



**Creating A Foundation for a Lifetime of Success!**



**WOODCREST  
SCHOOL**  
GRADES K-8

# **2021-2022 COVID PANDEMIC PLAN**

## **August 2021**

**WOODCREST SCHOOL**  
6043 Tampa Avenue  
Tarzana | CA | 91356

**818.345.3002**  
[www.woodcrestschool.com](http://www.woodcrestschool.com)  
[info@woodcrestschool.org](mailto:info@woodcrestschool.org)

**Woodcrest School Pandemic Opening Plan 2020-21**  
**Updated: August 7, 2021**

COVID-19 remains with us as we begin a new school year, and the following Woodcrest plan recognizes the centrality of having our students on campus daily for in person learning. Woodcrest School is in agreement with public health and educational experts that being in school is good for kids. The peer social connection, positive learning environment, and social-emotional support available to children in school is important to healthy childhood development. Our school's plan is therefore informed by and aligned with evidence-based strategies that lower the risk of exposure and allow for contact tracing if someone becomes symptomatic.

**The school will update this plan as federal, state, and local guidelines and regulations change. It will also be included as a temporary Addendum to the School's Parent Handbook and Employee Handbook. Until communicated otherwise, the rules and guidance of this plan will prevail, to the extent that there is any inconsistency between it and other provisions published in the existing Parent Handbook. If you have any questions regarding current policies or procedures, parents should contact their child's teacher or the administration.**

**Pandemic Response Plan**

**1. Resources and Guiding Entities**

Woodcrest School's Pandemic Plan is based on recommendations from the [Centers for Disease Control and Prevention \(CDC\)](#), the [California Department of Public Health](#), the [Los Angeles County Department of Public Health](#), the [American Academy of Pediatrics](#), the [State Child Care Licensing Division \(CCLD\)](#) and the [Safely Reopening California plan](#). Please note that as a school located in Los Angeles County, it is their jurisdiction that prevails when it comes to operational protocols.

**2. Implementation**

This plan requires the full cooperation of all our community members, and everyone is responsible for implementing and complying with the school's protocols. This plan includes steps—such as signage, face coverings, physical distancing, hygiene, daily screening, contact tracing, and cleaning to mitigate COVID-19.

This plan addresses health and safety and the responsibilities of the school and its community members, including:

- prevention procedures, including proper hygiene and mask wearing;
- procedures for safe physical distancing and limiting visitors, including
- parents, to campus;
- cleaning and sanitizing;
- screening procedures and policies for anyone exhibiting COVID-19 symptoms;
- prompt identification and isolation of sick individuals and protocols for contact tracing;

- protection and controls for student pick-up and drop-off; and
- employee training and ongoing communications.

### **3. Social-Emotional Support**

Supporting our student social-emotional development is more important than ever during these trying and uncertain times. Your child's teacher(s) will be available to help you with your child's adjustment during this transition back to school and any other related concerns. In addition, there are many wonderful online and community resources for you to access:

- [CDC: Talking with children about Coronavirus](#)
- [Helping your Child Destress During COVID-19](#)
- [How to talk to kids about Coronavirus](#)
- [Brain Pop on Coronavirus](#)

### **4. Considerations for Parents**

Children are looking to their parents to let them know how they should be feeling about things. As much as possible, parents should try to be a calming presence in their children's lives and communicate their confidence in their children's ability to cope with stressful situations, including returning to school in August. Parents are encouraged to communicate clearly with their children about the return to school and to begin to prepare them for how things are going to be different this school year. Although no one knows exactly what the school year will bring, it is important that children feel a sense of comfort knowing that there are specific things they can do (e.g., hand washing and maintaining a safe distance) to help keep themselves and others healthy.

Parents can help the school by communicating with their children that, although every family has dealt with COVID-19 differently, the school community supports each other. There will be a different set of expectations at school, and we hope that everyone will respect differences in how families have approached coping with the virus.

### **5. Keeping everyone safe**

We recognize that, through the implementation of coordinated efforts, we can greatly reduce, but not eliminate, the risk of COVID-19 transmission in our community. Woodcrest School strives to balance our mitigation policies with the known benefits of children experiencing in-person learning at school. We have implemented infection prevention measures, including the promotion of frequent and thorough handwashing, the use of hand-sanitizer, and the use of face coverings and physical distancing. Continuous on-campus learning will ONLY be possible if all of us work together to follow these health and safety guidelines, both on and off campus.

## 6. Handwashing

Frequent and thorough handwashing is critical in preventing the spread of COVID-19 and other infectious diseases. There are many sinks for everyone to use throughout the day. Hand sanitizer can be found in the classrooms, offices and other common areas. Students, employees, and visitors will be required to wash or sanitize their hands when they arrive to school. Everyone is instructed to frequently wash their hands throughout the day for at least 20 seconds with soap and water, especially, before and after lunch / snack, after using the bathroom or after they cough or sneeze.

## 7. Face Coverings

Everyone must wear a face covering while on campus—including parents in their cars during drop off and pick-up. Students should have at least **five** clean face coverings available with them each day at school. These may be reusable cloth masks or disposable ones. In the event that a reusable mask becomes wet or soiled, it will be removed and placed in a bag with the student's name on it, to be taken home and washed. Dirty/used disposable masks will be thrown away. The school will supply a replacement mask in the event that all of the student's masks become dirty during the same day. We keep plenty of masks and other PPE on hand in the schools for the safety of all members of our community.

At the present time masks will only be required when students are indoors.

Please note that if your child is unwilling to wear a mask they will be removed from the classroom / pod setting and will be sent home.

**We are asking ALL parents to wear a mask during drop off and pick up as you will come into closer contact with the faculty / administration during these times.** According to public health officials, individuals can spread COVID-19 to others even if they do not feel sick. The use of face coverings is an important way that we, as a community, can protect each other by mitigating the spread of COVID-19.

Masks with one way valves and neck gators are not permitted on campus.

### **The following is guidance for the use of face coverings from the California Department of Public Health.**

The risk for COVID-19 exposure and infection remains and will continue to be in our midst for the foreseeable next several months. Since the start of the pandemic, we have learned a lot about COVID-19 transmission, most notably that there are a large proportion of people who are infected but are asymptomatic or pre-symptomatic, and they play an important part in community spread. The use of face coverings by everyone can limit the release of infected droplets when talking, coughing, sneezing, singing, exercising, shouting, or other forms of increased respiration, and they can also reinforce physical distancing by signaling the need to remain apart. In addition, increasing evidence also demonstrates a cloth face covering or mask also offers some protection to the wearer, too.

The purpose of this guidance is to provide information about when face coverings are required. It mandates that face coverings be worn state-wide at all times when outside of the home, unless one or more of the exceptions outlined below apply. It does not substitute for existing guidance about physical distancing and hand hygiene.

**Everyone at Woodcrest must wear a mask in all indoor public places, regardless of their vaccination status.**

### **What is a cloth face covering?**

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand.

### **How should I choose and wear a cloth face covering?**

You should select a face covering that covers your nose and mouth, goes under the chin, and does not have significant gaps around the nose or other parts of the face. Look for face coverings that have three layers, if possible, and are still easy to breathe through. Be sure that the ear loops or ties are tight enough to keep the face covering from sliding down the nose. Always wear your face covering over your nose and mouth, not under your nose or under your chin.

### **How well do cloth face coverings work to prevent spread of COVID-19?**

There is increasing scientific evidence demonstrating that use of face masks or cloth face coverings by the public during this COVID-19 pandemic helps reduce disease transmission. Their primary role is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but feels well, as well as reduce exposure for the wearer. Cloth face coverings are not a substitute for physical distancing, washing hands, and staying home when ill or under quarantine, but they are effective when combined with these primary interventions.

### **How should I care for a cloth face covering?**

It's a good idea to wash your cloth face covering frequently, ideally after each use, or at least daily. Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric

## **8. Cleaning, Disinfecting, and Ventilation**

Woodcrest School will be cleaning and disinfecting the campus throughout the day. We will administer frequent cleaning and disinfecting of high-touch areas and items, such as manipulatives, door handles, phones, sinks, railings, and all bathroom areas. The custodial staff is present throughout the school day to support the ongoing and regular cleaning throughout the day. All outdoors spaces are included in the regular daily cleaning schedule.

All students and employees will practice healthy hygiene, including frequent handwashing (immediately upon arrival to school and throughout the day) and surface disinfection, throughout the day.

If someone within the community contracts COVID-19, contact tracing will be used to identify and notify people who may have been exposed at school, and also to determine the exposed areas and equipment within the building. These areas and equipment will be disinfected per CDC guidelines.

Teachers will sanitize their classrooms several times per day and after every transition to a specialty class, recess, and lunch.

Specialty teachers will sanitize themselves as well as all materials after each transition. Supplies will be separated by class and in some cases by student.

The maintenance crew will sanitize the playground and classrooms at the beginning and the end of each school day. Throughout the day the yard is also checked and cleaned.

We are asking the faculty to keep note of anyone who comes into their classroom spaces or whom they come into contact with during the day that may be considered a close contact, for any future contact tracing needs.<sup>1</sup>

AC Units have all been serviced and filters will be changed on a regular basis. We have also added HEPA filter units into each of the classroom spaces and will keep windows and doors (where possible and appropriate) open throughout the day.

## **9. Limiting Campus Access**

As virus spread is more likely between adults, we are restricting parent and visitor access to the campus. For the time being, no in-person events for parents are being scheduled. Moreover, we are asking parents to conduct all business with the school remotely, including with their children's teachers, division heads, and the finance office.

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<sup>1</sup> CDC currently defines this as someone who was within [6 feet of an infected person](#) (laboratory-confirmed or a [clinically compatible illness](#)) for a cumulative total of 15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 15 minutes*).

## **10. Physical Distancing, Student Cohorts, and Group Gatherings**

All individuals at school will maintain a safe physical distance of six feet as feasible. Signage throughout the school will reinforce physical distancing.

The school will maintain stable cohorts of students and teachers to minimize crossover among children and adults within the school. We will minimize travel through the classrooms when possible. In addition, teachers will take advantage of outdoor areas to create learning spaces when possible.

During transition times, student lines will be staggered from class to class to maintain physical distancing and avoid close passing in the hallways.

Desks will be rearranged to safe distances per LA county guidance. With that said, Woodcrest staff will continue to encourage social interactions throughout the day in creative ways. Teachers will be encouraged to incorporate outdoor learning.

For the time being, we will not be scheduling any in-person, large-group meetings. We are reimagining how we come together as a community, including the opportunity for students to perform and speak in public through virtual and small-group settings.

## **11. Shared Items and Water Jugs**

Teachers will limit the sharing of classroom materials and workspaces between students and will sanitize items as needed. Only items that can be easily disinfected will be used.

No personal toys, game or trading cards will be allowed on campus.

Students and employees should bring a labeled **refillable water bottle** and use that water bottle at the water jugs and filling stations located around campus. Please label your child's water bottle with their first and last name. Teachers only will help students refill water from the water stations.

Students without water bottles will be provided one for a charge of \$9 which will be applied towards your families account.

## **12. Travel and Field Trips**

Employees' non-essential business travel is restricted, and we ask that all community members limit non-essential travel.

Off-campus field trips are all cancelled at this time.

### **13. Student Dropoff and Pick-up**

#### **School Hours:**

- Grades K-1 begin at 8:00 and ends at 3:00. Drop off will begin at 7:30am. Pick up begins at 3:00pm
- Grades 2-5 begin at 8:30 and ends at 3:30 Drop off will begin at 8:00am. Pick up begins at 3:30 pm
- Grades 6-8 begin at 8:00 and ends at 3:30 Drop off will begin at 7:30am. Pick up begins at 3:30 pm
- Afternoon extended care is available until 5:30 p.m. (fees apply)

#### **Important:**

- Parents with children across multiple grades will default to the earlier drop-off and the later pick up times.

### **Drop Off**

Each family will complete and sign a disclosure and waiver at the beginning of each week confirming that to the best of their knowledge, they have not been exposed to or experienced symptoms of COVID-19. This will be an online form that will be submitted digitally.

### **Student Daily Screening**

Upon arrival, a member of the Woodcrest staff will perform a daily health screening prior to entering the Woodcrest School Campus.

- The staff member will take the temperature of your child(ren) and all other individuals in the vehicle.
  - The student will exit the car if his/her temperature is below 100.4.
  - Students will go directly to the check in station to sanitize and/or wash hands and will then go directly to their classroom. Members of the Woodcrest staff will be present to provide guidance.

#### **Important Notes:**

- If the student's temperature is between 99.5 and 100.3, we will retake the temperature within the next half hour.
- Students who have a temperature of 100.4 or above will remain in the car and parents will park. They will have their temperature retaken after five minutes and if it's still 100.4 or above, they will return home. Students will stay home for at least 24 hours after fever has passed without the support of fever-reducing medications before returning to school.
- Any student with signs of illness will stay home and participate through distance learning until fully healthy.



### Face Covering Protocol:

Per the State of California & the LA County Department of Public Health, all students and staff will wear face coverings which cover the nose and mouth while indoors. Students are asked to keep spare masks in their backpacks. Students will not be required to wear face coverings when outdoors, or while eating, or drinking.

***\*Gators or masks with one way vents will not be permitted. Please ensure that you select a mask that fits your student properly to ensure their safety and comfort.***

Staff members will continue to provide students with friendly reminders for those students who are unable to keep their face coverings on. A member of the leadership team will contact families to provide a support plan for students who are unable to keep face coverings on after numerous reminders.

### Pick-Up

All families will be provided two car placards which must be placed in a location visible to the monitor in the parking lot. This may be on the windshield or on the driver/passenger side window.

#### **K-1 pick up is at 2:55.**

- Pick-up window is from 2:55 to 3:20. Please arrive in a timely manner and wait in your car for a monitor to walkie your child's teacher.

#### **Grades 2-8 pick up is at 3:25.**

- Pickup window is from 3:25 to 3:50. Please arrive in a timely manner and wait in your car for a monitor to walkie your child's teacher.

***\*Families with children in both groups will default to the later pick-up time. The younger child will go to daycare at no charge.***

We appreciate everyone's patience as new health and safety protocols may extend the duration of drop-off and pick-up.

- Everyone should wear face coverings when they arrive on campus. Parents should be wearing them during both drop off and pick up.
- Students should remain inside the car during the health screening, until they are cleared to exit their cars.
- Late arrivals will need to pull in front of the main office. You will have to wait until someone is available to come check you in. Please do not take your child to the classroom.
- Parents should remain inside the car at all times during drop-off and pick-up.
- During student drop-off and pickup, employees will wear face coverings, maintain six feet of physical distance whenever possible, and avoid physical contact with other individuals.

#### **14. Out of School**

As a school community we all have a responsibility to one another. We all have a role in the fight against COVID-19. Our actions outside of school can affect not only our own family's safety, but also the safety of every member of the IRDS community. We therefore ask parents and children to make responsible choices outside of school:

- Conduct daily personal health checks
- Wear a face covering where required
- Wash hands often
- Practice social distancing
- Sanitize surfaces and equipment
- When ill, stay away from school and seek medical attention
- When asked, participate in contact-tracing and exposure-notification program
- Adhere to orders and directives from national, state, and local health officials
- Display patience and etiquette in interactions with other people

#### **15. Health Screenings and Symptom Assessment and Reporting**

We will continue to inform and encourage families and employees to self- monitor for signs and symptoms of COVID-19. As defined by the CDC, individuals with COVID-19 may have any of the following symptoms, which may appear two to 14 days after exposure to the virus: cough, shortness of breath or difficulty breathing, fever, chills, muscle or body aches, congestion or runny nose, new loss of taste or smell, nausea or vomiting, or diarrhea. Also, according to the CDC, this list of symptoms does not include all possible symptoms. Please contact your healthcare provider for any other symptoms that are severe or concerning to you.

Woodcrest School has implemented the following policies and procedures to assess a person's health status prior to entering the school; to provide guidelines for screening individuals before they are allowed to enter the building; and to provide a process for families to report when they are sick, experiencing symptoms, or if they or anyone in their household have come into close contact with someone who has COVID-19.

##### **Before arriving on campus**

Anyone who is experiencing symptoms of COVID-19 or knows that they have COVID-19 should isolate at home. In addition, parents should communicate with the school if one of them or a member of their household tests positive for COVID-19 (regardless of vaccination status), experiences symptoms of COVID-19, or has **close contact** with someone who is positive or symptomatic of COVID-19.

- *The CDC currently defines this as someone who was within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes).*

Parents should take their children's temperature before arriving on campus and keep their child home if they have a temperature of 100.4° Fahrenheit or above. Parents should also monitor their children for COVID-19 symptoms each morning and keep them home if they have any significant symptoms or if they may have been exposed to someone who has COVID-19. Parents should report student absences, COVID-19 symptoms, close contacts, and COVID-19 diagnoses to the main office as soon as possible.

#### **Screening Procedures for Employees and Visitors**

- Visitors must enter through the front office area.
- Non-essential visitors will be limited, and all visitors must have an appointment prior to being screened and admitted.
- Parents will not be allowed past the front office once school resumes.
- A face covering is meant to protect others. Therefore, all employees, visitors, and students are required to wear a mask on campus.
- All visitors entering the building will have their temperature checked.
- Anyone with a temperature of 100.4° Fahrenheit or above must immediately leave the campus.
- If the screening reveals any COVID-19 symptoms, the individual will immediately leave the campus or will report to the designated isolation room to evaluate their condition and determine the appropriate next steps.
- All individuals are required to wash or sanitize their hands upon arrival to campus.

#### **16. Specialty Classes**

- **Art, Science, and Dance** will be held in their respective rooms or outdoors when appropriate. Teachers will be responsible for sanitizing the room and any materials before each transition. When appropriate, students will maintain a personal box of supplies for specific projects in art or other specialty classes. Music and PE instruction will be held outdoors with appropriate social distancing.
- **Swimming classes** will not open at the start of the current year and will be evaluated at a later date.
- **Computers:** Each student will have their own Chrome book from 1st - 8th grade.
- **Robotics:** A robotics elective with classroom cohorts will continue. An advanced after-school Robotics Club will be established in place of during-school class until we can safely resume mixing cohorts. We are looking into potential competitions or events that are safe.
- **Makerspace:** Because Makerspace is a shared space with the intention of working collaboratively using shared tools and materials, use will be limited at the beginning of the year.
- **Library:** The library will be closed until we can safely reopen. Woodcrest will use the epic! book program to foster independent reading in school.

## **17. Policies for Individuals Exhibiting Symptoms**

If a student is sick or experiencing symptoms at school, the teacher or other designated adult will escort the student directly to the isolation room located in the main office. It is very important that the student be picked up from school as soon as possible. Please ensure that the school has your most up-to-date emergency contact information, including multiple non-parent contact options, should you not be available to pick up yourself.

Parents whose family members become sick or experience symptoms should notify the school, even before test results confirm whether they are COVID-19 positive or not.

A student, parent, or other family member (or employee) with COVID-19 symptoms should contact their healthcare provider immediately for guidance regarding options for COVID-19 testing.

Los Angeles County Public Health drive through testing:

<https://COVID19.lacounty.gov/testing/>

The school has implemented a specific COVID-19 health support policy that promotes everyone staying at home when they are sick or displaying symptoms of COVID-19, when household members are sick or displaying symptoms of COVID-19, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.

### **School Guidelines for Students, Faculty and Staff Suspected or Confirmed COVID-19 Exposure Plan**

#### **Symptoms (such as, but not limited to)**

Fever 100.4, chills, cough, shortness of breath or difficulty breathing, fatigue, body or muscle aches, loss of taste or smell, sore throat, congestion or runny nose, nausea, or vomiting, diarrhea, and/or rash.

*\*\*\*\* Note: A temperature of greater than 100.4 is one that does not resolve within 15 minutes of cooling (should that be deemed necessary).*

#### **How to Proceed if Occurs at School**

1. Isolate child
2. Contact Parent/Guardian
3. Use PPE and comfort/oversee isolated individual until they can be picked up
4. Send home immediately
5. Refer individual to primary care physician
6. Recommend testing
7. Begin Contact Tracing
8. CDC currently definite this as someone who was within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of

15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 15 minutes*).

- *A contact of an identified close contact does not need to be quarantined unless the identified close contact becomes symptomatic or tests positive.*

**If Someone is Sent Home from School**  
**or**  
**does not attend School, but falls into one of these three categories**

**Scenario One**

**No Testing – With Symptoms**

- Can return after 10 days, as long as it has been 10 days since first symptoms AND 72 hours fever free, without fever reducing medication AND symptoms improving.

**Scenario Two**

**Test Results are Negative for COVID-19**

- If negative test on Day 1, no illness symptoms, no alternative diagnosis, must be 72 hours fever free and have a negative COVID-19 test again on day 7 (or after), to return after day 10.
- With no alternative diagnosis, high likelihood of false negative.
  - If negative test and alternative diagnosis (strep, flu, UTI), 72 hours fever free, AND Improving symptoms AND at least 10 days since symptoms first appeared AND with a note from a physician stating that the individual has an alternative diagnosis and has clearance to return to school on day 10.

**Scenario Three**

**Testing Confirms COVID-19 case infection (with symptoms)**

- Notify local health department
- Isolate case and exclude from school
- If symptoms, must be 72 hours fever free AND symptoms improving AND at least 10 days since symptoms first started.
- Recommend testing of contacts, identify asymptomatic contacts
- Disinfection and cleaning of classroom and primary spaces where case spent significant time
- School remains open
- Student may return to school after 10 days, but must present a note from their doctor clearing their return

## **Managing Exposures to 1, 2, and 3 or more COVID-19 Cases at School**

### **If One COVID-19 Case is Identified on Campus**

- Woodcrest School will instruct the employee / parent or guardian to consult their physician and follow COVID-19 home isolation instructions.
- After identifying a confirmed COVID-19 case (student or employee), the School Compliance Officer instructs the case to follow Home Isolation Instructions for COVID - 19 ([ph.lacounty.gov/COVIDisolation](http://ph.lacounty.gov/COVIDisolation)).
- School Compliance office provides a copy of the Public Health Emergency Isolation Order and 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.
- Reporting should be done via email by completing the COVID-19 Case and Contact Line List for the Educational Sector and sending the completed line list to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) within 1 business day of being notified of a case.
- Woodcrest School will inform the employee / parent or guardian that the DPH will contact the case directly to collect additional information.
- Woodcrest School will work with the employee or student / parent /guardian to identify school contacts.
- Woodcrest School will notify school contacts of exposure per our policies and procedures.
- Woodcrest School will send a general notification to inform the wider school community of the school exposure and precautions taken to prevent spread.
- We **WILL NOT** share the student's name or any other personally identifiable information with any School employees unless that employee has a legitimate need to know
- We **WILL NOT** share the student 's name or any other personally identifiable information with any students, parents, members of the School community.

### **If Two COVID-19 Cases are Identified on Campus Within a 14-day Period**

- Woodcrest School will investigate whether the two cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting during the same time period while either or both were infectious.
- If epidemiological links do not exist, the school will continue with routine exposure management.
- If epidemiological links exist, the school will reinforce messages to students, faculty, and staff on precautions to take to prevent spread at the school, including implementation of site specific interventions.

**If Three COVID-19 Cases are Identified on Campus Within a 14-day Period**

- We will report the cluster to the LADPH within one business day via phone or email and follow all requirements set forth by the Health Department.

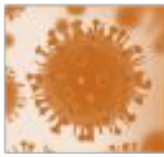
Schools that are determined by the Department of Public Health to have an outbreak (3 or more cases within a span of 14 days) will be subject to an outbreak investigation by the Department of Health and additional mitigation steps may be required.

The exposure report should be made to the Department of Public Health via email at [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or by calling (888) 397-3993 or (213) 240-7821.

STUDENT OR STAFF WITH:	ACTION	COMMUNICATION
<p>COVID-19 Symptoms (such as but not limited to): Fever of 100.4°, chills, cough, shortness of breath or difficulty breathing, fatigue, body or muscle aches, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, and/ or rash.</p> <p>* Note: Temperature of <math>\geq 100.4</math> that does not resolve within 15 minutes of cooling.</p>	<ul style="list-style-type: none"> <li>• Contact Parent</li> <li>• Send home</li> <li>• Use PPE and isolate individuals until they can be picked up</li> <li>• Refer individuals to their Primary Care Physicians</li> <li>• Recommend testing (if positive, see #2; if negative, see #3)</li> <li>• School/classroom remain open</li> <li>• Begin contact tracing: <ul style="list-style-type: none"> <li>◦ CDC currently defines this as someone who was within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes).</li> </ul> </li> </ul>	<p>Contact tracing has been conducted and the appropriate parent or guardian of the identified close contacts have been notified with proper privacy in place. "There is a case of suspected COVID-19."</p>
<p>Testing Confirms a COVID-19 case infection (With Symptoms)</p>	<ul style="list-style-type: none"> <li>• Notify the local public health department</li> <li>• Isolate case and exclude from school</li> <li>• If symptoms, must be 72 hours fever free AND symptoms improving AND at least 10 days since symptoms first started</li> <li>• Recommended testing of contacts, identify symptomatic contacts</li> <li>• Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>• School remains open</li> <li>• Student may return to school after 10 days, but must present a note from their doctor clearing their return.</li> </ul>	<p>Community notification will go out to the entire school (privacy compliant)</p>
<p>Testing results are negative for COVID-19 (With Symptoms)</p>	<ul style="list-style-type: none"> <li>• If a negative test on Day 1, illness symptoms, no alternate diagnosis, must be 72 hours fever free and have negative COVID-19 test on Day 7 (or after), to return after Day 10. If no test is performed may return after Day 10. <ul style="list-style-type: none"> <li>◦ With no alternate diagnosis, high likelihood of false negative</li> </ul> </li> <li>• If a negative test and alternate diagnosis (Strep flu, UTI, etc.) 72 hours fever free AND improving symptoms AND at least 10 days since symptoms first occurred AND with a note from a physician that the individual has alternate diagnosis and has clearance to return to school.</li> </ul>	<p>No community notification required</p>
<p>No testing (with symptoms)</p>	<ul style="list-style-type: none"> <li>• Can return after 10 days as long as it's been 10 days since first symptoms AND 72 hours fever free AND symptoms improving</li> <li>• NOTE: Alternate Explanation for Symptoms: <ul style="list-style-type: none"> <li>◦ Alternate Explanation (Strep, flu, UTI, etc.), return to school after 72 hours of being fever free without the use of fever reducing medications AND with a note from a physician stating that the individual has an alternate diagnosis and has clearance to return to school.</li> </ul> </li> </ul>	
<p>Symptomatic Close Contact of someone with presumed or positive COVID-19</p>	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Quarantine for 10 days from last exposure</li> <li>• Recommend testing (but will not shorten 10-day quarantine)</li> <li>• If close contact tests positive, must remain home for 10 days from when symptoms began AND 72 hours without fever (see 2 above).</li> <li>• Will require a negative PCR test after day 7 to return after day 10.</li> </ul>	<p>Community notification will go out to the entire school (privacy compliant)</p>
<p>Asymptomatic Close Contact of someone with presumed or positive COVID-19</p>	<ul style="list-style-type: none"> <li>• Quarantine for 10 days from last exposure to COVID-19 positive person</li> <li>• Recommend testing (but will not shorten 10-day quarantine)</li> <li>• School/Classroom remains open</li> <li>• If exposure to a household member, the individual should remain home until 10 days after the COVID-19 positive household member completes their isolation. This could be at least a total of 24 days if not more.</li> </ul> <p>If asymptomatic with a positive test, the individual can return 10 days after positive test results assuming the individual remains asymptomatic and shows no symptoms of any kind in the 72 hours prior to their return. If an individual becomes symptomatic, isolation begins as of the first day of the onset of symptoms and follows protocol for Symptomatic Close Contact.</p>	

\*\*\* this is all subject to change based on the regulations of the Los Angeles County Department of Public Health.





## Information for People with COVID-19

You have been diagnosed with COVID-19. You must follow these steps to prevent spreading the disease to your family, friends, and others.

### 1 Isolate yourself

You must stay home until:

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

\*If you have a weak immune system you might need to stay home for longer than 10 days. Talk to your doctor.

If you never had any symptoms, you must stay home for 10 days after the positive COVID-19 test was taken. But if you develop symptoms, you need to follow the instructions above

### 2 Tell your close contacts that they need to quarantine and get tested for COVID-19

Your close contacts need to quarantine for 10 days from when they were last in contact with you. They also need to monitor their health and be extra careful with regular COVID-19 precautions for 14 days.

A "close contact" is any person who was exposed to you while you were infectious (from 2 days before your symptoms first started until your home isolation ends). This includes:

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



Close contacts should follow the full quarantine instructions. Scan the QR code, or visit [ph.lacounty.gov/covidquarantine](https://ph.lacounty.gov/covidquarantine)

To arrange a test, contacts can call their doctor, visit [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing) or call 2-1-1.

### 3 Follow the isolation instructions including:

- Stay home except to get medical care
- Do not have any visitors
- Stay away from the others in your home. If you must be in the same room, wear a face covering and try to stay at least 6 feet away, especially from those at higher risk of severe illness
- If you must be in a shared space, open windows when possible
- Use a separate bathroom or disinfect a shared bathroom after each use
- Do not make or serve food to others
- Cover your coughs and sneezes
- Wash your hands often with soap and water for at least 20 seconds. Or, use hand sanitizer with at least 60% alcohol
- Disinfect any surfaces you touch a lot
- Contact your doctor if your symptoms get worse or concern you
- Call 9-1-1 if you have emergency signs. These include trouble breathing, pressure or pain in chest, bluish lips, confusion, hard to wake



Follow the full instructions. Ask your doctor for a copy, scan the QR code, or visit [ph.lacounty.gov/covidisolation](https://ph.lacounty.gov/covidisolation)

Please help slow the spread of COVID-19 by answering if you get a call from "LA Public Health" or 1-833-641-0305. If you tested positive but have not gotten a call yet, please call 1-833-540-0473.



# Home Quarantine Instructions for Close Contacts to COVID-19

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

## SUMMARY

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

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

It is recommended that you [get tested](#)\* for COVID-19 (unless you had a positive test in the last 90 days see [below](#) for details).

\*You do not need to quarantine or get tested if **you have no symptoms AND** you either:

- **Are fully vaccinated for COVID-19.** See [below](#) for definition and instructions.

OR

- **Tested positive for COVID-19 in the past 3 months and recovered.** See [below](#) for definition and instructions.

Even if you do not need to quarantine, it is important that you monitor your health for symptoms<sup>1</sup> of COVID-19 for 14 days from your last contact with the infected person.

**Recent travel:** if you entered LA County from outside of California, you need to self-quarantine unless you have no symptoms and you either are fully vaccinated or recovered from COVID-19 in the past 3 months. Follow CDC [domestic](#) and [international](#) travel recommendations for unvaccinated persons.



## QUARANTINE

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

You need to quarantine if you are a **close contact** to someone who has COVID-19.

<sup>1</sup> Symptoms may appear 2-14 days after being exposed to the virus and may include: fever or chills, cough, shortness of breath/difficulty breathing, new loss of taste or smell, fatigue, runny or stuffy nose, muscle or body aches, headache, sore throat, nausea or vomiting, or diarrhea. This list does not include all possible symptoms of COVID-19. Some people with COVID-19 never get symptoms. Visit [ph.lacounty.gov/covidcare](https://ph.lacounty.gov/covidcare) to learn more about what to do if you are sick.

### **Quarantine Chain**

STUDENT COVID = POD AND TEACHERS QUARANTINE\*

TEACHER COVID = POD AND TEACHERS QUARANTINE\*

FAMILY MEMBER COVID = STUDENT QUARANTINES

**\*\*\* *teacher quarantine may be impacted based on their vaccination status***

### **In All Cases Begin Contact Tracing**

Identify Close Contacts

Identify individual in close contact with the symptomatic individual up to two days prior to the onset of symptoms or positive test.

- \*CDC currently defines “close contact” as “someone who was within six feet of an infected person for a cumulative total of 15 minutes or more over a 24 hour period\*\*\* starting from 48 hours before illness onset until the time the patient is isolated.”
- *A contact of an identified close contact does not need to be quarantined unless the identified close contact becomes symptomatic or tests positive.*

### **Contact Tracing and Returning to School**

Contact tracing is part of the process of mitigating the spread of infection. Woodcrest School will work with public health officials if a community member tests positive for COVID-19. In coordination with the school, local public health officials will work with the infected person to identify close contacts and will notify community members who may be close contacts. Patient confidentiality will be maintained. Instructions that follow current CDC and California DPH guidance will be provided to the infected person and all close contacts regarding isolation and quarantine.

### **Returning to school**

Anyone who is absent or sent home due to illness (without COVID related symptoms) shall not be permitted back in school again until they have:

- Been fever and fever medication-free for at least 24 hours, AND
- Other symptoms have improved

Please consult your family’s healthcare provider if you have specific concerns about yours or your child’s health or would like further medical evaluation and guidance.

Exposed students and employees must self-quarantine (stay in their home or another residence, separate from others) and monitor for symptoms for 10 days from their last contact with the case while infectious (as defined above), but they must continue to monitor their health and adhere to COVID-19 prevention precautions through Day 14. Home Quarantine Guidance for COVID-19 is available at: [LA County Public Health Home Quarantine Instructions](#).

Anyone who is absent due to a positive COVID-19 test shall not be permitted back in school until at least 10 days after the positive test result, and they are free of fever and other symptoms. Parents will be asked to provide a note from their child’s pediatrician allowing their

return to school.

Anyone who is absent due to close contact with a person who has COVID-19 shall not be permitted back in school until 7 days after last exposure, provided they provide a COVID PCR test on day 5 (or after). This person should check temperature twice daily and be observant for any onset of symptoms. They should also stay away from anyone who is at higher risk for getting sick. During this quarantine should any symptoms appear we ask you to seek proper medical attention and then notify the school and

In addition to the aforementioned requirements, anyone who is required to be off-campus due to a COVID-19-related concern must consult and receive clearance from the school office before being allowed back on campus.

### **Extended Care**

To maintain the guidelines in this plan, including physical distancing and cohort management, the number of openings in extended care will be reduced and this care will be conducted in their stable classroom cohort.

### **Training and Preparedness**

This document will serve as the Woodcrest School's Response Plan for COVID-19 for 2021-2022. The school will provide employees with ongoing pandemic preparedness training, and additional resources will be available on our website and in parent square. Additional communications and training will be ongoing as COVID-19 guidelines and requirements change. If you have any questions, please contact your child's division head or the school nurse for additional support.

### **Additional Information for Employees**

#### **Employee Absence Notification**

Employees should notify their supervisor of their absence and continue to report absences, COVID-19 symptoms, close contacts\*, and COVID-19 diagnoses as usual.

\*CDC currently defines "close contact" as "someone who was within six feet of an infected person for a cumulative total of 15 minutes or more over a 24 hour period\*\*\* starting from 48 hours before illness onset until the time the patient is isolated." In addition, we will consider someone who was in an enclosed space with an infected person, but outside of six feet, for at least an hour, to have been in close contact.

#### **Employees Who Become Sick at School**

Employees who become sick or experience symptoms while at school should notify their supervisor and leave the school immediately or report to the isolation room until able to leave the school.

### **Leave Provisions**

Employees who are absent due to COVID-19 may be eligible for extended leave provisions. Employees who have exposure concerns due to underlying health conditions should contact the Head of School. Similarly, employees unable to secure childcare should speak to their supervisor. We will work with you to see what accommodations can be made, if any.

Accessible version: <https://www.cdc.gov/coronavirus/2019-nCoV/10-things-you-are-sick/stay-at-home.html>

## 10 THINGS YOU CAN DO TO MANAGE YOUR COVID-19 SYMPTOMS AT HOME | COVID-19 |

If you have possible or confirmed COVID-19

1. **Stay home** except to get medical care.



6. **Cover your cough and sneezes** with a tissue or use the inside of your elbow.



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



3. **Get rest and stay hydrated.**



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a mask.



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



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



<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## Symptoms of Coronavirus (COVID-19)

**Know the symptoms of COVID-19, which can include the following:**



Symptoms can range from mild to severe illness, and appear 2–14 days after you are exposed to the virus that causes COVID-19.

### Seek medical care immediately if someone has Emergency Warning Signs of COVID-19

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



Centers for Disease  
Control and Prevention  
National Center for Emerging and  
Zoonotic Infectious Diseases

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

CS-2021-04

Available under <https://www.cdc.gov/coronavirus/2019-ncov/immunity/vaccine-efficacy/stop-the-spread.html>

## STOP THE SPREAD OF GERMS | COVID-19 |



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



## DO choose masks that



Have two or more layers of washable, breathable fabric



Completely cover your nose and mouth



Fit snugly against the sides of your face and don't have gaps



Have a nose wire to prevent air from leaking out of the top of the mask



CS 519870-0 April 27, 2021 5:19 PM

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

# DO NOT choose masks that



**Are made of fabric that makes it hard to breathe, for example, vinyl**



**Have exhalation valves or vents, which allow virus particles to escape**



**Are intended for healthcare workers, including N95 respirators or surgical masks**

# How to Wear and Take Off Your Mask

Source link: <https://www.cdc.gov/when-to-wear-a-mask/when-to-wear-a-mask.html>

## How to Put On and Wear Your Mask Correctly

- Wash your hands or use hand sanitizer before putting on your mask
- Put it over your face and mouth
- Be sure your mask fits snugly against the sides of your face and under your chin
- Make sure you can breathe easily



## Wear a Mask to Protect Yourself and Others

- Wear a mask over your nose and mouth to help prevent getting and spreading COVID-19
- Wear a mask in public settings, especially when you cannot stay six feet apart from people who don't live with you

## How to Take Off Your Mask



Untie the strings behind your head or stretch the ear loops



Handle only by the ear loops or ties



Fold outside corners together



Wash hands immediately after removing

## Other Ways to Protect Yourself

- Stay at least 6 feet away from others
- Avoid crowds and places with poor ventilation
- Wash your hands often
- Get a vaccine when it is offered



12/20/20/21 10/03/21

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



## COVID-19 TESTING IF YOU ARE VACCINATED

| COVID-19 |

**You did your part by getting vaccinated, but you still have an important role to play in stopping this pandemic.**

Even though it's rare, some people who are vaccinated still get COVID-19.



So, if you have symptoms, especially if you've been around someone with COVID-19, you should get tested.



By getting tested you protect the people around you, including your loved ones.



Encourage your friends and family to get vaccinated.

Remember, if you feel sick, get tested.



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