

DPH/LACOE/LEA Testing Plan

Introduction

The County of Los Angeles Department of Public Health (Public Health) is the recipient of a \$302,372,981 award to assist schools in reopening safely for in-person instruction by supporting school-based COVID-19 testing for teachers, staff, and students. This funding is part of the \$10 billion dedicated to reopening schools nationally through the American Rescue Plan Act of 2021, and County of Los Angeles is one of the 64 recipients.

The objective of the Epidemiology and Laboratory Capacity for Prevention and Control of Emerging and Infectious Diseases (ELC) Reopening Schools award is to support comprehensive screening testing for K-12 schools (public and private) for the remainder of the 2020-2021 school year and into the summer and subsequent 2021-2022 year, as funds allow. As such, 85% of the award must be allocated to directly fund local education agencies (LEAs) or provide materials (e.g., test kits, personal protective equipment, staffing, etc.) and services (e.g., sample collection, laboratory testing, etc.). The ELC Reopening Schools award has three overarching activities:

- Rapid deployment of screening testing resources
- Development of K-12 screening testing implementation plan
- Implementation of screening testing action plan

To enable K-12 schools to establish COVID-19 screening testing programs to support and maintain in person learning in Los Angeles County (LAC), LACOE will directly fund local education agencies (LEAs), or school districts and charter schools, to implement school-based testing and/or provide materials and equipment to facilitate testing in all LEAs in LAC. LACOE will also support LEAs, in coordination with County, in identifying and/or funding an information technology (IT) system that has the following capabilities to monitor testing including, but not limited to: on-the-ground logistics for the implementation of project; conducting registration and consent for testing; providing notification of results to testers; reporting positive results to County; and providing data dashboards to monitor cases and contacts, identify outbreaks, and summarize findings. LACOE will also develop and/or implement an IT system that will support the programmatic, financial, and contractual monitoring.

**DPH/LACOE/LEA
Testing Plan**



TESTING PLAN CHECKLIST

LEA Deliverables	Responsible Member	Check-In Timeline	Due Date
A. LEA Information	Ararat Charter School		
B. Testing Implementation	Adrineh Gharibi		
C. Testing Details	Adrineh Gharibi, Aida Tatiossian		
D. Timeline	Adrineh Gharibi, Ovsanna Keshishyan		
E. Vaccination	Adrineh Gharibi, Ovsanna Keshishyan		October 15, 2021
F. Testing Model Narrative	Adrineh Gharibi, Aida Tatiossian		

DPH/LACOE/LEA Testing Plan

A. District Contact Information:

Directions: Read and respond to the information requested below.

Name of Superintendent: Aida Tatiossian
District Name: Ararat Charter School
Testing Programmatic Lead Name (First and Last): Adrineh Gharibi
Testing Programmatic Lead Email: a.gharibi@araratcharterschool.com
Testing Programmatic Lead Phone Number: 818-970-2700
Financial Point of Contact Name (First and Last): Adrineh Gharibi
Finance POC Email: a.gharibi@araratcharterschool.com
Finance POC Phone Number: 818-970-2700

B. Testing Implementation:

Directions: Read and respond to the questions below.

What date did you start implementing your Testing Program? (MM/DD/YYYY) 10/07/2020
When did you start or when do you expect to administer your first COVID-19 tests? (MM/DD/YYYY) 10/07/2020
Who will be tested? Check all that apply. Staff – All Staff members are tested on weekly basis Students – All students are tested on weekly basis Other (explain): Any contracted vendor or service provider who will be on campus.
Where is your testing site(s)? Check all that apply. <input checked="" type="checkbox"/> Testing at individual school sites – Each campus has a designated location for the testing vendor to administer the weekly testing. <input type="checkbox"/> Satellite sites central to multiple locations <input checked="" type="checkbox"/> One centrally located site <input type="checkbox"/> External located site <input type="checkbox"/> Mobile testing <input type="checkbox"/> Testing at home <input type="checkbox"/> Other (explain):

DPH/LACOE/LEA Testing Plan

C. Testing Details: Protocol Supplier and Laboratory Information

Directions: Indicate the protocol supplier and laboratory information. Check all that apply. Vendors need to be approved by DPH.

1. Molecular

What test is being administered?	What is the frequency of this testing platform?	How are specimens being collected?	What is the specimen type?
<input checked="" type="checkbox"/> Molecular test - detects genetic sequence of SARS CoV-2 virus (e.g., RT PCR) (1)	<input type="checkbox"/> More than once per week <input checked="" type="checkbox"/> Once a week <input type="checkbox"/> Every other week <input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Self-collected <input checked="" type="checkbox"/> Clinician-collected <input checked="" type="checkbox"/> School Staff-collected	<input checked="" type="checkbox"/> Saliva <input type="checkbox"/> Cheek Swab <input checked="" type="checkbox"/> Nasal Swab <input checked="" type="checkbox"/> Nasopharyngeal Swab <input checked="" type="checkbox"/> Other (please specify): Saliva collection
Who is your molecular test supplier? CoVerify Health		Who is the laboratory you are using for testing? Flow Health	
What is the cost per test? \$55		Additional Information:	

DPH/LACOE/LEA Testing Plan

2. Antigen

What test is being administered?	What is the frequency of this testing platform?	How are specimens being collected?	What is the specimen type?
<input type="checkbox"/> Antigen test - detects presence of SARS-CoV-2 viral proteins	<input type="checkbox"/> More than once per week <input type="checkbox"/> Once a week <input type="checkbox"/> Every other week <input type="checkbox"/> Monthly	<input type="checkbox"/> Self-collected <input type="checkbox"/> Clinician-collected <input type="checkbox"/> School Staff-collected	<input type="checkbox"/> Saliva <input type="checkbox"/> Cheek Swab <input type="checkbox"/> Nasal Swab <input type="checkbox"/> Nasopharyngeal Swab <input type="checkbox"/> Other (please specify)
Who is your Antigen test supplier?		What is the name of the Antigen test you are using?	
What is the cost per test?		Additional Information:	

3. Confirmatory Testing - Antigen w/Molecular Testing

What test is being administered? (i.e. PCR, Antigen, etc.)	What is the frequency of this testing platform?	How are specimens being collected?	What is the specimen type?
<input type="checkbox"/> Antigen test with reflex molecular testing to confirm unexpected results (e.g., negative antigen result in symptomatic individual OR positive antigen result in asymptomatic individual without exposure)	<input type="checkbox"/> More than once per week <input type="checkbox"/> Once a week <input type="checkbox"/> Every other week <input type="checkbox"/> Monthly	<input type="checkbox"/> Self-collected <input type="checkbox"/> Clinician-collected <input type="checkbox"/> School Staff-collected	<input type="checkbox"/> Saliva <input type="checkbox"/> Cheek Swab <input type="checkbox"/> Nasal Swab <input type="checkbox"/> Nasopharyngeal Swab <input type="checkbox"/> Other (please specify)
Who is your test kit supplier? Antigen: Molecular:		Who is your laboratory for Molecular testing? Antigen: Molecular:	
What is the cost per test? Antigen: Molecular:		Additional Information: Antigen: Molecular:	

**DPH/LACOE/LEA
Testing Plan**

D. Suggested (Sample) COVID-19-Related Testing Activities/Timeline - First Semester

Sample timeline that your Testing Team could reference as you are planning your Testing Program.

Activities	June	July	Aug/Sept	Oct./Nov.
COVID-19-19 Testing	<i>Testing for summer school and student athletes (If applicable)</i>	<i>Order PPE</i>	<i>Set up COVID-19 Testing locations</i>	<i>Continue with COVID-19-19 testing</i>
Planning	<i>Planning your testing Sign & submit Contract, W-9, and Annual and Fiscal Projection Survey.</i>	<i>Planning your testing program Sign & submit Contract, W-9, and Annual and Fiscal Projection Survey. Establish your wraparound services. Establish Team Meetings</i>	<i>Creating a testing schedule Distribution of PPE to schools. Identify additional COVID-19 Testing locations</i>	<i>Reorder PPE Analyze Testing Data & Reevaluate Testing Needs, Outreach, Training/PD/ Workshops, Supports, & Wraparound services.</i>
Outreach	<i>Selecting your COVID-19 Testing provider, select your laboratory. Purchase your COVID-19 Testing database/platform.</i>	<i>Selecting your COVID-19 Testing provider. Select your COVID-19 Testing laboratory. Purchase your COVID-19 Testing database/ platform. Outreach to families - Plan info sessions, training/ PD/workshops for all stakeholders.</i>	<i>Outreach to families via phone calls, town halls meetings, coffee w/the principal meetings, robocalls district wide, flyers, parent letters, newsletter, webpage announcements</i>	<i>Outreach to families via phone calls, town halls meetings, coffee w/the principal meetings, robocalls district wide, flyers, parent letters, newsletter, webpage announcements</i>
Hiring	<i>Posting Job/ Hiring/Identify your Testing Programmatic Lead</i>	<i>Hiring/Identify your Testing Programmatic Lead</i>		
Training Staff		<i>Onboarding and training new staff</i>	<i>Monitor & determine your wraparound services. Monitor & Determine Team Meetings next steps Offer info sessions, training/ PD/workshops for all stakeholders.</i>	<i>Monitor & determine your wraparound services. Monitor & Determine Team Meetings next steps Offer info sessions, training/ PD/workshops for all stakeholders.</i>
COVID-19-19 Vaccinating			<i>Schedule vaccination event</i>	<i>Coordinate/Hold COVID-19 Vaccination Events</i>
Note:	<p>Data submission to LACOE Weekly Programmatic Reporting (due every Monday) Monthly Fiscal Reporting (Due the 15th of the following month) Quarterly Reporting (Due to LACOE)</p>			

DPH/LACOE/LEA Testing Plan

1. First Semester Activity COVID-19 Testing Timeline

Directions: Use the table below to create your **first semester timeline** that includes all the COVID-19 related activities you are/will engage throughout the duration of the grant (June 2021 - July 2023). You can use the sample provided above to support your timeline planning.

Please Note: You will list items ONLY in the categories that are applicable to your planning.

Activities	June (2020-21)	July (2021-22)	Aug/Sept (2021-22)	Oct./Nov. (2021-22)
COVID-19-19 Testing	Weekly testing for: <ul style="list-style-type: none"> all staff students on campus and for summer school 	<ul style="list-style-type: none"> Weekly testing for all staff Order PPE 	Establishing baseline testing for <ul style="list-style-type: none"> ALL staff ALL students 	Weekly testing for: <ul style="list-style-type: none"> all staff, students
Planning	<ul style="list-style-type: none"> Planning our testing program 	<ul style="list-style-type: none"> Identify additional COVID-19 Testing locations Planning our testing program Sign & submit Contract, W-9, Annual and Fiscal Projection Survey. Establish wraparound services Establish Team Meetings 	<ul style="list-style-type: none"> Task delegation Creating a testing schedule Distribution of PPE to classrooms and offices Identify additional COVID-19 Testing locations Analyze Testing Data Reevaluate Testing Needs 	<ul style="list-style-type: none"> Reorder PPE Analyze Testing Data Reevaluate Testing Needs Outreach Provide Training, PD, and Workshops Provide Supports Wraparound services
Outreach	<ul style="list-style-type: none"> Select COVID-19 Testing provider Select our laboratory Purchase COVID-19 Test kits Establish access to COVID-19 testing database, and platform 	<ul style="list-style-type: none"> Selecting COVID-19 Testing provider Select COVID-19 Testing laboratory Establish access to COVID-19 testing database, and platform Outreach to families Plan info sessions, Trainings, PD, and workshops for all stakeholders 	Outreach to families via <ul style="list-style-type: none"> Emails Class DoJo Direct phone calls Town Hall meetings Social Media Cappuccino w/the principal meetings School-wide Robocalls Flyers Parent letters Newsletter School Website announcements 	Outreach to families via <ul style="list-style-type: none"> Emails Direct phone calls Town Hall meetings Social Media Cappuccino w/the principal meetings School-wide Robocalls Flyers Parent letters Newsletter School Website announcements

**DPH/LACOE/LEA
Testing Plan**



Hiring	<ul style="list-style-type: none"> Identify Testing Programmatic Lead 	<ul style="list-style-type: none"> Identify Testing Programmatic Lead 		
Training Staff		<ul style="list-style-type: none"> Onboarding and training new staff 	<ul style="list-style-type: none"> Onboarding and training new staff All staff trainings Monitor & determine wraparound services Team Meetings Monitor & determine next steps Offer info sessions, training, PD, workshops for all stakeholders 	<ul style="list-style-type: none"> Onboarding and training new staff All staff trainings Monitor & determine wraparound services Team Meetings Monitor & determine next steps Offer info sessions, training, PD, workshops for all stakeholders
COVID-19-19 Vaccinating		<ul style="list-style-type: none"> Monitor, inform, collect staff vaccination proof 	<ul style="list-style-type: none"> Monitor, inform, and collect staff vaccination proof Develop and Board approve a vaccination policy Develop a Telework Policy for the Pandemic duration Communicate with all stake holders the important timelines Send individualized memorandums to non-vaccinated staff Engage in Interactive Process with non-vaccinated staff members Review Medical and Religious exemption request Determine telework eligibilities 	<ul style="list-style-type: none"> Monitor, inform, and collect staff vaccination proof Communicate with all stake holders the important timelines Send individualized memorandums to non-vaccinated staff Engage in Interactive Process with non-vaccinated staff members Review Medical and Religious exemption request Determine telework eligibilities Hire new staff if needed

DPH/LACOE/LEA Testing Plan

2. Second Semester Activity Timeline

Directions: Use the table below to create your **second semester timeline** that includes all the COVID-19 related activities you are/will engage throughout the duration of the grant (June 2021 - July 2023). You can use the sample provided above to support your timeline planning.

Please Note: You will list items ONLY in the categories that are applicable to your planning.

Activities	Dec/Jan (2021-22)	Feb/March (2021-22)	April/May (2021-22)	June (2021-22) July (2022-23)
COVID-19-19 Testing	Weekly testing for: <ul style="list-style-type: none"> all staff students 	Weekly testing for: <ul style="list-style-type: none"> all staff students 	Weekly testing for: <ul style="list-style-type: none"> all staff students 	Weekly testing for: <ul style="list-style-type: none"> all staff students and for the summer school
Planning	<ul style="list-style-type: none"> Analyze testing data Re-evaluate testing needs Outreach Training, PD, and Workshops Support Wraparound services 	<ul style="list-style-type: none"> Analyze testing data Re-evaluate testing needs Outreach Training, PD, and Workshops Support Wraparound services 	<ul style="list-style-type: none"> Analyze testing data Re-evaluate testing needs Outreach Training, PD, and Workshops Support Wraparound services 	<ul style="list-style-type: none"> Analyze testing data Re-evaluate testing needs Outreach Training, PD, and Workshops Support Wraparound services
Outreach	Outreach to families via <ul style="list-style-type: none"> Emails Class DoJo Direct phone calls Town Hall meetings Social Media Cappuccino w/the principal meetings School-wide Robocalls Flyers Parent letters Newsletter School Website announcements 	Outreach to families via <ul style="list-style-type: none"> Emails Class DoJo Direct phone calls Town Hall meetings Social Media Cappuccino w/the principal meetings School-wide Robocalls Flyers Parent letters Newsletter School Website announcements 	Outreach to families via <ul style="list-style-type: none"> Emails Class DoJo Direct phone calls Town Hall meetings Social Media Cappuccino w/the principal meetings School-wide Robocalls Flyers Parent letters Newsletter School Website announcements 	Outreach to families via <ul style="list-style-type: none"> Emails Class DoJo Direct phone calls Town Hall meetings Social Media Cappuccino w/the principal meetings School-wide Robocalls Flyers Parent letters Newsletter School Website announcements
Hiring	TBD	TBD	TBD	TBD

**DPH/LACOE/LEA
Testing Plan**



<p>Training Staff</p>	<ul style="list-style-type: none"> • Onboarding and training new staff • All Staff Trainings • Monitor & determine wraparound services • Team Meetings • Monitor & determine next steps • Offer info sessions, training, PD, and workshops for all stakeholders 	<ul style="list-style-type: none"> • Onboarding and training new staff • All Staff Trainings • Monitor & determine wraparound services • Team Meetings • Monitor & determine next steps • Offer info sessions, training, PD, and workshops for all stakeholders 	<ul style="list-style-type: none"> • Onboarding and training new staff • All Staff Trainings • Monitor & determine wraparound services • Team Meetings • Monitor & determine next steps • Offer info sessions, training, PD, and workshops for all stakeholders 	<ul style="list-style-type: none"> • Onboarding and training new staff • All Staff Trainings • Monitor & determine wraparound services • Team Meetings • Monitor & determine next steps • Offer info sessions, training, PD, and workshops for all stakeholders
<p>COVID-19-19 Vaccinating</p>	<ul style="list-style-type: none"> • Engage in Interactive Process with non-vaccinated staff members • Determine telework eligibilities • Hire new staff if needed 	<ul style="list-style-type: none"> • Engage in Interactive Process with non-vaccinated staff members • Determine telework eligibilities • Hire new staff if needed 	<ul style="list-style-type: none"> • Engage in Interactive Process with non-vaccinated staff members • Determine telework eligibilities • Hire new staff if needed 	<ul style="list-style-type: none"> • Engage in Interactive Process with non-vaccinated staff members • Determine telework eligibilities • Hire new staff if needed

DPH/LACOE/LEA Testing Plan

E. Vaccination Activities - (ONLY schools administering VACCINATIONS complete this section):

Directions: Respond to the questions below if you are engaging in any vaccination efforts.

What company/vendor are/will you subcontract for vaccination? N/A
Who is/will conduct vaccinations? N/A
How many students/staff/community members are/will you be vaccinating per event? N/A
How often are/will you be vaccinating students/staff/community members? <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> once a semester <input checked="" type="checkbox"/> other: To be determined (TBD)
What are/will be your targeted outreach systems? Check all that apply <input checked="" type="checkbox"/> phone calls <input checked="" type="checkbox"/> robocalls <input checked="" type="checkbox"/> website announcements <input type="checkbox"/> newsletters <input checked="" type="checkbox"/> parent meetings <input checked="" type="checkbox"/> other: Weekly communication via email and Class Dojo, individualized memorandums, interactive processes, meetings, emails
What strategies are/will be implemented to improve vaccination on campus? <input type="checkbox"/> incentives <input type="checkbox"/> community fairs <input type="checkbox"/> school fairs/events <input type="checkbox"/> raffles <input checked="" type="checkbox"/> other: To be determined (TBD)

F. Testing Model Narrative:

Directions: In the spaces below provide a detailed description of your Testing Program.

Section I - Testing Models

In one to two paragraphs, describe your Testing Models. Who will be participating in your testing model? Provide the cadence of your testing model and what day(s)/time(s) you will conduct testing. If your testing models and support differ between age groups and provide your rationale for creating different models. In addition, please describe the strategy for testing individuals who are symptomatic and/or have known/suspected exposures to COVID-19-19.

Updated Procedures as of August 28, 2021

To establish a baseline, all students and staff are tested 5 days prior to their entrance. Generally, all staff and students will be tested at a minimum of once per week. Staff and students who are high risk or are exempt from wearing a mask will be tested twice a week.

When the Testing Program Lead or designee becomes aware of a case who has been on campus during their infectious period, the following actions take place:

If Case is a Student:

- Student is escorted to the dedicated isolation area immediately. Staff refers to “Pandemic Recovery, The Road Ahead” Plan for information on how to set up the Isolation and Quarantine Areas
- Student is provided with a medical-grade mask
- Parent is vaccinated for pick-up
- School prints and provides the LA County Department of Public Health isolation instructions to the parent when a student is picked up.

If the Case is an Employee:

- Employee is directed to go home immediately
- The LA County Department of Public Health isolation instructions is provided via print out or email to the employee

For or All Cases the ACS Task Force will:

- Identify and confirm close contacts
- Identify areas on site that need to be closed off and disinfected
- Provide information to the Plant Manager
- If the close contacts are students on campus, send students to the quarantine area and contact parents for pick-up
- Provide LA County Department of Public Health quarantine instructions to parents via print out or email
- The close contacts are to remain at home until the ACS Task Force can follow up with them
- If the close contacts are staff members on campus, provide LA County Department of Public Health quarantine instructions via print out or email

- Instruct the staff members to go home to quarantine immediately until the ACS Task Force can follow up with them
- The close contacts will also be notified via email for their return date
- Ararat Community will be notified of the exposure via mass email notification

Unvaccinated students and employees who are close contacts will quarantine as follows:

- Unvaccinated students should test for COVID-19-19 after day 5 and if that is negative and they remain asymptomatic, they can return on day 8. They should continue to monitor for symptoms through day 14.
- Unvaccinated students who do not test for COVID-19-19 must complete a 10-day quarantine.
- Unvaccinated staff should test for COVID-19-19, but **are required** to complete a full 10-day quarantine. They should continue to monitor for symptoms through day 14. This is in accordance with Cal/OSHA guidelines.
- Employees and students must be cleared by ACS Task Force before returning to school/work location.
- When the close contacts return to the School after their quarantine period, they must continue to monitor for any symptoms that may arise in the next days up to the 14th day since the start of their quarantine period.
- Should they develop COVID-19-19 related symptoms, they must be sent home immediately, and directed to test again.

If a positive COVID-19-19 case is known after hours, or prior to the start of the school day, the ACS Task Force will contact the exposed staff, students or parents to ask them not to report until the Task Force can investigate the case and follow the confirmed positive case steps.

If the individual's positive test result is from an external, non-ACS contracted site or a physician's diagnosis, instruct the individual to submit the test result, or diagnosis to info@araratcharterschool.com.

Groups of students and/or staff occupy a classroom together or participate in group activities. If there is a confirmed positive COVID-19-19 case in that group, ACS Task Force will identify and list only the "close contacts," which are those who have been within six feet of the case for 15 cumulative minutes or more in a 24-hour period during the case's infectious period. Quarantine only those unvaccinated students and staff who meet the exposure definition of a "close contact."

PARTIAL OR WHOLE SCHOOL CLOSURE

School closure authority is limited to the Governing Board and the LACDPH. When the positive cases are epi-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, the LACDPH will work with the Governing Board's designee to determine if closure is necessary or required.

Students and employees who have recovered from laboratory-confirmed COVID-19-19 within the last 90 days AND who are a close contact to a confirmed case are not required to quarantine or test for COVID-19-19 unless they develop new onset symptoms.

Students and employees who are symptomatic must quarantine for 10 days regardless of vaccination and testing status.

If the symptomatic individual tests positive for COVID-19, the ACS Task Force shall follow the procedures for a confirmed positive case, and quarantine all unvaccinated close contacts.

The ACS Task Force will track a suspected case and inform the administrator when the case is cleared to return.

If a symptomatic individual tests negative for COVID-19 or receives a non- COVID-19 diagnosis from a medical provider, the individual must remain home until symptoms have improved and is fever-free for 24 hours without fever-reducing medication.

If a symptomatic individual does not get tested or does not see a medical provider, the individual must stay isolated at home for a minimum of 10 days beginning with the symptom onset until fever-free for 24 hours without fever-reducing medication and symptoms have improved.

INDIVIDUALS WHO ARE A CLOSE CONTACT TO A COVID-19 POSITIVE CASE

Vaccinated students and employees who are close contacts do not need to quarantine as long as they remain asymptomatic. They must monitor for symptoms for 14 days. They should test for COVID-19. If the employee, student, or student's parent notifies the school or worksite that they have been directly exposed to a confirmed positive case of COVID-19 at home, or within their community.

- Unvaccinated students and unvaccinated employees who are close contacts will quarantine
- Unvaccinated students should test for COVID-19 after day 5 and if that is negative and they remain asymptomatic, they can return on day 8. They should continue to monitor for symptoms through day 14.
- Unvaccinated students who do not test for COVID-19 must complete a 10-day quarantine.
- Unvaccinated staff should test for COVID-19, but are required to complete a full 10-day quarantine. They should continue to monitor for symptoms through day 14.
- Employees and students must be cleared by ACS Task Force before returning to school.

Administrator or designee shall:

For students:

- Escort student to the dedicated quarantine area immediately if the student is at school
- Provide student with a medical-grade mask
- Contact parent for pick-up
- If the student is not fully vaccinated, advise the parent that the child must:
 - Test for COVID-19 after day 5 and if that is negative and they remain asymptomatic, they can return on day 8. They should continue to monitor for symptoms through day 14.
 - Students who do not test for COVID-19 must complete a 10-day quarantine.
- Collect information and submit to the ACS Task Force for follow up.
- Students must be cleared by ACS Task Force before returning to school.

DPH/LACOE/LEA Testing Plan



Los Angeles County Office of Education
Serving Students • Supporting Communities • Leading Educators

For Staff:

- Unvaccinated employees should test for COVID-19, but are required to complete a full 10-day quarantine. They should continue to monitor for symptoms through day 14.
- Employees must be cleared by the ACS Task Force before returning to school.
- Collect information and submit to the ACS Task Force for follow up.
- Upon receipt of report, the ACS Task Force will track the individual and inform the administrator when the individual is cleared to return.

REQUIRED NOTIFICATIONS

- Updated information regarding positive cases, is sent to the school community.
- Employees who use the Daily Site Access Questionnaire and are scanned in at the school or office.
- Community will receive an email communication when there is a positive case on the site.
- Template letters will be used for notifying a class or the whole school regarding a positive COVID-19 case.

Section II: COVID-19 Testing Outreach

In one to two paragraphs, describe your COVID-19 testing outreach efforts and any data that are driving these efforts? Include information regarding any partnerships established and how they support testing efforts and all stakeholders.

School holds Town Hall meetings and explains the importance of COVID-19 testing. All families are also reached by email and phone calls to encourage participation.

- a. Proactively seek feedback through parent surveys, committee, and council meetings.
- b. Send updates to families through the school's website, Facebook, email, and Blackboard Connect.
- c. Provide updates and tutorials (videos) on the school's website.
- d. Proper use of PPE, cleanliness and disinfection, transmission prevention, guidelines about when to keep students' home, systems for self-reporting symptoms, plan for if/when school has a positive COVID-19 case.
- e. Communicate basic information on COVID-19 and share measures to stay safe (i.e., COVID-19 fact sheet).
- f. Share information on the health and safety measures that ACS is taking to ensure students can return to school buildings safely (after decision has been made for physical schooling).
- g. Communicate the importance of mandatory immunizations and the importance of flu vaccinations.
- h. Provide a fact sheet with clear direction as to when to keep a student home and the process for notifying the school.
- i. Put up posters at the school site with messaging on hand washing and covering coughs and sneezes.
- j. Post reminders at entryways not to enter the school if experiencing signs of illness.
- k. Create scripts and letter templates for possible scenarios:
 - An unfounded rumor student, parent or family member with COVID-19 and the school is not responding.
 - Short term closure for cleaning and disinfection.
 - Closure or dismissal for a projected number of days. Include plans to provide instruction and school meal programs for low-income students.
- l. Relationships and connectedness are at the core of our healthiest school communities.

DPH/LACOE/LEA Testing Plan

Section III – COVID-19 Testing Data

In one to two paragraphs, describe how you are/will use the COVID-19 testing data to support your Testing Model, determine your resource allocation, use of PPE, training, and/or your distribution of staffing supports.

School uses COVID-19 testing data to verify that our current testing model and frequency is appropriate. To date. The School engages in weekly testing for all stakeholders, including third party service providers. Thus far, School has been able to take prompt actions and quarantine the exposed individuals to prevent an outbreak. This is done through reviewing the results as soon as they are available and ensuring that the positive cases are identified and proper action is taken and has approached this process in a proactive manner.

Section IV - Strategies for Positive Cases

In one to two paragraphs, describe what strategies you are/will be implementing to support positive cases. This may include, but is not limited to staffing, wraparound services, resources, contracts, etc.

- School instructs the case to follow COVID-19-19 Home Isolation Instruction.
- School informs the case that DPH will contact them directly to collect additional information and issue the “Order of Isolation.”
- School works with the case to identify school contacts.
- School notifies school contacts of exposure and instructs them to quarantine at home and test for COVID-19.
- School informs the school contacts that DPH will contact them directly to collect information and issue quarantine orders.
- School submits a report to DPH within 1 business day with the information on the confirmed case.
- School sends general notification to inform the school community of the school exposure and precautions taken to prevent spread.
- With the second case, School works with DPH to determine whether the cases have epidemiological (epi) links and implements additional infection control measures.
- For a cluster of 3 or more cases with 14 days, school immediately notifies DPH to determine if outbreak criteria have been met.
- School coordinates with DPH the outbreak investigation
- In General:
 - a. School notifies the LAUSD Charter Schools Division (Authorizer) and Department of Public Health
 - b. School designates a room for students/staff who are waiting for pickup, with supervision
 - c. School immediately separates the individual from the school community to self-isolate at home if notification occurs while on campus
 - d. Fact sheets are distributed to individual covering regulations governing self-isolation and sharing links to sites with further information
 - e. The classroom or office where the COVID-19-19 positive individual was based will need to close temporarily for cleaning and disinfection
 - f. Continuity of education, medical services, and meal programs should continue for these students or individuals

DPH/LACOE/LEA Testing Plan

Section V: Staffing

In one to two paragraphs, include information that describes in its entirety your staffing efforts and the direct impact to testing efforts.

School is allocating the following staff to oversee the testing:

- 20% of the Director of Operations and Compliance time and salary will be dedicated to coordinate the testing at school's both campuses
- 80% of a designated Office Assistant time and salary will be dedicated to day-to-day responsibilities of the testing
- Nurses are contracted through a Third-Party Service Provider
- Other staff members may be required to assist when needed

Section VI: Anticipated Challenges

In one to two paragraphs, include any anticipated challenges regarding your Testing Program.

This is a time-consuming process. We are in the process of implementing this for the entire school community for school's complete in-person re-opening. More information could be shared at a later point.

Section VII: Additional Information

In one to two paragraphs, include any additional information regarding your Testing Program.

N/A

Section VIII: Testing Program Uploads/Resources

Use this section to Include any uploads/resources that support your testing program?

School is always appraised and informed of the latest requirement set forth by DPH. The process and procedures adapt to the latest requirement on routine basis.