



Lake Tahoe Unified School District's Communicable Disease/Pandemic Preparedness Plan

UPDATED: March 13, 2020

Plan Overview

This supplemental document serves as an annex to the individual district and school safety plans. The guidelines established here outline considerations for pandemic planning, response and coordination. They incorporate elements in the areas of identification of local resources; infection control policies and procedures; communication planning; continuity of student learning and core operations; and identification of local resources.

Identification of local resources and guiding principles

- El Dorado County Public Health is the lead agency involved in planning, preparing and responding to health issues (California Education Code 49403)
- Additional resources and guidance for schools should be considered, reviewed, and shared regularly from the Centers for Disease Control and Prevention, California Department of Public Health, the National Association of School Nurses and the California School Nurses Organization.
- The importance of influenza, novel coronavirus, and other viruses, as a biologic threat, is due to the high degree of transmissibility, the ability to cause sudden infection in all age groups and the potential for the virus to mutate and develop into new strains.
- Preparedness will require coordination among Federal, State and local government and partners in the private sector.
- Developing public education campaigns and ensuring accurate and concise communications efforts will be critical in keeping the public informed.
- An informed and responsive public is essential to minimizing the health effects of a pandemic and the resulting consequences to society.
- Sustained human-to-human transmission anywhere in the world will be the triggering event to initiate a pandemic response by the U.S.
- When possible and appropriate, basic public health measures will be employed to reduce person-to-person viral transmission and prevent or delay influenza or novel virus outbreaks; such as activating infection control procedures; disseminating guidance to minimize transmission of influenza or other novel

virus in homes, schools, and the community, or invoking isolation, quarantine or social distancing requirements using state legal authorities.

- At the start of a pandemic, vaccine and/or pharmaceutical treatment, which may initially be unavailable or in short supply, will be procured and distributed to State and local health departments for treatment of predetermined priority groups.
- Social distancing measures may be needed to slow the spread of infection, which will require individuals to take responsibility for their own basic needs, such as water, food, medications, and home care for illnesses.
- Communities may not be able to rely on usual Federal, State or regional assistance to support local response efforts. The usual level of medical care may not be available.

INFECTION CONTROL POLICIES AND PROCEDURES (COVID-19 SPECIFIC – CDPH, CDC, CDE Guidance)

1. SCENARIO 1: Plan, don't panic. Measures already underway to slow the spread of COVID-19. CDPH, CDC, CDE and LTUSD pandemic planning recommends schools and partner organizations serving students, families, and staff, immediately implement the following steps:

1.a. Create district-wide and school-site specific committees to provide guidance regarding pandemic flu or novel virus preparations to school sites.

- District administrators from instructional departments and operations departments, such as custodial supervisor, human resources director, information officer, information technology/computer specialist, risk manager, chief business officer and transportation director.
 - Site administrators and teachers
 - School nurse
 - Food services director
 - Before-and after-school program providers
 - Local health department representative
 - Parents

1.b. Committees will develop plans for continuity of operations for essential central office functions, including payroll, custodial service, waste management, food service, transportation, and facility maintenance (including daily cleaning of student and staff restrooms, kitchen and dining areas, and classrooms).

1.c. Existing school safety committees as identified by Education Code 32281 serve as the district and school site safety representatives. Pandemic plans serve as an annex to existing school safety plans. Safety committees should review communicable disease policies as well as district emergency/crisis response and safe school plans.

1.d. Review and update comprehensive school safety plans, including continuity plans for teaching and learning if students are absent from school.

1.e. Exclude students, teachers, or staff who have a travel history over the course of the last 14 days to an area identified by the CDC as [Level 3 Travel Health Notice or returning from any cruise ship](#). Additionally, exclude those who have been on any cruise ship, or in close contact with someone diagnosed with COVID-19, from the school for 14 days from the day of their last exposure.

Effective Monday March 9, 2020, all students and staff returning from travel out-of-the country or from COVID-19 infected areas, are strongly recommended to self-quarantine for 14 days, or self-monitor for symptoms for 14 consecutive days beginning the date of their return to South Lake Tahoe. Students will be offered independent study during that time. Students and staff who are showing signs of illness should not return until their symptoms subside or they have been cleared by a medical professional.

1.f. Any employee or student with fever and/or respiratory infection symptoms should not come to school. Teachers and staff should self-screen for symptoms of fever, cough, sore throat, headache, muscle ache, diarrhea, vomiting, fatigue and/or shortness of breath, each morning before interacting with students. Students who come to school with symptoms, especially fever or shortness of breath, should be sent home. When feasible, identify a “sick room” through which others do not regularly pass.

1.g. Encourage all students, families, and staff to take everyday preventive actions:

1.g.1. Stay home when sick.

- Remain at home until fever has been gone for at least 24 hours without the use of fever-reducing medicines.

- Seek immediate medical care if symptoms become more severe, e.g., high fever or difficulty breathing.

1.g.2. Use “respiratory etiquette.”

- Cover cough with a tissue or sleeve. See [LTUSD’s website](#) for respiratory etiquette posters (multilingual) posters posted at the bottom of webpage.
- Provide adequate supplies within easy reach, including tissues and no-touch trash cans.

1.g.3. Wash hands frequently.

- Encourage hand washing by students and staff through education, scheduled time for handwashing, and the provision of adequate supplies. [Post posters reminding students and staff to wash hands.](#)

1.h. Take attendance with normal procedures. Student absences due to self or mandatory quarantine are considered **excused** and do not need a doctor’s note.

1.i. Coordinate with all partner organizations serving students to ensure consistent practices.

1.j. Encourage flu vaccine for those persons over 6 months of age who have not had it this season.

1.k. Develop a plan to communicate with the school community.

1.l. Contact your county emergency operations center if it has been established or your local public health department immediately if you notice any concerning clusters of respiratory disease or spikes in absenteeism.

1.m. Enhance cleaning consistent with CDC guidance (see [Environmental Cleaning and Disinfection Recommendations](#)).

1.m.1. List of infection prevention supplies should include: Paper towels, powdered and/or liquid soap, and alcohol-based waterless hand sanitizer for classrooms without sinks. Tissues and no-touch receptacles should be used for tissue disposal. Gloves should be provided and replenished.

1.m.2. Develop a checklist, which is the required standard for routine (day to day) cleaning environmental surfaces such as desks, door knobs, lunch

rooms, gyms, phones, etc. Checklist to include a procedure that specifies the increased steps necessary during a pandemic episode.

1.m.3. Distribute and display “Stop the Spread of Germs” posters in each classroom and in the office, washrooms, staff lounges, lunch room and multipurpose rooms. Posters are downloadable at <https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>

1.n. Guidelines for mass gatherings and large school/community events in counties without evidence of community transmission:

1.n.1. Event organizers should cancel or postpone the mass gathering event (including concerts, plays, banquets, fundraisers) if participants or audience are elderly, or traveling from communities with COVID-19 outbreaks. Student gatherings should continue.

1.n.2. In this scenario, schools may continue to hold assemblies and outdoor athletic events within the school site.

1.n.3. In this scenario schools should continue with PTA, Boosters, Cafecitos, and other small group meetings (approx. 20 people or less)

1.n.4. All conferences, trainings and field trips requiring travel outside of South Lake Tahoe, and planned four weeks out from this date, should be canceled or postponed until further notice.

1.o. Teachers and administrators should initiate distance learning planning.

1.o.1. Build Your Repertoire: Essential Downloads and Training (under separate cover)

1.o.2. Five Planning & Communication Practices to Start Now (under separate cover)

2. SCENARIO 2: Measures to be taken if there are two or more community transmission cases of COVID-19, but no individuals within the school test positive. If the local public health department has confirmed two or more community transmission cases, but no individuals (staff or students) at the school have tested positive for COVID19, **in addition to the items outlined in Phase I**, CDPH recommends school administrators implement the following steps:

2.a. Teachers and staff with any fever and/or respiratory infection symptoms should not come to work. Teachers and staff should self- screen (i.e., check themselves for subjective fever and/or respiratory symptoms such as cough) for respiratory infection symptoms each morning before interacting with students.

2.b. Limit visitors to the school by not allowing those with symptoms of fever and/or respiratory infection or who have a travel history over the course of the last 14 days to an area identified by the CDC as [Level 3 Travel Health Notice](#).

2.c. Increase social distancing. Consider alternatives to congregate or group programming within the school including any large or communal activities such as assemblies, banquets, awards, fundraisers.

2.c.1. Alternate approaches which limit close contact may include conducting assemblies via webcasts (Google Hangouts Meet for virtual same-time gatherings, or Screencastify for recording and sharing information) or intercom announcements.

2.c.2. Cancel non-essential events scheduled four weeks out primarily for or attended by older adults and people with chronic medical conditions at higher risk for severe illness.

2.c.3. Consider implementing staggered recess times to limit the number of students who are together; and if possible, group recess by classrooms.

2.c.4. Large gatherings that include 250 people or more should be postponed or canceled. (This includes gatherings such as concerts, conferences, and professional, college, and school sporting events.)

2.c.5. In this scenario schools should continue **only with essential** small group meetings. Smaller gatherings held in venues that do not allow **social distancing of six feet per person** should be postponed or canceled. (This includes gatherings in crowded auditoriums, rooms or other venues.)

2.c.6. All conferences, trainings and field trips requiring travel outside of South Lake Tahoe, and planned four weeks out from this date, should be canceled or postponed until further notice.

2.d. Prepare for the possibility of schools functioning with up to 20 percent of

all school staff absent.

2.e. Teachers and administrators should be prepared to initiate distance learning.

2.e.1. Build Your Repertoire: Essential Downloads and Training (under separate cover)

2.e.2. Five Planning & Communication Practices to Start Now (under separate cover)

2.e.3. Discussion Questions for Departments & Teams (under separate cover)

3. SCENARIO 3: Measures to be taken if one student, teacher or staff member tests positive for COVID-19 and exposed others at the school. If one student, teacher or staff member tests positive for COVID-19 and exposed others at the school, CDPH recommends that school administrators implement the following steps:

3.a. In consultation with the local public health department, the appropriate school official may consider if school closure is warranted and length of time based on the risk level within the specific community as determined by the local public health officer.

3.b. Implement communication plans for school closure to include outreach to students, parents, teachers, staff, and the community.

3.b.1. Include information for staff and families regarding labor laws, information regarding Disability Insurance, Paid Family Leave, and Unemployment Insurance.

3.b.2. California Labor and Workforce Development Guidance:

3.b.2.a. [Coronavirus 2019 \(COVID-19\) Resources for Employers and Workers](#)

3.b.2.b. The California Employment Development Department's [Coronavirus 2019 \(COVID-19\) web page](#)

3.b.3. [California Labor Commissioner's Office FAQs](#)

3.b.4. Closing schools is a difficult decision as it has impacts on families and employers.

3.c. Provide guidance to parents, teachers and staff reminding them of the importance of community social distancing measures while school is closed, including discouraging students or staff from gathering elsewhere. Community social distancing measures include canceling group activities or events, religious services, after-school classes and sporting events.

3.d. Maintain regular communications with the local public health department and other local health authorities.

3.e. Consult CDC guidelines (see [Environmental Cleaning and Disinfection Recommendations](#)) for schools to determine what additional cleaning protocols, if any, should be deployed at the school prior to reopening the school.

3.f. If school closure is determined, implement distance learning plan. (Under separate cover.)

3.g. Determine the timing of return of students and staff, readmission criteria, and any additional steps needed for the school to reopen, in consultation with the local public health department.

4. SCENARIO 4: Measures to be taken if multiple schools within a school district have a student, teacher or staff member test positive for COVID-19.

If multiple schools within the school district have a student, teacher or staff member test positive for COVID-19, the school administrator should consult with local public health officials for guidance on additional school closures. **If it is determined that all schools within the school district should be closed for instruction, CDPH recommends the following:**

4.a. In consultation with the local public health department, the school administrator may determine if additional school closures, and what length of time, are warranted based on the risk level within the community as determined by the local public health officer.

4.b. Initiate communication plan for school closure to include outreach to students, parents, teachers, staff, and the community.

- 4.c. Provide guidance to parents, teachers and staff reminding them of the importance of community social distancing measures while school is closed, including discouraging students or staff from gathering elsewhere. Community social distancing measures include canceling group activities or events, religious services, after-school classes and sporting events.
- 4.d. Provide guidance to families regarding medical and social services, and meal programs and establish alternate mechanisms for these to continue.
- 4.e. Maintain regular communications with the local public health department.
- 4.f. Implement distance learning plan. (Under separate cover)
- 4.g. Work with the local public health department to determine what additional cleaning protocols, if any, should be deployed at the school prior to reopening the school.
- 4.h. Determine the timing of return of students and staff, readmission criteria, and any additional steps needed for the school to reopen, in consultation with the local public health department.

CONTINUANCE OF OPERATIONS AND SERVICES

5. COMMUNICATION PLANNING

Develop procedures for communicating with the local health department and the media during normal and emergency conditions. Develop a plan for communicating with the school community. Develop a group communication system with the countywide, district-wide, and school-site specific committees.

5.a. Public information

5.a.1. The Superintendent and Public Information Officer will routinely check all resource websites for developments in order to maintain the district's informational web-page and continue to make informed decisions.

5.a.2. The county health department will be provided contact numbers for the Superintendent and school nurses at each school site.

5.b. Media and School Community

5.b.1. The district's mass communications system will be utilized to send messages to the school community. All communications will be approved by the Superintendent and will be sent by the district's Public Information Officer to ensure information is disseminated uniformly. Communications for editing may be shared with committee members via Google Docs.

5.b.2. Upon school closure, the school community will receive communications by text, voice call, and email, marked as "emergency communication."

5.b.3. The communication will provide guidance to parents, teachers and staff reminding them of the importance of community social distancing measures while school is closed, including discouraging students or staff from gathering elsewhere.

5.b.4. Inquiries by any media source should be directed to the Superintendent and/or Public Information Officer.

5.c. Established Safety Committees

5.c.1. Committees will meet regularly at the district office. Between meetings, or in the case of school closure, they will communicate by email, Google Hangouts, and phone. Committee member contact lists will be created to include work phone numbers, personal cell phone numbers, and email addresses.

6. CONTINUITY OF STUDENT LEARNING

Develop information about alternative instructional delivery systems and communicate that information to staff, students, and families to ensure that students continue to receive instruction and academic credit in the event of school closures.

6.a. A district-wide system, developed collaboratively, and with the Information Technology Department, will include an instructional web-based learning system.

6.b. It is recognized that not all students have web access and it is a less than optimal pedagogical approach however, in the event of school closure, the

“distant” learning model will be used as a temporary instructional delivery system. Efforts will be made to “partner” students with resources to obtain web-based access.

6.c. Teachers will establish subject matter lessons that will identify the subject, grade level, and standard. Lessons can be delivered through standardized instructional templates. Multiple venues for lesson delivery include, Google Classroom, discussion forums, web-streaming sessions, recorded audio/video/TV references, posting documents, and chat rooms. Attendance may be measured as students “log” on to the system, turn in homework or complete assignments (self-reported).

7. IDENTIFICATION OF LOCAL RESOURCES

The following is a list of local and statewide resources for updates, templates, informational flyers, and guidelines for schools and school districts:

[El Dorado County Public Health](#)

* South Lake Tahoe Branch: (530) 573-3155

* Placerville: (530) 621-6100

[Douglas County Health Department](#)

* Novel Coronavirus Information Line: (402) 444-3400

[Barton Health Coronavirus Updates](#)

* Barton’s COVID-19 Clinical Health Line at (530) 600-1999

[California Department of Public Health - New Coronavirus: What You Need to Know](#)

[Centers for Disease Control and Prevention \(CDC\)](#)

[El Dorado County Office of Education \(EDCOE\)](#)

[CDC Flowchart to Identify and Assess 2019 Novel Coronavirus](#)

[Confirmed and Presumptive Positive Cases in the U.S.](#)

World Health Organization

8. ASSESS THE FINANCIAL IMPACT OF ALTERNATE SCHEDULING, SCHOOL CLOSURES, AND EXPANDED LEARNING (BEFORE AND AFTER) SCHOOL PROGRAMS CLOSURES.

The potential fiscal impact with pandemic influenza or other novel virus is unknown, however they may include: lack of personnel due to illness to conduct school/district operations; student absences; lack of materials and supplies to conduct school; school closure; social distancing requirements; lack of district reimbursement related to school absenteeism.

8.a. Schools that experience a “material decrease” in attendance are able to apply for waivers to recoup average daily attendance loss. According to Education Code Section 46392[a][4], schools experiencing a “material decrease” in attendance-at least 10% of the students who would normally attend a school do not attend on any one day-may file for ADA funds due to disease epidemic. Please note the California Department of Education requires the Local Health Officer to verify the cause of increased absenteeism is due to a disease outbreak.

9. SPECIAL EDUCATION STUDENTS

Assess the requirements of medically fragile students and students with special needs and incorporate the requirements into the emergency/pandemic response plan.

9.a. In collaboration with the School District Health Services, identify students with medically fragile conditions and develop specialized health care plans. Ensure that parents have information on medicinal, hydration and other medically pertinent information as it is released.

9.b. Encourage school nurses, counselors, school psychologists, and social workers to establish supportive long-distance relationships with particularly vulnerable students via the phone, e-mail, or regular mail.

10.0 SCHOOL MEAL PROGRAM

Identify strategies to provide meals for those children who rely on school meals as their primary source of daily nutrition.

10.a. In the event of a school closure LTUSD Food Services department, working

with local and community agencies, will identify and inform parents on how qualified students who need free meals may receive nutrition assistance in the community.

10.b. It is recommended that families with school-age children who rely on school meal programs anticipate and plan as best they can for a disruption of these services and school meal programs for up to 12 weeks.

11. EMPLOYEE SICK LEAVE AND STUDENT ABSENCES

11.a. Any employee or student with fever and/or respiratory infection symptoms should not come to work/school. Teachers and staff should self-screen for symptoms of fever, cough, sore throat, headache, muscle ache, diarrhea, vomiting, fatigue and/or shortness of breath, each morning before interacting with students. Students who come to school with symptoms, especially fever or shortness of breath, should be sent to the office.

11.b. Any employee or student with flu-like or COVID-19 symptoms described above must be sent to the office for screening. If the individual meets the case definition they must be sent home until symptom free for 24 hours. Further, a school nurse and the Public Health Department should be contacted immediately. (530-573-3155)

11.c. Ill students returning to school will be screened and any student returning to school with symptoms will be sent home immediately. If that is not possible, the student will be isolated, and masked if copious respiratory secretions or droplets are present.

11.d. Established sick leave policies for staff and students with suspected illness are to be followed. Student absences in excess of ten days due to illness will be excused and the requirement of a doctor's note for readmittance waived.

12. QUESTIONS/CONCERNS

For questions or concerns about the district's Pandemic Preparedness Plan, please contact your school site principal.

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