

## REOPENING PROTOCOLS FOR K-12 SCHOOLS: APPENDIX X1

### Recent Updates:

- 9/2/20 - Updated to incorporate State's guidance on cohorts (Changes highlighted in yellow)

All K-12 schools in California counties in Tier 1 of the State's Blueprint for a Safer Economy, including the County of Los Angeles and the City of Long Beach, must remain closed to in-person learning except as permitted by the Safer at Home Order and this Protocol. In compliance with this order, K-12 schools in Los Angeles County, including in the City of Long Beach, may open only for remote learning with limited exceptions discussed below.

All K-12 schools in California counties that are on the State's COVID-19 monitoring list, including Los Angeles County, are prohibited from reopening for in-person instruction with limited exceptions. In compliance with this order, K-12 schools in Los Angeles County may open only for remote learning. During this period, employees and staff, as defined below, may report to school campus for work in order to support implementation of remote learning and to support other basic school operations. All applicable measures in this protocol to ensure the safety of employees must be implemented. Waivers for opening of elementary (TK through grade 6) education are not currently being permitted, however further information about the waiver process, which may be operational in the future.

During this period when schools are only open for remote learning, care for school-aged children is permissible in compliance with the [LBDHHS Protocol for Programs Providing Day Care for School-Aged Children](#). The following models for provision of such care on school campus are permissible. More models may be added as further information is made available via California Department of Public Health, California Department of Social Services, and California Department of Education (CDE).

- Licensed ECE providers, including those whose licenses include care for school-aged children;
- Any employer that has received an emergency waiver from Community Care Licensing Division (CCLD) for operation of temporary employer sponsored childcare.
  - If you are an employer seeking an emergency waiver for this purpose, contact your regional CCLD office. Contact information for offices can be found [HERE](#).
- CDE-funded expanded learning programs such as After School Education and Safety (ASES), 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC), 21<sup>st</sup> Century High School After School Safety and Enrichment for Teens (ASSETs). [See California Department of Education [COVID-19 Frequently Asked Questions](#).

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2020-21]

While schools are closed to all classroom instruction, in person assessments are permitted on campus for students who have or who require evaluation for Individualized Education Plans (IEPs) when such assessments cannot reasonably be performed elsewhere.

While schools are closed to all classroom instruction local educational agencies, including public and private schools, are authorized to provide small-group, in-person services in controlled, supervised and indoor environments for specialized services, targeted services and support for students in ways that maintain the focus on health and safety to minimize transmission. These services must be offered to stable cohorts of students of no greater than 14 students with no more than 2 supervising staff and for no more than 25% of building occupancy. Please see [CDPH Guidance for Small Cohorts/Groups of Children and Youth](#), and [Providing Targeted, Specialized Support and Services at School FAQ](#) for more details. This reopening protocol must be developed, implemented and complied with in order to offer small cohort in person services to students.

The Long Beach Department of Health and Human Services (Health Department) is adopting a staged approach, supported by science and public health expertise, to enable schools serving students from kindergarten through grade 12 to reopen safely. In addition to the conditions imposed on schools by the State Public Health Officer and the California Department of Education, schools must also be in compliance with these employee and student safety and infection control protocols.

Please note: This document may be updated as new information and resources become available. Go to [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) for updates to this document.

This checklist covers:

1. Workplace policies and practices to protect employee and student health
2. Measures to ensure physical distancing
3. Measures to ensure infection control
4. Communication with employees, students and families of students and the public
5. Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols.

Schools must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the setting.

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**Address:** \_\_\_\_\_

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**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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### A. Workplace Policies and Practices to Protect Staff (“Employees”) and Students

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- ❑ The school has a [COVID-19 Exposure Management Plan](#) that describes the school’s comprehensive approach to preventing and containing the spread of COVID-19 on campus.
- ❑ Create a Cohorting Plan. The Cohorting Plan must include 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 (hereafter “case”). The plan must address the following:
  - 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 must allow for temporary, on-site isolation of the case if arrangements are needed for the person’s return to their home.
  - Factsheets 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.
  - A plan to initiate a COVID-19 Exposure Management Plan that outlines procedures for:
    - Isolation of case(s);
    - Identification of persons exposed to cases at school;
    - Immediate quarantine of exposed employees and/or students; and
    - Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
  - A plan to report a cluster of cases (3 or more cases within 14 days) to the LBDHHS Communicable Disease Control Program at (562) 570-4302.
  - 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.

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- A Testing Plan for incorporating surveillance testing into regular school operations of all school personnel.
  - The Testing Plan must include a strategy for ensuring access to periodic testing for all school personnel to be implemented when instructed by the Health Department based on local disease trends and/or after resolution of an outbreak at the school or in accordance with the requirements of the [COVID 19 and Reopening Framework For K12 Schools in California](#).
  - Schools are advised to work with staff members' medical plans and advise if medical plans decline to allow this testing. Schools may also determine that contracting with a third-party testing provider may be useful and this is acceptable provided antibody tests are not used. The State offers a searchable Testing Task Force Lab List, but any California- licensed laboratory or testing provider is acceptable.
- Complete the [COVID-19 School Weekly Exposure Update](#) each week
- 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.
- 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 have been instituted to maximize physical distancing where possible.
- All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding [employer or government sponsored leave benefits](#), including their right to paid sick leave as guaranteed by the [Families First Coronavirus Response Act](#).
- 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.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills or fever and any other symptoms the worker may be experiencing, and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done remotely before employees leave home or in person upon the employees' arrival. A temperature check with a no-touch thermometer should be done at the worksite if feasible.

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- ❑ Anyone entering school property (including 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 are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times while on-site when in contact or likely to come into contact with others. Employees need not wear a cloth face covering when alone in a private office or booth or a walled cubicle.
  - A medical grade mask and eye protection are provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering.
  - Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
  - Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
  - Employees are instructed to wash their face coverings daily. Parents are instructed to ensure that children have clean face coverings.
- ❑ 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).
- ❑ In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms. Consider moving break areas outdoors, or in areas with good ventilation such as open windows and doors.
- ❑ All employees, on-site contractors, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face coverings when around others.
- ❑ Common areas used or visited by staff are disinfected frequently on a regular schedule, at least daily. This includes:
  - Break rooms
  - Restrooms
  - Classrooms
  - Laboratories
  - Nurse's office
  - Counseling and other student support areas
  - Front office
  - Other offices

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- High touch areas in staff breakrooms are frequently disinfected. Commonly shared items, such as coffee pots, pots, and dishes, are replaced with single-use items.
- Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations:
  - Building entrance/s, exits
  - Central office
  - Stairway entrances
  - Elevator entry (if applicable)
  - Classrooms
  - Faculty breakroom
  - Faculty offices
- Soap and water are available to all employees
- Employees are offered frequent opportunities to wash their hands.
- 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.
- Copies of this Protocol must be available to all employees and parents upon request and posted on the school's website.
- Develop and implement a flu vaccination program (vaccine education, promotion, and documentation of completed, current vaccination) with the goal of influenza immunization for all students and staff unless contraindicated by documented medical exemption for flu vaccine, prior to or at the beginning of the flu season (typically starts November 1) to help:
  - Protect the school community from influenza, and co-infection with influenza and COVID-19 viruses
  - Reduce demands on health care facilities
  - Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.
- Schools must enroll staff in a contact tracing training (various options offered online) program prior to reopening.

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## B. Measures to Ensure Physical Distancing by Staff, Students, and Volunteers

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- Measures are in place to ensure physical distancing of students on school busses, including:
  - A maximum of one child is permitted per bus seat.
  - Use of alternating rows.

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- Staggered school start times to permit more than one trip per bus at school start and close.
  - 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.
  - 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.
    - 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 cloth face coverings.
  - Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.
  - Other \_\_\_\_\_
- Measures are in place to ensure physical distancing as students, parents or visitors arrive at entry to school. These include:
- Students exit busses or other vehicles single file through one door.
  - 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.
  - Tape or other markings are used to help students maintain physical distancing as they line up to enter the school.
  - 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.
  - Other \_\_\_\_\_
- Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building. These may include:
- School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.
  - School employees are deployed in hallways throughout the day as needed to assure physical distancing as students move between classrooms or from classrooms to other school locations.
  - 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

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6-foot physical distance between riders. All riders are required to wear cloth face coverings, unless exempt as outlined above.

- The following Measures are in place to avoid crowding on stairways:
  - Designation of up and down stairways
  - Staggering of breaks between classes
  - Monitoring of stairways by school staff
  - Other \_\_\_\_\_
- Measures are in place to ensure physical distancing within classrooms. These include (check all that apply):
  - In-person class size has been limited to \_\_\_ students in elementary grades.
  - In-person class size has been limited to \_\_\_ students in middle and high school grades
  - The school day has been divided into shifts to permit fewer students per class.
  - Attendance is staggered to reduce the overall number of students in classrooms on a given day.
  - Some classes have been moved entirely online.
  - Online class attendance is offered as an option for students for whom it is feasible and for students who may be at elevated risk in a regular classroom.
  - Alternative spaces are used to reduce the number of students within classrooms. These may include:
 

○ School library	○ Gymnasium
○ Auditorium	○ Outside Spaces
○ Cafeteria	○ Other _____
  - 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.
  - Furniture designed for in-class group activities that bring students closer than 6 feet has been reconfigured or removed from the classroom
  - Nap or rest areas in classrooms have students placed 6 feet apart and alternating feet to head.
  - Teaching methods have been modified to avoid close contact between students in laboratories and other classes that may usually involve group activities.
  - Other \_\_\_\_\_

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- Gym class activities are selected to permit physical distancing and should be held outdoors when possible or when mandated by state or local orders.
- School policies enforce physical distancing (students maintain distance of 6 feet) in locker rooms. Policies may include:
  - Offering access to locker rooms only when staff supervision is possible
  - Staggering locker room access
  - Creating an alternative option for storage of student clothing, books and other items.
- Measures are in place to maintain physical distancing during school meals. These may include:
  - To the extent possible, meals are eaten in classrooms or outdoors, without any mingling of elementary school students from different classrooms.
  - If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.
  - Staff are deployed during meals to maintain physical distancing and keep elementary school students from different classrooms from mingling.
  - If meals take place in a cafeteria, mealtimes are staggered to the extent feasible to reduce the number of students in the cafeteria at one time; staff are on hand to ensure that elementary school students from different classrooms are not mingling.
  - 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.
- Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees. For example, kitchen and other back of house floors are marked to reinforce physical distancing requirements.
- Measures are in place to permit physical distancing in school areas used for student support services
  - 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.
  - 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.
  - Where feasible and appropriate, therapeutic and support activities are conducted virtually.
  - Sharing of equipment and supplies is avoided where possible. Should equipment need to be shared, it must be sanitized before and after each use

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- by a different student and/or employee
- Staff offering student support services are provided with appropriate PPE per Cal OSHA requirements.
- ☐ Measures are in place to permit physical distancing in administrative areas of the school
  - Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
  - Tape or other markings are used to define a 6-foot radius around reception desks or counters.
  - Workstations 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.
- ☐ Measures are in place to ensure physical distancing and safe infection control practices in extracurricular activities. These may include:
  - Spectator events are not permitted at this time; this includes both indoor and outdoor events.
  - 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.
  - 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.
  - Measures are in place to avert unsupervised clustering of students in locker rooms. These may include:
    - Offering access to locker rooms only when staff supervision is possible
    - Staggering locker room access
  - Extracurricular musical activities have been moved online or reconfigured as necessary to incorporate physical distancing.
    - Choral groups or any activities that require singing or chanting are suspended.
    - Activities where there is increased likelihood for transmission from contaminated exhaled droplets—such as singing, yelling, chanting, blowing wind instruments—are not permitted at this time.
  - Extracurricular activities that are not athletic or musical (teams, clubs) meet online rather than in person to the extent feasible.
  - In person school-wide events (assemblies, school plays, etc.) and group field trips are halted. They can be conducted virtually.

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### **C. Measures to Ensure Infection Control**

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- ❑ Screening is conducted before students, visitors and staff may enter the school. Screening must include a check-in concerning cough, shortness of breath or experience of fever and any other symptoms the visitor may be experiencing. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival. A temperature check with a no-touch thermometer is included in the symptom check at entry if feasible
  - Adult visitors and staff who screen positive at entry or who report symptoms at any point during the school day are instructed to return home and self-isolate as required by Health Officer Order of July 1, 2020 (see Health Officer Isolation Order).
  - Students who screen positive at entry or who report symptoms at any point during the school day are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while arrangements are made for their return home.
  - The COVID-19 Compliance Team (see Section A on page 2) is informed of any positive screening result in the school and initiates the COVID-19 Exposure Management Plan [COVID-19 Exposure Management Plan](#) consistent with LBDHHS directives.
  - Adult visitors, staff, [students and any other people](#) who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by the [Health Officer Quarantine Order](#), until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19.
- ❑ 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.
  - 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 tested for COVID-19.
  - 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 after day 10 of their quarantine.
- ❑ Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These may include:
  - 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 when possible.
  - Visitors to the school other than parents of enrolled students are limited to

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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.

- 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.
  - 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 instructed that they must wear cloth face coverings at all times while in the school.
- Measures are in place to promote optimal ventilation in the school. These may include (check all that apply):
- The school HVAC system is in good, working order.
  - 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.
  - Portable, high-efficiency air cleaners have been installed if feasible
  - Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
  - Air filters have been upgraded to the highest efficiency possible.
  - Other: \_\_\_\_\_
- Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces and objects throughout the school. These may include:
- A cleaning and disinfecting schedule have been established in order to avoid both under- and over-use of cleaning products.
  - 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.
  - 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.
  - 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

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- using appropriate products (see below).
- Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and individual water bottles are provided as an alternative, high touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.
  - 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.
  - 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.
  - 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.
  - 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.
  - 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
  - All cleaning products are kept out of children's reach and stored in a space with restricted access.
  - Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air.
  - Replace and check air filters and filtration systems to ensure optimal air quality.
  - 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.
  - 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.
  - Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, including:

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- Restrooms
  - Lobbies/entry area
  - Teacher/staff break rooms
  - Classrooms
  - Cafeteria dining area
  - Cafeteria food preparation area
  - Front office
  - Other offices
  - Other areas
- Measures are in place to ensure use of appropriate face coverings by all staff, students and visitors at all times. These may include:
- Staff, parents and students are informed of the requirement for cloth face coverings prior to the start of school and on a regular basis throughout the school year.
  - All students over age 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that make that preclude use of face coverings.
    - Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
  - Information is provided to staff, parents and students concerning proper use of cloth face covering including the need to wash cloth face coverings after each day's use.
  - 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 cloth face coverings.
  - As feasible, two cloth face coverings 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 cloth face coverings.
  - Parents of younger children are encouraged to provide a second face-covering for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.
  - 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 cloth face coverings.
  - 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.
  - 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

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tolerated) until the student leaves the building.

**NOTE:** Staff and students who are alone in closed offices, walled cubicles or other private, enclosed spaces are not required to wear cloth face coverings. Students may also remove cloth face coverings when eating or napping or when wearing a cloth face covering 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 cloth face covering to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

- Measures are in place to ensure frequent hand washing by staff, students and visitors. These may include:
  - 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.
  - 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.
  - 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.
  - Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
  - Ethyl alcohol-based, 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). Ethyl alcohol is preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
  - Hand sanitizer based on isopropyl alcohol is not used in the school given its potential toxicity and hand sanitizer is not out in the open in classrooms of children under age 9. 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.
  - 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.
- Measures are in place to ensure infection control in the school cafeteria or other site at which food is served or picked up.
  - Buffet and family style meals have been eliminated.

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- Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
  - Physical barriers are in place where needed to limit contact between cafeteria staff and students.
  - Optional-Describe other measures
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#### **D. Measures that Communicate to the Campus Community and the Public**

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- Information was sent to parents and students prior to the start of school concerning school policies related to:
  - Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19
  - Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19
  - Who to contact at the school if student has symptoms or may have been exposed
  - How to conduct a symptom check before student leaves home
  - Required use of face coverings
  - Importance of student compliance with physical distancing and infection control policies
  - Changes in academic and extracurricular programming in order to avert risk
  - Changes in school meals in order to avert risk
  - School policies concerning parent visits to school and advisability of contacting the school remotely
  - Importance of providing the school with up-to-date emergency contact information including multiple parent contact options
  - Other: \_\_\_\_\_
- A copy of this protocol is posted at all public entrances to the school.
- Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and importance of hand washing.
- 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.
- 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.
- 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 coverings,

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physical distancing and hand washing.

- Online outlets instruct students, parents and teachers on how to contact the school in case of infection or exposure.

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### **E. Measures that Ensure Equitable Access to Critical Services**

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- 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.
  - 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.
  - 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.
  - Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
  
- Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.

**Any additional measures not included above should be listed on separate pages, which the school should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**School Contact Name:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Date Last Revised:** \_\_\_\_\_

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