



PASADENA

Unified School District

COVID-19 HEALTH & SAFETY PROTOCOLS FOR EMPLOYEES DURING IN-PERSON LEARNING

Version 2
November 2020

Please provide feedback by sending comments through the [Handbook Feedback Form](#)
You must be logged into your PUSD email.
For a summary of revisions from Version 1 to 2, please click [here](#)

Introduction

Timely and accurate communication with school employees and families has perhaps never been more important as educators navigate the challenges of the COVID-19 pandemic. This Handbook for school administrators and employees builds upon the [School Opening Guide for 2020-21](#) that was sent to parents and the community prior to the start of school under remote learning on August 17, 2020.

Based on the toolkit developed by The Los Angeles County Office of Education and the guidance of the City of Pasadena Public Health Department, this PUSD Handbook provides guidance on protocols and procedures for school and district administrators. Included are information sheets and templates on a variety of topics pertinent to COVID-19 and school reopening.

PUSD is dedicated to supporting our education community in rising to the challenge of the pandemic for the benefit of students, families and school employees.

We hope you find these resources helpful. If you have questions or suggestions for additional resources, please contact the PUSD COVID-19 Compliance Team at the Health Programs Office at (626)396-3600 ext 88249.

Questions and concerns regarding COVID-19 safety plans can also be submitted to the City of Pasadena Public Health Department online at cityofpasadena.net/CSC or by phone at (626) 744-7311.

Using this Handbook

This handbook will contain guidance on protocols and procedures generally applicable for employees and students. District and site administrators, however, will also need to develop customized communications and training for their own staff, departments, students, parents, and school communities. We will therefore use the icons below to indicate when the following types of tools and resources are included for further action or information.



Key Terms & Acronyms



Links & Resources



Templates & Examples

Please note that guidelines continue to change and/or are further refined by public health officials. A critical role of the District and School C-19 Compliance Team will be communicating changes.

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*With deep gratitude to the many others who are
providing valuable input and service*

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Part I: Requirements for Reopening for In-Person Instruction

Process for Reopening for In-Person Instruction

In August 2020, the state of California issued a [new county by county framework](#) providing guidance for schools to reopen in phases when their county meets specific public health criteria. All K-12 schools in California counties that are in Tier 1, the “widespread” (purple) tier of the State Blueprint for a Safer Economy, including those PUSD schools in the City of Pasadena public health jurisdiction, are prohibited from reopening for in-person instruction at this time except as described below.

During this period, when schools are generally restricted to remote learning, four types of on-site programming are permitted. In compliance with this order and aside from these exceptions, K-12 schools in the City of Pasadena may open only for remote learning. During this period, employees and staff, as defined below, may report to school campus for work in order to support essential operations, implement remote learning or conduct one of the four following permitted types of on campus learning:

1. Extended Learning Programs (LEARNs), day care for school-aged children and/or child care programs located in schools
2. Specialized services for defined subgroups of children receiving specialized and targeted support services such as those in IEPs and ELs, and other high need students at no more than 25% at any given time, after the Pasadena Public Health Department (PPHD) has been notified in accordance with PPHD K-12 Reopening Protocols.
3. Students may come on campus for supervised administration of college admission tests, including PSAT, ACT, and SAT exams.
4. On-site instruction of children in grades TK-2 by schools that have received a Department of Public Health waiver for in-person education.

The PUSD District COVID-19 Compliance Team will work with schools and programs seeking to conduct the services above to develop a consolidated application to the City of Pasadena Public Health Department (PPHD). Due to the current COVID-19 surge and actions taken by the Governor to mitigate the spread of the virus, we will need to remain flexible about our target date of mid-January to begin the gradual return of students to campuses. The return date depends on the status of COVID-19 rates in Los Angeles County by mid-December. This Handbook is designed to provide each school with a foundation for developing a site safety plan outlining site-specific measures, such as procedures and locations for screening at entry, exiting, schedules for cleaning, and more.

Once we receive further notification that improvement has been shown and waivers to reopen schools in our county will be accepted, more specific instructions will be provided to school administrators. As the PUSD and its schools will be required to complete and implement a Public Health Reopening Protocol Checklist and the Exposure Management Plan, we have included as many of its required components within this handbook.



Links & Resources

For more information on this process, please check website above to be sure most current protocol and visit:

[City of Pasadena Public Health Department Covid-19 Info for Schools](#)

[Health Officer Order for Reopening K-12 Schools](#) Rev. 10/30/2020

[Schools K-12 Reopening Protocol \(Revised 9/11/2020\)](#)

[California Department of Public Health In Person Waiver Process](#)

For PUSD Responds updates, please visit

[**Pasadena Unified School District COVID-19 Updates**](#)

Adapting to Changing Conditions

The chart below that was first presented in the [School Opening Guide for 2020-21](#) shows the alignment between State and Local Public Conditions and PUSD's Phases, revised for the new [state framework](#).

Level	County/State Description	Description of PUSD Phases
Tier 1 Widespread	<p>Stay at home except for essential and permitted activities, maintain physical distance, wear a face covering See: https://covid19.ca.gov/</p> <p>Many non-essential indoor business operations are closed.</p> <p>Schools are not permitted to reopen for in-person instruction, with an exception for waivers granted by local health departments for TK-6 grades. LA County and Pasadena PHD offer waivers for TK-2.</p>	Phase 1: Learning is remote, meals provided via "grab-and-go" at designated places. School facilities open to a limited number of employees but not for students, visitors, or volunteers.
Tier 2 Substantial	<p>Gradual opening of some lower-risk workplaces</p> <p>Some non-essential indoor business operations are closed</p> <p>If the county stays in Tier 2 for 14 days, schools are eligible for reopening of some in-person instruction following California School Sector Specific Guidelines.</p>	Phase 2: Learning is still remote. School facilities open to employees and a limited number of small cohorts of student and adult visitors for direct services meeting specific criteria. PasadenaLEARNS opens.
Tier 3 Moderate	<p>Gradual opening of higher-risk businesses, K-12 schools, colleges, and universities</p> <p>Some indoor business operations are open with modifications</p>	Phase 3: Schools reopen under Hybrid in-person model but with less than 50% of the student population on campus at any given time. Physical distancing measures and strict health and safety protocols in place for employees, students, families, and visitors
Tier 4 Minimal	<p>Return to normal operations</p> <p>Most indoor business operations are open with modifications</p>	Normal operations but prepared to revert to Phase 1, 2 or 3 depending on risk level and with minimal disruption to student learning

Information to Send Home to Families Before the Start of School

Our ability to communicate quickly and accurately to our students, families, and one another will be critical to reducing the risk of transmission of COVID-19. Our City and County Departments of Public Health have specific requirements for schools to notify families regarding health and safety protocols prior to students returning to the school campus and then when certain health circumstances require notification according to the PUSD's Exposure Management Plan. It is important that all PUSD employees are mindful of the need to mitigate health risks while still protecting the privacy of individuals' health information.

Schools will be provided with communication templates and resources to help them respond. As public health conditions change and knowledge of the virus evolves, we anticipate that the health and safety protocols in this handbook may change significantly and rapidly. The PUSD Communications office plans to update this handbook on a monthly basis and, if there is a significant district-wide change, will notify employees. In each new handbook version, major changes will be highlighted in yellow, and with a link to [summary of major changes](#).

CHECKLIST OF INFORMATION PUBLIC HEALTH REQUIRES THAT ARE INCLUDED IN THIS HANDBOOK:

- ☐ [How To Conduct A Symptom Check Before A Student Leaves Home](#)
- ☐ [Stay Home When Sick](#)
- ☐ [Options For Covid Testing](#)
- ☐ [Who To Contact If A Student Has Symptoms Or Has Been Exposed To Covid-19](#)
- ☐ [Isolation Policies](#)
- ☐ [Quarantine Policies](#)
- ☐ [Required Use Of Face Coverings](#)
- ☐ [Physical Distancing](#)
- ☐ [Changes In Academic & Extracurricular Programming](#)
- ☐ [Changes In School Meals To Avert Risk](#)
- ☐ [Visitor Policies](#)
- ☐ [Updating Emergency Contact Info](#)
- ☐ [Hygiene](#)
- ☐ [Cleaning](#)



PUSD 2020-21 Covid-19 Communications Templates

Toolkit with templates for communications with PUSD stakeholders on a variety of topics pertinent to COVID-19 and school reopening will be sent directly to Principals, Department and Division Heads, and District and School Site Compliance Team members. Templates are available in English, Spanish, Chinese, and Armenian. If you have questions or suggestions for additional resources, please contact the PUSD Communications Department at communications@pusd.us or extension 88190

Part II: Health & Safety Protocols

Overview

The Basics: for Employees

All employees will be expected to follow Public Health guidelines for physical distancing, face covering and hygiene. These include the daily requirements and measures summarized below:

1. Perform a daily self-assessment before you come to work. Do not come to work if you are feeling sick.
2. Enter and exit the building at the main entrance only, checking in and out each day.
3. Wear a face covering while in the building, the lobby, hallways and open work areas at all times (if you are in a single office or cubicle where there is enough distance from other people, you may take your mask off).
4. Practice required physical distancing to the extent possible (6' or more).
5. Practice regular hand washing, including upon entering the building, regularly throughout the day, and before exiting. Use soap and water or hand sanitizer as needed.
6. Utilize Personal Protective Equipment (PPE): gloves, face coverings, sanitizing wipes, and hand sanitizer as needed.
7. Maintain clutter free surfaces and workstations for efficient regular cleaning and disinfecting of workstations.

The Basics: for Students

Students will also be expected to follow Public Health guidelines as follows:

1. Perform a daily self-assessment before you come to school. Do not come to school if you are feeling sick.
2. Enter and exit the building at the main entrance only, checking in and out each day.
3. Wear a face covering while in the building, hallways and open work areas at times. Students will be provided with face covering if they do not have one or accommodation if medically necessary. See [Required Use of Face Coverings](#).
4. Practice required physical distancing to the extent possible (6' or more).
5. Practice regular hand washing, including upon entering the building, regularly throughout the day, and before exiting. Use soap and water or hand sanitizer as needed.
6. Utilize Personal Protective Equipment (PPE): face coverings and hand sanitizer as needed.



Source: [Pasadena Public Health Department](#)

How to Conduct a Symptom Check Before Leaving Home

Before leaving home all students, employees and parents must conduct a self check. Ask yourself these questions:

- Do I have a fever?
- Do I have a cough?
- Am I experiencing shortness of breath or difficulty breathing?
- Am I experiencing any other symptoms?
- Have I been in contact with someone who has tested positive for COVID-19 in the last 14 days?

If you respond "yes" to any of the questions, you must stay home and it is recommended that you contact your primary care physician for further medical advice. If you have a fever with cough or shortness of breath, you are urged to contact your primary care physician as these symptoms may be attributed to COVID-19. To protect others, stay home, wear a facemask when you seek medical care and follow the Los Angeles County Department of Public Health's [Home Isolation Instructions](#). For more detailed symptom self-checker visit the Los Angeles County Public Health Department's [COVID-19 Symptom page](#).

Stay Home When Sick

"Stay home when sick" will be promoted and encouraged with all students and employees to keep everyone safe and healthy. Download and post [Stay Home When Sick Poster](#) from the Department of Public Health.

Health Screening Protocols

Screening is conducted before students, employees, and visitors may enter the school. Screening includes a check-in concerning fever, cough, shortness of breath and any other symptoms the person may be experiencing and if the person has been in contact with someone who has tested positive for COVID-19 in the last 14 days. All visitors must sign in and provide an email and phone number.

For Students

1. Students will be assigned an entrance and exit to use as part of each school's site safety plan. Specific procedures for checking temperatures prior to entry will also be stated in each school's plan to be reviewed by PPHD for approval.
2. Students who report or exhibit symptoms at entry or who report symptoms at any point during the school day will be given a medical grade mask and accompanied to an isolation space where they need to remain while arrangements are made for their return home. See [Required use of face coverings](#) for description of masks and face coverings.
3. The COVID-19 Compliance Team will be informed of any positive screening results in the school and initiate the School Exposure Management Plan consistent with Pasadena Public Health Department (PPHD) directives.
4. Students who have had contact with an individual who is showing COVID-19 symptoms will be notified that they may have been exposed at school. Students may remain in their cohort while waiting for confirmation of exposure. Once the school confirms that students were exposed to COVID 19, the students at the school site are instructed to begin the 14-day quarantine period and advised to get a COVID 19 test.
5. Screening of middle and high school age students will include a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID-19.
6. Any middle or high school student who is screened for exposure and reports close contact with an infected person will be provided with a medical grade mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents will be advised to seek testing for the child.



Key Term

The **Exposure Management Plan (EMP)** contains the required steps for the Site Compliance Team to follow when a laboratory confirmed positive case of COVID-19 is identified at a school. The immediate implementation of the plan can contain the spread of the infection and prevent an outbreak. PUSD is required to follow the [Pasadena Public Health Department Exposure Management Plan](#).

Adult Visitors and Employees

Employees should refer to this [Guidance for Pre-Shift Screening and Symptom Monitoring Checklist](#) that includes a self-monitoring checklist and additional details.

1. A designated screener will pre-screen visitors using a touchless thermometer or temperature scanning system upon entrances to a campus/office. If using a touchless thermometer, the screener, while wearing a face covering and gloves, will take the temperature of the visitor. Employees may conduct their own temperature checks provided the thermometer is sanitized before and after each use.
2. If an employee or visitor is screened and has a temperature of 100.4 or higher, new cough, or vomiting and diarrhea, the individual will be advised to return home and consult with their primary care physician. If the employee or visitor has only a temperature of 100.4 or higher, they are advised to rest and drink water. After ten minutes, the individual will be re-checked and advised to go home if the temperature remains at 100.4 degrees or higher.
3. Employees with a fever of 100.4 degrees or greater and who report having COVID-19 related symptoms will be sent home and contacted by Human Resources.
4. Adult visitors and employees who report symptoms at entry or at any point during the school day will be instructed to return home and self-isolate as required by Health Officer Order of [Oct 26 Isolation Order](#).
5. The COVID-19 Compliance Team will be informed of any positive screening result in the school and initiate the School Exposure Management Plan consistent with DPH directives.
6. Adult visitors and employees who have had close contact with an individual who has screened positive will be instructed to return home to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. (See [Oct 26 Quarantine Order](#).)
7. Screening of adults will include a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID-19.
8. Any adult who is screened for exposure and reports close contact with an infected person will be instructed to leave the school, return home to initiate self-quarantine, and provided with information on [options for COVID testing](#).

 Key Term	 Templates & Examples
Visitor: any adult or child who is not employed or enrolled at that specific school or district facility will be considered a visitor who will need to follow Visitor Policies .	See PasadenaLEARNS 2020-21 Daily Health Screening Procedures for examples of daily check-in questionnaires for students and employees as well as Exposure Management Plan

If Student or Employee Has Symptoms

Who to Contact if a Student Has Symptoms or is Exposed to COVID-19

Students and their families should self-report to the school by calling their School Attendance Contact or their Principal's Office if they or their child have [symptoms](#) of COVID-19, a positive test for COVID-19 or were exposed to someone with COVID-19 within the last 14 days.

Who to Contact if an Employee Has Symptoms or is Exposed to COVID-19

Employees testing positive for COVID-19 must report this to their supervisor or Human Resources. Human Resources will work in coordination with the Pasadena Department of Public Health for contact tracing and monitoring per health guidelines. Supervisors are not to conduct contact tracing nor reveal the name of the employee with a COVID positive case. Supervisors are not to give medical guidance, (i.e. diagnosing or suggesting testing). Supervisors are directed to inform Human Resources within 3 hours. Human Resources will manage the case moving forward and will communicate as needed with the supervisor.

Options for COVID Testing

Information on free COVID-19 testing across Los Angeles County is available on the [LA County website](#), the [City of Pasadena Public Health Department website](#), and covid19.ca.gov

If employee and families need resources to access health insurance, a primary care doctor, and COVID-19 testing prior to reopening, call 211 or 626-744-6068 for information on health insurance and primary care physicians, or visit <https://www.cityofpasadena.net/public-health/>.



Key Terms

Exposure: A person is considered exposed if they have been in close contact with someone who is infected.

Infectious Period: The infectious period for an infected person is 48 hours before symptom onset (or test date for persons with no symptoms) until the infected person is no longer required to be isolated

Contagious: C-19 is called highly contagious because it is easily spread from person to person

Close Contact: A person who was within 6 feet of a C-19+ person for a total of 15 minutes or more over a 24-hour period (revised per LAC DPH 10/28/20). People who live in the same household are always close contacts.

Isolation Policies

If you test positive, you must stay in isolation. If you are exposed, you must be in quarantine.

For Students - Isolation Policies:

1. Any student with symptoms consistent with COVID-19 before coming to school is to stay home and not go to school, notify their School Attendance Contact or their Principal's Office of illness, follow up with their health care provider and get tested for COVID-19.
2. Any student who tests positive (confirmed case) for COVID-19 is to stay home and not go to school, even if they do not have symptoms of illness. They are to notify the District COVID-19 Compliance Team at the Health Programs Office at (626)396-3600 ext 88249 of the positive test and follow up with their health care provider.
3. When a student develops symptoms of illness consistent with COVID-19 at school, the student will wait in an isolated area staffed by personnel trained by nursing staff, away from others to limit exposure and the possible spread of the virus and be given a medical grade mask, if available, to wear (if tolerated) while arrangements can be made for parent to pick up their child. After each evacuation of the room (when all sick students or staff members leave), the room will be sanitized with the fogger.
4. The school health office staff will provide information to the parent, guardian or family member on resources to get tested for COVID-19.
5. The school may notify the school community of a case of COVID-19 and precautions being taken to prevent spread of COVID-19. Specific information about the case is confidential. More information will be provided in the Communications toolkit.
6. Anyone with a confirmed case of COVID-19 is to follow [Home Isolation Instructions](#).
7. The Pasadena Department of Public Health Case and Contact Investigation Program will follow-up directly with the parent or guardian of a student who has a confirmed case of COVID-19. The Department of Public Health will collect additional information and issue the [Health Officer Order for Isolation](#). Instructions for PUSD schools and departments on how to collect information will be provided as part of training for all District and School COVID-19 Compliance Team members.
8. Any student with COVID-19 may not return to school until they have met criteria to discontinue home isolation, including at least 24 hours with no fever and no use of fever-reducing medication, other symptoms have improved and at least 10 days have passed since symptoms first appeared. For persons who never developed symptoms, isolation can be discontinued 10 days after the date of testing positive.



Links & Resources

The [Screening and Exposure Decision Pathways](#) from LA County Department of Public Health is a valuable training tool for School C-19 Compliance Teams

For Employees - Isolation Policies:

1. Any employee showing symptoms consistent with COVID-19 before coming to work needs to stay home, notify Diana Su, Workers Compensation Technician in Human Resources, and your School Supervisor of illness. Be sure to report your absence in Current Solutions. Certificated Teachers should request a substitute in [Smartfind](#).
2. Employee follows up with their health care provider and gets tested. See [LA County website](#) and on the [City of Pasadena Public Health Department website](#) for testing options.
3. The Human Resources Department will contact the employee and provide information on available leave options and manage any reporting to PPHD and conduct initial contract tracing. The Human Resources Department will be providing
4. Any employee who tests positive (confirmed case) for COVID-19 is to stay home and not go to school, even if they do not have symptoms of illness. They are to notify the school or their supervisor of the positive test and follow up with their health care provider.
5. If an employee develops symptoms of illness consistent with COVID-19 while at work they are to immediately notify their supervisor (for employees), go home, notify their health care provider and get tested for COVID-19.
6. The school may notify the school community of a case of COVID-19 and precautions being taken to prevent spread of COVID-19. Specific information about the case is confidential. More information will be provided in the Communications toolkit.
7. Anyone with a confirmed case of COVID-19 is to follow [Home Isolation Instructions](#).
8. The Pasadena Department of Public Health Case and Contact Investigation Program will follow-up directly with the employee who has a confirmed case of COVID-19. They will collect additional information and issue the [Health Officer Order for Isolation](#). Instructions for PUSD schools and departments on how to collect information for contact tracing will be provided as part of training for all District and School COVID-19 Compliance Team members..
9. Prior to returning to work, employee must complete City of Pasadena Public Health Department [Return to Work Form](#)



Key Terms

Asymptomatic: A person who has tested positive for C-19 but shows no symptoms

Symptomatic: A person with one or more of the symptoms associated with C-19

Isolation: For those who are showing symptoms or who have tested positive

Quarantine: For those who may have been exposed to C-19

Quarantine Policies

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.

For Students - Quarantine Policies

1. Any student who has been in close contact with someone diagnosed with or suspected to have COVID-19 is to stay home and not go to school. "Close contact" is now defined as being within 6 feet for more than 15 minutes over a 24 hour time period, even if a non-medical face covering was worn, or had unprotected direct contact with body fluids or secretions; i.e., was coughed or sneezed on, shared utensils or saliva or provided care without using appropriate protective equipment.
2. When a student has had a close contact exposure at school, the student will wait in a quarantine area while arrangements can be made for parent/guardian to pick up the student.
3. The school will provide information to the parent/guardian or employee member on resources to get tested for COVID-19.
4. The school will identify all students and employees who have had exposure (close contact) at school with someone diagnosed with or suspected to have COVID-19.
5. The school shall notify the parents or guardians of students about exposure at school.
6. Anyone who has been exposed (close contact) to someone with COVID-19 is to follow [Home Quarantine Instructions](#). They are to home quarantine for 14 days from the last date of exposure. If someone tests negative, the person will still need to complete the full 14 days of quarantine.
7. The Pasadena Department of Public Health Case and Contact Investigation Program will follow-up directly with the parent or guardian of a student who has been exposed to COVID-19. They will collect additional information and issue the [Health Officer Order for Quarantine](#).
8. Any student with COVID-19 may not return to school until they have met criteria to discontinue home quarantine.

For Employees – Quarantine Policies

1. Any employee who has been in close contact with someone diagnosed with or suspected to have COVID-19 they are to home [quarantine](#). Employee should notify school, follow up with their health care provider and get tested for COVID-19. “Close contact” is defined as being within 6 feet for more than 15 minutes over a 24 hour period, even if a non-medical face covering was worn, or had unprotected direct contact with body fluids or secretions; i.e., was coughed or sneezed on, shared utensils or saliva or provided care without using appropriate protective equipment.
2. If an employee has had close contact at school/work, they will be instructed to go home, notify their health care provider and get tested for COVID-19.
3. Human Resources may provide employees with information on resources to get tested for COVID-19.
4. Anyone who has been exposed (close contact) to someone with COVID-19 is to follow [Home Quarantine Instructions](#). They are to home quarantine for 14 days from the last date of exposure. If someone tests negative, the person will still need to complete the full 14 days of quarantine.
5. The Department of Public Health Case and Contact Investigation Program will follow-up directly with employee who has been exposed to COVID-19. They will collect additional information and issue the [Health Officer Order for Quarantine](#).
6. Any employee with COVID-19 may not return to school until they have met criteria to discontinue home quarantine.
7. When quarantine period ends (see [How to Calculate When Your Quarantine Period Ends](#)), employee can resume usual activities, including returning to work and/or school.
8. Employees who have completed quarantine will need to provide HR with a negative test result taken on the last day of their quarantine (to show they did not become positive during the quarantine period and may have been asymptomatic).
9. If employee developed symptoms, however, they will need to follow the [Home Isolation Instructions](#) before returning to work or school.

Key Terms: Definitions of Face Covering

Face covering: generic term describing any cloth material that covers the nose and mouth.

Mask: a protective barrier that covers nose and mouth. The [Centers for Disease Control \(CDC\) About Face Coverings](#) recommends that it have two breathable layers, is secure under the chin, and fits snugly to the sides of the face. All students over the age of two and all staff should be using a face mask.

Medical grade face mask: includes both surgical masks and N95 masks. As outlined on the following page, a surgical face mask (the rectangular type used by medical professionals) is used by those suspected of having COVID-19 (students or staff with fever, cough or other signs or symptoms of COVID-19) while waiting to be picked up by their parent.

N95 mask: a high grade protective barrier to be used by staff while treating/caring for those who have diagnosed COVID-19 or who are receiving a treatment/examination that may aerosolize secretions (nebulizer treatments or COVID-19 screening tests).

WHEN AT SCHOOL

Required use of Face Coverings

Face coverings are an important tool that individuals should use to help slow the spread of COVID-19. In accordance with Los Angeles County Public Health requirements:

1. All students and employees will be required to wear a cloth face covering or mask as directed by the Los Angeles County Department of Public Health. Masks will be provided for students and employees who need them. According to the CDC, a cloth face covering must have at least two (2) layers of breathable fabric.
2. Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
3. We will review the needs of students with documented disability and/or medical contraindications to face coverings on case by case basis, with efforts made to not stigmatize the student.
4. Employees with a documented medical contraindication to a face covering may be allowed to wear a face shield with a cloth drape on the bottom tucked into the shirt as long as their medical condition permits it. A drape that is form fitting under the chin is preferred. Human Resources requires a doctor's note be on file for any employees with a mask exemption.
5. If a student refuses to wear a face covering or alternative described above, standard protocol will be to contact parent/caregiver to restate policy, provide student with a mask or face covering from the site, and return to instruction. Continued refusal to follow requirements will result in communication to parent/caregiver by central office (Student Supports) and school site administration. As necessary, revisions to student disciplinary measures will be sent out separately from this handbook.
6. Employees will be offered, at no cost, a mask and/or face shield. The mask is to be worn by the employee at all times while on-site and in contact or likely to come into contact with others. Employees need not wear a mask or face covering when alone in a private office or booth or a walled cubicle that is 6 feet or more from neighboring person.
7. A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering. See key terms on previous page.
8. Staff who supervise isolation spaces for individuals showing symptoms will also be provided with a medical grade mask. Student or adult visitor with symptoms who are directed to isolation area will be provided with a medical grade mask.
9. Employees are instructed to wash their cloth face coverings daily. Parents are instructed to ensure that children have clean face coverings.



Links & Resources

See [What you need to know about cloth face coverings](#) from DPH, including appropriate uses and washing instructions and [Overview of surgical masks and N95](#) and from CDC.

Physical Distancing

Physical distancing measures will be put into place in the different physical environments at school. All adults must stay six feet from one another and six feet away from children, while students should maintain six feet of distance from one another as practicable.

1. School sites will designate routes for entry and exit in order to limit direct contact with others.
2. School sites will have signage and floor markings throughout campus to remind students and employee about required physical/social distancing of six feet or more, hand washing, and preventing the spread of germs.
3. Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents, or other employees) is required to wear a cloth face covering.
4. Classroom furniture is arranged to permit a distance of at least 6 feet between the teacher's desk and between each student.
5. We will encourage remote access for parent and employee meetings. If in person, we will provide for sufficient space for physical distancing.
6. *Class scheduling and one-way traffic; staggered lunchtime or grab & go will be in place.*



Link: For more information about physical distancing visit the DPH [Physical Distancing webpage](#).

Changes in School Meals to Avert Risk

During Remote Distance Learning starting August 17, Grab & Go breakfast and lunch will be distributed curbside Monday-Friday between 9:00 a.m. - Noon at PUSD school sites. For updates and details, click [here](#).

When students return in-person, school meals will look slightly different as we implement measures to maintain physical distancing. These measures include:

1. To the extent possible, meals will be eaten without any mingling of elementary school students from different classrooms and/or grab and go.
2. If students line up to pick up food, tape or other markings will be used to assure a 6-foot distance between any two students. If meals take place in a cafeteria or outdoor setting, meal times are staggered to the extent feasible to reduce the number of students in the cafeteria at one time and space between tables/chairs has been increased to support 6 feet of physical distancing.
3. Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees. For example, kitchen and other back of house floors are marked to reinforce physical distancing requirements.

Visitor Policies

As a preventative measure, visitors to the school are limited to essential workers. Parents are encouraged to conduct business with school personnel remotely when possible. However, there will be times when visitors need to be at the site and the following protocols will be enforced:

1. Visits must be by appointment only.
2. PUSD employees from other locations and those who are working remotely are considered visitors and are expected to adhere to visitor policy.
3. Visitors must pre-register in a [visitor log](#) that includes their name, phone number and email address. Additional templates provided on page 25.
4. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor or has minor students) their information is captured in the visitor log.
5. Visitors arriving at the school with non-enrolled children (e.g., younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if two years of age or older and not at risk due to a respiratory condition.
6. Movement of visitors is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms and public restrooms, to the extent feasible.
7. Visitors must wear cloth face coverings at all times while in PUSD schools and/or PUSD offices.

Volunteer Policies

Currently, while PUSD is in remote/distance learning mode, volunteers are not allowed on any school campus. This includes through in-person and online platforms, with the exception of major and special circumstances. Requests for access by Level 2 Volunteers will be reviewed for approval by the District's Executive Leadership Team (ELT). If Principals believe the services of Level 1 volunteers during remote/distance learning are considered a special circumstance and are necessary, Principals will contact their supervisor for further consideration.

When students return to school for in-person learning and given the limited capacity for classrooms and the need to prioritize teachers, students and instructional aides while adhering to physical distancing requirements, access for Level 1 volunteers may still be restricted until PPHD guidelines change. Any volunteer on a school campus or district office will be considered a visitor and adhere to policy above.

Level 1 Volunteer must be supervised at all times, is subject to Megan's law requirements, and application is processed by school site

Level 2 Volunteer can work without direct supervision, application must be pre-authorized by Principal or Volunteer Coordinator and then processed by PUSD, requires fingerprint check

For further information, see [Family and Community Engagement website](#).

Updating Emergency Contact Info

PUSD will contact parents via email, text or voice message to communicate school emergencies, including school closures. Parents are asked to regularly update their cell phone numbers and email settings to assure they will get the information. We will keep you updated via email/text/phone with latest information as it becomes available. Using your Aeries Parent Portal account, please be sure your child's school has your most recent contact information (email and telephone number). [How to Sign Up for Parent Portal](#)

If you have issues with Aeries, first contact school, helpdesk. See Family Engagement office page for help setting up Parent Portal.

CLEANING AND HYGIENE

Hygiene

All employee and campus visitors are asked to follow these safety guidelines:

- Wash hands frequently for 20 seconds with soap and water — especially before and after eating, after coughing or sneezing, after sharing items in class and before and after using the restroom.
- Avoid touching your face.
- Cover coughs and sneezes with a tissue or elbow.
- Use tissues to wipe your nose.

The District is committed to securing additional handwashing and sanitation stations and PPE to the extent possible.

1. School sites will have hand washing stations or hand sanitizer available at designated locations to allow for frequent hand washing.
2. Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations:
 - a. Central office
 - b. Classrooms
 - c. Faculty break room
 - d. Faculty offices
3. Additional sinks and/or sanitation stations will be provided in high frequency areas for students
4. PPE, cleaning and sanitizing supplies can be ordered through **Current Solutions**

Cleaning

Intensified cleaning, sanitation and ventilation will be put into effect at all schools and work locations.

1. Cleaning and disinfecting of space, surfaces, and objects throughout the school.
2. Cleaning and disinfecting schedule will be established at each school. Classrooms will be cleaned each night to include a disinfection checklist. To include a restroom and main office checklist. (upon approval of negotiations with Teamsters).
3. 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) are disinfected multiple times daily using appropriate products.
4. Restrooms, lobbies, break rooms, and lounges and other common areas are disinfected frequently.
5. Use of shared objects is eliminated wherever possible; for example, water fountains are shut down and/or high touch playground equipment may be taken out of use.
6. Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.
7. Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list "N") are used according to product instructions.
8. Deeper cleaning is done when students are not at school with adequate time to let spaces air out before the start of the school day.
9. Custodial and other employee responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
10. Custodial staff and other employees responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment as required by the product

**We are in the process of negotiations with our bargaining units which will allow us to begin training and creation of cleaning and disinfecting schedules*

PASADENA UNIFIED SCHOOL DISTRICT
FACILITIES/MAINTENANCE & OPERATIONS
CLASSROOM DAILY DISINFECTING LOG

SCHOOL: _____
LOCATION: _____
MONTH: _____

DATE: _____

WEEK 1			WEEK 2						
MON	TUES	WED	THURS	FRI	MON	TUES	WED	THURS	FRI

CLASSROOM DISINFECTING *Indicated Times 2x/day

*SIGN OFF DAILY
PAGE 1 OF 2

Ventilation

1. HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
2. If HVAC systems are not functioning at maximum capacity, doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
3. Air filters will be upgraded to the highest efficiency possible.
4. Each classroom and isolation room will have an air purifier.

Other Safety Considerations

1. Students will be encouraged to bring their own water bottles. (Please note: water fountains will be closed to minimize COVID-19 exposure.)
2. Physical plexiglass barriers were installed in front office areas where face-to-face interaction with the public occurs.
3. Schools will outline specific exit procedures as part of individual site safety plans.

Part III: Changes in Academic & Extracurricular Programming

STUDENTS WITH DISABILITIES

Safety Considerations for Students with Disabilities

1. Students with IEPs will have access to distance learning if the student's family deems necessary.
2. Any alternatives to face coverings should be discussed by the student's IEP team and documented in the IEP. For example, if a student has behavioral, sensory intolerance to the health mandated use of personal protective equipment (PPE), use a face shield or alternative covering will be used to help increase use of PPE and assist in maintaining health safety.
3. Teachers of students who are deaf/hard of hearing will use a face shield and/or a clear mask for instruction.
4. School personnel will work closely with families of students who have health conditions that put their child at increased risk of severe illness from COVID-19. As appropriate, a health and safety plan may be developed.

Considerations for Employees Working with Students with Disabilities

1. Employees will use the type of face covering that is most conducive to addressing specific students' needs.
2. IEP services, to the extent possible, will be delivered with adherence to the wearing of facial coverings, physical distancing, increased hand washing and sanitizing.
3. All employees who work with students who require more hands-on services such as diapering, catheterization, feeding, etc. will use face coverings and gloves. Employees who work with students who require modeling of oral tasks to complete work will be issued face shields with drapes so students are able to view their instructor.

School Buses

1. Students will fill the vehicle from back to front.
2. School buses will be seated with one student/family per seat.
3. Students will be screened prior to getting on the bus. Screening is conducted before students, visitors and employees may enter the bus similarly to entering the school. Screening includes a check-in concerning fever, cough, shortness of breath and any other symptoms the person may be experiencing. If a student reports a symptom or does not pass the screening, they will not be allowed to enter the bus.
4. Vehicles will be cleaned and disinfected at the end of each route.
5. Students and drivers will be required to wear face masks.
6. Students will practice physical distancing to the best extent possible.
7. Should a student become ill while in transit, they will be seated in a dedicated seat directly behind the driver.

ACADEMIC PROGRAMMING CHANGES

PUSD began the first semester of the 2020-21 school year in a remote learning setting due to public health concerns.

On October 8, 2020, Superintendent Brian McDonald recommended to the Board of Education that employees return on January 4 and students return to in-person learning no earlier than January 11, 2021. This recommendation is grounded in the need to keep our students and staff safe while ensuring that students get the best possible instruction.

Simultaneous Learning

With regard to our return to in-person learning, PUSD is also exploring a simultaneous learning model. Instead of separate in-person and fully online programs, the simultaneous model keeps classes intact, whether students return to campus or choose to stay online. This way, students keep access to our programs like dual language and Advanced Placement (AP). Starting in January gives us time to acquire and test equipment and train teachers and staff before students return to their campuses.

Phased Return

Our return to campus will be phased. We are now in Phase 2 of our process, with the LEARNs supervised care open for some students. In the next several weeks, we will offer in-person specialized support for small groups of English learners and eligible students with disabilities.

Once we get clearance from the Pasadena Department of Public Health, we will begin moving towards reopening in January, starting with Transitional Kindergarten through 2nd grade, followed by 3rd-5th grade, middle school, and finally, high school. Due to the current COVID-19 surge and actions taken by the Governor to mitigate the spread of the virus, we will need to

remain flexible about our target date of mid-January to begin the gradual return of students to campuses. The return date depends on the status of COVID-19 rates in Los Angeles County by mid-December.

Please click on the link below for the recommendations including programming for smaller cohorts of English learners and students with disabilities that was presented to the Board of Education on October 8, 2020.

[Return to In-Person Learning Recommendations](#)

And below for the entire

[Message from the Superintendent - October 9, 2020](#)

Further updates will continue to be provided.

The following documents designed for parents and general public offer more information about changes and plans for:

- [School Opening Guide for 2020-21](#)
- [2020-21 Parent Student Handbook](#)
- [PasadenaLEARNS 2020-21 COVID-19 Reopening Plan](#)
- [ARTS Procedural Handbook](#)

Early Childhood Education

For updated information on Early Childhood program, please see [PUSD ECE Reopening Presentation for In-Person Learning](#)

Athletics

PUSD is planning to begin in-person athletic conditioning, following the guidelines of PPHD Youth Sports Protocol. As per the guidance of the National Federation of High School Sports (NFHS) and CIF, we will use a phased approach to our return to athletics. In the pre-phase 1, athletes will be grouped in small “pods,” with activity focusing on general fitness, while observing the recommended six-feet of social distance and wearing masks/face shields. Progression to the next phase of training, with increased activity and contact, will be dependent on guidance from Los Angeles County and Pasadena public health authorities, the successful completion of our own first phase of return to campus, and the overall course that the coronavirus takes.

Please note that all coaching staff members **must** be currently cleared by Human Resources to begin any phases of athletics. This will include the new (per CIF-SS) free NFHS Learn course: [NFHS COVID-19 Course](#) for Coaches and Administrators.

STUDENT ATTENDANCE, MENTAL HEALTH SERVICES & SUPPORT

Attendance

More detailed guidance relevant to attendance procedures and tiered support is provided in this [Child Welfare, Attendance and Safety web page](#)

Mental Health Services for Students

CWAS and Mental Health Services has developed a plan to provide services for students in three scenarios as circumstances allow:

- Remote/Telehealth mental health services
- In-person/On-site mental health services utilizing safety measures to consider for clinicians and clients; and pending room availability for confidential and safe sessions, and personal protective equipment (PPE)
- Hybrid scenario combines in-person and remote services

See Updated [Student Wellness and Support Services 11.2.20 Memo](#) for specific instructions for schools to refer students to mental health services.

Additional mental health services, attendance and social emotional learning support is provided by Master of Social Work Interns from various Southern California universities who are placed at school sites. These Interns are able to service students who are uninsured or privately insured, providing individual, group, and family counseling while gaining field experience towards their master's degree. Please contact Lara Choulakian, Manager of Mental Health for further information, x 88233 or choulakian.lara@pusd.us.

PUSD Crisis Hotline

Parents also have the option of calling the PUSD crisis line and will be linked to the CWAS Clinical Social Work team who can also help parents system-navigate and link to services at **(626) 396-3680**

Access to Resources and Support Services

CWAS provides outreach to ensure students with unique needs, including foster youth and homeless students, have the necessary resources to access learning while following public health guidelines as well as supports to address academic and social-emotional needs. These resources include:

- [PUSD List of Extended Resources 2020](#)
- [Resources for Supporting Pasadena Unified Students and Families during Distance Learning \(Fall 2020\) \(English/Espanol\)](#) - Developed by the Pasadena HS Community

- Schools Initiative
- [School Support Referral Process](#)

MENTAL HEALTH SERVICES FOR EMPLOYEES

The [Employee Assistance Program](#) provides employees with 24-hour access to advice for dealing with [COVID-19 related stress and/or anxiety](#).

The [LA County Dept. of Mental Health](#) has also created a new Wellbeing Line as a resource specifically for teachers and school staff continuing to work during the pandemic. School personnel experiencing unique challenges as they continue to serve youth in LA County are encouraged to call if they feel like they could use someone to talk to:

- Work through their own stress
- Process student wellbeing needs and challenges
- Find wellbeing and mental health resources for themselves and others

The Wellbeing Line is staffed with trained listeners 7 days a week from 10 am to 6 pm. The number to call is: 833-307-0509

TECHNOLOGY

Students, families and employees are kept informed of changing technology and procedures through weekly [Tech Bytes](#) updates. Office Hours for teachers and instructional employees are available and provide an additional avenue for teachers and employees to receive timely support on questions during non-campus student days in the hybrid model. These office hours are staffed by TechLeader Innovators and Instructional Coaches familiar with the systems, programs and instructional needs. For more information, visit [Tech Support for Students](#) or [Resources for Teachers and employees](#)

Helpdesk Reminders:

- Parents/Guardians can now submit support tickets for their students by sending an email to helpdesk@pusd.us
- Extended helpdesk calling hours, 7:00am - 7:00pm Monday - Friday (626) 396-3699
- Students and employees can still submit support tickets at gopusd.com/helpdesk

Online Safety / Acceptable Use Policies

Per SB 820 in August 2020, which clarified aspects of Budget Bill SB 98, the PUSD has been reviewing their notices to parents and students regarding distance learning, including all acceptable use of technology policies and agreements to ensure that such notices inform both parents and students that it is illegal for them to independently make any audio, video, or digital recording of distance learning activities without the prior consent of the teacher and principal of the school, and potential consequences for violation ([Ed Code 51512](#))

Per the 2020 Distance Learning Handbook, for student privacy and security, employees should also not use apps that have not been approved by PUSD, as these apps may collect or share students' information (photographs, videos, or audio files, where such files contain a child's image or voice). Use only PUSD-secured apps to connect with students: Canvas, Webex, and PUSD email. When a teacher records live lessons in Webex, they must ensure that only they (the teacher) is being recorded.

Current PUSD acceptable use policies:

[2020-21 Acceptable Use Policy for Students from Parent/Student Handbook](#)
[BP 4040 Acceptable Use of Technology Board Policy](#)
[E4040 Acceptable Use Agreement for Employees](#)

PART IV: COVID-19 Training & Planning

TRAINING

Training will be provided to all students, employees and parents on COVID-19 signs and symptoms, preventing the spread and proper health and safety measures.

Each school will need to designate a COVID-19 Compliance Lead to serve as liaison to both the District COVID-19 Compliance Task Force and the Pasadena Public Health Department (PPHD) in the event of a COVID-19 case, cluster or outbreak at the setting. Each school should have a team that is able to complete the following responsibilities:

- Liaison to PPHD and PUSD Task Force
- Monitors implementation of Health and Safety measures at site
- Educates or ensures education of employees, students, and families of COVID-19 symptoms and site health and safety measures.
- If lab confirmed case identified, responsible for ensuring steps are followed per CDC guidelines
- Works with student/family to create "Case and Contact line trace list" from school site to be submitted to PPHD
- Notifies those who have been identified as close contacts at school site - of a confirmed positive case - through a phone call and/or written communication. Communication includes a notification letter, Home Quarantine Instruction for Close Contacts, referral information for testing, and services they may need during the quarantine period.
- Consults with PPHD and PUSD Compliance Team to determine the appropriate message for the school community.

The following is a sample timeline for training and communication.

Timeframe	Topic	Who
Should be completed 2 weeks prior to submitting waiver	Training on implementation of Health and Safety Protocols, Exposure Management, Flu Vaccination organized by Health Programs	COVID-19 Compliance Site Teams (recommended members include: site administrators, nurses, health clerks, athletic directors, academic coaches, custodians)
Should be completed 1 week prior to submitting waiver	Johns Hopkins Contact Tracing course . 7 hour course that is required to reopen for in-person learning any phase	COVID-19 Compliance Site Team Lead and Team members
During A Mondays/ as scheduled	Training on COVID-19 signs and symptoms, Health and Safety Protocols led by Health Programs & Risk Management with help from CIPD and ITS	Teachers, Employees
As scheduled	Parent University - parent training workshops on COVID-19, Health and Safety Protocols	Parents, guardians
As scheduled	Health and Safety Protocols, Exposure Management Plan, Flu Vaccination	District offices & service providers (Vendors, Mental Health, Community Partners who are in PUSD buildings - Young & Healthy, PEF, etc.)
As scheduled	COVID-19 signs and symptoms, how to wear a mask, physical distancing measures, health and safety measures	Students, parent groups

Short training videos & brochures/fact sheets will be available for teachers, students, parents.

EMERGENCY OPERATIONS TEAM (EOC)

The PUSD's Emergency Operations Center (EOC) serves as the District's central coordination, command, and control point for emergency-related operations and activities. COVID-19

planning has been incorporated into the EOC's duties, with teams meeting regularly since March to plan for the safe reopening of schools. Plans are being continually adjusted as state and county guidelines are updated.

SCHOOL CLOSURES & SURVEILLANCE TESTING

School Closure

After reopening, Individual school closure may be recommended based on the number of cases, the percentage of the teachers/students/employees that are positive for COVID-19, and following consultation with the Pasadena Public Health Department.

1. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/students/employees are cases within a 14-day period, depending on the size and physical layout of the school.
2. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data. If an in-person school closes due to COVID-19, the school may typically reopen after 14 days and the following have occurred:
 - Cleaning and disinfection
 - Public health investigation
 - Consultation with PPHD

Surveillance Testing

The District is finalizing an implementation plan for ongoing COVID-19 testing and contact tracing, consistent with the Pasadena Department of Public Health guidelines, for those individuals who are symptomatic. This includes the potential for providing employer or health plan coverage, collaborating and/or contracting with medical staff and a laboratory to conduct swab collection and process lab tests, prior to reopening.

Once school resumes in-person, surveillance testing (periodic testing of individuals not experiencing symptoms), will be implemented based on the local disease trends. If epidemiological data indicates concern for increasing community transmission, schools should plan to increase testing of employees to detect potential cases as lab testing capacity allows.

School employees are essential workers, and employees include teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, health clinic staff, or any other school employee that may have contact with students or other employees. School districts and schools shall test employees periodically, as testing capacity permits and as practicable.

Part V: Templates & Resource Links

1. Communications to Parents and School Community

- Communications Toolkit will be sent directly to Principals, Department and Division Heads, and District and School Site Compliance Team members.

2. Visitor Sign-in Templates

Make sure to include date, time, name, location, email and phone number

- [PDF Visitor Sign-in sheet to print](#)
- [Google Sheet Visitor Sign in template](#)
- [Google Doc Sign-in sheet](#)

3. Public Health Templates and Flow Charts

- [Full PHD Exposure Management Plan \(rev. 10/30/20\)](#)
- [Exposure Management Plan Poster \(LAC DPH\)](#)
- [COVID-19 Screening Flow Chart \(DPH\)](#)
- [Now What Chart](#)

Please note that this Handbook will continue to evolve with public health conditions and guidance as well as further planning. We anticipate providing monthly or periodic updates as needed. We hope that you will continue to provide input and encourage you to send us feedback by filling out this survey:

[Handbook Feedback Form](#)

Part VI: Individual School Planning

Principals and School Covid-19 Compliance Teams will be sent the information they will need to implement health and safety measures as well as work with the District to submit documentation for waivers for reopening services and schools.

Prior to offering limited in-person services or reopening, schools must be in compliance with public health COVID-19 protocols. Documentation, including a signed Public Health Reopening Protocol Checklist and Exposure Management Plan, must be signed by ELT member before submission via an online portal at least five (5) days prior to planned in-person instruction for review and approval by the Pasadena Public Health Department. As we must coordinate applications to plan and prepare safety, schools, departments, and programs seeking to open for limited in-person learning and services must complete, must not submit applications without the approval of your Supervisor and the District Covid-19 Compliance Team.

Schools seeking to reopen must contact Dr. Julianne Reynoso and will need to provide specific information and forms depending on scope and public health requirements. Although these requirements may change, examples of just some of the important required items that will need to be completed or uploaded include:

- School Covid-19 Compliance Team Names and Contact Information
- If requesting to open for small cohorts of students with special needs, purpose and implementation plan of in-person specialized instruction, including number of students served and number of staff on site.
- [Schools K-12 Reopening Protocol](#) (review, send to ELT to sign and upload in the form)
- [Exposure Management Plan](#) (review, send to ELT to sign and upload in the form)
- [Contact Tracing course](#) (documentation that School Covid-19 Compliance Officer has completed the online course will be required)

The District Compliance Team will then review, submit to Pasadena Public Health, and notify school contacts of changes needed and approval.

Other resources to use during this process include:

- School Site Assessment: Each school should already have a site assessment prepared with Risk Management and Procurement worked this Spring to prepare a Covid-19 plan including procuring PPE, physical distancing, signage, plans for drop-off/pick-up and so on. School Site Administrators should review these site plans, share with their teachers and employees along with reopening protocols, and continue to update their Site Plan accordingly.
- [California State PTA Guidance](#)

We appreciate your flexibility and patience.