



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

# COVID-19 SAFETY PLAN

COVID-19 CONTAINMENT, RESPONSE, AND  
CONTROL PLAN

COVID-19 PREVENTION PROGRAM

*This plan is subject to change as the pandemic evolves and guidance is updated.*

**Updated 3/1/21**



## INTRODUCTION

COVID-19 is the respiratory illness caused by the SARS-CoV-2 virus (a.k.a., novel coronavirus). The virus is thought to be spread through air, primarily from person-to-person close contact, as well as by touching a surface that has the virus on it and then touching your eyes, nose, or mouth. There is the potential to be exposed to the virus while at work, in the community, and at home. The latest information regarding COVID-19 is available on the U.S. Centers for Disease Control (CDC) website (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) and Los Angeles Department of Public Health (LADPH) website (<http://publichealth.lacounty.gov/media/coronavirus/>). Additionally, information on COVID-19 and the district's safety protocols is posted and regularly updated on the district's website: <https://www.smmusd.org/coronavirus>. These websites should be regularly reviewed in order to stay current on the dynamics of the disease, including its risks, symptoms, and current guidance on prevention, return to work practices, and what to do if you are sick.

The purpose of the COVID-19 Safety Plan (COVID-19 Containment, Response, and Control Plan) is to define the measures being taken by Santa Monica-Malibu Unified School District (SMMUSD) to help reduce the risk of infection from the COVID-19 virus (a.k.a., SARS-CoV-2, coronavirus). The defined measures are based upon guidance from established public health authorities as of the date of this document, including the U.S. Centers for Disease Control and Prevention (CDC), U.S. Occupational Safety and Health Administration (OSHA), California Division of Occupational Safety and Health (Cal/OSHA), California Department of Public Health, California Department of Education, and Los Angeles County Department of Public Health, as well as other published environmental health research and guidance materials. This document is also intended to comply with the Cal/OSHA requirements for a written COVID-19 Prevention Program as specified in California Code of Regulations, Title 8, Section 3205. COVID-19 Prevention. While the provisions of this document are intended to help reduce COVID-19 risk, they cannot guarantee that infection will not occur.

These reopening protocols cover five key areas:

- (A) Workplace policies and practices to protect employee and student health
- (B) Measures to ensure physical distancing
- (C) Measures to ensure infection control
- (D) Communication with employees, students and families of students and the public
- (E) Measures to ensure equitable access to critical services.

NOTE: The terms "employees" and "staff" are used in these protocols to refer to individuals who work in a school facility in any capacity associated with teaching, coaching, student support, provision of therapies or personal assistance to individual students, facility cleaning or maintenance, administration, or any other activity required for the school to function. "Employees" or "staff" may include individuals who are: paid directly by the relevant school system, paid by entities acting as contractors to the school, paid by outside entities acting in collaboration with the school to serve students, paid by third parties to provide individual student services, or unpaid volunteers acting under school direction to carry out essential functions. The term "parents" is used in these protocols to refer to any persons serving as caregivers or guardians to students.



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## PART A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF AND STUDENTS



## WORKPLACE POLICIES AND PRACTICES

SMMUSD's COVID-19 Containment, Response and Control Plan describes the district and school's comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes the following elements:

1. *COVID-19 Compliance Team.* SMMUSD has designated a District-wide COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. Additionally, a COVID-19 Compliance Team will be established at each school to ensure that each campus is following the District Plan. One member of each team is designated as a liaison to DPH in the event of an outbreak on campus. The names, titles, and contact information for each District-wide and School COVID-19 Compliance Team member are found in Appendix A.
2. *School Exposure Management Plan.* SMMUSD has a School Exposure Management Plan which details steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student or visitor) tests positive for, or has symptoms consistent with COVID-19. The plan follows guidance from LACDPH ([http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan\\_K12Schools.pdf](http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan_K12Schools.pdf).) The plan addresses:
  - a. Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan allows for temporary, on-site isolation of the case if arrangements are needed for the person's return to their home.
  - b. Fact-sheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.
  - c. A protocol to initiate the School Exposure Management Plan consistent with DPH guidance that outlines procedures for:
    - i. Isolation of case(s);
    - ii. Identification of persons exposed to cases at school;
    - iii. Immediate quarantine of exposed employees and/or students; and
    - iv. Assurance of access to testing for students and employees who are symptomatic or have known or suspected exposure to an individual infected with SARS-CoV-2.
  - d. Communication to students, staff, and parents
    - i. If a known or suspected case of COVID-19 is found present in a school and/workplace, notification letters will be provided to specific employees or students who are determined to have been potentially exposed to the case based on a case investigation. In addition, a general notification letter will be provided to the school and/or workplace that will inform persons on the site of a known or suspected case. No notice will contain personally-identifiable information.
    - ii. Employees, employers of subcontractors, and the SMMUSD community will be notified when a confirmed case was identified at an SMMUSD site during their infectious period. When a confirmed case is identified at a site, a notification will be sent to all parties who were at the site the same day or days as the confirmed case during their infectious period.

- iii. The District maintains a dashboard of the number of student and staff positive cases, number of persons on isolation and number of persons on quarantine. The dashboard is publicly available on the District's website:  
<https://www.smmusd.org/Page/6297>
  - e. Notification of DPH of all confirmed cases of COVID-19 disease among employees and children who had been at school at any point within 14 days prior to the illness onset date. The illness onset date is the COVID-19 test date or Symptom Onset Date of the infected person, whichever is earlier. Reporting of cases is done within 1 business day of the school's notification of the case. This can be completed online using the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport> or by downloading and completing the COVID-19 Case and Contact Line List for the Education Sector and sending it to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).
  - f. A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health. This can be done using the same reporting options described above: (1) submitting the report online at <http://www.redcap.link/lacdph.educationsector.covidreport> or (2) completing the COVID-19 Case and Contact Line List for the Education Sector and emailing it to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov). The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.
  - g. The district will investigate outbreaks to determine possible site or workplace related factors and implement changes as needed to reduce the transmission of COVID-19 based on the investigation.
  - h. Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.
  - i. The School Exposure Management Plan is found in Appendix E.
  - j. SMMUSD will report immediately to Cal/OSHA any COVID-19-related serious illnesses or death of an employee occurring in SMMUSD work site or in connection with SMMUSD employment.
3. *Surveillance / Screening Testing.* Asymptomatic testing of school personnel will be incorporated into regular school operations in accordance with guidance from the California Department of Public Health and LA County DPH, for surveillance and screening purposes. Testing cadence will be weekly. The periodic testing will be conducted in collaboration with Valencia Branch Lab. Details of the program may be viewed at: [https://drive.google.com/file/d/1nCw\\_Eu80CoFGqnvIV-ILhObTcmnz1RfD/view](https://drive.google.com/file/d/1nCw_Eu80CoFGqnvIV-ILhObTcmnz1RfD/view). All surveillance testing results will be reported to the Department of Public Health.
4. *Vulnerable / At-Risk Employees.* Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
5. *Work from Home.* Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.
6. *Modified Shifts.* In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.

7. *Sick / Exposed Persons.* All persons including employees and students have been told not to come to campus if sick or if they have been exposed to a person who has COVID-19. School officials provide information to employees regarding employer or government sponsored leave benefits.
8. *Health Screenings.* Health screenings are conducted before individuals may enter campus. Checks include a check-in concerning COVID-19 symptoms and if the individual has had contact with a person known to be infected COVID-19 in the last 14 days. A temperature check is also done at the worksite if feasible. **SMMUSD uses a web-based health screening tool for staff and students. All staff and students are to use this tool to conduct self-screening before coming on campus. Additional information on the tool is provided in Appendix D.**
9. *Use of School Facilities.* Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted.
10. *Face Masks Required.* 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 face mask.
  - a. Employees who have contact with others are offered, at no cost, an appropriate face mask that covers the nose and mouth. The mask is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
  - b. All staff must wear face masks at all times except when working alone in private offices with closed doors or when eating or drinking. A face mask is required when an employee is in a cubicle.
  - c. 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.
  - d. Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate a face mask.
  - e. Employees are instructed to wash or replace their face masks daily. Parents are instructed to ensure that children have clean face masks.
11. *Workstations.* All individual employee workstations or areas used by employees working as part of a team allow for separation of at least 6 feet. Classroom furniture is arranged to permit a distance of at least 6 feet between the teacher's desk and the nearest student(s).
12. *Eating and Drinking.* To ensure that masks are worn consistently and correctly, staff are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, staff must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others, including visitors. Eating or drinking in one's own office or outdoors is preferred to eating in a breakroom if doing so provides greater distance from and barriers between staff. Break rooms are closed if possible.
13. *Break Rooms.* In compliance with wage and hour regulations, breaks are staggered and seating in break rooms is spaced to ensure that 6-foot physical distancing can be maintained, if they are open. Break rooms are closed if feasible.



14. *Employees and Visitors Instructions.* All employees, on-site contractors, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face masks when around others. Instructions provided to all employees and visitors are provided in Appendices B and C.
15. *Cleaning and Disinfection.* Break rooms, restrooms, classrooms, and other common areas used or visited by staff are cleaned/disinfected frequently. See Environmental Cleaning section below in Part C. Additionally, detailed cleaning and disinfection schedules and protocols are provided in Appendix F. Cleaning/disinfectant supplies are made available to employees who require them (e.g. custodians and nurses).
16. *Hand Sanitizer.* Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations: building entrances/exits, central office, stairway entrances, elevator entry (if applicable), classrooms (when sinks are not present in the classroom), faculty breakroom, and faculty offices
17. *Handwashing Supplies.* Soap and water are available to all employees at the following location(s): Restrooms, break rooms, kitchens, and additional temporary sinks have been ordered.
18. *Handwashing Opportunities.* Employees are offered frequent opportunities to wash their hands.
19. *Minimize Sharing.* Each employee is assigned their own tools, supplies, equipment, and defined workspace to the extent feasible. Sharing of workspaces and held items is minimized or eliminated.
20. *Periodic Inspections.* SMMUSD shall conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with SMMUSD COVID-19 policies and procedures. An inspection form is provided in Appendix J.
21. *Employee Training.* Nurses provide a 1-hour online COVID-19 training for all staff as well as a 30 minute in-person PPE and site protocol training for staff working directly with students on campus. The training is available here: [https://docs.google.com/presentation/d/17TzIzLPsIPqePWnF873LxMTAxjzwHBbl\\_VsEkQR7Z98/edit?usp=sharing](https://docs.google.com/presentation/d/17TzIzLPsIPqePWnF873LxMTAxjzwHBbl_VsEkQR7Z98/edit?usp=sharing) Additionally, information on COVID-19 and the district's safety protocols is posted and regularly updated on the district's website: <https://www.smmusd.org/coronavirus>.
22. *Website.* Information on COVID-19 and the district's safety protocols is posted and regularly updated on the district's website: <https://www.smmusd.org/coronavirus>

**PART B.**  
**MEASURES TO ENSURE PHYSICAL DISTANCING BY**  
**STAFF, STUDENTS AND VISITORS**



## PHYSICAL DISTANCING

1. *Maximum Capacity.* Facilities shall not allow more than the maximum number of employees and students that would allow physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible. Under no circumstances are students to have less than 4 feet between them.
2. *School Busses.* Measures are in place to ensure physical distancing of students on school busses. These include:
  - a. A maximum of one child is permitted per bus seat.
  - b. Face masks required at all times.
  - c. Use of alternating rows.
  - d. Open windows (if air quality rider safety concerns allow)
3. *Transportation.* Additional measures are in use to ensure physical distancing during transportation to school.
  - a. Staggered school start times to permit more than one trip per bus at school start and close.
  - b. Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry.
  - c. Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming.
    - i. Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of face masks.
  - d. Building infrastructure is in place to support bicycle commuting.
4. *Arrival.* Measures are in place to ensure physical distancing as students, parents or visitors arrive at entry to school. These include:
  - a. Students exit busses or other vehicles single file through one door.
  - b. School employees are deployed to meet incoming busses, cars and students arriving on foot or by bicycle to assure distancing is maintained and avert gatherings.
  - c. Tape or other markings are used to help students maintain physical distancing as they line up to enter the school.
  - d. Multiple entrances and exits are used to avoid overcrowding at arrival and dismissals as long as all entrances and exits have adequate monitoring of arriving and exiting students and employees.
5. *Movement through School.* Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building. These may include:
  - a. School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.

- b. Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining a 6 foot distance between riders; during peak building entry and exit times, this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6- foot physical distance between riders. All riders are required to wear face masks.
- c. The following measures are in place to avoid crowding on stairways:
  - i. Designation of up and down stairways
  - ii. Staggering of breaks between classes
  - iii. Monitoring of stairways by school staff

6. *Stable Groups and Cohorts*

- a. Stable groups are in place for full-grade in person instruction, with the maximum size for stable groups being the number that allows appropriate physical distancing within the available instructional space. Students are assigned to stable groups which do not mix with other stable groups.
- b. For certain special programming (daycare for school-aged children, specialized services for defined subgroups of children including special education and english learners), a cohorting approach is used, maintaining a cohort of no more than 14 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting, throughout the school day. A supervising adult may be assigned to 2 different cohorts if they offer specialized services/support that cannot be provided by any other supervising adult.

7. *Classrooms.* Measures are in place to ensure physical distancing within classrooms.

- a. In-person class size has been limited to the number of students to allow at least 6 feet physical distancing.
- b. The school day has been divided into shifts to permit fewer students per class.
- c. Attendance is staggered to reduce the overall number of students in classrooms on a given day.
- d. Some classes have been moved entirely online.
- e. Online class attendance is offered as an option for students for all students for all classes.
- f. Alternative spaces are used to reduce the number of students within classrooms. These may include: school library, auditorium, cafeteria, gymnasium, or others
- g. Classroom furniture is set up to ensure 6 feet between students at their desks/tables and between students and teachers (placement of desks/tables, use of floor markings to indicate required distance, etc.) to the extent feasible. Where 6 feet of distance is not possible, physical barriers are used to minimize close contacts. Under no circumstances is distance between student seating less than 4 feet.
- h. Furniture designed for in-class group activities that bring students closer than 6 feet has been reconfigured or removed from the classroom.
- i. Nap or rest areas in classrooms have students placed 6 feet apart and alternating feet to head.
- j. Teaching methods have been modified to avoid close contact between students in laboratories and other classes that may usually involve group activities.



8. *Gym Class Activities.* Gym class activities are offered outdoors and are selected to permit physical distancing. Contact sports are not permitted.
9. *Locker Rooms.* School policies enforce physical distancing (students maintain distance of 6 feet) in locker rooms. Policies may include:
  - a. Offering access to locker rooms only when staff supervision is possible
  - b. Staggering locker room access
  - c. Creating an alternative option for storage of student clothing, books and other items.
10. *School Meals.* Measures are in place to maintain physical distancing during school meals. These may include:
  - a. Meals are eaten in classrooms or outdoors, without any mingling of cohorts from different classrooms.
  - b. If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.
  - c. Staff are deployed during meals to maintain physical distancing and prevent any mixing of students from different cohorts.
  - d. If meals take place in a cafeteria, meal times are staggered to only allow one cohort at a time in the cafeteria.
  - e. If meals take place in a cafeteria, space between tables/chairs has been increased to support 6 feet of physical distancing. Barriers between tables and/or chairs may be used as an alternative when 6 feet of distancing is not possible.
  - f. Buffet and family style meals have been eliminated.
  - g. Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
  - h. Physical barriers are in place where needed to limit contact between cafeteria staff and students.
11. *Food Preparation and Service.* Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees.
12. *Student Support Services.* Measures are in place to permit physical distancing in school areas used for student support services.
  - a. Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) have been instructed to maintain a physical distance of at least 6 feet to the extent feasible while engaging in student support activities.
  - b. Furniture and equipment in school areas used for student support services are arranged to promote a 6-foot distance between any two students and/or between students and staff.
  - c. Where feasible and appropriate, therapeutic and support activities are conducted virtually.
  - d. Sharing of equipment and supplies is avoided where possible. Should equipment need to be shared, it must be sanitized before and after each use by a different student and/or employee.
  - e. Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.

13. *Administrative Areas.* Measures are in place to permit physical distancing in administrative areas of the school.

- a. Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
- b. Tape or other markings are used to define a 6-foot radius around reception desks or counters.
- c. Work stations of administrative personnel have been arranged to permit 6 feet between individuals sharing a space or between office personnel and students or other staff required to visit the space.

14. *Extracurricular Activities.* Measures are in place to ensure physical distancing and safe infection control practices in extracurricular activities. These may include:

- a. Spectator events are not permitted at this time; this includes both indoor and outdoor events.
- b. Extracurricular athletic teams that the school has chosen to reopen (limited to sports permitted by state orders and which allow physical distancing, such as tennis, golf, gymnastics activities that do not require a spotter, etc.) have been reconfigured as necessary to incorporate physical distancing into training and play.
- c. Extracurricular team sports that do not allow physical distancing (baseball, football, soccer, etc. have not reopened. Note that coaches may provide conditioning and skill building programs to students for their individual use.
- d. Measures are in place to avert unsupervised clustering of students in locker rooms. These may include:
  - i. Offering access to locker rooms only when staff supervision is possible
  - ii. Staggering locker room access
- e. Extracurricular musical activities have been moved online or reconfigured as necessary to incorporate physical distancing.
  - i. Choral groups or any activities that require singing or chanting are suspended.
  - ii. Instrumental groups are configured to permit a distance of at least 6 feet between musicians.
- f. Extracurricular activities that are not athletic or musical (teams, clubs) meet online rather than in person to the extent feasible.
- g. In person school-wide events (assemblies, school plays, etc.) and group field trips have been halted.

## PART C. MEASURES TO ENSURE INFECTION CONTROL



## HEALTH SCREENING

1. **SMMUSD uses a web-based health screening tool for all staff and students. All staff and students are to use this tool to conduct self-screening before coming on campus. Additional information on the tool is provided in Appendix D of the Covid-19 Safety Plan.**
2. Screening is conducted before students, visitors and staff may enter the school. Screening includes a check-in concerning symptoms consistent with possible COVID-19 and any other symptoms the individual may be experiencing. For staff and students, checks are done remotely (e.g. home screening). For visitors, checks are done at entry. A temperature check with a no-touch thermometer is also performed at entry for all staff, students, and visitors, when feasible. Screening protocols are provided in Appendix D.
  - a. Students, staff, and visitors who screen positive at entry or who report symptoms at any point during the school day will be reported to the COVID-19 Compliance Team (see Section A). The COVID-19 Compliance Team will determine whether the individual should be excused from the facility according to DPH guidance on [Symptom and Exposure Screening Pathways](#) at Educational Institutions. Students who screen positive are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while a determination is made on exclusion and arrangements are made for their return home, where indicated.
  - b. Per the DPH Symptom and Exposure Screening Pathways, students, staff, and visitors who have had close contact with an individual who has screened positive for symptoms consistent with possible COVID-19 are notified of the potential exposure. These individuals are not required to quarantine unless the exposure has been confirmed through a positive COVID19 diagnostic viral test or a clinical diagnosis from a medical provider. Students who have a confirmed exposure are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Quarantine Order.
2. Screening of adults and 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.
  - a. Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID- 19.
  - b. Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical 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 are advised to seek testing for the child.



## VISITORS

1. *Visitors.* Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These may include:



- a. Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely.
- b. Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and visitors must complete a screening and sign-in before entering the school site. 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 also captured in the visitor log.
- c. 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 2 or older and not at risk due to a respiratory condition.
- d. Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible. Visitors are not permitted to interact with any cohorts.
- e. Visitors arriving at the school are required to wear a face mask at all times while in the school. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face mask by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them.
- f. Instructions for visitors are provided in Appendix C.



## VENTILATION

1. *Ventilation.* Measures are in place to promote optimal ventilation in the school. These may include:
  - a. The school HVAC system is in good, working order.
  - b. 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.
  - c. Portable, high-efficiency air cleaners have been installed if feasible.
  - d. Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
  - e. Air filters have been upgraded to the highest efficiency possible.
  - f. Additional information on HVAC measures is provided in Appendix F.



## ENVIRONMENTAL CLEANING

1. *Environmental Cleaning.* Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces and objects throughout the school. These may include:
  - a. A cleaning and disinfecting schedule have been established in order to avoid both under- and over- use of cleaning products.

- b. Buses are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are disinfected after every completed bus route.
- c. 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 at least daily and more frequently as resources allow using appropriate products (see below).
- d. Use of shared objects is eliminated wherever possible. Staff and students are encouraged to use water bottles instead of water fountains, but water fountains will remain open for refill of bottles.
- e. 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.
- f. 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.
- g. To reduce asthma risk disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) are selected. Products which contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds are avoided.
- h. Custodial and other staff 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.
- i. Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product.
- j. All cleaning products are kept out of children's reach and stored in a space with restricted access.
- k. Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, the setting that brings in fresh air is used. Air filters and filtration systems are maintained to ensure optimal air quality.
- l. Enhanced cleaning of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day.
- m. Steps are taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- n. Restrooms, lobbies, break rooms, and lounges and other common areas in use are disinfected frequently.
- o. Detailed cleaning and disinfection schedules and protocols are provided in Appendix F.



## FACE MASKS

1. *Face Masks.* Measures are in place to ensure use of appropriate face masks by all staff, students and visitors at all times. These include:
  - a. Staff, parents and students are informed of the requirement for face masks prior to the start of school and on a regular basis throughout the school year.
  - b. All students over age 2 are required to wear face masks at all times while on school property except while eating, drinking or carrying out other activities that make that preclude use of face masks.
  - c. Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate face masks.
  - d. Information is provided to staff, parents and students concerning proper use of face mask including the need to wash face masks after each day's use.
  - e. Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and the depicts proper use of face masks.
  - f. As feasible, two face masks are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own face masks.
  - g. Parents of younger children are encouraged to provide a second face mask for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face mask during the day.
  - h. Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of face masks.
  - i. Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.). as appropriate.
  - j. Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building.
2. *Exceptions.* Staff & students who are alone in a private office with door closed are not required to wear face masks. Students may also remove face masks when eating or napping or when wearing a face mask is otherwise impracticable (e.g., while showering, etc.). The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a face mask to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.



## HAND HYGIENE

1. *Hand Hygiene.* Measures are in place to ensure frequent hand washing by staff, students and visitors. These may include:
  - a. Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.



- a. Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
- b. Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.
- c. Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
- d. Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
- e. Ethyl alcohol-based (containing at least 60% ethanol) hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided, music and art rooms). Hand sanitizer based on isopropyl alcohol is not used in the school as it is more irritating and can be absorbed through the skin. Hand sanitizer is not out in the open and is used with adult supervision for children. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.
- f. Hand sanitizer, soap and water, tissues and trash cans are available to the public at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.



## **PART D. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC**



## COMMUNICATION

1. SMMUSD shall consult with labor and parent/community organizations in the development of its reopening plans. Details on the specific organizations and consultation dates are provided in Appendix K.
2. Information is sent to parents and students prior to the start of school concerning school policies related to:
  - a. Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19.
  - b. Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19.
  - c. Who to contact at the school if student has symptoms or may have been exposed.
  - d. How to conduct a symptom check before student leaves home.
  - e. Required use of face masks.
  - f. Importance of student compliance with physical distancing and infection control policies.
  - g. Changes in academic and extracurricular programming in order to avert risk.
  - h. Changes in school meals in order to avert risk.
  - i. School policies concerning parent visits to school and advisability of contacting the school remotely.
  - j. Importance of providing the school with up-to-date emergency contact information including multiple parent contact options.
3. A copy of this protocol is posted at all public entrances to the school.
4. Signage has been posted through the school reminding staff and students of policies concerning physical distancing, use of face masks, and importance of hand washing.
5. Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
6. The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
7. Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face masks, physical distancing and hand washing.
8. Online outlets instruct students, parents and teachers on how to contact the school in case of infection or exposure.
9. Information on Covid-19 and the district's safety protocols is posted and regularly updated on the district's website: <https://www.smmusd.org/coronavirus>
10. Case response communication. If a known or suspected case of COVID-19 is found present in a school and/workplace, notification letters will be provided to specific employees or students who are determined to have been potentially exposed to the case based on a case investigation. In addition, a general notification letter will be provided to the school and/or workplace that will inform persons on the site of a known or suspected case. No notice will contain personally-identifiable information.
11. The District maintains a dashboard of the number of student and staff positive cases, number of persons on isolation and number of persons on quarantine. The dashboard is publicly available on the District's website: <https://www.smmusd.org/Page/6297>



## PART E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES



## EQUITABLE ACCESS

1. A plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student. Special education protocols are provided in Appendix G.
  - a. This plan includes a method for proactive school contact with parents at the beginning of the school year to assure that issues related to the child's education and safety are being addressed.
  - b. Modifications to individual IEPs and 504 plans may involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning.
  - c. Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
2. Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.





## APPENDIX A:

# TEAM CONTACTS AND RESOURCES



## Contacts & Resources

### 1.0 DISTRICT COVID-19 COMPLIANCE TEAM (TASK FORCE)

#### District COVID-19 Compliance Team

Name	Department/Title	Phone	Email
Susan Bronstein	Coordinating Nurse	310-450-8338 x70218	sbronstein@smmusd.org
Carolina Rodriguez	School Nurse	310-395-3204 x71507	carol.rodriguez@smmusd.org
Mark Kelly	Assistant Director of Human Resources	310-450-8338 x70220	mkelly@smmusd.org
Tara Brown	Director of Student Services	310-450-8338 x70217	tbrown@smmusd.org
Carey Upton	Facilities, Director	310-450-8338 x71585	cupton@smmusd.org
Terance Venable	Facilities, Buildings and Grounds Manager	310-450-8338 x70267	tvenable@smmusd.org
Jerry Gibson	Facilities, Use Manager	310-450-8338 x71577	jgibson@smmusd.org
Deanna Sinfield	Director of Special Education	310-450-8338 x70393	dsinfield@smmusd.org
Joseph Garcia	Special Education Coordinator	310-450-8338 x70225	josephgarcia@smmusd.org
David Kahn	FACS (Consultant)	503-595-1001	dkahn@forensicanalytical.com
Lydia Feng	FACS (Consultant)	310-668-5600	lfeng@forensicanalytical.com
TBD	Risk Management		
Rita Kachru MD	Health and Safety DAC Member; Medical Consultant		RKachru@mednet.ucla.edu

### 2.0 SCHOOL COVID-19 COMPLIANCE TEAMS (TASK FORCES)

#### Child Development Services (Various Sites) COVID-19 Compliance Team

Name	Department/Title	Phone	Email
Susan Samarge-Powell	Administrator / Principal	(310) 399-5865 x79524	<a href="mailto:ssamarge@smmusd.org">ssamarge@smmusd.org</a>
Maya Lindemann	School Nurse	(310) 828-2814 x62209	<a href="mailto:mlindemann@smmusd.org">mlindemann@smmusd.org</a>
Silvia Romero	Administrative Assistant	(310) 399-5865 x79526	<a href="mailto:sromero@smmusd.org">sromero@smmusd.org</a>
Ruben Carillo	Custodian	(310) 450-8338	<a href="mailto:rcarrillo@smmusd.org">rcarrillo@smmusd.org</a>

#### Edison Language Academy COVID-19 Compliance Team

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Lori Orum	Administrator / Principal	310 828-0335 ext 61302	<a href="mailto:lorum@smmusd.org">lorum@smmusd.org</a>
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Alicia Alvarez	Administrative Assistant	310-828-0335, ext 61349	<a href="mailto:aalvarez@smmusd.org">aalvarez@smmusd.org</a>
Steve Morales	Custodian	(310) 450-8338	<a href="mailto:smorales@smmusd.org">smorales@smmusd.org</a>

#### Franklin Elementary COVID-19 Compliance Team

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Cynthia McGregory	Administrator / Principal	(310) 828-2814 x62200	<a href="mailto:cmcgregory@smmusd.org">cmcgregory@smmusd.org</a>
Priscilla Guzman	School Nurse	(310) 828-2814 x62209	<a href="mailto:pguzman@smmusd.org">pguzman@smmusd.org</a>
Bette Fruchtmann	Administrative Assistant	(310) 828-2814 x62203	<a href="mailto:bfruchtmann@smmusd.org">bfruchtmann@smmusd.org</a>
Murphy Brown	Custodian	(310) 450-8338	<a href="mailto:m.brown@smmusd.org">m.brown@smmusd.org</a>

**Grant Elementary Academy COVID-19 Compliance Team**

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Rachel Bressler	School Nurse	310-450-7651 Ext 63122	<a href="mailto:rbressler@smmusd.org">rbressler@smmusd.org</a>
Lisa Allen	Administrative Assistant	310-450-7651 ext. 63-176	<a href="mailto:lallen@smmusd.org">lallen@smmusd.org</a>
Malcolm West	Custodian	(310) 450-8338	<a href="mailto:mwest@smmusd.org">mwest@smmusd.org</a>

**John Adams Middle School JAMS COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
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Barrett Gottlieb	School Nurse	310 452-2326x72210	<a href="mailto:bgottlieb@smmusd.org">bgottlieb@smmusd.org</a>
Jenelle Beekman	Administrative Assistant	310 452-2326X72209	<a href="mailto:jbeekman@smmusd.org">jbeekman@smmusd.org</a>
Mike Mcalpine	Custodian	(310) 450-8338	<a href="mailto:mmcalpin@smmusd.org">mmcalpin@smmusd.org</a>

**John Muir Elementary School/ Santa Monica Alternative School House (SMASH) COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
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Jessica Rishe	Administrator / Principal	(310) 396-2640	<a href="mailto:jrishe@smmusd.org">jrishe@smmusd.org</a>
Kelsy Houseman	School Nurse	(310) 399-7721 x 64105	<a href="mailto:khousman@smmusd.org">khousman@smmusd.org</a>
Nancy Navarro	Administrative Assistant	(310)399-7721	<a href="mailto:nnavarro@smmusd.org">nnavarro@smmusd.org</a>
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Tracey Harris	Custodian	(310) 450-8338	<a href="mailto:tharris@smmusd.org">tharris@smmusd.org</a>

**Lincoln Middle School COVID-19 Compliance Team**

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Daric Keleher	Administrator / Principal	(310) 393-9227 x 73568	<a href="mailto:dkeleher@smmusd.org">dkeleher@smmusd.org</a>
Jackie Mejia	School Nurse	(310) 393-9227 x 73571	<a href="mailto:jmejia@smmusd.org">jmejia@smmusd.org</a>
Elena Martin	Administrative Assistant	(310) 393-9227 x 73554	<a href="mailto:emartin@smmusd.org">emartin@smmusd.org</a>
Mike Yoshioka	Administrative Assistant	(310) 393-9227 x 73558	<a href="mailto:myoshioka@smmusd.org">myoshioka@smmusd.org</a>
Shawn Brown	Custodian	(310) 450-8338	<a href="mailto:sbrown@smmusd.org">sbrown@smmusd.org</a>

**Malibu Elementary School COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
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Amanda Lyons	School Nurse	310-457-6801 Ext, 78204	<a href="mailto:alyons@smmusd.org">alyons@smmusd.org</a>
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Anthony Quintana	Custodian	(310) 450-8338	<a href="mailto:aqintana@smmusd.org">aqintana@smmusd.org</a>

**Malibu High School (MHS) COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
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Eduardo Suaste	Custodian	(310) 450-8338	<a href="mailto:esuaste@smmusd.org">esuaste@smmusd.org</a>
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**Malibu Middle School (MMS) COVID-19 Compliance Team**

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**McKinley Elementary School COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
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Melissa Russell	Administrative Assistant	310-828-5011 ext 65123	<a href="mailto:mrussell@smmusd.org">mrussell@smmusd.org</a>
Lovell Colvin	Custodian	(310) 450-8338	<a href="mailto:lcolvin@smmusd.org">lcolvin@smmusd.org</a>

**Obama Center (Olympic HS, IS, OCLC, Adult School, PPBL) COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
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Nicole Nicodemus	Administrator / Principal	(310) 392-2494 X66210	<a href="mailto:nnicodemus@smmusd.org">nnicodemus@smmusd.org</a>
Maya Lindemann	School Nurse	(310) 392-2494	<a href="mailto:mlindemann@smmusd.org">mlindemann@smmusd.org</a>
Patty Vargas	Administrative Assistant	(310) 392-2494 X66207	<a href="mailto:pvargas@smmusd.org">pvargas@smmusd.org</a>
Maria Perez	Custodian	(310) 450-8338	<a href="mailto:mperez@smmusd.org">mperez@smmusd.org</a>

**Obama PBL COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
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**Roosevelt Elementary School COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
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Lisa Tursi	Administrative Assistant	310-395-0941 Ext 68201	<a href="mailto:LTursi@smmusd.org">LTursi@smmusd.org</a>
Priscilla Guzman (Mon) RN	School Nurse (Mon)	310-395-0941 Ext 68206	<a href="mailto:Pguzman@smmusd.org">Pguzman@smmusd.org</a>
Kenny Harris	Custodian	(310) 450-8338	<a href="mailto:kdharris@smmusd.org">kdharris@smmusd.org</a>

**Santa Monica High School COVID-19 Compliance Team**

Name	Department/Title	Phone	Email
Antonio Shelton	Principal	310-395-3204 ext 71-501	<a href="mailto:ashelton@smmusd.org">ashelton@smmusd.org</a>
Carolina Rodriguez	School Nurse	310-395-3204 ext 71-507	<a href="mailto:carol.rodriquez@smmusd.org">carol.rodriquez@smmusd.org</a>
Caroline Springer	Admin Assistant	310-395-3204 ext. 71-504	<a href="mailto:cspringer@smmusd.org">cspringer@smmusd.org</a>
Favio Reveles	Facilities	424-581-5420 (cell)	<a href="mailto:freveles@smmusd.org">freveles@smmusd.org</a>
Tristan Komlos	Admin Designee	310-395-3204 ext 71-136	<a href="mailto:tkomlos@smmusd.org">tkomlos@smmusd.org</a>
Sarah Paulis	Activities Director	310-395-3204 ext 71-535	<a href="mailto:spaulis@smmusd.org">spaulis@smmusd.org</a>
Evan Fujinaga	Athletics Director	310-395-3204 ext 71-532	<a href="mailto:efujinaga@smmusd.org">efujinaga@smmusd.org</a>
Raymond Cooper	Campus Security	310-395-3204 ext 71-652	<a href="mailto:rcooper@smmusd.org">rcooper@smmusd.org</a>
Favio Reveles	Custodian	(310) 450-8338	<a href="mailto:frevels@smmusd.org">frevels@smmusd.org</a>

### Webster Elementary COVID-19 Compliance Team

Name	Department/Title	Phone	Email
Lila Daruty	Administrator / Principal	(310) 456-9304 x69300	<a href="mailto:ldaruty@smmusd.org">ldaruty@smmusd.org</a>
Kelsey Houseman	School Nurse	(310) 456-6494 x69303	<a href="mailto:khoseman@smmusd.org">khoseman@smmusd.org</a>
Isaura Terry	Administrative Assistant	(310) 456-6494 x69301	<a href="mailto:iterry@smmusd.org">iterry@smmusd.org</a>
Katherine Davis	Custodian	(310) 450-8338	<a href="mailto:kdavis@smmusd.org">kdavis@smmusd.org</a>

### Will Rogers Elementary COVID-19 Compliance Team

Name	Department/Title	Phone	Email
Ryan Bourke	Administrator / Principal	310-452-2364 Ext: 67-333	<a href="mailto:Rbourke@smmusd.org">Rbourke@smmusd.org</a>
Kelsy Houseman	School Nurse	310-452-2364 Ext. 67332	<a href="mailto:khoseman@smmusd.org">khoseman@smmusd.org</a>
Rebecca Lugo	Administrative Assistant	310-452-2364 Ext: 67-334	<a href="mailto:Rlugo@smmusd.org">Rlugo@smmusd.org</a>
Lamont Odom	Custodian	(310) 450-8338	<a href="mailto:lodom@smmusd.org">lodom@smmusd.org</a>

### 3.0 COVID-19 COMPLIANCE RESOURCES

#### Internal Team Resources

<b>Safety Practices Location</b>	Google Drive: <a href="https://drive.google.com/drive/folders/1dQMhJZ2cSdeS9qSSc3f0wn6iXZ8tcysP?usp=sharing">https://drive.google.com/drive/folders/1dQMhJZ2cSdeS9qSSc3f0wn6iXZ8tcysP?usp=sharing</a>
<b>Environmental Health Consultant</b>	Forensic Analytical Consulting Services ( <a href="http://www.forensicanalytical.com">www.forensicanalytical.com</a> ) Lydia Feng o. 310-668-5600 ◊ <a href="mailto:lfeng@forensicanalytical.com">lfeng@forensicanalytical.com</a> David Kahn, CIH o. 503-595-1001 ◊ <a href="mailto:dkahn@forensicanalytical.com">dkahn@forensicanalytical.com</a>

#### Local Public Health Department Contacts

<b>Los Angeles County</b>	<a href="http://publichealth.lacounty.gov/">http://publichealth.lacounty.gov/</a> Phone: (213) 240-8144 Email: <a href="mailto:ACDC-Education@ph.lacounty.gov">ACDC-Education@ph.lacounty.gov</a>
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#### Key Guidance & References

<b>Los Angeles County Department of Public Health (LA DPH)</b>	Main: <a href="http://publichealth.lacounty.gov/media/coronavirus/">http://publichealth.lacounty.gov/media/coronavirus/</a> Schools Guidance: <a href="http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_K12Schools.pdf">http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_K12Schools.pdf</a>
<b>CDC (Centers for Disease Control)</b>	Main: <a href="https://www.cdc.gov/coronavirus/2019-ncov/index.html">https://www.cdc.gov/coronavirus/2019-ncov/index.html</a> Industry Guidance: <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html">https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html</a> Schools & Childcare: <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html</a>
<b>California</b>	Main: <a href="https://covid19.ca.gov/">https://covid19.ca.gov/</a> Industry Guidance: <a href="https://covid19.ca.gov/industry-guidance/">https://covid19.ca.gov/industry-guidance/</a> Cal/OSHA: <a href="https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html">https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html</a> CDPH Schools: <a href="https://files.covid19.ca.gov/pdf/guidance-schools.pdf">https://files.covid19.ca.gov/pdf/guidance-schools.pdf</a> California Department of Education: <a href="https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf">https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf</a> Los Angeles County DPH: <a href="http://www.ph.lacounty.gov/media/Coronavirus/">http://www.ph.lacounty.gov/media/Coronavirus/</a> <a href="https://www.backtoworksafely.org/">https://www.backtoworksafely.org/</a>
<b>Back to Work Safely</b>	Schools Guidance: <a href="https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Reopening-Guidance-for-Schools-K-12_GuidanceDocument.pdf">https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Reopening-Guidance-for-Schools-K-12_GuidanceDocument.pdf</a>



## APPENDIX B:

## EMPLOYEE POLICIES



**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

## What is the hazard?

COVID-19 is the respiratory illness caused by the SARS-CoV-2 virus (a.k.a., novel coronavirus). The virus is thought to be spread mainly from person-to-person through respiratory droplets and contact. It may also be spread by touching a surface that has the virus on it and then touching your eyes, nose, or mouth. There is the potential to be exposed to the virus while at work, in the community, and at home. The latest information regarding COVID-19 is available on the U.S. Centers for Disease Control (CDC) website (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) and Los Angeles Department of Public Health (LADPH) website (<http://publichealth.lacounty.gov/media/coronavirus/>). Both websites should be regularly reviewed in order to stay current on the dynamics of the disease, including its risks, symptoms, and current guidance on prevention, return to work practices and what to do if you are sick. Common questions are answered in the LA County Department of Public Health (LADPH) Frequently Asked Questions handout.

## What safe work practices should be followed?

The following general safe work practices should be followed by all Santa Monica Malibu Unified School District (SMMUSD) employees. Each work area is also evaluated, and additional more specific practices tailored to a specific area or operation may also apply. All employees should be familiar with these additional practices within their work area and should inquire regarding additional practices when visiting other work areas. Questions regarding COVID-19 safety should be directed to the school's COVID-19 Compliance Team. Additional resources related to COVID-19 can be found at SMMUSD's COVID-19 Website: <https://www.smmusd.org/coronavirus>.



### HEALTH SCREENING

1. **Screening.** Employees must not come to work if they have tested positive for Covid-19, if they have Covid-19 symptoms (such as new cough, shortness of breath, difficulty breathing, fever or chills), or if they have had exposure to someone with Covid-19 in the last 14 days. Prior to coming to work, employees and students must conduct self-screening using the district's online screening tool (**see more information on this tool in Appendix D Screening Protocols in the Covid-19 Safety Plan**) or using the attached screening questionnaire and document that they have passed the self-screening. Any employee who does not pass the screening (or develops symptoms during the workday) must go/stay home and notify their supervisor and the school nurse immediately for further directions, including self-isolation instructions. School officials will provide information to employees regarding employer or government sponsored leave benefits.
2. **At Risk Persons.** If an employee is at higher risk of serious complications from COVID-19, they should inform their supervisor and/or school nurse. The nurse or employee's supervisor will inform Human Resources who will in turn provide direction to both the supervisor and the employee, such that work is assigned that can be done from home whenever possible. At risk or vulnerable people include older adults and people of any age who have serious underlying medical conditions. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace. More information is available at: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/people-at-higher-risk.html>.





## PHYSICAL DISTANCING

1. **Maintain Physical Distance.** Maintain at least six feet of distance between yourself and others. More distance and more physical barriers between people are better.
2. **Reduce Need for Physical Interaction.** Coordinate with your supervisor to determine a plan for reducing the need for physical interactions (e.g., working from home, staggered work/break schedules, online interactions). Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home. In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules are instituted to maximize physical distancing where possible.
3. **Evaluate Work Area Layout.** Coordinate with your supervisor and evaluate the need for changing the work area to support physical distancing (e.g., rearranging seating/desks/workstations, installing barriers, directing traffic flow patterns, defining maximum occupancy of conference and break rooms, closing areas).
4. **Distancing Markings/Notifications.** Follow any markings regarding location indicators, traffic flow, or maximum occupancy which may appear on walls, floors, signage, seats or other locations. These notifications are in place to help promote proper physical distancing. Common examples include designations for in use/out of use seating, "wait here" markings on floors, designated entry/exit doors, and "this way" arrows on floors.
5. **Discontinue Non-Essential In-Person Meetings.** If an in-person meeting is determined to be essential, it must be limited to essential attendees, short as possible in duration, and conducted maintaining at least six feet of distancing with masks.
6. **Discontinue Non-Essential Travel.** Due to the challenges inherent in travel (e.g., airplanes, public transit, lodging) it should be avoided when possible. If travel is determined to be essential, develop a trip-specific safety plan incorporating physical distancing as well as other general COVID-19 safety precautions as described below.



## HAND HYGIENE

1. **Hand Hygiene.** Employees shall be offered frequent opportunities to wash their hands. Clean your hands often and avoid touching your eyes, nose, and mouth with unwashed hands. Avoid handshakes, high fives, fist bumps, or other physical contact with others. Wash hands with soap and water thoroughly for at least 20 seconds and dry with single-use towels. If soap and water are not readily available, use a proper hand sanitizer (e.g., at least 60% ethyl alcohol, avoid isopropyl alcohol-based sanitizer which is more toxic). Cover all surfaces of your hands and rub them together until they feel dry. Guidance on hand washing technique from the World Health Organization (WHO) is provided as an attachment. Guidance on hand washing is located in the LADPH handout and from CDC: <https://www.cdc.gov/handwashing/when-how-handwashing.html>.
2. **Sneezing & Coughing.** Cover your mouth and nose with a tissue when coughing or sneezing, then throw the tissue in the trash and wash hands. If no tissue is available, then cough and sneeze into your elbow. Do not come to work if you have COVID-19 symptoms or if you have had close contact with someone with Covid-19 symptoms (see health screening).
3. **Personal Items.** Be cognizant of the handling of frequently used personal items (e.g., phone, keys, wallet/purse, credit/debit cards, tablets, laptops). As these items are frequently touched, they may be viewed as an extension of your hands. Avoid placing these items on public surfaces which may be contaminated. Clean and disinfect these items frequently (see environmental cleaning).

4. *Sharing Items.* Each employee shall be assigned their own tools, supplies, equipment and defined workspace to the extent feasible. Sharing of workspaces and held items shall be minimized or eliminated, or cleaning/disinfection shall be performed between users.



## PROTECTIVE EQUIPMENT

1. *Masks.* 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. Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Masks with one-way valves should not be used. Employees need not wear a face covering when the employee is alone in a private office. Employees shall wash their face coverings daily. CDC guidance on such masks are located at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>. Masks, unlike respirators, are not intended to protect the wearer, but to help protect those around the wearer. Any employee using a respirator (e.g., N95), voluntarily or assigned, must have received approval per the respiratory protection program.
2. *Face Shield.* Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. A teacher in the early grades may use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.
3. *Medical Grade Masks.* A medical grade mask is provided to any employee who cares for sick children (and the sick child) or an employee who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering.
4. *Additional Protective Equipment.* Assignment of any other protective equipment (e.g., gloves, face shields, respirators) must be coordinated through your supervisor and used in accordance with work area/operation specific safety practices. *Examples:* Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.) as appropriate. Health office staff are to wear surgical masks and non-latex gloves. Health office staff with prolonged exposure to ill students must wear protective eyewear (face shields/goggles), gowns, and N-95 masks. Front office staff who are assisting in the health office are to wear masks or face coverings and gloves. Nutrition Services staff are to wear masks or face coverings and gloves. Custodial staff are to wear masks or face coverings and gloves. Refer to the district's PPE Guide in the Covid-19 Safety Plan.



## ENVIRONMENTAL CLEANING

1. *What to Clean.* Frequently touched surfaces (i.e., those touched multiple times or by multiple people) and personal work areas should be cleaned/disinfected regularly. Examples include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, and shared work equipment. The health offices and isolation rooms will be cleaned and disinfected more frequently.
2. *When to Clean.* The fewer people that touch the surface between cleaning/disinfection the better. For frequently touched surfaces, daily cleaning/disinfection should be viewed as a minimum, with cleaning/disinfection multiple times a day or between each use being generally preferred.
3. *How to Clean.* Environmental cleaning involves first cleaning a surface to remove dirt and debris, and then using an approved disinfectant to inactivate the virus. Disinfectants must be used per

the product label, which typically includes a minimum contact time to ensure proper disinfection, as well as precautions for using the product safely (e.g., using gloves). A list of EPA-approved disinfectants for SARS-CoV-2 can be found at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. To reduce asthma risk from disinfectants, select products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) and avoid products which contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds.

4. *Coordination.* Coordinate with your supervisor regarding an environmental cleaning plan for your work area, including access to hand sanitizer, surface cleaning/disinfection products, and other associated supplies. Additional guidance on cleaning/disinfection from the CDC can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>.



## ADDITIONAL PRACTICES

1. *Eating and Drinking.* To ensure that masks are worn consistently and correctly, staff should not eat or drink except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, staff must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others, including visitors. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between staff.
2. *Training.* Coordinate with your supervisor to ensure you complete required COVID-19 safety training and watch for ongoing updates.
3. *Inspection.* Coordinate with your supervisor to ensure the work area is periodically inspected to ensure COVID-19 hazards are addressed and safety practices are being properly implemented.
4. *Case Incident Response.* If a known or suspected case of COVID-19 is found to have been present in the workplace, or exposed to employees, notify the designated COVID-19 Compliance Officer (school nurse or administrator) immediately. A case incident response assessment will be performed to evaluate who was potentially exposed, and what surfaces were potentially contaminated. Notification to affected parties will be provided as appropriate and a cleaning/disinfection plan will be implemented. Note, SMMUSD is required by law to protect private medical information of individuals involved in a case incidents. Therefore, communications regarding case incidents will avoid the use of personally identifiable information.
5. *Visitor/Vendor Communications.* Employees who are primary contacts for visitors and vendors must ensure that visitors/vendors understand that they are expected to follow the COVID-19 safety guidance for visitors, summarized below.
  - a. Visits to the school by individuals other than staff and students are to be avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible.
  - b. Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. 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.
  - c. Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible.

- d. Visitors are instructed that they must wear face coverings at all times, and follow any additional any area/operation-specific COVID-19 safety practices as applicable.
  - e. 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 2 or older and not at risk due to a respiratory condition.
  - f. In addition, employees who are primary contacts for vendors must coordinate with the vendor to learn of any additional safety practices that should be followed by employees or visitors as a result of the vendor's work. This information must then be communicated to affected parties.
6. **Non-Work Activities.** Employees are encouraged to apply COVID-19 precautions similar to these safe work practices to their non-work personal activities. Such diligence in and out of the workplace will serve to protect co-workers, customers, families and communities during this pandemic. Employees should be aware that they may be asked to quarantine in accordance with public health orders if they have recently traveled (e.g. out of state or out of the southern California region), gathered with others outside of their immediate household, or for other reasons where a health professional requires that you quarantine as a necessary precaution before resuming work on-site or in-person.

**Attachment A:** Screening Questionnaire (Employees and Visitors)

**Attachment B:** Los Angeles Department of Public Health – COVID-19 FAQs

**Attachment C:** World Health Organization – Handwash / Handrub Guides

By signing below, I verify that I have read the SMMUSD General Practices for All Employees

Employee Signature: \_\_\_\_\_

# **SCREENING QUESTIONNAIRE**



## Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms  
please leave the building and contact your health care provider.  
Notify your supervisor and school nurse.

**DO NOT ENTER** if you have symptoms such as:



Cough, shortness of breath or difficulty breathing



Fever or chills

## **PLEASE ANSWER THESE QUESTIONS:**

1. Did any of the following symptoms appear within the last 10 days?
  - Cough
  - Shortness of breath
  - Difficulty breathing
  - Fever (at or over 100.4° F)
  - Chills
2. Is your temperature above normal (at or over 100.4° F)?
3. Have you had contact with a person known to be infected with or suspected to have COVID-19 within the last 14 days?

**DO NOT ENTER IF YOU ANSWERED YES TO ANY OF THE QUESTIONS**



# Novel Coronavirus (COVID-19)

## Recent Updates:

12/20/20: The required quarantine period for individuals who have been in close contact with a person diagnosed with COVID-19 has been shortened. Close contacts are now required to self-quarantine (stay in their home or another residence, separate from others) and monitor for symptoms for **10 days** from their last contact with the case instead of for 14 days.  
12/2/20: All public and private gatherings with individuals outside your household are temporarily prohibited.



## 1. How are coronaviruses spread?

Like other respiratory illnesses, human coronaviruses most commonly spread to others from an infected person through:

- Droplets produced through coughing, sneezing, and talking
- Close personal contact, such as caring for an infected person

It may also be possible that a person can also get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes, but this is not thought to be the main way that it spreads. Some people get COVID-19 without ever showing symptoms but they can still spread the infection to others.

## 2. What are the symptoms of COVID-19?

Reported illnesses have ranged from people with mild symptoms to severely ill, requiring admission to the hospital, and death. Some people with COVID-19 never get symptoms.

Symptoms of COVID-19 may include one or more of the following: fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle or body aches, headache, sore throat, nausea or vomiting, diarrhea, congestion or runny nose, or new loss of taste or smell. This list of symptoms is not complete. Please talk to your medical provider about any of these or other symptoms that are severe or concern you. See [ph.lacounty.gov/covidcare](http://ph.lacounty.gov/covidcare) for more information about symptoms.

## 3. What should I do if I have these symptoms?

If you get symptoms, talk to your healthcare provider and consider testing for COVID-19. Remain home and away from others if you are ill. If you have COVID-19, you should follow the *Home Isolation Instructions* ([ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation)). These include staying home for at least 10 days from when your symptoms first appeared AND at least 1 day (24

## Key Points

- COVID-19 is spread through close contact or by touching an object or surface with the virus on it.
- The best protection is to:
  - Wear a cloth face covering
  - Practice physical distancing
  - Wash your hands frequently
  - Avoid touching your eyes, nose, and mouth with unwashed hands
  - Self-isolate if you are sick
  - Quarantine if you have had close contact with someone with COVID-19
- People who have symptoms of COVID-19 or who have been in close contact with someone with COVID-19 should get a test.

## For more information:

Los Angeles County Department of Public Health

Call 2-1-1

<http://publichealth.lacounty.gov/media/Coronavirus/>

Centers for Disease Control and Prevention (CDC)

<http://www.cdc.gov/coronavirus/novel-coronavirus-2019.html>

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hours) after your fever has gone without the use of medications AND your symptoms have improved.

If you have tested positive for COVID-19, be sure to tell all of your [close contacts](#) that they must quarantine and monitor their health for 10 days. Their quarantine can end after Day 10 if they never had any symptoms and if from Day 11 through Day 14 they monitor their health and are extra careful with regular COVID-19 precautions. It is recommended that close contacts get tested for COVID-19 to check if they are infected. If they test negative, they still need to quarantine for 10 days. See the *Home Quarantine Instructions for Close Contacts to COVID-19* ([ph.lacounty.gov/covidquarantine](http://ph.lacounty.gov/covidquarantine)) for additional guidance.

Older adults, and those with weak immune systems or underlying health problems who experience COVID-19 symptoms should call their doctor early, even if they have mild symptoms.

People with emergency warning signs that include difficulty breathing, chest pain or pressure, bluish lips or face, confusion or difficulty waking up should call 9-1-1 immediately or go to an emergency room. If it is not urgent, call your doctor before going in to seek care.

## 4. What should I do if I think I may have been exposed to COVID-19?

If you meet criteria for a “close contact”, you must self-quarantine and monitor your health for 10 days from your last exposure to the infected person and get tested for COVID-19. You can end your quarantine after Day 10 if you don’t have any symptoms during the 10 days and if from Day 11 through Day 14 you monitor your health and are extra careful with regular COVID-19 precautions. You are a close contact if:

- You were within 6 feet of someone with COVID-19 for a total of 15 minutes or more over a 24-hour period.
- You had unprotected contact with the body fluids and/or secretions from someone with COVID-19. For example, you were coughed or sneezed on, you shared a drinking cup or eating utensils, you kissed, or you provided care to them without wearing the right protective equipment.

A person with COVID-19 can infect others from 2 days before their symptoms first started until they are allowed to end their home isolation (as described in [Home Isolation Instructions for People with COVID-19](#)). A person with a positive COVID-19 test but who does not have symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test. Additional instructions can be found in the home instructions guide.

If you don’t meet the criteria to quarantine but were in a crowded situation and/or in close contact with people who were not wearing face coverings and maintaining 6 feet of distance, consider getting tested and staying home for 10 days. If you have recently returned after non-essential travel to another state or country, you are asked to self-quarantine at home for 10 days. In these situations, limit contact to only those in your household. Try to stay at least 6 feet away from others in your household, wear a face covering even at home, and wash your hands and clean high-touch surfaces often. If you get symptoms, call your medical provider and discuss getting tested.

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## 5. Should I get tested for the coronavirus?

It is recommended that people with symptoms of coronavirus get tested. If you are experiencing new symptoms that you think may be from coronavirus, let your doctor know and discuss getting tested. You can also visit [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing) or call 2-1-1 to schedule a same-day or next-day appointment for free testing.

If you have been in close contact with someone with COVID-19, it is recommended that you get a test. This is to see if you are infected and could have infected others. Note that you will still need to stay in quarantine even if your test is negative. See [ph.lacounty.gov/covidtests](https://ph.lacounty.gov/covidtests) for more information.

If you may have been exposed to COVID-19 because you were present at a gathering or activity where you were in a crowded situation and/or in close contact with people who were not wearing face coverings and maintaining 6 feet of distance, consider getting tested and stay home for 10 days.

## 6. How is COVID-19 treated?

There is no cure for the illness caused by COVID-19. However, many of the symptoms can be treated. Treatment is based on the patient's condition. Be aware of scam products for sale that make false claims to prevent or treat this infection. For more information see [COVID Scams and Fraud](#).

## 7. What can I do to protect myself and others from COVID-19?

There are steps that everyone can take daily to [reduce the risk](#) of getting sick or infecting others with COVID-19.

You should:

- Wear a cloth face covering whenever you are outside of your home and around others who are not part of your household.
- Practice [social or physical distancing](#). Whenever you are out, keep at least 6 feet apart from everyone else as much as possible.
- Avoid crowded places and give yourself space from others.
- Keep interactions with non-household members short.
- Wash your hands with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact, like kissing and sharing cups or utensils, toys, or sports equipment (unless it has been disinfected before sharing).
- Avoid or clean and disinfect frequently touched objects and surfaces often using a regular household cleaning product.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue,



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use your elbow (not your hands).

- Increase ventilation - go outside or open windows if it is safe to do so.
- People with underlying health conditions have a much greater risk for serious illness from COVID-19. It is very important for the County's vulnerable residents to stay at home as much as possible and have groceries and medicine delivered.

## 8. Can I visit with my family or friends who do not live with me?

For now, you must stay away from people who are not in your household. Spending time in close proximity with people from different households increases the risk of COVID-19 transmission. The fewer people you have in-person contact with, the lower your risk of getting COVID-19. As of December 18, 2020, all private and public gatherings with individuals not in your household are temporarily prohibited (except for faith-based services and protests).

People at higher risk of severe illness or death from COVID-19 (such as older adults and people with chronic medical conditions) are strongly urged not to attend any gatherings. Medical-grade masks may provide greater protection than cloth face coverings, so people at high risk should strongly consider using these medical face coverings if they will have any close contact with individuals from outside their household.

## 9. Should I wear a facemask?

Cloth face coverings must be used by everyone 2 years and older to cover the nose and mouth when they leave their home. These face coverings are used to help protect others from your respiratory droplets in case you have COVID-19 and are not showing signs of infection. New research indicates that cloth face coverings also offer some protection for the wearer from respiratory droplets from others. People with symptoms of COVID-19 or who have COVID-19 should use a surgical facemask (if available) when they need to leave their home for medical appointments.

Infants and children under the age of 2 should not wear cloth face coverings. Adults should always supervise children under the age of 8 while they are wearing a face covering to ensure the child can breathe safely and avoid choking or suffocation. Anyone who has trouble breathing, is unconscious or otherwise unable to remove the mask or cloth face covering without help or who has been instructed by their medical provider not to wear it for medical reasons should not wear one. See [Cloth Face Covering Guidance](#) for more information.

## 10. Is it safe to travel?

The state of California has issued a travel advisory recommending that all non-essential travel be cancelled and that any travelers entering or returning to California self-quarantine for 10 days. Travel increases your chances of getting infected and spreading COVID-19, so staying home is the best way to protect yourself and others from getting sick. Airports, bus stations, train stations, and rest stops are all places travelers can be exposed to the virus in the air and on surfaces and it can be hard to keep 6 feet apart from other people. If you are thinking of traveling, consider the following:

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- Is COVID-19 spreading where you're going?
- Are you, or anyone you are traveling with, visiting, or spending time with at your destination or when you return home, more likely to get very ill from COVID-19?
- Does the country, state, or local government where you are traveling to or returning to require you to stay home for 10 days after traveling?
- If you are required to stay home or if you get sick with COVID-19, will you have to miss work or school?

Do not travel if you are sick, or if you have been around someone with COVID-19 in the past 14 days.

If you must travel, protect yourself and others by following the steps in the question above "What can I do to protect myself and others from COVID-19?" and the tips for preparing for travel on the CDC [Travel](#) webpage. This webpage also explains the risks from different types of travel.

When returning after non-essential travel to another state or country you are asked to self-quarantine at home for 10 days and limit contact to only those in your household. Non-essential travel is considered travel that is done as part of a vacation for tourism or for recreation.

If you are considered an essential worker and your travel is for work or school then you are not required to stay at home upon your return to Los Angeles County. Essential workers are those who provide critical infrastructure, economic services and supply chains, health, immediate medical care, and safety and security for the community. See page 5 and 14 of the [Reopening Safer at Work and in the Community Health Officer Order](#) for more details on who is considered an essential worker.

## 11. How do I know when work, public spaces, or businesses are safely opening?

Visit the Public Health website to see [What's open in Los Angeles County](#). It is a good idea to **check online or call and ask about safety measures before visiting a business**.

Even though some places are now open, it is important to remember that the virus has not changed, and COVID-19 remains a serious risk. It is still easily spread among people in close contact with each other. You can help [reduce the risk](#) of COVID-19 by continuing to practice social (physical) distancing, wear a cloth face covering whenever you are around others, and wash your hands frequently. Also, remember to stay home if you are sick or if you have been in close contact with someone who is sick.

## 12. What can I do if I get stressed about COVID-19?

When you hear, read, or watch news about COVID-19, it is normal to feel anxious and overwhelmed. It is important to care for your mental as well as your physical health. The Los Angeles County Department of Mental Health's [COVID-19 webpage](#) and the 211LA webpage ([211la.org/resources/subcategory/mental-health](https://211la.org/resources/subcategory/mental-health)) provide local resources to address mental health & wellbeing needs and concerns. Guidance and resources are also available on the CDC webpage, [Coping with Stress](#).

LA County residents have free access to [Headspace Plus](#). This is a collection of mindfulness and meditation resources in English and Spanish. It also has movement and sleep exercises to help manage stress, fear, and anxiety related to COVID-19.

# Novel Coronavirus (COVID-19)

If you want to speak with someone about your mental health, contact your doctor or the Los Angeles County Department of Mental Health Access Center 24/7 Helpline at 1-800-854-7771. You can also text “LA” to 74174.

## 13. What can I do if I am feeling harassed or discriminated against?

The County is committed to assuring that all residents affected by COVID-19 are treated with respect and compassion and that we all separate facts from fear and guard against stigma. The outbreak is no excuse for spreading racism and discrimination. If you are being harassed or experiencing discrimination based on race, nation of origin or other identities, you should report it. 2-1-1 takes reports (by phone or online) of hate crimes, hate acts, and incidents of bullying that have occurred within Los Angeles County regardless of whether or not a crime has been committed. Call 2-1-1 or file a report online at <https://www.211la.org/resources/service/hate-crimes-reporting-22>.

## 14. What else can I do?

- Find a healthcare provider if you don't already have one. If you need help finding a doctor, the 24/7 LA County information line can help - call 2-1-1 or visit the [211LA website](https://www.211la.org).
- Get your flu immunization. Flu will be circulating at the same time as COVID-19 and it is important to protect yourself and those around you from becoming ill with flu. For information on where to get vaccinated for free or low cost, call 211 or visit [ph.lacounty.gov/media/FluSeason](https://ph.lacounty.gov/media/FluSeason).
- Be prepared with food and essential supplies to last 14 days in case you need to isolate yourself or quarantine.
- Always check with trusted sources for up-to-date, accurate information about novel coronavirus.
  - Los Angeles County Department of Public Health (LACDPH, County)
    - <http://publichealth.lacounty.gov/media/Coronavirus/>
  - California Department of Public Health (CDPH, State)
    - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>
  - Centers for Disease Control and Prevention (CDC, National)
    - <http://www.cdc.gov/coronavirus/novel-coronavirus-2019.html>
  - World Health Organization (WHO, International)
    - <https://www.who.int/health-topics/coronavirus>

If you have questions and would like to speak to someone, call 2-1-1.

# How to Handrub?

**RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED**



**Duration of the entire procedure: 20-30 seconds**

**1a**

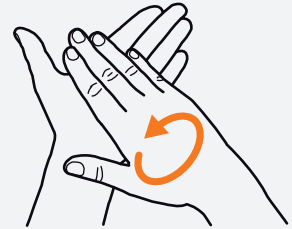


Apply a palmful of the product in a cupped hand, covering all surfaces;

**1b**

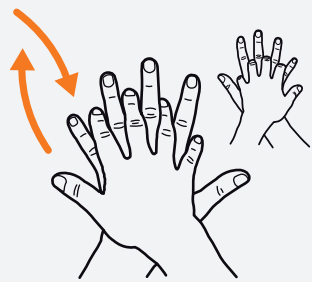


**2**



Rub hands palm to palm;

**3**



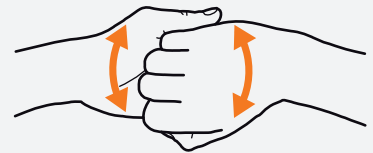
Right palm over left dorsum with interlaced fingers and vice versa;

**4**



Palm to palm with fingers interlaced;

**5**



Backs of fingers to opposing palms with fingers interlocked;

**6**



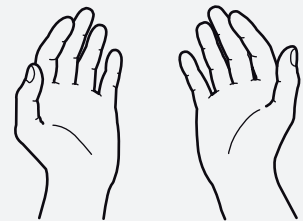
Rotational rubbing of left thumb clasped in right palm and vice versa;

**7**



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

**8**



Once dry, your hands are safe.



**World Health Organization**

**Patient Safety**

A World Alliance for Safer Health Care

**SAVE LIVES**  
Clean Your Hands

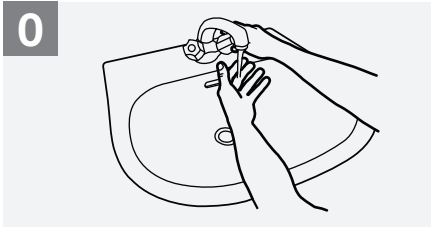
All reasonable precautions have been taken by the World Health Organization to verify the information contained in this document. However, the published material is being distributed without warranty of any kind, either expressed or implied. The responsibility for the interpretation and use of the material lies with the reader. In no event shall the World Health Organization be liable for damages arising from its use.  
WHO acknowledges the Hôpitaux Universitaires de Genève (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.

# How to Handwash?

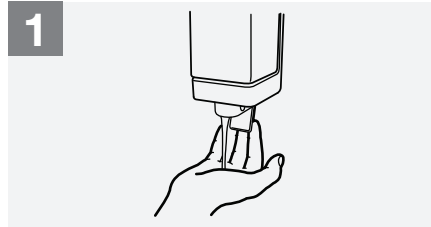
WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB



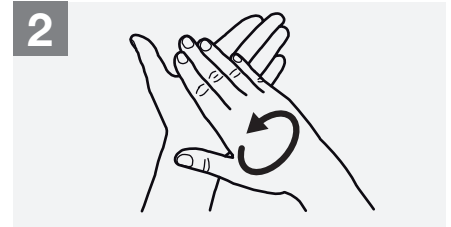
**Duration of the entire procedure: 40-60 seconds**



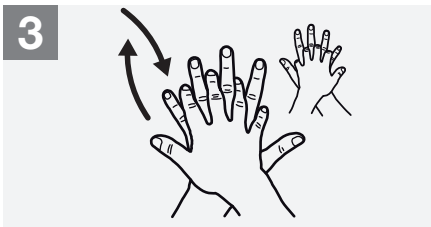
**Wet hands with water;**



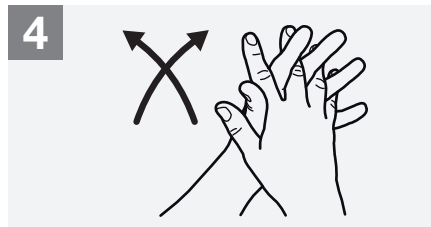
**Apply enough soap to cover all hand surfaces;**



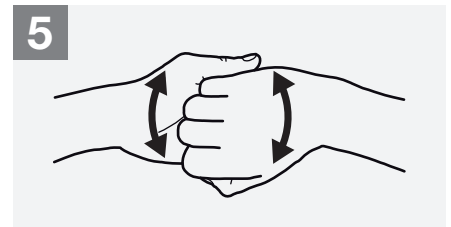
**Rub hands palm to palm;**



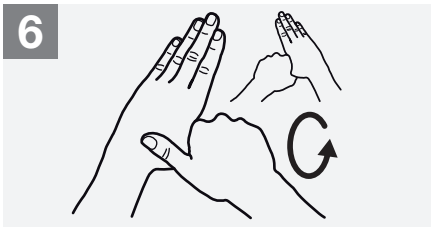
**Right palm over left dorsum with interlaced fingers and vice versa;**



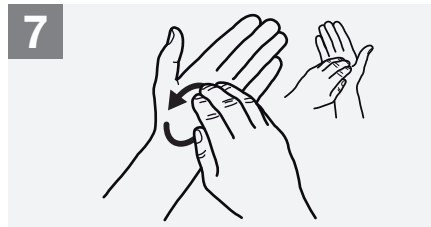
**Palm to palm with fingers interlaced;**



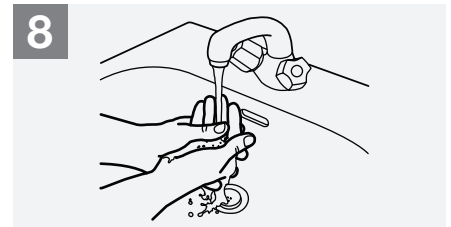
**Backs of fingers to opposing palms with fingers interlocked;**



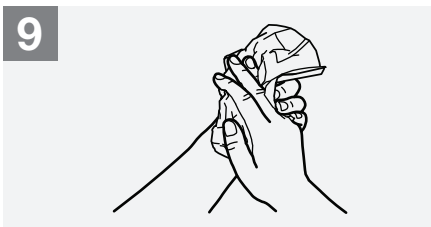
**Rotational rubbing of left thumb clasped in right palm and vice versa;**



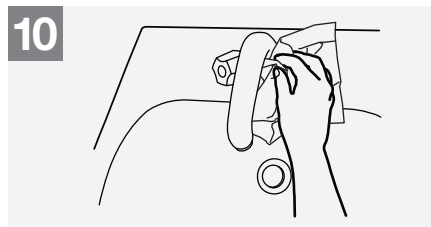
**Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;**



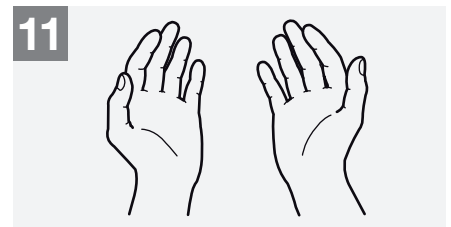
**Rinse hands with water;**



**Dry hands thoroughly with a single use towel;**



**Use towel to turn off faucet;**



**Your hands are now safe.**



**World Health Organization**

**Patient Safety**

A World Alliance for Safer Health Care

**SAVE LIVES**  
Clean Your Hands

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## APPENDIX C:

## VISITOR POLICIES

The following COVID-19 general safe work practices should be followed by all visitors (contractors, vendors, parents/guardians, delivery staff) to Santa Monica Malibu Unified School District (SMMUSD) sites. The latest information is available on the CDC website (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) and LADPH website (<http://publichealth.lacounty.gov/media/coronavirus/>).



## GENERAL INFORMATION

1. Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely.
2. Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and visitors must complete a screening and sign-in before entering the school site. 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 also captured in the visitor log.
3. Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible.
4. 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 and avoid touching any other person or any item that does not belong to them.



## HEALTH SCREENING

- Stay home and self-isolate if you are experiencing COVID-19 symptoms (such as cough, shortness of breath, or fever), test positive, or have been exposed to a known or suspected case. Screening is also performed on-site prior to entry.



## PHYSICAL DISTANCING

- Maintain a distance of at least six feet between yourself and others at all times. Follow signage.



## HAND HYGIENE

- Wash hands or use hand sanitizer frequently, including before and after visiting the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



## FACE COVERINGS

- Visitors must wear a face covering over their nose and mouth at all times while in the school. This applies to all adults and to children 2 years of age and older not at risk due to a respiratory condition. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt.



## ENVIRONMENTAL CLEANING

- Frequently touched surfaces at the site are cleaned and disinfected routinely. When feasible, clean and disinfect any surfaces that you will be touching before and after using the area, or notify your site contact if cleaning/disinfection of surfaces is needed.



## APPENDIX D:

# SCREENING PROTOCOLS





SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

January 15, 2021

## Superintendent's Message: New Health Screening Tool

Dear Parents, Guardians and Staff,

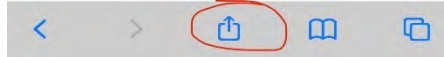
We must work together as a community to keep everyone safe.

We have partnered with Beach Cities Health District to launch a web-based screening tool we will begin using on our campuses on Jan. 19<sup>th</sup>. As previously described, we have begun to phase in the return of students and staff to our campuses for specialized services and programs. Parents must pre-screen their students daily using this tool prior to coming to campus and show the timestamped results at the school entrance. Secondary students with devices may self-screen using this tool. Staff working on campus or district offices must also pre-screen daily.

The **Beach Cities Health District symptom assessment tool**, brought to us by Children's Hospital Los Angeles, along with a temperature check, will be needed to enter any of our sites.

Instructions to add tool to your phone as an app icon for easy daily access:

1. Access the health screening tool by visiting on your mobile device:  
<https://bchdcovidscreen.org/>
2. Utilizing your phone options at the bottom of the screen, click on the action button shown in the graphic:



3. Scroll down and "Add to home page"
4. Once this is complete, the icon will appear as an app on your home page
5. To begin the quick screening process, click on the icon on your phone, then "click here to start screening"
6. Answer all the questions truthfully.
7. If you receive a **green notification, you are cleared** to enter your school site and/or work location for that date. Please proceed to your school site and/or work location and show your timestamped green screen to the designated school/ work location screening staff.
8. If you receive a **red screen STAY HOME** and immediately contact your school site/or your work location so they can inform the nursing staff to follow up with you.

More information about the screening tool is online: <https://www.bchd.org/covid-schools>

We follow the guidance of the Los Angeles County Department of Public Health (LACDPH), which is subject to change. Please refer to the following websites for more information: [LACDPH Coronavirus webpage](#), [LACDPH K-12 Protocols](#), [SMMUSD Coronavirus webpage](#), and [dashboard](#), [SMMUSD Safety Plan](#).

We are looking forward to seeing our students at our schools again. Health and safety remain our highest priorities and we appreciate all families and staff working together to keep everyone safe and stop the spread.

Sincerely,  
Dr. Ben Drati, Superintendent



# APPENDIX E:

## EXPOSURE MANAGEMENT PLAN

## Case Response Overview

### **Notify Site COVID-19 Compliance Team:**

School Nurse, Health Office Specialists, or Admin/Admin Asst

### Isolation

**Follow Home Isolation Orders for 10 days** from onset of symptoms **AND** fever-free for **24hrs. *Must be cleared with School Nurse to return***

**At home:** Stay home. DO NOT come to school

**At screening gate:** Wait at entry holding area for parent to pick up.

**At school:** Send home (if adult) or send to **isolation room** to await pick-up by parent (if student)

### Symptoms or Positive Test

**Student or Staff has:**

#### **1) COVID-19 Symptoms**

Fever  $\geq 100.4$ , new cough different from baseline cough, diarrhea/vomiting, shortness of breath (additional possible symptoms in adults include chills/sweating, muscle/body aches, new loss of taste or smell)

**OR**

#### **2) Positive PCR COVID-19 test result**

## SCREENING

### Reported Exposure

### Identified Exposure

### Exposure

Contact with someone with confirmed COVID-19

- Within **6ft  $\geq 15$ min** in **24hr** period
- Unprotected contact with bodily fluid
- Whole classroom (cohort) considered exposed

Contacts of quarantined individuals (i.e. Siblings) are not considered exposed

### Covid-19 Compliance Task Force Initiates Exposure Management Plan

- Contact tracing
- Cleaning/closure
- Report to DPH
- Notification letters
- Communication

### **Notify Site COVID-19 Compliance Team:**

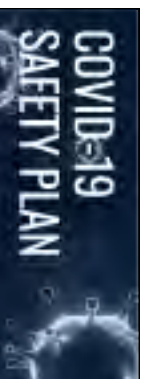
School Nurse, Health Office Specialists, or Admin/Admin Asst

### Quarantine

Follow Quarantine orders for **10 days** from date of exposure to confirmed case ***Must be cleared by School Nurse to return***

**At home:** Stay home

**At school:** Send home (adult) or send student to **designated quarantine area** (potentially in classroom) to await pick-up by parent.



## COVID-19 Exposure Management Plan: Case Response Guide

The site/school COVID-19 Compliance Team is responsible for responding to potential cases of COVID-19. The following table provides guidance for when a student or employee has symptoms consistent with COVID-19, tests positive for COVID-19, or has exposure to a suspected/ confirmed case of COVID-19. This guide should be used in conjunction with the LACDPH [Protocol for COVID-19 Exposure Management Plan](#).

Individual Has Tested Positive for COVID-19	Immediate Steps	Next Steps	When Can They Return?*
<p>Molecular test (PCR) is the only accepted test for COVID-19 infection. *Antibody test is not an accepted test for COVID-19 infection.</p> <p><b>And / Or Individual Has Symptoms Consistent with COVID-19</b></p> <p><b>Child symptoms:</b></p> <ul style="list-style-type: none"> <li>• Fever <math>\geq 100.4^{\circ}\text{F}</math></li> <li>• New cough (different from baseline cough)</li> <li>• Diarrhea/ vomiting</li> <li>• Shortness of breath</li> </ul> <p><b>Adult symptoms:</b></p> <ul style="list-style-type: none"> <li>• Fever <math>\geq 100.4^{\circ}\text{F}</math></li> <li>• Chills, sweating</li> <li>• New cough (different from baseline cough)</li> <li>• Shortness of breath</li> <li>• Muscle/body aches</li> <li>• Diarrhea/ vomiting</li> <li>• New loss of taste or smell</li> </ul>	<ol style="list-style-type: none"> <li>1. Send home and provide SMMUSD notification letter including <a href="#">Isolation Instructions</a> to the individual or student's parent/guardian <ul style="list-style-type: none"> <li>• <b>In school:</b> Call Triage / Health Office. Student waits in isolation room for immediate parent pickup. Staff goes directly home.</li> <li>• <b>At entry screening:</b> Do not allow entry. Student waits at entry holding area for immediate parent pickup.</li> <li>• <b>At home:</b> Stay home</li> </ul> </li> <li>2. Refer to medical provider. Instruct staff person or student's parent/guardian to consult medical provider for further evaluation and/or COVID-19 testing (<a href="#">Testing Sites</a>)</li> <li>3. Immediately notify the site's Covid-19 Compliance Team (School Nurse/ HOS, Admin/ Admin Assistant)</li> <li>4. If case is confirmed, quarantine the entire classroom/cohort. (Classroom/cohort does not need to quarantine unless confirmed.)</li> <li>5. Cleaning and disinfection. Notify M&amp;O at 310-450-8338 for cleaning and disinfection of affected areas by trained custodian. Refer to custodial protocols.</li> </ol>	<ul style="list-style-type: none"> <li>• Individual remains on home isolation until cleared by School Nurse</li> <li>• Notify DPH of confirmed cases who were at school within 14 days before becoming ill, using online reporting site <a href="http://www.redcap.link/lacdpheducationsector.covidreport">http://www.redcap.link/lacdpheducationsector.covidreport</a></li> <li>• Contact tracing: Covid-19 Compliance Team conducts contact tracing to identify exposed individuals, defined as <ul style="list-style-type: none"> <li>• Within 6 feet of the person for a total of <math>\geq 15</math> minutes over a 24 hour period, or</li> <li>• Had direct contact with bodily fluids/secretions, or</li> <li>• Is a member of an exposed classroom or cohort</li> <li>• Infectious period starts 2 days prior to individual's symptom onset, or 2 days prior to positive test if individual does not have symptoms.</li> <li>• Notify DPH within 1 business day using online site.</li> <li>• See below "Individual Has Been Exposed" guidance.</li> </ul> </li> <li>• Additional notification may be provided to inform the wider school community about the school case(s) and precautions being taken to prevent COVID-19 spread. If a confirmed case was present on a SMMUSD site during the infectious period, HR will notify employees and contractors who were present at the site during the infectious period.</li> <li>• If epidemiological links exist between 2 or more confirmed cases, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of specific interventions.</li> <li>• A cluster of <math>\geq 3</math> epidemiologically linked cases within 14 days will be reported to DPH within 1 business day: <a href="http://www.redcap.link/lacdpheducationsector.covidreport">http://www.redcap.link/lacdpheducationsector.covidreport</a>. DPH to coordinate possible outbreak response, which may or may not include school closure. District will investigate and implement changes to the workplace as needed.</li> <li>• HR to report immediately to Cal/OSHA any COVID-19-related serious illness or death of an employee occurring at a SMMUSD site or in connection with their employment.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>*All individuals returning to school following isolation or quarantine require School Nurse clearance before returning.</b></li> <li>• If COVID-19 test is positive, individual must stay home until <b>10 days</b> have passed since symptom onset AND be fever free for 24 hours without fever reducing medication AND symptoms have improved. Individual testing positive without symptoms may return after <b>10 days</b> from date of positive test.</li> <li>• If no COVID-19 test is taken, individual must stay home until <b>10 days</b> have passed since symptom onset AND be fever free for 24 hours without fever reducing medication AND symptoms have improved</li> <li>• An employee or student may return from isolation prior to 10 days only if the following is provided to the nurse in writing: <ul style="list-style-type: none"> <li>• A note from their health care provider stating the individual does not have Covid-19 and the alternative diagnosis, AND</li> <li>• Documentation of a negative Covid-19 PCR test, AND</li> <li>• Individual is fever free for 24 hours without fever-reducing medication</li> </ul> </li> </ul>



## COVID-19 Exposure Management Plan: Case Response Guide

Individual Has Been Exposed to a Person with Suspected or Confirmed COVID-19	Immediate Steps	Next Steps	When Can They Return?*
<ul style="list-style-type: none"> <li>• Within 6 feet of a confirmed case for a total of ≥15 minutes over a 24 hour period, or</li> <li>• Had direct contact with bodily fluids/secretions, or</li> <li>• Member of an exposed classroom or cohort at the school</li> </ul> <p><b>NOTE:</b> Vaccinated persons who have an exposure but meet specific criteria outlined in the <a href="#">Exposure Management Plan</a> are not required to quarantine nor test for COVID-19.</p>	<ol style="list-style-type: none"> <li>1. <u>Send exposed individual(s) home</u> if case is confirmed. If case is not confirmed, contacts do not need to be sent home. Provide SMMUSD notification letter including <a href="#">Quarantine Instructions</a>.               <ol style="list-style-type: none"> <li>a. <b>In school:</b> Student waits in designated quarantine area for immediate parent pickup. Staff goes directly home. If the exposed individuals are the classmates / cohort mates of a case, classmates should remain in their classroom until pickup.</li> <li>b. <b>At entry screening:</b> Do not allow entry. Student waits at entry holding area for immediate parent pickup.</li> <li>c. <b>At home:</b> Stay home</li> </ol> </li> <li>2. <u>Immediately notify the site's Covid-19 Compliance Team</u> (School Nurse/ HOS, Admin/Admin Assistant)</li> </ol>	<ul style="list-style-type: none"> <li>• <u>Individual remains in quarantine</u> until cleared by School Nurse</li> <li>• <u>Notification letter</u> is provided to confirmed exposed staff member / student's parent with the following information:               <ul style="list-style-type: none"> <li>• <a href="#">Quarantine Instructions</a></li> <li>• Testing: Individual instructed to be tested for COVID-19 whether or not they have symptoms. (<a href="#">Testing Sites</a>)</li> <li>• Individual may be contacted by DPH to collect information and provide quarantine order</li> <li>• If individual is an employee, they should contact HR who will provide Covid-19 leave benefit information.</li> </ul> </li> </ul>	<p><b>*All individuals returning to school following isolation or quarantine require School Nurse clearance before returning.</b></p> <ul style="list-style-type: none"> <li>• Any individual who had exposure to a confirmed case must remain in quarantine for <b>10 days</b> from last exposure to infected person, but must continue to monitor their health and strictly adhere to COVID-19 prevention precautions through Day 14.</li> <li>• <u>If exposed individual tests positive for COVID-19</u>, follow guidance above for "Individual Has Tested Positive for COVID-19"</li> <li>• <u>If symptoms develop in the exposed individual</u> during quarantine, follow guidance above for "Individual Has Symptoms Consistent with COVID-19"</li> </ul>

**\*All individuals returning to school following isolation or quarantine require School Nurse clearance before returning.**

### **Provide mental health resources:**

- LA County Department of Mental Health's [COVID-19 webpage](#)
- [211LA webpage](#) for local resources
- CDC webpage [Coping with stress](#)
- [Headspace Plus](#)
- LA County Department of Mental Health Access Center 24/7 Helpline 1-800-854-7771
- For help finding healthcare, call LA County Info Line at 2-1-1, available 24/7



# **TRIAGE Guide**

To reduce risk of exposure and notify Health Staff to put on appropriate PPE, students should be triaged in the classroom.

## **Teacher/Staff:**



1) Review **Classroom First Aid Chart**

2) **Call Health Office/Triage**



3) Provide **surgical mask** if triage determines student should go to Isolation Area

4) **Escort student** as needed

## **Triage/Health Staff Asks:**



1) Is concern regarding general health office need?

2) What concern/symptoms does student have?

a) Determine whether symptoms are consistent with COVID19

b) If yes, ASK: Are these symptoms new or different than usual?



3) Radio for escort if needed

4) Identify & Notify staff member to call Parent/Guardian for immediate pickup

## **Student**

Escorted as needed  
Uses Hand Sanitizer on arrival

Given Surgical Mask  
Escorted as needed  
Uses Hand Sanitizer on arrival

## **HEALTH OFFICE**

### **Treatment not related to COVID symptoms**

- Medication/Medical Procedure
- Physical Injury
- Bleeding
- Treatment for Chronic Condition
- Other First Aid

### **Health Office Staff:**

PPE: Mask, Face Shield, Gloves

Follow Standard Health Office Procedures

## **ISOLATION AREA**

### **Symptoms Consistent with**

**COVID** not due to chronic condition

Fever, Shortness of breath, Cough,  
Vomiting/Diarrhea, (Difficulty breathing <sup>911</sup>)

### **Isolation Staff:**

- 1) Roll out cart
- 2) Don PPE: **Gloves, N95, Face Shield, Gown**
- 3) Notify COVID Compliance Team to initiate contact tracing and disinfecting
- 4) Send Isolation Information home with student










SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Rev. 11/13/20

## PERSONAL PROTECTION GUIDE

PPE should be used as a “last resort” when other safety measures are not able to mediate the risk. PPE is only effective if worn properly. Training on the types of PPE, how to properly put on/take off, the limitations and care instructions will be provided.

Type of Protection	Supply & Notes	<u>ALL</u> School Staff and Students LOW RISK	Symptomatic Individual	Tasks that require <u>CLOSE CONTACT</u> ( <u>6ft</u> ) with those NOT suspected or known to have COVID MODERATE RISK	Tasks that require <u>DIRECT CONTACT</u> involving bodily fluids and NO respiratory involvement (i.e. Toileting) HIGH RISK	Tasks that include: • <u>Physical assessment</u> of individual suspected of having COVID19 • <u>Aerosolizing</u> procedure • <u>Case Response Cleaning</u> HIGH RISK
<b>Hand Sanitizer</b> 	1 Bottle per staff member <i>Refilled/Replaced by facilities.</i>	X	X	X	X	X
<b>Cloth Face Mask</b>  Must properly cover mouth & nose and fit snugly.	Set of 2 Cloth Masks per staff and student are available for distribution. Child & Adult sizes available <i>Wash/Reuse</i>	X				
<b>Surgical Mask</b>  Provides source control & prevents fluid entry into mouth & nose.	Initial Classroom Supply 2-3. Mod/High Risk-Open Supply Replacements--Health Office <i>Disposable (1use)</i>		X	X	X	
<b>Face Shield/Googles</b>  Provides Eye Protection	Classroom Supply for Teachers & Specialists Health Office Supply <i>Disinfect/Reuse</i>			X Situation Dependent	X	X
<b>Gloves</b> *Nitrile 	Health Office Supply Teacher First Aid Kit <i>Disposable (1use)</i>			X Situation Dependent	X	X
<b>Gown</b> 	Health Office Supply & Designated Staff <i>Disposable (1use)</i>				X	X Custodians may use coveralls
<b>N95</b> 	<b>Designated Staff Only</b> Must be Fit Tested <i>Multiple Use *</i>					X



## COVID-19 Testing Sites

The following table lists several major COVID-19 testing providers serving the SMMUSD area.

1. Always contact your provider first.
2. **Call 211 if you do not have a provider.**
3. **Go to the LA County Testing site to make an appointment.**

Name and Address	Insurance Types Accepted	Number of Days to Get Results	Type of Test
<b>The City of Los Angeles /Los Angeles County</b>  * Go to the link below to find a location for testing and make an appointment.  <a href="https://corona-virus.la/covid-19-testing">https://corona-virus.la/covid-19-testing</a> <a href="#">LA County Testing Website</a>	Free testing for ALL Los Angeles County residents	Within 48 hours	COVID PCR Test
<b>UCLA Health</b> 1250 16th Street Santa Monica, CA 90404  Other locations available. See the link below. <a href="https://www.uclahealth.org/body.cfm?id=3611&amp;ref=42&amp;action=detail">https://www.uclahealth.org/body.cfm?id=3611&amp;ref=42&amp;action=detail</a>  * Appointment and order from a primary care physician is required.	UCLA Health patients. UCLA Health System takes most PPOs, HMOs, federal health insurances	Up to 5 days	COVID PCR Test
<b>Exer Urgent Care Redondo Beach</b> 725 South Pacific Coast Highway Redondo Beach, CA 90277  * Other Exer Urgent Care testing sites available. Go to the link below to find a location near you. <a href="https://exerurgentcare.com/locations/">https://exerurgentcare.com/locations/</a>	Accepts most PPO's, most HMO's, Medicare and has affordable non-insurance payment options.	1- 3 days	COVID PCR Test
<b>Kaiser Permanente</b>  <a href="https://healthy.kaiserpermanente.org/southern-california/health-wellness/coronavirus-information">https://healthy.kaiserpermanente.org/southern-california/health-wellness/coronavirus-information</a>  *Appointment required. Contact your Kaiser Permanente Provider	Kaiser Permanente Insurance only	2-3 days	COVID PCR Test
<b>CVS – Appointment Required</b> 2505 Santa Monica Blvd, Santa Monica, CA (310) 828-6456  * More testing sites available. Go to the link below to fill out a questionnaire to determine if you qualify for testing at this location.  <a href="https://www.cvs.com/minuteclinic/covid-19-testing">https://www.cvs.com/minuteclinic/covid-19-testing</a>	Contact your health plan regarding costs and coverage. No out-of-pocket cost with most insurance or federal	2-3 days	COVID PCR Test



## Appendix T2: Protocol for COVID-19 Exposure Management Plan in TK-12 Schools

**Recent Updates:** (Changes highlighted in yellow)

**2/20/2021:** Clarified that vaccinated individuals who are a close contact to a confirmed COVID-19 case and meet specific criteria outlined in the exposure management plan are not required to quarantine.

A targeted public health response to contain COVID-19 exposures at a community-level can help maximize the impact of the Los Angeles County Department of Public Health (DPH) COVID-19 response.

Primary and Secondary Schools serving students from Transitional Kindergarten through Grade 12 (TK-12 Schools) are trusted community partners that can help DPH improve the timeliness and impact of the Public Health response through rapid initiation of a COVID-19 Exposure Management Plan (EMP). Immediate implementation of an EMP when a single case of COVID-19 is identified at a school can accelerate the ability to contain the spread of infection and prevent outbreaks from occurring.

The steps for managing exposures to 1, 2, and 3 or more COVID-19 cases at TK-12 Schools are described below and summarized in Appendix A. Because TK-12 Schools will vary in the level of resources available for COVID-19 exposure management, *required* steps are the minimum elements that must be included in the EMP. *Recommended* steps include optional elements for exposure management where school resources are sufficient. The requirements and recommendations presented are specific to TK-12 instructional and non-instructional facilities serving TK-12 Schools. For the purposes of this plan, the word “School” applies to both TK-12 instructional and non-instructional facilities. Additional resources for TK-12 Schools can be located in the [TK-12 School COVID-19 Toolkit](#).

### Exposure Management Planning Prior to Identifying 1 COVID-19 Case at School

- ☐ **Required:** A designated School COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves as a liaison to DPH for sharing site-level information to facilitate public health action.
- ☐ **Required:** The School must follow DPH guidance on [Decision Pathways](#) for persons who have not been tested yet for COVID-19 but screen positive for symptoms prior to school entry or while at school and their contacts at school.
- ☐ **Required:** A plan for all students and employees who have symptoms consistent with COVID-19 infection or are quarantined because of exposure to case(s) at school to have access to testing or be tested for COVID-19 infection.

### Exposure Management for 1 COVID-19 Case at School

- ☐ **Required:** After identifying 1 confirmed COVID-19 case (student or employee), the School Compliance Task Force instructs the case to follow Home Isolation Instructions for COVID-19 ([ph.lacounty.gov/covidisolation](https://ph.lacounty.gov/covidisolation)). NOTE: a confirmed COVID-19 case is an individual who has a positive COVID-19 test.

- ❑ **Required:** School Compliance Task Force informs the case that DPH will contact the case directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation. **Required:** School Compliance Officer must notify DPH of (1) employees and children with confirmed COVID-19 who were on campus at any point within the 14 days prior to the illness onset date and (2) persons on campus who were exposed to the infected person during the infectious period. The illness onset date is the first date of COVID-19 symptoms or the COVID-19 test date, whichever is earlier.
- A case is considered to be infectious from 2 days before their symptoms first appeared until the time, they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered infectious from 2 days before their test was taken until 10 days after their test. A person is considered to have been exposed to a case during the infectious period if at least one of the following criteria are met:
    - Being within 6 feet of the infected person for 15 minutes or more over a 24-hour period;
    - Having had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
    - Being present in the same cohort or classroom as the infected person.
  - Secure online reporting is the preferred method for notifying DPH of COVID-19 exposures and can be done on a computer or mobile device with access to the secure web application: <http://www.redcap.link/lacdpheducationsector.covidreport>. If online reporting is not possible, reporting can be done manually by downloading and completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and sending it to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov). All case notifications should be submitted within 1 business day of being notified of the case.
- ❑ **Required:** Students and employees that are identified to have had an exposure to the case at school are notified by the School Compliance Task Force of the exposure through a letter or other communication strategies. A School Exposure Notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#). The notification of exposure should include the following messages:
- Students and employees with an exposure to the case should test for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of disease spread at the school and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, Community Testing Sites: [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing). Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
  - Exposed students and employees should self-quarantine (stay in their home or another residence, separate from others) and monitor for symptoms for 10 days from their last contact with the case while infectious (as defined above), even if they receive a negative test result during their quarantine period. If they remain asymptomatic, they are released from quarantine after Day 10 but must continue to monitor their health and strictly adhere to COVID-19 prevention precautions through Day 14. Note: a person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation

period (i.e., time period between exposure and disease onset). Home Quarantine Guidance for COVID-19 is available at: [ph.lacounty.gov/covidquarantine](https://ph.lacounty.gov/covidquarantine).

- **NOTE:** Vaccinated persons who are a close contact to a confirmed case are not required to quarantine and test for COVID-19 if they meet all of the following criteria: (1) are fully vaccinated (i.e.,  $\geq 2$  weeks following receipt of the second dose in a 2-dose COVID-19 vaccine series or  $\geq 2$  weeks following receipt of one dose of a single-dose COVID-19 vaccine) and (2) are within 3 months following receipt of the last dose in the series and (3) have remained asymptomatic since last contact with the infected person.
  - DPH will contact exposed students and employees **who meet the quarantine requirement** through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.
- ☐ **Recommended:** School Compliance Task Force will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#).

#### Exposure Management for 2 COVID-19 Cases at School within a 14-day Period

- ☐ **Required:** After identifying 2 confirmed cases (students and/or employees) within a 14-day period, the school follows the *required* steps for 1 confirmed case.
- ☐ **Recommended:** School Compliance Task Force determines whether the 2 cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting during the same time period while either or both were infectious.\*

*\*A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.*

- Determination of epidemiological links between cases may require further investigation to assess exposure history and identify all possible locations and persons that may have been exposed to the case while infectious at the site. NOTE: Epidemiologically linked cases include persons with identifiable connections to each other such as sharing a physical space (e.g. in a classroom, office site on campus, or gathering), indicating a higher likelihood of linked spread of disease in that setting rather than sporadic transmission from the broader community.
- If epidemiological links do not exist, the school continues with routine exposure management.
- If epidemiological links exist, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site-specific interventions.

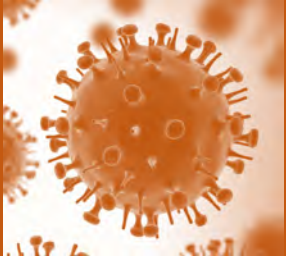
#### Exposure Management for $\geq 3$ COVID-19 Cases at School within a 14-day Period

- ☐ **Required:** If the school identifies a cluster of 3 or more confirmed cases (students and/or employees) within a 14-day period, the school should proceed with the following steps:

- Report the cluster immediately to DPH. Secure online reporting is the preferred method for notifying DPH and can be done on a computer or mobile device with access to the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport>. If online reporting is not possible, reporting can be done manually by downloading and completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and sending it to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).
- DPH will review the submitted information to determine whether the outbreak criteria described below have been met and will notify the school within 1 business day on next steps. Outbreak Criteria: At least 3 -confirmed cases with symptomatic or asymptomatic COVID-19 within a 14-day period in a group\* with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus. \*School groups include persons that share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.
  - If outbreak criteria are not met, DPH will advise the school to continue with routine exposure management.
  - If outbreak criteria are met, DPH will notify the school that an outbreak investigation has been activated and a public health investigator will communicate directly with the school to coordinate the outbreak response.

## Appendix A: Steps for Managing Exposures to COVID-19 Cases at School

1 Case	<ol style="list-style-type: none"><li>1) <i>Required:</i> School instructs the case to follow COVID-19 Home Isolation Instructions.</li><li>2) <i>Required:</i> School informs the case that DPH will contact the case directly to collect additional information and issue Health Officer Order for Isolation.</li><li>3) <i>Required:</i> School works with the case to identify school contacts.</li><li>4) <i>Required:</i> School notifies* school contacts of exposure and instructs them to quarantine at home and test for COVID-19. <b>NOTE: Vaccinated persons who have an exposure but meet specific criteria outlined in the Exposure Management Plan are not required to quarantine and test for COVID-19.</b></li><li>5) <i>Required:</i> School informs school contacts that DPH will contact them directly to collect additional information and issue Health Officer Order for Quarantine.</li><li>6) <i>Required:</i> School submits a report to DPH within 1 business day with information on the confirmed case and persons who were exposed to the case at the site.</li><li>7) <i>Recommended:</i> School sends general notification* to inform the school community of the school exposure and precautions taken to prevent spread.</li></ol> <p>*Templates for contact notification and general notification are available at: <a href="#">COVID-19 Template Notification Letters for Education Settings</a>.</p>
2 Cases	<ol style="list-style-type: none"><li>1) <i>Required:</i> Follow required steps for 1 confirmed case.</li><li>2) <i>Recommended:</i> If the 2 cases occurred within 14 days of each other, school works with DPH to determine whether the cases have epidemiological (epi) links. If epi links exist, school implements additional infection control measures.</li></ol>
3+ Cases	<ol style="list-style-type: none"><li>1) <i>Required:</i> If a cluster of 3 or more cases occurred within 14 days of each other, school immediately notifies DPH.</li><li>2) <i>Required:</i> DPH determines if the outbreak criteria have been met. If outbreak criteria are met, a DPH outbreak investigation is activated, and a public health investigator will contact the School to coordinate the outbreak investigation.</li></ol>



# Home Isolation Instructions for People with COVID-19 Infection

To view this document in different languages or in web format visit [ph.lacounty.gov/covidisolation](https://ph.lacounty.gov/covidisolation)

## SUMMARY

In Los Angeles County, if you have COVID-19\* you are required to:

- 1 **Isolate yourself**, and
- 2 **Tell your close contacts that they need to quarantine** if you have a positive diagnostic viral test, and
- 3 **Follow the Health Officer Isolation Order** along with **the steps below**

\*You are considered to have COVID-19, if you have a positive diagnostic viral (swab or saliva) test for COVID-19 and/or a healthcare provider thinks that you have COVID-19.

Note: If you recently had COVID-19 (within the past 90 days) and you now have a new positive diagnostic test for COVID-19 but you don't have symptoms, talk with your doctor to see if you have COVID-19 again.

Please help slow the spread of COVID-19 by answering if you get a call from "LA Public Health" or **1-833-641-0305** (see [Contact Tracing](#)).

If you tested positive but have not gotten a call yet, please call 1-833-540-0473 from 8 AM to 8:30 PM, 7 days a week.



## ISOLATE: Stay home

You must stay home and separate yourself from others until your home isolation ends.

- [Stay away](#) from household members.
- Do not go to work, school, or public areas.
- If you must leave home to get essential medical care, drive yourself, if possible. If you cannot drive yourself, keep as much distance as possible between you and the driver and others (e.g. sit in the back seat), leave the windows down, and wear a mask, if possible. If you do not have a mask, wear a cloth face covering (see [below](#)).
- If someone from outside your household is shopping for you, ask them to leave the food and other supplies at your door, if possible. Pick them up after the person has left. If you need help finding free delivery services, social services, essential items like food and medicines call 2-1-1 or visit the Public Health resource webpage [ph.lacounty.gov/media/Coronavirus/resources.htm](https://ph.lacounty.gov/media/Coronavirus/resources.htm).



### Work and school

- If you work or study in a setting where you could have gotten COVID-19 or passed it on to others, please tell your workplace or school so that they can advise others to test and/or quarantine as needed.
- Information about Disability Insurance, Unemployment & Paid Family Leave for people who are unable to work because they, or a family member, need to isolate or quarantine is available on the [California Employment Development Department](#).
- For more information on COVID-19 related work issues, including employee benefits, protections for workers, and resources, view the [Workers' Rights Frequently Asked Question](#)
- You do not need to have a negative test or a letter from Public Health to return to work or school.

### When Does My Home Isolation End?

If you had symptoms and tested positive for COVID-19 or if a healthcare provider thinks\* that you have COVID-19, you must stay home until:

- At least 10 days\*\* have passed since your symptoms first started **and**
- You have had no fever for at least 24 hours (without the use of medicine that reduces fevers) **and**
- Your symptoms have improved

If you tested positive for COVID-19 but never had any symptoms:

- You must stay home for 10 days after the test was taken, **but**
- If you develop symptoms, you need to follow the instructions above

\*If a healthcare provider initially thought your symptoms were due to COVID-19 but they reassessed your diagnosis and concluded that you are not infected, you can stop isolating once 24 hours have passed since you have been fever-free without using fever-reducing medications. However, if you are under quarantine orders (because you are a close contact to a person with COVID-19) you must stay in quarantine.

\*\*If you have a [condition](#) that severely weakens your immune system you might need to stay home for longer than 10 days. Talk to your healthcare provider for more information.

### What to do when home isolation ends

- When [your home isolation ends](#) (see box above) you can go back to your usual activities, including returning to in person work and/or school.
- Continue to practice physical distancing (stay 6 feet away from others) and to wear a face covering when you are in public settings where other people are present.



## QUARANTINE: Tell your close contacts that they need to quarantine

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If you have a positive diagnostic (viral) test result for COVID-19 you must notify your close contacts that they could be infected and need to quarantine. Give them the [home quarantine instructions](#). They are available in multiple languages at [ph.lacounty.gov/covidquarantine](https://ph.lacounty.gov/covidquarantine). Your close contacts must quarantine even if they feel well.

### Definition of a Close Contact

A “close contact” is any of the following people who were exposed to you while you were infectious\*:

- a. Any person who was within 6 feet of you for a total of 15 minutes or more over a 24-hour period
- b. Any person who had unprotected contact with your body fluids and/or secretions. For example, you coughed or sneezed on them, you shared utensils, a cup, or saliva with them, or they cared for you without wearing appropriate protective equipment.

\*You are considered to be infectious (you can spread COVID-19 to others) from 2 days before your symptoms first appeared until your home isolation ends. If you tested positive for COVID-19 but never had any symptoms, you are considered to be infectious from 2 days before your test was taken until 10 days after your test.



## TAKE CARE OF YOUR HEALTH

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For information on caring for children with symptoms of COVID-19, see [Guidance for the Care of Children with Symptoms of COVID-19](#).

### Home Care

Most people with COVID-19 have mild illness and can recover at home. Here are steps that you can take to help you get better:

- Rest and drink plenty of fluids
- Take over-the-counter medicine such as acetaminophen (Tylenol®) to reduce fever and pain. Note that children younger than age 2 should not be given any over-the-counter cold medications without first speaking with a doctor.



### Seeking Medical Care

Stay in touch with your doctor and seek medical care if your symptoms get worse. If you are age 65 years or older or have an [underlying medical condition](#) it is especially important to call your doctor as you may be at a higher risk of serious illness.

#### Call 911 if there are emergency warning signs



People with emergency warning signs should call 911. If it's not urgent, call your doctor before visiting. You may be able to get advice by phone.

### Dealing with Stress

COVID-19 and self-isolation is stressful for people. Visit the Los Angeles County Department of Mental Health's [COVID-19 webpage](#) and the 211LA webpage [211la.org/resources/subcategory/mental-health](https://211la.org/resources/subcategory/mental-health) for local resources to address mental health & wellbeing needs and concerns. In addition, guidance and resources, including information on crisis hotlines, are also available on the CDC webpage [Coping with stress](#).

LA County residents have free access to [Headspace Plus](#). This is a collection of mindfulness and meditation resources in English and Spanish, as well as movement and sleep exercises to help manage stress, fear, and anxiety related to COVID-19.

If you need to speak with someone about your mental health, contact your doctor or the Los Angeles County Department of Mental Health Access Center 24/7 Helpline at 1-800-854-7771. If you need help finding healthcare, call the Los Angeles County Information line at 2-1-1. This number is available 24/7.



## PROTECT OTHERS

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Follow the steps below to help prevent the disease from spreading to others in your home and your community.

### Separate yourself from others in your home

- If you need to be in the same room as other people, set it up so that you can stay 6 feet apart if possible. It is important to stay away from people who are at [higher risk of serious illness](#).

- Use a separate bathroom. If this is not possible, disinfect the bathroom after use (see cleaning information [below](#)).
- Open windows or use a fan or an air conditioner in shared spaces in the home.
- Do not allow non-essential visitors.
- Do not handle pets or other animals.

***Anyone who continues to be in close contact with you will need to stay in quarantine for longer*** (see [home quarantine instructions](#)).

### **Wear a facemask or cloth face cover when you are around others**

- Wear a disposable facemask when you are around other people. If you do not have a facemask, wear a cloth face cover. Do not use either if you have trouble breathing, or are unable to remove it without help, or you have been told not to wear one by a medical provider.
- If you are not able to wear a facemask or face cover, then people who live with you should avoid being in the same room with you. If they must enter the room you are in, they should wear a facemask (or if they don't have one, a cloth face covering). After leaving the room, they should immediately clean their hands, then remove and dispose of their facemask, and clean their hands again.
- *Use masks and face coverings with caution with children.* Infants and children under 2 should not wear cloth face coverings. Those between the ages of 2 and 8 should use them under adult supervision to ensure that the child can breathe safely and avoid choking or suffocation.
- See *Guidance for Cloth Facing Coverings* for more information.

### **Cover your coughs and sneezes**

- Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can after each use. Wash your hands or use hand sanitizer after you cough or sneeze.

### **Avoid sharing food or personal household items**

- Do not prepare or serve food to others.
- Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home.
- Make sure to wash your dishes, drinking glasses, and eating utensils with soap and water after each use.

### **Clean your hands often**

- Wash your hands often, especially after blowing your nose, coughing, or sneezing; going to the bathroom; before eating or preparing food; and after touching your face mask or cover. Use soap and water for at least 20 seconds.
- If soap and water are not available, clean your hands with a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub hands together for 30 seconds until they feel dry. Use soap and water if your hands are visibly dirty.

### Clean and disinfect all “high-touch” surfaces every day

- Clean and disinfect high-touch surfaces e.g. counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.
- Clean and disinfect any surfaces that may have body fluids on them.
- Use household cleaning and disinfectant sprays or wipes. Be sure to follow the product label instructions.
- If caregivers and household contacts clean or come into contact with your body fluids or secretions (such as sweat, saliva, sputum, nasal mucus, vomit, urine, or diarrhea) they should wear a disposable facemask and gloves. After cleaning, they should remove and dispose of their gloves first, clean their hands, then remove and dispose of their facemask, and clean their hands again.

See cleaning instructions in [Preventing the spread of respiratory illness in the home](#) and [FAQs for Caregivers](#).



### TALK TO PUBLIC HEALTH - Contact Tracing

Contact tracing is a simple, confidential process that is being used to help slow the spread of COVID-19.

- If you test positive for COVID-19, you will receive a call from a public health specialist. Please do your part by taking the call and answering some questions about the places you have been and the people you have been around while you were infectious.
- The people you tell the specialist about will be contacted and asked to stay home to help prevent others from getting sick. They will not be told your name or contact information. The specialist will also answer any questions you may have and share information about services. If you tested positive but have not gotten a call yet please call **1-833-540-0473** from 8 AM to 8:30 PM, 7 days a week.
- To learn more about contact tracing, click [here](#).



### MORE INFORMATION

- For more information on COVID-19 and to view the resources mentioned above in multiple languages, visit [ph.lacounty.gov/media/coronavirus/](https://ph.lacounty.gov/media/coronavirus/).
- For help finding free delivery services, social services, essential items like food and medicines, visit [ph.lacounty.gov/media/Coronavirus/resources.htm](https://ph.lacounty.gov/media/Coronavirus/resources.htm) or call 2-1-1 (which is available 24/7).
- Please call your health care provider for any questions related to your health. If you need help finding a health care provider, call 2-1-1.



# Home Quarantine Instructions for Close Contacts to COVID-19

To view this document in different languages or in web format visit [ph.lacounty.gov/covidquarantine](https://ph.lacounty.gov/covidquarantine)

## SUMMARY

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

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

It is recommended that you [get tested](#)\* for COVID-19.

\* Note: If you have had COVID-19 with a positive viral (swab or saliva) test in the last 90 days, talk with your doctor about the need to quarantine. In addition, as long as you do not have symptoms, you do not need to get another test for COVID-19. If you do have [symptoms of COVID-19](#), talk to your doctor.

Please help slow the spread of COVID-19. Answer your phone if you get a call from "LA PublicHealth" or **1-833-641-0305** (see [Contact Tracing](#)).



## QUARANTINE

[Quarantine](#) is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease before a person knows they are sick or if they are infected with the virus without feeling symptoms.

### What is a Close Contact?

You are a "close contact" if:

- You were within 6 feet of someone with COVID-19 for a total of 15 minutes or more over a 24-hour period.
- You had unprotected contact with the body fluids and/or secretions from someone with COVID-19. For example, you were coughed or sneezed on, you shared a drinking cup or eating utensils, you kissed, or you provided care to them without wearing the right protective equipment.

\*A person with COVID-19 can infect others from 2 days before their symptoms first started until they are allowed to end their home isolation (as described in [Home Isolation Instructions](#)). A person with a positive COVID-19 test but who does not have symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.

## How long to I have to quarantine?

If you have been in contact with someone with COVID-19, you must quarantine for 10 full days from you last contact with the infected person\*. You can end your quarantine after Day 10 if you never had any symptoms and you take the following precautions:

- **From Day 11 through Day 14:**
  - Be extra careful. Wear a face covering when around other people (including those in your household), stay at least 6 feet away from others, wash your hands often, and take [other steps](#) to protect others (and yourself).
  - Keep checking for COVID-19 symptoms every day. If you do get symptoms, isolate at home and follow the "[If you develop symptoms](#)" instructions below.

It is best to keep away from people at high risk for getting very sick from COVID-19 for the full 14 days.

*\* If you don't know when you were exposed to the infected person and you received a Public Health Emergency Quarantine Order, you can end your quarantine 10 days after the date the order was issued (as long as your don't have symptoms).*

**If you have a test for COVID-19, and it is negative, you must still quarantine for at least 10 days.**

## How to calculate when your quarantine period ends

- **If you have no more contact with the infectious person**  
Your last day of quarantine is 10 days from the date after you last had close contact.  
*For example:*



- **If you continue to have contact with the infected person**

*For example, you live with and/or care for the person with COVID-19:*

- If you can avoid [close contact](#), your last day of quarantine is after 10 days from when the person with COVID-19 started to follow the [Home Isolation Instructions](#).
- *But*, if you have close contact with them again while they are still in isolation, your 10-day quarantine period will have to restart from the last day that you had close contact.
- If you cannot avoid close contact, your last day of quarantine is 10 days from the date that the person with COVID-19 was told their isolation ends.

### **Restrictions during quarantine**

To prevent you from spreading COVID-19, you must restrict activities and limit actions that may put you in contact with others.

- Stay home. Do not go to work, school, or public areas. You may only leave quarantine to get needed medical care.
- Do not allow visitors.
- Separate yourself from others in your home (unless they are also in quarantine).
  - If you need to be in the same room as other people in your home, set it up so that you can stay 6 feet apart if possible. It is important to stay away from people who are at higher risk of serious illness. This includes people who are age 65 years or older or have a health problem such as a chronic disease or a weak immune system.
  - Use a separate bathroom, if available.
  - Stay at least 6 feet away from others. When this cannot be done, wear a face covering (see [Guidance for Cloth Face Coverings](#) for more information).
- Do not make or serve food to others.

### **Getting help with food and other necessities**

- If you do not have someone to help you, you can arrange for food and other supplies to be left at your door. If you need help finding food or other supplies, call 2-1-1, or visit [211la.org](https://211la.org), or the Public Health [resource webpage](#).

### **Work and School**

- Disability Insurance, Unemployment & Paid Family Leave may be available for people who cannot work because they, or a family member, need to isolate or quarantine. Visit the [California Employment Development Department](#) for more information.
- When your quarantine period is over, you may return to work or school. You do not need a letter from Public Health and should not need a negative test.

### **Steps to take when getting medical care or COVID-19 testing**

- Wear a surgical mask. If you don't have one, wear a cloth face covering (see [Guidance for Cloth Face Coverings](#) for more information).
  - Note: Children under the age of 2 should not wear cloth face coverings. Children between the ages of 2 and 8 should use them but must be supervised by an adult to make sure they can breathe safely and avoid choking or suffocation. A mask or cloth



face covering should not be placed on anyone who has trouble breathing or would need help to remove it. See [Guidance for Cloth Facing Coverings](#) for more information.

- Use a private car if possible. If you cannot drive yourself, be sure to keep as much distance as possible between you and the driver. Wear a surgical mask or cloth face covering and leave the windows down. You should not use public transportation.



### TESTING FOR COVID-19

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As a [close contact](#) to someone with COVID-19, it is recommended that you get tested.\* This is to check if you are already infected. If you test negative, you still need to quarantine for 10 days.

\* Testing is not recommended for people who had a positive viral COVID-19 test in the last 90 days **and** do not currently have symptoms of COVID-19.

- To get a test, call your doctor, visit [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing), or call 2-1-1.
  - When you go to get tested, follow testing center instructions and wear a mask so you don't infect other people. See [Steps to take when getting medical care or COVID-19 testing](#) above.
- If your test result is positive:
  - You have COVID-19
  - You need to isolate. See the [Home Isolation Instructions for People with COVID-19](#) at [ph.lacounty.gov/covidisolation](https://ph.lacounty.gov/covidisolation).
  - You need to tell all of your close contacts to quarantine and give them these [quarantine instructions](#) at [ph.lacounty.gov/covidquarantine](https://ph.lacounty.gov/covidquarantine).
- If your test result is negative:
  - You may still be infected, but it is too early to show on the test.
  - You need to quarantine for 10 days after you last had close contact with the person with COVID-19.
  - Monitor your symptoms and follow the instructions below.



### MONITOR YOUR HEALTH

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- It is important to monitor your health for [symptoms of COVID-19](#) for 14 days from your last contact with the infected person. Symptoms of COVID-19 may include any of the following: fever or chills, cough, shortness of breath or difficulty breathing, feeling tired, muscle or body aches, headache, sore throat, nausea or vomiting, diarrhea, congestion or runny nose, or new loss of taste or smell.
- Call 911 or go to an emergency room if you are having serious symptoms. Serious symptoms include difficulty breathing, pain or pressure in your chest, have bluish lips or face or being



confused or having difficulty waking up.

### If you develop symptoms

- Isolate yourself at home (this means if you left quarantine and it is Day 11-14 you need to return home immediately and strictly stay away from others except for medical care).
- Contact your healthcare provider, clinician advice line, or telemedicine provider for a medical assessment and arrange a test for COVID-19. Tell them that you have been in contact with someone who has COVID-19. Call the Los Angeles County Information line at 2-1-1 if you do not have a doctor. This number is available 24/7.
  - If you tests positive for COVID-19 or your provider thinks you have COVID-19, you must follow the Los Angeles County "[Public Health Emergency Isolation Order](#)" for COVID-19 and the "Home Isolation Instructions for People with COVID-19 Infection," which are available in [English](#), [Spanish](#), and [other languages](#).
  - If you test negative for COVID-19 and/or our provider thinks that you do not have COVID-19, you must complete your quarantine period and stay home until at least 24 hours have passed since you have been fever-free without using fever reducing medications.
  - If you don't get tested, you should isolate for at least 10 days from when your symptoms first started and at least 24 hours have passed since you have been fever-free without using fever reducing medications.

### Dealing with Stress

COVID-19 and quarantine may be stressful for people. Visit the Los Angeles County Department of Mental Health's [COVID-19 webpage](#) and the 211LA webpage [211la.org/resources/subcategory/mental-health](https://211la.org/resources/subcategory/mental-health) for local resources to help with mental health & wellbeing concerns. Guidance and resources, including information on crisis hotlines, are also available on the CDC webpage [Coping with stress](#).

LA County residents have free access to [Headspace Plus](#). This is a collection of mindfulness and meditation resources in English and Spanish. It also has movement and sleep exercises to help manage stress, fear, and anxiety related to COVID-19.

If you need to speak with someone about your mental health, contact your doctor or the Los Angeles County Department of Mental Health Access Center 24/7 Helpline at (800) 854-7771. This number is available 24/7. You can also text "LA" to 74174.



### TALK TO PUBLIC HEALTH - Contact Tracing

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Contact tracing is a simple, confidential process that is being used to help slow the spread of COVID-19.

- You may receive a call from a public health specialist if you have been in contact with someone with COVID-19. If you get a call or message from "LA PublicHealth" or 1-833-641-0305, please do your part by taking the call. You will be asked about your health and the places you have been.

- The specialist can answer your questions and provide information like how to get a COVID-19 test or how to find a doctor or get help while you are in quarantine.
- Click [here](#) for more information about contact tracing.



### FURTHER INFORMATION

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- For more information, visit the Public Health website [ph.lacounty.gov/Coronavirus](https://ph.lacounty.gov/Coronavirus) or call 2-1-1 (which is available 24/7).
- Please call your doctor for any questions about your health. If you need help finding a doctor, call 2-1-1.

**COVID-19/PANDEMIC-RELATED  
LEAVE OF ABSENCE REQUEST FORM**

Santa Monica-Malibu Unified School District ("SMMUSD") provides a temporary leave benefit to employees who:

1. Have tested positive for COVID-19, and are subject to an isolation order, or
2. Have been exposed to a person(s) who test positive for COVID-19, and are subject to a quarantine order.

Employees who meet one of these two criteria are eligible for a maximum of ten (10) days of paid leave, to be served consecutively. Should an employee receive an additional isolation or quarantine order, he/she would be required to use his/her personal leave reserve.

To request a leave, submit this form, with the required documentation, to Human Resources:

- Classified – Nedra Ford at [nford@smmusd.org](mailto:nford@smmusd.org)
- Certificated – Vida Kamkar at [vkamkar@smmusd.org](mailto:vkamkar@smmusd.org)

Employee Name: \_\_\_\_\_ ☐ Certificated ☐ Classified ☐ Management

Job Title: \_\_\_\_\_ Site/Department: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Leave request dates: **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

- ☐ I have tested positive for COVID-19, and am subject to an isolation order. The required documentation is attached:
  - ☐ Isolation order from a health professional. An isolation order from a SMMUSD health professional is acceptable.
  - ☐ Medical notification of a positive test for COVID-19. Alternatively, a statement from a medical provider indicating that despite a negative test, you are suspected of having COVID-19.

- ☐ I have been exposed to a person(s) who tested positive for COVID-19, and am subject to a quarantine order. The required documentation is attached:
  - ☐ Quarantine order from a health professional. A quarantine order from a SMMUSD health professional is acceptable.

**SMMUSD employees who do not qualify for a COVID-19/Pandemic-Related leave may be eligible for other types of leave as provided for by state and federal law, and/or a collective bargaining agreement. Employees may provide information that Human Resources will use to determine eligibility for other leave provisions. Additional documentation may be required.**

- ☐ I do not meet either of the two criteria for a COVID-19/Pandemic-Related leave, but I believe I may be eligible for another type of leave.

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the event I do not qualify for additional leave, I would like to request:

- ☐ Vacation leave, enter number of days / dates: \_\_\_\_\_
- ☐ Accrued sick/PN leave, enter number of days / dates: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **Office Use Only** \_\_\_\_\_

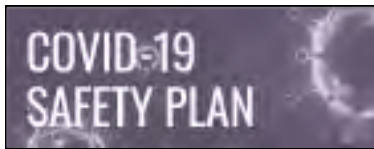
☐ **Approved** ☐ **Denied**

HR Staff Signature \_\_\_\_\_ Date: \_\_\_\_\_



# APPENDIX F:

## FACILITIES PROTOCOLS



The table below summarizes locations identified for routine cleaning/disinfection by custodial staff during the COVID-19 pandemic, while students are in distance learning mode. Enhanced cleaning is conducted in addition as part of case response protocols. Contact SMMUSD Maintenance and Operations at 310-450-8338 for questions related to protocols.

Location	Disinfect High Touch Surfaces	Check/ Refill Supplies	Clear Floors of Large Trash	Empty Trash Bins	Sweep/ Vacuum/ Mop Floors	Additional Notes
Restrooms	3x/day	3x/day	3x/day	1x/day	1x/day	
Portable Sinks	2x/day	2x/day	2x/day	1x/day	NA	Empty water 1x/day
Special Ed Assessment Areas	3x/day	2x/day	2x/day	1x/day	1x/day	
Building Entrances	1x/day	1x/day	1x/day	1x/day	1x/day	
Main Office	3x/day	2x/day	1x/day	1x/day	1x/day	
Nurse Office/ Restroom	3x/day	3x/day	1x/day	1x/day	1x/day	
Other Office Areas	2x/day	1x/day	1x/day	1x/day	1x/day	
Staff Lounge	2x/day	2x/day	1x/day	1x/day	1x/day	
Staff Work Rooms	2x/day	2x/day	1x/day	1x/day	1x/day	
Hallways	1x/day	1x/day	1x/day	1x/day	1x/day	
Classrooms	1x/day	1x/day	1x/day	1x/day	1x/day	
Cafeteria	2x/day	2x/day	2x/day	2x/day	1x/day	
Auditorium	1x/day	1x/day	1x/day	1x/day	1x/day	Closed
Gymnasium	1x/day	1x/day	1x/day	1x/day	1x/day	Closed
Library	1x/day	1x/day	1x/day	1x/day	1x/day	Closed
Outdoor Areas	1x/day	1x/day	1x/day	1x/day	1x/day	Closed

### 1) High-Touch Surfaces Disinfected Include:

All Areas: Doorknobs, door handles, light switches, sink faucet handles, soap dispensers, paper towel dispensers, hand dryer buttons, hand sanitizer dispensers, trash can lids, water refill station buttons, elevator buttons, handrails, AND the following additional surfaces

Restrooms: Toilet flush valves, stall handles

Main Office & Staff Work Rooms: Counters, printer/copier touch points

Nurse Office: Floors, cots, counters

Special Ed Assessments: Tables, chairs, plexiglass

Classrooms: Desks

Portable Sinks: Sink faucet handles, dispensers

### 2) Supplies Checked Include: Hand soap, paper towels, toilet paper, and hand sanitizer

The table below summarizes locations identified for routine cleaning/disinfection by custodial staff during the COVID-19 pandemic, while students are in hybrid learning mode. Enhanced cleaning is conducted in addition as part of case response protocols. Contact SMMUSD Maintenance and Operations at 310-450-8338 for questions related to protocols.

Location	Disinfect High Touch Surfaces	Check/ Refill Supplies	Clear Floors of Large Trash	Empty Trash Bins	Sweep/ Vacuum/ Mop Floors	Additional Notes
Restrooms	3x/day	3x/day	3x/day	1x/day	1x/day	
Portable Sinks	3x/day	3x/day	2x/day	1x/day	NA	Empty water 1x/day
Building Entrances	1x/day	1x/day	1x/day	1x/day	1x/day	
Main Office	3x/day	2x/day	1x/day	1x/day	1x/day	
Nurse Office/ Restroom	3x/day	3x/day	1x/day	1x/day	1x/day	
Other Office Areas	2x/day	1x/day	1x/day	1x/day	1x/day	
Staff Lounge	2x/day	2x/day	1x/day	1x/day	1x/day	
Staff Work Rooms	2x/day	2x/day	1x/day	1x/day	1x/day	
Hallways	1x/day	1x/day	1x/day	1x/day	1x/day	
Classrooms	1x/day	1x/day	1x/day	1x/day	1x/week	More frequent depending on additional staffing
Cafeteria	2x/day	2x/day	2x/day	2x/day	1x/day	
Auditorium	1x/day	1x/day	1x/day	1x/day	1x/week	More frequent depending on additional staffing
Gymnasium	1x/day	1x/day	1x/day	1x/day	1x/day	
Library	1x/day	1x/day	1x/day	1x/day	1x/week	More frequent depending on additional staffing
Outdoor Lunch Tables	2x/day	NA	2x/day	2x/day	NA	
Kinder- 2 <sup>nd</sup> Grade	1x/day	1x/day	1x/day	1x/day	1x/day	More frequent than other classrooms
Playground Structures	1x/day	NA	1x/day	1x/day	NA	

## 1) High-Touch Surfaces Disinfected Include:

All Areas: Doorknobs, door handles, light switches, sink faucet handles, soap dispensers, paper towel dispensers, hand dryer buttons, hand sanitizer dispensers, trash can lids, water refill station buttons, elevator buttons, handrails, AND the following additional surfaces

Restrooms: Toilet flush valves, stall handles

Main Office & Staff Work Rooms: Counters, printer/copier touch points

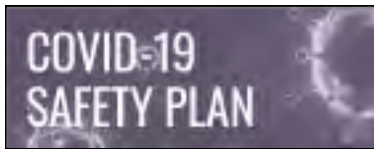
Nurse Office: Floors, cots, counters

Special Ed Assessments: Tables, chairs, plexiglass

Classrooms: Desks

Portable Sinks: Sink faucet handles, dispensers

## 2) Supplies Checked Include:



## Custodial Cleaning Summary (Hybrid Model)

Hand soap, paper towels, toilet paper, and hand sanitizer

### 3) Impact:

This disinfecting schedule will impact the Day Custodian's regular schedule prior to the pandemic and would limit the amount of time that a site Day Custodian can assist with special requests such as set-up requests for events or other daily responsibilities a Day Custodian normally would have had the time to assist with. Both Day and Night Custodians will be focusing on disinfecting high contact surface as first priority in order to follow Los Angeles County Department of Public Health (LACDPH) guidelines.

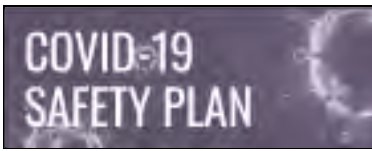
### 4) Proposal:

What we propose is to hire an additional custodian as follows to disinfect areas during the day time when staff and students are on campuses:

- (1) 4 hour custodian per Elementary site
- (1) 5 hour custodian per Middle School site (same for Malibu Middle/High School)
- (3) 5 hour custodians at Santa Monica High School

This would allow the Day Custodian to complete his regular duties and requests.





**Note: This handout is current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

## **What is the hazard?**

COVID-19 is the respiratory illness caused by the SARS-CoV-2 virus (a.k.a., novel coronavirus). The possibility exists that the virus may be spread through aerosol transmission – that is small particles expelled from infected individuals that remain in the air for an extended period of time (minutes or hours). Currently, research has not conclusively demonstrated that this mode of transmission can occur nor has it been determined how much risk of infection would result from exposure to COVID-19 aerosols. However, the Heating, Ventilation, and Air Conditioning (HVAC) systems in buildings theoretically may be configured to reduce the potential risk. This document discusses the HVAC modifications being implemented to mitigate potential risks from aerosol transmission of COVID-19 and is based on guidance from the CDC, Cal/OSHA, LA County Department of Public Health, and ASHRAE, and the EPA.

## **What safe work practices should be followed?**

The following general safe practices have been implemented by the Facilities Department:

1. Maximizing ventilation: Facilities has set the HVAC systems to operate at the maximum feasible ventilation rates within the limits of the system and prevailing weather conditions.
2. Maximizing outdoor air intake: HVAC systems have been set to draw as much fresh outside air into each school as feasible, within the limits of system design and prevailing weather conditions.
3. Improving filtration: Facilities has upgraded the filters installed in the building HVAC systems to the maximum level the system can support, at minimum MERV 11 and MERV 13 where possible.
4. Increasing operating times: HVAC systems have been programmed to operate for extended periods of time up to 24 hours per day depending on the limits of the system.
5. Ionization systems have been added to most HVAC systems. Ionizers increase the capture of viruses, bacteria, mold and smoke in the filtration system.
6. Where ionization was not feasible, HEPA filters and Air Scrubbers have been deployed.

In combination, these adjustments result in increased delivery of conditioned air to each room with a higher filtration rate and an increase in fresh, outside air. If a person with COVID-19 were to be present at a SMMUSD school, these changes are expected to dilute any COVID-19 aerosols they may expel and reduce the time the aerosols remain. This decreases the risk that another building occupant may breathe in potential viral aerosols.

To ensure HVAC systems are operating as intended, District staff should perform a quick checkup when they first arrive at their work area each morning. HVAC systems may vary between wings or sections of a building, so not all the listed checks will apply to your situation. Follow the guidance below as applicable to your individual work area.

- ☐ Windows and doors: When there are operable windows or exterior doors in your classroom, they should be kept open as often as weather permits. When weather conditions allow, open windows and doors to increase fresh air supply into your classroom. Close windows and doors before you leave at the end of the day to secure the classroom.
- ☐ Central HVAC: Air is conditioned by a central system often serving multiple rooms. Each room will be equipped with ceiling mounted supply registers and air returns. Verify operation by feeling for airflow from ceiling or wall mounted registers, and checking in-room controls (e.g. thermostats or dials) are in the on position (e.g. “ON” or “ACTIVE,” not “AUTO”).

- ☐ Unit Ventilators: Unit ventilators are generally floor mounted along one or more walls of a classroom with a vent on the top facing into the room. Intake vents may or may not be visible around the base of the unit. Verify operation by feeling for airflow from the vent and checking the controls are in the on position.
- ☐ Portable Air Filters: Portable air filters may be installed in some classrooms or work areas. They will be compact appliances with intake and exhaust vents. They should be operating with visible lights or controls in the on/active positions. Check for air flowing out of the vents to confirm operation.
- ☐ Room Fans: Fans may be installed in operable windows to draw air out of the room and exhaust it outdoors. This will result in fresh make-up air being drawn into the room. Open windows and turn fans on as often as weather conditions allow.
- ☐ Personal or Zonal Fans: Personal or zonal fans are those that blow air to cool individual work areas or circulate air within a room. Use of personal or zonal fans is not recommended as they may increase circulation of airborne viral particles within a room.
- ☐ HEPA Filters or Air Scrubbers: Where filtration systems have been deployed, these units should be on at the highest level possible while the room is occupied. The filters and scrubbers should be left running when teachers and staff finish work and leave the room. Custodial staff will shut off the units in the evening after additional time for further air cleaning.

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

All SMMUSD employees must follow the “General Practices for All Employees” COVID-19 safety guidance. This document provides more specific COVID-19 safety practices tailored to custodial operations, including what custodial team members must do to protect themselves and to protect the community. Questions regarding COVID-19 safety should be directed to your supervisor.



### HEALTH SCREENING

1. As indicated in the “General Practices for All Employees” COVID-19 safety guidance, employees shall stay home and notify their supervisor and school nurse immediately if they exhibit COVID-19 symptoms, test positive, or have been in close contact with a known or suspected case. In addition, notify your supervisor if you have risk factors for more severe illness. Pre-entry health screening must be conducted prior to arriving on campus, in addition to any screening required at entry per district protocols.



### PHYSICAL DISTANCING

1. *Pre/Post Shift Considerations.* Meetings should be held virtually whenever possible. If in-person pre/post shift meetings are necessary, meetings will be held in small groups (<10) with physical distancing (>6ft.) and be short in duration (<15 minutes). The meeting will be held outdoors in a location that will allow for this to occur. In instances where this is not feasible (e.g., more than 10 employees start a shift at similar times), alternative methods for communication between the shift lead/manager/supervisor and staff will be utilized (i.e., radio, phone, video call).
2. *Custodial Closets.* Only one person should be in a custodial closet at one time when retrieving cleaning supplies and materials for work tasks.
3. *Working Alone/Teams.* Custodial staff should work alone in a room or area. In instances where more than one team member in an area is needed, maintain physical distancing of at least six feet and wear masks.
4. *Restricted Access During Cleaning.* When working in a room/area, it is preferred that no other persons are present. Coordinate in advance or make an appointment. If persons are present upon entry, politely ask them to leave (while keeping a distance of six feet) or ask when they will leave so you can return and clean. Place a sign at the entrance indicating that the area is closed for cleaning and remove when done. If cleaning must occur with others present, ensure at least six feet of physical distance is maintained and that all persons in the area are wearing masks.
5. *Lunch/Breaks.* Maintain physical distancing of at least six feet during all lunch and break times. Do not congregate with co-workers during lunch/breaks. Take lunch/breaks outside whenever possible.



### HAND HYGIENE

1. Use proper practices per the “General Practices for All Employees” COVID-19 safety guidance (e.g., hand hygiene, covering sneezes and coughs, managing personal items, and avoiding touching eyes, nose or mouth with unwashed hands).

2. Hands must be cleaned (hand washing or hand sanitizing) before and after work, before putting on gloves or masks/respirators, and after taking them off. Do not wear gloves used for cleaning when handling personal objects, eating, or touching one's face.
3. Avoid sharing phones, work supplies, equipment, and communal amenities, when possible.



## PROTECTIVE EQUIPMENT

1. **Face Masks.** As indicated in the "General Practices for All Employees" COVID-19 safety guidance, custodial staff are required to wear a face mask that covers the nose and mouth. Masks with one-way valves should not be used. Employees need not wear a face mask when the employee is alone in their private office with door closed. Employees shall have a clean face mask daily.
2. **Gloves.** Custodial employees shall wear disposable gloves during cleaning/disinfection. Remove and discard disposable gloves regularly as follows, and clean hands after removing gloves.
  - a. prior to lunch and break times;
  - b. when gloves appear ripped or damaged;
  - c. when a contaminated surface is touched and before touching other "clean" areas;
  - d. when leaving a location/area; and
  - e. once the work shift is over.
3. **Safety Glasses.** Safety glasses or face shield should be worn if there is potential for chemical splash or contamination of eyes such as when performing certain high-risk case response. Refer to the disinfectants list attached. Safety glasses should not be shared.
4. **Respirators.** Custodial staff performing high-risk case response cleaning must wear a respirator in accordance with the Case Response Cleaning Protocols attached. Any employee using a respirator (e.g., N95, half-face respirators with P100 filters), voluntarily or as assigned, must have received approval per the respiratory protection program. Those required to wear a respirator are medically evaluated, trained, and fit tested.
5. **Work Clothing.** Custodians should change out of work clothes before leaving their worksite if they are visibly contaminated. All work clothing should be laundered after use. Aprons may be required if chemical splash is possible; refer to the product instructions. Custodial staff performing high-risk case response will wear protective clothing (e.g. disposable coveralls) according to the Case Response Cleaning Protocols.



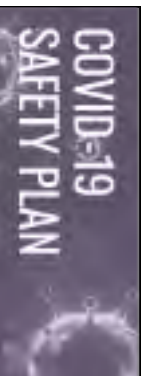
## ENVIRONMENTAL CLEANING

1. **Products.** All cleaning and disinfecting products must be pre-approved by the manager of Custodial Services. Disinfectants must be used per the product label, which typically includes a minimum contact time (dwell time) to ensure proper disinfection, as well as precautions for using the product safely. A list of disinfectants approved for use for the COVID-19 virus is provided in Attachment A, along with contact time and precautions.
2. **How to Disinfect.** Disinfection involves first cleaning a surface to remove dirt and debris, and then using an approved disinfectant to inactivate the virus. Dirty surfaces must be cleaned first to remove visible soil, then disinfection can be performed. Thoroughly coat the surface with disinfectant and allow the surface to remain wet for the contact time.
3. **High Touch Surfaces.** Disinfect high touch surfaces such as: doorknobs, door handles, light switches, sink faucet handles, soap dispensers, paper towel dispensers, hand dryer buttons, hand sanitizer dispensers, trash can lids, water refill station buttons, elevator buttons, and handrails. Refer to cleaning schedules for additional details.

4. *Custodial Equipment and Supplies.* Custodial equipment and supplies should be kept out of children's reach and stored in designated custodial closets with restricted access. Sharing of equipment and supplies should be avoided whenever possible. If sharing is necessary, cleaning and disinfection of shared items should be performed between users.
5. *Ventilation.* Ensure adequate ventilation during cleaning and disinfection (e.g. open windows and doors). Spaces should have time to air out before the start of the school day.
6. *Minimizing Contamination.* Minimize contamination during cleaning and disinfection.
  - a. Bucket solutions should be replaced frequently to avoid transferring contamination to other surfaces.
  - b. Use double bucket method to separate the cleaning solution from rinsing.
  - c. Clean cloth or mop heads frequently to avoid transferring contamination. Change out of materials should be performed for cleaning of each surface.
  - d. Consider use of disposable items.
  - e. Containers should be dried completely to minimize the degree of bacterial contamination.
  - f. Work should be conducted in a back to front and top to bottom manner, with the entrance to a room cleaned last.
7. *Disposal.* Waste generated during cleaning, including disposable PPE and supplies, should be disposed of properly into plastic bags in trash bins. Waste can be disposed of in the general waste stream.
8. *Case Response.* The enhanced cleaning protocol to be implemented by custodial staff following a known or suspected COVID-19 case is provided in Attachment B.

**Attachments:**

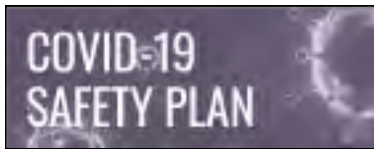
- Attachment A: SMMUSD Disinfectants List
- Attachment B: Case Response Cleaning Protocols



## Disinfectant Product List

The table below summarizes disinfectant products used for disinfection by custodial staff during the COVID-19 pandemic, and product specifications. Contact SMMUSD Maintenance and Operations at 310-450-8338 for questions related to protocols.

Product Name	EPA Reg. Number	Active Ingredient(s)	Follow Directions for Virus	Contact Time (Min.)	Formula-tion Type	Surface Types	PPE	Safe Handling Instructions	Date Added to EPA List N
WAXIE Solution Station 730HP Disinfectant Cleaner	45745-11	Hydrogen peroxide	SARS-CoV-2	1	Dilutable	Hard Nonporous; Food Contact Post-Rinse Required	Safety glasses, gloves when handling diluted (ready-to-use) solution  Safety glasses, gloves & protective apron when handling concentrated product	1) Dilution: Follow label for proper dilution. 2) Use in well-ventilated environment. 3) Do not smoke, eat, or drink, or apply cosmetics in the application area. 4) Avoid contact with skin or eyes. Avoid inhalation of mists and sprays. 5) Remove contaminated clothing promptly. 6) Clean up spilled product immediately.	9/10/2020
PUR TABS Effervescent Tablets	71847-6	Sodium dichloroisocyanurate	Hepatitis A virus; Coxsackievirus B3	1	Dilutable	Hard Nonporous	Wear eye/face protection, safety glasses, protective gloves	1) PurTabs are dissolvable tablets used with the Protexus electrostatic sprayer. Follow label for proper dilution. 2) Avoid contact with skin, eyes, clothing. Avoid prolonged exposure. 3) Provide adequate ventilation. 4) Do not eat, drink, or smoke while using. 5) Avoid contact with oxidizing agents (e.g. chlorine, chromic acid, etc) 6) Wash hands after handling.	3/3/2020



## COVID-19 Safe Practices (Custodial Staff): Case Response Disinfection

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

All Santa Monica Malibu Unified School District (SMMUSD) employees shall refer to the general Safe Work Practices for employees.

**THESE PROTOCOLS ARE ONLY FOR TRAINED CUSTODIAL STAFF WHO HAVE BEEN INSTRUCTED BY THE COVID-19 COMPLIANCE TEAM TO PERFORM CLEANING/DISINFECTION IN RESPONSE TO A SUSPECTED COVID-19 CASE. THESE PROTOCOLS ARE NOT FOR GENERAL CUSTODIAL STAFF PERFORMING ROUTINE CLEANING.**

### Risk Assessment:

The risk assessment is to be conducted by the COVID-19 Compliance Team as part of the case response process. The risk assessment will utilize the below Risk Matrix to evaluate potential impact to SMMUSD facilities and determine appropriate response actions:

SMMUSD Risk Assessment Matrix		
Case Time In Area	Low Case Impact	Substantial Case Impact <sup>1</sup>
<15 minutes	Low Risk	Medium Risk
>15 minutes	Medium Risk	Medium Risk
>15 minutes & within last 24 hours	High Risk	High Risk
<b>Notes:</b> 1: substantial case impact determined by risk assessment (e.g., visible bodily fluids/excretions present, case reported to be coughing/sneezing extensively, etc.).		

### Cleaning and Disinfection:

Cleaning and Disinfection will follow the protocol outlined in the below table:

Recommended Cleaning & Disinfection Protocol						
Risk Level <sup>1</sup>	Respiratory Protection	Protective Clothing	Airborne Risk Mitigation	Cleaning & Disinfection Protocol	Area Closure?	Documentation
Low Risk	No	Normal Cleaning	No	Enhanced Cleaning	No	Routine Cleaning Logs Acceptable
Medium Risk	No	Disposable Gloves (Evaluate need for additional PPE)	No	Deep Clean all Identified Surfaces	Yes	Case-Response Disinfection Log
High Risk	Yes	Yes	Wait 24 hours Or Enhanced Ventilation	Deep Clean all identified Surfaces	Yes	Case-Response Disinfection Log
<b>Notes:</b> 1: Risk level determination to be made by COVID-19 Compliance Team based on case-response protocol risk assessment. Risk assessment includes identification of impacted surfaces on the Case Response Disinfection Log.						

Please see note on following page for alternative cleaning & disinfection methods and information on worker protection measures.



Alternative Methods for Cleaning & Disinfection

1. **High Risk Areas - Enhanced Ventilation Process:** This enhanced ventilation strategy may be used when closure of an area for 24 hours after the case was present is infeasible.
  - a. SMMUSD will use the following enhanced ventilation strategy to reduce potential aerosol transmission risk when an area is identified as high risk:
    - i. The room shall be closed to unauthorized personnel.
    - ii. SMMUSD facilities is already working to ensure that building HVAC systems are providing the maximum feasible ventilation to each room. However, confirm that the room in question is receiving the maximum feasible ventilation from the HVAC system and adjust the HVAC, if necessary.
    - iii. Portable fans will be placed in open windows or exterior doors positioned to exhaust air out of the building. Sufficient fans will be brought in to ensure an air exchange rate of at least 6 air changes per hour (ACH) in the subject area. It is not recommended that fans be placed to push air into the room, as this requires careful balancing to ensure that room air is not driven into adjacent occupied spaces.
    - iv. When available, one or more HEPA filtered air scrubbers will be placed inside the room and setup to filter and recirculate room air.
  - b. When the enhanced ventilation strategy is used, leave the room closed for a minimum of three (3) hours before re-entering to clean & disinfect surfaces. Based on the air exchange rate of the subject area (designed, calculated, or measured) the room may be downgraded to medium risk after a minimum of three (3) hours or at least twice the time required for 99.9% removal efficiency listed in Table B.1 has passed, whichever is longer.

**Table B.1. Air changes/hour (ACH) and time required for airborne-contaminant removal by efficiency \***

ACH § 4	Time (mins.) required for removal 99% efficiency	Time (mins.) required for removal 99.9% efficiency
2	138	207
4	69	104
6+	46	69
8	35	52
10+	28	41
12+	23	35
15+	18	28
20	14	21
50	6	8

Table B1. from CDC Environmental Infection Control Guidelines  
<https://www.cdc.gov/infectioncontrol/guidelines/environmental/appendix/air.html>

2. **Area Shut-Down**
  - a. As an alternative to cleaning & disinfection of an area impacted by a case, close the affected area for at least 7 days since a case was last known to be present. When reopened, resume normal cleaning & disinfection practices.

### Cleaning & Disinfection Worker Safety & Training

1. **Personal Protective Equipment:** Personal Protective Equipment for COVID-19 cleaning & disinfection may include one or more of the following items. **NOT ALL PPE LISTED BELOW WILL BE REQUIRED IN ALL SITUATIONS. REFER TO TABLES ON PAGE 1.**
  - a. **Gloves.** Select gloves based on the job task requirements. Gloves must be impermeable to body fluids. Generally, nitrile disposable gloves are adequate for COVID-19. Reusable gloves are acceptable and must be cleaned/disinfected after use.
  - b. **Safety Glasses/Face Shields.** Safety glasses or face shields shall be worn when there is a chemical splash risk from a cleaning or disinfection product or when contamination of the face or eyes is identified as a risk of the cleaning process. Safety glasses must be ANSI Z87 Standard compliant. Safety glasses and face shields must be cleaned/disinfected after use.
  - c. **Protective Clothing.** Protective clothing includes both disposable items (e.g., disposable coveralls, disposable foot covers) and reusable clothing (e.g., fabric coveralls, rubber boots). The intent of protective clothing is to provide a protective outer covering that can be removed, along with any associated contamination, at the conclusion of the cleaning and disinfection process and before entering clean environments (e.g., other school areas, personal automobile, home). Upon removal, reusable protective clothing must be disinfected or placed in a bag for subsequent laundering. Disposable clothing (e.g., Tyveks) may also be used and disposed of promptly after cleaning.
  - d. **Respirators/Masks.** Face coverings or masks are required to be worn at all times when on campus in accordance with the SMMUSD All Employees Safe Work Practices. Masks or face coverings should be disposed of or laundered after completing case-response cleaning and disinfection. When respiratory protection is required, N95 respirators or half-facepiece respirators with P100 filters are acceptable. Respirators should only be used in accordance with the SMMUSD Respiratory Protection Program.
2. **PPE Selection Criteria**
  - a. **Low Risk Areas:** Cleaning & disinfection workers should use protective equipment as directed by the cleaning product manufacturer and existing SMMUSD policies.
  - b. **Medium Risk Areas:** Cleaning & disinfection workers should use protective equipment as directed by the cleaning product manufacturer and existing SMMUSD policies.
    - i. Workers should wear disposable gloves throughout the cleaning & disinfection process. Replace gloves whenever the gloves may be damaged and dispose of the gloves at the end of the process.
    - ii. Consider use of selected protective clothing when there is an elevated risk of contact with contaminated surfaces. (e.g., rubber boots when cleaning a room where a child vomited on the floor).
  - a. **High Risk Areas:** Workers entering high risk areas are required to use disposable gloves, respiratory protection, eye/face protection, and protective clothing.
    - i. Only workers who are trained and authorized should enter high risk areas.
2. **Chemical Safety and Hazard Communication**
  - a. All staff engaged in cleaning & disinfection work should be trained on the proper use of the cleaning & disinfection products. This includes two elements:
    - i. All workers shall be trained on the safe handling, labeling, storage, and use of the products to protect worker, staff, and student safety and to meet the requirements of Cal/OSHA's Hazard Communication Standard (8 CCR 5194).
    - ii. All workers must be trained on the manufacturer's directions for proper use of cleaning & disinfection products. The training shall emphasize the importance of meeting manufacturer requirements for wet contact time for disinfectants.
3. **Cleaning and Disinfection**
  - a. **Hard, non-porous surfaces:** Clean surface to remove soil, then use approved disinfectant.
  - b. **Soft, porous surfaces:** Clean surface to remove soil (e.g. HEPA vacuum, spot clean), then use a disinfectant approved for porous surfaces, or use steam cleaner to disinfect.

\_\_\_\_\_

[illegible]

*duration that the case was present, and their impact to the area.*



# APPENDIX G:

## SPECIAL ED PROTOCOLS



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

## Department of Special Education - Assessment Protocol

The Santa Monica-Malibu Unified School District has determined that special education assessments may be conducted in person by the District's assessment team.

To support our staff, students and families the following protocol has been developed.

All assessors must be trained in advance of beginning testing.

### Scheduling

- Two times will be available per testing area (up to 4 testing rooms or canopies shall be available).
- Each space will only hold one assessor.
- Start times will be staggered per room or canopy.(ex.Room1/Canopy 1 8:30-11:30, room 2/Canopy 2 8:45am-11:45, etc. then afternoon times Room 1/Canopy 1 12:30-2:30; Room 2/Canopy 2 12:45-2:45, etc.)
- Scheduling doc will be put in a Google Folder
- All assessors must sign up for an assessment time prior to meeting with a student.

### Prior to the day of testing

- 24 hours prior to the assessment the assessor sends the family the waiver
  - Waiver must be received by the assessor prior to moving on to the next step
  - Questionnaire needs to be completed by both parent and staff
  - Provider places waiver and questionnaires in Google Folder marked Assessment Waivers. A hard copy may be kept if unable to be loaded in folder.
  - The assessor uses the checklist to assessor for risk factors.
  - Testing materials will already be at testing hub.
  - Plexiglass will be set up.
  - PPE will be available- mask, clear face shield if needed.

### Day of testing

- All assessors and nurse must take their own temperature at temperature kiosk and they must complete their questionnaire and return to school/department. Temperature must be within normal range.
- If health assessment is required, student would see nurse first. She will complete the health assessment and make sure temperature is within normal range.
- If nurse is not there, assessor must read temperature from kiosk.
- Parent/Guardian must drop student at entry point.
- Parent/Guardian will sign student in.

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**Board of Education:** Oscar de la Torre • Craig Foster • Jon Kean • Maria Leon-Vazquez

Laurie Lieberman • Ralph Mechur • Dr. Richard Tahvildaran-Jesswein

**Superintendent:** Dr. Ben Drati



## SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

- Parent/Guardian will go to outside waiting area.
- Assessor exits the testing center to meet the family in the entry point.
- Both assessor and student shall be wearing a mask. Parent/guardian shall wear a mask as well.
- Student is provided hand sanitizer.
- Student and staff walk to testing room or outside area under canopy.
- Assessor reviews the assessment process with the student and completes the assessment
- Assessor remains behind the plexiglass on the desk.
- Assessor provides student with testing booklet if necessary.
- Assessor provides regular breaks every 15 minutes
- At the students last break in assessment, the assessor notifies the parent that the anticipated end time of the assessment is \_\_\_\_\_.
- Student and staff will wash hands or use hand sanitizer before returning to parent/guardian.
- Assessor will walk student to parent and confirm next appointment and review process if needed.

### **After testing**

- The assessor will re-enter testing room and begin by wiping down all mobile equipment/devices used during assessment
- Assessor will then wipe/sanitize the divider, tables, chairs and any other furniture
- After every appointment, custodian will clean area.

\*If testing is done indoors, please use a large space such as the cafeteria, cafetorium, auditorium, MPR or large classroom

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## SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Dear Parent or Guardian:

The Santa Monica-Malibu Unified District in conjunction with CDC and Los Angeles County Health Officials continue to recommend a stay at home, due to the continued COVID-19 health crisis. We have been given permission to begin in person special education assessments and can have contact with their students/clients if remote working is not able to provide the results required to complete assessments.

The District is proposing seeing your child in person during the shelter in place order. The school district has deemed it necessary and telepractice alone or remote assessment is not possible to produce valid results for portions of the assessment. The District has made careful considerations regarding which assessments are essential at this time to make important decisions, such as during important transitions (e.g. initial school placement, transition school placement, triennial IEP assessment, etc.). However, to protect your family and that of the assessment team, the District has taken protective precautions to decrease the risk of exposure. Upon initial contact, the District will do the following:

- have families fill out the screening protocol for signs or suspected signs and symptoms COVID-19 in self or close contacts and either email it to assessor the day before or bring it with them to the appointment
- have student use no touch thermometer to take the his/her/their temperature
- wear a facial mask; your child will also be required to wear a mask
- the assessor and child will be separated by a plexiglass divider
- practice and require proper hand hygiene using alcohol-based hand sanitizer and/or soap-and-water
- disinfect exposed and potentially contacted surfaces and testing materials in between assessment appointments

Please do not agree to an on-campus assessment if your child or a member of your household presents with:

- Fever or Malaise
- Cough, chest pain, shortness of breath
- sneezing or runny nose
- Chills
- Cough (not due to a chronic condition)
- Difficulty breathing or shortness of breath
- Sore throat (not due to a chronic condition)
- Muscle aches (not due to a chronic condition)
- Diarrhea (not due to a chronic condition)
- Severe fatigue
- Headache (Not due to a chronic condition)
- New loss of sense of taste and/or smell (not due to a chronic condition)

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SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

- Nasal congestion (not due to a chronic condition)
- Runny nose (not due to a chronic condition)
- Nausea (not due to a chronic condition)
- Vomiting (not due to a chronic condition)

We appreciate you making keeping everyone safe and adhering to all safety precautions.

I have read the information above and understand the risks associated with in-person assessments.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent printed name

I consent to in-person assessment.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent printed name

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# APPENDIX H:

## ATHLETICS PROTOCOLS

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

All SMMUSD athletics staff employees and student athletes must follow COVID-19 safe practices pertaining to all SMMUSD employees and students. In addition, the following document provides COVID-19 safety practices applicable to all SMMUSD athletics. Additionally, be sure to review any specific safety practices tailored for specific athletic activities (baseball, golf, track, etc.) Protocols will follow the [LA County Reopening Protocol for Youth Sports Leagues](#), which are subject to change. Questions regarding COVID-19 safety should be directed to your supervisor or coach.

Clearances: Before a student is to participate in athletic activities they must complete mandatory clearance on [athleticclearance.com](#). The School Nurse will review athletic clearance forms to assess if an emergency care plan is necessary.

**In accordance with county health orders, please note the following until further notice:**

1. **All youth sports activities must take place outdoors.**
2. **Only activities which allow for physical distancing are allowed, including but not limited to training, conditioning, and skill-building activities. Non-contact activities only.**
3. **Students will remain in the same stable cohort to limit the risk of transmission. A cohort consists of no more than 12 students and up to 2 two supervising adults/coaches. Students and coaches are only allowed to be part of one cohort and may not change cohorts.**
4. **All sporting events, including tournaments, events or competitions are not permitted. Non-contact activities/games such as singles tennis matches, golf matches, some track and field events) are allowed as long as physical distancing is maintained.**
5. **Locker rooms are closed. Designated restrooms are open for handwashing and restroom use only. Maintain physical distancing in the restrooms. Space will be designated for athlete gear/backpacks to ensure that items are separated at least six feet apart.**
6. **Parents and visitors are not allowed to enter campus. Parents must be available to pick up their child immediately if the child develops symptoms while on campus.**



## HEALTH SCREENING

1. *Employee Screenings.* Prior to coming to school, employees / coaches must conduct self-screening for COVID-19 symptoms and exposure by reviewing the attached screening questionnaire. Upon arriving on site, employees shall go to the sign-in station, screen themselves at the temperature kiosk, and sign-in on the sign-in sheet affirming that they have passed the self-screening process. Any employee who does not pass the at-home or in-person screening (or develops symptoms during the workday) must go/stay home immediately and notify their supervisor and the school nurse for further directions, including self-isolation instructions.
2. *Student Athlete Screenings.* Prior to coming to school, student athletes must conduct self-screening for COVID-19 symptoms and exposure by reviewing the attached screening questionnaire and respond using the tool determined by the site. Student athletes will also be screened upon arriving on site. The screening will include: 1) review of the screening questionnaire for symptoms/exposure, and 2) a temperature check using a contactless thermometer or thermal kiosk. All coaches/staff performing screening are trained by designated staff (with nurse oversight), and will wear a face covering and gloves during screening (may wear a face shield). Only if the student passes the screening will the coach sign the student in on their roster. Any student who does not pass the at-home or in-person screening (or develops

symptoms on campus) must go/stay home immediately and notify their coach and the school nurse for further directions, including self-isolation instructions. The parent will be notified if a student did not pass the screening. Reasonable efforts will be taken to prevent the student from taking public transportation home.

3. **Case Response.** In the event of a positive test or suspected/known case or exposure, the District shall implement its Exposure Management Plan to address the case, potentially exposed persons, and affected areas, following protocols outlined in the [LA County Department of Public Health Order](#). If an exposure occurred within a stable cohort, all members of the stable cohort will require immediate self-quarantine. Notification to affected parties will be provided as required. The district's Exposure Management Plan is provided in the SMMUSD COVID-19 Safety Plan which may be viewed at: <https://www.smmusd.org/coronavirus>.



## PROTECTIVE EQUIPMENT

1. **Masks.** All persons including employees and students are required to wear an appropriate face covering that covers the nose and the mouth at all times, except while swimming, showering, eating/drinking, when engaging in heavy physical exertion (while maintaining a distance of 8 feet or greater from others), or engaging in solo physical exertion (such as jogging by one's self). This applies to all adults and to children 2 years of age and older. Masks with one-way valves may not be used. Only individuals who have been instructed not to wear a face covering by their medical provider due to a medical condition, mental health condition, or disability that prevents wearing a face covering are exempt from wearing one. Students should take a break from exercise if any difficulty breathing is noted and should change their mask or face covering if it becomes wet and sticks to the student's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not permitted for exercise. A clean mask is required daily.
2. **Gloves.** Employees / coaches who conduct temperature screening using a contactless handheld thermometer shall wear disposable gloves. Additionally, employees / coaches will wear disposable gloves if they are performing cleaning/disinfection of equipment or other surfaces. Gloves should be put on prior to beginning the task (screening, cleaning, etc.) and removed/disposed of when done. Hands should be washed immediately after removing gloves. Gloves can be obtained from facilities.
3. **Face Shield.** Employees / coaches who conduct temperature screening using a contactless handheld thermometer may also wear a face shield.



## PHYSICAL DISTANCING

1. **Cohorts.** Student athletes and coaches remain in a stable cohort in order to limit the risk of transmission.
2. **Activities.** Only activities which allow for physical distancing are allowed, including but not limited to training, conditioning, and skill-building activities. Contact sports cannot practice in the same manner as they used to practice prior to COVID-19.
3. **Physical Distancing.** Physical distancing of at least six (6) feet between each student and between students and coaches is required at all times, and at least eight (8) feet during times of heavy physical exertion.
4. **Area Layouts.** Practice areas are setup/redesigned as needed to maintain physical separation within and between cohorts. Any areas where students are seated off-field or off-court (e.g., bench, dugout, bullpen) is reconfigured as needed to allow students and coaches to maintain a physical distance of 6 feet while in the area.



## HAND HYGIENE

1. **Hand Hygiene.** Employees and students should clean hands often and avoid touching eyes, nose, and mouth with unwashed hands. Avoid handshakes, high fives, fist bumps, or other physical contact with others. Wash hands with soap and water thoroughly for at least 20 seconds. If soap and water are not readily available, use a proper hand sanitizer (e.g., at least 60% ethyl alcohol, avoid isopropyl alcohol-based sanitizer which is more toxic) rubbed into hands until completely dry. Frequent handwashing is more effective than the use of hand sanitizers, especially when hands are visibly dirty. Cover mouth with elbow or tissue when coughing or sneezing.
2. **Equipment.** Student athletes will bring their own equipment to practice and not share equipment, to the extent possible. If sharing is necessary, it is limited to a pair of students and disinfected between use. Students may engage in limited sharing of equipment, such as kicking a soccer ball between two people, or throwing a baseball, football, or frisbee as part of skill-building exercises. However, sharing of equipment in this manner should only be in designated pairs, not as a group activity. If equipment must be shared, it is disinfected between use by different people.
3. **Water Bottles.** Students should bring their own pre-filled water bottles. Water fountains are available to fill water bottles only and not for drinking. Students should not share beverage bottles or food.
4. **Personal Items.** Students and staff personal items such as water bottles, backpacks/purses, cell phones, etc. should be viewed as an extension of the hands and disinfected frequently. Avoid sharing or placing these items on public surfaces that may be contaminated



## ENVIRONMENTAL CLEANING

1. **Surfaces.** Frequently touched surfaces on campus (e.g. door handles, handrails, handwash sinks, etc.) are cleaned and disinfected at least daily by custodial staff using products on EPA List N approved for use against COVID-19. Refer to district cleaning schedules for more information.
2. **Equipment.** If sharing of certain equipment cannot be avoided, cleaning/disinfection should be done between each use. Employees may only use disinfectants approved by the district and shall receive training to ensure that products are used per the product label, including minimum contact time to ensure proper disinfection, as well as precautions for using the product safely.



## ADDITIONAL PRACTICES

1. **Outdoors.** Until further notice, all youth sports activities must only take place outdoors. Teams may utilize a canopy, or other sun shelter, but only if the sides of the canopy or sun shelter are not closed and there is sufficient outdoor air movement.
2. **Ingress/Egress.** School sites shall establish entry and exit procedures for students.

### Attachment A: Screening Questionnaire



# APPENDIX I:

## BUS TRANSPORTATION PROTOCOLS

**Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.**

All SMMUSD staff and students must follow COVID-19 safe practices pertaining to all SMMUSD staff and students. In addition, the following document provides additional more specific COVID-19 safety practices applicable to transportation on busses. Questions regarding COVID-19 safety should be directed to your supervisor or to the site Covid-19 Compliance Team.



## HEALTH SCREENING

1. *Employee Screenings.* Prior to coming to school, drivers must conduct self-screening for COVID-19 symptoms and exposure by reviewing the screening questionnaire provided in the All Employees Safe Practices. In addition, upon arriving on site, employees shall have their temperature checked using a contactless thermometer and sign in affirming that they have passed the self-screening process. Any employee who does not pass the at-home or in-person screening (or develops symptoms during the workday) must go/stay home immediately and notify their supervisor and the school nurse for further directions.
2. *Student Screenings.* Prior to coming to school, students must conduct self-screening for COVID-19 symptoms and exposure by reviewing the screening questionnaire. Additionally, screening will be conducted by staff before a student may enter the bus. Staff (e.g. para) will review the screening questionnaire with the parent/guardian and notify the driver if the student passed. The driver will then conduct a temperature check using a contactless thermometer. Drivers will wear a face covering and gloves during screening and may additionally wear a face shield. Drivers performing screening are trained by designated staff with nurse oversight. Anyone who does not pass the at-home or in-person screening will not be allowed on the bus. They should go home immediately and notify the school nurse for further directions.
3. *Case Response.* If a suspected/known COVID-19 case is identified, the bus will be taken out of service for 24 hours since the case was last present on the bus if feasible. The District shall be notified immediately and implement its Exposure Management Plan to address the case, potentially exposed persons, and affected areas, following protocols outlined in the [LA County Department of Public Health Order](#). If an exposure occurred within a stable cohort, all members of the stable cohort will require immediate self-quarantine. Notification to affected parties will be provided as required. The district's Exposure Management Plan is provided in the SMMUSD COVID-19 Safety Plan which may be viewed at: <https://www.smmusd.org/coronavirus>.



## PHYSICAL DISTANCING

1. *Maintain Physical Distance.* At least 6 feet of distance shall be maintained whenever possible.
2. *Seating Layout.* Space is maximized (at least 6 feet) between students, and between students and the driver. Every other row is kept empty, at a minimum. Seats are marked with tape to indicate seats which should not be occupied, to support physical distancing. Seating is assigned as feasible. Siblings and same household students are allowed to sit together.
3. *Cohorts.* Bus passengers are cohorted as much as possible (same passengers together in each bus each day).
4. *Staggered Times.* Bus loading/drop-off times are staggered to the extent possible to limit contact between cohorts.
5. *Loading Zones / Bus Stops.* Visual cues (signs, cones, floor markings, etc.) are used to indicate 6 feet distance between people waiting for the bus or entering the bus. In addition, staff reminds people to maintain distance.



6. **Loading and Exiting Procedures.** Prevent students from walking past each other. The driver stands outside when practicable to limit close contact. Students shall enter the bus one at a time and be completely seated before the next student may enter. Drivers will load the rear of the bus first, moving forward to ensure no close encounter with previously boarded students. Unloading procedures will be in reverse, unloading the front seats first, one student at a time, until the student is completely off the bus and 6 feet away. On daily return trips, students are loaded in drop-off order (i.e., last drop-off in back, first drop-off in front).



## HAND HYGIENE

1. **General Hand Hygiene.** Use proper practices per the general COVID-19 safety practices guidance for staff and students (e.g., hand hygiene, covering sneezes and coughs, managing personal items, and avoiding touching eyes, nose or mouth with unwashed hands).
2. **Hand Sanitizer.** Drivers and passengers should use hand sanitizer with at least 60% ethyl alcohol whenever entering the bus. Hand sanitizer should be rubbed into hands until dry.



## PROTECTIVE EQUIPMENT

1. **Masks.** Cloth face coverings are required to be worn on school buses at all times, including when waiting for, entering, riding, and exiting the bus. The face covering should cover the nose and mouth, and masks with one-way valves should not be used. Driver should also wear a face covering when alone on the bus. Driver has access to surplus masks to provide to students who do not have one. A clean face covering is required daily.
2. **Face Shields.** Drivers may additionally wear a face shield if there is a situation where drivers must be within six feet of students (e.g. during screening) or there is a risk of exposure to bodily fluids (e.g., assisting a student, student spitting). Face shields should be cleaned/disinfected after use and should not be shared.
3. **Gloves.** Employees performing cleaning or screening are provided disposable gloves. Gloves should be put on prior to beginning the task and removed using proper hygienic technique when done and before taking breaks or performing any other tasks. Wash hands immediately after removing gloves.



## ENVIRONMENTAL CLEANING

1. **Cleaning/Disinfection.** Frequently touched surfaces are disinfected after every completed bus route. Buses are thoroughly cleaned and disinfected daily, and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with district approved cleaning/disinfectant products and disposable gloves. Disinfectants must be used per the product label, which includes a minimum contact time to ensure proper disinfection, as well as precautions for using the product safely.



## ADDITIONAL PRACTICES

1. **Ventilation.** Keep bus windows and roof vents open as much as possible (e.g. windows open at least halfway) to circulate fresh air, as weather or air quality conditions permit. In addition, the air conditioning/heating system should be used to provide fresh air-- the "fresh air" option will always be used and the "recirculate" function should never be used. Increase filtration efficiency where possible.



# APPENDIX J:

## INSPECTION FORM



## COVID-19 Safe Practices: Inspection Form

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

Location/Area: \_\_\_\_\_

Instructions: Covid-19 Compliance Team representatives and/or area supervisors should use this form to conduct regular inspections of their areas of responsibility.

1. Complete the following checklist by visually assessing the physical spaces, tasks/activities and individuals in the area and reviewing any associated forms or documentation.
2. Use the Notes section to answer question prompts and comment on deficiencies/improvements. If action items are generated, ensure follow up and completion are documented in the notes as well.
3. Submit a copy of this form to the District Covid-19 Compliance Team ([tbrown@smmUSD.org](mailto:tbrown@smmUSD.org)) and maintain hard copies locally.

Q#	Question	Yes	No	n/a
1.	<b><u>Safety Plan:</u></b> Has the COVID-19 Safety Plan been provided to all at the site and are all aware of where to view the Safety Plan at any time? ( <a href="http://www.smmUSD.org/CovidSafetyPlan">www.smmUSD.org/CovidSafetyPlan</a> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<b><u>Covid-19 Compliance Team:</u></b> Is a Covid-19 Compliance Team in place and meeting regularly (i.e. weekly)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<b><u>Stable Groups (Where Applicable):</u></b> Are students and staff kept in stable groups with fixed membership that stay together for all activities (e.g. instruction, lunch, recess), and do not mix with others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<b><u>Entrance, Egress, and Movement:</u></b> Is movement of students, staff, and parents managed to avoid close contact and/or mixing of cohorts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<b><u>Face Coverings:</u></b> Are people using approved face coverings that cover their nose and mouth?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<b><u>Health Screening:</u></b> Are all employees / students / visitors completing screening prior to entering a site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<b><u>Hand Hygiene:</u></b> Are people practicing proper hand hygiene? Are handwashing sinks with soap and paper towels, and/or hand sanitizer with at least 60% alcohol, and readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<b><u>Case Response:</u></b> Are protocols followed when there is a confirmed or suspected case of COVID-19 in a student or employee in accordance with SMMUSD's Case Response Guide (e.g. contact tracing, reporting of cases and exposed persons to DPH, and notifications)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<b><u>Physical Distancing:</u></b> Are people maintaining at least 6ft physical distance? If <6ft, are people using a physical barrier and/or additional protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<b><u>Training:</u></b> Have all staff/families been trained on COVID-19 safety and details of the safety plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	<b><u>Testing:</u></b> Are all staff and students who have symptoms of Covid-19 or have been exposed to someone with COVID-19 instructed to get tested and provided with testing resources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	<b><u>Communication Plans:</u></b> Are cases and exposures at the school communicated to students, staff, and parents, while maintaining privacy? (e.g. information on the district COVID-19 dashboard)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	<b><u>Ventilation:</u></b> Have modifications been made to increase filtration and/or optimize ventilation in this area? Discuss with Facilities if unsure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	<b><u>Cleaning / Disinfection:</u></b> Are shared areas (restrooms, classrooms, lounges, buses, etc.) being routinely cleaned if in use? Is disinfection done after a case has been identified in the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Location/  
Area:**

[illegible]



## APPENDIX K:

# CONSULTATION WITH ORGANIZATIONS



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

## Consultation

Santa Monica-Malibu Unified School District values the input of its employees, parents, and community members. As of February 22, 2021, SMMUSD has consulted with the following labor and parent/community organizations in the development of its school reopening plans.

- Santa Monica-Malibu Classroom Teachers Association (SMMCTA) Consultation Dates: 1/7/21, 1/20/21, 1/27/21, 2/3/21 2/11/21 and 2/12/21
- Service Employees International Union, Local 99 (SEIU) Consultation Dates: 12/18/20 and 2/18/21
- Parent and Community groups: 2/8/21 and 2/11/21 [REDACTED]

### **SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**

1651 Sixteenth Street • Santa Monica • California 90404-3891 • (310) 450-8338 • [www.smmusd.org](http://www.smmusd.org)

**Board of Education:** Oscar de la Torre • Craig Foster • Jon Kean • Maria Leon-Vazquez

Laurie Lieberman • Ralph Mechur • Dr. Richard Tahvildaran-Jesswein

**Superintendent:** Dr. Ben Drati

## Parent and Student Consultation Meetings Regarding Reopening

### PTA full council meetings

- PTA Council exec board and PTA unit presidents
- Some were regular monthly meetings, while others were special meetings: 6/18/20, 10/12/20, 10/20/20, 11/17/20, 11/30/20, 12/15/20, 1/19/21, and 2/16/20

### District Advisory Committees (DACs) and other advisory committees

- Health & Safety DAC (board-appointed committee): 10/8/20
- Special Education DAC (board-appointed committee): 10/13/20
- District English Language Advisory Committee (DELAC): 6/22/20, 10/20/20, 11/18/20
- Puente/Latinx Parent Group: 6/23/20
- Black/African American Parent Group: 6/24/20, 11/23/20
- LCAP Parent Advisory Committee (PAC): 10/14/20

### Town Hall Meetings

- Elementary school focus: 6/30/20 and 10/26/20
- Secondary school focus: 7/1/20 and 10/21/20
- Malibu schools focus: 7/7/20

### High School Student Leaders

- ASB executive team and Student Board Members from each of our three high schools
- 6/25/20 and 10/21/20

### Large-group Meetings for Elementary School

- Each elementary school sent: the principal, a rep from FAC (Faculty Advisory Committee), SLT (School Leadership Team), PTA President, SSC (School Site Council); also included a PTA Council rep, an elementary school parent whose child receives special ed services, and a DELAC rep
- Dates: 11/17/20, 11/24/20, and 2/8/21

### Large-group Meetings for Secondary School

- Each secondary school sent: the principal and a rep from each elem. school for FAC (Faculty Advisory Committee), SLT (School Leadership Team), PTA President, SSC (School Site Council); also included a PTA Council rep, a secondary school parent whose child receives special ed services, and a DELAC rep
- Dates: 11/16/20, 11/23/20, and 2/10/21