

COVID-19 **Back-to-School** **Policy**

Protocols & Guidelines

For Employees, Students,
Parents, and Visitors

**International
School**
Los Angeles
**Lycée
International**

Introduction	6
Policy Effective Period	6
Purpose	6
Key Prevention & Risk Mitigation Practices	8
Physical H&S Provisions	8
Health Checks	8
Exclusion Policy from Campuses	9
Face Covering Requirement	9
Staff & Student Training COVID-19 Prevention	9
Testing & Tracing	9
Air Conditioning & Room Refresh Rates	9
Injury & Illness Prevention Program (IIPP)	10
Employee Campus Presence Policy	10
Employee Monitoring & Exclusions Policy	10
Student Monitoring & Exclusions Policy	11
Employees/Students/Parents Symptomatic/Asymptomatic Exclusions Policy	11
Physical Distancing Measures & Protocol	12
LILA Provision of Protective Equipment & Material	12
Parental Provision of Protective Equipment & Material	12
LILA Cleaning Provision & Protocol	13
Classroom Safety Etiquette	13
Common Spaces Safety Etiquette & Protocols	13
Travel Policy and Protocols	14
Employee Safety Training	15
Employee-Specific Infection Management Actions	16
Other Main Resources	17
State of California	17
California Department of Public Health COVID-19 Update	17
Los Angeles Department of Public Health COVID-19	17
Center for Disease Control and Prevention (CDC)	17
City of Los Angeles	18
US Department of Labor – COVID-19	18
US Equal Employment Opportunity Commission (EEOC)	18
US State Department – COVID-19	18
LILA Contacts	19

Burbank Campus:	19
Los Feliz Main Campus:	19
Los Feliz Early Learning Center (ELC):	19
Orange County Campus:	19
Pasadena Campus:	19
West Valley Campus:	19
HR Department:	19
Facilities:	19
LILA Childcare Center Operations	20
Guidelines for LILA Preschool/Pre-K In-Person Return	20
Number of Preschool / Pre-K Age Children on Campus	20
Class Grouping	20
Health & Safety	21
Student Health & Wellness Checks	21
Staff Health & Wellness Checks and Testing	21
Travel & Exposure Notifications	22
Cleaning of Facilities & Disinfection	22
Bathroom Use & Cleanliness	22
In the Case of a Positive COVID-19 Test Result at the Daycare	23
Daily Life	23
Face Coverings	23
Pick-Up & Drop-Off Procedures	23
Personal Belongings & Nap Mats	24
Meals & Snacks	24
Daycare Code of Conduct	24
Remote Learning & Half-Day Options	25
Schedules	25
Legislation and Health & Safety Protocol	25
Appendix A – Scenarios for School Closure	26
S1: Confirmed one positive case in one Class/Pod	26
S2: At least 2 cases linked together in school, same Class/Pod	26
S3: At least 2 cases linked together in school, different Class/Pod	26
S4: At least 2 cases linked together by circumstances outside of school (i.e., acquired infection by different setting and source)	27
S5: At least 2 cases not linked but exposure confirmed for each one outside of campus setting	27
S6: At least 2 or more cases - Link unable to be determined	27

Appendix B – Scenarios to Determine When You Can End Quarantine	28
Scenario 1: Close contact with someone who has COVID-19—will not have further close contact	28
Scenario 2: Close contact with someone who has COVID-19—live with the person but can avoid further close contact	29
Scenario 3: Under quarantine and had additional close contact with someone who has COVID-19	30
Scenario 4: Live with someone who has COVID-19 and cannot avoid continued close contact	31
Appendix C	32
Summary Protocol - Exposure Management - Childcare	32
One (1) Infection Case Identified	32
Two (2) Infection Cases Identified	32
Three (3) Infection Cases Identified	32
Detailed Protocol - Exposure Management - Childcare	33
Exposure Management - Prior to 1 COVID-19 Case at ECE Site	34
Exposure Management - 1 COVID-19 Case at the ECE Site	34
Exposure Management - 2 COVID-19 Cases at ECE Site Within a 14-day Period	35
Exposure Management - ≥ 3 COVID-19 Cases at the ECE Site Within a 14-day Period	36
COVID-19 Outbreak Criteria for Early Care & Education Sites	37
Summary - Post-Infection Cleaning/Disinfection - Childcare	37
Appendix D	38
Summary Protocol - Exposure Management - K-12	38
One (1) Infection Case Identified	38
Two (2) Infection Cases Identified	38
Three (3) Infection Cases Identified	38
Detailed Protocol - Exposure Management - K-12	39
Exposure Management - Prior to 1 COVID-19 Case K-12	39
Exposure Management for 1 COVID-19 Case at School K-12	40
Exposure Management - 2 COVID-19 Cases at School K-12 Within a 14-day Period	41
Exposure Management - ≥3 COVID-19 Cases at School K-12 Within a 14-day Period	42
COVID-19 Outbreak Criteria for Schools K-12	43
Summary - Post-Infection Cleaning/Disinfection - K-12	43
Appendix E – LILA COVID-19 Student Screening	44

Appendix F – Employee & Visitor Health Screening	45
Introduction	45
Privacy of Screening	45
Person to Be Screened	45
Screener	45
Action to Be Taken	46
Screening Form	46
Appendix G – CDC Health & Safety Posters and Guidance	47
Stop the Spread of Germs	48
Wash Your Hands	49
Germs Are All Around You	50
Handwashing Is Your Superpower	51
Cover Coughs and Sneezes	52
Don't Let Your Germs Go for a Ride	53
Keep Space Between You and Others	54
Class Rules	55
Don't Feel Well? Stay Home When You Are Sick	56
Slow the Spread	57
Did You Wash Your Hands?	57
Appendix H – Benefits for Workers Impacted by COVID-19	58
Disability Insurance	58
Paid Family Leave	58
Unemployment Insurance (and any extended UI benefits programs)	59
Pandemic Unemployment Assistance	59
California Paid Sick Leave	60
Federal Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave	60
Federal Families First Coronavirus Response Act (FFCRA) Emergency Paid Family & Medical Leave	61
Local Government Supplemental Paid Sick Leave for COVID-19	61
Workers' Compensation	62
Appendix I – COVID-19 Health & Safety Training and Information	63

Introduction

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

In compliance with this Order and the associated County and City orders and subsequent updates, the International School of Los Angeles closed its physical presence at its campuses and shifted its educational activities fully online, with its entire staff working from home, to ensure the health and safety of its staff, students and the parent community.

This document covers the school's health and safety policies and protocols in reopening its educational facilities for the 2020-2021 school year following as best as practical, the current and interim CDC, State and County health departments and any local city regulations and the department of education guidelines and recommendations.

Each campus will have a more detailed operational protocol for the day to day running of the campuses based on this document which defines the overriding LILA policy and protocol in relation COVID-19.

Policy Effective Period

This policy is effective from Aug 26, 2020 (start of school) and will be amended and updated as the health and safety conditions and recommendations evolve throughout the year. It is also subject to change prior and after the start of the school, as the situation evolves and as additional information becomes available.

The state of California currently does not permit in-person school re-opening in Counties on a Watch List due to COVID-19 spread. This [order](#) was issued by CDPH on July 17, 2020. This policy will only be effective for K-12 school re-opening as soon as LILA is permitted to re-open for in-person attendance. Until such time as in-person attendance is permitted by the State and the County, LILA's K-12 teaching will be online. However LILA's childcare centers for preschool, Pre-K, and Pre-K age children will be open for in-person attendance starting on Aug 26, 2020 and this policy and protocol document is applicable to LILA's childcare facility operations.

Purpose

This policy and protocol document provides guidance and instructions to all employees including faculty and administration, parents and students and any other third party on how LILA will be operating its educational facilities when it is permitted to do so. It is aimed at supporting a safe and clean environment to mitigate the risks of COVID-19 infection for all students, parents and employees, as part of its back to school policy in view of the COVID-19 pandemic.

For more specific protocols for our Childcare Centers which are open for in-person attendance, see [LILA Childcare Center Operations](#) which additionally apply.

All employees including faculty, parents and students are expected and are required to abide by this policy and its requirements as applicable. This document may be amended to meet LILA's business requirements and any new or amended statutory orders, or to meet the requirements of any new applicable health and safety guidelines as the COVID-19 situation continues to change.

The policy is not intended to revoke or repeal any employee statutory or regulatory rights or impose any new legal obligations on LILA or the employees, nor is it a substitute for any existing health and safety related regulatory requirements such as those of the Division of Occupational Safety and Health (DDSH) known as Cal/OSHA as applicable. LILA will follow California Department of Fair Employment and Housing (DFEH) COVID-19 guidelines and recommendations in relation to employee privacy.

Key Prevention & Risk Mitigation Practices

Physical H&S Provisions

- Physical distancing to the maximum extent possible, but not less than 6 feet in any office or classroom setup between the students and staff or among the administrative staff in an office work setup.
- Use of face coverings is required for all employees, all visitors including parents and all students and teachers throughout the day while at the campus and in classroom or administrative offices.
- Provision of safety gloves for all staff who wish to use them and for specific tasks.
- Provision of goggles, protection shields and disposable gowns covering for any staff involved in close contact with others in implementation of staff temperature measurement or other close contact operations with any suspected infection situations.
- Cleaning, sanitizing, disinfecting
- Provision of additional hand washing stations and additional temporary toilet facilities but only where need is identified to reduce congestion at a campus location.
- Frequent and scheduled hand washing by students and staff.
- Regular and increased cleaning and disinfection throughout the day as per CDC and DPH recommendations.
- Provision of hand sanitizer stations in all classrooms and throughout the campus.

Health Checks

- Individual staff including faculty temperature checks on arrival (see Appendix F). This would be for the limited and the sole purpose of evaluating the risk that an employee's presence poses to others in the workplace and in the classrooms, as a result of the COVID-19 pandemic.
- Individual student temperature checks on arrival before disembarking from their cars. If arriving by other means this will be done before entering the building exclusion zone. This would be for the limited and the sole purpose of evaluating the risk that a student's presence poses to others in the campus and in the classrooms, as a result of the COVID-19 pandemic.
- Requirement for daily home self screening of the students by parents using LILA parent App prior to arrival at campus.
- Daily health and safety screening of all staff on arrival at each campus.

Exclusion Policy from Campuses

- Exclusion of parents from disembarking from their cars during drop off and pick up. If a parent needs to meet up with teachers or administrators this needs to be prearranged and all health and safety protocols including parent temperature check are observed. For preschool and pre-k students' parents they will be allowed to disembark and bring their children to the school gate but will not be permitted to enter the campus.
- Exclusion of any actual or suspected infected staff and student or parent or any visitor from entering the school facilities and the requirement for 14+ days of quarantine and testing.

Face Covering Requirement

- Teachers may choose to use face shields as well as face coverings. Use of face coverings however is mandatory.
- Face shields may also be used in combination with a face covering if desired by students. Use of face coverings however is mandatory for all students; Preschool, Pre-K and K-12 unless exemption is pre-agreed for health reasons by submission of medical exemption certificate through a CA licensed medical professional.

Staff & Student Training COVID-19 Prevention

- Training employees and students on elements of this COVID-19 prevention plan and provision of prevention Information.

Testing & Tracing

- Tracing of anyone who may have come in contact with an infected person on campus and the requirement for 14 days quarantine and testing before being permitted to return to work or in the case of students back to classroom.
- Requirement for scheduled testing as may be mandated for staff and students by the PHD and the department of education.
- Testing requirement following COVID-19 infection and recovery and the 14-day quarantine prior to returning to the school. This applies to both students and staff.

Air Conditioning & Room Refresh Rates

- Air conditioning filter upgrades throughout and increased room air refresh rates.
- Continuous operation of fresh air fans before and after the school day.

Injury & Illness Prevention Program (IIPP)

Employee Campus Presence Policy

- LILA has put in place health and safety measures as outlined in this policy and protocol document to enable the teachers and staff to operate from the campuses if required regardless of any in-house student attendance. This is in order to improve the quality of its online teaching and better preparedness of staff for in-house teaching when students return to campus as zigzagging may be necessary.
- As considered by state and federal health and safety authorities, the school also considers employees over the age of 65 and any staff with underlying medical condition to be in the vulnerable and high-risk category in relation to COVID-19, and encourages them to remotely work wherever possible and does not conflict with the in-person teaching requirements.
- Working from home on short notice may also become necessary; and, as a result, staff including faculty should bring their laptops, chargers, and other required equipment home each day as a precaution. This will also ensure that these are not touched by any other person.
- Staff including teachers are required to not store anything on desks or chairs. Any stored items must be removed at the end of the workday so that the cleaning crew can effectively disinfect and wipe such surfaces on a daily basis.
- Staff are generally not permitted to use shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment).
- If these must be shared, employees are required to clean and disinfect shared workspaces and work items before and after their use by using disinfecting wipes provided at each office location.

Employee Monitoring & Exclusions Policy

- The school requires employees feeling ill to inform their supervisors and stay home and seek medical assistance.
 - The supervisors are required to immediately send employees home or to medical care, as needed, if they have any of the common COVID-19 symptoms such as: **frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.**
- An employee who has tested positive for COVID-19 is required to notify their supervisor and HR with this information.
- The school requires that employees who have been exposed to the Coronavirus, by being in contact with an infected person with less than 6 feet distance between them, will need to quarantine based on current CDC recommendations at the time of the incident.

- Any employee who returns to work following an illness must promptly report any recurrence of symptoms to his/her supervisor and/or the HR.
- Any employee who is forced to go on medical leave for specified reasons related to COVID-19 will receive sick leave in accordance with LILA's existing policies and as required by the Families First Coronavirus Response Act or more favorable statutory provisions that apply.

Student Monitoring & Exclusions Policy

- The school requires that the parents carry out their own health checks on their children prior to coming to the school. The school also expects that the parents avoid any unauthorized activity as stipulated by the state and local regulatory bodies that may put the health and safety of their child or the other children at risk in relation to exposure to COVID-19.
- The school expects parents to immediately inform the school of any suspected exposure of their child or themselves to COVID-19 or if tested positive and remain quarantined for 14 days and remain away from the school. Any subsequent return will be subject to submission of a negative COVID-19 test of the student.

Employees/Students/Parents Symptomatic/Asymptomatic Exclusions Policy

- The school requires that employees, students (including parents) who are symptomatic and have tested positive for COVID-19, isolate and do not return to work or to the school until both of the following occur:
 - At least three (3) full days pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
 - At least fourteen (14) days have passed since employee or the student including the parent has fully recovered.
- The school requires that employees and students (including parents) who are asymptomatic and have tested positive for COVID-19, isolate and do not return to work or to the school until the following occurs:
 - If symptoms do appear, please see above;
 - At least ten (10) days have passed since the first COVID-19 positive test.
- Notwithstanding any other requirements of this document, sick employees and students should follow CDC-recommended steps. Employees and students should not return to work or to the school until the criteria to discontinue home isolation are met, in consultation with healthcare providers

Physical Distancing Measures & Protocol

- LILA will implement physical distancing, by maintaining a distance of at least 6 feet between desks at the workplace whenever possible.
- Student desks in classrooms will be separated by 6 ft distancing as far as practical and from the teacher's desk.
- All meetings shall take place through video or telephonic conferencing from each staff's own computer. Where this is not practical and an in person meeting is essential, no more than three (3) people are permitted to have physical meetings and they must maintain a minimum of six (6) feet between them and use face masks. Ideally this should also take place outdoors. These meetings are not permitted in unventilated meeting rooms.

LILA Provision of Protective Equipment & Material

- LILA will provide employees with two washable cloth face covers every two months or daily disposable face covers, but encourages employees to also maintain their own cloth face covers and use well-maintained face covers at the workplace at all times. Face covers must be thoroughly washed in line with CDC recommendations on a daily basis and must be in clean and safe condition.
- Disinfectant material and hand sanitizer will be made available at the entrance and exit of each office building, in the restrooms, in all classrooms and any common space for the use of staff, parents and students and any visitors.
- LILA will make available safety gloves, gowns and shields as needed.
- All staff PPE material will be distributed through the HR department and by business managers or the facilities manager in each campus.

Parental Provision of Protective Equipment & Material

- All students must come to school with clean and closely fitting face coverings and wear it correctly and keep the face coverings on at all times in the classrooms and during the breaks at the school. This includes preschool through 12th grade.
- LILA will provide disposable masks in emergencies only when students exceptionally forget their masks.
- Students are discouraged from bringing personal sanitizers to school unless they are old enough and have been trained by the parents to be able to open and apply the sanitizer in a controlled and safe manner and be trusted not to apply it to their lips, eyes, or inside their nose. In addition, they should be old enough to be trusted not to apply it to other children or share their personal use containers with other children which is not permitted and is a violation of school's health and safety rules. Hand sanitizers for personal use must be kept in their original fully labeled containers.

- Preschool and pre-K age children are not permitted to be in possession of personal hand sanitizers at school.

LILA Cleaning Provision & Protocol

- In addition to LILA's normal facility cleaning, LILA will implement additional cleaning and disinfection measures as recommended by the current interim CDC [“Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools”](#) and LA County health department guidelines [“Reopening Protocols for K-12 Schools.”](#) or as subsequently amended. LILA shall also use its maintenance and in-house cleaning staff at each campus to routinely clean and disinfect commonly touched objects and surfaces during the day such as gate touch key, handrails, copy machines, faucets, and doorknobs. Surfaces will be cleaned with soap and water prior to disinfection. These procedures shall include:
 - Use of disinfectants that are [EPA-approved](#) for use against the virus that causes COVID-19 and will be used in accordance with the manufacturer's instructions and safety requirements.
 - Provision of EPA-registered disposable wipes for employees to wipe down commonly used surfaces before use.
 - LILA will purchase and maintain adequate supplies to support these cleaning and disinfection practices.

Classroom Safety Etiquette

- Doors to spaces except restrooms should be left open during school hours as much as practically possible.
- Doors to classrooms that open up to the outside must be kept open unless any external noise becomes disruptive.
- The teacher must open the classroom door at the start of each session and open the door for students to leave at the end of each session to minimize the students touching door handles.
- Air conditioning filters have been upgraded for recommended grades suitable against viruses.
- Air circulation fans will be set to run continuously as far as possible and well prior to the start of the day and set for maximum air change/hour of spaces during the day.

Common Spaces Safety Etiquette & Protocols

- Any kitchen, common eating and coffee making spaces shall be closed off for congregation or food consumption and should generally be avoided.

- Anyone wishing to still use the coffee machine must bring his/her own cup and only one person will be allowed to use such spaces at any one time for coffee making or water dispensing purposes only. Prior to handling common items such as coffee machine, kettle or microwave, all staff must wash hands and use provided gloves next to these facilities. Any item touched must be wiped down before and after use using the wipes provided in the location.
- All hand dryers will be switched off and be made unable for use, and replaced with paper towels.
- Personal or common hand sanitizers will be provided for staff and students to use, when washing hands is not always practical, such as after touching common items like the photocopy machine, coffee makers, water dispensers, stationary cupboard, etc.
- One-way circulation will be implemented as far as practical.

Travel Policy and Protocols

- All Business travel is currently on hold and can only take place with the written authorization from the Head of School.
- Employees are encouraged to avoid personal non-essential travel if possible and check [CDC Travel Health Notices](#) and [CDC FAQ for Travelers](#) prior to any travel and abide by any government travel restrictions and recommendations. Federal, state and local governments may require people who have recently traveled to stay home for 14 days. International travelers may be put under federal quarantine for 14 days. These quarantine periods may impact your timely return to work especially if remote work is not practical.
- Parents are encouraged to avoid non-essential travel if possible and check [CDC Travel Health Notices](#) and [CDC FAQ for Travelers](#) prior to any travel and abide by any government travel restrictions and recommendations. Federal, state and local governments may require people who have recently traveled to stay home for 14 days. International travelers may be put under federal quarantine for 14 days. These quarantine periods may impact the student's timely return to school especially if remote learning is not available.
- US residents may have difficulty returning to the United States after international travel. Foreign nationals who have been in any of the currently defined list of countries during the last 14 days including Iran, China, Europe and Brazil may not enter the United States by presidential proclamation. Please refer to the relevant proclamation through the link below for full details and exceptions:
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/from-other-countries.html>
- If you do travel internationally, on your return you are required to stay home for 14 days from the time you returned home from international travel or if you are a parent to keep your child at home for 14 days. See CDC guidelines:
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

- During this 14-day period, take these steps to monitor your health and your child's health and practice social distancing:
 - Take your temperature with a thermometer two times a day and monitor for fever. Also watch for [cough or trouble breathing](#). Use this [temperature log](#) to monitor your temperature.
 - Stay home and avoid contact with others. Do not go to work or school.
 - Do not take public transportation, taxis, or ride-shares.
 - Keep your distance from others (about 6 feet or 2 meters).

Employee Safety Training

Training material will be provided to all employees, parents and students on the following topics:

- General description of COVID-19, its symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace.
- How an infected person can spread COVID-19 to others even if they are not sick.
- How to prevent the spread of COVID-19 by using cloth face covers, including:
 - [CDC guidelines](#) that everyone should use cloth face covers when around other persons.
 - Cloth face coverings or disposable masks are not personal protective equipment (PPE), but combined with physical distancing of at least six feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19. The masks must be worn at all times during staff presence on campuses.
 - Instructions on washing and sanitizing hands before and after using face coverings, which should be washed after each shift.
- Cough and sneeze etiquette.
- All staff will be trained to wash their hands on a regular basis during the day with water and soap, for 20 seconds at least to limit the potential of the spread of the virus. Especially after interacting with other persons and after contacting shared surfaces or objects.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Anyone using the restroom must wipe the surfaces touched before and after use with disinfecting wipes provided in the restrooms.
- Avoiding sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).
- Safely using cleaners and disinfectants, which includes:

- The hazards of the cleaners and disinfectants used at the worksite.
- Wearing PPE (such as gloves).
- Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.

For Actual Training Material & Information Refer to [Appendix I](#)

Employee-Specific Infection Management Actions

- If an employee is confirmed to have COVID-19 infection the school will inform other employees who may have interacted with this employee of their possible exposure to COVID-19 in the workplace, but will maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- If a person develops symptoms of COVID-19, including fever, cough or shortness of breath, etc. as highlighted in this document at workplace, and has reason to believe they may have been exposed, shall be encouraged and assisted to call their health care provider and seek hospital care.
 - All employees will be expected to avoid contact with the sick employee.
 - The sick employee must wear a surgical or KN-95 mask (provided by the school).
 - All staff who believe to have been in the vicinity and in potential contact with the sick employee, will be asked to dispose of their existing masks and wear fresh surgical or KN-95 masks (provided by the school).
- If the sick employee(s) is unable to contact their medical professional straight away, they will be placed in a private pending a response and advice from their medical professional. This room must not have any air-conditioning system that would be circulating air to any adjacent spaces.
- Any employee who has been diagnosed and absent from work due to a COVID-19 infection, will require the following to return to work:
 - A physician's or clinician's note deeming them safe to return to work.
- Employees are required to disclose if any immediate family member, or any other third party they may have been in contact with, has tested positive for COVID-19. This basic information is necessary to protect the health and safety of other employees in the workplace.
- Employees are also required to disclose any activities currently recognized by CDC and any statutory health and safety body, that constitute an elevated risk of exposure of COVID-19 to others in the workplace, such as an employee's travels to a Level 2 or 3 country as defined by CDC.

Other Main Resources

State of California

- [Governor's Stay-at-Home Order](#)

California Department of Public Health COVID-19 Update

- <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>
- [Watch list - County Data Monitoring for school re-opening](#)
- [CDPH & CA-OSHA Childcare Programs & Providers Reopening Protocols July 17, 2020](#)
- [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools, July 17, 2020](#)
- <https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Childcare-Programs-Guidance.pdf>

Los Angeles Department of Public Health COVID-19

- <http://publichealth.lacounty.gov/media/coronavirus/>
- [Guidance for Early Care and Education Providers](#)
- [COVID-19 Exposure Management Plan in Early Care and Education Sites](#)
- [Reopening Protocols for K-12 Schools](#)
- [K-12 School Exposure Management Plan](#)

Center for Disease Control and Prevention (CDC)

- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- [Preparing K-12 School Administrators for a Safe Return to School in Fall 2020](#)
- [Considerations for Schools](#)
- [Checklist: Planning for In-Person Classes](#)
- [School Decision-Making Tool for Parents, Caregivers, and Guardians](#)
- [Guidance for Cleaning and Disinfecting](#)
- [Cleaning & Disinfecting - General](#)
- [Checklist: Planning for Virtual or At-Home Learning](#)
- [Parent Checklist: Planning for In-Person Classes](#)
- [SAFETY & HEALTH GUIDANCE COVID-19 Infection Prevention in Child Care Programs](#)

City of Los Angeles

- [Mayor's SaferLA Order - August 7](#)

US Department of Labor – COVID-19

- <https://www.osha.gov/SLTC/COVID-19/>
- [Government programs supporting sick leave and workers' compensation for COVID-19](#)
- [Families First Coronavirus Response Act: Employee Paid Leave Rights](#)

US Equal Employment Opportunity Commission (EEOC)

- <https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act>

US State Department – COVID-19

- <https://travel.state.gov/content/travel/en/traveladvisories/ea/COVID-19-information.html>

LILA Contacts

You may contact the following persons with any questions or comments about this policy and protocol, in relation to any campus or in relation to HR or facilities:

Burbank Campus:

Anneli Harvey – Campus Director: anneli.harvey@lilaschool.com

Los Feliz Main Campus:

Nordine Bouriche – Campus Director: nordine.bouriche@lilaschool.com

Los Feliz Early Learning Center (ELC):

Sarah Koa – Associate Campus Director: sarah.koa@lilaschool.com

Orange County Campus:

Colleen Conway – Business & Preschool Facilities Manager: colleen.conway@lilaschool.com

Pasadena Campus:

Dorothee Monsterleet-Galaz – Business Manager: dorothee.monsterleet-galaz@lilaschool.com

West Valley Campus:

Lourdes Harris – Business Manager: lourdes.harris@lilaschool.com

HR Department:

Sara Al Baqui – HR Compliance Coordinator: sara.albaqui@lilaschool.com

Facilities:

David Fenard – Facilities Manager: david.fenard@lilaschool.com

LILA Childcare Center Operations

This document serves as general guidelines and procedures that the International School of Los Angeles intends to follow during the 2020-21 academic school year for preschool and pre-K students. Please note that these guidelines are indicative only and are based on the current CDC, State, County and City guidelines and are subject to change. See [SAFETY & HEALTH GUIDANCE COVID-19 Infection Prevention in Child Care Programs](#) for general guidance. See also [Parent Checklist: Planning for In-Person Classes](#).

Guidelines for LILA Preschool/Pre-K In-Person Return

In addition to the requirements of this document, each campus and childcare center will provide further detailed day-to-day operations plans to ensure that the health and safety requirements of the LILA back to school protocols are met and the following protocols are implemented.

All students, parents, and staff will be expected to abide by LILA's usual code of conduct that can be found in the campuses' handbooks as well as the requirements of this protocol in relation to COVID-19. Any action or omissions that may put the health and safety of the children, staff and parents by anyone will be a violation of the student registration rules or staff employment rules and appropriate action will be taken including exclusions of students and dismissal in the case of employees.

Number of Preschool / Pre-K Age Children on Campus

There are California Department of Social Services (CDSS) licensing number restrictions which limits the number of preschool and pre-k age students at each campus. The licensing rules also do not permit the school to use any other part of the campus for childcare except the exact rooms that are licensed.

Classroom layouts will be altered to meet Covid-19 requirements and facilitate social distancing. For example, Circle Time will be re-imagined, and children will nap 6 feet apart. Outdoor classrooms are being considered as suitable for each campus set up. However, the lack of adequate shading and extreme heat in California may make the long term use of these all year long impractical but more use may be made during cooler months.

Class Grouping

Children will be split in small, stable groups or pods (maximum 10 children) and will be assigned to two dedicated staff members. This way, if someone in the pod tests positive for COVID-19, exposure will be limited to the group and will not impact the rest of the childcare center. This will also make contact tracing much simpler. Siblings will be assigned to the same pod.

We will rearrange furniture and play spaces to maintain 6 feet of separation, when possible and this social distancing will be maintained as far as feasible for young children. For napping, we will place cots, cribs, and mats 6 feet apart, with heads in opposite directions.

Health & Safety

Student Health & Wellness Checks

To be able to attend daycare, all registration, consent, and liability release forms must be filled out and signed prior to the first day of expected attendance. Your child must also be up to date with all the required immunizations in accordance with California immunization requirements and you must submit the records in advance of admission.

Please expect frequent health checks by LILA employees. Parents are required to perform health checks at home prior to bringing their child to the school. These include taking the child's temperature, monitoring for shortness of breath, dry cough, gastrointestinal symptoms, loss of taste or smell, or skin rash. If your child is sick you must avoid the campus until the child has full recovered and the sickness was not as a result of any suspected COVID-19 infection. If COVID-19 exposure is suspected or there is an actual COVID-19 infection in the family, you are required to quarantine at home for 14 days and submit negative test results at the end of the quarantine period prior to admission.

Staff Health & Wellness Checks and Testing

LILA has issued back to work COVID-19 safety protocols to all staff. LILA has frozen all work related travel for all staff and expects the staff to limit any non-essential travel and observe all safety protocols including informing the school of any travel to high risk category countries (Level 2 and Level 3) as defined by CDC and the requirement for 14-day quarantine on return. LILA also requires staff to advise on any possible exposure to COVID-19 outside the school and stay away from the campus for 14 days and submission of a test result.

Any failure to observe LILA's COVID-19 health and safety protocol by staff which may put any of the other staff and the students and parents at any potential risk will not be tolerated and they will be excluded from the campus. However, LILA will not be able to police the staff behavior outside the school and cannot warranty their actions.

In accordance with the CDC/CalOSHA back to school protocol issued in July and the department of Education GUIDEBOOK FOR THE SAFE REOPENING OF CALIFORNIA'S PUBLIC SCHOOLS, schools should consult with the local health departments about the safety role of providing routine systematic testing of staff and students for COVID-19 and Officials to ensure adequate tests and tracking/tracing resources are available for schools to reopen.

Currently there are no clear local guidelines about requirement for systematic testing of teachers and students or any benefits but it is likely that this will be developed. Any requirement will be met by LILA prior to the start of in-person schooling. LILA will take advantage of any widely and easily available recommended testing for school personnel.

Travel & Exposure Notifications

Please note that children will be required to observe a 14-day self-imposed quarantine if the child or a relative that lives with the child has been in contact with a person that has been diagnosed with COVID-19. The quarantine also applies if the child or relative that lives with the child has returned from travel to a foreign country. Testing will not be accepted in lieu of the 14-day quarantine requirement for any travel to Level 2 and level 3 countries as defined by the CDC.

Cleaning of Facilities & Disinfection

The facilities will be cleaned and disinfected frequently. We will also maximize opportunities for the circulation of fresh air throughout the day and throughout the premises.

If the bathroom facilities cannot be dedicated to the use of a single pod, the facilities will be disinfected multiple times per day. For full details of the LILA's cleaning and disinfection protocol refer to the main body of this protocol. The cleaning and disinfection will follow the full recommendations of CDC and DPH using suitable disinfectants for childcare centers.

There are strict cleaning protocols published by the CA and LA Department of Public Health, department of education and CDC for back to school compliance including the requirements of the **“Reopening Protocols for K-12 Schools”** which was recently issued by LA County Department of Health.

LILA has produced its cleaning specification to meet these strict requirements and will publish this as part of its back to school protocol. These additional cleaning and disinfecting scope will be incorporated into the existing external cleaning contracts at each campus. Maintenance staff will also be trained to continue with disinfecting requirements during the day in accordance with the cleaning protocol.

All faculty and staff will be trained in additional Covid-19 cleaning protocol. For example, as part of the LA county protocol it is a requirement that “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 three times daily using appropriate products.”

- [CDC Guidance for Cleaning and Disinfecting](#)
- [CDC Cleaning & Disinfecting - General](#)
- [LA Department of Health - Early Childhood Education](#)

Bathroom Use & Cleanliness

All bathroom visits will be managed and escorted by a staff member to ensure hygiene is observed and the area used is wiped and disinfected afterwards and that children are not left unsupervised at any time in the classroom. All bathroom visits will also be coordinated between pods' teachers/assistants to ensure no overcrowding or mixing of pods. We will be aiming to set

up systematic bathroom break schedules for each pod throughout the day to minimize ad hoc use.

Both children and staff will frequently wash their hands which will be pre-scheduled at intervals in accordance with each campus plan in addition to hand washing as it becomes necessary. This will also be reinforced at every bathroom break.

In the Case of a Positive COVID-19 Test Result at the Daycare

Students in the pod, staff members, and any other person the infected person has been in contact with will be asked to observe a 14-day quarantine and/or provide a negative test result from a test administered no earlier than 7 days after the date of exposure. All student and staff cases of Covid-19 will be reported to licensing.

There are strict guidelines issued by the LA Department of Health that define the protocol for Case Management. It is called “Protocol for COVID-19 Exposure Management Plan in K-12 Schools” and protocol for [COVID-19 Exposure Management Plan in Early Care and Education Sites](#). These define in detail what happens with 1 case, 2 cases and 3+ cases. The school’s Compliance Task Force is required to work with the Department of Public Health in managing cases. LILA will implement this across all its campuses. The COVID-19 Exposure Management Plan for Early Care and Education Sites will take precedence in any childcare setting.

Daily Life

Face Coverings

All LILA employees and students and parents dropping off the children will be required to wear masks.

All students will need to be wearing their mask upon arrival at the campus and have at least one additional clean mask to wear in case theirs become soiled.

Pick-Up & Drop-Off Procedures

Either staggered or extended period drop-off and pickup is being considered by each campus depending on the ease of access of the facility and the number of children. These will be announced in advance and if staggered, drop-off and pickup times will be advised for each pod prior to start of the school. Any potential observed congestion will be actively monitored and addressed. These staggered drop-off and pick-up or extended drop-off and pickup times must be strictly adhered to in the interest of safety of all the children, parents and the staff.

Parents will not be permitted to enter the facility and any social interaction between parents must take place outside the school facilities observing the required social distancing and mask wearing requirements.

Parents are required to bring their own pen for check-in and check-out signatures in the interest of safety. On occasions where a parent forgets their own pen, LILA will provide a clean and sanitized pen to such parent at check-in and check-out. Parents will place the used pen in the designated container after using it. Pen sharing will not be permitted.

LILA will provide hand sanitizer at the entrance. Children and staff will be required to clean their hands before entering the facilities. LILA will also perform contactless temperature checks on all children and staff at check-in. **Any person found to have 100.4°F or over will not be permitted entry** and must seek immediate medical advice. Subsequent return will be subject to health and safety checks in relation to COVID-19 exclusion and policies.

Personal Belongings & Nap Mats

Every week, each child will need to bring a clearly labeled nap mat and two extra changes of clothes in bags with their name on them. Children may however bring a lovey (doudou) if essential that will need to be taken home every day and disinfected at home on a daily basis. No other toys from home will be permitted. Use of soft toys at school are generally not permitted.

LILA will ensure that bedding and personal items are put away in a designated and labeled cubby or container for each child. Bedding and extra changes of clothes will be sent home at the end of the week or when they become soiled for washing and disinfecting. Parents may choose to replace nap mat and two extra changes on a daily basis by prior arrangement with the campus.

Meals & Snacks

In the interest of safety all snacks and meals will need to be brought from home in a clearly labeled disposable container and utensils needed. Each child will be served his/her own snack or meal with clean gloved hands. LILA will only provide any snacks on an emergency basis.

Children will be forbidden to share food, water bottles, and utensils. To avoid any contamination, each child will need to bring clearly labeled disposable water bottles as the School will not refill them throughout the day.

Daycare Code of Conduct

All students, parents, and staff will be expected to abide by LILA's usual code of conduct that can be found in the campuses' handbooks as well as the requirements of this protocol. Any action or omissions that may put the health and safety of the children, staff and parents by anyone will be a violation of the student registration rules or staff employment rules and appropriate action will be taken including exclusions and dismissal in the case of employees.

Remote Learning & Half-Day Options

Due to an increased interest in remote learning options, we are polling parents to see who would be interested in committing to a semester of e-learning for pre-K students. Remote learning will **not** be an option for preschool students.

There will be no reduced-day or half-day options for students. Although we prefer that your child attends the full day consistently, preschool and pre-K are not mandated by the State of California, and therefore it is not mandatory for your child to stay all day.

Schedules

Schedules will vary at each campus location and for each pod of students. Each campus will provide a detailed day to day operational plan of the campus within the broader requirements of this protocol.

Legislation and Health & Safety Protocol

The best world and US epidemiologist or infectious disease specialist are working on the containment of this epidemic and giving continuous updated advice on health and safety and operational protocols through various governmental and local health organizations which LILA reviews, follows and implements. This advice officially comes through the following organizations shown in no specific order.

- Centers for Disease Control and Prevention (CDC)
- State Orders
- The Division of Occupational Safety and Health (DOSH), better known as **Cal/OSHA**
- California Department of Public Health
- LA County Department of Public Health
- LA County Orders
- Mayor of LA Orders
- City of Pasadena Orders and public health statements
- California Department of Education (CDE)
- California Department of Social Services (CDSS)
- Globally through World Health Organization

There are official guidance statements issued by most of the above organizations about back to school protocols, operation of childcare centers and back to work protocols. They get continuously updated and often zig zag each other to try to keep up to date and in sync with each other as it is a fast-moving pandemic. **LILA follows the hierarchy of orders to first meet the legal requirements and then takes best practices and protocols common to all and aims to meet the strictest safety recommendations.**

Appendix A – Scenarios for School Closure

Scenarios	During Investigation	Post Investigation
<p>S1: Confirmed one positive case in one Class/Pod</p>	<p>Close Class/Pod for disinfection</p> <p>Campus remains open after local disinfection</p>	<p>Affected Class/Pod remains closed; students and staff in close contact with positive case self-quarantine for 14 days.</p>
<p>S2: At least 2 cases linked together in school, same Class/Pod</p>	<p>Close affected Classes/Pods for disinfection</p> <p>Campus remains open after local disinfection</p>	<p>Affected Classes/Pods remain closed for 14 days; students and staff in the same Classes/Pods or in close contact with positive cases self-quarantine for 14 days.</p>
<p>S3: At least 2 cases linked together in school, different Class/Pod</p>	<p>Close campus for full disinfection prior to reopening for non-infected classes/pods</p>	<p>All classes/pods of each case remain closed and those students and staff quarantined for 14 days.</p> <p>Campus opens post investigation and disinfection.</p> <p>Additional school members or students may be quarantined based on where the exposure was in the school.</p>

<p>S4: At least 2 cases linked together by circumstances outside of school (i.e., acquired infection by different setting and source)</p>	<p>Close campus for full disinfection prior to reopening for non-infected classes/pods</p>	<p>Campus opens post investigation and disinfection.</p> <p>Affected classes/pods remain closed for 14 days and the affected staff and students to self quarantine.</p>
<p>S5: At least 2 cases not linked but exposure confirmed for each one outside of campus setting</p>	<p>Close campus for full cleaning & disinfection</p>	<p>Campus opens post investigation; affected classes/pods remain closed for 14 days.</p>
<p>S6: At least 2 or more cases - Link unable to be determined</p>	<p>Close campus for full cleaning & disinfection</p>	<p>Close campus for 14 days and all staff and students self quarantine; revert to online teaching during the quarantine period.</p>

Appendix B – Scenarios to Determine When You Can End Quarantine

Scenario 1: Close contact with someone who has COVID-19—will not have further close contact

I had close contact with someone who has COVID-19 and will not have further contact or interactions with the person while they are sick (e.g., co-worker, neighbor, or friend).

Your last day of quarantine is 14 days from the date you had close contact.

Date of last close contact with person who has COVID-19 + 14 days = end of quarantine



Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

Scenario 2: Close contact with someone who has COVID-19—live with the person but can avoid further close contact

I live with someone who has COVID-19 (e.g., roommate, partner, family member), and that person has isolated by staying in a separate bedroom. I have had no close contact with the person since they isolated.

Your last day of quarantine is 14 days from when the person with COVID-19 began home isolation.

Date person with COVID-19 began home isolation + 14 days = end of quarantine



Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

Scenario 3: Under quarantine and had additional close contact with someone who has COVID-19

I live with someone who has COVID-19 and started my 14-day quarantine period because we had close contact. What if I ended up having close contact with the person who is sick during my quarantine? What if another household member gets sick with COVID-19? Do I need to restart my quarantine?

Yes. You will have to restart your quarantine from the last day you had close contact with anyone in your house who has COVID-19. **Any time a new household member gets sick with COVID-19 and you had close contact, you will need to restart your quarantine.**

Date of additional close contact with person who has COVID-19 + 14 days = end of quarantine



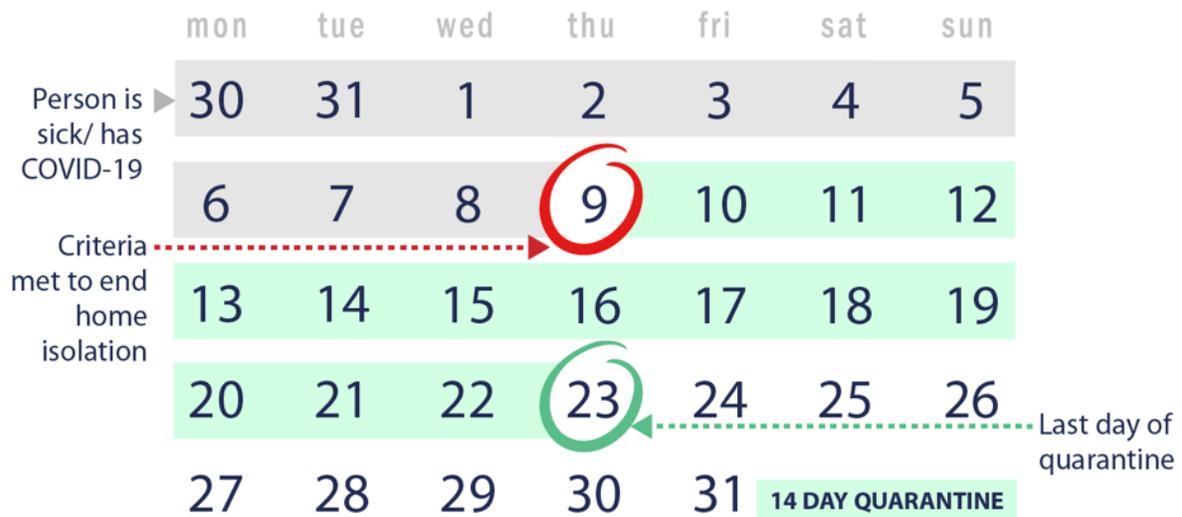
Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

Scenario 4: Live with someone who has COVID-19 and cannot avoid continued close contact

I live in a household where I cannot avoid close contact with the person who has COVID-19. I am providing direct care to the person who is sick, don't have a separate bedroom to isolate the person who is sick, or live in close quarters where I am unable to keep a physical distance of 6 feet.

You should avoid contact with others outside the home while the person is sick, and quarantine for 14 days after the person who has COVID-19 meets the [criteria to end home isolation](#).

Date the person with COVID-19 ends home isolation + 14 days = end of quarantine



Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

Appendix C

Summary Protocol - Exposure Management - Childcare

The word “case” is used to refer to the person associated with the Early Care & Education (ECE) site (LILA Childcare Center) who has COVID-19 infection.

One (1) Infection Case Identified

1. ECE Provider instructs the case to follow Home Isolation Instructions **(a)**.
2. ECE Provider informs the case that DPH will contact the case directly to collect additional information and issue Health Officer Order for Isolation **(a)**.
3. ECE Provider works with case to identify ECE center contacts.
4. ECE Provider notifies* ECE center contacts of exposure and instructs them to quarantine at home **(b)** and test for COVID-19.
5. ECE Provider informs ECE center contacts that DPH will follow up to collect additional information and issue Health Officer Order for Quarantine **(b)**.
6. ECE Provider submits contact information for case and site contacts using the COVID-19 Case and Contact Line List for the Educational Sector and sends to DPH at ACDC-Education@ph.lacounty.gov.
7. Depending on the circumstances of the case, ECE Provider may send general notification to inform the wider ECE center of the site exposure and precautions being taken to prevent spread.

Two (2) Infection Cases Identified

1. Follow required steps for 1 confirmed case.
2. If the 2 cases occurred within 14 days of each other, ECE Provider determines whether the cases have epidemiological (epi) links exist.

*Epi links do not exist: ECE Provider continues with routine exposure management.

*Epi links exist: ECE Provider implements additional infection control measures.

Three (3) Infection Cases Identified

1. If a cluster of 3 or more cases occurred within 14 days of each other, ECE Provider notifies DPH at: ACDC-Education@ph.lacounty.gov.

2. Prior to notifying DPH of the cluster, ECE Provider determines whether at least 3 cases have epi links. If epi links do not exist, the ECE Provider continues with routine exposure management.
3. DPH requests that the COVID-19 Case and Contact Line List for the Educational Sector be completed by the ECE Provider to determine if the outbreak criteria have been met.*
*Outbreak criteria not met: ECE Provider continues with routine exposure management.
*Outbreak criteria met: DPH Outbreak Management Branch (OMB) activated.
4. ECE Provider provides updates to the OMB investigator until the outbreak is resolved (at least 14 days since last confirmed case).

(a) Health Officer Order, cases directed to self-isolate until no fever for at least 72 hours (without the use of medicine that reduces fever) AND respiratory systems have improved AND at least 10 days have passed since symptoms first appeared OR, if case has no symptoms, until 10 days have passed after their positive test was taken.

<http://www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>

(b) Health Officer Order, contacts directed to quarantine for 14 days since date of last exposure to case while infectious.

<http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>

Detailed Protocol - Exposure Management - Childcare

Early Care and Education (ECE) Providers 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 after identifying a single case of COVID-19 at the ECE center can accelerate the ability to contain spread of COVID-19 and prevent that single case from becoming an outbreak at the site.

The steps for managing exposures to 1, 2, and 3 or more COVID-19 cases at ECE sites are described below and summarized above.

The word “case” is used to refer to the person associated with the ECE site (LILA Childcare Center) who has COVID-19 infection. Where this document calls for actions on the part of the site towards the case (such as providing instructions) the case should be understood to be the affected staff person or the parent (or caregiver/guardian) of the affected child.

Exposure Management - Prior to 1 COVID-19 Case at ECE Site

The ECE Center director will act as the designated ECE Center COVID-19 Liaison who serves as the point of contact for COVID-19 safety protocols. The designee will ensure that staff, families and children receive education about COVID-19 and serve as a liaison to DPH in the event of a COVID-19 cluster or outbreak at the ECE setting.

Exposure Management - 1 COVID-19 Case at the ECE Site

After identifying 1 laboratory confirmed COVID-19 case (child or employee), ECE Provider instructs the case to follow Home Isolation Instructions for COVID-19 (<http://www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>)

ECE Provider 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.

ECE Provider works with the case to generate a list of children and /or employees with exposure to the case while infectious. The ECE Provider provides DPH with the names and contact information of the case and ECE center contacts, ideally within 1 business day of notification of a confirmed case. If needed, additional time may be requested.

- A case is considered to be infectious from 48 hours before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 72 hours, without the use of medicine that reduce fevers AND respiratory systems 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 48 hours before their test was taken until 10 days after their test.
- A person is considered to have been exposed if they are one of the following:
 - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;
 - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).

Children and employees that are identified to have had an exposure to the case at the site are notified by the ECE Provider through a letter or other communication strategies. The notification of exposure letter will include the following messages:

- Employees and children with an exposure to the case should test for COVID-19, whether or not they have symptoms, and inform the ECE Provider of test results. This will determine the extent of disease spread at the ECE site and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Personal Healthcare Providers, Community Testing Locations: 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 employees and children should quarantine for 14 days since last exposure to the case while infectious (as defined above), even if they receive a negative test result during their quarantine period. 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: <http://www.publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>.
- DPH will contact exposed employees and children through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.

Depending on the circumstances of a case ECE Provider will determine whether additional notification is needed to inform the wider ECE center community about the site exposure and precautions being taken to prevent spread of COVID-19.

Exposure Management - 2 COVID-19 Cases at ECE Site Within a 14-day Period

After identifying 2 laboratory confirmed cases (children and/or employees) within a 14-day period, ECE Provider follows the required steps for 1 confirmed case.

ECE Provider determines whether the 2 confirmed 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 infectious.*

*A case is considered to be infectious from 48 hours before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 72 hours without the use of medicine that reduces fever AND respiratory systems 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 48 hours 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.
- If epidemiological links do not exist, the ECE Provider continues with routine exposure management.

- If epidemiological links exist, the ECE Provider reinforces messages to children, parents/caregivers/guardians and employees on precautions to take to prevent spread at the setting, including implementation of site-specific interventions.

Exposure Management - ≥ 3 COVID-19 Cases at the ECE Site Within a 14-day Period

If the ECE Provider identifies a cluster of 3 or more laboratory confirmed cases among children and/or employees within a 14-day period, the ECE Provider should proceed with the following steps:

- Report the cluster to the DPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day by email at: ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821.
- Complete the Line List for Cases and Contacts, available at: COVID-19 Case and Contact Line List for the Educational Sector and submit it to ACDC-Education@ph.lacounty.gov. For technical assistance on how to complete the line list contact ACDCEducation@ph.lacounty.gov.
- The ACDC Education Sector Team will review the Line List for Cases and Contacts to determine whether the outbreak criteria have been met. The ACDC team will contact the ECE Provider within 1 business day to advise on next steps.
- If outbreak criteria are not met, the ECE Provider continues with routine exposure management.
- If outbreak criteria are met, the DPH Outbreak Management Branch (OMB) is activated.
- An OMB public health investigator is assigned to coordinate with the ECE Provider on outbreak management for the duration of the outbreak investigation.
- ECE Provider COVID-19 Liaison will submit requested information, including updates to the Line List for Cases and Contacts to the OMB Investigator until the outbreak is resolved (i.e., at least 14 days since the last confirmed case).

Prior to reporting the cluster to the DPH ACDC Education Sector Team, ECE Provider will determine whether at least 3 cases in the cluster have epidemiological links.

- If epidemiological links do not exist between at least 3 cases in the cluster, the ECE Provider continues with routine exposure management.
- If epidemiological links exist between at least 3 cases in the cluster, the ECE Provider reports the cluster to the DPH ACDC Education Sector Team at ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821.

COVID-19 Outbreak Criteria for Early Care & Education Sites

At least 3 laboratory-confirmed cases at the ECE site from different households with symptomatic or asymptomatic COVID-19 over a 14-day period within a group* that is epidemiologically linked.

*Groups include persons that share common membership (e.g., same classroom, ECE event, or ECE extracurricular activity). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.

Summary - Post-Infection Cleaning/Disinfection - Childcare

The general area where the case was present will be temporarily closed until cleaning is completed in line with CDC recommendations.

- A deep cleaning of the entire general area will be conducted, where the case may have been, including breakrooms, restrooms and circulation areas, with a cleaning agent approved for use by the EPA against COVID-19.
- This will generally be performed by a professional cleaning service provider. If any maintenance and cleaning staff member is required to clean the suspected areas, the staff member shall be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection and mask).
- For the avoidance of doubt if there are any discrepancies between this LILA policy and the applicable requirements of any health department guidelines with jurisdiction on the school, the stricter health and safety requirements will prevail in relation to infection management measures.

Appendix D

Summary Protocol - Exposure Management - K-12

One (1) Infection Case Identified

1. School receives notification of 1 confirmed case at school.
2. School requests that case follow Home Isolation Instructions for COVID-19 **(a)** (see below).
3. School informs case that the Department of Public Health (DPH) will contact the case to collect additional information and issue Health Officer Order for self-isolation **(a)** (see below).
4. School works with case to determine contacts that were exposed to case at school while infectious.
5. School notifies contacts of school exposure, requests contacts to follow instructions for self-quarantine **(b)** and test for COVID-19.
6. School informs contacts that DPH will follow up to collect additional information and issue Health Officer Order for self-quarantine **(b)** (see below).
7. School provides DPH with names and contact information for case and identified school contacts.
8. School may send general notification to inform the wider school community (recipients determined by school) of the exposure and precautions taken to prevent spread.

Two (2) Infection Cases Identified

1. Follow steps for 1 confirmed case.
2. If cases occurred within 14 days of each other, school determines whether epidemiological (epi) links exist (cases present in the same setting during the same time period while infectious).

*Epi links do not exist: continue with routine exposure monitoring.

*Epi links exist: School reinforces messages to students and employees on precautions taken to prevent spread; implement site-specific interventions, as needed, to reduce transmission.

Three (3) Infection Cases Identified

1. If a cluster of 3 or more cases occurred within 14 days of each other, school notifies ACDC Education Sector Team at ACDC-Education@ph.lacounty.gov.

2. Prior to notifying ACDC Education Sector Team of cluster, school assesses whether epi links exist for ≥ 3 cases. If epi links do not exist, continue with routine monitoring.
3. ACDC Education Sector Team requests that the COVID-19 Case and Contact Line List for the Educational Sector be completed by school to determine if outbreak criteria have been met. ACDC will contact school within 1 business day to advise on next steps.
 - *Outbreak criteria not met: school continues with routine exposure monitoring.
 - *Outbreak criteria met: DPH Outbreak Management Branch (OMB) activated.
4. During the outbreak investigation, school provides updates to OMB investigator until outbreak is resolved (at least 14 days since last confirmed case).

(a) Health Officer Order, cases directed to self-isolate until no fever for at least 72 hours (without the use of medicine that reduces fever) AND respiratory systems have improved AND at least 10 days have passed since symptoms first appeared OR, if case has no symptoms, until 10 days have passed after their positive test was taken.

<http://www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>

(b) Health Officer Order, contacts directed to quarantine for 14 days since date of last exposure to case while infectious.

<http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>

Detailed Protocol - Exposure Management - K-12

The school as a trusted community partner will implement the recommendations of the local health and safety guidelines and the department of public health (DPH) in relation to exposure management through rapid initiation of a COVID-19 Exposure Management Plan (EMP) when notified of COVID-19 cases and clusters at school.

The implementation of the school's EMP before COVID-19 case reports are sent to DPH will accelerate its ability to contain spread of COVID-19 and prevent school outbreaks from happening.

The steps for exposure management of 1, 2, and 3 or more COVID-19 cases by LILA are described earlier in this protocol. These steps include elements for localized management of exposures where localized management of any exposure is desirable to avoid large scale school closures.

Exposure Management - Prior to 1 COVID-19 Case K-12

LILA's designated School wide COVID-19 Compliance Task Force is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive

education about COVID-19. The Compliance Task Force comprises the Head of School, the Campus Directors and the CFO and COO.

Each business manager at each campus will act as the COVID-19 Compliance Officer who will coordinate their activities with each other. The respective campus business manager will serve as a liaison to DPH in the event of a COVID-19 cluster or outbreak at a campus but under the direction of the Compliance Task Force.

All students and employees who are suspected to have COVID-19 or are quarantined because of exposure to case(s) at school will need to have access to testing or be tested for COVID-19.

- In the case of the students, the parents will be responsible for submitting test results for the student and/or themselves prior to being permitted to return to school.
- In the case of the employees the school will facilitate to ensure that they are tested prior to being permitted to return to work and will cover the cost of such testing if not covered by the employee's health insurance or by COVID-19 federal and state funds.

Exposure Management for 1 COVID-19 Case at School K-12

If LILA is notified of 1 confirmed case (student or employee), School Compliance Task Force will request that the case follow Home Isolation Instructions for COVID-19 (<http://www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>).

School Compliance Task Force will inform the case that DPH will follow-up directly with the case through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.

School Compliance Task Force will work with the case to generate a list of students and employees with exposure to the case during the infectious period. School Compliance Officer provides DPH with the names and contact information of the case and identified contacts within 1 business day of notification of a confirmed case.

- A case is considered to be infectious from 48 hours before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 72 hours, without the use of medicine that reduce fevers AND respiratory systems 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 48 hours before their test was taken until 10 days after their test.
- A person is considered to have been exposed if they are one of the following:
 - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;
 - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being

coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).

Students and employees that are identified to have an exposure to the case are notified by the School Compliance Task Force through a letter or other communication strategies (e.g., telephone, text, Robo-Calls).

For LILA's Exposure Notification letter refer to: [COVID-19 Template Notification Letters for Education Settings](#). The notification includes the following elements:

- Instruction to students and employees with an exposure to the case to 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 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. Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
- Instruction to exposed students and employees to quarantine for 14 days since last exposure to the case while infectious, even if they receive a negative test result during their quarantine period. A person who tests negative during the incubation period (i.e. time period between exposure to disease onset) may subsequently develop disease, with or without symptoms. Home Quarantine Guidance for COVID-19 is available at: <http://www.publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>.
- Notification that DPH will follow-up directly with exposed students and employees through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.

School Compliance Task Force will determine whether additional notification is needed to inform wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. For LILA's general notification letter refer to: [A general notification letter template is available at: COVID-19 Template Notification Letters for Education Settings](#).

Exposure Management - 2 COVID-19 Cases at School K-12 Within a 14-day Period

If the school is notified of 2 confirmed cases (students and/or employees) within a 14- day period, LILA will follow the required steps for 1 confirmed case as above.

School Compliance Task Force will assess whether the 2 confirmed cases have epidemiological links (i.e., present at the same place and time during the infectious period*).

**A case is considered to be infectious from 48 hours before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 72 hours without the use of medicine that reduces fever AND respiratory systems 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 48 hours before their test was taken until 10 days after their test.

- Determination of epidemiological links between cases may require further investigation to understand exposure history and identify all possible locations and persons that may have been exposed to the case while infectious. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#). For technical assistance on how to assess for epidemiological links, please contact: ACDC-Education@ph.lacounty.gov.
- If epidemiological links do not exist, school continues with routine COVID-19 exposure monitoring.
- If epidemiological links exist, 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 - ≥ 3 COVID-19 Cases at School K-12 Within a 14-day Period

If the school is notified of a cluster of 3 or more confirmed cases (students and/or employees) within a 14-day period, LILA will proceed with the following steps:

- Report cluster to DPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day of notification of the cluster at: ACDC-Education@ph.lacounty.gov or call (888) 397-3993 or (213) 240-7821.
- Complete *Line List for Cases and Contacts*, available at: COVID-19 Case and Contact Line List for the Educational Sector and submit to ACDC-Education@ph.lacounty.gov. For technical assistance on how to complete the line list contact: ACDC-Education@ph.lacounty.gov.
- The ACDC Education Sector Team will review *Line List for Cases and Contacts* to determine whether the outbreak criteria have been met. The ACDC team will contact the school within 1 business day of receipt to advise on next steps.
- If it is determined that outbreak criteria are not met: LILA will continue with routine COVID-19 exposure monitoring.
- If it is determined that outbreak criteria are met, DPH Outbreak Management Branch (OMB) is activated.
- An OMB public health investigator is assigned to coordinate with the school on outbreak management for the duration of the outbreak investigation.
- School Compliance Task Force will submit requested information, including updates to the *Line List for Cases and Contacts* to the OMB Investigator until the outbreak is resolved (at least 14 days since the last confirmed case).

Prior to reporting cluster to DPH ACDC Education Sector Team, School Compliance Task Force will assess whether at least 3 cases in the cluster have epidemiological links. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#). For technical assistance on how to assess for epidemiological links, please contact ACDC-Education@ph.lacounty.gov.

- If epidemiological links do not exist between at least 3 cases in the cluster, the school will continue with routine COVID-19 exposure monitoring.
- If epidemiological links exist between at least 3 cases in the cluster, report cluster to DPH Acute Communicable Disease Control (ACDC) Education Sector Team at ACDC-Education@ph.lacounty.gov or call (888) 397-3993 or (213) 240-7821.

COVID-19 Outbreak Criteria for Schools K-12

School Cluster

At least 3 laboratory-confirmed cases from different households with symptomatic or asymptomatic COVID-19 over a 14-day period in group(s)* that are epidemiologically linked.

*Groups include persons that share common membership, e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation.

Summary - Post-Infection Cleaning/Disinfection - K-12

The general area where the case was present will be temporarily closed until cleaning is completed in line with CDC recommendations.

- A deep cleaning of the entire general area will be conducted, where the case may have been, including breakrooms, restrooms and circulation areas, with a cleaning agent approved for use by the EPA against COVID-19.
- This will generally be performed by a professional cleaning service provider. If any maintenance and cleaning staff member is required to clean the suspected areas, the staff member shall be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection and mask).
- For the avoidance of doubt if there are any discrepancies between this LILA policy and the applicable requirements of any health department guidelines with jurisdiction on the school, the stricter health and safety requirements will prevail in relation to infection management measures.

Appendix E – LILA COVID-19 Student Screening

LILA's daily student health screening form (shown here) is available through the [LILA app](#) and must be filled in each day prior to arrival at the campus. You may be required to show the confirmation email on your cell phone at the campus in order to clear the student for attendance.

Additionally, the form can be [filled out via desktop or mobile browser here](#); the link can be emailed whenever needed and is easily accessible on our [COVID-19 Response & Reopening page](#).

NOTE:

A weekly health screening form may also be required to be filled in with additional screening through the LILA app and/or via desktop or mobile browser.

International School
Los Angeles
Lycée
International

LILA Daily COVID-19 Student Screening

Prior to arriving on campus every day, please check for symptoms and complete this short screening form (one per student). Be sure to click "Submit" at the bottom of the last page.

Daily on-campus health screenings, including temperature checks upon arrival, are mandatory for all students and employees.

* Required

Email address *

Your email

Student First Name *

Your answer

Appendix F – Employee & Visitor Health Screening

Introduction

Entry screening of employees, volunteers, contract workers or visitors is part of LILA's strategy to limit the spread of COVID-19 at the LILA campuses for the health and safety of staff, parents, students, and all visitors.

1. Entry screening may be done remotely through LILA Parent app. where available.
2. Taking an actual measurement of temperature at the point of entry is however required.

If entry screening is done in-person, LILA will ensure:

Privacy of Screening

- The screening area must maintain privacy and confidentiality of the person being screened
- All documentation related to the entry screening and measurement of body temperature are medical records and must comply with all regulations related to the confidentiality, handling and maintaining of medical records.

Person to Be Screened

- The person being screened should wear at least a cloth face covering and maintain six feet of physical distance from the screener during the entire screening process until the screener approaches for temperature measurement.

Screener

- The screener should be wearing both a KN-95 mask *supplied by LILA) and a face shield. The screener uses gloves and ensures proper hand hygiene (soap and water and hand sanitizer with at least 60% alcohol) prior to, and after, each screening if there is any physical contact or exchange of documents.
- Screeners are trained in the use and cleaning of the thermometers. Only contactless infrared thermometers are to be used. If the thermometer comes in contact with the individual accidentally, it must be disinfected before continued use.

Action to Be Taken

- Individuals will be sent home immediately if they report any symptoms, have an elevated body temp (greater than or equal to 100.4°F or 38°C) or have had contact with a person with or suspected to have COVID-19 in the previous 14 days.

Screening Form

LILA Staff and Visitor Entry Screening

SCREENED- NAME:	Employee <input type="checkbox"/>	Visitor: <input type="checkbox"/>	Campus:
-----------------	-----------------------------------	-----------------------------------	---------

SCREENING LOCATION	SCREENING CONDUCTED BY	DATE OF SCREENING	TIME OF SCREENING

I. Verbal Screening

1. Did any of the following symptoms first appear **within the last 10 days**?

a. Fever (at or over 100.4°F or 38°C)	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
b. Chills	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
c. Cough	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
d. Shortness of breath	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
e. Difficulty breathing	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes

2. Has the individual had contact with a person known to be infected with or suspected to have Novel Coronavirus (COVID-19) **within the last 14 days**?

No Yes

II. Temperature Screening

1. Thermometer Used:	Non Touch infrared forehead thermometer		
2. Employee Body Temperature:			
3. Is temperature above normal , i.e., at or over 100.4°F or 38°C?	<input type="checkbox"/>	No	<input type="checkbox"/> Yes

III. Conclusion

• Negative Screen (Cleared). If the individual has no symptoms and no contact to a known or suspected COVID-19 case in the last 14 days they can be cleared to enter the facility.

- Positive Screen (Not Cleared).
 - o If the individual has had contact to a known or suspected COVID-19 case in the last 14 days they should be sent home immediately and asked to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.
 - o If the individual is showing any of the symptoms noted above they should be sent home immediately and asked to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.

Check One:

<input type="checkbox"/>	Individual Cleared to enter facility
<input type="checkbox"/>	Individual Not Cleared to enter facility directed to go home and quarantine
<input type="checkbox"/>	Individual Not Cleared to enter facility, directed to go home and isolate

Screening Conducted By:

PRINTED NAME:	PAYROLL TITLE:
SIGNATURE:	DATE:

Appendix G – CDC Health & Safety Posters and Guidance



Stop the spread of germs that can make you and others sick!



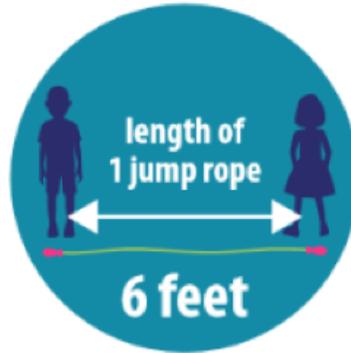
Wash your
hands often



Wear a cloth
face cover



Cover your coughs
and sneezes



Keep **6 feet** of space
between you and
your friends



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

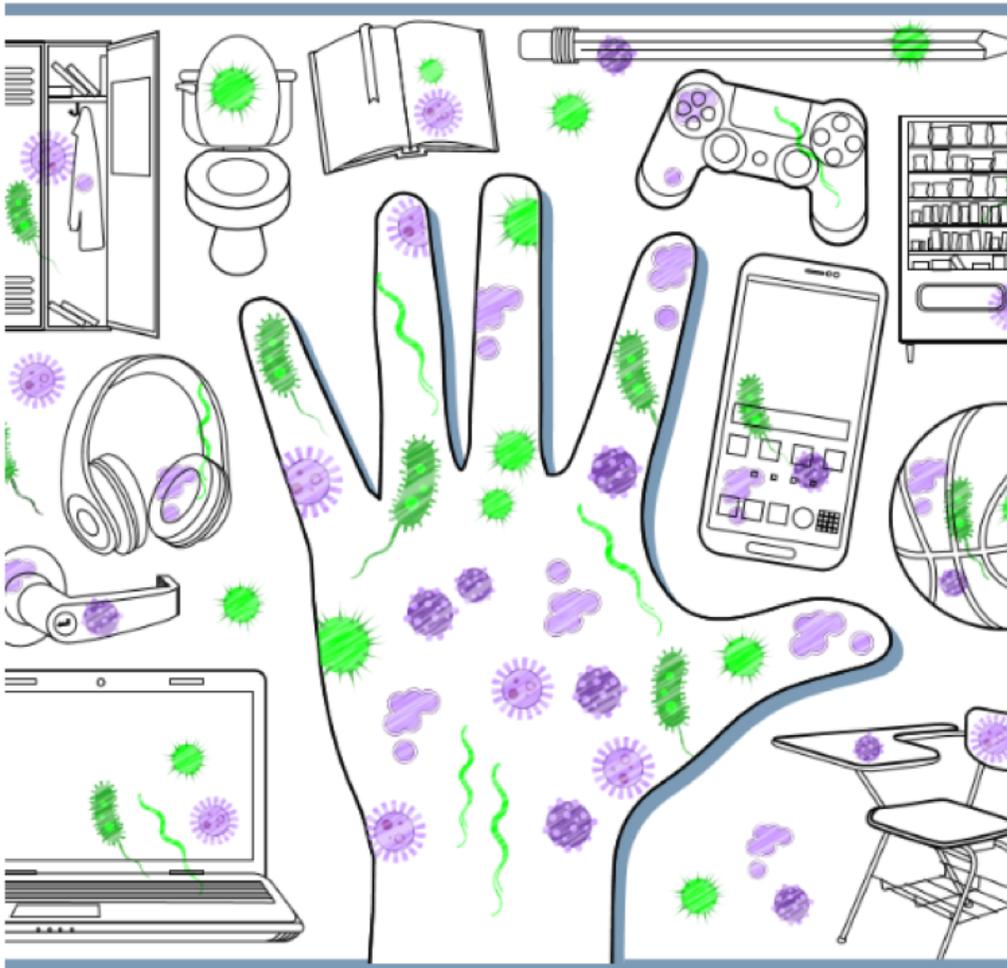
Wash Your Hands



cdc.gov/coronavirus

GERMS

are all around you.



Stay healthy.
Wash your hands.



cdc.gov/coronavirus

Handwashing Is Your Superpower



cdc.gov/coronavirus

Cover Coughs and Sneezes

Stop the spread of germs
that can make you and others sick!



Cover your
mouth and nose
with a **tissue**
when you
sneeze or cough.



If you don't
have a tissue,
use your
elbow.



Wash hands
often, **especially**
after coughing
or sneezing.



ESTABLISHED 1946

cdc.gov/coronavirus

Don't Let Your Germs Go for a Ride

DON'T LET YOUR GERMS GO FOR A RIDE



COVER YOUR COUGHS AND SNEEZES

*with a tissue or use the inside of your elbow.
If you use a tissue, throw it in the trash, and
wash your hands right away.*

*If you can't wash your hands, ask
your teacher or another adult
for hand sanitizer*



©2020 U.S. Department of Health and Human Services

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Keep Space Between You and Others

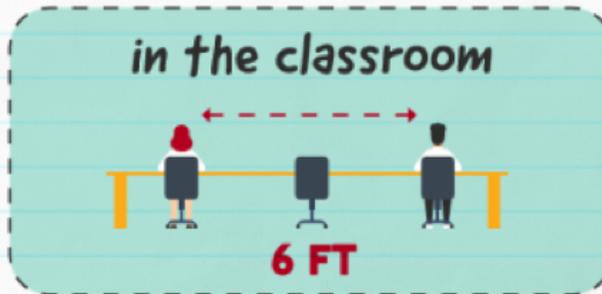
Students: Let's work together to stop the spread of COVID-19

KEEP SPACE BETWEEN YOU AND OTHERS

when outside



in the classroom



on the bus



cdc.gov/coronavirus

© 2020 CDC

CLASS RULES



stay home if
you feel sick



6 FT



keep 6 ft
from others



wash your
hands with
soap and water



use hand sanitizer
if you can't wash
your hands



cough or sneeze into a
tissue or use your elbow.
clean your hands after.

OTHER CLASS RULES



COVID-19 MyLanguage

cdc.gov/coronavirus

Don't Feel Well? Stay Home When You Are Sick

DON'T FEEL WELL? STAY HOME WHEN YOU ARE SICK

Tell your mom, dad, or caregiver before you come to school. Tell your teacher or an adult if you become sick at school



cough



Shortness of breath
or problem breathing



chills



sore throat



loss of taste
or smell



muscle pain

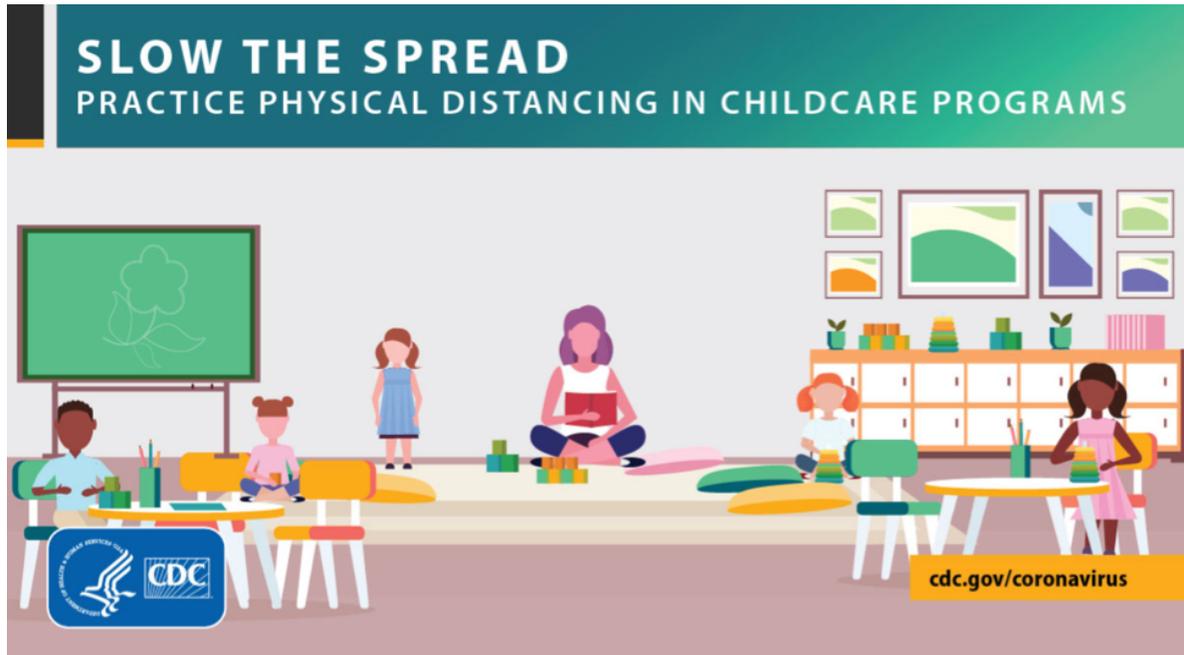
OTHER SYMPTOMS INCLUDE:

*fever, runny nose, diarrhea, feeling nauseous
or vomiting, feeling tired, headache,
and poor appetite*



cdc.gov/coronavirus

Slow the Spread



Did You Wash Your Hands?

Students: Let's work together to stop the spread of COVID-19

DID YOU WASH YOUR HANDS?

stop



think

ASK YOURSELF:

- Did I just go to the bathroom?*
- Am I about to eat?*
- Did I just eat?*
- Did I cough or sneeze?*

Appendix H – Benefits for Workers Impacted by COVID-19

The purpose of this general information is to make it easier to understand what resources may be available. For an up-to-date summary overview, please [refer to this table](#). For your individual circumstances, however, please refer to [Sara Al Baqui](#) in the HR department.

Disability Insurance

Why: If you're unable to work due to medical quarantine or illness related to COVID-19 (certified by a medical professional)

What: Short-term benefit payments to eligible workers who have a full or partial loss of wages due to a non-work-related illness, injury, or pregnancy.

Benefits: Approximately 60-70 percent of wages (depending on income); ranges from \$50-\$1,300 a week for up to 52 weeks.

More Information: [Learn more about your eligibility for Disability Insurance](#)

How to File: [File a Disability Insurance claim](#)

Paid Family Leave

Why: If you're unable to work because you are caring for an ill or quarantined family member with COVID-19 (certified by a medical professional)

What: Up to six weeks of benefit payments to eligible workers who have a full or partial loss of wages because they need time off work to care for a seriously ill family member.

Benefits: Approximately 60-70 percent of wages (depending on income); ranges from \$50-\$1,300 a week for up to 6 weeks.

More Information: [Learn more about your eligibility for Paid Family Leave](#)

How to File: [File a Paid Family Leave claim](#)

Unemployment Insurance (and any extended UI benefits programs)

Why: If you have lost your job or have had your hours reduced for reasons related to COVID-19.

What: Partial wage replacement benefit payments to workers who lose their job or have their hours reduced, through no fault of their own.

Benefits: Range from \$40-\$450 per week for up to 26 weeks (plus additional weeks under extended UI benefits programs).

More Information: [Learn more about your eligibility for Unemployment Insurance](#)

How to File: [File an Unemployment Insurance claim](#)

Pandemic Unemployment Assistance

Why: If you have lost your job or business or have had your hours or services reduced for reasons related to COVID-19.

What: Partial wage replacement benefit payments for business owners, self-employed, independent contractors, those who have limited work history, those who have collected all UI benefits for which they are eligible, and others not eligible for regular UI benefits who are unemployed, partially unemployed, unable to work or unavailable to work as a direct result of COVID-19.

Benefits: Range from \$167-\$450 per week for up to 39 weeks.

More Information: [Learn more about your eligibility for Pandemic Unemployment Assistance](#)

How to File: [File a Pandemic Unemployment Assistance claim](#)

California Paid Sick Leave

Why: If you or a family member are sick or for preventive care, including when civil authorities recommend quarantine, isolation, or stay-at-home

What: The leave you have accumulated or your employer has provided to you under the Paid Sick Leave law. This may be 1 hour accrued for every 30 hours worked or 3 days/24 hours provided per year; employer may cap accrual at 48 hours and use at 3 days or 24 hours, whichever is greater, within a 12 month period.

Benefits: Paid to you at your regular rate of pay or an average based on the past 90 days.

More Information: [Learn more about your eligibility for Paid Sick Leave](#)

How to File: [If accrued sick leave is denied, file a Wage claim](#)

Federal Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave

Why: If you are unable to work (or telework) because:

1. You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. You are experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. You are caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).
5. You are caring for a child whose school or place of care has been closed, or whose child care provider is unavailable, for reasons related to COVID-19.
6. You are experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

What: Up to 80 hours of paid sick leave for employees who work for public employers, or for private employers with fewer than 500 employees. (Some exceptions may apply, including small business exemption from providing paid leave for child care.)

Benefits:

- For employee: Higher of regular rate or minimum wage rate, not to exceed \$511 per day and \$5,110 in total
- For family care: 2/3 of regular rate, not to exceed \$200 per day and \$2,000 in total

More Information: [Learn more about your eligibility for FFCRA Emergency Paid Sick Leave](#)

How to File: [If paid sick leave is denied, you may file a FFCRA Emergency Paid Sick Leave claim](#)

Federal Families First Coronavirus Response Act (FFCRA) Emergency Paid Family & Medical Leave

Why: If you are unable to work (or telework) because you are caring for a child whose school or place of care has been closed, or whose child care provider is unavailable, for reasons related to COVID-19.

What: Up to an additional 10 weeks of paid leave for employees who work for public employers or private employers with fewer than 500 employees. (Small business exemption may apply.)

Benefits: 2/3 of regular rate, not to exceed \$200 per day and \$10,000 total

More Information: [Learn more about your eligibility for FFCRA Emergency Paid Family & Medical Leave](#)

How to File: [If paid leave for child care is denied, you may file a FFCRA Emergency Paid Family & Medical Leave claim](#)

Local Government Supplemental Paid Sick Leave for COVID-19

Why: If you live in the city of Los Angeles, unincorporated areas of Los Angeles County, San Francisco, or San Jose, you may be eligible for supplemental paid sick leave for COVID-19-related reasons if you are not covered by the FFCRA.

What: Up to 80 hours of supplemental paid sick leave for covered employees.

Benefits: Varies by locality.

More Information: [LA City](#) / [Unincorporated LA County](#) / [San Francisco](#) / [San Jose](#)

How to File: Varies by locality.

Workers' Compensation

Why: If you reported to your employer's worksite between March 19 and July 5, 2020 and tested positive or were diagnosed with a COVID-19-related illness, you may be eligible for workers' compensation benefits under the Executive Order issued by Governor Newsom on May 6.

What: Under the Executive Order you may receive temporary disability (TD) payments after exhausting specific federal or state COVID-19 paid sick leave benefits. You may be entitled to TD payments for up to 104 weeks. TD payments stop when either you return to work, your doctor releases you for work, or your doctor says your illness has improved as much as it's going to.

Benefits: TD generally pays two-thirds of the gross wages you lose while you are recovering from a work-related illness or injury, up to maximum weekly amount set by law. In addition, eligible employees are entitled to medical treatment and additional payments if a doctor determines you suffered a permanent disability because of the illness.

More Information: [Learn more about your eligibility for Workers' Compensation benefits](#)

How to File: [File a Workers' Compensation claim](#)

Appendix I – COVID-19 Health & Safety Training and Information



Back to School

	Subject	General Information	Training Material/Video/Poster (Employees click to review)
1	<p>General description of COVID-19, symptoms, how to prevent its spread.</p> <p>Learning:</p> <ul style="list-style-type: none"> • Know how it spreads • Know How to protect Yourself • Take steps to protect others • Know the Symptoms • People at increased risk • Self-screening at home • Learn about testing 	<p>This list does not include all possible symptoms:</p> <ul style="list-style-type: none"> • Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • New loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea 	<p>Get the Facts About Coronavirus</p> <p>Take steps to care for yourself and help protect others in your home and community.</p> <p>HOW TO PROTECT YOURSELF ></p> <p>WHAT TO DO IF YOU ARE SICK ></p> <p>How does COVID-19 spread?</p>

<p>2</p>	<p>How COVID-19 is spread and how to protect against it.</p> <p>Learning:</p> <ul style="list-style-type: none"> ● Importance of washing and sanitizing hands ● Key times to wash hands 	<ul style="list-style-type: none"> ● Infected person can spread COVID-19 to others even if they are not sick or have symptoms. ● Wash hands with soap and water for at least 20 seconds after interacting with other persons ● Wash hands after contacting shared surfaces or objects. ● Avoid touching eyes, nose, and mouth with unwashed hands. ● Use alcohol (min 60%)based hand sanitizers ● Avoid sharing personal items with co-workers (i.e., dishes, cups, utensils). ● Must wash hands and use provided fresh gloves at location if you use any coffee machine or handle any kettle or microwave. 	 <p>What can I do to protect myself from COVID-19?</p> <p>KEY TIMES to Wash Your Hands</p> <p>Before</p> 
<p>3</p>	<p>COVID-19 - When to seek emergency medical attention</p>	<p>If someone is showing any of *acute signs of COVID-19, seek emergency medical care immediately:</p> <p>Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.</p>	<p>*This list is not all possible acute symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.</p> <ul style="list-style-type: none"> ● Trouble breathing ● Persistent pain or pressure in the chest ● New confusion ● Inability to wake or stay awake ● Bluish lips or face

<p>4</p>	<p>How to prevent the spread of COVID-19 by using cloth face covers or masks.</p> <p>Learning:</p> <ul style="list-style-type: none"> ● How to wear a face cover ● Learn from professionals on how to put on PPE and take off safely. ● Wear a mask to protect you and others. ● Don't put the mask around your neck or up on your forehead ● Don't put masks on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance. 	<p>Proper use of face coverings, including:</p> <ul style="list-style-type: none"> ● Face coverings do not protect the wearer and are not personal protective equipment (PPE). ● Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent hand washing. ● Face coverings must cover the nose and mouth. ● Workers should wash or sanitize hands before and after using or adjusting face coverings. ● Avoid touching eyes, nose, and mouth. ● Face coverings must not be shared and should be washed if fabric or discarded after each day. ● If they get wet they should be replaced. ● Wash fabric face coverings after each day. 	    
<p>5</p>	<p>Physical distancing guidelines and their importance</p>	<p>Social Distancing at home or at school or the community:</p> <ul style="list-style-type: none"> ● You must keep minimum 6ft apart from others ● Respect this distancing when interacting with others 	 

<p>6</p>	<p>Cough and sneeze etiquette.</p>	<p>To help stop the spread of germs:</p> <ul style="list-style-type: none"> ● Cover your mouth and nose with a tissue when you cough or sneeze ● Throw used tissues in the trash ● If you don't have a tissue, cough or sneeze into your elbow, not your hands 	 <p>Cover Your Cough <small>Keep the spread of germs from your nose and mouth under control.</small></p> <p>• Cover your mouth and nose with a tissue when you cough or sneeze.</p> <p>• Throw used tissues in the trash.</p> <p>• If you don't have a tissue, cough or sneeze into your elbow, not your hands.</p> <p><small>CDC</small></p>
<p>7</p>	<p>Hand washing & Hand sanitizing</p> <p>Learning:</p> <ul style="list-style-type: none"> ● Remember to immediately after blowing your nose, coughing or sneezing. ● Keep hands clean. It is especially important to help prevent the virus from spreading. ● How to wash your hands ● Use Hand Sanitizer When You Can't Use Soap and Water <p>Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and schools.</p>	<p>Follow Five Steps to Wash Your Hands the Right Way every time.</p> <ol style="list-style-type: none"> 1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap. 2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails. 3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice. 4. Rinse your hands well under clean, running water. 5. Dry your hands using a clean towel or air dry them. <p>How to use hand sanitizer:</p> <ul style="list-style-type: none"> ● Apply the gel product to the palm of one hand (read the label to learn the correct amount). ● Rub your hands together. ● Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds. 	 <p>CLEAN HANDS KEEP YOU HEALTHY. Wash your hands with soap and water for at least 20 SECONDS.</p> <p>LIFE IS BETTER WITH CLEAN HANDS www.cdc.gov/handwashing <small>CDC</small></p> <p>You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.</p> <p>Hand Washing Steps:</p>

8	<p>Key times to wear gloves</p>	<p>Use gloves when:</p> <ul style="list-style-type: none"> • cleaning and disinfecting or • providing care to someone who is sick <p>After using disposable gloves, throw them out in a lined trash can. Do not disinfect or reuse the gloves.</p>	
9	<p>Virus on surfaces and Air.</p> <p>Please be aware that these are only estimates based on limited research.</p>	<p>Metal, e.g. doorknobs, jewelry, silverware- 5 days Wood, e.g. furniture, decking- 4 days Plastics, e.g. milk containers and detergent bottles, subway and bus seats, backpacks, elevator buttons 2 to 3 days Stainless steel, e.g. refrigerators, pots and pans, sinks, some water bottles 2 to 3 days Cardboard, e.g. shipping boxes 24 hours Glass, e.g. drinking glasses, measuring cups, mirrors, windows- Up to 5 days Ceramics, e.g. dishes, pottery, mugs 5 days Paper, e.g. mail, newspaper The length of time varies. Some strains of coronavirus live for only a few minutes on paper, while others live for up to 5 days. Copper, e.g pennies, teakettles, cookware- 4 hours Aluminum, e.g. soda cans, tinfoil, water bottles 2 to 8 hours Fabrics, e.g. clothes, linens, There's not much research about how long the virus lives on fabric, but it's probably not as long as on hard surfaces.</p>	

10	<p>Protect friends & family who may be at higher risk for severe illness</p>	<p>Higher Risk groups are:</p> <ul style="list-style-type: none"> • older people (that is people over 65 years old) • those with underlying medical conditions (such as cardiovascular disease, diabetes, chronic respiratory disease, and cancer) • the risk of severe disease gradually increases with age starting from around 40 years. 	
11	<p>Protect yourself and others when you go shopping</p>	<ul style="list-style-type: none"> • Avoid shopping if you are sick or have symptoms. Wear a mask in public settings. • When you do have to visit in person, go during hours when fewer people will be there. • Disinfect the shopping cart, use disinfecting wipes if available. • Do not touch your eyes, nose, or mouth with unwashed hands. • Stay at least 6 feet away from others while shopping and in lines. 	
12	<p>Safely using cleaners and disinfectants and where</p> <p>At office disinfect your personal items and spaces with provided wipes and disinfectant if touched by others.</p>	<p>Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.</p> <p>What You Can Do To reduce your chance of catching or spreading the new coronavirus, clean and disinfect common surfaces and objects in your home and office every day. This includes:</p> <ul style="list-style-type: none"> • Countertops • Tables • Doorknobs • Bathroom fixtures • Phones • Keyboards • Remote controls • Toilets <p>At home use a household cleaning spray or wipe. If the surfaces are dirty, clean them first with soap and water and then disinfect them.</p>	

<p>13</p>	<p>Learn when to clean and sanitize toys to protect children and staff from COVID-19.</p> <p>Dos and Don'ts</p> <p>*All cleaning materials should be kept secure and out of reach of children.</p>	<ul style="list-style-type: none"> ● Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. ● Toys that cannot be cleaned and sanitized should not be used. ● Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. ● Set aside toys that need to be cleaned. ● Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other. 	 <p>KEY TIMES to Clean and Sanitize Toys in Child Care Programs</p>
-----------	--	--	--