



PASADENA

Unified School District

COVID-19 SAFETY PLAN

Version 5
July 23, 2021

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

This COVID-19 Safety Plan/Version 5 replaces the Version 4 Employee COVID-19 Handbook dated April 1, 2021. It has been updated and aligned to guidance released from the: [California Department of Public Health](#) (July 12, 2021); [Pasadena Public Health Department](#) (June 16, 2021), and [Centers for Disease Control and Prevention \(CDC\)](#) (as of July 9, 2021)

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

**PASADENA UNIFIED SCHOOL DISTRICT
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Message from the Superintendent

I am pleased to announce that PUSD plans to open school for a full in-person return of students on August 12, 2021. In preparation for a safe return for students and employees, we have updated our "Covid-19 Safety Plan," now in its fifth edition and revised to meet the changing Center for Disease Control and Prevention (CDC), California Public Health Department (CDPH), and City of Pasadena Public Health Department (PPHD) guidelines as well as our shared foundational principle *that all students must have access to safe and full in-person instruction and to as much instructional time as possible.*

We hope you find these resources helpful. If you need this document in an accessible format, hav 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 the City of Pasadena Public Health Department online at cityofpasadena.net/CSC or by phone at (626) 744-7311.

Sincerely,

Brian O. McDonald, Ed.D.
Superintendent

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COVID-19 Compliance Teams

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

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School COVID-19 Compliance Teams

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

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

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

Key Prevention Strategies

For the 2021-22 school year, the PUSD has updated and will implement the following key prevention strategies, based on CDC, CDPH, PPHD, and Cal/OSHA guidance for COVID-19.

1. Promoting Vaccination

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

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

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

2. Use of Face Masks

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

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

When outdoors:

- Masks are optional outdoors for all in K-12 school settings per current [CDPH guidance](#).
- Based on CDPH recommendation, PUSD is requiring that masks be worn during formal outdoor school events/activities when 3 feet of distance cannot be maintained at all times

Exemptions and accommodations:

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

3. Physical Distancing when possible and Cohorting

Physical Distancing

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

Cohorting

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

School Meals

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

Water

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

On School Buses

- **Students and drivers will be required to wear face masks.**
- Students will fill the vehicle from back to front. The front seat behind the driver will be empty.
- The students will sit one to a seat unless they are family members from the same house.
- Students will practice physical distancing to the best extent possible.
- Parents will be asked to screen their own children (students), so that they can call the transportation office to cancel transportation if the student has a fever. Students will be screened prior to getting on the bus. Screening is conducted before students, visitors and employees may enter the bus similarly to entering the school. Screening includes a check-in concerning fever, cough, shortness of breath and any other symptoms of illness the person may be experiencing. If a student reports a symptom or does not pass the screening, they will not be allowed to enter the bus.
- Should a student become ill while in transit, they will be seated in a dedicated seat directly behind the driver.
- Vehicles will be cleaned and disinfected at the end of each route.

4. Health Screening

Staying Home When Sick and Getting Tested

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

It is recommended that students, employees and parents conduct a [self-check](#) for symptoms (fever of 100°F or above, cough, shortness of breath or difficulty breathing, fatigue, sore throat, chills, headache, muscle or body aches, a new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea).

These checks can be done remotely or in person upon arrival. If the students, employees, or parents have symptoms of COVID-19 infection, they are not allowed to return to campus until they have met the CDPH criteria to return to school:

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

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

5. Screening & Diagnostic Testing

PUSD will provide opportunities For COVID-19 Testing to reduce the risk of transmission and to prevent outbreaks. Testing strategy and frequency will depend on the level of community transmission. Strategies include:

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

PUSD will continue to:

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

Please see Appendix B: COVID-19 Testing Implementation Plan.

6. Handwashing and Respiratory Etiquette

All students, employees and campus visitors are asked to follow these safety guidelines:

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

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

7. Contact tracing, in combination with isolation and quarantine

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.

In Los Angeles County, if you have been in close contact with a person diagnosed with COVID-19 unless you are fully vaccinated for COVID-19 you are required* to:

- Quarantine - stay home and separate yourself from others for 10 days *Monitor your health for 14 days
- Follow the [Health Officer Quarantine Order](#) along with the steps below

*It is still recommended that you get tested for COVID-19 if you have been vaccinated and come into close contact

You do not need to quarantine or get tested if you have no symptoms AND you either:

- Are fully vaccinated for COVID-19. This means 2 weeks have passed since your second dose in a 2-dose vaccine series or 2 weeks have passed since a single-dose vaccine.
OR
- Have recovered from laboratory confirmed COVID-19 in the past 3 months (90 days). This means you had a positive COVID-19 viral test (swab or saliva) test and you completed isolation. (Source: CDPH)

8. Cleaning and Sanitation

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

9. Ventilation

Ventilation will be optimized through:

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

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

10. Visitors and Meetings

Visitors and Volunteers

- At this time, visitors and volunteers to school campuses will be limited to those providing essential direct services.
- All visitors, volunteers and external groups or organizations must use a face mask, sign in before entry, and screen for symptoms. See PUSD [Visitor and Volunteer Policies](#) for more information.

School Events and Meetings

- At this time, IEPs, SSTs, other Parent Teacher and Faculty meetings shall be conducted virtually.
- Back-to-School Nights will be conducted virtually or outdoors as much as possible depending public health conditions

11. Considerations for Students with Disabilities

Safety Considerations for Students with Disabilities

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

Considerations for Employees Working with Students with Disabilities

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

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

B. Continuity of Services Plan

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

1. Exposure Management and Temporary Class or School Closure

PUSD will follow the [Exposure Management Plan](#) required by the Pasadena Public Health Department. The criteria for assigning an individual class or school from in-person learning to temporary distance learning mode is recommended based on the number of cases and stable groups impacted, which suggest that active in-class or in-school transmission is occurring. Closure will be done in consultation with the Pasadena Public Health Department (PPHD), which is our local health department (LHD). Please see more detailed [PUSD Exposure Management and Temporary Class or School Closure Plan \(4.15.21\)](#).

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

2. Continuity of Services

For Individual Students in Quarantine or Self-Isolation

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

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

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

Classroom Exposure or School Closure

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

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

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

3. Connections to Supportive Services

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

Resources for Mental Health Services for Students

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

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

PUSD Crisis Hotline

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

Access to Resources and Support Services

The Office of Student Wellness and Support Services as well as programs and initiatives such as Families in Transition and Community Schools provide outreach to ensure students with unique needs, including foster youth and homeless students, have the necessary resources to access learning while following public health guidelines as well as supports to address academic and social-emotional needs. These resources include:

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

Attendance

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

Reset. Re-Engage. Reignite.

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

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

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

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

Section II: COVID-19 Prevention Program (Employee Handbook)

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Appendix A: Health Screening Protocols

Appendix B: Testing Implementation Plan

Appendix C: Visitor & Volunteer Policies

Appendix D: Staff Training and Family Education

Appendix E: Communications & Stakeholder Consultations

Appendix F: Templates & Resources