

EL PORTAL ELEMENTARY SCHOOL



REOPENING AND SAFETY PLAN

OCTOBER 5, 2020

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Superintendent's Letter

Dear Lowell Joint Family (Students, Families and Staff)

Dear Lowell Joint Family,

The health and safety of our Lowell Joint School District students, staff, and families is of the utmost importance. On Thursday, June 22, 2020, the Board of Trustees approved the 2020/2021 Return to School Adaptive Continuum Plan based on stakeholder input as well as written guidelines from the Centers for Disease Control and Prevention, California Department of Education, California Department for Public Health, Los Angeles and Orange County Health Care Agencies, and Los Angeles and Orange County Department of Education. Our re-opening plan includes several school schedule option for families as well as new and enhanced safety/wellness protocols that will be in place for the 2020/2021 school year.

On Friday, July 17, 2020, the Governor announced that schools located in a county on the state's COVID-19 monitoring list may not re-open until 14 days after the county had been removed from the list. Thursday, August 27, 2020, the Governor announced a complete revision to a new State COVID-19 re-opening Color Coded System/Structure, both of which have had a significant impact on the Lowell Joint School District.

We have come to know that the circumstances, public health orders, and day-to-day situations will continue to pivot and change every 2-4 days. Each time we will only have answers to about half of the questions that arise, but the good news is that Lowell Joint School District has the necessary **GRIT** to work through each pivot.

Despite these developments, Lowell Joint School District continues to prepare for the implementation of its [Adaptable Re-opening Continuum Plan](#), which will ultimately result in the re-opening of our schools for in-person instruction. There are times that we all feel overwhelmed by the constant challenges, but it is at these times that we stand amazed to witness the immense courage, care, creativity, and love that our teachers, staff, and families are providing to our students and each other. We continue to stand in faith knowing that we will come out stronger at the other end of this challenge; we know that we are not given anything more than we can handle. We also know that there is power in words; the words we speak to each other and to ourselves. We continue to pause to breathe, because we know that we will overcome and succeed; WE ARE **LOWELL JOINT STRONG**. We thank all our parents and staff who continue to rush in to help us we adjust to each new situation and phase. **YOU ARE AMAZING!!**

The District will be prepared to shift between the following learning models throughout the school year for all students, based on state, county and local health department guidance, orders and/or local conditions at the time.

Three-Stage Plan for Opening Schools during the 2020/2021 School Year

- I. **Full-Regular Program:** Implemented when the State and Los Angeles & Orange County are in the Orange tier and authorized by the Los Angeles County Public Health Department. Students return to school in a traditional manner with wellness practices firmly reinforced, while a continued full-time distance-learning option will be available for families. (Aligned with *State Phase 3*) The full-time **Lowell Joint Virtual At-Home** option will still be available for families.
- II. **Hybrid Instructional Program:** Implemented when the State and Los Angeles & Orange County are in the Red tier and authorized by the Los Angeles County Public Health Department. Students return to school in a blended program with a portion of their week in-person and a portion through virtual distance-learning in order to maintain the social-distancing requirements. The full-time **Lowell Joint Virtual At-Home** option will still be available for families. (Aligned with the *State Stage 2*)

Superintendent's Letter

Classes will be divided up into three stable groups (A & B & C). Each stable group will receive daily instruction from the same teacher:

- **stable group A**: student will attend in class instruction on campus Monday and Thursday, with live streaming instruction from home on Tuesday, Wednesday and Friday.
- **stable group B**: student will attend in class instruction on campus Tuesday and Friday with live streaming instruction from home on Monday, Wednesday and Thursday.
- **stable group C**: **Lowell Joint Virtual At-Home** - students who are unable to return to campus for in-person instruction, because of their medical and/or personal situation, will continue to receive their instruction virtually. They will remain with the same teacher and same class, yet participate via Zoom/Google Classroom through distance-learning 5 days per week.
- Early release will continue to be on Wednesdays.
- Every effort will be made to keep siblings on the same Hybrid schedule.

III. **Fulltime Distance-Learning Program** (shelter in place - nothing on campus). Students return to a fulltime distance learning program from home. This is if we were in State Phase 1. (Aligned with *State Stage 1*. As stated previously, Lowell Joint School District will only return from fulltime distance-learning once State and the County Public Health Department deem it safe to return. Once we return all State and County Public Health Department directives will be fully implemented along with additional protocols that Lowell Joint School District feels are beneficial.

Lowell Joint will continue to prepare for all stages and will notify parents and staff members in a timely manner. If you have any questions, please do not hesitate to contact your school administration. For the latest information, please visit the District website at www.ljsd.org.

The Board of Trustee and I cannot thank you enough for all that you have done, are doing, and will do as we succeed in spite of these challenging times. Lowell Joint will overcome and exceed! Grace and mercy seem to be in short supply at times, but grace and mercy are exactly what our students, families and staff need. Lowell Joint School District is called to speak life and lead by example, which we will continue our dedication and commitment to our students, staff, parents, and community, we are...

LOWELL JOINT **STRONG!**

Sincerely,

Jim Coombs
Superintendent of Schools

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet (about 2 arms' length) from other people.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.



When in public, wear a mask over your nose and mouth.



Do not touch your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



cdc.gov/coronavirus

100775 August 6, 2020/10190

Worksite Plan Development



Worksite Plan Development

In accordance with the Los Angeles and Orange County Health Care Agency (LACPH/OCHCA), California Department of Public Health (CDPH), and the Center for Disease Control (CDC), the Lowell Joint School District Strategic Planning Team focused on five key areas:

- Development of a Worksite Plan
- Relevant Training for Employees and Students
- Screening and Control Measures
- Implementation of Thorough Cleaning and Disinfecting
- Promotion of Social Distancing

El Portal Elementary School worked directly with the Lowell Joint School District Superintendent's and Facilities Offices to perform a health and safety review of the campus. The review team included:

- David Sermenio, Principal
- Regina Fiscus, Office Manager
- Kim Rickenbacker, Clerk
- Matt Brown, Leo Aguayo, Custodial Team
- Trisha Gonzales, District Nurse
- Annalisa Francis, District Nurse's Assistant
- David Bennett, Assistant Superintendent of Facility, Operations and Construction
- Jim Coombs, Superintendent of Schools

Site Implementation Team

The El Portal Implementation Team will continue to monitor daily implementation of this worksite plan. The team consists of the following members:

- David Sermenio, Principal – dsermenio@ljsd.org / 562.902.4211
- Regina Fiscus, Office Manager – rfiscus@ljsd.org / 562.902.4211
- Matt Brown, Day Custodian – mbrown@ljsd.org / 562.902.4211

Screening and Control Measures



Relevant Training

Training has been provided by the District to all El Portal staff and students through videos shared with all students, parents, and staff via email that are also available on the El Portal website <https://elportal.ljsd.org> and Lowell Joint School District website www.ljsd.org. Staff will continue to be provided time to watch these videos during professional development days.

The trainings cover the following areas:

- Personal safety actions:
 - Enhanced sanitation practices.
 - Importance of 6-foot social distancing guidelines.
 - Proper use of face coverings including removal and washing of cloth face coverings according to [CDC](#) and [CDPH guidelines](#).
- Screening practices:

Practices in guidance with OCHCA in accordance with Center for Disease Control (CDC) and California Department of Public Health (CDHP) guidelines.
- Important information related to COVID-19 including:
 - [Specific COVID-19 symptom identification](#).
 - Emphasis on not coming to work or school if exhibiting signs or symptoms of COVID-19.
 - [Practices for preventing the spread of COVID-19](#).
 - [When to seek medical attention](#).
 - [Populations particularly vulnerable](#).
- Providing information to staff regarding:
 - Leave and workers compensation benefits.
 - For janitorial workers and plumbers, communicate the hazards associated with work on sewage or plumbing, and performing janitorial services.
- COVID-19 Training Video Links:
 - Students** (Pre K-5 and 6-12)
 - English:
 - ❖ [PreK-5 Informational Video](#)
 - ❖ [6-12 Informational Video](#)
 - Spanish:
 - ❖ [PreK-5 Informational Video](#)
 - ❖ [6-12 Informational Video](#)
 - Parents**
 - [English Informational Video](#)
 - [Spanish Informational Video](#)
 - Instructional Staff** [Informational Video](#)
 - Nutrition Services** [Informational Video](#)
 - Custodial Services** [Informational Video](#)
 - Administrative** [Informational Video](#)



Screening and Control Measures



Passive Screening

- Passive screening of all students, staff, and visitors will occur prior to arrival on campus ([Health/Wellness Screener](#)) .
- The student LJSD Health/Wellness screening is kept at home and can be accessed on the Lowell Joint School District website ([Health/Wellness Screener](#)) .
- Site administration will work closely with district nursing staff to follow up on any suspected case of illness.

Active Screening

- Active screening of all students, staff, and visitors using thermal imaging cameras at school and office entry points for temperature checks.
- Active screening of all students arriving to school will be completed daily using non-touch thermometers.
- All students will have temperature checks as they enter their class to start the day. Anyone with a temperature of 100+ degree Fahrenheit will be sent home.
- All visitors will complete the Lowell Joint School District Health/Wellness Screening ([Health/Wellness Screener](#)), which includes a temperature check, prior to coming to campus for official business only. Unfortunately, no guest or visitor will be allowed on campus until alternative guidance from the CDPH, LACPH/OCHCA, and CDC or we are permitted to return to a traditional model.
- All staff will complete the Lowell Joint School District Health/Wellness Screening ([Health/Wellness Screener](#)), which includes a temperature check, daily upon their arrival to campus. Staff will maintain their own Health/Wellness screening documents and have them available upon request.
- All volunteers will only be allowed in the front office and must complete the Lowell Joint School District Health/Wellness ([Health/Wellness Screener](#)), which includes a temperature check, screening prior to serving.

On-Site COVID-19 Testing for Staff

- Onsite COVID-19 testing, at no cost to employees, will be provided to all staff members prior to transitioning from distance learning to the hybrid learning model.
- Thereafter, all staff members will be able to test, at no cost to employees, once every 60 days or until such time that the District receives alternative guidance from the CDPH, LACPH/OCHCA, and CDC or is permitted to return to a traditional instructional model.

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



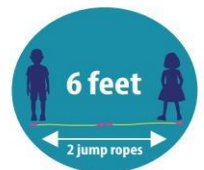
Wash your
hands often



Wear a mask



Cover your coughs
and sneezes



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

Control Measures

The following will be utilized as control measures for the safety of students and staff:

- Visible safety measure signage throughout campus.
- Floor markings and stickers for social distancing.
- Non-touch thermometers will be available on campus for self-screening and classroom use as needed.
- Clear plastic dividers for student and staff desks in each classroom.
- All heating and air conditioning ventilation systems have been adjusted to allow maximum fresh air intake for each unit. All filtration systems have been upgraded to the MERV 13 filters.
- The District is using disinfecting products for the use against COVID-19 on the Environmental Protection Agency (EPA) approved list "N."
- All classrooms, offices, cafeterias, restrooms, and additional spaces will be electrostatically sanitized daily.
- All lunch tables and playground equipment will be pressure washed and sanitized daily.
- UV sanitization equipment will be implemented throughout the district.

Face Coverings

In accordance with the [OCHCA](#) and [CDPH Guidance for Face Coverings](#), and Los Angeles County Public Health Department face coverings are required to be worn as follows:

- All students must bring and utilize their own face mask while:
 - In classrooms.
 - Waiting to enter campus.
 - Arriving and leaving school.
 - We will have face masks and shields available for students if they need one.
- Staff and Students who have a doctor's note exempting the use of face mask must wear a face shield:
 - In classrooms.
 - Waiting to enter campus.
 - Arriving and leaving school.
 - We will have face masks and shields available for students if they need one.
- Personal face coverings will be allowed in compliance with school dress code policy.

Personal Protective Equipment (PPE)

Personal Protective Equipment will be provided to staff and students if they do not have them in accordance with CDC, CDPH, and OCHCA guidelines.

The following PPE items will be available on-site and provided to Lowell Joint School District staff and students if they lose them, per CDC, CDPH and OCHCA guidelines:

- Teachers and identified staff members will receive reusable face shields.
- Hand sanitizer stations in each classroom and office space.
- Disposable face masks for students and adults (students expected to bring their own).
- Cloth masks provided for staff.
- EPA-approved and COVID-19 recommended disinfectant spray and disinfectant wipes.
- Gloves will be provided for students and staff as needed.

The following PPE will be provided for Custodial Staff, Food Service Workers, School District Nurses (RN/LVN), and Instructional Aides working closely with those who may be ill:

- Gloves
- Goggles
- Face Shields
- N95 Masks
- Aprons and/or Coveralls
- Food Service Workers will utilize single-use disposable PPE

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
- Bluish lips or face

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

Cleaning and Disinfecting



Cleaning and Disinfecting

Lowell Joint School District will ensure all school sites are provided with cleaning and sanitary products that will be stored at the District Warehouse.

- Cleaning supplies will be distributed by the District Warehouse and delivered to each site as needed.

Custodial staff will clean and disinfect high traffic and high contact areas throughout the day using EPA- approved, COVID-19 recommended products.

- Daily cleaning completed by trained custodial staff.
- Weekly deep cleaning on Wednesdays.
- Areas to be electrostatically cleaned and disinfected include, but not limited to:
 - Student desks, doors, handrails, light switches, desktop computers, countertops, pull handles, faucets, paper dispensers, toilets, air driers, sinks, etc.
- Custodians will follow product instruction and [OSHA requirements](#) including proper ventilation during cleaning and disinfecting.
- UV light sanitation equipment is available for implementation throughout the district.

Disinfectant products are available for both staff and students to disinfect classroom surfaces as needed and during passing periods.

- EPA-approved and COVID-recommended disinfectant product provided has a 45-second dwell time and requires no PPE.
- Students have the option to wipe down their work spaces in class.
- Shared equipment transferred between students and/or staff will be regularly cleaned and sanitized.

Additional disinfection precautions include:

- Hand sanitizer readily available in all classrooms and offices.
- Post CDC-recommended signage throughout campus and common areas emphasizing basic infection-prevention measures, including posting hand-washing signs in restrooms.

Promotion of Social Distancing



Social Distancing

Social Distancing limits the spread of the virus. El Portal Elementary School will make a concerted effort to promote social distancing on campus through the following measures.

On Campus:

- In alignment with the Board Approved Lowell Joint SD Hybrid Model, students are divided into three stable groups to allow for less students physically present on campus on any given day. stable group A & B attend school on alternate days and Cohort C attends 100% virtually due to personal/health needs.
- Use of floor markings and stickers for social distancing throughout campus.
- Visible safety measure signage posted throughout campus.
- Limit group activities wherever practicable.
- Student restroom use:
 - When possible, students will use one-way entrance and exit.
 - When possible, restroom doors will be left open.
 - In multiple stall bathrooms, students will limit capacity based on social distancing guidelines.
- Water fountains and bottle-filling stations:
 - No water fountains will be permitted for use.
 - All students will need to bring their own reusable water bottle to utilize the bottle filling stations.
- Restrict non-essential visitors, volunteers, and activities involving other groups.
- The Lowell Joint School District Health/Wellness screening ([Health/Wellness Screener](#)) will be utilized to monitor the passive screening of students, staff, and visitors on campus.
 - This screening will occur at home, prior to coming to campus.
- Discourage any shared food or beverages between students.
- Limit use of shared outdoor equipment and objects that encourage physical activity.



In Classrooms:

- Visible safety measure signage posted in classrooms.
- Arranged classroom space to remove all non-essential furniture, allowing maximum space between students and staff, in accordance with CDPH guidelines.
- Arrange student desks in accordance with social distancing guidelines when practicable and in alignment with County Public Health Department orders.
- Limit group activities wherever practicable in alignment with County Public Health Department orders.
- Use of clear plastic desk dividers.



Break and Lunch

Before school, during break, after school, and during passing periods, administration and campus supervision will monitor social distancing among students while circulating throughout campus.

- El Portal is a closed campus to minimize outside exposure for students.
- Administration, staff, and campus supervision will direct students to maintain proper social distancing at all times while on campus.
- Administration and staff will educate and encourage students to leave campus immediately upon dismissal or go immediately to scheduled afterschool activity to avoid congregations of students on campus.
- Students will not be allowed to spend break inside classrooms, unless special appointments have been made with the teacher.
- Prepackaged snack for all students will be delivered daily to each classroom.
- Prepackaged Grab-n-Go lunch will be provided daily to all students as part of their supervised dismissal.
- Any food or beverage sharing between students will be discouraged.
- Some seating areas will be off-limits as designated by specialty signs throughout the campus.

Food Services Information

While the District is operating online distance learning for students, school cafeterias will be ready when the hybrid schedule is implemented with the introduction of student stable groups. The Nutrition Services Department of Lowell Joint School District will participate in all USDA waivers that allow for flexibility in response to the COVID-19 uncertainties. Waivers allow for meal time flexibility, parent/guardian meal pick-up, not requiring students to congregate during meals, and serve versus offer school meals.

Students in Online Learning:

- Participating in the National School Lunch Program (in compliance with all meal patterns).
 - All schools will serve and offer meals during breakfast, lunch, and supper (at all qualified schools).
- All schools operating through Grab-and-Go (walk-up or drive thru) and deliver meals to Special Education students.
 - Grab-and-Go (walk-up or drive thru).
 - PPE and safety protocols in accordance with CDC, CDPH, CDE, and OCHCA guidelines.
 - All Nutrition Service workers will be equipped with adequate disposable PPE (face masks, face shields, gloves, and gowns).
 - Touchless payment through the use of scanners, student ID cards, and encouraging families to load funds to online account.
 - Signage/posters/ and decals with safety measures and protocols for both staff and students (e.g. six-feet apart, washing of hands, COVID symptoms).

Students on Hybrid Schedule:

- Participating in the National School Lunch Program (in compliance with all meal patterns).
 - All schools will serve and offer meals during breakfast and lunch (at all schools).
 - All schools will have on-campus for students at school and walk-up Grab-and-Go for students who are learning virtually (walk-up or drive thru).

- On-campus operations
 - Meals prepared through the cafeterias using all appropriate PPE and implementing safety protocols in accordance with CDC, CDPH, CDE, and OCHCA guidelines.
 - All Nutrition Service workers will be equipped with adequate disposable PPE (face masks, face shields, gloves, and gowns as appropriate).
 - Touchless payment through the use of scanners, student ID cards, and encouraging families to load funds to online account (when needed).
 - Signage/posters/ and decals with safety measures and protocols for both staff and students (e.g. six-feet apart, washing of hands, COVID-19 symptoms).

Before and After School

- Educate and encourage the avoidance of students congregating while arriving to or leaving campus.
- Students will utilize walkways, signage, and school map in order to determine entry and exit routes in order to maintain social distancing.

Student Drop Off and Pick Up

- Student drop off and pick up allowed in one of three (3) designated areas. (Please see the Drop Off and Pick Up Map.)
- Please plan to drop your students off at school no earlier than 8:00 a.m. to avoid lines checking in for the day.
- Please drop off only in the designated areas so students can go through the assigned arrival gates.
- As a family, please plan the best location to pick up your students by looking at all of the exit routes and assigned dismissal gate.
- Please promptly pick up your student(s) at your pre-arranged location to avoid students congregating.
- Some factors you may wish to consider are: traffic safety, your student's dismissal gate, and/or ease of accessibility to your vehicle after school.

COVID-19 Testing and Reporting



Suspected Cases

El Portal Elementary School staff will follow the protocols listed on the COVID-19 Screening Flow Chart and the COVID-19 Exposure Flow Chart which are found at the end of this document.

Confirmed Cases

If El Portal receives information regarding an employee or student testing positive for COVID-19 the following steps will be taken: Please contact Principal David Sermenio at dsermenio@ljsd.org/562.902.4211 with the following information:

- ✓ Name of the person confirmed
- ✓ Date of diagnosis
- ✓ Date of potential exposure (if known)
- ✓ Date of first sign of symptoms (if known)
- ✓ Date of test
- ✓ Last date on the El Portal campus
- ✓ Were PPE and social distancing guidelines followed?
- ✓ Names of any individuals who had physical contact with the infected person or spent 15 minutes or more within a six-foot distance
- Administration will contact Lowell Joint School District Human Resources Office.
- The Human Resources Office will contact LA/OC Health Care Agency (LACPH/OCHCA) for guidance.
- The Lowell Joint School District will follow LACPH/OCHCA guidance regarding notification and necessity to quarantine individuals utilizing the [\(LA County PHD Screening Chart\)](#).
- If notification is required, the Lowell Joint School District will send information to those impacted in accordance with Los Angeles or OCHCA reporting guidelines.
- If additional measures need to be taken, Lowell Joint School District and El Portal will follow all state and local guidelines and recommendations.

Student or Staff Becomes Ill During the Day

If a staff member or student becomes ill during the school day, site staff member will be responsible for overseeing the following steps:

- The ill person will be taken to the cool down area near the front office (see campus map).
- Staff will evaluate temperature and symptoms while wearing face mask, gloves, and face shield.
- Student's parents or guardians will be notified to pick student up.
 - If the parent does not respond or arrive and symptoms become worse, 911 will be called.
 - Staff members will be released to return home. If too sick to drive, then 911 will be called.

All classroom(s) and campus area(s) are sanitized daily.

LOWELL JOINT SCHOOL DISTRICT

Student Return-to-School



If the student/parent/caregiver answers YES to any question in Section 2 of the Lowell Joint School District Health/Wellness Screening ([Health/Wellness Screener](#)) the student would be excused from school in accordance with existing school illness management policy (e.g., until symptom-free for 24 hours without fever reducing medications).

If the student is not symptom-free for 24 hours they should be referred for evaluation by their healthcare provider and possible testing as directed by the doctor. Lowell Joint School District will not require testing results as a part of return to school policies. Students who have received a negative test result should be allowed to return to school once their symptoms have otherwise improved in accordance with existing [CDC Guidelines](#).

Students who had been diagnosed with COVID-19 or who answered YES to any component of Section 2 previously on the ([Health/Wellness Screener](#)) AND do not have evidence of a negative test result should be permitted to return to school as long as they remain in line with current CDC recommendations in "[When Can I Be Around Others](#)" and are no longer showing symptoms. A negative test or doctor's note will not be required for return. Questions regarding return to school should be jointly decided in consultation with parents or caregivers, school personnel, and the student's healthcare provider.

Students who are excluded from school should be afforded the opportunity, as soon as feasible when they are well enough to participate in classwork, to make up any missed classwork without penalty in order to reduce mental or physical anxieties about missed academic opportunities.

Symptom Reference Guide

SECTION 1: Symptoms

If a child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others.

- Temperature of 100.0 degrees Fahrenheit if taken with a non-contact thermometer or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, abdominal pain, or new onset of severe headache, with a fever

SECTION 2: Close Contact/Potential Exposure

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19; OR
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to SARS-CoV-2; OR
- Traveled to or lived in an area where the local, tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the [Community Mitigation Framework](#).
- Live in areas of high community transmission (as described in the [Community Mitigation Framework](#)) while the school remains open.

COVID-19 FAQs



What do I do if my child is experiencing COVID-19 Symptoms while at home?

If your student is experiencing COVID-19 symptoms ([COVID-19 symptom identification](#)), please keep them at home and contact your student's health care provider. Please call our school attendance line to report the absence; a COVID-19 related absence is excused.

What if someone in our household tested positive for COVID-19?

If someone in your household tested positive for COVID-19 and is currently under quarantine or self-isolation, your student should follow the guidelines prescribed by their health care provider under direction from the Los Angeles or Orange County Health Care Agency (LACPH/OCHCA) on how long to remain at home and when to return to school. Please contact the school as well.

What happens if a student demonstrates COVID-19 symptoms while at school?

If a student becomes ill during the school day, the isolation protocols will be followed including:

- The student will be taken to the cool down area where temperature and symptoms will be evaluated by a nurse.
- Student will remain in the cool down area until they are picked up by a parent or guardian.
- If parent/guardian does not respond or arrive and symptoms become worse, 911 will be called.
- The school site will notify the Lowell Joint School District Superintendent's Office regarding the suspected case.
- Any confirmed COVID-19 cases will be reported to the Los Angeles or OCHCA, who will assist the District in developing a course of action for a possible school or classroom dismissal.

What happens if a positive COVID-19 case occurs at El Portal Elementary School?

For any positive COVID-19 case the following protocols will be followed:

- In accordance with state and local laws and regulations, El Portal administration will notify the Lowell Joint School District Superintendent's Office with the following information:
 - Name of the person confirmed
 - Date of diagnosis
 - Date of potential exposure (if known)
 - Date of first sign of symptoms (if known)
 - Date of test
 - Last date on the El Portal Elementary School campus
 - Were PPE and social distancing guidelines followed?
 - Names of any individuals who had physical contact with the infected person or spent 15 minutes or more within a six-foot distance
- The District Office will coordinate a response with LACHPD or OCHCA.
- After receiving direction from LACPHD/OCHCA, the Lowell Joint School District designee will only notify students, staff, and families who have been potentially exposed to COVID-19 and provide health recommendations and guidance from LACPH/OCHCA.
- A positive COVID-19 case may lead a classroom, multiple classrooms, or a school to return to distance learning for a period of time.

- The Lowell Joint School District Superintendent and Board of Trustees will determine any closure after consultation with LACPH/OCHCA.
- The impacted area(s) or classroom(s) will receive intensive cleaning and sanitation prior to reopening.

How are others notified they were in contact with an individual who tested positive for COVID-19?

The Lowell Joint School District will work with LACPHD/OCHCA to determine close contact and low risk contacts.

- Individuals identified by LACPHD/OCHCA are contacted via an email that outlines specifics regarding how long the individual must quarantine, steps to mitigate contracting the coronavirus, and list symptoms associated with the virus.
- All HIPPA notification guidelines for privacy will be followed.

Employee Screening

Employees must monitor themselves for the following symptoms:

- Fever at or above 100.0 degrees Fahrenheit using an oral or no-touch thermometer
- Chills or unexplained fatigue
- Sore throat
- Cough
- New loss of taste or smell
- Other flu-like symptoms

Employee Possible Exposure

Employees who believe they may have been exposed should follow these steps:

- Contact Principal David Sermeno/dsermeno@ljsd.org/562.902.4211 with the following information:
 - Name of the person confirmed
 - Date of diagnosis
 - Date of potential exposure (if known)
 - Date of first sign of symptoms (if known)
 - Date of test
 - Last date on El Portal Elementary School campus
 - Were PPE and social distancing guidelines followed?
 - Names of any individuals who had physical contact with the infected person or spent 15 minutes or more within a six-foot distance
- Principal David Sermeno will contact the Lowell Joint School District Human Resources Office with this information
- The Lowell Joint School District Human Resources Office will coordinate responses with LACPH/OCHCA.
- After receiving direction from LACPH/OCHCA, the Lowell Joint School District Human Resources Office will only notify students, staff, and families who have been potentially exposed to COVID-19 and provide health recommendations and guidance from LACPH/OCHCA.
- Please see the [\(LA County PHD Screening Chart\)](#)

Considerations for Partial or Total School Closure

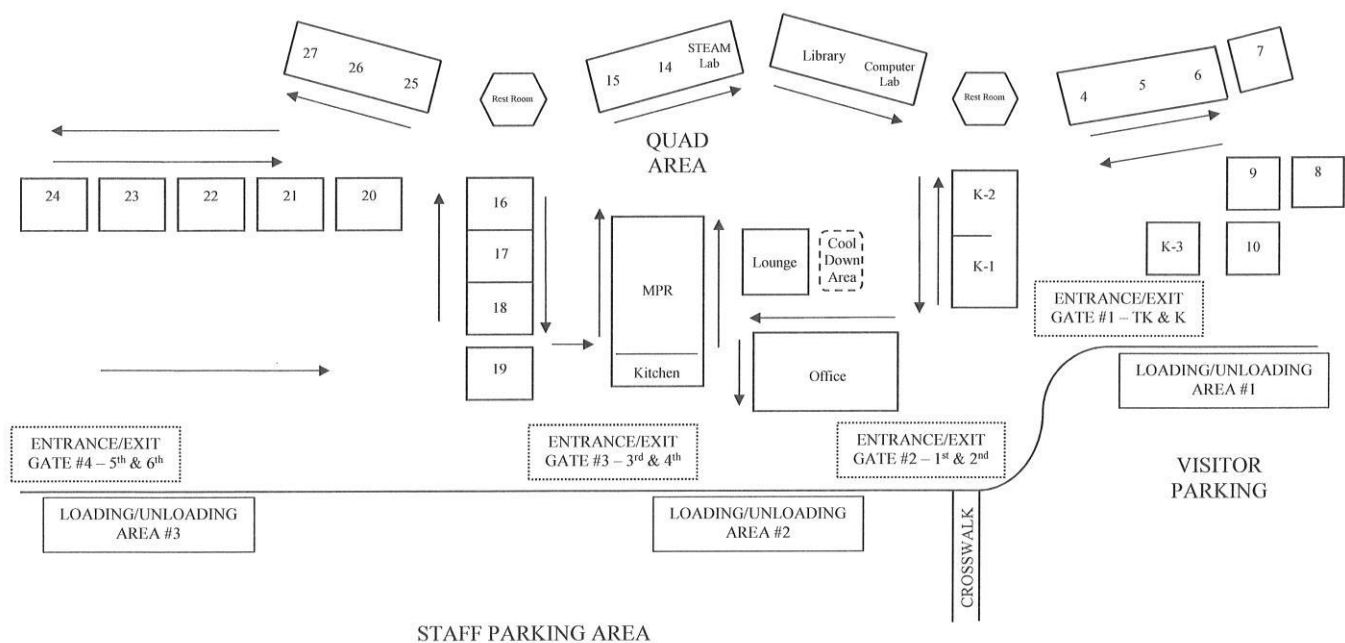
The Lowell Joint School District and El Portal Elementary School will follow all currently prescribed procedures noted in the school opening guidelines provided by the CDPH, as well as all local health department directions regarding the need to implement partial or full school closure. Upon recommendation from local and/or state health care agencies to close the school, El Portal Elementary School will put into place the Distance Learning Plan previously approved by the LJSD Board of Trustees.

El Portal Drop-off/Pick-up & Directional Flow Map



El Portal Elementary School

Drop-off / Pick-up Map and Directional Flow Map



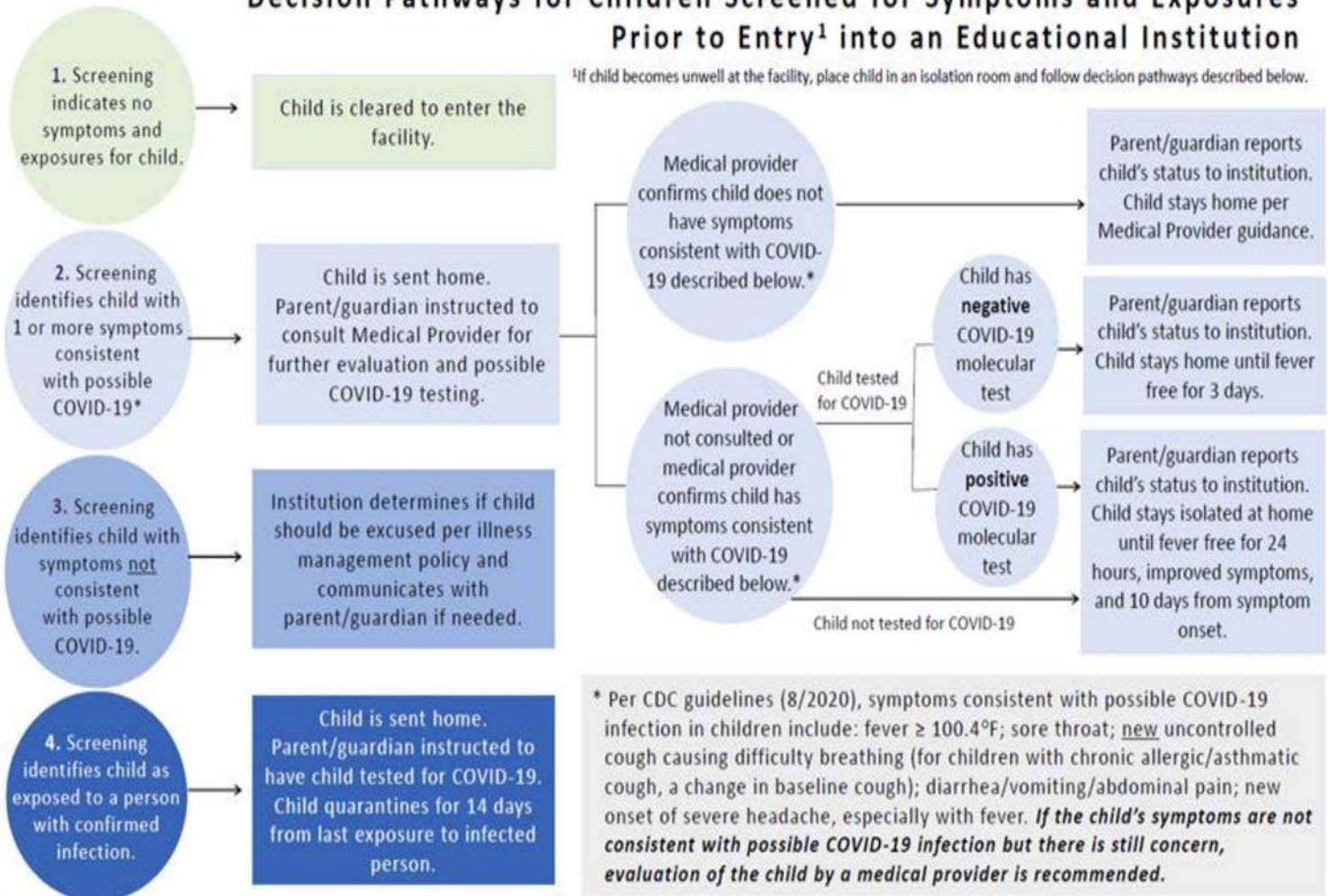
COVID-19 Exposure Screening Flow Chart



(LA County PHD Screening Chart)

Decision Pathways for Children Screened for Symptoms and Exposures Prior to Entry¹ into an Educational Institution

¹If child becomes unwell at the facility, place child in an isolation room and follow decision pathways described below.



These guidelines taken directly from CDD, CDPH, and LA/Orange County PHD and are subject to change based on individual circumstances, available science, and the changing need of the organization.

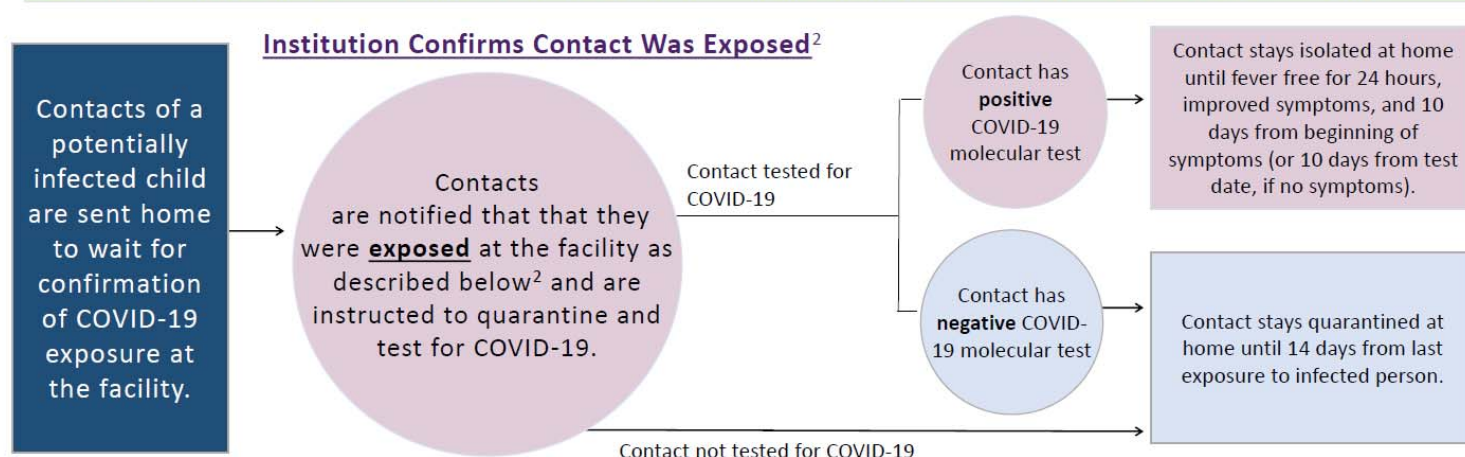
COVID-19 Exposure Screening Flow Chart



Decision Pathways for Contacts of a Potentially Infected Child¹ at an Educational Institution (1)

¹A **potentially infected child** is defined as a child at the facility with 1 or more symptoms consistent with possible COVID-19. Symptoms include fever $\geq 100.4^{\circ}\text{F}$; sore throat; new uncontrolled cough that is different from baseline and causing difficulty breathing; diarrhea/vomiting/abdominal pain; new onset of severe headache, especially with fever.

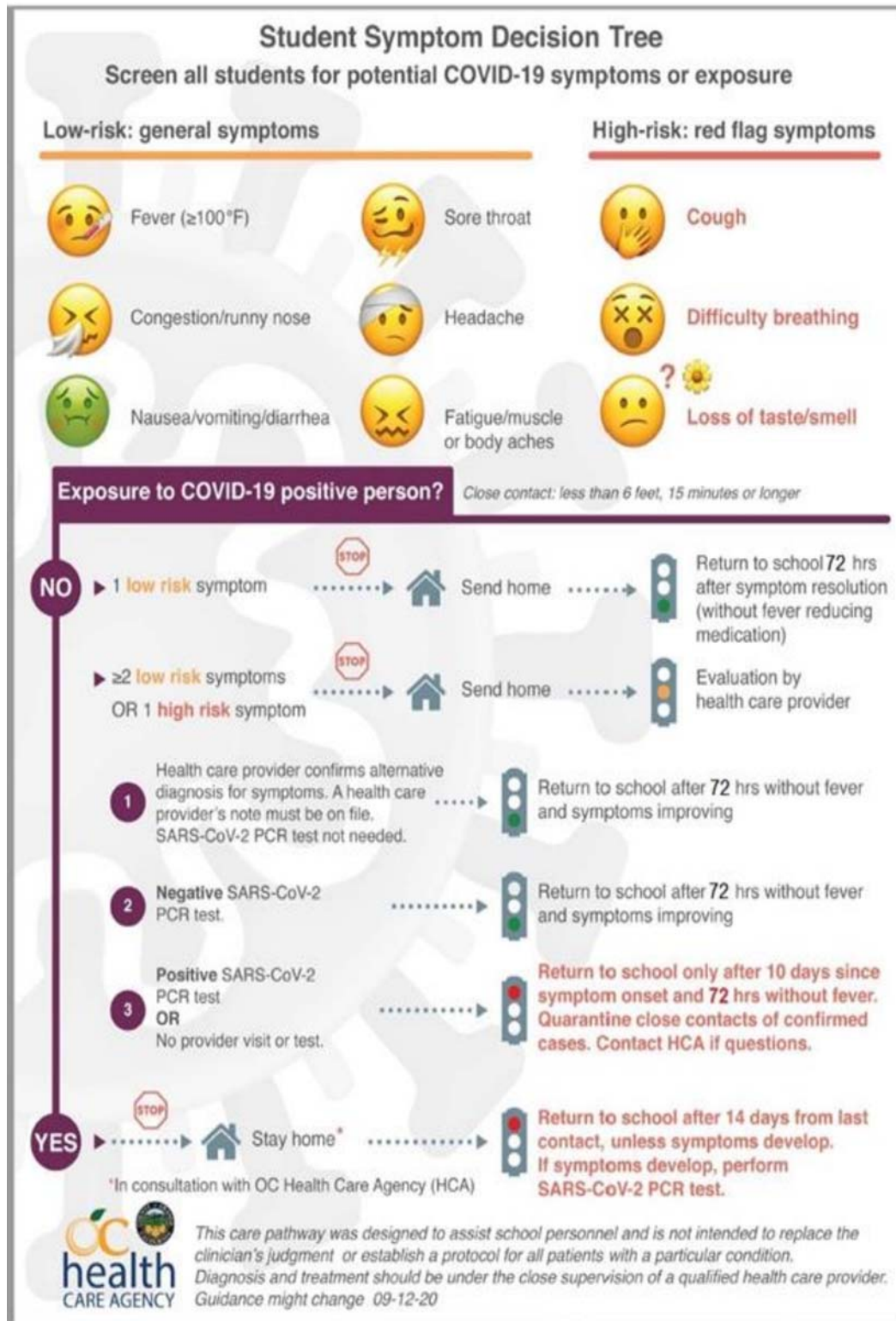
A **contact of a potentially infected child** is defined as a child or employee at the facility who was within 6 feet of the potentially infected child for >15 minutes or had direct contact with bodily fluids/secretions from a potentially infected child.



²A **contact of a potentially infected child** is confirmed as **exposed** if the Institution receives confirmation that: (1) the contact was exposed to a child with 1 or more symptoms consistent with COVID-19 based on Medical provider consultation OR 2) the contact was exposed to laboratory-confirmed COVID-19 based on a positive molecular test result of a potentially infected child.

These guidelines taken directly from CDD, CDPH, and LA/Orange County PHD and are subject to change based on individual circumstances, available science, and the changing need of the organization.

COVID-19 Exposure Screening Flow Chart



These guidelines taken directly from CDD, CDPH, and LA/Orange County PHD and are subject to change based on individual circumstances, available science, and the changing need of the organization.

HYBRID Instructional Model



1st-6th Grades (Monday/Tuesday & Thursday/Friday)

8:00	Campus Aides arrive and ready at gates
8:15-8:30	Front Gates Open (Campus Aides check temperature at gate, Teachers wait to welcome students' arriving in their rooms)
8:30-10:00	Morning Meeting & ELA (ELD Instruction 30 min daily) <i>20 min Recess (Staggered times by grade levels)</i>
10:20-11:30	Math <i>Transition Time and Brain/Group Bathroom/Movement break schedule unique to campus</i>
11:30-12:45	Science/Social Studies <i>Students leave at 12:45 with lunch (Grab-and-Go)</i>
12:45-1:00	Supervised student dismissal
1:00-1:45	Lunch Time (Teachers/Students)
1:45-2:30	Office Hours/ Asynchronous Instruction: PE, Intervention, & Enrichment (Music, Art, Coding/Tynker). Teachers are responsible for posting links, being available to meet with students
2:30-3:30	Team Planning Time

1st-6th Virtual Learning (Wednesday):

8:30-9:30	Instruction: Morning Business & Core Subjects
9:30-2:00	Students complete asynchronous activities and assignments
11:00-1:00	Grab-n-Go Lunch available at each campus
10:30-3:30	Instructional Planning Time

TK-K (Monday/Tuesday & Thursday/Friday)

8:00	Campus Aides arrive and ready at gates
8:15-8:30	Front Gates Open - Group 1 (Campus Aides check temperature at gate, Teachers wait to welcome students' arriving in their rooms)
8:30-10:30	Group 1 (ELA/Math - Core Subjects)
10:30-11:15	Lunch
11:00-11:15	Front Gates Open- Group 2, (Campus Aides check temperature at gate, Teachers wait to welcome students' arriving in their rooms)
11:15-1:15	Group 2 (ELA/Math - Core Subjects)
1:30-2:30	Asynchronous/Office Hours (Music, Art, Library, P.E., ST Math, Lexia)

TK-K Virtual Learning - Wednesday:

8:30-9:30	Instruction: Morning Business & Core Subjects
9:30-2:00	Students complete asynchronous activities and assignments
11:00-1:00	Grab-and-Go Lunch available at each campus
10:30-3:30	Instructional Planning Time

HYBRID Instructional Model



Rancho-Starbuck Schedule (Monday/Tuesday & Thursday/Friday)

8:15-10:00	Period by period Instruction
10:02-10:15	7 th grade break
10:33-10:46	8 th grade break
10:00-12:35	Period by period Instruction
12:35	Dismissal
12:45-1:30	Lunch
1:30-2:30	Office hours: Asynchronous Instruction/ Enrichment & Intervention Teachers are responsible to be available to meet with students
2:30-3:30	Team Planning

Rancho-Starbuck Schedule (Wednesday)

8:15-8:30	Instruction: Homeroom
8:30-9:30	Teacher Office Hours
9:30-1:45	Students complete asynchronous activities & assignments
11:00-1:00	Grab-and-Go Lunch available at each campus

Additional Resources



- ✓ School Website (<https://elportal.ljsd.org/>)
- ✓ Lowell Joint School District Website (www.ljsd.org)
- ✓ Lowell Joint School District Safety Plan Website (www.ljsd.org)
- ✓ Lowell Joint School District COVID-19 Training Videos for Students, Parents, and Staff members ([link](#))
- ✓ Center for Disease and Control Prevention (CDC) – COVID-19 Information and Guidance for Schools
- ✓ California Department of Public Health (CDPH) – COVID-19 Information and Industry Guidance Schools and School-Based Programs
- ✓ California Department of Education - Stronger Together
- ✓ Orange County Department of Education -Together
- ✓ Surface Cleaning Guidance from Harvard University from the California Teachers Association Conference
- ✓ Disinfectant product information and SDS Sheet
- ✓ COVID-19 Screening Flow Charts (LA County PHD Screening Chart)
- ✓ Guidance from other countries which re-opened schools safely



Lowell Joint
School District

A Tradition of Excellence Since 1906

"Home of Scholars and Champions"



Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet (about 2 arms' length) from other people.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.



When in public, wear a mask over your nose and mouth.



Do not touch your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



cdc.gov/coronavirus

SV0725 August 6, 2020 7:00 PM

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
- Bluish lips or face

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