

## Supplement to Protocol for COVID-19 Exposure Management Plan in K-12 Schools: Management of Outbreaks of COVID-19

A targeted public health response to contain COVID-19 exposures at a community-level can help maximize the impact of the Los Angeles County Department of Public Health (DPH) COVID-19 response.

Primary and Secondary Schools serving students from Kindergarten through Grade 12 (K-12 Schools) are trusted community partners. K-12 Schools that are experiencing outbreaks of COVID-19 can help DPH improve the timeliness and impact of the Public Health response by implementing outbreak control measures that can help to contain an outbreak and prevent further spread of COVID-19.

Educational activities offered by K-12 Schools must be carried out in compliance with all provisions for safe opening of schools detailed in the DPH [Reopening Protocols for K-12 Schools](#). The DPH [COVID-19 Exposure Management Plan in K-12 Schools](#) outlines additional recommended and required steps for managing exposures to 1, 2, and 3 or more COVID-19 cases at K-12 Schools. Further, if a School is experiencing an outbreak of COVID-19, it must implement the measures that are described below in this Supplement. This Supplement includes core activities that are recommended to prevent further spread of COVID-19. Additional measures may be recommended or required for sites that are experiencing outbreaks.

An outbreak is defined as: At least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 within a 14-day period in a group\* with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus. \*School groups include persons who share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while one or more persons were infectious.

This document may be updated as new information and resources become available. Please visit the Public Health COVID-19 website, <http://publichealth.lacounty.gov/media/Coronavirus>, regularly to check for updates and additional resources.

### Outbreak Management Measures at K-12 Schools

If there is an outbreak of COVID-19 at a K-12 School, a DPH Outbreak Field Response Team will coordinate with the School to develop and implement an outbreak response plan. An Outbreak Investigator will be assigned as a liaison to the School and provide guidance, technical assistance, and resources to support the School in implementation of the following and any other recommended outbreak response measures. These measures can help to contain the outbreak and protect students, teachers, and staff from COVID-19.

#### Outbreak Response Planning

- Required:** The School must designate a COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19.

- Required:* The School must designate a COVID-19 Compliance Officer to serve as a liaison to DPH until the School has been notified that the outbreak has ended.

### Identification of COVID-19 Cases and Close Contacts

- Required:* The School must submit to the DPH Outbreak Investigator who is assigned to the School, the following Line Lists within 24 hours and submit updates as directed:
- A Case Line List that provides information on all individuals who were identified as COVID-19 cases (as defined by DPH) at the School Site(s).
  - A Potentially Exposed Line List that provides information on all individuals who could have been potentially exposed (Close Contacts, as defined by DPH) to the COVID-19 cases at the School Site(s).

If the Line Lists cannot be submitted within the specified timeline, the School must communicate immediately with the DPH Outbreak Investigator regarding a plan for submission. The School must submit this information via the [COVID-19 Case and Contact Line List for the Educational Sector](#). An exception to use a locally formatted line list may be permitted if all required data elements are included and approved for use by the DPH Outbreak Field Response Team.

### Notifications and Exclusions

- Required:* The School must instruct COVID-19 cases that they must follow the Los Angeles County Public Health [Emergency Isolation Order](#) and [Home Isolation Instructions for COVID-19](#).
- Required:* The School must notify all individuals who are identified as close contacts to a COVID-19 case of their possible exposure to COVID-19 at the School Site(s) and instruct them to follow the Los Angeles County Public Health [Emergency Quarantine Order](#) and [Home Quarantine Instructions for COVID-19](#).

A School Exposure Notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#). The notification of exposure should include the following messages:

- Students and employees with an exposure to the case should be tested for COVID-19, whether or not they have symptoms, and inform the School of test results. Results from testing will determine the extent of disease spread at the School and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, and Community Testing Sites: [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing). Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
- Exposed students and employees should quarantine for 14 days since the date of last exposure to the case while infectious, even if they receive a negative test result during their quarantine period. A person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e., time period between exposure and disease onset). See [Home Quarantine Guidance for COVID-19](#).
- DPH will contact cases and exposed students and employees directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Los Angeles County Public Health [Emergency Isolation Order](#) or [Emergency Quarantine Order](#) as appropriate.

- ☑ *Required:* The School will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at [COVID-19 Template Notification Letters for Education Settings](#). If identities of close contacts are not known or close contacts cannot be reached, the School must work with DPH to develop and release a public notification. Outbreak counts and locations will also be publicly posted without personal identifiers on the [DPH website](#) until the outbreak is resolved.
- ☑ *Required:* The School must exclude cases and close contacts to cases from working, receiving services, or participating in any activities at the School Site(s) until they meet the criteria for release from [self-isolation](#) or [self-quarantine](#), respectively.
- ☑ *Required:* The School must work with DPH to develop a plan to support rapid diagnostic testing of individuals exposed at the School Site(s) and provide referrals to available resources for testing (e.g., as applicable, Employee/Occupational Health, Student Health Services, personal healthcare provider, commercial testing services, and/or community testing sites: [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing)).
- ☑ *Required:* If the School is aware of any COVID-19 cases, hospitalizations, and deaths among individuals who could have been potentially exposed at the School Site(s), the School must report them to the DPH Outbreak Investigator who is assigned to the School.

### Additional Outbreak Control Measures

- ☑ *Required:* The School must follow Public Health cleaning and disinfection guidance, which includes providing a thorough cleaning and disinfection of equipment, the educational/work environment, and frequently touched surfaces and objects following a possible COVID-19 exposure and increasing routine cleaning and disinfection with an approved cleaning agent, listed on the [Environmental Protection Agency \(EPA\)-approved list “N”](#), per product instructions. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together – this causes toxic fumes that may be very dangerous to breathe.
- ☑ *Required:* The School must provide all employees who have contact with students, clients, the public or other employees at the School Site(s), at no cost, a cloth face covering to be worn at the Site(s) unless not recommended due to age or underlying cognitive or medical conditions. The School must provide a medical grade mask to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child’s use of a cloth face covering.
- ☑ *Required:* The School must follow source control recommendations described in [Guidance for Face Coverings](#) and [Reopening Protocols for K-12 Schools](#). To address asymptomatic and pre-symptomatic transmission, the School must require all individuals entering and within the Site(s), including children 2 years of age and older, to wear a cloth face covering over both their nose and mouth upon entry to and when in shared areas, walkways, or where people may congregate, unless not recommended due to age or underlying cognitive or medical conditions. Children who are aged 2 years through 8 years should use face coverings with adult supervision to ensure that the child can breathe safely and avoid choking or suffocation.
- ☑ *Required:* The School must institute all social (physical) distancing measures in the current County of Los Angeles [Social Distancing Protocol](#) and [Reopening Protocols for K-12 Schools](#).

This includes adherence to required social (physical) distancing in instances in which a cloth face covering is not required (e.g., when eating or drinking).

- ☑ *Required:* The School must conduct Entry Screenings, per the DPH [Entry Screening Guide](#). Checks must include questions concerning [symptoms consistent with possible COVID-19](#) and whether the individual has had contact with a COVID-19 case in the last 14 days. A temperature check should also be done prior to entering the Site. These checks can be done remotely or in-person upon the individual's arrival. The School must follow DPH guidance on [Symptoms and Exposure Screening of Students](#) to determine the decision pathways for symptomatic children and contacts of a potentially infected child. Adult visitors and staff with COVID-19 symptoms or who screen positive may not enter the Site. Students who screen positive for symptoms consistent with possible COVID-19 infection should be given a surgical mask and accompanied to a pre-selected isolation space where they can remain while arrangements are made for their return home. Emergency Medical Services workers responding to an urgent medical need are exempt from screening.
- ☑ *Required:* Visitors to the School Site(s) are prohibited, except for those that are essential to the School's mission. Law Enforcement Personnel (Sheriff and Police), Fire, Medical, Emergency, or government employees who are responding to, working at, or inspecting the facility can access the Site(s). Entry screening and cloth face coverings are required for essential visitors.
- ☑ *Required:* The School must discontinue all non-essential in-person group activities at the Site(s) during the outbreak.

**For additional COVID-19 resources for K-12 Schools, please visit:**  
<http://publichealth.lacounty.gov/media/Coronavirus/reopening-la.htm#k12>.