



## Las Virgenes Unified School District

4111 Las Virgenes Road, Calabasas, CA 91302

(818) 880-4000 • Fax (818) 880-4200

<http://lvusd.org>

### **LVUSD - In-Person Safety Protocols: 2020-21 School Year**

*The following outlines safety measures and protocols the District will implement when health guidelines permit a return to in-person instruction. In accordance with state guidelines, the district will monitor local and county data that includes the number of new infections per 100,000 residents, the test positivity rate, and the change in hospitalization rate, among others when evaluating criteria to a return for in-person instruction. Upon a potential return, the District and all District staff will adhere to orders issued by the California Department of Public Health in conjunction with local and County guidelines.*

*The District has installed personal protective equipment for our students, staff, and campuses. We are utilizing state and federal grants to purchase \$850,000 of protective and cleaning equipment in an effort to create a safe environment for staff to return to school. More detailed information, as well as the physical safety measures that will be put in place, are outlined below. This document will continue to evolve throughout the course of the year.*

#### **Personal Protective Equipment (PPE)**

- All school staff and students are required to wear face coverings. Alternative protections may be utilized for students on IEPs or 504 plans and those who cannot tolerate face coverings.
- It is recommended that all face coverings be washed or replaced on a daily basis.
- The district will provide all staff members with three reusable face coverings from LVUSD, and two from the state.
  - Staff who work with students who receive special education services will have access to additional personal protective equipment such as face shields, gloves, gowns, and plexiglass shields on wheels.
  - Medical grade masks (ASTM level two) will be provided to any staff member who has to have close contact with any student whose medical condition does not allow the student to use a cloth face mask.
  - Staff offering student support services will be provided with appropriate PPE.
  - Staff are welcome to wear their own face coverings, as long as they cover the nose and mouth, and fit properly in compliance with public health guidelines.
  - If a staff member or student forgets their face covering, employees and students will check-in with the main office to receive an alternative face covering



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- Plexiglass shields are being provided for all educator workstations and the main office desks.
- Health Office staff will be provided medical-grade disposable masks.
- Instructional staff will also have the option of utilizing face shields. A face covering should still be used, unless a staff member has a drape available to them which falls below the chin (which is recommended to be used in conjunction with a shield if no mask is in use).
- Information will be provided to staff, parents, and students concerning proper use of face covering and daily washing of face coverings.
- Signage at the entry of the school, entry of the school office, and throughout the school building reinforces the face covering requirement.
- Parents of younger children will be asked to provide a second face covering for school each day in case the mask that gets soiled.

### **Physical Distancing**

- Staff must maintain six feet between themselves and other adults.
- Educator workstations will have a plexiglass divider for working with individual students or small groups of students.
- School Administrators and Plant Managers will support staff with examining each classroom and campus space in order to best determine how physical distancing can be accomplished within each space.
- In the rare instance when it is not possible for a staff member to maintain six feet of distance between another staff member or a student, both parties will ensure they are properly wearing their protective face covering and limit their exposure time to less than 15 minutes.
  - For situations where student safety involves extenuating circumstances, staff is expected to use available protective equipment to the best of their ability to work with additional staff to minimize health risks for all involved, so long as practical. Employees in these extenuating situations will not be subject to discipline nor personal liability as related to the COVID pandemic.
- The Virtual Learning Academy will continue to be an option for all families. This will assist as a means to limit the number of total students on campus.
- The use of outdoor classroom spaces is encouraged and lunch tables with umbrellas will be placed throughout the campus.
- Measures are in place to permit physical distancing in administrative areas of the school.



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- Signage will be provided to alert all individuals on campus to maintain a 6-foot distance from one another.

### **Hand Washing Requirements**

- Students and staff will be given frequent opportunities to wash their hands for 20 seconds with soap and water.
- Staff are encouraged to model and encourage frequent student hand washing.
- All individuals are recommended to wash their hands or use medically effective hand-sanitizer upon entering district sites, every time a classroom is entered, and upon touching a frequently used surface.
- Multiple hand sanitizing stations are being installed, and hand washing stations are being expanded on elementary campuses across the District.
- The district will provide every classroom with medically effective hand sanitizer.

### **Health Screening, Testing, Notification and Contact Tracing**

- 175 thermometers, and additional thermal scanners, have been purchased so that temperature readings can be taken before anyone enters the campus.
- Thermal scanners will evaluate student temperatures as each student enters the campus. Students who are identified with a high surface temperature will be asked to receive an active screening, where staff will then take a more precise reading using a thermometer.
- Students with a temperature of 100.4 or higher will be sent home.
- Prior to coming to work, all employees will complete the 5 questions as outlined on their “check-in” page on the employee portal. This can also be accessed by using the QR code at the front of your designated building.
- This process includes a temperature check, to ensure the employee’s temperature is below 100.4 degrees.
- Parents will also be required to follow [this document](#) when determining if their child should come to school on any given day.
- Staff and students with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 shall be given a medical face mask and sent home. Students will be sent to an isolation room pending consultation with the health clerk and parent pick up.

### **Daily Cleaning and Disinfecting**



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- The district shall ensure that all classroom spaces, restrooms, common spaces, and workspaces are cleaned and disinfected daily using the safest and most effective disinfectant necessary as recommended by federal, state, and/or local health officials.
- A cleaning and disinfecting schedule has been established for all custodial employees.
- Electrostatic cleaners have been purchased for regular use in disinfecting our learning and office spaces.
- All high-frequency “touch points” on campus will be cleaned multiple times throughout the day, including restrooms.
- Student workspaces (seats/desks) will be alternated between elementary cohorts/secondary periods and will be cleaned once used.
- All water fountains will be shut down and the use of individual water bottles will be promoted.
- Classrooms will receive full cleanings each evening and weekly electrostatic disinfection.
- Staff will make an effort to ensure all cleaning products are kept out of children’s reach and stored in a space with restricted access.
- Health offices will be fully disinfected twice a day.

### **Meetings and Gatherings**

- In-person meetings where staff cannot maintain six feet of distance at all times shall be conducted virtually. This includes staff meetings, 504s, IEPs, SSTs, professional development, committee meetings, and staff gatherings.
- Any large in-person gathering is prohibited. This includes school assemblies, Back-to-School Night, and parent information nights.
- Use of school facilities for non-school purposes, with the exception of childcare, is not currently permitted.
- All athletic events will not allow spectators. This includes indoor and outdoor events.

### **Student Cohorting**

- Student cohorts will be built and maintained to provide stable groupings of students that are maintained throughout each school day and through each trimester or semester.
- Systems will be implemented at the school site to prevent the mixing of classroom cohorts.
- School staff shall limit the number of in-person visits to classroom cohorts in order to minimize any potential spread of illness. Staff not assigned to the cohort teacher shall use virtual methods of interacting with the student cohort, where possible.



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- Each elementary cohort will have their own, individual recess play equipment.
- No parent volunteers will be allowed on campus, at any time, in order to minimize contacts.

### **COVID-19 Infections**

- Following a confirmed case of a staff member or student who was at school during his or her infectious period, other exposed students and staff should be quarantined for 14 days. An exposure qualifies as anyone that was within six feet of the individual for a period of time exceeding 15 minutes.
  - If the exposure impacted a full class, that class would move to distance learning for the 14-day period.
  - Through December 31, 2020, ten days of paid “COVID leave” are available to staff who are unable to work remotely and fall under these circumstances.
- The District will consult with the LA County Public Department of health when three or more cases occur on an individual school site to determine next steps as it relates to a potential transition to distance learning.
- The District will determine, in consultation with LA County, whether the whole district will revert to distance learning when multiple schools are physically closed due to COVID-19 within the same 14-day period.
- Closure decisions will be made in consultation with local health officers. After 14 days, school districts may return to in-person instruction with the approval of the local public health officer.

### **Leave Information**

- Leaves are available as set out more completely in our collective bargaining agreement. Additionally, unit members are available for additional leaves under the Families First Coronavirus Response Act (FFCRA). Unit members are eligible for FFCRA when they are:
  - Subject to a federal, state, or local quarantine order related to COVID-19;
  - Advised by their employer to self-quarantine as a result of COVID-19;
  - Experiencing COVID-19 symptoms and seeking a medical diagnosis;
  - Caring for a child whose school or place of care is closed for reasons related to COVID-19
  - Caring for an individual who has tested positive for COVID-19 or has been ordered to a federal, state or local quarantine order



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- For more information, unit members can access the following document: [Leave Provided Under the FFCRA Flow Chart](#)

### **Air Ventilation and Filtration**

- District technicians are cleaning all units, changing the custom filters, and providing standard maintenance.
- District systems use a combination of fresh and recirculated air, and the units will be running for two hours prior to the start of school, and two hours after school.
- The District will be procuring UV-C lights for our HVAC systems to optimize our air purification measures. These systems clean the air by destroying bacteria, mold, organic compounds, and viruses and will be installed throughout the district by mid-October.
- All classroom locations with functioning windows have the option to keep them open depending on the weather, temperature, or air quality conditions.

### **Lunch**

- Grab-N-Go lunch will be provided as an option for all students during the transition periods.
- If students are in line to pick-up food, tape or other markings will be used to assure a 6-foot distance between students.
- The District will ensure food operations have been redesigned, where possible, to achieve physical distancing between employees.
- No students will be permitted to eat lunch on campus.

### **Measures to Ensure Equitable Student Access to Critical Services**

- Students with disabilities will be afforded the same opportunities as all students. IEPs will include a description of the means by which the IEP will be provided under emergency conditions (as defined by the state).
- The Virtual Academy will remain available for any student whose attendance poses an elevated risk
- An option for “Grab and Go” School meals is offered to any student who is eligible for the school meal program but is enrolled in the Virtual Academy.

### **COVID-19 Site-Specific Compliance Team**



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- The District-level compliance team provides advice and oversight for the Site-Specific Teams. The District-level team includes: Lead District Nurse, Assistant Superintendent of Business Services, Assistant Superintendent of Educational Services, Assistant Superintendent of Human Resources, and the Director of Maintenance & Operations.
- Each school site will develop a COVID-19 compliance team that is responsible for enforcing all COVID-19 safety protocols. Teams are as follows:

Elementary	Middle	High
Principal	Principal	Principal
Teacher-in-Charge	Assistant Principal	Assistant Principal
Office Manager	Office Manager	Office Manager
Plant Manager	Plant Manager	Plant Manager
Health Clerk	Health Clerk	Health Clerk

- The school's health clerk, who will serve on the compliance team, will be designated as a liaison to the District's lead nurse, who will work directly with DPH in the event of an exposure on campus.

## **Communication Measures**

The District will communicate the following to all parents prior to reopening any school:

- Required use and care of face coverings
- The importance of student compliance with physical distancing policies and infection control policies
- How to conduct a symptom check before the student leaves home, following the guidance outlined in [this document](#)
- School policies concerning no parent visits and no parent volunteers
- The importance of not sending your child to school when he/she is ill
- Isolation and quarantine policies as they apply to student who have symptoms or may have been exposed to COVID-19
- Options for COVID-19 testing if the student or family member has symptoms or has been exposed to COVID-19



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- Who to contact at the school if student has symptoms or may have been exposed
- Importance of providing the school with up-to-date emergency contact information
- All staff will be trained on the COVID PPE, cleaning, and related protocols.