



PASADENA

Unified School District

COVID-19 SAFETY PLAN

Version 4 Employee Handbook

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

Updated April 5, 2021

This COVID-19 Safety Plan/V4 Employee Handbook replaces the Version 3 Employee COVID-19 Handbook dated February 1, 2021 and has been aligned to Consolidated School Reopening guidance of the California Department of Public Health released on January 14, 2021 and Pasadena Public Health Department March 15, 2021 Reopening Protocols. It is a fluid working document that may be adjusted as conditions and/or guidance change

Message from the Superintendent

Our goal has always been that we would reopen schools when it was safe to do so, and that time has come for the return of in-person learning. At the Board of Education special meeting on Thursday, March 4, the Board voted to set a date for the gradual and careful return of students to our campuses. Student cohorts in PreK-2nd grades will now begin returning the week of April 12 (student return in-person on April 13); student cohorts in grades 3-5 and 6-12 will return April 20.

As we take this step, I want to recognize the hard work that our teachers and staff have put in over the past year to support our students, families, and community.

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 and updated to meet the [Pasadena Public Health Department March 15, 2021 Reopening Protocol](#) and subsequent technical assistance guidance. 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 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 or by phone at (626) 744-7311.

Sincerely,
Brian O. McDonald, Ed.D.

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- Templates and Resources

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

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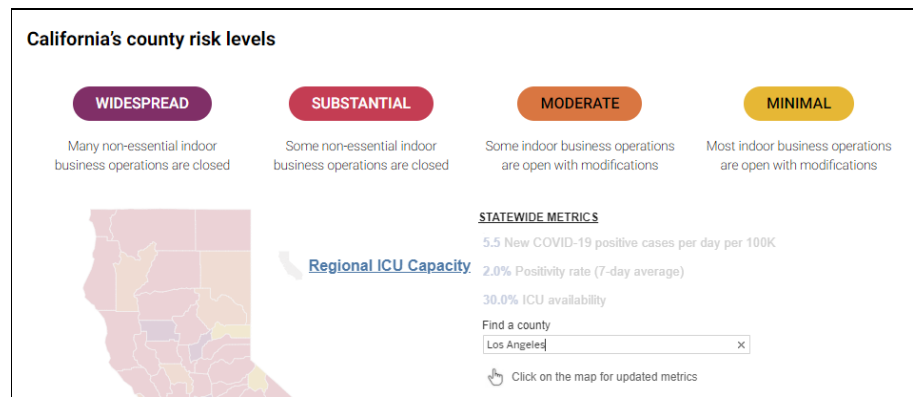
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Section I: COVID-19 School Guidance

A. Requirements for Opening for In-Person Instruction

Under the guidance issued by the [California Department of Public Health on January 14 and updated March 20, 2021](#), all schools in the Yellow, Orange or Red Tier must post a COVID-19 Safety plan (CSP) to their website homepages 5 days prior to reopening for in-person instruction. As of March 30, 2021, Los Angeles County and the City of Pasadena is within the Orange Tier (moderate level). Schools may therefore reopen fully for in-person instruction, with local school officials deciding whether and when that will occur.

Please check the [Blueprint for a Safer Economy](#) for reopening and tier status, with criteria for loosening and tightening restrictions on activities based on the level of spread of COVID-19. Searchable by county.



This Version 4

Handbook consists of the two required sections of the Covid-19 Safety Plan (CSP): (1) the Cal/OSHA COVID19 Prevention Program (CPP) and (2) the COVID-19 School Guidance Checklist and Plan 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.

Other Links & Resources

Our state, county and local agencies provide the following key communications resources:

- [CA Safe Schools for All](#) - new state website consolidates key resources
- [Cal/OSHA COVID-19 Guidance and Standards](#)
- [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year \(3.20.21 Update\)](#)
- [City of Pasadena Schools K-12 Reopening Protocols \(3.25.21\)](#)
- [Operating Schools during COVID-19: CDC Guidance](#)
- [Guidance for the Prevention of COVID-19 Transmission for Commencement/Graduation Ceremonies](#)

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

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

Beginning in the Fall of 2020, PUSD has been operating or plans 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

The gradual return of PreK-5th grade elementary students who wish to participate in on-campus instruction begins the week of April 12, 2021. Schools will operate on a hybrid simultaneous learning with groups (or "stable cohorts") of students physically in the classroom with their teacher while a group of their classmates participates via distance learning. Families can choose to keep their students in distance learning or return to school for in-person learning via the Return to Campus Survey).

Reopening Dates:

- April 5-9, 2021 - Spring Recess
- Monday, April 12 - all students on distance learning
- Tuesday, April 13 - PreK, Transitional Kindergarten and Kindergarten in-person cohorts on campus
- April 13 - Middle and high school teachers return to work locations on April 13 to teach from classrooms while 6-12th grade students remain in distance learning.
- Tuesday, April 20 - Grades 3-5 and Grade 6-12 in-person student cohorts will begin returning to campus

Early Childhood Education (ECE) programs are planning to open together with the District's PreK-2 grades with in-person full and half-day programs.

Per Legislation, we are planning to return PK-2nd grade and 3rd-5th grade as Tiers allow and in staggered return transitions:

- All students will be rostered with teachers in a ratio of 14:2 (fourteen 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. PUSD will continue to offer 100% distance learning opportunities to families who prefer it.
- 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 and posted on PUSD website:
 - District COVID Safety Plan
 - (CDE) Checklist with attached District CSP
 - Exposure Management Plan (PPHD)
 - K-12 Re-Opening Protocol (PPHD)
 - Certificate(s) of completion of Johns Hopkins Contact Tracing Course

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 [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, 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
Whole class daily instruction	✓	✓
Student Schedule: Follows the same start and end times as the current distance learning schedule. 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	✓
Synchronous Learning Time 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	✓	✓
Student Impact 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.		
Teachers create and deliver synchronous lesson plans for students in classrooms and in distance learning.	✓	✓
Student Cohorts: X, Y and Z Students will be cohorted into <ul style="list-style-type: none"> • 1-2 in-person groups (X, Y) • distance/online (Z) 	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 \(PPHD\) Reopening Protocols \(March 15, 2021\)](#).

Each classroom will have no more than 16 persons (14 students and 2 supervising adults per classroom). Supervising adults may not be assigned to work with more than two different cohorts.

Students returning for full-grade in person instruction for grades TK-2 in schools with an approved waiver must be assigned to stable groups, but are not limited to 14 students maximum. Maximum number of students in stable group depends on maintaining proper physical distancing between students and staff within the available instructional space.

Aides assigned to individual students do not have to be counted as supervising adults but must be counted against the maximum of 16 individuals who can be included in a cohort.

Deployment of substitute providers who are covering for short-term absences is allowed, but they must work with no more than 2 cohorts of children per day.

“Floaters” who cover for supervising adults during the day for employee breaks, may constitute a third supervising adult in the cohort, but may not provide coverage for more than two different cohorts during a day and should be spending limited time with any one cohort.

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

While in our county is still in the Purple Tier (Widespread) for COVID-19, services for students with disabilities and their families will be conducted with staff remotely as per PPHD guidance. Once services are conducted in-person: Classrooms that serve special education students should remain at 16 or less total individuals in the classroom. This may be any combination of students and adults. Self-contained special education classrooms will follow the same maximum capacity guidelines as general education classrooms in accordance to the Covid-19 guidelines and will be spaced 6 feet away from each other and have plexiglass at each station.

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.

To the extent possible Specialized services must be provided one-on-one, or in small groups from no more than two cohorts per rotation with at least 2 days between cohort cycles, by the appropriate specialist in a secure space that is apart from all other people (this may include outdoor areas). To the extent possible Specialized services must be provided one-on-one, or in

small groups from no more than two cohorts per rotation with at least 2 days between cohort cycles, by the appropriate specialist in a secure space that is apart from all other people (this may include outdoor areas).

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 2020-21 COVID-19 Reopening Program Plan 3.11.21](#)
- [PUSD Early Childhood Reopening Video](#)

Socially Distanced Physical Activities

PUSD will minimize mixing in both indoor and outdoor spaces and provide instructions that are easy for students to understand and are developmentally appropriate, such as no-touch playground games and social distancing physical activities shared by PUSD Arts Coordinator Karen Anderson: <https://www.asphaltgreen.org/blog/rep-it-out-games-for-social-distancing>

Athletics

PUSD has been given clearance by the California Interscholastic Federation (CIF), LA County and Pasadena Public Health to allow student athletes to start practicing. High contact sports in season 1 (football and water polo) require that all athletes and coaches associated with these teams get weekly COVID testing while in the purple tier. We are beginning 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.](#)
- [PPHD Reopening Protocol for Outdoor and Indoor Youth Recreational Sports](#)

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.

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
- Extended helpdesk calling hours, 7:00am - 7:00pm Monday - Friday (626) 396-3699
- Students and employees can still submit support tickets at gopusd.com/helpdesk

Online Safety / Acceptable Use Policies

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

Per the 2020 Distance Learning Handbook, for student privacy and security, employees should also not use apps that have not been approved by PUSD, as these apps may collect or share students' information (photographs, videos, or audio files, where such files contain a child's

image or voice). Use only PUSD-secured apps to connect with students: Canvas, Webex, and PUSD email. When a teacher records live lessons in Webex, they must ensure that only they (the teacher) is being recorded.

Current PUSD acceptable use policies:

[2020-21 Acceptable Use Policy for Students from Parent/Student Handbook](#)

[BP 4040 Acceptable Use of Technology Board Policy](#)

[E4040 Acceptable Use Agreement for Employees](#)

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

Starting March 30th, curbside meals will be offered all at elementary sites from 9 am - 11 am. The secondary sites times will remain 9 am - noon with Marshall times 9 am - 3 pm. For elementary sites, we will be providing a snack at recess for the students and when they leave school to go home, we will be providing their meal bags with lunch, supper for the day and also a breakfast for the next day. Those families whose students are not on campus can continue to pick up meal bags at the curb from 9 am - 11 am. Those sites that have preschool and child care, we will be offering those children a hot breakfast and lunch on site to be eaten in the classroom and they will leave the campus with their supper and snack bag.

Secondary sites will continue to offer curbside meals from 9 am - noon that are open now. Closed sites are Focus Point, Sierra Madre Middle, Blair Middle and Washington Middle. 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.

No UTP bargaining unit members shall participate in any aspect related to service of classroom meals.

School Bus Transportation

1. Students will fill the vehicle from back to front. The front seat behind the driver will be empty.
2. The students will sit one to a seat unless they are family members from the same house.
3. Parents will be asked to screen their own children (students), so that they can call the transportation office to cancel transportation if the student has a fever.
4. 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.
5. Vehicles will be cleaned and disinfected at the end of each route.
6. Students and drivers will be required to wear face masks.
7. Students will practice physical distancing to the best extent possible.
8. 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. IEPs, SSTs, other Parent Teacher and 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.

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

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 contact 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.
- 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 50% 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.

Timeframe	Topic	Who
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	Johns Hopkins Contact Tracing course . 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

State Program Objectives:

[\(COVID-19 K-12 School Testing Considerations Information 1-14-21\)](#)

- Continue to grow testing capacity to meet Californians' testing needs.
- Improve accessibility of testing so individuals can obtain tests when appropriate
- Ensure cost sustainability of testing for individuals, healthcare stakeholders, and the state budget over time.
- Increase equity in the distribution of tests by reaching communities most affected by the pandemic.

PUSD Program Objectives:

- Provide access to testing for all individuals who are exposed to a COVID-19 case, and in the case of multiple infections or a major outbreak within the school as the basis for further control measures
- Implement regular workplace testing for employees in the higher-risk exposed work areas
- Implement required testing of student athletes in accordance with state and local guidelines: <https://www.cityofpasadena.net/public-health/wp-content/uploads/sites/32/Youth-Sports-Reopening-Protocol.pdf?v=1617049041329>
- Test samples of the PUSD employee population to monitor the spread of COVID-19 among certain schools, divisions, and departments

Protocol for handling students and staff who become ill at school Staff at each PUSD school site will monitor students and staff throughout the day for signs of illness. Students or staff who display COVID-19 symptoms (fever, cough, fatigue, or shortness of breath) will be sent home immediately.

If a student becomes sick, the supervising staff member needs to notify the Health Office or site administrator. The student who displays COVID-19 symptoms will be placed immediately in the isolation area until they can be transported home. The nurse, health clerk, or administrator will contact the parent and instruct them to pick up their child outside the front office. Parents will need to call the front office upon arrival and the student will be walked out to the car. Parents will not be allowed to enter the campus to pick up their child. Testing and consulting with a primary physician are recommended.

If a staff member becomes sick, they will be instructed to go home and self-isolate. If they need to wait for a ride home, they will be instructed to go to the Isolation/Care area to wait. Testing and consulting with a primary physician are recommended.

If staff or students think or know they had COVID-19 and had symptoms, they may return to school after:

- 10 days since symptoms first appeared and

- 24 hours with no fever without the use of fever-reducing medications and
- other symptoms of COVID-19 are improving

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

If an employee or student is sent home with symptoms and DOES NOT have a known COVID-19 close contact, they can return to school with a negative test results and once symptoms have improved.

PUSD Testing Administrative Team:

Adrienne Floriano, RN;
 Katia Ahmed, RN;
 Ria Apodaca, Health Programs Director

Target Audience: PUSD employees and PUSD students

Testing Purpose: Surveillance and exposure

Testing Strategy: The following testing schedule is required according to the LA County tier assignment; however, the PUSD BOE has directed staff to conduct weekly surveillance testing throughout the month of April. After April, PUSD will follow the requirements under the County tier assignments below.

	Yellow	Orange	Red	Purple	Purple >14
Staff	Symptomatic and response testing	Symptomatic and response testing	Symptomatic and response testing Every 2 weeks asymptomatic testing	Symptomatic and response testing Every 2 weeks asymptomatic testing	Symptomatic and response testing Weekly asymptomatic testing
Students K-12	Symptomatic and response testing	Symptomatic and response testing	Symptomatic and response testing Every 2 weeks asymptomatic testing	Symptomatic and response testing Every 2 weeks asymptomatic testing	Symptomatic and response testing Weekly asymptomatic testing

Symptomatic Testing: testing for individuals with symptoms of COVID-19 Response

Testing: testing used to identify positive individuals with known or suspected exposure to an individual infected with COVID-19

Asymptomatic Testing: testing used for surveillance to determine district level in school transmission rates

Surveillance Testing for Asymptomatic Staff (*Asymptomatic Testing*):

To ensure the safety of students and staff, the surveillance testing program will be implemented. While in the deep purple tier, all staff members required to be on campus will participate in surveillance testing on a weekly basis. While in red, orange, and yellow tiers, surveillance testing is voluntary and made available to staff and students.

During the one designated week, all teachers, support staff, and administrators will receive a testing kit from Quest Diagnostics at their home address on record. The Quest Diagnostics direct-mail program allows employees to self-collect their sample in the safety of their home. The employee self-collects with a swab that only goes ½ an inch inside each nostril. The employee ships their sample back to Quest Diagnostics via the pre-paid FedEx mailer. COVID-19 test results are available within approximately 2 days from the date the sample is collected. Employees can retrieve their results from the Quest Diagnostics site. Subsequent testing procedures for the remaining weeks of the school year will occur on site or at the PUSD Primary Health Clinic depending on the LA County tier assignment.

On-site surveillance testing materials will be provided by Valencia Lab. Each school site will have a designated day to conduct surveillance testing. Staff will have to register with the COLOR system and make an appointment prior to testing. Staff who will be provided with a self-administered PCR test on site to be administered under the supervision of a nurse. If staff is not able to make an appointment on the assigned day for the school, they can come to the PUSD Health Clinic for testing. Students under 12 years will be assisted by the nurse or parent to complete their testing kit. Results will be received within 24 - 48 hours.

Response Testing:

Any open PUSD school will provide the minimum testing requirement standards established by Cal/OSHA's COVID-19 Emergency Temporary Standards in the event of an exposed case and outbreak. Response testing and outbreak testing will be provided until no longer considered an outbreak.

Testing materials for response testing will be provided by the CDPH and Valencia Branch Laboratory. Once exposure or outbreak is determined by the Site Compliance Team and Pasadena Public Health Department (PPHD), staff and students will be provided with assistance to register with the Color system and given a self-administered PCR test on site to be administered under the supervision of a nurse. Results will be received in 24 - 48 hours.

Symptomatic Testing:

Students or staff who display COVID-19 symptoms (fever, cough, fatigue, or shortness of breath) will be sent home immediately. Symptomatic testing and consulting with a primary physician are recommended. Symptomatic testing is available to PUSD staff and students by appointment through the PUSD Primary Health Clinic, 626-396-3600 xt 88180, and through the ChapCare clinic located at 1595 N. Lake Ave., Pasadena. To register for the ChapCare Clinic use this link: <https://lhi.care/covidtesting>.

Testing Students and Parental Consent:

From CDPH Testing Considerations for LEAs and School Communities:

The testing approach for students includes the option of supervised self-collection for students in any grades, which has demonstrated feasibility and acceptability even in the youngest groups.

Because SARS-CoV2 is recognized as a communicable disease, which is required to be reported, California state law provides that minors 13 years, and older can consent to diagnosis and treatment of COVID-19. Accordingly, for students under the age of 13, the parent or guardian must provide consent, and use their email/phone to obtain results. A parent or guardian can receive their results on behalf of a child (ages under 13) when they provide onset on behalf of that child.

Students ages 13-17 may consent on their own and receive results through their own contact information or through their parent’s contact information. Consent can be obtained once through the school for the duration of the testing program throughout the school year. Consent can be gathered from parents and from school staff using the technology platform engaged by the state.

On-site Asymptomatic Testing Schedule:

April 12 - 16: On site testing for elementary staff

April 19 - 23: On site testing for elementary staff, At home testing for secondary staff

April 26 - 30: At home testing for elementary staff, On site testing for secondary staff

Testing Location	Monday	Tuesday	Wednesday	Thursday	Friday
PUSD Health Clinic	8:00 - 9:30 2:30-3:30	8:00 - 9:30 2:30-3:30	8:00 - 9:30 2:30-3:30	8:00 - 9:30 2:30-3:30	8:00 - 9:30 2:30-3:30
Altadena			11:00-2:00		
Don Benito		11:00-2:00			
Field		11:00-2:00			
Hamilton			11:00-2:00		
Jackson				11:00-2:00	
Longfellow				11:00-2:00	

Madison					11:00-2:00
McKinley		11:00-2:00			
Norma Coombs		11:00-2:00			
San Rafael			11:00-2:00		
Sierra Madre ES					11:00-2:00
Washington					11:00-2:00
Webster				11:00-2:00	
Willard			11:00-2:00		
ECE		7:30-10:30			
FPA					11:00-2:30
Washington MS		11:00-2:30			
Sierra Madre MS			11:00-2:30		
Eliot MS				11:00-2:30	
Blair MS/HS			11:00-2:30		
Marshall MS/HS				11:00-2:30	
Muir HS					11:00-2:30
Pasadena HS		11:00-2:30			

Schedule:

11:00-11:45: Office and support staff

11:45-12:30: Nurses lunch

ELEMENTARY:

12:30-1:00: LEARNS staff, support staff

1:00 - 2:00: Teachers

SECONDARY:

12:30-2:30 Teachers

Communication:

Surveillance Testing (Asymptomatic Testing): Health Programs will send an email out to staff one week prior to their designated date for surveillance testing. Staff will have to register with the Color system prior to testing. The link to register for Color is:

<https://home.color.com/covid/sign-up/start?partner=cph094>

Response Testing:

- If an employee is identified as a close contact, Human Resources staff will notify employees of possible exposure at the school site through email. Notified staff members will receive an email explaining the process to schedule an appointment at a school site or the District Health Clinic.
- If a student is identified as a close contact, Health Programs staff will notify students and their families of possible exposure at the school site through a phone call or email. The student will also be contacted by the PPHD Contact Tracing Team.

Fact Sheet for Patients:

Centers for Disease Control and Prevention (CDC) has issued this fact sheet with more information regarding PCR Tests and False Test Results.

https://www.cdc.gov/coronavirus/2019-ncov/downloads/Factsheet-for-Patients_2019-nCoV.pdf

The District will use the [SISC/Quest surveillance testing program](#) to supplement the District's in-house testing program in partnership with Valencia lab, when necessary.

To download a PDF of this plan, click on [COVID-19 Testing Implementation Plan 4.01.21](#)

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.



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 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 provide updated contact information to the school site's front office. This shall include emergency contact information.

The Office of Student Wellness and Support Services provides [Ongoing Tiered Levels of Attendance Support](#) for personalized support that is triggered when students are absent and/or miss interactions.

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. EOC meetings start with update from Health Programs on rates of community transmission of COVID-19 and other vital public health information.

M. Consultation Process

Since the pandemic began in March 2020, PUSD and its labor partners have conducted a series of meetings. Three 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; 2) Hybrid Simultaneous School Reopening dated November 10, 2020; and 3) Hybrid Simultaneous for Reopening dated March 16, 2021.

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. 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. More recently, the PUSD held a virtual Town Hall on March 30, 2021 to answer questions from parents, students, and employees about the reopening.

After endeavoring 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, we are please to attach herewith our [School Guidance Checklist](#) with

Memoranda of Understanding (MOUs) with the United Teachers of Pasadena dated March 16 and 26, 2021.

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](#)

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.
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 masks at all times. Face masks must be worn by employees working in cubicles, including cubicles equipped with partitions. Employees

are not required to wear face masks when working alone in private offices with closed doors.

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 Masks

Face masks 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 face 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 masks are made of multiple layers of tightly woven, breathable fabric and have a nose wire.
2. Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
3. We will review the needs of students with documented disability and/or medical contraindications to face masks on a case by case basis, with efforts made to not stigmatize the student.
4. Employees with a documented medical contraindication to a face mask may be allowed to wear a face shield with a cloth drape on the bottom tucked into the shirt as long as their medical condition permits it. A drape that is form fitting under the chin is preferred. Human Resources requires a doctor's note be on file for any employees with a mask exemption.
5. If a student refuses to wear a face covering or alternative described above, standard protocol will be to contact parent/caregiver to restate policy, provide student with a mask from the site, and return to instruction. Continued refusal to follow requirements will result in communication to parent/caregiver by central office (Student Supports) and school site administration. See also revised [Student Discipline Measures during COVID-19 \(revised 3.18.21\)](#) to be incorporated into Student/Parent Handbook and posted on PUSD website [here](#).
6. Employees will be offered a mask at no cost and a face shield if requested. Face shields without a mask are not recommended by CDC. The evaluation of face shields is ongoing, but effectiveness is unknown at this time. The mask is to be worn by the employee at all times while on-site and in contact or likely to come into contact with others. Employees need not wear a mask or face covering when alone in a private office or booth or a walled cubicle that is 6 feet or more from neighboring person.
7. A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face mask. See key terms on previous page.

8. Staff who supervise isolation spaces for individuals showing symptoms will also be provided with a medical grade mask. Student or adult visitor with symptoms who are directed to isolation area will be provided with a medical grade mask.
9. Employees are instructed to wash their cloth face masks daily. Parents are instructed to ensure that children have clean face masks.



Links & Resources

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

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 plexiglass barrier unit will be located in the classroom 5 days prior to return to in-person learning to use for when working one-on-one with a student. Use of physical barriers, such as plexiglass, are recommended when 6-feet of distance cannot be maintained between teachers and students. (CDC)

Ventilation

1. HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
2. If HVAC systems are not functioning at maximum capacity, doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
3. Air filters have been upgraded from MERV 6 to hospital grade MERV 10 filters.
4. Each classroom and isolation room will have an air purifier.

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
4. Students, employees, and visitors shall be required to wash their hands or use hand sanitizer upon entering district sites and every time a classroom is entered.

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 Revised 4.1.21.

- System for communication of information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures is in place with District and School COVID-19 Compliance Teams as well as through Communications Plans.

5. Exposure Management and Temporary Class or School Closure

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

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

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

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

Situations that may indicate the need for school closure:

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

- PPHD may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

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

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

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](#)

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](#)
- Health Programs - All District and School Site Compliance Team Members should contact their Compliance Lead or Health Program for training and access to most up to date templates.

4. COVID-19 Resources

- [CA Safe Schools for All](#)
- [Consolidated Framework](#) (January 14, 2021)
- [Cal/OSHA COVID-19 Guidance and Standards](#)
- [Blueprint for a Safer Economy](#)
- [City of Pasadena Public Health Department Covid-19 Info for Schools](#)

5. Employee-Related Forms and Information

[Human Resources for Non-Industrial Leaves & Workers Compensation](#)

Including information on paid leave entitlements under Families First Coronavirus Response Act (FFCRA)

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:

- District COVID Safety Plan
- (CDE) Checklist with attached District CSP
- Exposure Management Plan (PPHD)
- K-12 Re-Opening Protocol (PPHD)
- Certificate(s) of completion of Johns Hopkins Contact Tracing Course
- Current Solutions PPE Ordering-14 day supply
- COVID-19 Compliance Team Members

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 reviews, submits to Pasadena Public Health, and notifies school contacts of changes needed and approval.

We appreciate your flexibility and patience.