

## PUBLIC HEALTH REOPENING PROTOCOL PUBLIC AND PRIVATE SCHOOLS AND SCHOOL-BASED PROGRAMS TK-12

Recent Updates: (Changes are highlighted in yellow)

3/15/2022

- Beginning March 12, 2022 masks will be strongly recommended but not required indoors
- Schools are required to offer upon request, for voluntary use, well-fitting medical-grade masks and respirators to school employees who work indoors and are in contact with others
- Revisions to performing arts section to incorporate lifting of indoor mask, physical distancing, and testing requirements and the reclassification of these measures as strong recommendations

This protocol provides the City of Pasadena Public Health Department (PPHD) requirements and recommendations for TK-12 schools during the 2021-22 school year. The term “school” includes all public, private, and charter schools from grades transitional kindergarten (TK) through 12. This protocol does not apply to community colleges, universities, childcare facilities, or preschools. As we enter the next phase of the COVID-19 pandemic, the City of Pasadena will utilize the Centers for Disease Control and Prevention (CDC) [Community Levels](#) (in addition to [Community Transmission](#)) and the California [SMARTER](#) plan to guide our local public health response.

When applying this TK-12 protocol, schools should take into consideration multiple factors including: (1) [community level indicators](#) of COVID-19 and their trajectory; (2) [COVID-19 vaccination coverage](#) in the community and among the school’s students, teachers, and staff; (3) local COVID-19 outbreaks or transmission patterns; (4) indoor air quality at campus and other relevant facilities; (5) availability and accessibility of resources, including masks and tests, and the extent to which the school has implemented or operationalized use; (6) access to healthcare resources for the school’s students, teachers, and staff; (7) equity considerations, including populations disproportionately impacted by and exposed to COVID-19; (8) school population demographics, including specialized populations of individuals at high risk of severe disease and immunocompromised populations; and (9) community input, including from students, families, and staff.

In addition to the conditions set forth by the [State Public Health Officer/California Department of Public Health \(CDPH\)](#), the California Department of Education, and Cal/OSHA, schools must also comply with the following PPHD protocol.

This document may be updated as new information and resources become available. Go to <https://www.cityofpasadena.net/covid-19/#guidance-faq-protocols> for updates and other resources.

Multiple layers of COVID-19 risk mitigation must be implemented by schools to protect staff and students, prevent outbreaks, and minimize missed school days, on an ongoing basis. In this protocol, some preventive and protective measures are requirements, and other measures are voluntary. All measures in the associated [COVID-19 Exposure Management Plan Guidance in TK-12 Schools](#) must also be implemented, and are applicable to all on-site personnel.

**Up to date vaccination (including booster doses, when eligible) is the most effective strategy to prevent outbreaks, serious illness, and disruption to school operations and is strongly recommended for all eligible people.** Achieving a high vaccination rate, including booster doses, on your school campus is the most effective way to lower risk of infection and transmission at your school, greatly decrease risk of severe illness, hospitalization and death in those who are fully vaccinated, and provide an additional layer of protection for those who cannot be fully vaccinated, are immunocompromised, or have underlying health conditions. It is also the most effective way to prevent lost in-person instructional days, disrupted operations, and staffing shortages. Schools should reference the helpful examples of layered measures for risk reduction described in the US Centers for Disease Control and Prevention’s (CDC) [Guidance for COVID-19 Prevention in K-12 Schools](#).

### Steps to Reopen

- ✓ Complete and implement this Public Health Reopening Protocol Checklist and the [Exposure Management Plan Guidance](#).
- ✓ Provide a copy of the Public Health Reopening Protocol to each staff member and family and conduct education.
- ✓ Post copies of the completed Public Health Reopening Protocol in conspicuous locations visible to staff, parents, students, and visitors and post to your website.
- ✓ Ensure compliance with other oversight or regulatory agencies, such as the California Department of Education and the California Department of Public Health. Regularly review updated guidance from state agencies, including the [California Department of Public Health](#), [California Department of Education](#), and [Cal/OSHA](#).
- ✓ Ensure your designated COVID-19 School Compliance Task Force and School Compliance Officer are trained and prepared to implement the Exposure Management Plan.

**Note for child care programs located in schools.** Local Education Agencies (LEAs) and schools that offer day care services for children on school campuses should refer to PPHD [COVID-19 Guidance for Early Care and Education](#).

### Key Practices



## Resources

- California Department of Public Health – [Guidance for K-12 Schools in California](#)
- California Department of Public Health – [CA Safe Schools for All Hub](#)
- California Department of Public Health – [Testing Strategies Guidance](#)
- California Department of Public Health – [SMARTER Plan](#)
- Centers for Disease Control and Prevention (CDC) – [Schools and Child Care Programs](#)
- City of Pasadena – [Additional resources, including printable COVID-19 Business Signage](#)
- California Department of Education – [Stronger Together: A Guidebook for the Safe Reopening of California’s Public Schools](#)
- California Department of Public Health – [Vendor list to purchase personal protective equipment](#)
- California Department of Industrial Relations – [Cal/OSHA COVID-19 Emergency Temporary Standards](#)

## Helpful Contact Information

If you have questions, or if you observe a violation, you can request information or submit a complaint through the Citizen Service Center. Call 626-744-7311 or visit <https://www.cityofpasadena.net/CSC>.

# PUBLIC HEALTH REOPENING PROTOCOL CHECKLIST

## PUBLIC AND PRIVATE SCHOOLS AND SCHOOL-BASED PROGRAMS TK-12

### REDUCING RISK OF COVID-19 TRANSMISSION

*Schools and school-based programs must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the campus. Designate one individual to be in charge of planning and implementation of all items. Submission of Protocol to PPHD is not required unless explicitly requested.*

SCHOOL INFORMATION	
School Name:	
Address:	
Email:	Phone:

### ATTESTATION BY COVID-19 COMPLIANCE TEAM LEAD/PPHD LIAISON

By signing below, I hereby attest all required public health protocols have been implemented:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

### OCCUPANCY AND ATTENDANCE

Number of administrators, teachers, and other employees returning to campus: \_\_\_\_\_

Number of in-person students per grade:

TK: \_\_\_\_\_ K: \_\_\_\_\_ 1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_

6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_ 9: \_\_\_\_\_ 10: \_\_\_\_\_ 11: \_\_\_\_\_ 12: \_\_\_\_\_

*The terms "employees" and "staff" refer to individuals who work in a school facility in any capacity associated with teaching, coaching, student support, provision of therapies or personal assistance to individual students, facility cleaning or maintenance, administration, or any other activity required for the school to function. "Employees" or "staff" may include individuals who are: paid directly by the school system, paid by entities acting as contractors to the school, paid by outside entities acting in collaboration with the school to serve students, paid by third parties to provide individual student services, or unpaid volunteers acting under school direction to carry out essential functions. The term "parents" refers to any persons serving as caregivers or guardians to students.*

## COVID-19 CONTAINMENT, RESPONSE AND CONTROL PLAN

The school must have a COVID-19 Containment, Response and Control Plan that describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan must include, but is not limited to, the following:

- ❑ A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 protocols and ensuring staff and students receive education about COVID-19. Designate one member of this team (School COVID-19 Compliance Lead) as a liaison to PPHD in the event of an outbreak on campus.
- ❑ A plan or protocol that outlines steps to be taken immediately upon notification that any member of the school community (faculty, staff, student, visitor) tests positive for COVID-19. The protocol must include:
  - Immediate separation of the person with confirmed or suspected COVID-19 from the school community, to begin self-isolation at home. The plan must allow for temporary, on-site isolation if arrangements are needed for the person's return to their home.
  - Fact sheets or other informational materials to be given to the person with confirmed or suspected COVID-19 (or appropriate family member if a child), that explain self-isolation requirements and include links to sites for further information.
- ❑ A plan for initiation of the school's [Exposure Management Plan](#) consistent with PPHD guidance that outlines procedures for:
  - Isolation of the person (case) with confirmed or suspected COVID-19;
  - Identification of individuals exposed to the case while at school;
  - Quarantine of employees and students who do not meet criteria for remaining in school after exposure to someone with COVID-19 in school as described in the school's [Exposure Management Plan](#); and
  - Access to testing for all exposed individuals within the school, regardless of vaccination status, as the basis for further control measures.
  - Notification to PPHD of all confirmed cases of COVID-19 among staff, students, or visitors who were at school at any point 14 days prior to the illness onset date.
    - The illness onset date is the symptom onset date of the infected person, or for an asymptomatic person, the COVID-19 test date.
    - Cases should be reported within 1 business day of the school learning of the case.
    - The School Compliance Lead submits this information to PPHD using the [COVID-19 Case and Contact Line List for Education Sector](#). If needed, additional time may be requested. Secure (encrypted) online email via [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net) is the preferred method for notifying PPHD of COVID-19 exposures; or FAX (626) 744-6115.
    - Note: The continued activation of protocol procedures first initiated in schools during the Omicron variant surge now allows some flexibility in the mechanism of case reporting. See [Optional Temporary Surge Measures for TK-12 Schools](#) for details.
- ❑ Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.
- ❑ A plan or protocol for incorporating COVID-19 testing into regular school operations. See additional information regarding testing below.
- ❑ Measures outlined in the [Optional Temporary Surge Measures for TK-12 Schools](#) protocol may be adopted by schools.

## LAYERS OF RISK MITIGATION

### Layers of Risk Mitigation – Vaccination

Achieving a high vaccination rate on your school campus is the first and best way to lower risk of infection and transmission at your school, greatly decrease risk of severe illness, hospitalization and death in those who are fully vaccinated and boosted, and provide an additional layer of protection for those who are not currently eligible for vaccination (e.g., all students younger than 5 years of age). Booster shots should be encouraged or required in accordance with CDC guidance for eligible populations (currently everyone ages 12 years and older, and ages 5-11 if immunocompromised).

- School has systematically and consistently adopted policies and provided communication to help normalize, promote and facilitate COVID-19 vaccination for all eligible staff and students on campus. School communication should clearly explain CDC recommendations for COVID-19 vaccination and outlines opportunities to access vaccine.
- School has created partnerships with PPHD, commercial pharmacies, or other vaccine providers to connect staff, students or families to COVID-19 vaccination opportunities.
- Schools have promoted accurate vaccine information through formal and informal channels, such as educating and training staff and students to understand vaccine science, and how to identify misinformation and counter and dispel myths.
- School is in compliance with the [Health Officer Order](#) issued by the State of California on August 11, 2021 that requires all school staff to either show proof of full vaccination or be tested at least once per week.

### Layers of Risk Mitigation – Wearing Masks

- No person can be prevented from wearing a mask as a condition of participation in an activity or entry into a school, unless wearing a mask would pose a safety hazard (e.g., watersports).
- It is strongly recommended but not required that employees and visitors 2 years and older wear a face mask at all times when indoors, except when working alone in a private office with closed doors; when working alone in a larger open workspace; or when actively eating or drinking.
- It is strongly recommended but not required that students 2 years old and older wear a mask at all times when indoors, except when carrying out activities that preclude the use of a mask such as actively eating or drinking, showering, swimming, napping, or playing an instrument; or singing when in a room alone with the door closed.
- All employees, students and visitors 2 years and older are recommended to wear a face mask when outdoors in crowded outdoor settings.
- Individuals are strongly recommended but not required to wear a mask when riding on a school bus, van or other school transports.
- Persons exempted from wearing a face covering due to a medical condition are strongly recommended to wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- Masking with an upgraded mask may be required for a limited time both indoors and outdoors when around others, in special circumstances such as a student or staff member in school who was recently isolating following a positive COVID-19 test or the onset of symptoms of COVID-19, or was recently quarantining after an exposure to a confirmed case.

*What are the specific masking requirements for employees?*

- Requirement to provide upgraded masks to all school employees:** At this time, all school employees, as defined above, may choose to wear [medical-grade surgical masks](#) (also referred

to as medical procedure masks and are three-ply) or [higher level PPE](#) (e.g., [KN95 mask or N95 respirator](#)). For those wearing surgical masks, double masking with a cloth face covering worn over the surgical mask is recommended for enhanced protection. Cloth face coverings alone are **not prohibited at this time, but not recommended for use as protection against COVID-19**, as cloth masks (**unless ASTM F3502-Level 2 certified**) do not provide the same level of source control or personal protection **against COVID-19** as a medical-grade surgical mask or higher level PPE. Review [CDC resources on verifying NIOSH approval for PPE](#) and for [types of masks and respirators](#).

- Schools are required to** offer employees, at no cost, an appropriate face mask that covers the nose and mouth. **Upon request**, provide a high-grade surgical mask (3-ply), KN95 mask or respirator, preferably N95, to any employee who cares for sick children or who has close contact with a child with a medical condition that precludes the child's use of a face mask.
- PPHD recommends that masks be worn outdoors when in crowded outdoor settings where distancing cannot be easily and reliably maintained.
- [Cal-OSHA](#) requires employers to provide, upon request, respirators to any unvaccinated employee, along with instructions on how to ensure the mask fits appropriately.
- Teachers or other staff who prefer to wear masks, but are concerned about potential barriers to phonological instruction, should consider masks with clear areas that make the lips and mouth visible, or a face shield with a drape at the bottom.**

*What are the specific masking requirements for students?*

- At this time, universal masking is strongly recommended, except when actively eating or drinking, for indoor settings on the school campus and on transports.** PPHD recommends that masks also be worn outdoors when in crowded outdoor settings where distancing cannot be easily and reliably maintained.
- It is strongly recommended, but not required, that students wear upgraded masks which at a minimum are well-fitting, non-cloth\* masks of multiple layers of non-woven material with a nose wire. \*Cloth masks meeting ASTM standards for high filtration efficiency (ASTM F3502-level 2) are permitted.
- Provide a medical-grade surgical mask to symptomatic students who are waiting in the designated isolation area prior to leaving campus, if they are wearing a less protective mask.
- Deploy staff at entries, hallways or other common areas to remind students of **any school site** rules concerning use of face masks.
- Public schools should be aware of the requirements in [AB 130](#) to offer independent study programs for the 2021-22 school year.
- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans or in situations where use of masks is challenging due to pedagogical or developmental reasons (e.g., communicating or assisting young children or those with special needs). For students who prefer increased personal protection but cannot tolerate a mask, they may consider using a face shield with a drape at the bottom.**
- During physical education classes held indoors, it is strongly recommended that all present wear masks except when drinking water.**

*What should be communicated regarding use and care of masks?*

- Inform staff, parents, and students of **any school site requirements or strong recommendations** for face masks prior to the start of the school year and on a regular basis throughout the school year, including the strong recommendation for upgraded masks that provide a higher level of protection, including three-ply surgical masks with a nose wire, KN95 or N95.

- ❑ Consider posting signage at the entry to the school, at the entry to the school office, and throughout the school building to reinforce any school site requirements or recommendations and depict proper use of face masks.
- ❑ It is recommended to instruct employees who continue to mask to wash or replace their face masks daily, and encourage parents of children who continue to mask to ensure children have clean face masks. Encourage parents of children who continue to mask to provide a second face mask for school each day in case the one a child is wearing gets soiled.
- ❑ Provide instructions to employees, on-site contractors, vendors, and delivery personnel regarding any school site requirements or strong recommendations for the use of face masks when around others indoors.

### Layers of Risk Mitigation – Testing

- ❑ Develop a plan or protocol for incorporating COVID-19 testing into regular school operations
  - At a minimum, the plan should describe the strategy for ensuring access to testing for students and employees, regardless of vaccination status, who are symptomatic or have known or suspected exposure to an individual with COVID-19. Note that the current Cal/OSHA Emergency Temporary Standards ([Cal/OSHA ETS](#)) require employers to offer testing at no cost to employees during paid time for:
    - Symptomatic unvaccinated employees, regardless of whether there is a known exposure
    - Unvaccinated employees after an exposure
    - Vaccinated employees after an exposure if they develop symptoms
    - Unvaccinated employees in an outbreak (3 or more employee cases)
    - All employees in a major outbreak (20 or more cases)
  - At this time, it is strongly recommended that schools maintain sufficient testing capacity to test exposed students who are not fully vaccinated, and staff who are not up to date on COVID-19 vaccination at least once weekly, during the 10 days after their last exposure date. Please notify PPHD immediately if you do not have testing capacity to meet this requirement. If resources allow, schools should extend testing to include all exposed students and staff (including those who are fully vaccinated). Staff and students previously infected with SARS-CoV-2 are exempt from post-exposure testing and quarantine for 90 days following infection, as long as they remain asymptomatic. Full details on current isolation and quarantine orders are in the [PPHD Exposure Management Plan Guidance for Schools](#).
  - Schools should access testing information and resources at the state’s [Safe Schools for All Hub](#), including testing supplies and technical assistance with shipping, enrollment and reporting technology, training, and insurance reimbursement.
  - The plan must include that all positive testing results be reported to the Pasadena Public Health Department within one business day.
  - Please note: Screening testing is not recommended for persons who have recovered from laboratory confirmed COVID-19 within the past 90 days and are presently asymptomatic.

### Layers of Risk Mitigation– Physical Distancing and Crowd Reduction

PPHD recommends that measures are implemented to create physical distancing when doing so will not interfere with the full-time attendance of all enrolled students. This is especially important during times that groups of students are outside the classroom (e.g., hallway transitions) and any time masks might be removed in a group setting (e.g., lunch time, outdoor activity). For situations when physical



distancing may not be feasible (e.g., very full classrooms), 100% mask adherence with high quality masks is strongly recommended. Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (such as masking) are implemented.

- Consider measures to promote physical distancing of students on school buses since many students remain unvaccinated. These measures may include (check all that apply):
  - Seat one child per bus seat.
  - Use alternating rows.
  - Open windows as air quality and rider safety concerns allow.
- Consider implementing measures to reduce crowding as students, parents or visitors enter and move through the school building. These may include (check all that apply):
  - Adjust schedules to avoid crowding in common spaces and when possible; allow single classrooms or small groups to move through common spaces (such as hallways and bathrooms) at a given time.
  - Deploy school employees in hallways to promote physical distancing and reduce loitering and crowding as students enter and proceed to classrooms.
  - Limit elevator capacity, if applicable, to reduce crowding. All riders are recommended to wear face masks.
  - Designate one-way up and one-way down stairways, and deploy school employees to monitor.
  - Stagger breaks between classes.
- Consider implementing measures that allow for recommended physical distancing within classrooms, when possible, without interfering with essential operations. These may include the following measures (check all that apply):
  - Arrange classroom furniture to maximize distance between students and between students and teachers. Where distancing is not feasible, consider other safety measures including the strong recommendation to wear masks indoors.
  - Consider maintaining an increased distance as much as possible indoors when students or staff are not masked (e.g., due to eating or drinking, napping).
  - Increase distance in nap or rest areas in classrooms by placing students an increased distance apart and alternating feet to head.
- Consider offering physical education class outdoors as much as possible and select activities that allow for physical distancing. For physical education classes that are held indoors, it is recommended that all present wear masks except when drinking water.
- Consider implementing school policies that promote physical distancing in locker rooms. Policies may include:
  - Offer access to locker rooms only when staff supervision is possible and/or stagger locker room access. Consider limiting the total time students and student athletes spend in locker rooms. For example, suggest student athletes shower at home after practice and games.
  - Create alternative options for storage of student clothing, books, and other items.
- Consider implementing measures to increase physical distancing during school meals when students will be unmasked. These may include (check all that apply):
  - If students line up to pick up food, tape or other markings are used to promote distance between students.
  - If meals take place in a cafeteria, mealtimes are staggered to reduce the number of

- groups in the cafeteria at any one time.
  - If meals take place in a cafeteria, space between all tables and chairs has been increased to maintain distance between students while eating. Barriers may be used as an alternative when distancing is not possible.
- Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is permitted. Use of indoor school facilities provides more risk of contamination of indoor air and surfaces and care should be taken to avoid unnecessary exposure for regular school employees and students. Routine cleaning after use of indoor facilities by non-school groups is recommended. Use of outdoor athletic fields by non-school youth sports teams, leagues, or clubs is permitted if care is taken to avoid unnecessary exposure for regular school employees and students.
- Consider implementing measures to limit risk of infection due to visits by individuals other than staff and students. These may include (check all that apply):
  - Visitors should be registered in a visitor log that includes a visitor's name, phone number and email address in case this information is needed in the future for contact tracing purposes. If a visitor must be accompanied by another person their information should also be captured in the visitor log.
  - Visitors arriving at the school are **strongly recommended but not required** to wear a face mask at all times while indoors or outdoors at the school or on transports. It is recommended that visitors wear a mask with a higher level of protection, such as a surgical mask (three-ply medical procedure mask) or higher level PPE (such as KN95 or N95 respirator). This applies to all adults and to children 2 years of age and older. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them

#### Layers of Risk Mitigation - Symptom and Exposure Screening

- Inform employees, students, and visitors not to come to campus if sick **or experiencing symptoms of COVID-19.**
- Daily symptom screenings are **strongly recommended**, and it is highly recommended they are conducted before students, visitors and staff enter the school. Screenings should include a check-in concerning symptoms consistent with possible COVID-19 and any other symptoms the individual may be experiencing. These checks can be done remotely (such as using a digital app or paper screening tool) or in-person upon arrival. A temperature check with a no-touch thermometer at entry should be included as part of the screening, if feasible, especially for visitors who may not be part of a systematic at-home screening process.
  - Students, staff, and visitors who screen positive prior to or at entry or who report symptoms at any point during the school day should be reported to the school's COVID-19 Compliance Team **Lead**. The COVID-19 Compliance Team **Lead** will determine whether the individual should be excused from the facility according to **[the CDPH Decision Tree for managing confirmed or suspected COVID-19 at K-12 schools.](#)**
  - Students who screen positive are provided a surgical mask (unless they are already wearing a mask of recommended quality) and are accompanied to a pre-selected isolation space where they can remain while a determination is made on exclusion and arrangements are made for their return home, where indicated.
  - **Anyone who is screened for recent exposure and reports close contact with an infected person should be managed per the PPHD [Exposure Management Plan Guidance](#)**

### Layers of Risk Mitigation – Maximizing Ventilation

- Implementing measures to promote optimal ventilation in the school is strongly recommended. These may include (check all that apply):
  - Move classroom learning, meals, and activities to outdoor spaces whenever feasible and weather permitting.
  - Verify the school HVAC system is in good, working order. Prior to school reopening, consider having the HVAC system evaluated by an appropriate engineer familiar with the CDPH [Ventilation Guidance for Reopening Schools](#) and the American Society of Heating, Refrigerating, and Air-conditioning Engineers (ASHRAE) [Guidance for HVAC Systems](#).
  - Set HVAC systems to maximize indoor/outdoor air exchange unless outdoor conditions (e.g., recent fire, very high outside temperature, high pollen count) make this inappropriate.
  - Install and use portable, high-efficiency air cleaners if feasible.
  - Keep doors and windows open during the school day if feasible and if outdoor conditions make this appropriate. Existing fire codes requiring closure of fire-rated doors must be respected.
  - Upgrade HVAC filters to a higher efficiency (MERV-13 or higher rating is preferred).
  - Because activities in gymnasiums are often high risk and include large numbers of people, PPHD strongly recommends upgrading and improving HVAC systems to the extent possible, and maximizing ventilation with open doors/windows/fans where safe and in line with fire codes. See [LA County's guide for increasing ventilation in gymnasiums](#).

### Layers of Risk Mitigation – Hand Hygiene

- Implement measures to promote frequent hand washing by staff, students, and visitors. These may include (check all that apply):
  - Give students and staff frequent opportunities to wash their hands for 20 seconds. Wash hands with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
  - Schedule younger students for frequent handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.
  - Instruct staff to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper hand washing.
  - Provide ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol-based hand sanitizer is preferred and should be used in school environments. Hand sanitizers with isopropyl alcohol as the main active ingredient are not used in the school, as it is more irritating and can be absorbed through the skin.
  - Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Hand sanitizer should not be out in the open and should only be used with adult supervision for children under age 9. Inform faculty and staff of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a

- student has consumed hand sanitizer.
- Provide hand sanitizer, soap and water, tissues and trashcans at or near the entrances, the main office reception area, other office spaces, and anywhere else inside the workplace or immediately outside where people have direct interactions.

### **Layers of Risk Mitigation – Environmental Cleaning and Disinfection**

- It is recommended to have measures in place to promote appropriate cleaning of space, surfaces, and objects throughout the school. These may include (check all that apply).
  - Establish a cleaning schedule to avoid both under and over-use of cleaning products.
  - Thoroughly clean buses daily, and disinfect after transporting any individual who is exhibiting symptoms of COVID-19. Equip drivers with disinfectant wipes and disposable gloves. Clean frequently touched surfaces after every completed bus route.
  - Clean restrooms, lobbies, break rooms and lounges, and other common areas no less than once per day during periods of operation or more frequently as needed.
  - Clean common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) at least daily, and more frequently as resources allow.
  - Consider sanitizing objects and surfaces between users where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may be used by multiple students.
  - Use cleaning products that are effective against COVID-19 (listed on the Environmental Protection Agency (EPA) List N), and follow product instructions. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together because doing so causes toxic fumes that may be very dangerous to breathe.
  - Train custodial and other staff responsible for cleaning and disinfecting surfaces on manufacturer's directions and Cal/OSHA requirements for safe use, as required by the Healthy Schools Act.
  - Equip custodial staff and other staff responsible for cleaning and disinfecting with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product.
  - Keep all cleaning products out of children's reach and stored in a space with restricted access.
  - Maximize ventilation during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
  - Conduct enhanced cleaning and disinfection of school premises when students are not at school, with adequate time to let spaces air out before the start of the school day.

### **SPECIAL CONSIDERATIONS FOR PERFORMING ARTS**

#### **Music Classes**

- Physical distancing of performers is recommended for activities without masking. It is strongly recommended that activities requiring participants to remove their face masks be done outdoors, and that participants are up to date on vaccination.

- Playing of wind instruments is permitted in a group setting. It is strongly recommended that the following safety measures are adhered to:
  - Those playing wind instruments are strongly recommended to properly wear a modified face covering that allows for direct contact with the instrument mouthpiece whenever they are playing the instrument. During periods that the students are not actively practicing or performing, they are recommended to switch to full face coverings.
  - Instrument bell covers are strongly recommended to be used while playing of wind instruments.
  - A minimum of 3 feet of physical distancing is strongly recommended to be maintained between any individual playing a wind instrument and all other participants, especially if performing without the use of face masks.
  - Weekly screening testing with either PCR testing or antigen testing is strongly recommended for all individuals participating in the indoor group practice or performance if masks, bell covers, and distancing are not being implemented.
- When group instruction, practice, or performance occurs in a mix of indoor and outdoor settings, screening testing at least weekly is strongly recommended as described above for indoor settings.
- For activities that generate more forceful expired respiratory droplets such as singing, increased distance between individuals and engaging in these activities outside is strongly recommended. Full vaccination and boosters (if eligible) are strongly recommended. Routine testing of all members of the group at least weekly is strongly recommended if singers are vocalizing without masks and without recommended physical distancing while indoors.
- Use disposable absorbent pads or other receptacles, where possible, to catch the contents of spit valves or water keys; discard or clean properly after use.

#### Theater Classes

- It is strongly recommended that students and instructors in theater classes wear face masks at all times while indoors. It is recommended that there be increased physical distance if the participants are enunciating or not wearing face masks.
- Routine testing at least weekly is strongly recommended for all participants if masks are not used and physical distancing is not maintained while practicing or rehearsing indoors.
- Clean dressing rooms, green rooms, and production areas using a disinfectant from the [Environmental Protection Agency \(EPA\) List N](#).
- Consider holding virtual or outdoor rehearsals and performances.

#### Dance Classes

- It is strongly recommended that students and instructors wear face masks at all times while indoors, as practicable.
- For activities that generate a greater volume of respiratory droplets such as heavy exertion, increasing the distance between individuals and limiting such activities to outdoor space is strongly recommended.
- Routine screening testing at least weekly is strongly recommended for all participants if masks are not used and physical distancing is not maintained during indoor activity.

## Music Recording

- Singing in sound booths/recording booths is permitted. Increased distance between singers and from all others in the booth and/or utilization of face masks is strongly recommended due to the large amount of respiratory droplets released into a relatively small, confined indoor space.
- Playing of wind instruments inside a sound booth with others present in the booth is permitted. Refer to the section above for recommendations on improving safety and mitigation risk when wind instruments are played. (See section on music classes).
- Other group instrumental music may be recorded using a sound booth; however, a minimum of 3 feet of physical distance is strongly recommended to be maintained between all musicians at all times and masks are strongly recommended as for all other indoor spaces.
- Before the booth is used by another musician or group of musicians, the booth should be well ventilated (consider use of an air purifying device) to promote full air exchange and shared equipment (e.g., microphones) should be sanitized.

## Performances

- Any performances should follow the [Best Practices for Large Events](#) recommendations to reduce the risk of spreading COVID-19. If a performance or event is a Mega Event (defined as more than 1,000 attendees in an indoor venue, or 10,000 attendees outdoors) then the [Orders for Mega Events](#) must be followed.
- Note that for all performances in TK-12 schools or other supervised youth settings, use of masks in indoor spaces by all persons present, including performers during the performance, regardless of vaccination status is strongly recommended. If performers do not wear face masks, physical distancing and up to date vaccination of performers is recommended. It is strongly recommended that spectators also wear masks. For performances where wearing a mask is not feasible, it is strongly recommended that all performers and stage crew with close contact to performers be up to date on vaccination and tested at least weekly, beginning no more than 72 hours before the first gathering of the production ensemble and continuing until the end of the performance schedule.

## COMMUNICATION WITH SCHOOL COMMUNITY

- Information should be sent to parents and students prior to the start of school concerning school policies related to (check all that apply):
  - Any requirements or recommendations pertaining to vaccination.
  - 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 the student or a family member has symptoms or has been exposed to COVID-19.
  - Who to contact at the school if student has symptoms or may have been exposed.
  - How to conduct a symptom check before student leaves home.
  - School policy for use of face masks, including either a strong recommendation or requirement, as determined by the school.
  - Importance of student compliance with any physical distancing and infection control policies in place.
  - Changes in academic and extracurricular programming in order to reduce 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 parent contact options.
- Post a copy of this protocol at all public entrances to the school and uploaded to a public facing page on the school or district website.
- Consider posting signage at school entrances and throughout the school reminding staff, students, and visitors of policies concerning symptom screening, strong recommendations/requirement for the use of face masks and importance of hand washing.
- Develop and circulate a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
- Provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning the use of face masks, physical distancing, and hand washing on online outlets of the school (website, social media, etc.).
- Instruct students, parents, and teachers on how to contact the school in case of infection or exposure on online outlets.
- Provide information to employees regarding employer or government sponsored leave benefits, including their right to paid sick leave as guaranteed by the COVID-19 Supplemental Paid Sick Leave Law.

#### **ENSURING EQUITABLE ACCESS TO CRITICAL SERVICES**

- Develop a plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs to ensure that education can continue without undue risk to the student. The plan should include:
  - A method for proactive school contact with parents at the beginning of the school year to assure that issues related to the child's education and safety are being addressed.
  - Modifications to individual IEPs and 504 plans such as remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning.
  - Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
  - Where possible, move administrative services or operations online (e.g. class registration, form submission).