



# PASADENA

## Unified School District

### COVID-19 SAFETY PLAN

**Version 5**

**Revised August 11, 2021**

- I. COVID-19 Safe Return to In-Person Learning & Continuity of Services Plan**
- II. COVID-19 Prevention Program (Employee Handbook)**

*This COVID-19 Safety Plan/Version 5 replaces the Version 4 Employee COVID-19 Handbook dated April 1, 2021. It has been updated and aligned to guidance released from the: [California Department of Public Health](#) (July 12, 2021); [Reopening Protocols for K-12 Schools Pasadena Public Health Department](#) (August 3, 2021), and [Centers for Disease Control and Prevention \(CDC\)](#) (as of July 9, 2021)*

*It is a fluid working document that may be adjusted as conditions and/or guidance change. To receive this plan in an accessible format, please call (626)396-3680*

**PASADENA UNIFIED SCHOOL DISTRICT**  
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Brian McDonald, Superintendent

## Message from the Superintendent

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Dear PUSD Community,

We're excited to welcome students back to school tomorrow. Since the beginning of the pandemic, our highest priority is the safety and well-being of our students and staff. As described in this fifth edition of our Covid-19 Safety Plan, we are implementing multiple layers of safety strategies at schools, including masks, ventilation, and handwashing/hand sanitizer to meet our shared foundational principle *that all students must have access to safe and full in-person instruction and to as much instructional time as possible.*

We are also responding to the [New State Public Health Order](#) announced by Governor Gavin Newsom requiring all school staff to either show proof of full vaccination or be tested at least once per week for COVID-19. The new policy for school staff will take effect on August 12, 2021, and schools must be in full compliance by October 15, 2021.

We hope you find these resources helpful. If you need this document in an accessible format, have questions or suggestions for additional resources, please email the PUSD COVID-19 Compliance Team at [HealthPrograms@pusd.us](mailto:HealthPrograms@pusd.us) or call the **PUSD Hotline at (626)396-3680**. Questions and concerns regarding C-19 safety plans can also be submitted to the City of Pasadena Public Health Department online at [cityofpasadena.net/CSC](http://cityofpasadena.net/CSC) or by phone at (626) 744-7311.

Sincerely,

Brian O. McDonald, Ed.D.  
Superintendent

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## COVID-19 Compliance Teams

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The COVID-19 District and School Compliance Teams are responsible for establishing and enforcing all COVID-19 safety protocols, including the [COVID-19 Exposure Management Plan](#).

### District COVID-19 Leadership Team

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### School COVID-19 Compliance Teams

School COVID-19 Compliance Team members can include site administrators, nurses, health clerks, parents, athletic directors, academic coaches, custodians who then receive training

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## Section I: Safe Return to In-Person Learning and Continuity of Services Plan

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In their July 2021 guidance, the [Centers for Disease Control and Prevention \(CDC\)](#) and the [California Department of Public Health \(CDPH\)](#) stress the importance of offering in-person learning. In-person instruction can occur safely when prevention strategies are implemented. PUSD has a robust set of safety measures already in place and will comply with the State's public health requirements for schools. We continue to work closely with the Pasadena Public Health Department (PPHD). The PUSD has therefore amended its previous COVID Safety Plan to present information for students, parents and community members in this Section I on (A) key prevention strategies and (B) strategies to ensure continuity of services. Section II: COVID Prevention Program (CPP) and Appendix contains more detailed information geared for employees.

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### Key Prevention Strategies

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For the 2021-22 school year, the PUSD has updated and will implement the following key prevention strategies, based on Pasadena Public Health [Reopening Protocols for K-12 Schools](#) (August 3, 2021), as well as CDC, CDPH, and Cal/OSHA guidance for COVID-19.

#### 1. Promoting Vaccination

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Vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. Promoting vaccination, throughout the community and for all who are eligible, can help schools safely return to in-person learning by reducing transmission risk.

An estimated 96% of PUSD employees are already vaccinated for COVID-19. PUSD teachers, administrators, and staff were among the first in Los Angeles County to get vaccinated through district-run mobile clinics and through our partnership with the Pasadena Public Health Department.

As per Governor Gavin Newsom's new [public health order](#), all school staff will be required to either show proof of full vaccination or be tested at least once per week for COVID-19. The new policy for school staff will take effect on August 12, 2021, and schools must be in full compliance by October 15, 2021.

Employees:

- The State's new public health order applies immediately to all PUSD employees and PUSD-contracted employees - anyone who works directly with students.
- Employees have two options: show proof of full vaccination or be tested every week. Procedures for showing proof will be sent to employees by Human Resources.
- Employees can get the vaccine through PUSD's Primary Health Clinic. To make an appointment, please contact the clinic at (626) 396-3600, ext 88180.

Students:

- PUSD strongly encourages students ages 12 and older to get the vaccine as soon as possible. PUSD Health Programs and the City of Pasadena offer opportunities for vaccination. The state has not required the COVID-19 vaccine for students.

Individuals ages 12 years and older are currently eligible to obtain a vaccine that protects against COVID-19. Individuals may sign up at [MyTurn.ca.gov](https://myturn.ca.gov), call the CA COVID-19 Hotline 1-833-422-4255, or call the Pasadena Citizen Service Center at 626-744-7311 for assistance. Links to vaccine appointments at pharmacies and other federal, state, and county sites are available at the [PPHD website](#).

As children under the age of 12 are not yet eligible for vaccination at this time, our amended guidance emphasizes implementing layered prevention strategies (e.g., using multiple prevention strategies together consistently) to protect people who are not fully vaccinated, including students, teachers, staff, and other members of their households.

## 2. Use of Face Masks

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Masks are one of the most effective and simplest safety mitigation layers to prevent in-school transmission of COVID-19 infections and to support full time in-person instruction in K-12 schools. SARS-CoV-2, the virus that causes COVID-19, is transmitted primarily by aerosols (airborne transmission), and less frequently by droplets. Physical distancing is generally used to reduce only droplet transmission, whereas masks are one of the most effective measures for source control of both aerosols and droplets. Therefore, masks best promote both safety and in-person learning by reducing the need for physical distancing (CDPH).

- **Required:** K-12 students are required to mask indoors, regardless of vaccination status, with exemptions per CDPH face mask guidance.
- **Required:** Adults in K-12 school settings are required to mask when sharing indoor spaces with students.
- **Required:** All K-12 students and adults are required to wear masks on buses
- *Recommended* for adults dropping off or picking up children
- *Optional for employees:* when alone in a room or private office

### When outdoors:

- Based on CDPH recommendation, PUSD is requiring that masks be worn during outdoor school events/activities when 3 feet of distance cannot be maintained at all times

### Exemptions and accommodations:

- Masks should NOT be worn by children under age 2 or anyone who has trouble breathing.
- Please see [Considerations for students with disabilities](#) for exemptions and accommodations for students with disabilities and employees who work with them.
- Employees should refer to [Required Use of Face Masks](#)

## 3. Physical Distancing when possible and Cohorting

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### Physical Distancing

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with [CDC K-12 School Guidance](#). Per CDPH, due to the obstacles it would present to California schools' full reopening, physical distancing is recommended when possible but not required at this time.

### Cohorting

- It is recommended to have a group with fixed membership that stays together without mixing with any other groups for activities.
- There is no limit on size or number of students per cohort
- Teachers and staff can work with multiple groups and classrooms without a maximum limit.

### School Meals

With the new school year starting, the cafeteria at each site will be reopening to provide children a hot breakfast and lunch meal. Meals will be eaten outside as much as possible. All the serving lines have been equipped with plexiglass shields and required signage for social distancing. Staff will continue to wear masks and practice all safety standards in the preparation and serving of the meals.

### Water

Students will also be encouraged to bring their own water bottles to refill at indoor water fountains. (Please note: water fountains will be closed outdoors to minimize COVID-19 exposure.)

### On School Buses

- **Students and drivers will be required to wear face masks.**
- Students will fill the vehicle from back to front. The front seat behind the driver will be empty.
- The students will sit one to a seat unless they are family members from the same house.
- Students will practice physical distancing to the best extent possible.
- Parents will be asked to screen their own children (students), so that they can call the transportation office to cancel transportation if the student has a fever. 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 of illness 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.
- Should a student become ill while in transit, they will be seated in a dedicated seat directly behind the driver.
- Vehicles will be cleaned and disinfected at the end of each route.

## 4. Health Screening

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### Staying Home When Sick and Getting Tested

Students, teachers, and staff who have symptoms of infectious illness, such as [influenza](#) (flu) or [COVID-19](#), should stay home and be referred to their healthcare provider for testing and care. Staying home when sick with COVID-19 is essential to keep COVID-19 infections out of schools and prevent spread to others. It also is essential for people who are not fully vaccinated to quarantine after a recent exposure to someone with COVID-19.

**Before leaving home all students, employees and parents must conduct a self-check.**

Ask 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?
- In the last two weeks, have I been directed to quarantine, isolate or take a COVID-19 test?



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](#).

Upon arrival at school, staff will perform a brief check-in to verify that students have completed a symptom screening.

If the students, employees, or parents have symptoms of COVID-19 infection, they are not allowed to return to campus until they have met the CDPH criteria to return to school:

- i. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- ii. Other symptoms have improved; and
- iii. They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

Quarantine (send home) everyone who came into close contact (within 6 feet for a cumulative 15 minutes or more over a 24-hour period, regardless of whether a mask was worn) with someone with confirmed COVID-19 within the past 10 days. They must maintain quarantine at home for 10 days, regardless of any interim test results.

Please refer to PPHD guidance: [Symptom and Exposure Screening Pathways for TK-12 Schools](#)

## 5. Screening & Diagnostic Testing

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PUSD will provide opportunities for COVID-19 testing to reduce the risk of transmission and to prevent outbreaks. PUSD is strengthening its already robust testing program as follows:

### Employees

Per the August 12 new public health order, effective immediately all unvaccinated employees must take a weekly COVID-19 test. Tests will be available at school sites and at the PUSD Primary Health Clinic.

### Students

To strengthen safety measures for students, we have developed a risk-based approach to testing students in grades 6 - 12. This strategy was developed in consultation with Pasadena Public Health Department:

- A risk-based sample of students in grades 6 - 12 will be offered a COVID-19 PCR test (with informed parents/guardians consent).
- Unvaccinated student-athletes, band members, and ROTC will be required to take weekly tests, with informed parent/guardian consent. A negative test result is required to participate. This strategy captures students most at-risk of transmission because of the activities involved such as physical exertion and proximity of individuals.
- **Get Tested!** We strongly encourage all students not yet eligible for vaccination to get tested. PUSD is providing incentives for students to get tested. These include gift cards, water bottles, stickers, and drawings for gift baskets for the family.
- **How and Where PUSD Students and Staff Can Get Tested**
  - PUSD offers COVID-19 PCR oral or nasal swab tests on campuses and at the District's Primary Clinic, 8 a.m. - 3:30 pm. By appointment, please call (626) 396-3600, ext 88180.
  - On PUSD campuses - starting the week of August 16
  - Register for testing here:  
<https://home.color.com/covid/sign-up/start?partner=cph094>

**Types of Testing include:**

<b>Screening Testing:</b>	strategy to prevent transmission in schools by identifying persons who are infected but without symptoms who may be contagious before the person enters school.
<b>Surveillance Testing:</b>	testing for asymptomatic persons used for surveillance to determine district level in-school transmission rates.
<b>Symptomatic Testing:</b>	testing for individuals with symptoms of COVID-19
<b>Response Testing:</b>	testing for individuals identified as close contacts and individuals with known or suspected exposure to an individual infected with COVID-19.
<b>Outbreak Testing:</b>	testing conducted for persons present in a PUSD school or facility when 3 or more positive cases determined to have epidemiologically links are discovered.

PUSD will continue to:

- Provide access to testing for all individuals who are exposed to a COVID-19 case, and in the case of multiple infections or a major outbreak within the school as the basis for further control measures
- Implement regular workplace testing for employees in the higher-risk exposed work areas
- Test samples of the PUSD employee population to monitor the spread of COVID-19 among certain schools, divisions, and departments

Appendix B: COVID-19 Testing Implementation Plan dated 7.16.21 is being revised and new version will be posted on the PUSD website as soon as it is available.

## 6. Handwashing and Respiratory Etiquette

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All students, employees 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.

School sites will have hand washing stations or hand sanitizer available at designated locations to allow for frequent hand washing. For informational video on handwashing, please see [How to Wash Your Hands](#)

## 7. Contact tracing, in combination with isolation and quarantine

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PUSD notifies its local health officer of any known case of COVID-19 among any student or employee who was present on a K-12 public school campus within the 10 days preceding a positive test for COVID-19.

If an individual tests positive for COVID-19, isolation is required (staying at home away from and separate from others) with instructions to follow [Home Isolation Instructions](#) (LACDPH). Further information is provided in [Appendix A: Health Protocols](#).

If you are unvaccinated and have been in close contact with a person diagnosed with COVID-19, you are required to quarantine (stay home and separate yourself from others) for 10 days, monitor your health for 14 days following exposure, and follow the [Health Officer Quarantine Order](#)

If you are asymptomatic and fully vaccinated and have been identified as a close contact, you are recommended to test to test for COVID-19 three to five days after the exposure but are not required to quarantine ([PPHD Exposure Management Plan](#)) Fully vaccinated is defined as 2 weeks have passed since a single dose vaccine or since your second dose in a 2-dose vaccine series.

It is recommended that you still get tested if you have come into close contact with a person with COVID-19 even if you are vaccinated and/or if you have recovered from laboratory confirmed COVID-19 in the past 3 months (90 days). This means you had a positive COVID-19 viral test (swab or saliva) test and you completed isolation. (Source: CDPH). See options for [Testing](#)

We will continue to consult with PPHD and provide updates on isolation, and quarantine procedures.

## 8. Cleaning and Sanitation

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Intensified cleaning and sanitation procedures have been put into effect at all schools and work locations, with regular cleaning schedules established at each site. As per Exposure Management Plan, if a facility has had a sick person with COVID-19 within the last 24 hours, cleaning AND disinfection of the spaces occupied by that person will take place during that time. For additional information for employees, please see Section II: Covid Prevention Program (CPP): [Cleaning and Disinfection](#)

## 9. Ventilation

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Ventilation will be optimized through:

- Air filters have been upgraded from MERV 6 to hospital grade MERV 10 filters.
- Each classroom and isolation room will have an air purifier.

For additional employee information, please see CPP: [Engineering Controls](#)

## 10. Visitors and Meetings

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### Visitors and Volunteers

- At this time, visitors and volunteers to school campuses will be limited to those providing essential direct services.

- All visitors, volunteers and external groups or organizations must use a face mask, sign in before entry, and screen for symptoms. See PUSD [Visitor and Volunteer Policies](#) for more information.

### School Events and Meetings

- At this time, IEPs, SSTs, other Parent Teacher and Faculty meetings shall be conducted virtually unless the IEP team finds it necessary to be in person.
- Back-to-School Nights will be conducted virtually or outdoors as much as possible depending public health conditions

## 11. Considerations for Students with Disabilities

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### Safety Considerations for Students with Disabilities

1. 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 to help assist in maintaining health safety.
2. Teachers of students who are deaf/hard of hearing will use a face shield and/or a clear mask for instruction.
3. 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

Services will now be conducted in-person. If community transmission rates for COVID-19 are high, services for students with disabilities and their families may be conducted with staff remotely as per PPHD guidance.

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, and 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.

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## B. Continuity of Services Plan

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The PUSD is committed to ensuring continuity of services when students and their families are impacted by exposure to COVID-19 and other barriers to learning. This includes but is not limited to services to address students' academic needs and students' and staff social, emotional, mental health and other needs, which may include student health and food services and which take into consideration the needs of students with disabilities and English learners.

### 1. Exposure Management and Temporary Class or School Closure

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PUSD will follow the [Exposure Management Plan](#) required by the Pasadena Public Health Department. The criteria for assigning an individual class or school from in-person learning to temporary distance learning mode 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). Please see more detailed [PUSD Exposure Management and Temporary Class or School Closure Plan \(4.15.21\)](#).

In cases where isolation, quarantine, classroom or school closures are required, the PUSD will provide for the continuity of learning, meals and other supportive services for students and families as follows.

### 2. Continuity of Services

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#### For Individual Students in Quarantine or Self-Isolation

In cases where student, family member, school nurse, health clerk and/or School Covid-19 Compliance Team identifies need for an individual student to isolate or quarantine due to Covid-19 exposure or testing positive, the following steps are planned:

- The Canvas learning platform will remain in place for school year 2021-22, allowing students to access weekly assignments provided by teachers virtually if they are required to isolate or quarantine at home.
- Health Clerk, Community Assistant, or other designated staff will manage services for quarantined students and will provide information to student and family on quarantine or isolation procedures; access to food, health, mental health and social services; and instructions for accessing Canvas, Webex, chromebook or WiFi connectivity as needed.
- School Nurse will provide supports and check in regarding student's health
- Food Services will provide curbside meals for student
- Student and family will be connected to mental health and social services

- *Considerations for English Learners:* If a student is required to quarantine, LADD office will collaborate with the teacher to tailor support based on the assignments. Students in quarantine will be invited to virtual tutoring and English Language Development sessions.
- *Considerations for Students with Disabilities:* in the event the student must be medically quarantined or isolated, case carriers will contact family to discuss virtual service delivery and coordinate with service providers.

### **Classroom Exposure or School Closure**

In cases where an entire class has close contact exposure to a positive COVID-19 case (see Health Protocols and Exposure Management Plan), students will quarantine at home and classes will be conducted virtually by teacher if not symptomatic, or by substitute teacher if they are.

Determination of need for classroom or school closure will be done in consultation with PPHD. If an entire class has exposure to a positive COVID-19 case, students will quarantine at home. Learning continues on Canvas LMS where students will access assignments and learning materials.

If a determination includes school closure, a temporary “distance learning” mode will be activated for the school site. This includes conferencing and the use of Canvas LMS.

## **3. Connections to Supportive Services**

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The following are just a few of the supportive services provided by PUSD and its community partners.

### **Resources for Mental Health Services for Students**

CWAS and Mental Health Services provide services for students under three scenarios as circumstances allow: remotely/telehealth; in-person/on-site utilizing safety measures to consider for clinicians and clients; and pending room availability for confidential and safe sessions; or hybrid combining both methods. An updated Student Wellness and Support Services Memo will be distributed to schools 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](mailto: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

The Office of Student Wellness and Support Services as well as programs and initiatives such as Families in Transition and Community Schools provide 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:

- **Student Wellness and Support Services:** Any PUSD school or district employee, a parent, or the neighbor of a child in need, can access a [School Support Referral](#) process form to help children get the support and services they need to be successful.
- **Community Schools:** Coordination of screening, services and referrals in partnership with community providers. This guide - [Resources for Supporting Pasadena Unified Students and Families during Safe Return to School \(Summer/Fall 2021\) \(English/Espanol\)](#) - first developed by the Pasadena HS Community Schools Initiative will continue to be updated and distributed.
- **PUSD Center for Student & Family Services** located at 750 N. Robles Ave, Pasadena, CA 91104 (next to Madison Elementary School) is the home of **Families in Transition (FIT)** and other programs within the Office of Student Wellness & Support Services. FIT is PUSD's McKinney-Vento Homeless Assistance program for student and family support addressing socioeconomic barriers to student success like housing and food insecurities, lack of access to health and mental health care, recent immigration, and other educational challenges. For assistance or an appointment, please call 626.396.5782 or text the FIT cell at 626.720.2476.

## Attendance

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



## Reset. Re-Engage. Reignite.

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Returning safely to school this year means that resources are aligned with trauma informed approaches to address students' academic, behavioral, and social-emotional needs. PUSD has streamlined resources, scope and sequence, and trainings that will offer the classroom teacher, administrator, students or staff to prepare for the return of our students. These will be housed in a "Wellness Hub," to be included in the PUSD Curriculum folder @ [gopUSD.com/curriculum](https://gopUSD.com/curriculum)

For PUSD Responds updates: [Pasadena Unified School District COVID-19 Updates](#)

Please provide feedback by sending comments through the [Handbook Feedback Form](#)

For a summary of revisions from previous versions, please click [here](#)



# PASADENA

## Unified School District

### **COVID-19 Prevention Program Employee Handbook Version 5**

**Revised August 11, 2021**

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## Section II: COVID-19 Prevention Program (CPP)

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The Pasadena Unified School District has based this COVID-19 Prevention Program (CPP) for use by employees based on the Model COVID-19 Prevention Program (CPP) pursuant to Emergency Temporary Standard Cal/OSHA set in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). We have created our own unique CPP with guidance from [Cal/OSHA](#), tailored to our workplaces as schools, district offices, and other types of facilities. The CPP is also based on our own Injury & Illness Prevention Plan (IIPP), which is being updated.

### **COVID-19, SARS, MERS, SWINE FLU, AVIAN FLU, AND OTHER PANDEMICS**

PUSD recognizes that many viruses and other communicable diseases may impact the safety and health of our employees. While we cannot predict what the next pandemic will be, we have taken measures in a variety of our safety policies, training programs and the like to address COVID-19 and pandemics generally. All employees should follow the protocols outlined in our ATD; Bloodborne Pathogens; Respiratory Protection; Hazard Communication and PPE safety programs. Regarding COVID-19, we have specific policies and procedures which are outlined in our COVID-19 Safety Plan/Employee Handbook and CPP which should be followed. All other provisions of our IIPP apply to pandemics as new and emerging threats to safety and health develop.

*(excerpted from draft PUSD IIPP 2021)*

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## 1. Identification, Evaluation, and Correction of COVID-19 Hazards

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Risk Management is a key member of the District COVID-19 Compliance Team, working to:

- Conduct workplace-specific evaluations
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluates existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

The following are COVID-19 Prevention Plan templates for reference only, that will be tailored to specific PUSD circumstances:

[Appendix A: Identification of COVID-19 Hazards](#)

[Appendix B: COVID-19 Inspections](#)

## 2. Control of COVID-19 Hazards

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The following measures will be put into place to prevent unsafe or unhealthy workplace conditions:

### a) Required Use of Face Masks

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Masks are one of the most effective and simplest safety mitigation layers to prevent in-school transmission of COVID-19 infections and to support full time in-person instruction in K-12 schools. In accordance with [California Department of Public Health K-12 Guidance for 2021-22 School Year](#) and [Los Angeles County Public Health](#) requirements:

1. All students and employees will be required to wear a face mask indoors as directed by the [California Department of Public Health](#). Masks will be provided for students and employees who need them. The CDC recommends that cloth masks are made of multiple layers of tightly woven, breathable fabric and have a nose wire.
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 masks on a case by case basis, with efforts made to not stigmatize the student.
4. Employees with a documented medical contraindication to a face mask 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 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. See also revised [Student Discipline Measures during COVID-19 \(revised 3.18.21\)](#) to be incorporated into Student/Parent Handbook and posted on PUSD website [here](#).
6. Employees will be offered a mask at no cost and a face shield if requested. Unvaccinated employees will be provided with a respirator upon request. Face shields without a mask are not recommended by CDC. The evaluation of face shields is ongoing, but effectiveness is unknown at this time. 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 mask. 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 masks daily. Parents are instructed to ensure that children have clean face masks.
10. Based on CDPH recommendation, PUSD is requiring that masks be worn during outdoor school events/activities when 3 feet of distance cannot be maintained at all times



### Links & Resources

See [Get the Most out of Masking](#) from LA County DPH, including appropriate uses and washing instructions, [Your Guide to Masks](#) and from CDC, and video with tips on [How to Wear a Tighter Mask](#)

## b) Physical Distancing

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with [CDC K-12 School Guidance](#). The following measures will still be in place:

### At Schools sites and in classrooms:

1. 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.
2. When community transmission rates are high (red) and until further notice given:
  - a. Parent-Teacher conferences will be held virtually
  - b. Parent meetings will be conducted virtually during school hours when children are present or outdoors outside of school hours when possible.
  - c. Employee meetings will be conducted virtually or in hybrid in-person/virtual option as much as possible

### For Offices:

1. All employees must wear face masks at all times. Face masks must be worn by employees working in cubicles, including cubicles equipped with partitions. Employees are not required to wear face masks when working alone in private offices with closed doors.
2. When eating or drinking, it is preferred to do so outdoors and away from others, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom.

## c) Engineering Controls

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### **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 have been upgraded from MERV 6 to hospital grade MERV 10 filters.
4. Each classroom and isolation room will have an air purifier.

### **Plexiglass Barriers:**

In the case of outbreaks or upon public health guidance, the following may remain in place:

1. Physical plexiglass barriers that were previously installed in front office areas where face-to-face interaction with the public occurs.
2. One plexiglass barrier unit for use for when working one-on-one with a student.

## d) Cleaning and disinfecting

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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.
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
11. Classroom floor rugs have been removed. Students are not to sit on carpets **due to difficulty in keeping physical distancing.**
12. Teachers will not be responsible for cleaning, disinfecting or sanitizing student supplies

#### e) Shared tools, equipment and personal protective equipment (PPE)

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1. PPE, such as gloves and face shields, must not be shared
2. **After using shared materials, students and employees should use hand sanitizer or wash hands**

#### f) Health Hygiene Practices

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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**



### **g) Hand sanitizing**

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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 offices
  - d. Faculty break room (if connected to restroom)
3. Additional sinks and/or sanitation stations will be provided in high frequency areas for students
4. Hand sanitizer will be provided to students, employees, and visitors before entering district sites and classrooms.

### **h) Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

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1. We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.
2. PPE, cleaning and sanitizing supplies can be ordered through Current Solutions
3. At school sites, Administrators and Health Clerks will monitor PPE supplies to ensure that schools maintain at least a 14-day supply.
4. Training on maintaining PPE (i.e. sanitization procedures)

## **3. Contact Tracing, Investigating and Responding to COVID-19 Cases**

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PUSD notifies its local health officer of any known case of COVID-19 among any student or employee who was present on a K-12 public campus within the 14 days preceding a positive test for COVID-19. The district reports the following information:

- The full name, address, telephone number, and date of birth of the individual who tested positive;
- The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
- The full name, address, and telephone number of the person making the report.

This information is reported to the local health officer by telephone or email within twenty-four hours from the time an individual within the local educational agency is first made aware of a new case. This reporting shall continue until the directive is modified or rescinded.

Information reported to the local health officer pursuant to this directive shall not be disclosed except to (1) the California Department of Public Health; (2) to the extent deemed necessary by the local health officer for an investigation to determine the source of infection and to prevent the spread of COVID-19, including with health officers in other jurisdictions as necessary to monitor, investigate, prevent, and/or control the spread of COVID-19; (3) if required by state or federal law; or (4) with the written consent of the individual to whom the information pertains or the legal representative of the individual. This reporting does not replace or supersede any other statutory or regulatory requirements that require reporting of COVID-19 cases and/or outbreaks to other entities or institutions, such as Cal/OSHA.

Each school site has established a school COVID-19 Compliance Team composed of the site administrators, nurses and/or health clerks, and staff. Each Team member has been trained in Exposure Management Plan developed by the Pasadena Public Health Department and the procedures of contact tracing. The Compliance Team members consistently review updated guidance so they are aware of the required steps they need to follow to ensure that all health and safety guidelines are in place at their school site.

The COVID-19 Compliance Team is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of the School COVID-19 Compliance Team is designated as liaison to Pasadena Public Health Department (PPHD) in the event of an outbreak (or positive C-19 case) on campus.

Compliance Team procedures include:

- The school nurse and health clerk will assess who had close contact with a COVID-19 positive individual and complete the contact tracing protocol in the event of a confirmed case.
- The Health Programs Director will lead or assist school nurse and health clerk to:
  - Determine the potential exposure timeline
  - Conduct contact tracing to identify others who may have had exposure to the confirmed case
- If the confirmed case is an employee: contact tracing will be conducted by HR and District Compliance Team, utilizing the [Johns Hopkins Contact Tracing](#) checklist for cases and contacts.
- If confirmed case is student: Nurse and Health Clerk will lead the development of the Case and Contact Line List, a list of students and staff members with exposure to the case while infectious (use the PPHD Case and Contact Line List)
- Nurse or Health Clerk will submit this information to PPHD and District Compliance Team using the COVID-19 Case and Contact Line List for the Educational Sector within 1 day of notification of a confirmed case. If needed, additional time may be requested. For

technical assistance on how to complete the line list contact:  
nursing@cityofpasadena.net.

- Nurse or administrator will notify the District Compliance Team when this information is submitted.
- Students who are identified to have had an exposure to the case at school are notified by the School Compliance Team of the exposure through a phone call from the Health Office staff before dismissal and a School Exposure Notification letter upon dismissal.
- School Exposure Notification letter will be issued by the Health Programs Department and sent out by the School Compliance Team.
- School Compliance Team will follow up with close contacts and confirmed cases. Support will be offered including Home Quarantine Instructions for Close Contacts of COVID-19; education, information, and support to help them understand their risks; referral information for testing; and services they may need during the quarantine period. Academics, Special Education, Student Wellness and Support Services Divisions will work to ensure that instructional services and support for students will continue as per [Continuity of Services Plan](#).

## 4. System for Communicating

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Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. See PUSD COVID-19 Testing Implementation Plan Revised 4.1.21.
- System for communication of information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures is in place with District and School COVID-19 Compliance Teams as well as through Communications Plans.
- That employers may not retaliate against employees for wearing face coverings (CalOSHA)
- All PUSD employees and PUSD-contracted employees - anyone who works directly with students -- will be required to show proof of full vaccination or be tested every week. Procedures for showing proof will be sent to employees by Human Resources. Employees are able to be vaccinated through PUSD's Primary Health Clinic. To make an appointment, please contact the clinic at (626) 396-3600, ext 88180.

## 5. Exposure Management and Temporary Class or School Closure

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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 in the classroom for at least 15 minutes during the infectious period, a class may transition to temporary distance learning mode. 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:
  - 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

Please see more detailed [PUSD Exposure Management and Temporary Class or School Closure Plan \(4.15.21\)](#).

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## Section III: Appendices

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- A. [Health Screening Protocols](#)
- B. [Testing Implementation Plan](#) (to be updated)
- C. [Visitor & Volunteer Policies](#)
- D. [Staff Training and Family Education](#)
- E. [Communications & Stakeholder Consultations](#)
- F. [Templates & Resources](#)