

LA CAÑADA

Unified School District



COVID-19 School Guidance Checklist (Supporting Documentation)

2020-2021

bit.ly/reopeninglcsd

Instructional Programs

Stable Group Structures TK-6:

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 1:12 (TK/K), 1:12 (grades 1-3), and 1:14-15 (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

Student Arrival and Departure Procedures (Entrance, Egress, and Movement within the School):

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.

Please see a detailed, site-specific communication linked [here](#).

Personal Protective Equipment and Supplies (Face Coverings and Other Essential Protective Gear):

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:

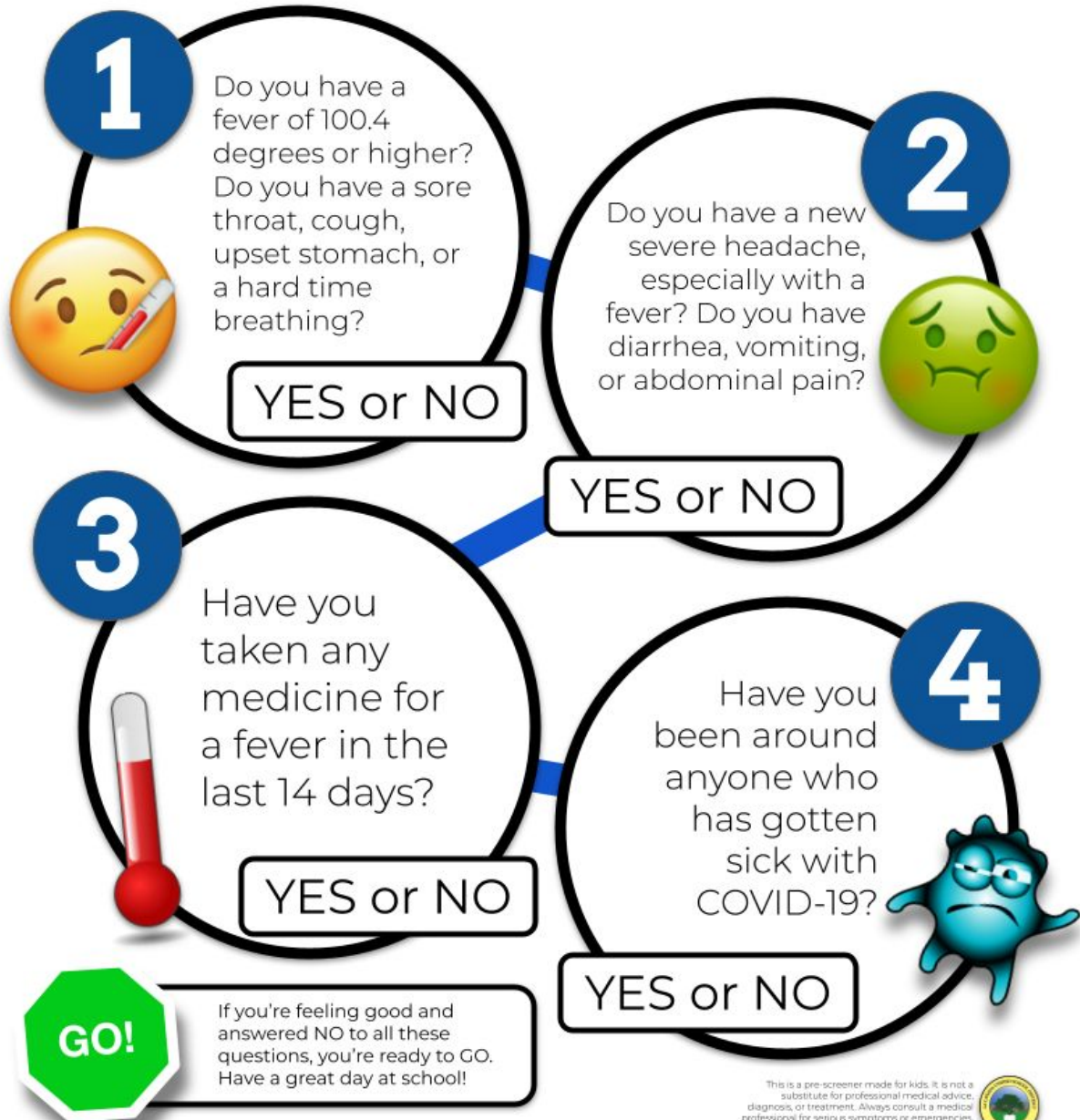
- Personal reusable cloth face covering (provided by the district for staff who do not bring their own)
- One reusable face shield (optional)

Health Screenings for Students and Staff (please see the following pages):

Ready *Check* GO!

Let's get ready for another great day at school!

Each day, you'll answer these questions to make sure you're feeling good and ready to learn!



Directions for Daily Health Screening (Staff) - Arrival at Campus/Worksite

1. As you prepare for work each morning, complete the following self check by asking yourself the questions listed below. If you are sick or have any symptoms listed below, please stay home. If you are asymptomatic and healthy, we look forward to seeing you at the workplace.
2. Upon arrival to campus, please report to the Health Office. The Health Clerk at each school site will conduct your daily on campus health screening. The Health Offices are open at the following times:

- LCHS 7-12, Alice Hastings, 7:30 a.m. - 4:00 p.m.
- La Canada Elementary, Amy Erickson, 7:45 a.m. - 4:15 p.m.
- Palm Crest Elementary, Yaffa Vo, 7:45 a.m. - 4:15 p.m.
- Paradise Canyon Elementary, Linda Dunlop, 7:30 a.m. - 4:30 p.m.
- District Office:
 - Maintenance, Monica Peralta, 6:00 a.m. - 2:30 p.m.
 - Main Office, Kris Mueller, 8:00 p.m. - 5:00 p.m.
 - Business Office, Dolly Leidelmeijer, 7:30 a.m. - 4:00 p.m.

If you report to campus prior to the Health Office opening, please go immediately to your classroom/work area and remain there until the Health Office opens. Refrain from contact with other employees. When the Health Office opens, please plan to report for your morning check-in. Be sure to wear a face covering whenever moving around the site. If there are other colleagues present and engaged in or waiting for a health screening, please wait in line, socially distanced, maintaining 6' of separation from the person ahead of you.

Once it is your turn, the Health Clerk will take your temperature using a no-touch forehead thermometer. If your temperature is 100.4 (F) or higher, you will be sent home. If you do not have a temperature, you will be asked the following questions. If you indicate that you currently have or have had within the last 14 days, any of the listed symptoms, you will be sent home. You will also be asked questions regarding symptoms that are not related to COVID-19, fever reducing medications, and whether you've recently received a positive COVID-19 diagnosis or had a close contact with someone who has had a positive diagnosis. These questions will allow the Health Clerk to assess your health and determine if it is safe for you to work from campus. The entire screening process should take approximately 1-2 minutes.

Health Screening Questions:

1. Have you had any of the following symptoms in the last 14 days?

- ☐ Fever
- ☐ Cough
- ☐ Shortness of breath or difficulty breathing
- ☐ Loss of taste or smell
- ☐ Headache
- ☐ Chills
- ☐ Muscle pain
- ☐ Sore throat
- ☐ Vomiting
- ☐ Diarrhea

2. If you believe that you have symptoms that are not related to COVID-19 symptoms, please explain.

3. Have you taken fever reducing medications (like, but not limited to, Tylenol, Advil, or Motrin) while having a fever in the last 14 days?

4. Have you been diagnosed with a confirmed case of COVID-19 or have you been in contact with anyone confirmed or suspected to have COVID-19 in the last 14 days?

Thank you for participating in the required daily protocol for a health screening at the worksite during the COVID-19 pandemic. With everyone following the required protocols, we will be able to maintain a healthy and safe campus for us all.

Healthy Hygiene Practices:

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.

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 10 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

Identification and Tracing of Contacts (see following pages):

How to calculate when your quarantine period ends

You will need to stay in quarantine for 14 days from the date that you last had close contact with an infected person. See "[Length of quarantine period](#)" on page 1 for the definition of close contact and the examples below to learn how to calculate the last date in your quarantine period.

I. YOU HAVE NO FURTHER CONTACT WITH THE INFECTED PERSON

- A. Your last day of quarantine is 14 days from the date when you last had close contact with them.

Example:



II. YOU CONTINUE TO HAVE CONTACT WITH THE INFECTED PERSON

For example, you live with and/or care for the person with COVID-19

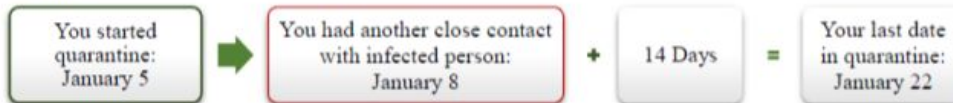
- A. If you can avoid close contact (see [definition](#) on page 1), your last day of quarantine is 14 days from the date the infected person(s) in your household started to follow [Home Isolation Instructions for People with COVID-19](#).

Example:



If you have close contact (see [definition](#) on page 1) with that person at any point, the 14-day quarantine period will have to restart from the last day that you had close contact.

Example:



- B. If you cannot avoid close contact (see [definition](#) on page 1), your last day of quarantine is 14 days from the date that the infected person was told that they are "cleared" to stop their isolation.

Example:



III. YOU RECEIVED A QUARANTINE ORDER BUT DON'T KNOW WHEN YOU WERE EXPOSED

- A. Your last day of quarantine is 14 days from the date of issue on the Order.

Example:



COVID-19 COMPLIANCE TEAM

Team Leaders: Wendy Sinnette and Mark Evans

Liaison to DPH: Karen Hurley

Communications: Debra Cradduck

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 7-8: Jarrett Gold, Alice Hastings, Valerie Talbert

LCHS 9-12: Jim Cartnal, Alice Hastings, Kelly Davis

CSEA: Dina Loftus, Corinna Ritter

LCTA: Mandy Redfern, Sue Cronon

Physical 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.

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.

Staff Training and Family Education

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.

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.

Testing of Staff:

LCUSD has been providing optional testing services to all staff reporting to its offices or school sites as workplaces since November 10, 2020. The testing service has been free of charge to employees and provided by Xpress Urgent Care via a contract with LCUSD.

Going forward, under the Safe Schools for All Plan, LCUSD is partnering with the State of California's Valencia Branch Laboratory (VBL) to provide COVID-19 Testing for all staff reporting to the workplace, including those who are engaging in in-person instruction. The State responsibilities through the VBL is to provide the test kits, test processing, sample processing in the laboratory, results with a 24-28 hour turnaround goal, detailed support and instructions, and

a patient registration system. LCUSD's responsibilities in providing COVID-19 testing to staff will be to submit the requests for the required number of test kits, procure PPE and provide physical space for testing, conduct community outreach, provide staff and manage the onsite logistics, supervise the self-administered nasal swabs, and package, coordinate, and covers cost of sample transportation.

LCUSD will provide asymptomatic testing for all students and staff according to the cadences identified in the Safe Schools for All COVID-19 and Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California, 2020-2021 School Year, published January 14, 2021. Initially LCUSD anticipates required asymptomatic testing to take place on its campuses weekly given the COVID-19 Case Rate will be in excess of 14.

Testing of Students:

LCUSD is partnering with the State of California's Valencia Branch Laboratory (VBL) to provide COVID-19 Testing for all students reporting to its campuses for in-person instruction and for individualized services. The State responsibilities through the VBL is to provide the test kits, test processing, sample processing in the laboratory, results with a 24-28 hour turnaround goal, detailed support and instructions, and a patient registration system. LCUSD's responsibilities in providing COVID-19 testing to students will be to submit the requests for the required number of test kits, procure PPE and provide physical space for testing, conduct community outreach, provide staff and manage the onsite logistics, supervise the self-administered nasal swabs, and package, coordinate, and covers cost of sample transportation.

LCUSD will provide asymptomatic testing for all students and staff according to the cadences identified in the Safe Schools for All COVID-19 and Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California, 2020-2021 School Year, published January 14, 2021. Initially LCUSD anticipates required asymptomatic testing to take place on its campuses weekly given the COVID-19 Case Rate will be in excess of 14.

Identification and Reporting of Cases:

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

Students:

All TK-2 families participating in the in-person Hybrid learning model are required to inform the school site when their child is sick and/or showing symptoms consistent with COVID-19.

Parents/guardians of the student with symptoms are required to have their child tested for COVID-19 or see their family doctor to determine if the student is positive for COVID-19. If a student has been diagnosed with COVID-19 (based on a positive diagnosis (viral) COVID-19 test result or as determined by a healthcare professional), [close contacts](#) (within a 48 hour period from the onset of symptoms) are determined and families in the affected classroom cohort are informed through a letter and email home. The affected cohort(s) is/are closed and students/staff in the affected cohort must [quarantine](#) for 10 days.

The LCUSD COVID compliance team tracks and reports all positive COVID-19 cases to the Los Angeles County Department of Public Health through the “COVID-19 Case and Contact Line List for Education Sector”. ** If questions arise that require clarification, a member of the LCUSD COVID Compliance Team reaches out to a School Technical Assistance Team member from the Los Angeles County Department of Health for assistance.

Staff and Employees:

Staff and employees who are feeling ill and/or showing symptoms consistent with COVID-19 are expected not to come to work. They must contact their immediate supervisor and provide information regarding symptoms and possible close contacts (within a 48 hour period from the onset of symptoms). The staff member/employee reporting the illness is required to get a COVID-19 test to determine positive or negative status and will remain at home until results are determined. If a staff member/employee is determined to be positive for COVID-19, close contacts receive a personal call from a member of the LCUSD COVID Compliance Team and are informed of the need to quarantine for 10 days. All close contacts are also encouraged to get a COVID-19 test. A letter is sent to the site(s) where the positive case has been identified. The COVID-19 positive staff member/employee is directed to [isolate](#) for 10 days and may return to work after the 10 day quarantine period if they are symptom-free for 24 hours without the use of fever reducing medication.

**All positive cases of COVID-19 disease among students, staff, and employees that were on site at any point within 14 days prior to becoming ill are reported to the Los Angeles Department of Public Health.

Communication Plans:

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

At the beginning of the school year, information was sent to employees, parents and students prior to the start of school concerning school policies related to:

- Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19.
- Options for COVID-19 testing if an employee or student has symptoms or has been exposed to COVID-19.
- Who to contact at the school if an employee or student has symptoms or may have been exposed.
- How to conduct a symptom check before a student/staff leaves home.
- Required use of face coverings.
- Importance of compliance with physical distancing and infection control policies.
- Changes in academic and extracurricular programming in order to avert risk.
- Changes in school meals in order to avert risk.
- School policies concerning parent visits to school and advisability of contacting the school remotely.
- Importance of providing the school with up-to-date emergency contact information including multiple contact options.
- Online outlets instruct students, parents, and teachers on how to contact the school in case of infection or exposure.

Protocols are posted at each site informing staff, students and visitors of the procedures required to safely operate. The District website includes the Reopening Plan along with links to resources for staff and community members.

The Superintendent has designated the COVID Compliance Team to communicate with staff and parents/guardians when a positive COVID-19 case/exposure has occurred at a District site. To protect privacy requirements such as FERPA and HIPAA, the names and personal identifying information of individuals who have tested positive for COVID-19 are not shared in communications to families and staff. Exposure and positive cases are communicated to stakeholders within 24 hours in the following manner:

Student/staff members participating in an in-person Hybrid Learning Model cohort:

- Any cohort that has a positive case is quarantined for 10 days. Students and staff members from those cohorts are provided information regarding COVID testing and the quarantine process. Staff members are also provided information related to available leave options if they are unable to work remotely.

- Communications to parents/guardians regarding a positive student/staff case in a specific cohort are sent to the families of the affected cohort via letter and email. Name(s) and personal identifiers of the positive case are not revealed in the communications. Communication informs the parents/guardians of the cohort to ensure their child quarantines for 10 days, encourages them to take their child for a COVID-19 test, and safety precautions are reiterated.
- Staff members working in a cohort where a positive case has been identified are notified immediately by a member of the LCUSD COVID Compliance Team. They are provided information regarding COVID testing, the quarantine process and available leave options if they are unable to work remotely.
- A general notification letter is sent via email to staff at the affected school site, informing them of the positive case.
- Notification is sent to the leadership of both labor associations.

Staff members/employees reporting to the general workplace:

- If any staff member is identified as a close contact of a positive COVID case, they receive a personal phone call from a member of the LCUSD COVID-19 Compliance Team. They are provided information regarding COVID testing, the quarantine process and available leave options if they are unable to work remotely.
- A general notification letter is sent via email to staff at the affected school site, informing them of the positive case.
- Notification is sent to the leadership of both labor associations.

To view a sample communication letter, please click [here](#).

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>

Consultation:

For the consultation letter of support for reopening for in-person instruction and the TK-2 Waiver application from the Mayor of the City of La Canada Flintridge, please click [here](#).

For the consultation letter of support for reopening via the TK-2 Waiver application process from the La Canada Teachers Association (LCTA), please click [here](#).

For the consultation letter of support for reopening via the TK-2 Waiver application process from the California School Employees' Association (CSEA), Chapter #122, please click [here](#).

For evidence of on-going consultation regarding the reopening of TK-6 elementary schools for in-person instruction with the AM/PM hybrid schedule, LCUSD Distance Learning Requirements for 2020-2021 for Secondary Teachers, and LCTA TK-12 Bargaining Unit Member Preparation Time, please view the most recent Memoranda of Understanding by clicking [here](#).

For evidence of on-going consultation with CSEA , Chapter #122, regarding 2020-2021 COVID-19 Response and Impacts, please see the most recent Memorandum of Understanding by clicking [here](#).

For the most recent consultation with LCTA click [here](#) and with CSEA Chapter #122 click [here](#). These Memoranda of Understanding Regarding Governor Newsom's "Safe Schools for All" Reopening Plan are currently in process with both labor association partners.

A sample letter of support for reopening for in-person instruction and the TK-2 Waiver

application from LCUSD's Parent Teacher Associations may be viewed [here](#). All three elementary school (La Canada Elementary, Palm Crest Elementary, and Paradise Canyon Elementary) PTAs submitted letters of support.

Additional Resources:

For the LCUSD School Reopening and Safety Plan, please click [here](#).

For the LCUSD Containment, Response, and Control Plan, please click [here](#).

For the LCUSD Reopening and Safety Plan 2020-2021, Additional Resources document, please click [here](#).