As of the time of this writing, Los Angeles County has confirmed another case of COVID-19 with unknown exposure. This makes for a total of two cases of community transmission, putting us in Scenario II of the California Department of Public Health School Guidance on Novel Coronavirus or COVID-19.

Scenario II: 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 COVID-19, in addition to the items outlined in Phase I, CDPH recommends school administrators implement the following steps:

- 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.

- Ensure sick leave policies allow for those teachers and staff to stay home if they have symptoms of respiratory infection.

- 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.

- Consider alternates to congregate or group programming within the school including any large or communal activities such as assemblies. Alternate approaches which limit close contact may include conducting assemblies via webcasts or intercom announcements.

- Consider implementing staggered recess times to limit the number of students who are together; and, if possible, group recess by classrooms. (Also consider staggered lunch times.)

- Consider relaxing requirements for a doctor’s note for the child to return to school after illness.

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Flexibly from the State

- LACOE is advocating on behalf of the 80 districts for flexibility related to ADA, testing and independent study

School Closures

- LACOE recommends only closing a school at the direction of the Los Angeles County Department of Public Health.

- LACOE’s current understanding is that DPH would recommend closing a school if there is a confirmed case of COVID-19 at that school.

- Schools remain the safest place for our students.
Social Distancing

- LACOE is enacting social distancing strategies to limit non-essential large gatherings of people for the remainder of March.
- Cancelling or moving Professional Development to an online platform.
- Moving non-essential large meetings to online platforms in lieu of large in-person meetings.
- Cancelling all non-essential events at LACOE schools such as assemblies deemed non-essential.
- LACOE recommends school districts consider cancelling all non-essential events for students and staff for the remainder of March.
- LACOE recommends when possible to stagger recess and lunch and to avoid co-mingling of classes.
- LACOE will reassess this recommendation month-by-month moving forward unless otherwise directed by DPH.

Travel

- LACOE is limiting all non-essential travel for our students and staff through March.
- LACOE recommends school districts also consider limiting all non-essential travel for students and staff through March.
- LACOE will reassess this recommendation month-by-month moving forward unless otherwise directed by DPH.

Medically Fragile Students

- While there are no explicit guidelines for students who are medically fragile and school attendance, two things to consider are:
  - Recommend parents check with their child’s healthcare provider on precautions related to school attendance and at what point it may be advised that their child not attend school if it would put him/her at greater risk.
  - If someone from a district or school speaks to Public Health regarding COVID-19 exposure at the school, advise Public Health if you have students at the school who are medically fragile.

Testing

CAASPP/Statewide testing

LACOE has reached out to CDE and CalTAC regarding testing windows for the CAASPP assessments. Their guidance is as follows:
• If an LEA’s testing window does not extend to the end of their regular instructional year, the LEA can request an extension. This is referenced in the CAASPP TOMS guide on page 154: "The only way to change the selected testing dates after December 1, 2019, is to contact the California Technical Assistance Center at caltac@ets.org."

• Testing windows can be extended on a case-by-case basis. The LEA should reach out to CalTAC directly to request an extension. Ideally, this request should go to CalTAC prior to the end of the window to avoid complications and delays.

• If a student becomes ill or a school closure or dismissal occurs after students have begun CAASPP testing, the “Expiration Windows” can also be extended on a case-by-case basis through CalTAC.

• Some testing windows are already open (e.g., PFT and ELPAC). We encourage you to complete testing now if possible so a future school closure will not have an effect.

**College Board: AP Testing**

• The College Board is currently planning to treat the situation as it does extended illnesses for students. This will apply to individuals or small groups who are out due to illness (including COVID-19).

• LEAs experiencing long-term school closures should reach out to College Board directly for support.

**Continuity of Learning**

• LACOE has produced a video to help communicate with your teachers about online learning. We will be posting the video in the coming days.

Options to be thinking about include:

• Hard copy units of study that could be prepared in advance for distribution to affected students. Units of study can be emailed, mailed or available for pick up at designated locations in your district.

• Some districts are able to create units of study that can be delivered as online materials. These materials can be made available on the Internet using e-learning and other Learning Management Systems including your schools’ websites.

• Some teachers or staff may want to connect with students either one-on-one or in small groups. Telephone conferences with teachers, counselors or tutors can be made available with “office hours” available to support these individualized support sessions.

• Recorded class meetings or live class meetings are other options to deliver instruction to students. Continuity of instruction can be supported via webinars, podcasts, online courses, Zoom, Adobe Connect or other online platforms.

• Support for how to deliver online lessons will be available as a resource from LACOE’s Center for Distance and Online Learning this week. The video will offer teachers or other teaching staff a step-by-step process by which to develop and deliver a lesson in an online format. Staff who may be reticent about delivering lessons in this format may find this resource helpful.
Some initial considerations if continuity of instruction is offered in an online format:

- Check your district’s technology plan or technology use policy to help guide you as you proceed with your online teaching plan.
- Prior to recording or delivering a live lesson, check access to the Internet, the type of devices students will be using and whether personal or supplied by school.
- If students do not have Internet access at home create a list of local locations that have free Wi-Fi.
- Break the lesson into small components.
- Work with grade-level teams or departments to create the lessons. If someone feels more comfortable with online teaching, designate them as the person who will deliver the lesson.

**Meal Distribution**

- CDE has received a waiver from the U.S. Department of Agriculture to approve sponsors of the Summer Food Service Program and Seamless Summer Option to provide meals during unanticipated school closures due to COVID-19. Meals can be provided at school and non-school sites, and in a non-congregate setting.
- Approved sponsors can offer grab-and-go meal service, allowing meals to be taken away from the site and consumed elsewhere, thereby allowing for social distancing.
- To use this waiver, school districts must submit a request to the CDE to obtain approval to provide meals during an unanticipated school closure.

**Human Resource Best Practices on COVID-19**

- LACOE guidance can be found [here](#).

**Attendance and J-13 Waiver**

- If the Department of Public Health closes a school, the J-13A Form would be the mechanism to prevent loss of funding. Please note the CDE issued a March 5 notice stating if a school is closed, students cannot generate attendance through independent study. As we receive more information from CDE, we will continue to provide updates. More information can be found [here](#).

**Cleaning of Facilities**

- LACOE guidelines for school cleaning can be found [here](#).

**Payroll System/Warrants**

- LACOE is set up with three shifts to be able to operate 24 hours per day. In the event we are unable to enter the building to print warrants, we would implement our disaster recovery plan that allows us to operate within our disaster recovery site (out of state) as well as print via our third party vendor (also out of state) who would also deliver/mail warrants.
California Interscholastic Federation (CIF)

- Guidance from CIF can be found here.

COVID-19 Anti-Bullying Resources

- LACOE has compiled the following anti-bullying resources for school districts here.

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