

# COVID-19 School Guidance Checklist

January 14, 2021

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CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: 02/01/2021

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Pasadena Unified

Number of schools: 14 Elementary

Enrollment: 3,395 (TK-2), 3,501 (3-5)

Superintendent (or equivalent) Name: Dr. Brian McDonald

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Pasadena, CA 91101

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Date of proposed reopening:  
03/01/2021

County: Los Angeles

Grade Level (check all that apply)

Current Tier: Purple

TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>

(please indicate Purple, Red, Orange or Yellow)

K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>

1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  10<sup>th</sup>

Type of LEA: Public K-12 District

**This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.**

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

**For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:**

I, Dr. Brian McDonald, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

**Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

12:2 (students:adults)

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If you have departmentalized classes, how will you organize staff and students in stable groups?

N/A

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If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Continue to conduct virtually

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**Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

**Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

**Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

**Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

**Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

**Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 6 feet

Minimum: 6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Only change would be in accordance with health guidance.

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**Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

**Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Please see Testing Implementation Plan

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**Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Please see Testing Implementation Plan

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

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

**Consultation: (For schools not previously open)** Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: see below

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

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: Parent Advisory Committee Reps

Date: 01/14/2021

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

PUSD met with United Teachers of Pasadena (UTP) on December 15, 2020 to discuss what was then the TK-2 waiver process. Negotiations regarding effect of new COVID-19 Safety Plan requirements that replaced waiver process will continue. Please see PUSD's COVID-19 Safety Plan encompassing items checked above, Testing Plan, and two MOUs.

### **For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

**Local Health Officer Approval:** The Local Health Officer, for (state County) City Pasadena, Los Angeles County. County has certified and approved the CSP on this date: \_\_\_\_\_. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

This COVID-19 Safety Plan/V3 Employee Handbook replaces the Version 2 Employee COVID-19 Handbook dated November 17, 2020. For a link to archived version and summary of revisions from previous versions, please click [here](#)



# PASADENA

## Unified School District

### COVID-19 SAFETY PLAN

#### Version 3 Employee Handbook

- I. COVID-19 School Guidance for In-Person Learning
- II. COVID-19 Prevention Program

**February 2021**

*This handbook has been aligned to Consolidated School Reopening guidance of California Department of Public Health released on January 14, 2021. It is a fluid working document that may be adjusted as conditions and/or guidance change*

## Message from the Superintendent

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.

On January 14, 2021, the state released new guidelines for the reopening of in-person instruction in California schools, beginning with TK-2nd grade. PUSD is finalizing its plans to be as ready as possible to return to campuses when it is deemed safe to do so, including meeting the state's deadline of February 1, 2021, to complete this COVID-19 Safety Plan. In the meantime, we will reopen our small learning cohorts, including PasadenaLEARNS, as soon as conditions allow. We will also plan to open our preschool programs once PUSD is able to open TK-2 on a district-wide basis.

In November 2020, PUSD published the PUSD Employee COVID-19 Employee Handbook, with the understanding that it would change or be revised as circumstances with the pandemic changed. The Handbook has now been reorganized to meet the requirements COVID-19 Safety Plan, per the revised state guidelines issued January 14, 2021. The work in this document has its roots in the [School Opening Guide for 2020-21](#) that PUSD sent to parents and the community prior to the start of school under remote learning on August 17, 2020. Included are links to resources on a variety of topics pertinent to COVID-19 and school reopening.

We hope you find these resources helpful. If you 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 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.

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#### City of Pasadena Public Health Department

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Kellee O'Rourke

#### District Leadership Network (DLN) Emergency Operations Committee (EOC)

Bogaard Group International  
Young & Healthy

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



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## Section I: COVID-19 School Guidance

### A. Requirements for Opening for In-Person Instruction

Under the state guidance updated on January 14, 2021, all schools must complete and post to their website homepages a COVID-19 Safety plan (CSP) prior to reopening for in-person instruction. The CSP consists of two parts: (1) the Cal/OSHA COVID19 Prevention Program (CPP) and (2) the COVID-19 School Guidance Checklist and is intended to consolidate requirements to develop written plans pursuant to CDPH guidance first issued in May 2020 and the Cal/OSHA Emergency Temporary Standards finalized in November 2020. The Cal/OSHA Emergency Temporary Standards require a written plan called the Cal/OSHA COVID-19 Prevention Program (CPP). This Version 3 Handbook has therefore been updated to align with this new guidance and the contents have been reordered into the two required sections of the Covid-19 Safety Plan (CSP). Section I: COVID-19 School Guidance for In-Person Learning is designed to lay out PUSD's plan for returning to school campuses and explains adaptations needed to safely open schools to employees, students, and parents/guardians. The Section II Covid-19 Prevention Program (CPP) addresses workplace measures to meet Cal/OSHA emergency temporary standards.

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 the date to begin the gradual return of students to campuses. The return date depends on the status of COVID-19 rates in Los Angeles County. We are actively planning only to welcome students to school in person when public health authorities deem it safe to return to in-person learning.



#### Links & Resources

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

[NEW: City of Pasadena Schools K-12 Reopening Protocols \(2.11.21\)](#)

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

[CA Safe Schools for All](#) - new state website

[COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#) (Jan. 14, 2021 Consolidated Framework)

[Cal/OSHA COVID-19 Guidance and Standards](#)

[Blueprint for a Safer Economy](#)

For PUSD Responds updates, please visit

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

<b>Table 1. School reopening actions for in-person instruction, by State Tier</b>			
<b>Yellow (Minimal)</b> CR <1.0* TP <2%**	<b>Orange (Moderate)</b> CR 1-3.9* TP 2-4.9%**	<b>Red (Substantial)</b> CR 4-7* TP 5-8%**	<b>Purple (Widespread)</b> CR >7* TP >8%**
- <b>COVID-19 Safety Plan (CSP)</b> posted publicly for K-12th grades 5 days prior to in-person instruction.	- CSP posted publicly for K-12th grades 5 days prior to in-person instruction.	- CSP posted publicly for K-12th grades 5 days prior to in-person instruction. - Must be in <b>Red</b> five (5) days prior to reopening.	- <u>Already reopened</u> : CSP posted publicly by 02/01/21.  - <u>Not previously open</u> : - CSP posted publicly for K-6, and submitted concurrently to Local Health Department (LHD) and State Safe Schools for All Team. - 7 business days for review. - 7th-12th grade reopening not permitted if CR >7*. - K-6th grade reopening not permitted if CR >25*, though CSP can be posted and submitted for review.  - <u>Note</u> : Targeted in-person instruction may be offered pursuant to the Cohorting Guidance.

\*CR: Adjusted case rate.

Source: [Consolidated Framework](#).

\*\*TP: Testing Positivity

For the purposes of communicating and this handbook, the PUSD phases that was first presented in the [School Opening Guide for 2020-21](#) will still be used. We are preparing to move between these three phases depending on public health conditions.

**PUSD Phases for Reopening**

<p><b>Phase 1:</b> 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.</p>
<p><b>Phase 2:</b> 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 and other small learning cohorts open.</p>
<p><b>Phase 3:</b> Schools reopen under Hybrid Simultaneous Learning 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</p>

## B. Programming Changes to Create Stable Group Structures

### 1. Academic Programming Changes

PUSD began the first semester of the 2020-21 school year in a remote learning setting due to public health concerns. This recommendation was grounded in the need to keep our students and staff safe while ensuring that students get the best possible instruction.

#### *Small In-Person Learning Cohorts*

Our return to campus will be phased. We are now in Phase 2 of our process, and have been operating or plan to operate the following small in-person learning cohorts as conditions allow:

- LEARNs supervised care has been open for some students
- Blair Viking Scholars offers specialized support for small groups of English learners who need the 1:1 support provided by a teacher or instructional aide from International Academy program and whose living situation is not conducive to learning and/or has inconsistent internet access.
- Phoenix Flyers at Rose City serves high school students whose living arrangements are not conducive to learning, have severe social emotional issues, struggle with maintaining tech access, have already been unsuccessful in distance learning, and need in-person support.
- Special Education program is set to open when conditions allow and would serve eligible students with disabilities Prek-12+ grade students with current placement in moderate-severe classes, the opportunity to receive additional face to face support with a small cohort of their peers in strict adherence with cohort guidelines. Teachers will provide instruction remotely while students are supported by instructional assistants and one substitute teacher per cohort

More information on the above programs can be found at [Return to In-Person Learning Recommendations](#) as well as [Cohorting Guidance](#) from California Department of Public Health.

#### *Phased Return*

- Per Legislation, we plan to return PK-2nd grade and 3rd-5th grade when Tiers allow and in staggered return transitions:
  - All students will be rostered with teachers in a ratio of 12:2 (twelve students to 2 adults)
  - Instructional Simultaneous Schedules will remain as is to create a stable environment for both in-person students and Distance Learning students
  - Recess, PE, and breaks will be staggered and student must remain with class cohort at all times
  - Lunch will be a Grab-N-Go; as student will receive a lunch, supper and breakfast upon departure

- Snacks will be allowed but in designated area and with cohort
- All sites have identified ingress and egress to minimize movement
- All sites have identified directional flow throughout the campus to minimize intersections of students and staff
- All sites have identified multiple spaces for anticipation of inclement weather, specialized service and electives (most likely will remain virtual)
- Volunteers will not be allowed on campus, unless approved
- Sites are preparing orientation presentations to inform staff, families and students of expectations surrounding campus, health, and safety
- All required documentation is completed as advised by Pasadena Public Health Department:
  - Exposure Management Plan
  - Re-Opening Protocol
  - Contact Tracing Training
  - PPE ordering
  - Phase 3: Re:Opening Plans
  - Notification Letters

Once we get clearance from the Pasadena Department of Public Health, we will begin moving towards reopening, starting with Transitional Kindergarten through 2nd grade, followed by 3rd through 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 to begin the gradual return of students to campuses. The return date depends on the status of COVID-19 rates in Los Angeles County.

### ***Hybrid Simultaneous Learning***

The PUSD Board of Education approved the introduction of a [Hybrid Simultaneous Instructional Model](#) when the conditions of the pandemic allow for transition to in-person learning. 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). We have now had time to acquire and test equipment and train teachers and staff before students return to their campuses. Please see [Simultaneous Learning Model FAQs](#) and [Fact Sheet \(PDF in English/Spanish\)](#)

### ***Stable Group Structures***

Students and staff will be kept in stable groups with fixed membership by attending daily within a cohort of students, X & Z (Y If needed). Cohort Y shall be created should the number of students requesting in person access exceed the number of students permitted on campus. In such case, Cohorts X & Y will rotate between in-person and online access. Cohort X shall be

on campus for live, in person instruction Tuesdays through Fridays, and Cohort Z shall be online for live, synchronous instruction Tuesdays through Fridays.

Students stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Mondays will be a remote learning day for students and a remote work day for all bargaining unit members which shall include distance learning, planning, "A" district driven meetings, and "B" unit member driven activities. These meetings and instructional sessions shall be in a virtual setting.

**Overview of Simultaneous**

Simultaneous Learning	On-Campus, In-Person	Distance/Online
<b>Whole class daily instruction</b>	✓	✓
<b>Student Schedule:</b> Follows the current distance learning schedule (same start and dismissal times) Mondays: all students online for synchronous check-in (no on-campus learning this day) Tuesday-Friday: 4 days of simultaneous synchronous classes	Days on campus may change depending on the number of students who select in-person	✓
<b>Synchronous Learning Time</b> Follows the current distance learning schedule K-5: 240 daily minutes x 4 days = 960 minutes 6-12: 300 daily minutes x 4 days = 1,200 minutes	✓	✓
<b>Student Impact</b> Student community remains intact. Students stay with their current teachers and classmates for stability and continuity as a whole class. Social-emotional connections continue. Renorming into two groups may be needed.	✓	✓
<b>Teachers</b> create and deliver synchronous lesson plans for students in classrooms and in distance learning.	✓	✓
<b>Student Cohorts: X, Y and Z</b> Students will be cohorted into <ul style="list-style-type: none"> <li>• 1-2 in-person groups (X, Y)</li> <li>• distance/online (Z)</li> </ul>	Depending on physical space, large classes may be cohorted into 1-2 separate groups and days on campus rotated	Z cohort always online
Lunch/Nutrition/Recess	On campus, with distancing	No change
If a student self-quarantine is needed due to COVID-19	Student logs in online	No change. Students log in online
If a school or cohort is closed due to COVID-19	Revert to distance learning. No change in schedule.	No change. Students log in online



### ***Number of Students and Staff***

The District will be in compliance with the maximum occupancy guidelines from the Pasadena Department of Public Health (PPHD). Each classroom will have no more than 14 persons (12 students and 2 adults per classroom).

### ***Additional Guidance Documents***

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](#)

### ***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.

### **Early Childhood Education**

Early Childhood Education (ECE) programs are planning to open together with the District's TK-2 grades. For updated information on ECE program, please see

- [PUSD ECE Reopening Presentation for In-Person Learning](#)
- [PUSD ECE 2020-21 COVID-19 Reopening Program Plan](#)

### **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. For more information, please see:

- [CIF Sport COVID-19 Guidelines 1.21.21](#)
- [CIF All Sports Guidelines 1.25.21.](#)

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.

## **2. 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](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***

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

### 3. 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 submit support tickets for their students by sending an email to [helpdesk@pusd.us](mailto: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](http://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](#)

## C. Entrance, Egress, and Movement Within the School

As part of their individual site safety plans, individual schools outline specific entrance and exit procedures, as well as how movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts. School sites will designate routes for entry and exit in order to limit direct contact with others and 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. 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.

### *Changes in School Meals to Avert Risk for Students*

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.

### *Changes for Employee Meals:*

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.

### *School Bus Transportation*

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.

### ***Other measures to avert risk***

1. Faculty meetings shall be conducted virtually
2. The District shall have no in-person Back-to-School and Open House event
3. Students will be encouraged to bring their own water bottles. (Please note: water fountains will be closed to minimize COVID-19 exposure.)

### ***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 in [Section III](#).
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.

**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](#).

### *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.

## D. 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.

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#### ***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-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?
- In the last two weeks, have I been in close contact with someone who has COVID-19?

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.

## 1. Health Screening Protocols for Students and Staff

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 10-day quarantine period and advised to get a COVID 19 test. See [Revised Quarantine Order](#) (Dec 17, 2020) instructions.
5. Screening of middle and high school age students includes 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 [Daily Coronavirus Self-Checker \(English\)](#) and [Autocomprobación Diaria de Coronavirus \(Español\)](#) 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 Dec 17, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. (See [Revised Quarantine Order](#) (Dec 17, 2020).)
7. Screening of adults includes 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](#).

<p> <b>Key Term</b></p> <p><b>Visitor:</b> 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 <a href="#">Visitor Policies</a>.</p>	<p> <b>Templates &amp; Examples</b></p> <p>See <a href="#">PasadenaLEARNS 2020-21 Daily Health Screening Procedures</a> for examples of daily check-in questionnaires for students and employees as well as <b>Exposure Management Plan</b></p>
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### 3. 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 and 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](https://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.

## 4. 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 as per [Johns Hopkins Contact Tracing](#) checklist for cases and contacts.
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, and it is recommended they contact their primary health care provider.
6. The school will 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](#). These instructions are also available in multiple languages.
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



## 5. 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](#) (revised Dec 17, 2020), where these instructions are available in multiple languages.
7. If they do not develop any symptoms of Covid-19, student will be required to self-quarantine (separate themselves from others) for 10 days from last contact with infected person AND they take the precautions of wearing face covering, physical distancing, washing hands often, and continuing to monitor themselves daily for symptoms. If a student tests negative, they still need to complete the full 10 days of quarantine.
8. If a student develops symptoms and/or receives a positive (viral) diagnostic test, they must follow the [Home Isolation Instructions](#) described on the previous page.
9. 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](#).
10. 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 10 days from the last date of exposure. If someone tests negative, the person will still need to complete the full 10 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. If employee developed symptoms, however, they will need to follow the [Home Isolation Instructions](#) before returning to work or school.



## E. Health Hygiene Practices

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***

## F. Identification and Tracing of Contacts

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. As described in the COVID-19 Compliance Team memo [insert link],

- The school nurse and health clerk will assess who had close contact with the employee 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 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](mailto: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 (and not be interrupted).

## G. 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 and except for momentary exposure while persons are in movement.



### ***At Schools sites and in classrooms:***

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. Parent and employee meetings will be conducted virtually.
  6. *Class scheduling and one-way traffic; staggered lunchtime or grab & go will be in place.*

### **For Offices:**

Follow [Protocols for Office Worksites](#) (Appendix D) that have been updated. A district office can follow school protocols or office worksites protocols. Offices at schools are to follow school protocols.

1. Maximum occupancy for an office worksite is limited to 25% based on the number of employees at the worksite.
2. All employees must wear face coverings at all times. Face coverings must be worn by employees working in cubicles, including cubicles equipped with partitions. Employees are not required to wear face coverings when working alone in private offices with closed doors.
3. 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.
4. Frequently touched items and bathrooms must be disinfected on an hourly basis.



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

## **H. Staff Training and Family Education**

Training and education 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.

<b>Timeframe</b>	<b>Topic</b>	<b>Who</b>
To be completed prior to reopening	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)
To be completed prior to reopening	<a href="#">Johns Hopkins Contact Tracing course</a> . 6-hour free 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. See [Section III Templates & Resources](#).

## I. Testing of Staff and Students

PUSD will provide testing to its employees and students for the purpose of surveillance and exposure, according to the guidelines and standards of PPHD and Cal/OSHA. The objectives are to:

- Provide access to testing for employees or students exposed to a COVID-19 case; and, in the case of multiple infections or a major outbreak within the school, provide testing as the basis for further control measures (exposure)
- Implement regular workplace testing for employees in 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 (surveillance).

Testing considerations for students include the option of a self-administered test under supervision of a Registered Nurse at the PUSD Health Clinic or at open school sites. For students under the age of 13, the parent or guardian must provide consent, and use their email/phone to obtain results. Students ages 13-17 may consent on their own and receive results through their own contact information or through their parent's contact information.

For more complete information, please see the [PUSD COVID-19 Testing Implementation Plan - Rev 3.2.21](#).

The District will use the [SISC/Quest surveillance testing program](#) for all employees covered through Self Insured Schools of California (SISC) medical benefits. Other programs are being researched to provide testing for those employees not covered by SISC medical benefits.

## J. Identification and Reporting of Cases

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 or private school campus within the 10 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 within twenty-four hours from the time an individual within the local educational agency or private school 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.

## K. Communications Plans

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](#)
- [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 and Spanish. If you have questions or suggestions for additional resources, please contact the PUSD Communications Department at [communications@pusd.us](mailto:communications@pusd.us) or extension 88190

Watch PUSD's [Return to School: A Day in the Life video](#)

See PUSD-created videos [here](#)

### **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.*

### **Emergency Operations Center (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.

## **M. Consultation Process**

Since the pandemic began in March 2020, PUSD and its labor partners have conducted a series of meetings. Two Memoranda of Understanding related to this COVID-19 Safety Plan have been developed with the United Teachers of Pasadena (UTP) for 1) COVID-19 Health and Safety Provisions dated July 29, 2020 and 2) Hybrid Simultaneous School Reopening dated November 10, 2020.

PUSD and UTP negotiating teams met regarding the TK-2 waiver process on December 15, 2020 prior to the criteria and directions for the CSP replacing that process. We are continuing to negotiate the effects of CSP prior to reopening schools.



In November, PUSD posted and distributed its Employee COVID-19 Handbook to all employees and labor partners, as well as parent and community groups. This handbook contained much of what is now in this CSP but also this Feedback Form from which stakeholders could convey concerns and questions.

On January 11 and 14, 2021, leadership staff met with parent groups to gain feedback on their concerns in regard to reopening. School principals have also been meeting virtually with their staff and parent groups to discuss reopening plans.

PUSD has endeavored to address the many questions and concerns raised during this process and rise to the challenge of providing the best possible education for our students in these challenging times.

**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 previous versions, please click [here](#)**



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

The Pasadena Unified School District has based this COVID-19 Prevention Program (CPP) 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)*

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

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](#)
- [Appendix C: Investigating COVID-19 Cases](#)
- [Appendix D: COVID-19 Training Roster](#)

## 2. Control of COVID-19 Hazards

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

### a) 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.

The Pasadena Public Health recommends 2 adults per maximum of 12 students. Signage stating the maximum occupancy for a room based on having six feet of physical distance between persons has been provided to schools.

#### ***At Schools sites and in classrooms:***

1. School sites will designate routes for entry and exit in order to limit direct contact with others. Schools have outlined specific exit procedures as part of individual site safety plans.
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. Parent and employee meetings will be conducted virtually. ~~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.*

#### ***For Offices:***

Follow [Protocols for Office Worksites](#) (Appendix D) that have been updated. A district office can follow school protocols or office worksites protocols. Offices at schools are to follow school protocols.

1. Maximum occupancy for an office worksite is limited to 25% based on the number of employees at the worksite.
2. All employees must wear face coverings at all times. Face coverings must be worn by employees working in cubicles, including cubicles equipped with partitions. Employees are not required to wear face coverings when working alone in private offices with closed doors.
3. 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.
4. Frequently touched items and bathrooms must be disinfected on an hourly basis.

## b) 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. The CDC recommends that cloth face coverings should have 2 or more layers of washable, 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. See also revised [Student Discipline Measures during COVID-19](#) (Jan. 27, 2021) to be incorporated into Student/Parent Handbook and posted on PUSD website [here](#).
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.

#### 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 or more washable, 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).

#### 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.

## c) Engineering Controls

### **Plexiglass Barriers:**

We will implement the following measures for situations where we cannot maintain at least six feet between individuals:

1. Physical plexiglass barriers were installed in front office areas where face-to-face interaction with the public occurs.
2. One 3-sided plexiglass unit will be located at the workspace 5 days prior to return to in-person learning to use for working one-on-one.

### *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.

### d) Cleaning and disinfecting

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. Classrooms are disinfected and fogged on a daily basis.
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.
12. Teachers will not be responsible for cleaning, disinfecting or sanitizing student supplies

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

1. PPE, such as gloves and face shields, must not be shared
2. Use of shared objects is eliminated wherever possible.
3. Testing materials shall be consumable and not shared.

#### f) Hand sanitizing

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

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

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)
5. See also Considerations for Employees Working with Students with Disabilities (insert link)

### 3. Investigating and Responding to COVID-19 Cases

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.

## 4. System for Communicating

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](#).
- 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.

## 5. School Closure

The criteria for closing an individual school to in-person learning is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure will be done in consultation with the The Pasadena Public Health Department (PPHD), which is our local health department (LHD). 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 have occurred in the school or when at least 5 percent of the total number of teachers/students/staff are infected.
- (PPHD) may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Length of closure is generally 14 days, or according to a decision made in consultation with the PPHD. The State Safe Schools for All Technical Assistance teams (TA teams), comprised of experts across multiple state agencies, will be available to assist schools with disease investigation for those with outbreaks that cannot find resources to investigate the outbreaks. The TA teams will also be available to help schools that close in order to identify and address any remediable safety issues.

Schools may typically reopen after 14 days and if the following have occurred:

- Cleaning and disinfection

- Public health investigation
- Consultation with the PPHD

A school district should close if 25% or more of schools in a district have closed due to COVID-19 within a 14-day period and in consultation with PPHD. LEAs may then typically reopen after 14 days, in consultation with the PPHD.



## Section III: Templates & Resource Links

### 1. Communications

#### [PUSD Return to School Playbook](#)

Slide deck template for schools to request access, copy and tailor to communicate health and safety protocols and changes to school. Includes KLRN videos that can be accessed in Spanish and links to this Handbook in the notes section.

### 2. COVID-19 Prevention Plan Appendices (for reference only, will be tailored to PUSD)

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

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

#### [Appendix C: Investigating COVID-19 Cases](#)

#### [Appendix D: COVID-19 Training Roster](#)

### 3. Templates

- Visitor Sign-in Templates - please translate if needed and 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](#)

- Template with links for schools to tailor for COVID-19, Mental Health and Community Resources

[School C-19 Contact Template](#)

### 4. Resources

- [CA Safe Schools for All](#)
- [Consolidated Framework](#) (January 14, 2021)  
Excerpt: [What to do if there is a confirmed or suspected Covid-19 case](#)
- [Cal/OSHA COVID-19 Guidance and Standards](#)
- [Blueprint for a Safer Economy](#)
- [City of Pasadena Public Health Department Covid-19 Info for Schools](#)

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](#)

## Section IV. Individual School Planning

PUSD Principals have extensively reviewed Pasadena Public Health Department (PPHD) School Reopening Protocols, Exposure Management Plans, and formed School Covid-19 Compliance Teams who underwent John Hopkins Contact Tracing training.

Prior to offering specialized, in-person services or opening for grades PK-2, schools must be in compliance with the following public health COVID-19 protocols. The following documents are being compiled for each individual PUSD elementary schools:

School Site Reference Documents:

- Exposure Management Plan
- Re-Opening Protocol
- Current Solutions PPE Ordering-14 day supply
- COVID-19 Compliance Team Members
- John Hopkins Contact Tracing Nurse Certificate for COVID Compliance Team Member

Instructional Services items:

- Notification Letter
- Current Solutions Ordering Catalog and Process
- Influenza vaccination plan-Vaccine Information
- Attestations of Collaboration-Letter from Superintendent (not applicable for Gov. Legislation)

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

Other resources used 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. To view an example of a completed site assessment, please view [here](#).
- [California State PTA Guidance](#)

We appreciate your flexibility and patience.