

La Habra High School  
*Reopening and Safety Plan*

**LAHS**

**LA HABRA  
HIGHLANDERS**

September 15, 2020

This is a fluid working document that may be  
adjusted as conditions and/or guidance change.

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# Superintendent's Letter



## FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

1051 West Bastanchury Road • Fullerton, California 92833

**Office of the Superintendent**

(714) 870-2801

[sscambray@fjuhsd.org](mailto:sscambray@fjuhsd.org)

Dear Staff Members, Students, and Parents/Guardians,

Fullerton Joint Union High School District continues to actively monitor the public health climate of Orange County and is using this information to drive the opening of our schools for the 2020-2021 school year. We are grateful for the patience and hard work of our staff and students during these times.

Governor Newsom unveiled the Blueprint for a Safer Economy on August 28, 2020. The Blueprint includes a color-coded, tiered system that utilizes two metrics, case rates and test positivity, to measure how widespread COVID-19 is in each county and guide what is allowed. Each county will fall into one of four colored tiers – Purple (Widespread), Red (Substantial), Orange (Moderate) and Yellow (Minimal) – based on how prevalent COVID-19 is in each county and the extent of community spread. Orange County is currently in the Red tier.

Counties must remain in every tier but purple for a minimum of 21 days before being eligible to move into the next tier. In order to move into a less restrictive tier, a county must meet that tier's criteria for two straight weeks. The State's new website will track the metrics, show an interactive map and list business sectors open by each county. The following link can be used to access the State's new website: [COVID19.CA.GOV](https://COVID19.CA.GOV).

In light of this new information, and to ensure the safe reopening of our schools and provide our staff, students and families the time needed to transition from distance to hybrid learning, the Fullerton Joint Union High School District will reopen no sooner than October 5, 2020.

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 2020/21 School Year**

- **Stage 1: 100% Distance Learning Model (All students at home)**
  - Used when Orange County is on the Purple (Widespread) tier and/or a Stay-at-Home order is issued by state, county, or local health officials
  - All students at home - Distance Learning is in place for all students
  - Attendance accountability in each class
  - Daily standards-based instruction
  - Rigorous and engaging assignments
  - Regular communication with students and parent

- **Stage 2: Hybrid Cohort Model (Cohorts A/B & C)**
  - Used when Orange County is on the Red tier for 21 consecutive days or longer
  - Option to receive in-person classroom instruction 2 days per week and at home instruction 3 days per week (Cohort A & B) or 5 days instruction at home (Cohort C)
  - Attendance accountability in each class
  - Daily standards-based instruction
  - Rigorous and engaging assignments
  - Regular communication with students and parents
  
- **Stage 3: 100% In-person Classroom Instruction Model (all students)**
  - Used when State of California and Orange County local conditions support instruction without the need for social distancing
  - Full time in-person classroom instruction

The District will 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.fjuhsd.org](http://www.fjuhsd.org).

The Board of Trustees and I thank you for the support you have shown to your students and District staff members. We remain dedicated to ensuring that all students are provided with the opportunity to reach their full potential regardless of the platform for instruction. Collectively we will get through this together.

Sincerely,



Scott Scambray, Ed.D.  
Superintendent

# Worksite Plan Development



## Worksite Plan Development

In accordance with the Orange County Health Care Agency (OCHCA), California Department of Public Health (CDPH), and the Center for Disease Control (CDC) the FJUHSD Health and Safety Committee divided into the following five sub-committees including representation among students, parents/guardians, classified, certificated, and management:

- 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

## Committee Recommendations

The Health and Safety Committee presented the following recommendations to the FJUHSD Board of Education on August 4, 2020:

- Develop site implementation team to review plan implementation daily.
- Perform site risk assessment with FJUHSD Facilities Office.
- Follow process and procedures outlined by [California Department of Public Health](#).
- Establish process for potential and positive case reporting with FJUHSD Human Resources Office.
- Communicate worksite plan to and provide training for all La Habra High School staff members.

## Risk Assessment Team

La Habra High School worked directly with the FJUHSD Facilities Office to perform a risk assessment of the campus on August 4, 2020. This risk assessment team consisted of:

- Todd Butcher, Executive Director of Facilities ([tbutcher@fjuhsd.org](mailto:tbutcher@fjuhsd.org)) / (714) 870-2818
- Craig Weinreich, Assistant Principal, Instruction and Operations
- Derek Marshall, FSTO Building Representative
- Edda Rodriguez-Tan, FSTO Member
- Helen Ho, FSTO Member
- Joanne Avalos, CSEA Site Representative
- Evaristo Sanchez, Lead Custodian

## Site Implementation Team

The La Habra High School Site Implementation Team will continue to monitor daily implementation of this worksite plan. The team will meet weekly on Wednesdays, or more often if necessary. The team consists of the following members:

- Craig Weinreich, Assistant Principal - [cweinreich@fjuhsd.org](mailto:cweinreich@fjuhsd.org) / (562) 266-5005
- Derek Marshall, FSTO Building Representative - [dmarshall@fjuhsd.org](mailto:dmarshall@fjuhsd.org) / (562) 266-5033
- Evaristo Sanchez, Lead Custodian - [esanchez@fjuhsd.org](mailto:esanchez@fjuhsd.org) / (562) 266-5225

This team has been designated as a contact for any COVID-19 concerns.

# Relevant Training for Staff and Students



## Relevant Training

Training has been provided by the District to all La Habra High School staff and students through videos shared with all students, parents, and staff via email that are also available on the [La Habra High School website](#) and [FJUHSD District website](#). Staff will continue to be provided time to watch these videos during professional development days.

The trainings covered 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 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](#).
  - [FJUHSD Isolation Protocols](#)
- Provide Information to staff regarding:
  - Leave and workers' compensation benefits.
  - For janitorial workers and plumbers, communicate the hazards associated with working on sewage or plumbing, and performing janitorial services, since COVID-19 has been found in feces of infected persons.

COVID-19 Training Video Links:

- Students
  - [English](#)
  - [Spanish](#)
- Parents
  - [English](#)
  - [Spanish](#)
- [Staff Members](#)
- [Administrators](#)



### DON'T FEEL WELL? STAY HOME WHEN YOU ARE SICK

Tell your mom, dad, or caregiver before you come to school. Tell your teacher or an adult if you become sick at school

 cough	 Shortness of breath or problem breathing	 chills
 sore throat	 loss of taste or smell	 muscle pain

# Screening and Control Measures



## Screening

### Passive Screening

- Passive screening of all students, staff, and visitors will occur prior to arrival on campus using the [Qualtrics screening application](#).
  - This application can be used either by way of personal phone and/or home computer.
  - 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.
- Unified Command, a safety and security technology provider, was used to provide and install thermal cameras on the campuses of FJUHSD.
- La Habra High School has five cameras that will be used for rapid scanning of students, staff, and visitors each school day.
- Cameras utilized in the following locations (see [Directional Flow Map](#) on page 17):
  - Main hallway entrance at the front of campus near Room 20
  - Adjacent to the Lecture Hall near the entrance from the student parking lot
  - Main Office (Room 12)
  - Attendance Office (Room 11)
  - Guidance Office (Room 10)
- Screening Clearance
  - Wristbands will be given daily to students upon clearance of active screening with body temperatures of less than 100.0 degrees Fahrenheit using a non-contact thermometer. Students are to have their wristband worn and visible throughout the day.
  - New wristbands will be issued each day.
  - Students arriving to school in the middle of the day will need to be screened through the front office.

### 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 tested, at no cost to employees, once every 60 days or until such time that the District receives alternative guidance from the CDPH, 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:

- Directional walkways identified and clearly marked (see [Directional Flow Map](#) on page 17).
- Visible safety measure signage throughout campus.
- Directional floor markings and stickers for social distancing and traffic flow.
- No-touch thermometers in each classroom for self-screening and classroom use as needed.
- Clear plastic dividers for student and staff desks as needed 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.”

## Face Coverings

In accordance with the [OCHCA](#) and [CDPH Guidance for Face Coverings](#), face coverings are required to be worn on campus at all times.

- All students must bring and utilize their own face coverings while:
  - in classrooms.
  - waiting to enter campus.
  - on school grounds.
  - leaving school.
  - on the bus.
- 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 La Habra High School staff and students if they lose them, per CDC, CDPH and OCHCA guidelines:

- Teachers and identified staff members will receive reusable face shields.
- Touch-free, foot pedal 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 for the use in computer labs and any classroom utilizing keyboards.

The following PPE will be provided for Custodial Staff, Food Service Workers, School 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.



# Cleaning and Disinfecting



## Cleaning and Disinfecting

FJUHS D will ensure all school sites are provided with cleaning and sanitary products that will be stored at District Warehouse.

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

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

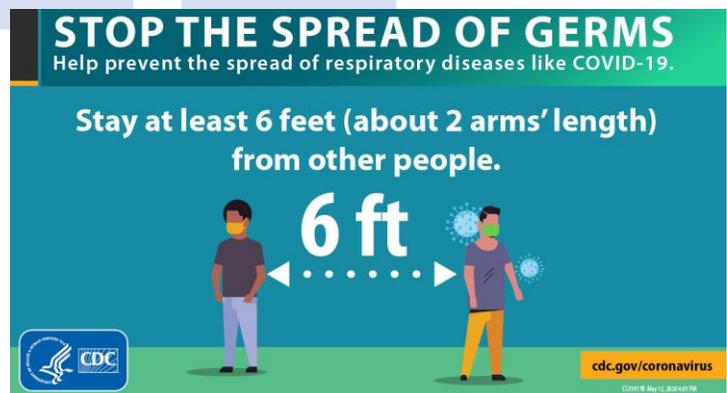
- Daily cleaning completed by trained custodial staff.
- Weekly deep cleaning on Wednesdays.
- Areas to be cleaned and disinfected include, but not limited to:
  - Student desks, doors, handrails, light switches, desktop computers, countertops, pull handles, faucets, paper dispensers, toilets, air dryer,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

Disinfectant products 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](#).
- Hands free paper towel dispensers will be provided in classrooms.
- Additional time added to passing periods (8 minutes) in order to allow for directional traffic flow and an opportunity for sanitation of classrooms between classes.
- 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:

- Touch-free, foot pedal hand sanitizer readily available in all classrooms and offices.
- Buses to be thoroughly disinfected and cleaned daily after each student drop off.
- 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. La Habra High School will make a concerted effort to promote social distancing on campus through the following measures.

### On Campus:

- The division of students into three cohorts to allow for less students physically present on campus on any given day.
- Identifying directional walkways using floor markings and stickers for social distancing and traffic flow throughout campus (see [Directional Flow Map](#) on page 17).
- 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 [Qualtrics screening application](#) 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.
  - The school site will receive a report with the results of the screening.
- Additional time added to passing periods (8 minutes) in order to allow for directional traffic flow and an opportunity for sanitation of classrooms between classes.
- Closed campus during lunch to minimize outside exposure for students.
  - Use of two additional mobile food carts to spread out student lunch lines.
  - 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.
- Limit group activities wherever practicable.
- Use of clear plastic desk dividers where social distancing not practicable.

## **Breaks and Lunch**

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

- La Habra High School is a closed campus during lunch to minimize outside exposure for students.
- Administration and campus supervision will direct students to maintain proper social distancing at all times while on campus.
- Administration 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 or lunch inside classrooms, unless special appointments have been made with the teacher.
- Two additional mobile food carts will be utilized to spread out student lunch lines.
- 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.
- Administration and campus supervisors will monitor all seating areas during these times to ensure students are maintaining the appropriate social distance.

## **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 cohorts. The Food Services of FJUHS D 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. (Please see the complete [Food Services Department Safety Plan](#).)

### **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 4 qualified schools).
- All schools operating through Grab-and-Go (walk-up or drive thru) and delivering meals to Special Education students.
  - Grab-and-Go (walk-up or drive thru)
    - Motorized carts will be set up in student parking lot to serve all meals.
  - Meal deliveries to homes of Special Education students.
  - PPE's and safety protocols in accordance with CDC, CDPH, CDE, and OCHCA guidelines
    - All Food Service workers will be equipped with adequate disposable PPE's (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, lunch, and supper (at 4 qualified schools).
- All schools will have on-campus operations & Grab-and-Go (walk-up or drive thru).
  - Grab-and-Go (walk-up or drive thru)

- Motorized carts will be set up in student parking lot to serve all meals for cohorts online that day.
  - On-campus operations
    - Meals will be served at the cafeteria, snack bars, motorized cart in the quad (every other cashier/POS will be closed in accordance with social distancing guidelines)
- PPE's and safety protocols in accordance with CDC, CDPH, CDE, and OCHCA guidelines.
  - All Food Service workers will be equipped with adequate disposable PPE's (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-19 symptoms).

### **Before and After School**

- Educate and encourage the avoidance of students congregating while arriving to or leaving campus.
- Students will utilize the directional 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 on Monte Vista Street, Highlander Avenue, and in the student parking lot on the west side of campus. (Please see the [Drop Off and Pick Up Map](#) on page 18.)
- No student drop off or pick up in staff parking lot at the front of school.
- Please plan to drop your students off at school as early as 7:00 am to avoid lines checking in for the day.
- Please drop off only in the designated areas in the front of the school so students can go through the thermal imaging scanners located in the main hallway at the front of the school and at the lecture hall.
- As a family please plan the best location to pick up your students by looking at all of the exit routes.
- 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 6th period class, and/or ease of accessibility to your vehicle after school.
- Please see the [Drop Off and Pick Up Map](#) on page 18.

### **District Transportation Protocol During COVID-19**

The FJUHSD Transportation Department will utilize the California Association of School Transportation Officials (CASTO) [Road Map on Guidance to Reopening Pupil Transportation](#). The District will implement the recommendations and guidelines for best practices outlined by CASTO to establish sustainable mitigation efforts, engage and train all staff against COVID-19 within the Districts Transportation Department.



# COVID-19 Testing and Reporting



## Suspected Cases

La Habra High School staff will follow the protocols listed on the [COVID-19 Screening Flow Chart](#) on page 19 and the [COVID-19 Exposure Flow Chart](#) on page 20 as well as the [FJUHSI Isolation Protocols](#).

## Confirmed Cases

When La Habra High School receives information regarding an employee or student testing positive for COVID-19 the following steps will be taken:

- Please contact Principal Eeles at [meeles@fjuhsd.org](mailto:meeles@fjuhsd.org) / (562) 266-5001 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 La Habra High 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
- Administration will contact FJUHSI Human Resources Office.
- The Human Resources Office will contact OC Health Care Agency (OCHCA) for guidance.
- The FJUHSI will follow OCHCA guidance regarding notification and necessity to quarantine individuals utilizing the [COVID-19 Exposure Flow Chart](#).
- If notification is required, the FJUHSI will send information to those impacted in accordance with OCHCA reporting guidelines.
- If additional measures need to be taken, the FJUHSI and La Habra High School 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 a site nurse will be responsible for overseeing the following steps:

- The ill person will be taken to the isolation area in the lobby of the Performing Arts Center (PAC). See [Drop Off and Pick Up Map](#) on page 18.)
- Nurse will evaluate temperature and symptoms while wearing face mask, gloves, goggles, or glasses.
  - 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.
- The impacted classroom(s) or area(s) will be evacuated and left unoccupied for 24 hours before sanitation.
- Custodial staff will be notified of the potential case in order to properly sanitize the area.
- It will be recommended that students and staff in prolonged, close contact with the impacted individual isolate until results of the test are returned.

# Return-to-School Protocol



## Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

### Low-risk: general symptoms

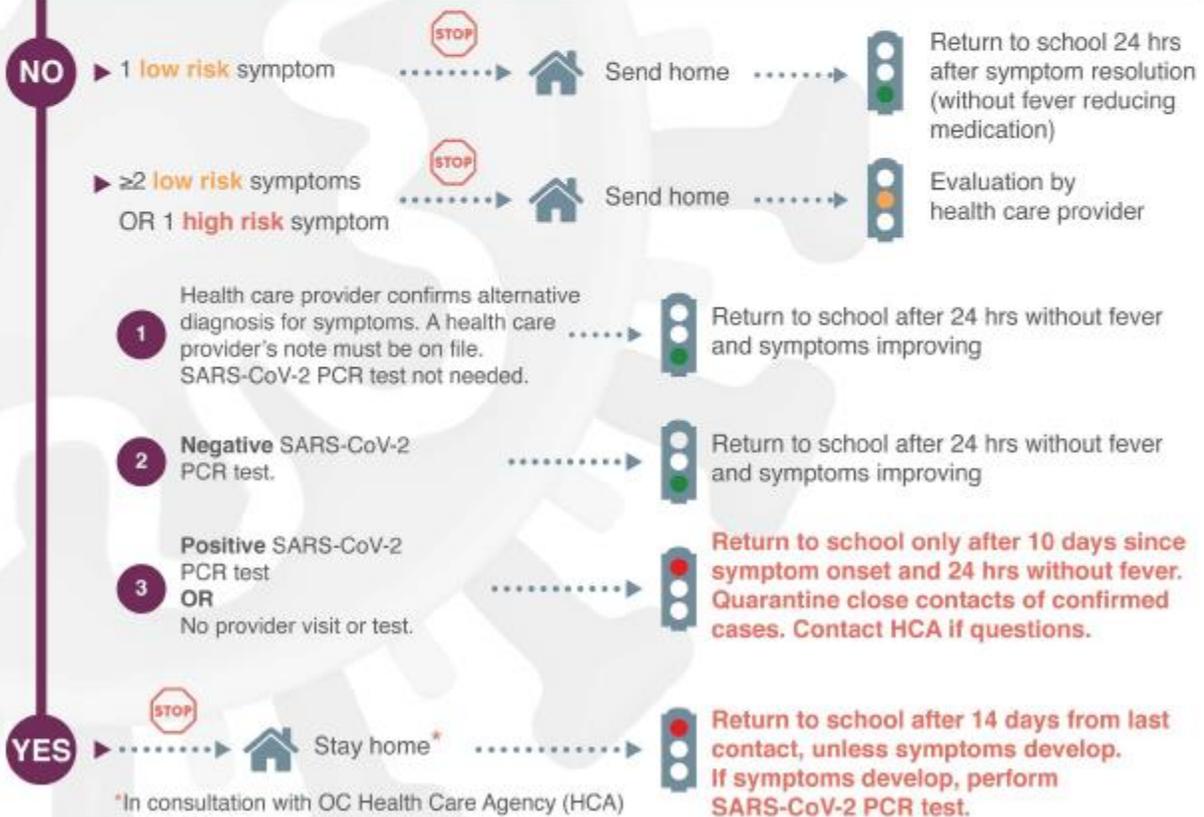
Fever ( $\geq 100.4^{\circ}\text{F}$ )	Sore throat
Congestion/runny nose	Headache
Nausea/vomiting/diarrhea	Fatigue/muscle or body aches

### High-risk: red flag symptoms

Cough
Difficulty breathing
Loss of taste/smell

### Exposure to COVID-19 positive person?

Close contact: less than 6 feet, 15 minutes or longer



This care pathway was designed to assist school personnel and is not intended to replace the clinician's judgment or establish a protocol for all patients with a particular condition. Diagnosis and treatment should be under the close supervision of a qualified health care provider. Guidance might change 09-12-20

# COVID-19 FAQ



## **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 contact our Dr. Kimes, Assistant Principal of Student Services, at [kkimes@fjuhsd.org](mailto:kkimes@fjuhsd.org) or (562) 266-5030 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 Orange County Health Care Agency (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, [FJUHSD Isolation Protocols](#) will be followed including:

- The student will be taken to the isolation area where temperature and symptoms will be evaluated by a nurse.
- Student will remain in the isolation 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 FJUHSD District Office regarding the suspected case.
- Any confirmed COVID-19 cases will be reported to the 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 La Habra High School?**

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

- In accordance with state and local laws and regulations, La Habra High School administration will notify the FJUHSD Human Resources 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 La Habra High 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 OCHCA.
- After receiving direction from OCHCA, the FJUHSD designee will only notify students, staff, and families who have been potentially exposed to COVID-19 and provide health recommendations and guidance from 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 FJUHSD Superintendent and Board of Trustees will determine any closure after consultation with 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 FJUHSD will work with OCHCA to determine close contact and low risk contacts.

- Individuals identified by 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 100.4 using an oral thermometer or 100.0 using a 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:

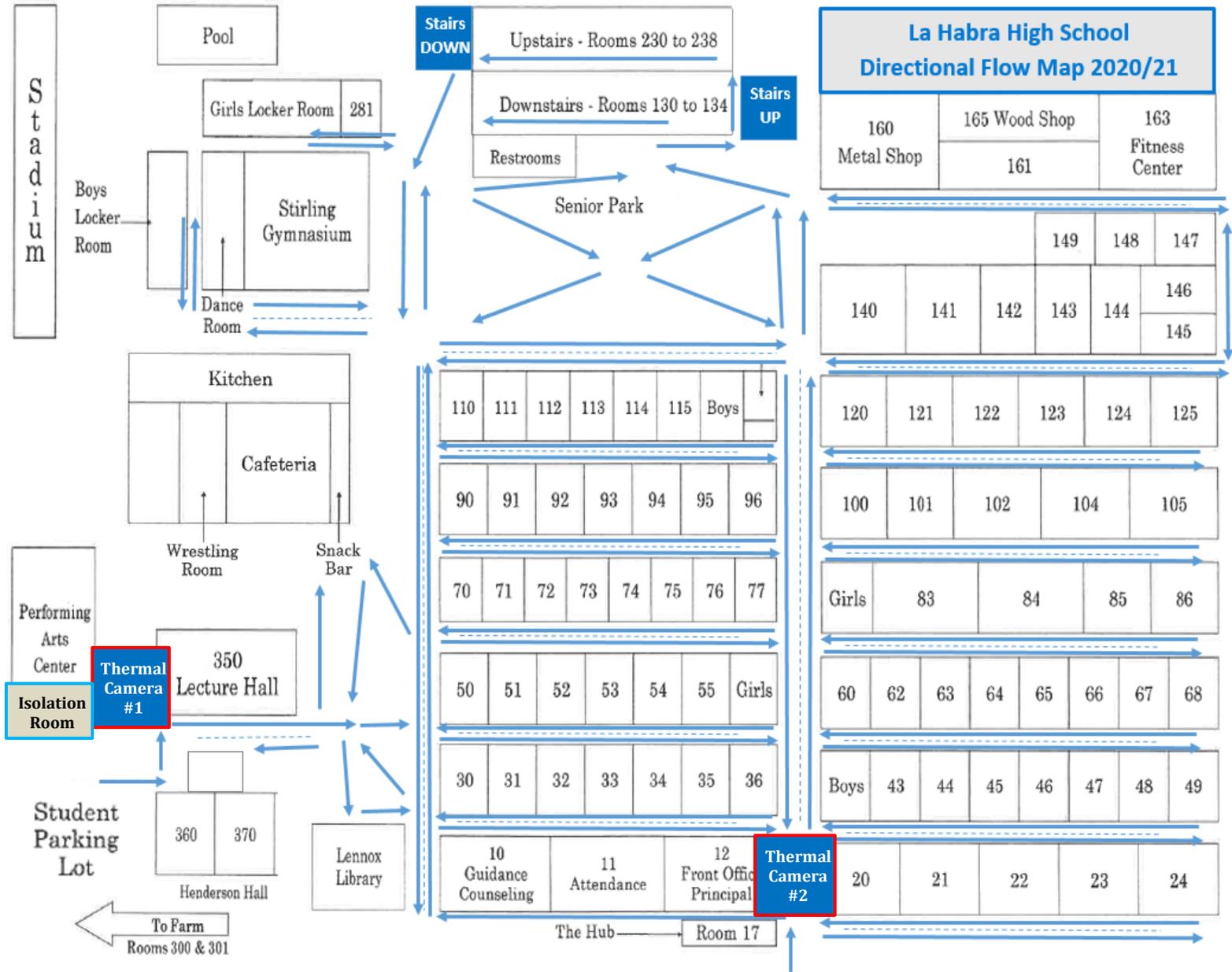
- Contact Principal Eeles at [meeles@fjuhsd.org](mailto:meeles@fjuhsd.org) / (562) 266-5001 with the following information:
  - Name of the person confirmed
  - Date of diagnosis
  - Date of potential exposure (if known)
  - Date of first sign of symptoms (if known)
  - Date of test
  - Last date on the La Habra High 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 Eeles will contact the FJUHSD Human Resources Office with this information
- The FJUHSD Human Resources Office will coordinate responses with OCHCA.
- After receiving direction from OCHCA, the FJUHSD 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 OCHCA.
- Please see the [Minimum Criteria for Return to Work Flow Chart](#) on page 21.

### **Considerations for Partial or Total School Closure**

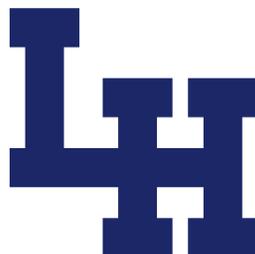
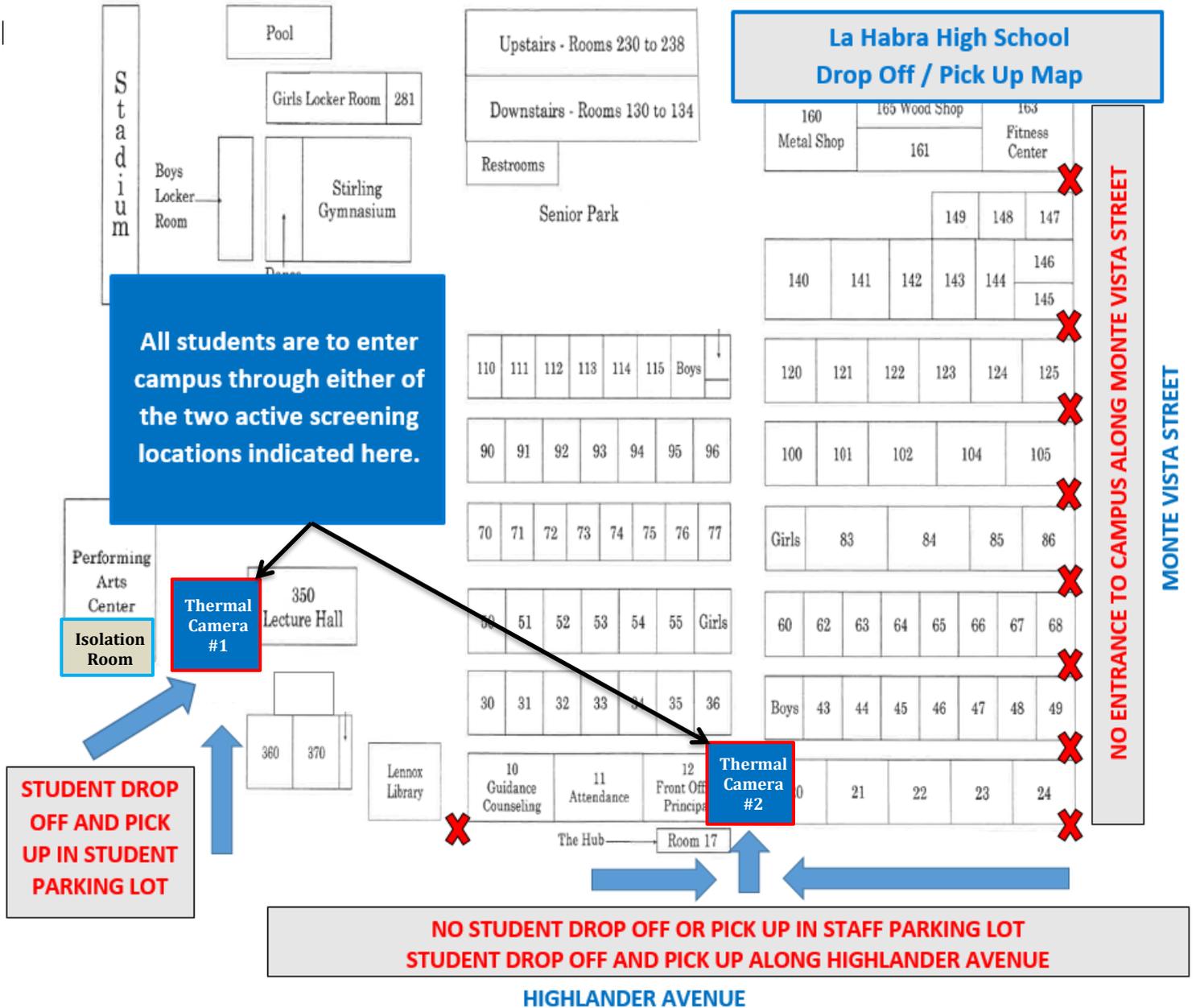
The FJUHSD and La Habra High School will follow all currently prescribed procedures noted in the school opening guidelines provided by the CDPH, as well as all local health department directions regarding the need to implement partial or full school closure.

Upon recommendation from local and/or state health care agencies to close the school. La Habra High School will put into place the Distance Learning Plan previously approved by the FJUHSD School Board.

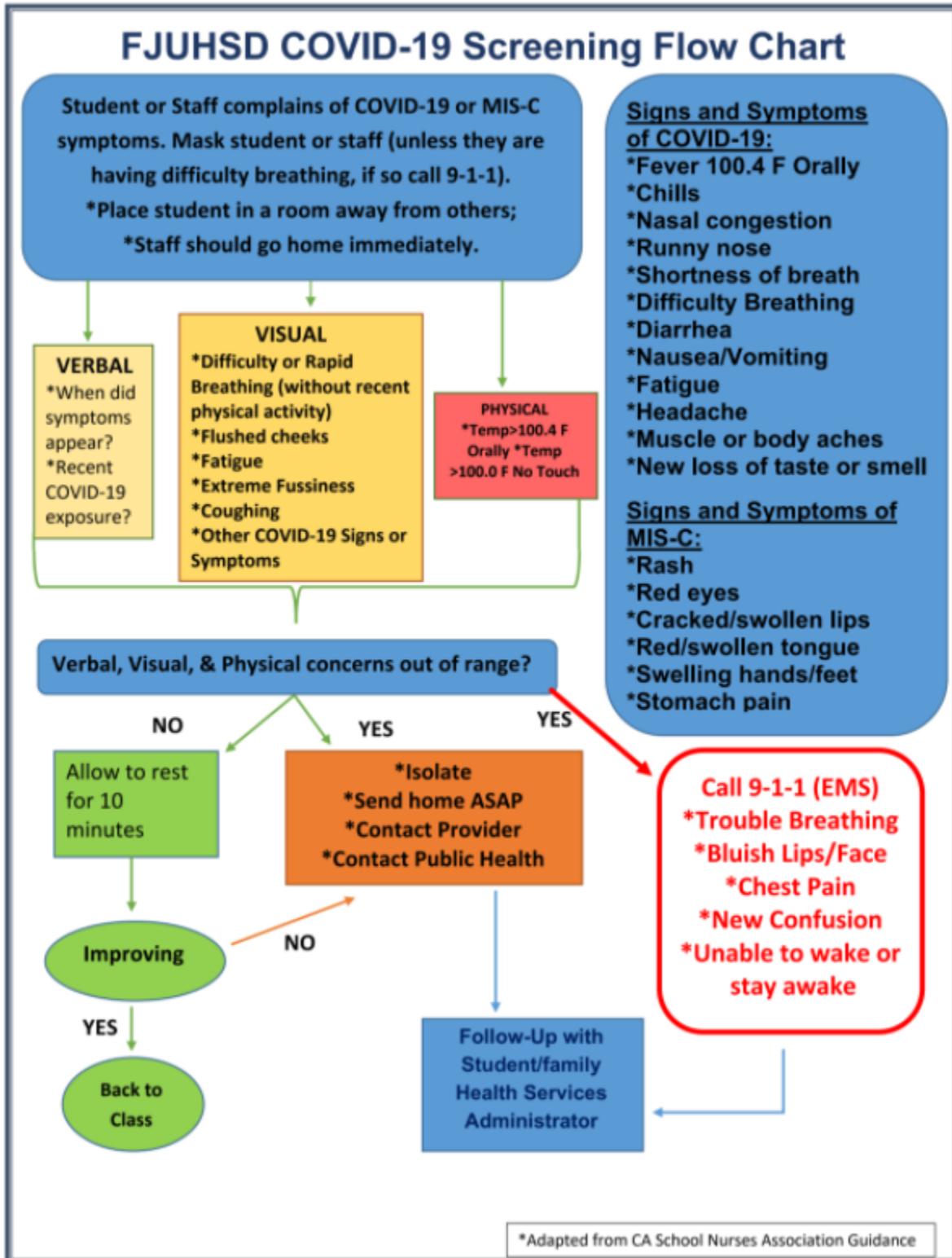
# LHHS Directional Flow Map



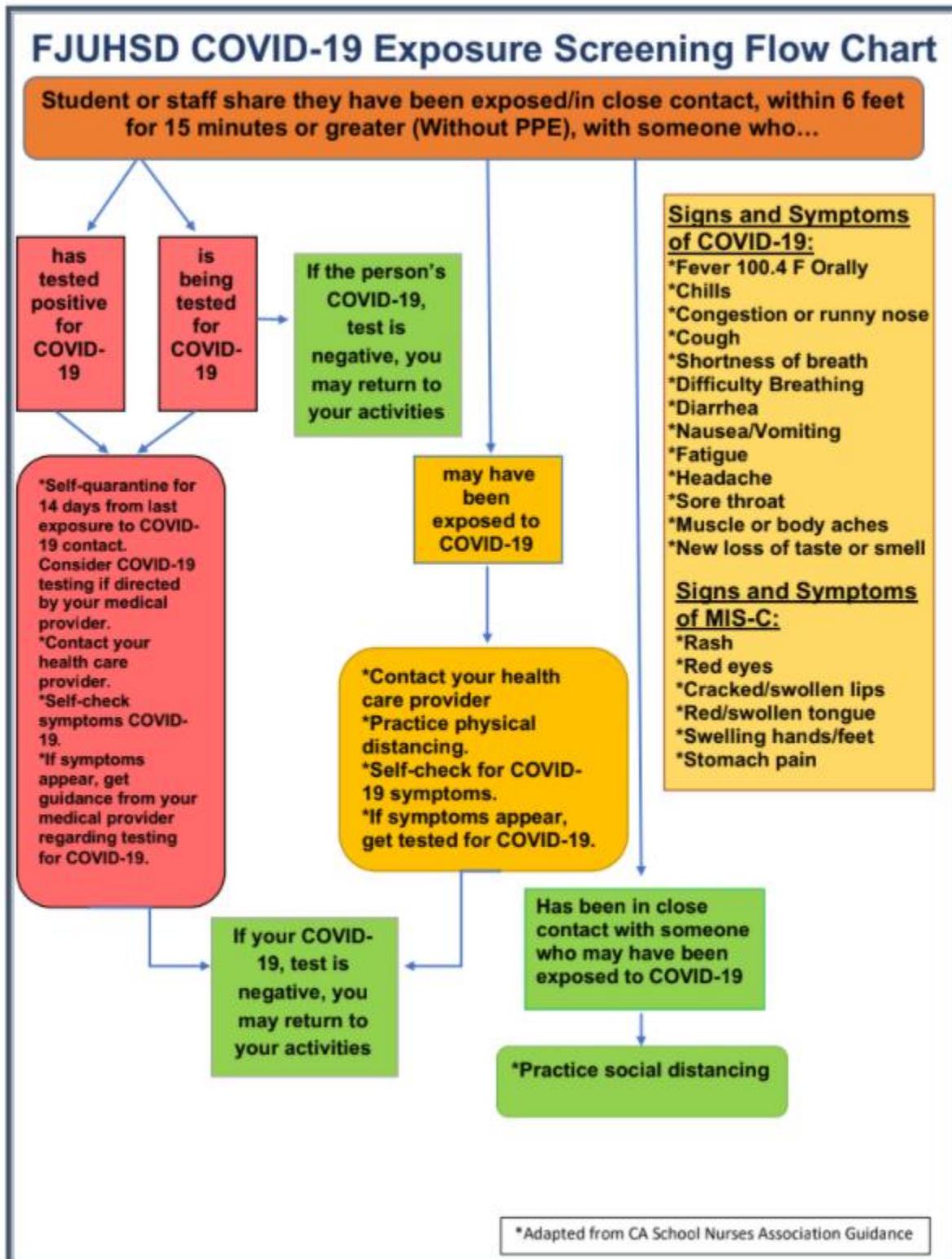
# LHHS Drop Off and Pick Up Map



# COVID-19 Screening Flow Chart



# COVID-19 Exposure Screening Flow Chart



# FJUHSD Criteria for Return to Work



## Minimum Criteria for Return to Work

### TESTED

#### Symptomatic

#### Positive and Negative

At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, at least 10 days have passed since symptoms first appeared.

#### Asymptomatic

#### Positive

A minimum of 10 days have passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory confirmed cases with symptoms apply.

#### Negative

Employees should quarantine at home for 14 days after the last known close contact with the case patient. Symptoms can develop even after testing negative within 14 days after exposure. The LHD may consider allowing earlier return to work only for an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.\*

### UNTESTED

#### Symptomatic

Testing is highly recommended. If the employee cannot be tested, use the same criteria for return to work as laboratory confirmed cases.

#### Asymptomatic

Employees who had close contact to a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms.

OR

Employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from LHD or healthcare provider, and do not have symptoms.

Employees should be quarantined at home for 14 days after the last known close contact with the case patient. Testing is highly recommended; if testing has not occurred, the LHD may consider allowing an employee who had close contact to a confirmed case to continue to work only in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.\*

Employees who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even if they are not tested, the same criteria for return to work should be used as laboratory-confirmed cases.

# Hybrid Bell Schedules



**Bell schedules for the transition from distance learning to a hybrid learning model continue to be negotiated by the District and FSTO; once the hybrid bell schedules have been determined they will be communicated with staff, students, and parents and made available on the District's and schools' websites.**

# School Reopening / Closure Protocol



FJUHSD will follow all reopening recommendations specified by the California Department of Public Health as noted under section 12 of the COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs. See link to the specific Schools Reopening Recommendations here.



State of California—Health and Human Services Agency  
California Department of Public Health



## COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year July 17, 2020

### Overview

California schools have been closed for in-person instruction since mid-March 2020 due to the COVID-19 pandemic. School closures to in-person instruction were part of a broader set of recommendations intended to reduce transmission of SARS-CoV-2, the virus that causes COVID-19. CDPH developed the following framework to support school communities as they decide when and how to implement in-person instruction for the 2020-2021 school year. New evidence and data about COVID-19 transmission, including variations by age, and the effectiveness of disease control and mitigation strategies continues to emerge regularly. Recommendations regarding in-person school reopening and closure should be based on the available evidence as well state and local disease trends.

The CA [School Sector Specific Guidelines](#), and the Centers for Disease Control and Prevention [CDC](#) have published additional guidance on school re-entry.

### In-Person Re-Opening Criteria

**Schools and school districts may reopen for in-person instruction at any time if they are located in a local health jurisdiction (LHJ) that has not been on the county<sup>1</sup> monitoring list within the prior 14 days.**

If the LHJ has been on the monitoring list within the last 14 days, the school must conduct distance learning only, until their LHJ has been off the monitoring list for at least 14 days.<sup>2</sup>

<sup>1</sup> School districts in LHJs that are cities are considered to be included as part of the county if the county is on the monitoring list.

<sup>2</sup> A waiver of this criteria may be granted by the local health officer for elementary schools to open for in-person instruction. A waiver may only be granted if one is requested by the superintendent (or equivalent for charter or private schools), in consultation with labor, parent and community organizations. Local health officers must review local community epidemiological data, consider other public health interventions, and consult with CDPH when considering a waiver request.





SONIA Y. ANGELL, MD, MPH  
State Public Health Officer & Director

State of California—Health and Human Services Agency  
California Department of Public Health



GAVIN NEWSOM  
Governor

## Guidance Once Re-Opened to In-Person Instruction

### *How should schools think about testing?*

Once schools are re-opened to at least some in-person instruction, it is recommended that surveillance testing be implemented based on the local disease trends. If epidemiological data indicates concern for increasing community transmission, schools should increase testing of staff to detect potential cases as lab testing capacity allows.

### *Who should be tested and how often?*

School staff are essential workers, and staff includes teachers, para-professionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. School districts and schools shall test staff periodically, as testing capacity permits and as practicable. Examples of recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.

### *What if a school or school district reopens to in-person instruction, but the county is later placed on the county monitoring list?*

Schools should begin testing staff, or increase frequency of staff testing but are not required to close.





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State Public Health Officer & Director

State of California—Health and Human Services Agency  
California Department of Public Health



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Governor

*What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?*

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)  Symptom Screening: Per CA <a href="#">School Sector Specific Guidelines</a>	<ul style="list-style-type: none"> <li>Send home</li> <li>Recommend testing (If positive, see #3, if negative, see #4)</li> <li>School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>No Action needed</li> </ul>
2.	Close contact (+) with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>Send home</li> <li>Quarantine for 14 days from last exposure</li> <li>Recommend testing (but will not shorten 14-day quarantine)</li> <li>School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>Consider school community notification of a known contact</li> </ul>
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>Notify the local public health department</li> <li>Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>Identify contacts (+), quarantine &amp; exclude exposed contacts (likely entire cohort (++)) for 14 days after the last date the case was present at school while infectious</li> <li>Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)</li> <li>Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>School remains open</li> </ul>	<ul style="list-style-type: none"> <li>School community notification of a known case</li> </ul>
4.	Tests negative after symptoms	<ul style="list-style-type: none"> <li>May return to school 3 days after symptoms resolve</li> <li>School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>Consider school community notification if prior awareness of testing</li> </ul>





SONIA Y. ANGELL, MD, MPH  
State Public Health Officer & Director

## State of California—Health and Human Services Agency California Department of Public Health



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(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

### Guidance on School Closure

#### *What are the criteria for closing a school?*

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

#### *If a school is closed for in-person learning, when may it reopen?*

Schools may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

#### *What are the criteria for closing a school district?*





SONIA Y. ANGELL, MD, MPH  
State Public Health Officer & Director

## State of California—Health and Human Services Agency California Department of Public Health



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A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department.

*If a school district is closed, when may it reopen?*

Districts may typically reopen after 14 days, in consultation with the local public health department.

### **State Resources for Case, Contact & Outbreak Investigations**

California is committed to supporting local health departments with resources and other technical assistance regarding school case, contact, and outbreak investigations.



# OC School Reopening Checklist



La Habra High School

Fullerton Joint Union High School District

## ORANGE COUNTY TOGETHER

### SCHOOL REOPENING CHECKLIST

In accordance with the [OC Health Officer's Orders](#) effective June 20, 2020, all businesses, industries and entities that reopen in Orange County shall post an industry-specific checklist and attestation at a visible location at the public entrance of each property. The OC Health Care Agency and the Orange County Department of Education recommend county schools follow this checklist that is supplemental to the [COVID-19 California Department of Public Health \(CDPH\) Industry Guidance: Schools and School-Based Programs](#). The checklist is a summary. Districts and schools should familiarize themselves with the complete CDPH guidance before using this checklist.

#### 1. Develop a Written Worksite Specific Plan

- ✓ Identify the person(s) responsible for implementing the plan.
- ✓ Perform a risk assessment and identify the measures that will be taken to prevent spread of the virus. (May be completed by the school or district)
- ✓ Develop a plan that is consistent with recommendations by the [California Department of Public Health \(CDPH\)](#) for when a staff member, child or visitor becomes sick or tests positive for COVID-19. The plan should include the following:
  - ✓ Identify a process to investigate COVID-19 cases, alert the local health department, and identify and isolate close contact with students or staff until they are tested.
  - ✓ Considerations for a partial or total closure in response to a student, teacher or staff members testing positive for COVID-19.
  - ✓ A plan for communicating positive cases to staff and parents, and for the return of students or employees who have recovered from the illness.
- ✓ Develop a plan for maintaining healthy operations that is consistent with recommendations by the CDPH.
- ✓ Train and communicate the plans with employees and employee representatives.
- ✓ Develop a process to check for compliance and to document and correct deficiencies.
- ✓ Develop a plan for distance learning should school(s) need to temporarily close due to COVID-19.

## 2. Provide Relevant Training for Employees and Students

- ✓ Train all staff and students and provide educational materials to families in the following safety actions:
  - ✓ Enhanced sanitation practices
  - ✓ Physical distancing guidelines of six feet and their importance
  - ✓ Use of face coverings including proper use, removal, and washing of cloth face coverings according to CDPH guidelines.
  - ✓ Use a tissue to wipe their nose and to cough/sneeze inside a tissue or elbow. Throw tissues away and wash hands immediately.
  - ✓ Screening practices using CDC guidelines.
  - ✓ Information related to COVID-19 including the following:
    - ✓ Specific symptom identification
    - ✓ Emphasis on not coming to work or school when exhibiting signs or symptoms of COVID-19
    - ✓ Practices for preventing spread
    - ✓ When to seek medical attentions
    - ✓ Vulnerable populations
- ✓ Provide information to staff regarding:
  - ✓ Leave and workers' compensation benefits.
  - ✓ For janitorial workers and plumbers, communicate the hazards associated with working on sewage or plumbing, and performing janitorial services, since COVID-19 has been found in feces of infected persons.

## 3. Plan Individual Control Measures and Screening

- ✓ Identify a process for symptom screenings and/or temperature checks for all staff and students.
  - ✓ Students and staff who have a temperature 100.4 or higher will be sent home and remain home until fever free without using fever reducing medications for 72 hours.
- ✓ Require staff or students who are sick or exhibiting symptoms of COVID-19 to stay home.
- ✓ Food service workers and staff in routine contact with the public (e.g., front office) should use gloves and facial coverings.
  - ✓ Gloves should be disposed of immediately after use and not be worn for extended periods of time unless being changed frequently.
- ✓ Face coverings should be worn by students, staff and visitors when six feet of distancing is not feasible and other exemptions do not apply. In some circumstances, Cal/OSHA standards may require respiratory protection for staff.
- ✓ Develop routines enabling students and staff to regularly wash their hands at staggered intervals.
- ✓ Post signage to remind students, staff, family members and any authorized visitors to wear face coverings and practice physical distancing according to CDPH guidelines and Executive Orders.

## 4. Implement Thorough Cleaning and Disinfecting Protocols

- ✓ Perform thorough cleaning in high traffic areas.
- ✓ Clean and disinfect frequently touched surfaces within school and on school buses at least daily and, if practicable, frequently throughout the day by trained custodial staff.
- ✓ Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19.
- ✓ Limit use of shared playground equipment and objects and encourage physical activity that requires less contact with surfaces.
- ✓ Regularly clean and sanitize shared equipment when transferred between students and/or staff.
- ✓ Provide time for workers to implement cleaning practices during their shift.
- ✓ Ensure that sanitary facilities stay operational and stocked at all times.
- ✓ Ensure adequate supplies to support healthy hygiene behaviors.

- ✓ Post signs in schools, workplace and common areas emphasizing basic infection-prevention measures, including posting hand-washing signs in restrooms.
- ✓ Use products approved for use against COVID-19 on the Environmental Protection Agency-approved list, and follow product instructions and Cal/OSHA requirements including proper ventilation during cleaning and disinfecting. Keep products away from students.
- ✓ Discontinue any shared food or beverages by students and/or staff.
- ✓ Check air filters and filtration systems to ensure optimal air quality.

## 5. Promote Physical Distancing Guidelines

- ✓ Implement measures to promote six feet of physical distancing in accordance with [the Orange County Health Officer's strong recommendation effective June 20, 2020](#).
- ✓ For classroom space, consider the following:
  - ✓ Limit the number of students/staff in enclosed areas.
  - ✓ Students remaining in the same space and group as small and consistent as practicable, and minimize movement of students and teachers/staff as much as practicable.
  - ✓ Consider ways to establish separation of students through other means if practicable such as:
    - ✓ Six feet between desks
    - ✓ Partitions between desks; use clear plastic, study carrels or other barriers where six feet of physical distancing cannot be maintained
    - ✓ Markings on classroom floors to promote distancing
    - ✓ Arranging desks in a way that minimizes face-to-face contact
- ✓ Space teacher and other staff desks at least six feet apart from student desks.
- ✓ Use non-classroom space for instruction.
- ✓ In non-classroom spaces, consider the following:
  - ✓ Establish directional hallways and passageways for foot traffic, if possible, to reduce instances where individuals pass one another face-to-face.
  - ✓ Clearly mark areas where students, staff and visitors must queue to maintain physical distancing, or use alternative entry requirements.
  - ✓ Limiting nonessential visitors, volunteers, and activities. Use an appointment system, stagger appointments and reduce walk-ins.
  - ✓ Reconfigure waiting areas, lobbies, workstations and employee break rooms, if possible, to allow for at least six feet of distance.
  - ✓ Limiting communal activities where practicable
  - ✓ Minimizing congregate movement as much as possible.
  - ✓ Serving meals in classrooms or outdoor areas where practicable.
  - ✓ Adjust staff meetings to ensure physical distancing, and use phone or webinars if possible.
- ✓ For arrival and departure, consider the following:
  - ✓ Minimize contact at school between students, staff, families and the community as much as practicable.
  - ✓ Designate drop-off and pick-up locations that discourage large gatherings. Consider alternate scheduling.
  - ✓ Clearly designate entrances and separate exits if possible.

# OCHCA Attestation



On behalf of the Fullerton Joint Union High School District/LEA, I attest that I have taken the steps necessary to reopen school in a safe and responsible manner and completed the following measures in accordance with the industry-specific guidelines from the California Department of Public Health and the requirements of the Orange County Health Care Agency:



1. Develop a Written Worksite Specific Plan
2. Provide Relevant Training for Employees and Students
3. Plan Individual Control Measures and Screening
4. Implement Thorough Cleaning and Disinfecting Protocols
5. Promote Physical Distancing Guidelines

**Matthew Eeles, Principal**

**9/15/20**

Site Administrator

Date

**Dr. Scott Scambray, Superintendent**

**9/15/20**

Local Educational Agency Official or Designee

Date

**La Habra High School**

School

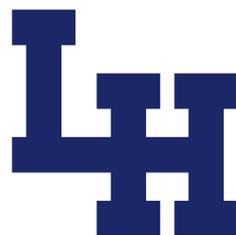
**Fullerton Joint Union High School District**

District

# Additional Resources

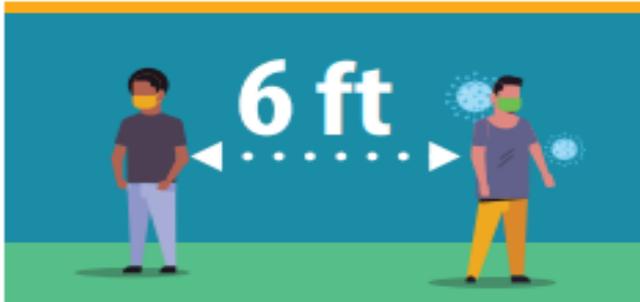


- [La Habra High School Website](#)
- [FJUHSD Website](#)
- [FJUHSD Health and Safety Committee Presentation to the Board \(8/4/20\)](#)
- [COVID-19 Training Videos for Students, Parents, and Staff Members](#)
- [FJUHSD Reopening of Athletics and Activities Plan Update \(8/6/20\)](#)
- [CIF SS Sport Calendar for 2020/2021](#)
- [Center for Disease and Control Prevention \(CDC\) – COVID-19 Information and Guidance for Schools](#)
- [California Department of Public Health \(CDPH\) – COVID-19 Information, Industry Guidance Schools and School-Based Programs, and School Reopening Recommendations](#)
- [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 Chart from the National Nursing Association](#)
- [Guidance from other countries which reopened schools safely](#)



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

3/10/20 August 6, 2020 7:35 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](https://www.cdc.gov/coronavirus)

# Daily Home Screening for Students

*Parents: Please complete this short check each morning and report your child's information [INSERT YOUR SCHOOL REPORTING INSTRUCTIONS] in the morning before your child leaves for school.*

## SECTION 1: Symptoms

If your 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. Please check your child for these symptoms:

<input type="checkbox"/>	Temperature 100.4 degrees Fahrenheit or higher when taken by mouth;
<input type="checkbox"/>	Sore throat;
<input type="checkbox"/>	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
<input type="checkbox"/>	Diarrhea, vomiting, or abdominal pain
<input type="checkbox"/>	New onset of severe headache, especially with a fever.

## SECTION 2: Close Contact/Potential Exposure

<input type="checkbox"/>	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19: OR
<input type="checkbox"/>	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
<input type="checkbox"/>	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 <a href="#">Community Mitigation Framework</a>
<input type="checkbox"/>	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
<input type="checkbox"/>	Live in areas of high community transmission (as described in the <a href="#">Community Mitigation Framework</a> ) while the school remains open



01/10/20 8 8/10/2020

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