

Exposure Management and Temporary Class or School Closure:

This document is not meant to replace the Exposure Management Plan required by the Pasadena Public Health Department. This document is meant to provide more explanation appropriate to Pasadena Unified School District procedures.

The criteria for assigning an individual class or school from in-person learning to remote learning is recommended based on the number of cases and stable groups impacted, which suggest that active in-class or in-school transmission is occurring. Closure will be done in consultation with the Pasadena Public Health Department (PPHD), which is our local health department (LHD).

Situation that may indicate the need for in-person class closure:

- When it has been determined that a person with COVID-19 was infectious and was in the classroom for at least 15 minutes a classroom may be closed. Contact tracing will be conducted to determine who, if any individuals, in the classroom are identified as close contacts and need to quarantine.

Situations that may indicate the need for school closure:

- Individual school closure is recommended based on the number of cases and stable groups impacted. Closure should be done in consultation with the local health officer.
- Situations that may indicate the need for school closure:
 - Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
 - Within a 14-day period, at least three outbreaks (see definition above) have occurred in the school AND more than 5% of the school population is infected.
 - Outbreak criteria: at least 3-confirmed cases with symptomatic or asymptomatic COVID-19 within a 14-day period in a group* with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus.
- *School groups include persons that share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.
- PPHD may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Classes and schools may typically reopen after 10 days and if the following have occurred:

- Cleaning and disinfection: The School must follow Public Health cleaning and disinfection guidance, which includes providing a thorough cleaning and disinfection of equipment, the educational/work environment, and frequently touched surfaces and objects following a possible COVID-19 exposure and increasing routine cleaning and disinfection with an approved cleaning agent, listed on the Environmental Protection Agency (EPA)-approved list "N", per product instructions.

- Public health investigation
- Consultation with the PPHD

ACTION	TIMEFRAME	RESPONSIBLE
Principal is notified of a suspected/confirmed student case	Immediately	Principal
<p>ISOLATION OF CASES/S Principal notifies Nurse or Health Clerk and designee escorts student to Isolation/Care area</p> <p>Nurse or Health Clerk prepares COVID-19 Health Office Letter for Parents/Guardians</p>	Immediately	Principal Nurse Health Clerk
<p>IDENTIFICATION OF PERSONS EXPOSED</p> <p>IF exposure has not been confirmed through a positive COVID-19 test, THEN the teacher and the remaining in-person students remain in the classroom and are not required to quarantine.</p> <p>IF exposure is confirmed through a positive COVID-19 test during the school day, THEN the students and staff who are identified as close contacts can remain in the classroom until dismissal and are directed to quarantine after dismissal.</p> <p>PUSD will consult with PPHD and/or District Nurses regarding any incident where a child is demonstrating COVID-like symptoms. The case will be discussed as to ensure there are no extenuating circumstances that indicate a reason to quarantine staff and</p>	Immediately	Principal Admin Designee Nurse Health Clerk

students until test results are available.		
Principal notifies member of District Compliance Team	Within 2 hours	Principal
District Compliance Team (HR or HP staff) notifies PPHD and consults as to whether or not an outbreak is occurring.	Within 2 hours	HR HP
Nurse and Health Clerk notify Director of Health Programs	Within 2 hours	Nurse Health Clerk
Nurse, Health Clerk, and Principal and Designated Site Compliance team begin to notify close contacts identified through contact tracing	Within 2 hours	Nurse Health Clerk Admin Designee
Nurse, Health Clerk, and member of Site Compliance Team prepare standard PUSD STUDENT COVID-19 Exposure Notification Letter (refer to COVID Safety Plan) for families of students who have been identified as close contacts. Notification includes information regarding access to testing.	Within 2 hours	Nurse Health Clerk Admin Designee
Human Resources staff prepare standard PUSD Exposure Notification for Employees (refer to COVID Safety Plan) for site staff. Notification is sent via email to employees on site the date of the exposure and signed in. Union presidents are also notified.	Within 4 hours	HR
Notification is distributed to staff and families through Blackboard, hardcopy paper notification, and/or parent or staff email.	Within 4 hours	Admin Designee Nurse Health Clerk
Principal notifies custodial services of areas where	Within 4 hours	Principal

suspected/confirmed case has been in the past 24 hours		
Custodian sanitizes the affected area.	Within 12 hours	Custodian
PPHD and District Compliance Team determine class or school needs to be closed: Exposure has occurred at school.		
District Compliance Team member will notify Principal	Within 2 hours	HP CWA HR
Principal will notify teacher, support staff, and families of class or school closure and return date	Within 4 hours	Principal
<p>IF the teacher is experiencing symptoms, THEN a substitute will be provided to teach students in person in the hybrid-simultaneous model If there are students in the classroom.</p> <p>IF students are identified as close contacts and in quarantine due to class closure, THEN the substitute will provide the remote instruction.</p> <p>IF the teacher is identified as a close contact THEN the teacher is directed to quarantine due to exposure and is symptom free and will continue to teach remotely. A substitute will teach in-person with the cohort at school.</p> <p>IF the teacher is confirmed positive and is asymptomatic, THEN the teacher is required to isolate. A substitute will be provided for the hybrid-simultaneous instruction.</p>	Within 4 hours	Principal Health Programs Teacher

<p>IF a student in either X or Y cohorts is a confirmed positive and the teacher is identified as a close contact, THEN the teacher will be required to quarantine. A substitute will be provided for the hybrid-simultaneous instruction.</p> <p>IF the alternative cohort contains no close contacts, THEN, the alternative cohort may continue in-person with a substitute.</p> <p>IF a substitute is required, THEN the teacher will submit a request for substitute through Smartfind Express and a substitute will be assigned. The teacher is responsible for providing lesson plans on a daily basis.</p>		
<p>Principal will work with HP Director and PPHD to determine class/es return date.</p>	<p>Within 4 hours</p>	<p>Principal</p>
<p>Principal will notify staff and families of the return date.</p>	<p>Within 4 hours</p>	<p>Principal</p>
<p align="center">PPHD and District Compliance Team determine class or school is ready to reopen after exposure has occurred at school.</p>		
<p>Close contacts are in quarantine or quarantine is completed as described by Public Health Order.</p> <p>Staff will be notified by the Principal through email and/or phone call under the direction of Health Programs.</p> <p>Students will be notified of class or school reopening by principal under the direction of Health Programs.</p>		<p>Principal Health Programs</p>

District Compliance Team and Principal determine sanitization of infected areas has occurred.		
Consultation with PPHD completed.		