



**Lakeside Union School District
20-21 School Year**

COVID-19 Safety and Prevention Plan

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General Measures

The LUSD COVID 19 Safety and Prevention Plan has been updated to reflect the most recent guidelines for schools and LUSD practices.

School employees will be trained on the school's COVID-19 Prevention Plan. The school program administrator will be responsible for regularly evaluating compliance with the plan and deficiencies will be corrected. Additionally, COVID-19 illness will be investigated to determine if any work-related factors could have contributed to risk of infection. After investigation, if needed, the plan will be updated to prevent further cases.

The school will follow California Department of Public Health processes and protocols when a school has an outbreak. Individuals who have been in close contact with an infected person will be identified and isolated.

The district/school will evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. External community organizations that use the facilities will be required to follow this guidance.

The district will support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19 by reviewing existing student health plans to identify students who may need additional accommodations and by engaging families in order to identify concerns that may need to be accommodated.

Each school/department is aware of and will follow the [California Department of Public Health Guidance for the Use of Face Coverings](#) as well as local health department guidance and incorporate face-covering use for students and workers into their COVID 19 Prevention Plan. See Face Coverings below.

Promoting Healthy Hygiene Habits

Lakeside Union School District (LUSD) teaches and reinforces washing hands, avoiding contact with one's eyes, nose and mouth, and covering coughs and sneezes among students and staff.

Specifically, the following procedures will be followed:

- Teach students and remind staff to use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff should wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
- Staff should model and practice hand washing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children.
 - Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
 - Do not use hand sanitizers that may contain methanol, which can be hazardous when ingested or absorbed.
- Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

Handwashing routines will be implemented to enable students and staff to regularly wash their hands at staggered intervals and adequate supplies (soap, tissues, no touch thermometers, face coverings, and hand sanitizer) will be provided.

The Lakeside Union School District strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- Protect the school community

- Reduce demands on health care facilities
- Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

Personal Protective Equipment

The District is making the following personal protective equipment available to all staff: clear face shields, cloth face masks, disposable face masks. Additional personal protective equipment will be issued to staff based on their job duties. Students will be provided with a reusable cloth mask and/or disposable masks if they do not bring one to school.

Face Coverings

In the Lakeside Union School District, cloth/disposable face masks must be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines, particularly in indoor environments and on school buses. Face covering are not required outdoors.

Employees will:

- Wear masks at all times when indoors, when students are present on campus including before and after school programs and activities
- Teach and reinforce use of cloth/disposable face masks, or in limited instances, face shields.
- Remind students frequently and as needed not to touch their mask and to wash hands frequently.
- Provide students with a mask if they do not bring one to school or lose their mask during the school day.

Students will:

- Wear masks when indoors in the school setting including before and after school programs and activities
- Immediately put their mask on when transitioning to an indoor setting
- Students will be frequently reminded not to touch the cloth/disposable face masks and to wash their hands frequently.
- Provide information and training regarding how people who are exempted from wearing a cloth/disposable face masks will be addressed. Exemptions must be

determined with input from a doctor or medical professional. This will be conducted on a case by case basis.

The District will:

- Provide information to all staff and families in the school community on proper use, removal, and washing of cloth/disposable face masks.
- Prevent harassment and bullying related to mask use.
- Ensure that students, employees, contracted providers, volunteers and visitors (when allowable on campus) wear masks in the indoor setting when students are present.

LUSD's plans regarding students' use of cloth/disposable face mask:

AGE	CLOTH/DISPOSABLE FACE MASK REQUIREMENT
Preschool	Children aged 2 years and older should wear a cloth or disposable mask, especially when indoors or when a six-foot physical distance from others cannot be maintained*
TK through 2nd grade	Required, unless exempt*
3rd through 8th grade	Required, unless exempt

* A face shield is an acceptable alternative for children in this cohort who cannot wear a mask properly or who are exempt.

Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.

A cloth face covering, or face shield may be removed outdoors. When a cloth face covering is temporarily removed, it should be kept clean until it needs to be put on again.

In limited situations where a face covering cannot be used for pedagogical reasons (e.g., communicating or assisting young children or those with special needs), a face shield with a drape can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others.

In order to comply with this guidance, LUSD schools must enforce the guidance requiring students to wear masks indoors. LUSD will provide a face covering to students who do not bring a face covering to school. In the event a student refuses to wear a face covering, they will be offered think time prior to being invited to wear a mask and enter the classroom. If the student continues to choose not to wear a mask, they will be sent to the front office where they will be offered a mask again. If they continue to refuse, the parent(s) will be called to speak with their child or pick them up from school. Students who are waiting to be picked up will have an alternative learning environment and work available to them until they are picked up from school. For families who are interested in other educational options where masks are not required, the LUSD Flex School Program will be offered where appropriate.

LUSD's plans regarding staff use of face coverings:

All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection. In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable.

Workers or other persons handling or serving food must use gloves in addition to face coverings. In some cases, disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer (for example: workers who are screening others for symptoms or handling commonly touched items).

Ensuring Teacher and Staff Safety

LUSD will protect teachers and staff in the following ways:

- We will ensure that all staff and students use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
- Implement enhanced cleaning, disinfection and ventilations strategies as described in this plan
- Ensuring staff maintain distance when indoors and unmasked such as when eating or drinking)

Intensified Cleaning, Disinfection and Ventilation Procedures

LUSD has suspended the use of drinking fountains and is encouraging students to bring water bottles to school. When we are able to resume use of water systems we will ensure they are safe to use after prolonged shutdown to minimize any risks.

Each school will continue to implement strict procedures for cleaning, disinfecting, and sanitizing regularly to prevent the spread of germs, including the coronavirus. Although Custodians are primarily responsible for achieving this goal, it is also the responsibility of all school staff members to be mindful of their behavior and to clean and disinfect when and where they can. The safety of all staff members and students depends upon the individual actions of each staff member. One or two individuals cannot carry the load. It is up to everyone to participate in the process in order to achieve the highest level of cleanliness possible. To that end, the cleaning and sanitizing process will occur in layers:

1. All staff

All staff members using shared resources such as copy machines, telephones, computers, printers, restrooms, refrigerators, microwaves, etc. will wash their hands with soap and water for 20 seconds or use hand sanitizer before use. A spray bottle of Disinfectant, paper towels, or tissues should be available near shared resources to be used for handling equipment to avoid direct hand contact or for disinfecting after use.

Upon request, classroom teachers will be provided with a squirt bottle of Dawn soap and water to use at appropriate times to clean surfaces, touch points, and shared materials when appropriate. If teachers choose to use disinfectants wipes they will need to complete the training in accordance with Department of Pesticide Regulation guidelines.

2. Plan for when a Staff Member, Child or Visitor Becomes Sick

Step 1 Contact the Maintenance Department immediately!

Step 2 The team will be dispatched to immediately start the lock down of the area to be contained.

Step 3 Following the COVID-19 INDUSTRY GUIDANCE: Schools and School-based programs document from the CDPH, dated August 2, 2021 schools will: Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

4. HVAC protocols

All learning spaces and workspaces are equipped with individual HVAC systems or “package units”. An HVAC system consists of the unit itself and ductwork above the ceiling generally known as “plenum space”. Plenum space is a part of a building that can facilitate air circulation for heating and air conditioning systems, by providing pathways for either heated/conditioned or return airflows, usually at greater than atmospheric pressure. In general, the effectiveness and efficiency of HVAC systems to filter out contaminants during the circulation process is based upon two factors:

- Air mixture – the amount of outside air brought in compared with the amount of inside, recirculated air it is mixed with, generally expressed as a percentage
- Filtration – the ability of the system to filter out and remove particles and contaminants from the air before it is circulated back into the room

The District’s HVAC systems are equipped with “economizers” that vary the amount of outside air brought in depending on the outside temperature and conditions. The filtration effectiveness of HVAC systems is measured by an industry standard known as Minimum Efficiency Reporting Value or MERV, expressed as a number from 1 to 20. Generally, the higher the MERV number, the denser the filter is and, therefore, the more particles and contaminants the filter captures before circulating back into the room. It is also generally true that the higher the MERV number, the less airflow the system creates, which decreases circulation cycles, causes the system to work harder, and increases the likelihood for system breakdowns. This reduces the efficiency of the system

and its useful life. Consequently, decisions on the type of filter to use relative to COVID-19 transmission are not simple as multiple factors must be considered.

Currently our district uses MERV 8 filters that are changed 4X a year (January, April, July and October) and the condensate coils are cleaned 1X a year.

For the 2021-22 school year we will still be using the MERV 8 filters however we plan to change the filters 6X this year (July, September, November, January, March, May) and clean the condensate coils 2X a year.

Also the district plans to set the HVAC to run the circulating fan in the on position during the instructional day. This is to increase air flow even when the unit is not in the heating/cooling mode. In order to ensure proper ventilation during cleaning and disinfecting, windows will be opened where practicable.

Train all Staff and Educate Families

LUSD will train all staff and provide families with educational materials and access to the Safe Reopening plan/COVID Prevention Plan so they are familiar with the following safety actions:

- [Enhanced sanitation practices](#)
- [Proper use, removal, and washing of face coverings](#)
- [How COVID-19 is spread](#)
- [COVID-19 specific symptom identification](#)
- [Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.](#)
- [For workers, COVID-19 specific symptom identification and when to seek medical attention](#)
- [The employer's plan and procedures to follow when children or adults become sick at school.](#)

Training will be conducted virtually or by distributing and making available educational materials on the district's website.

Check for Signs and Symptoms/Screening

LUSD will prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk. We will require staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home or agree to increased testing in order to stay in school or return early (per CDPH Quarantine Guidelines). Our district policies encourage sick staff and students to stay at home without fear of reprisal.

LUSD requests that all families screen their students at home before each school day including a temperature check.

Symptoms to screen for each morning with your child:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

Staff and students will be monitored throughout the day for signs of illness. If a student is exhibiting symptoms of COVID-19 during the school day, staff will communicate with the parent/caregiver and request the student be picked up from school immediately or as soon as possible. Students and staff will be sent home if they have a fever of 100 degrees or higher. Students should not report to school if they have a temperature of 100 degrees or higher. Staff will refer to the student's health history, health care plan and/or emergency card as needed in order to determine if symptoms are related to a diagnosed condition other than COVID 19. Students and families will not be penalized for missing class.

LUSD schools will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

Plan for When a Staff Member, Child or Visitor Becomes Sick

LUSD has created a Rest and Recovery Room where staff and students who are exhibiting symptoms can be isolated until they are able to return home or a healthcare facility if needed. Any students or staff exhibiting symptoms should immediately be required to wear a face covering. If there is a serious injury or illness, we will call 9-1-1 without delay. We will seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.

LUSD will notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws and will implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines.

LUSD will advise sick staff members and students not to return until they have met CDC/CDPH criteria to discontinue home isolation.

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none">• Send home• Recommend testing (If positive, see #3, if negative, see #4)• School/classroom remain open	No Action needed

2.	Close contact (†) with a confirmed COVID- 19 case	<ul style="list-style-type: none"> • Send home • Quarantine for up to 14 days from last exposure • Recommend testing • School/classroom remain open 	Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for up to 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> • Non close contacts: May return to school 24 hours after symptoms improve AND no fever or use of fever reducing medication. • Close contacts: See #2 • School/classroom remain open 	Consider school community notification if prior awareness of testing

Maintaining Healthy Operations

LUSD will monitor staff absenteeism and will work with Human Resources to have a roster of trained back-up staff. We will also monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed. A staff liaison or liaisons will be designated at each site to be responsible for responding to COVID-19 concerns. Workers will be informed of who their liaison is and how to contact them. Liaisons are trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.

LUSD will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.

Considerations for Reopening and Partial or Total Closures

LUSD staff will check state and local orders and health department notices daily and adjust operations accordingly.

When a student, teacher, or staff member tests positive for COVID-19 and may have exposed others at the school, LUSD will refer to the CDPH Framework for K-12 Schools, and implement the following steps:

- In consultation with the local public health department, the Superintendent will decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.

- Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
- Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.
- Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- Maintain regular communications with the local public health department.