Pathways for Symptom and Exposure Screening of Children Prior to Entry¹ into an Educational Institution

¹ If child becomes unwell at the facility, place child in an isolation room and follow decision pathways described below.





LA CAÑADA
UNIFIED SCHOOL DISTRICT

