

Lowell Joint School District
11019 Valley Home Avenue, Whittier, CA 90603

REGULAR MEETING OF THE BOARD OF TRUSTEES
April 5, 2021 – 7:30 p.m.

AGENDA

I. Call to Order

6:30 p.m.

In compliance with Government Code 54953, the Board will use zoom teleconference for closed session Zoom meeting ID: 847 7214 0626. To get the passwords to join the meetings please email: helpdesk@ljsd.org.

A. Comments from the Public

INFORMATION

1. Board Agenda Items: Any member of the audience may speak to any agenda item by submitting a "Presentation Card" (supply located on the table near double exit doors). Please hand the completed card to the secretary. When the item is considered by the Board, individuals submitting presentation cards will be called upon prior to Board action. Speakers must limit their comments to three (3) minutes. The Board shall limit the total time for public input on each item to 30 minutes. With Board Consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard.
2. Topics Not on Agenda: Anyone in attendance may address any issue by following the same identification process as shown in I-A-1 above. Since the Board cannot take action on items which are not on the agenda, such items will be referred to the Superintendent for handling. Individuals interested in speaking to items which are not on the agenda will be called upon under Item III.

B. Closed Session

6:30 p.m.

1. Pupil Personnel Matters/Advice from Legal Counsel – Existing and Anticipated Litigation (Disclosure of Case Name Would Jeopardize Potential Settlement Negotiations)/Real Property/Liability Claims/Negotiations/ Public Employee Appointments – Discipline – Dismissal – Release (Government Code Section 54957)/ Employer/Employee Relations
2. Public Employee Negotiations – Certificated School Employees Association (LJEA)/ Classified School Employees Association (CSEA); Agency Negotiator: Mr. Coombs

3. Superintendent's Evaluation (Pursuant to Government Code Section 54957)

4. Regular Session

Approximately
7:30 p.m.

In compliance with Government Code 54953, the Board will use zoom teleconference for closed session. Open session Zoom meeting ID: Meeting ID: 847 7214 0626. To get the password to join the meeting please email: helpdesk@ljsd.org.

II. Preliminary Procedural – Board President

A. Salute to the Flag

B. Reporting Out Action (if any) Taken in Closed Session

C. Introductions and Welcome of Guests

D. Comments from the Public

1. Board Agenda Items: Any member of the audience may speak to any agenda item by submitting a "Presentation Card" (supply located on the table near double exit doors). Please hand the completed card to the secretary. When the item is considered by the Board, individuals submitting presentation cards will be called upon prior to Board action. Speakers must limit their comments to three (3) minutes. The Board shall limit the total time for public input on each item to 30 minutes. With Board Consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard.

INFORMATION

2. Topics Not on Agenda: Anyone in attendance may address any issue by following the same identification process as shown in II-D-1 above. Since the Board cannot take action on items which are not on the agenda, such items will be referred to the Superintendent for handling. Individuals interested in speaking to items which are not on the agenda will be called upon under item III.

E. Acknowledgement of Correspondence to the Board

INFORMATION

F. Approval of Agenda

ACTION

G. Approval of Minutes from the March 1, 2021, Regular Board Meetings

ACTION

- III. Topics Not on the Agenda
- IV. Reports INFORMATION
 - A. Timely Information from Board and Superintendent – Board President
 - B. Recognition of National Quilt Museum School Block Challenge
 - C. Recognition of the 2021 Magna Award – Special Education Blue Ribbon Action Team
- V. General – Jim Coombs
 - A. Approval of Consultant Agreement with National Demographics Corporation for the Transition to a By-Trustee Area Election ACTION/
(RATIFICATION)
 - B. Resolution 2020/2021 No. 821, Recognizing April 20 – 24, 2021, as “Public School Volunteer Week” ACTION/
(RESOLUTION)
 - C. Submission of Williams Litigation Settlement – Quarter Uniform Complaint for Quarter 3, January 1–March 31, 2021 ACTION
 - D. Reaffirmation of the Citizens Bond Oversight Committee ACTION
- VI. Business Services – Andrea Reynolds
 - A. Presentation of Audit Report for 2019/20 INFORMATION
 - B. Approval of Authorization of Signatures ACTION
- VII. Human Resources – Jim Coombs
 - A. Ratification of Memorandum of Understanding with the Lowell Joint Education Association Hybrid/ Virtual Academy ACTION/
(RATIFICATION)
- VIII. Educational Services – Sheri McDonald
 - No Items Except on Consent
- IX. Facilities & Operations – David Bennett
 - A. Approval of Professional Services Agreement, Hauffe Company Inc., (HCI) Division of State Architect (DSA) Inspections, Jordan Elementary School ACTION

- B. Approval of Professional Services Agreement, All American Inspection Inc., Division of State Architect (DSA) Inspections, Jordan Elementary School Project ACTION
- C. Ratification of Professional Services Agreement with A-Tech Consulting for Hazardous Materials Survey, Testing, at Jordan Elementary School ACTION

X. Consent Calendar

Action by the Board in adoption of the “Consent Calendar” means that all items appearing in this section are adopted by one single motion, unless a Member of the Board or the Superintendent requests that any such item be removed from the “Consent Calendar” and voted upon separately. Generally, “Consent Calendar” items are enacted upon in one action to conserve time and permit focus on other-than-routine matters.

A. General - Jim Coombs

- 1. Acceptance of Gift/Donations ACTION/
(RATIFICATION)
- 2. Approval of Ratified Memorandum of Understanding Placement Agreement between Grand Canyon University and Lowell Joint School District, Effective January 1, 2021 through June 30, 2025 ACTION/
(RATIFICATION)
- 3. Approval of Memorandum of Understanding Placement Agreement between University of Southern California Rossier School of Education and Lowell Joint School District, Effective July 1, 2021 through June 30, 2025 ACTION
- 4. Approval of Memorandum of Understanding Internship Fieldwork Agreement between Chapman University and Lowell Joint School District, Effective August 1, 2021 through June 30, 2026 ACTION

B. Business Services – Andrea Reynolds

- 1. Purchase Order Report 2020/21 #9 ACTION/
(RATIFICATION)
- 2. Warrant Listing Report 2020/21 #9 ACTION/
(RATIFICATION)

- | | | |
|------|---|---------------------------|
| 3. | Approval of Amended Agreement with American Express for Card Tokenization Services | ACTION |
| 4. | Approval of Agreement with Orange County Department of Education for Courier Services | ACTION |
| C. | Human Resources – Jim Coombs | |
| 1. | Employer-Employee Relations/Personnel Report 2020/21 #9 Which Includes Hiring, Resignations, Contract Adjustments, and Retirements for Certificated, Classified, and Confidential Employees | ACTION/
(RATIFICATION) |
| 2. | Approval of the Confidential Salary Schedule Adding the Assistant to the Superintendent’s Office | ACTION/
(RATIFICATION) |
| D. | Educational Services - Sheri McDonald | |
| 1. | Approval of Agreement with Kara Campbell to Provide Professional Development on April 2, 2021 | ACTION/
(RATIFICATION) |
| XI. | Board Member/Superintendent Comments | INFORMATION |
| XII. | Adjournment | ADJOURNMENT |

Recess and/or closed session to be called at the discretion of the Board. Meetings of the Board shall adjourn at or before 11:00 p.m. unless approved by a majority vote of the Board.

Materials related to this agenda submitted to the Board of Trustees less than 72 hours prior to the meeting are available for public inspection by contacting the Superintendent’s Office at 11019 Valley Home Avenue, Whittier, CA 90603, or (562) 902-4203 during normal business hours.

The next scheduled Lowell Joint School District Board of Trustees Meeting is Monday, May 3, 2021.

Lowell Joint School District
11019 Valley Home Avenue, Whittier, CA 90603

MINUTES REGULAR MEETING OF THE BOARD OF TRUSTEES

March 1, 2021

- | | |
|---|--|
| Call to Order | President Hinz called the meeting to order at 6:30 p.m. using video conference via zoom meeting ID # 878 7578 4699 for the Regular Board Meeting of the Board of Trustees, in compliance with Government Code 54953. |
| Topics Not on the Agenda | None. |
| Closed Meeting | President Hinz declared the meeting recessed to closed session via video conference at 6:32 p.m. |
| Call to Order | President Hinz called the meeting to order at 7:47 p.m. via video conference zoom meeting ID #878 7578 4699 for the Regular Board Meeting of the Board of Trustees, in compliance with Government Code 54953. |
| | The flag salute was led by Fred Schambeck Board of Trustees Member. |
| | Trustees Present: William A. Hinz, Melissa A. Salinas, Karen L. Shaw, Fred W. Schambeck, and Anastasia M. Shackelford |
| | Trustees Absent: None. |
| | Staff Present: Jim Coombs, Superintendent of Schools, Sheri McDonald, Assistant Superintendent of Educational Services, Andrea Reynolds, Assistant Superintendent of Administrative Services and David Bennett, Assistant Superintendent of Facilities and Operations |
| Reporting out Action (if any) Taken in Closed Session | This evening in closed session, pursuant to Education Code section 44920, the Board took action in a unanimous roll call vote (5 – 0) to adopt Resolution 820, to release and non-reelect 16 certificated employees under temporary contracts effective at the end of the 2020-2021 school year, and delegated the authority to the Superintendent or designee be authorized to execute the necessary documents. |
| Introduction / Welcome | President Hinz welcomed all guests, Darleene Pullen, CSEA president, Allison Fonti, LJEAs president and LJEAs lead negotiator, Leslie Mangold. |
| Acknowledgement of Correspondence | None. |
| Approval of Agenda | It was moved, seconded, and carried by unanimous roll call vote, (5 – 0) to approve the March 1, 2021, Board agenda. |
| Approval of Minutes | It was moved, seconded, and carried by unanimous roll call vote, (5 – 0) to approve the |

minutes from the February 1, 2021, Regular Board Meeting.

Topics Not on the Agenda None.

Timely Information from the Board and Superintendent None.

Recognition of the ACSA Every Student Succeeds Award Mr. Coombs had each principal introduce their students being recognized for the ACSA “Every Student Succeeds” Award. Kyland Nicholas, Mr. Sermeno - 6th Grade, El Portal. Landon Chavarria, Mrs. Wissman - 4th Grade, Jordan. James Kalev, Mrs. Jacobsen - 6th Grade, Macy. Aileen Leon Leyva. Mr. Cukro - 6th Grade, Meadow Green. Caleb Lomeli, Mrs. Van Hoogmoed –TK Grade, Olita. Amiyah Cooper, Mrs. Takacs - 8th Grade, Rancho-Starbuck. Each student with a certificate in honor of their achievements.

Recognition of the 2019 and 2020 CSBA Golden Bell Awards Mr. Coombs introduced the 2019 CSBA Golden Bell Award ARTS FOR ALL “Let the Music Play”. The awardees were: Jim Coombs, Linda Takacs, Cameron Miller, Jeremy Fletcher, David Sermeno, Marikate Wissman, Patty Jacobsen, Matt Cukro, Krista Van Hoogmoed.

Mr. Coombs introduced the 2020 CSBA Golden Bell Award R.E.A.C.H. (Responsibility, Effort, Attitude, Character, Honor). The awardees were: Linda Takacs, Whitney Takacs, Patty Jacobsen, Tamara Irving, Bev Shambeck, Jim Coombs.

All awardees received a small golden bell for the participation in these programs.

Mr. Coombs announced that Rancho Starbuck had received an award from the AP College Board for their AP Computer Programming Course. Rancho Starbuck was the only junior high on the list.

Approval of Revised COVID-19 Safety Plan (CSP) On January 14, 2021 Governor Newsom issued a revised order for all districts to revise their COVID-19 Safety Plan (CSP), which was to be completed and posted on each district’s website by February 1, 2021. The CSP consists of two components: 1) Cal/OSHA COVID-19 Prevention Program (CPP), and 2) the COVID-19 School Guidance Checklist. The CSP was presented to the Board of Trustee’s at the February 1, 2021 Board meeting for general acceptance, which allowed us to officially post them on our District webpage by the Governor’s stated deadline of February 1, 2021. Our LJSD Comprehensive COVID-19 Safety Plan also includes additional documents, where were revised and update:

- Return to School Adaptable Plan Continuum
- COVID-19 Dash Board
- Injury and Illness Prevention Plan (IIPP)
- Lowell Joint Reopening Safety Plan
- Individual School Site Reopening Safety Plans
- Supporting Information and Resources: Healthy Family Updates, Health/Wellness Screening Forms, COVID-19 Information Videos, Counseling and Coping Resources, Online Class Resources, and Helpful Information about

COVID-19 for Children

It was moved, seconded, and carried by unanimous roll call vote (5-0) to approve the revised COVID-19 Safety Plan (CSP), and that the Superintendent or designee be authorized to execute the necessary documents.

Public Hearing: Lowell
Joint Education
Association Additional
Proposals for a Successor
Agreement

Pursuant to the Rodda Act, the Lowell Joint Education Association additional proposals for a successor agreement, as attached, was presented by Leslie Mangold, LJEA lead negotiator.

In accordance with the Educational Employment Relations Act (EERA) and the operable provisions of our Collective Bargaining Agreement (CBA), the following represents LJEA's public notice and "sunshine proposals" on negotiations for a successor agreement. Since the parties will be negotiating their successor agreement, all articles are subject to negotiations. At this time LJEA intends to address:

Article 13: Working Environment - Negotiate working conditions.

Article 22: Leaves – Negotiate language pertaining to compelling personal necessity and personal necessity leave.

Article 23: Salary and Benefits – Negotiate for an across the board wage increase for all bargaining unit members. Explore separate salary schedules for constituency groups.

President Hinz opened a Public Hearing at 8:14 p.m. and no public comments were received. The Public Hearing was closed at 8:15 p.m.

Presentation of Second
Interim Report 2020/21

Andrea Reynolds, assistant superintendent of business services, presented the 2020-21 second interim for approval. Mrs. Shackelford clarified that a month's expenditure reserves cover a month of expenses. Andrea Reynolds confirmed that this is for cash flow and proposed budget cuts.

It was moved, seconded, and carried by unanimous roll call vote (5-0) to approve and adopt the 2020/21 Second Interim and approve a "Positive Certification" for the reporting period of the District's ability to meet its financial obligations for the current and two subsequent years based upon the current 2019/20 State budget and proposed 2020/21 State budget assumptions defined by the Los Angeles County Office of Education, and that the Superintendent or designee be authorized to execute the necessary documents.

Presentation of Measure
LL Audit Report for
2019/20

Mr. Jeff Nigro of Nigro and Nigro presented the Measure LL Annual Financial & Performance Audit Report 2019-2020. The report is also posted on the District Website

- An audit expresses an independent opinion on the financial statements of the Building Fund (21)
 - Our opinion is unmodified
- Determines compliance with applicable laws and regulations
- It is not designed to look for fraud, waste, and abuse
- A performance audit tests compliance with certain provisions of California Constitution
- Article XIII-A

- Tests that proceeds were used only for allowable projects approved by voters
 - Total Assets: \$10,354,838
 - Total Liabilities: \$682,260
 - Total Fund Balance: \$9,672,578
 - Total Revenues: \$205,818
 - Total Expenditures: \$(4,303,139)
 - Total Financing Sources: \$ 13,687,633
 - Net Change in Fund Balance: \$9,590,312
- Describes important financial information in more detail
- Significant footnotes include:
 - Note 1 describes significant accounting policies
 - Note 5 describes outstanding bond issuance
 - Includes a schedule showing future payments on bonds
 - Indicate that we conducted our audit in accordance with *Government Auditing Standards* and that any noncompliance is reported as findings.
 - Performance audit report outlines the objectives, scope, and results of our testing
 - We tested \$1.7 million in expenditures
 - We visited construction at Olita
 - We did not have any audit findings

Release of Non-Reelect Temporary Certificated, Probationary, Administrative Employees Resolution 2020/21 No. 820, to Release and Non-Reelect Temporary Certificated Employees

This evening in closed session, pursuant to Education Code section 44920 the Board took action in a unanimous roll call vote (5 – 0) to adopt Resolution 820, as attached, to release and non-reelect 16 certificated employees under temporary contracts effective at the end of the 2020-2021 school year, and delegated the authority to the Superintendent or designee be authorized to execute the necessary documents.

Comprehensive School Safety Plan for 2020/21 School Year

It was moved, seconded, and carried by unanimous roll call vote (5-0) to approve the 2020-21 Comprehensive School Safety Plan for each school site, per California Education Code 35294.6 and 32282, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Winter Submission of the 2020/21 Consolidated Application

The Consolidated Application is used by the California Department of Education to distribute funds and collect required data for major Every Student Succeeds Act (ESSA) federal grant programs for Local Education Agencies. The application is submitted online through a web-based Consolidated Application Reporting System (CARS). The application requires two data collections to be submitted in Spring and Winter. This year's Winter Data Collection must be submitted by February 28, 2021, indicating the number of current year pupil participants and funding allocations for each program and school site. Information reporting from previous years' program participation and expenditure reports are also collected. Federal guidelines allow local non-profit private schools to participate with the public school district in federal programs. Participating eligible private school allocations are included in the CARS Winter Data Collection

Expulsion Plan Between the Los Angeles County Office of Education and Lowell Joint School District for the Implementation of Education Code Section 48926

It was moved, seconded, and carried by unanimous roll call vote (5-0) to approve the Expulsion Plan between the Los Angeles County Office of Education and the Lowell Joint School District for the Implementation of Education Code Section 48926, a triennial update will be submitted to the California Department of Education by June 30, 2021, and that the Superintendent or designee be authorized to execute the necessary documents.

Expulsion Plan Between the Orange County Department of Education and Lowell Joint School District for the Implementation of Education Code Section 48926

It was moved, seconded, and carried by unanimous roll call vote (5-0) to approve the Expulsion Plan between the Orange County Department of Education and the Lowell Joint School District for the Implementation of Education Code Section 48926, the present triennial update will be submitted to the California Department of Education by June 30, 2021, and that the Superintendent or designee be authorized to execute the necessary documents.

Consent Calendar

It was moved, seconded, and carried by unanimous roll call vote, (5-0), to approve/ratify the following items under a consent procedure

Approval of Spectrum Enterprise to Provide 10GB Fiber Optic Connectivity from the District to all School Campuses and OCDE

Approved Spectrum Enterprise to provide 10GB Fiber Optic Connectivity for the District, this service is 100 percent E-Rate eligible, funding to be paid out of the General Fund, and that the Superintendent be authorized to execute the necessary documents.

Approval of the Ratified Consultant Agreement with Victoria Alvarez to Provide Graphic Design Work for District Communication of Programs and Facilities for the 2020/21 School Year

Approved the ratified consultant agreement with Victoria Alvarez to provide graphic design work for District communication of programs and facilities for the 2020/21 school year, for an amount not to exceed \$2,500.00, funding for this expenditure will be covered by the Fund 40 Account, and that the Superintendent or designee be authorized to execute the necessary documents.

Purchase Order Report 2020/21 #8

Approved Purchase Order Report 2020/21 #8, as attached, which lists all purchase orders issued January 8, 2021, through January 31, 2021.

Warrant Listing Report 2020/21 #8

Approved Warrant Listing Report 2020/21 #8, as attached, which lists all warrants issued January 21, 2021, through February 16, 2021.

Resolution 2020/21 SI 001 – SI 006 for Budget

Approved the Resolution 20182020/21 SI 001-SI 006 for Budget Adjustment, and that the Superintendent or designee be authorized to execute the necessary documents.

Employer-Employee
Relations/Personnel
Report 2020/21 #8

Ratified Employer-Employee Relations/Personnel Report 2020/21 #8, as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.

Board
Member/Superintendent
Comments

Mr. Hinz announced his fifth grandchild was born. Mrs. Shackelford said she was very excited to have the kids back on campus. Mr. Coombs also related his great experience with the kids being back on campus.

Mr. Hinz declared that the Board of Trustees would return to closed session and would not have anything to report out.

Adjournment

President Hinz declared the meeting adjourned at 8:48 p.m. in accordance with the Government Code Section 54956.9 (a, b, c) and indicated no further public action would be taken.

Date Approved:

Clerk/President/Secretary to the Board of Trustees

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: 02/01/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Lowell Joint School District

Number of schools: 6

Enrollment: 3200

Superintendent (or equivalent) Name: Mr. Jim Coombs

Address: 11019 Valleyhome Ave.
Whittier, CA 90603

Phone Number: 562-902-4203

Email: jcoombs@ljsd.org

Date of proposed reopening:
03/01/2021

County: Los Angeles and Orange

Current Tier: Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA: Elementary District

Grade Level (check all that apply)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Mr. Jim Coombs, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH Guidance on Schools. For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

CDPH and LACPH directives 12-16 students w/ no less than 4ft soc. dist.

If you have departmentalized classes, how will you organize staff and students in stable groups?

N/A

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

N/A

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 6 feet

Minimum: 6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

n/a

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Currently we have schedule a monthly testing cadence. COVI-19 tests ar

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

none at this time

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: LJEA & CSEA as members of the I

Date: 01/13/2021

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: Parent Teacher Association Rep (

Date: 01/21/2021

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) _____. County has certified and approved the CRP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

Guidance on Schools

Safe Schools for All Hub



LOWELL JOINT SCHOOL DISTRICT COVID-19 PREVENTION PROGRAM (CPP)

ESTABLISHED: FEBRUARY 1, 2021
UPDATED: FEBRUARY 1, 2021

I. POLICY

Lowell Joint School District (LJSD) is fully committed to the health and safety of our employees and making sure the workplace is free of any recognizable hazards. As an employer, we are committed to mitigating the spread of the novel coronavirus or "COVID-19," a respiratory disease caused by the SARS-CoV-2 virus at the worksite. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Program ("Program") to be implemented throughout the school district and at all of our schools. We have also identified a team of employees to monitor this pandemic and provide updates as necessary.

It is the intent of Lowell Joint SD to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce exposure to COVID-19. No employee is required to work at a job the employee knows is not safe or healthful. Our cooperation in detecting hazards and, in turn, controlling them, is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

This Program is based on currently available information from Cal/OSHA and the Centers for Disease Control available at the time of its development and is subject to change based on further information provided by these agencies, and other State and local public health officials. The Company may also amend this Program based on operational needs.

II. DESIGNATION OF RESPONSIBILITY

This Program will be administered by Mr. Jim Coombs, Superintendent of Schools (562-902-4203, jcoombs@ljsd.org), Ms. Andrea Reynolds, Assistant Superintendent of Administrative Services (562-902-4280, areynolds@ljsd.org), and Mr. David Bennett, Assistant Superintendent of Facilities and Operations (562-902-4291, dbennett@ljsd.org) who has the overall authority and responsibility for implementation. The District has expanded our Injury Infection Prevention Plan (IIPP) to include our COVID-19 injury and prevention planning and can be located on our district webpage ([LJSD Injury Infection Prevention Plan -IIPP](#)).

The school site principal is responsibility for the implementation of the program at each individual school site.

III. MANAGEMENT AND SUPERVISORS

All managers and supervisors must be familiar with this Program and are responsible for communicating with their employees about COVID-19 exposure and protections in a language that the employees understand. Managers and supervisors must always set a good example by following this Program at all times. This involves wearing an appropriate face covering while at work, practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must ensure the Program is being enforced and observed by all employees.

IV. EMPLOYEE RESPONSIBILITY AND EXPECTATIONS

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. Employees are also responsible for whole-hearted, genuine compliance with all aspects of this Program while performing their duties to minimize the spread of the virus at our workplace we are asking our workers to help with our prevention efforts while at work. Specific question about this Program or COVID-19 should be directed to Mr. Jim Coombs, Superintendent of Schools (562-902-4203, jcoombs@ljsd.org), Ms. Andrea Reynolds, Assistant

COVID-19 Infectious Disease Prevention and Response Program
Established: [Date]
Updated: [Date]

Superintendent of Administrative Services (562-902-4280, areynolds@ljsd.org), and Mr. David Bennett, Assistant Superintendent of Facilities and Operations (562-902-4291, dbennett@ljsd.org).

In addition to those set forth in this Program, employees must adhere to the following expectations:

- Stay at home when sick and avoid close contact with others
- Do not come to work if any member of your household is sick.
- Refrain from shaking hands, hugging, or touching others.
- Wear appropriate face coverings in the workplace, unless an exception to this requirement applies.
- Clean surfaces before and after use in common areas, and when using shared equipment.
- Avoid touching mouth, nose, and eyes.
- Wash hands with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Wash/sanitize hands multiple times daily, including before and after work; during breaks; before and after eating; after coughing, sneezing, or blowing nose; and before and after going to the restroom.
- Cover mouth and nose with a tissue when coughing or sneezing and immediately discard it after use and wash hands. If no tissues are available, cover mouth with shoulder or elbow and then wash hands.
- Avoid sharing personal items with coworkers (e.g., food, dishes, lunch boxes, gloves, etc.).
- Keep a minimum distance of 6 feet from others when possible.
- Follow all CDC, State, and local health department guidelines on use, removal, cleaning, and disinfection of face coverings.
- Follow the CDC/CDPH/LA & OC PHD guidelines post throughout all campuses and district facilities.

CDC/CDPH/LA & OC PHD COVID19 public safety guidelines are posted throughout all Lowell Joint School District Facilities. These guidelines are included in the LJSD, and individual school, Re-opening Safety Plans, which have been: 1) distributed to all staff, 2) a hard copy posted at each school and facility, 3) an electronic copy posted on the district webpage as well as each individual school webpage.

V. SYSTEM FOR COMMUNICATING INFORMATION RELATED TO COVID-19 TO EMPLOYEES [Cal. Code Regs., tit. 8, §3205(c)(1)]

A. Employee Reporting Requirements [Cal. Code Regs., tit. 8, §3205(c)(1)(A)]

All employees are required to notify their supervisor, manager, and/or Human Resources immediately if any of the following occur:

- If they are experiencing any COVID-19 symptoms.
A complete list of COVID-19 symptoms is available at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> as well as in the LJSD Re-Opening Safety plan and individual school Re-Opening Safety plans, which is has been distributed to all staff and is posted on the district and each school's webpage.
- If they have been exposed to, or potentially exposed to COVID-19 outside of work.
- Any and all unsafe conditions or violations of the Company's COVID-19 Safety Protocols in order to minimize the potential illness to others.
- Any and all possible COVID-19 hazards in the workplace.

Lowell Joint SD will not discharge, threaten to discharge, demote, suspend, reduce other employee benefits, or in any manner discriminate or take adverse action against any employee who makes a report pursuant to this requirement.

B. Accommodation Of Employees Who Are At Increased Risk Of COVID-19 [Cal. Code Regs., tit. 8, §3205(c)(1)(B)]

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Employees who are at an increased risk of COVID-19 are encouraged to speak with Human Resources to discuss appropriate reasonable accommodations that may be available. Lowell Joint SD will engage in an interactive process to determine if Lowell Joint SD can reasonably accommodate these individuals so that they can perform the essential functions of a job unless doing so is an undue hardship or causes a direct threat to workplace safety. Please contact Human Resources with any questions, any requests for accommodation, and/or any questions about available COVID-19 testing options. Certificated Human Resources: Jim Coombs, Superintendent of Schools (562-902-4203, jcoombs@ljsd.org). Classified Human Resources: Ms. Andrea Reynolds, Assistant Superintendent of Administrative Services (562-902-4280, areynolds@ljsd.org).

C. Access to COVID-19 Testing [Cal. Code Regs., tit. 8, §3205(c)(1)(C)]

1. Employee Experiencing Recognized COVID-19 Symptoms

Employees who are ill and/or exhibiting symptoms of illness associated with the COVID-19 virus are instructed not to report to work. Instead, they are strongly encouraged to call their health care provider and arrange to be tested for COVID-19. Employees should ask their health care provider for recommendations of locations and/or clinics where COVID-19 testing is available.

Upon receiving the test results, employees should immediately notify Human resources and advise them of the test result. Certificated Human Resources: Mr. Jim Coombs, Superintendent of Schools (562-902-4203, jcoombs@ljsd.org) or Ms. MJ Evanoff, Superintendent Administrative Assistant (562-902-4203, mevanoff@ljsd.org). Classified Human Resources: Ms. Andrea Reynolds, Assistant Superintendent of Administrative Services (562-902-4280, areynolds@ljsd.org) or Ms. Margaret Dumadag, Assistant Superintendent Administrative Assistant (562-902-4285, mdumadag@ljsd.org).

2. COVID-19 Testing In The Event Of COVID-19 Outbreak Or Multiple COVID-19 Infections [Cal. Code Regs., tit. 8, §3205.1(b)]

In the event that the local health department identifies a workplace or school site as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in a workplace or school site within a 14-day period, the District shall immediately provide COVID-19 testing to all employees who were physically present at the exposed workplace during the period of an outbreak identified by the local health department or the relevant 14-day period. The COVID-19 testing shall be provided at no cost to employees during employees' working hours. [Cal. Code Regs., tit. 8, §3205.1(b)(1)]

COVID-19 testing shall consist of the following: [Cal. Code Regs., tit. 8, §3205.1(b)(2)]

- All employees in the exposed workplace or school site shall be tested and then tested again one week later.
- After the first two COVID-19 tests, the District shall provide continuous COVID-19 testing of employees who remain at the workplace or school site at least once per week, or more frequently if recommended by the local health department until such time that the COVID-19 testing is no longer required.
- Continuous COVID-19 testing of employees will end once there are no new COVID-19 cases detected at the workplace or school site for a 14-day period. [Cal. Code Regs., tit. 8, §3205.1(a)(2)]

Employees who had COVID-19 exposure shall be excluded from the workplace and may not to work until the criteria set forth in Section XIV(B) [Exclusion Of Covid-19 Cases From The Workplace or School Site And Return To Work Criteria] (below) are met. [Cal. Code Regs., tit. 8, §3205.1(c)]

3. COVID-19 Testing In The Event Of Major COVID-19 Outbreak [Cal. Code Regs., tit. 8, §3205.2(b)]

In the event that there is a major COVID-19 outbreak at the workplace or school site (i.e. when there are twenty (20) or more COVID-19 cases in a workplace or school site within a 30-day period), the District shall provide COVID-19 testing to all employees who were physically present at the exposed workplace during the period of an outbreak identified by the local health department or the relevant 30-day period. The COVID-19 testing shall be provided at no cost to employees during employees' working hours.

COVID-19 testing shall consist of the following:

- All employees in the exposed workplace or school site shall be tested twice a week, or more frequently if recommended by the local health department until such time that the COVID-19 testing is no longer required.

Employees who had COVID-19 exposure shall be excluded from the workplace and may not to work until the criteria set forth in Section XIV(B) [Exclusion Of Covid-19 Cases From The Workplace or School Site And Return To Work Criteria] (below) are met.

4. **Investigation Of Workplace COVID-19 Illness.** [Cal. Code Regs., tit. 8, §3205.1(d)] [Cal. Code Regs., tit. 8, §3205.2(d)]

Immediately following notice of multiple COVID-19 infections, a COVID-19 outbreak, and/or a major COVID-19 outbreak, the District shall investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak following the procedures set forth in Section VII (A) [Investigating And Responding To Covid-19 Cases In The Workplace] (below).

5. **COVID-19 Investigation, Review And Hazard Correction.** [Cal. Code Regs., tit. 8, §3205.1(e)]

Immediately following notice of multiple COVID-19 infections and/or a COVID-19 outbreak, the District shall:

- Review potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.: [Cal. Code Regs., tit. 8, §3205.1(e)]
- Investigate whether any new or unabated COVID-19 hazards exist in the school or workplace including, but not limited to: [Cal. Code Regs., tit. 8, §3205.1(e)(1)]
 - The Districts's leave policies and practices and whether employees are discouraged from remaining home when sick;
 - The District's COVID-19 testing policies;
 - Insufficient outdoor air;
 - Insufficient air filtration; and
 - Lack of physical distancing.
- Conduct campus or workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.

This review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

Based on the findings of this investigation and review, the Lowell Joint SD shall implement changes to reduce the transmission of COVID-19. Among the changes the District will consider are:

- Moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors;
- Improving air filtration;
- Increasing physical distancing as much as possible;
- Respiratory protection; and
- Other applicable controls.

6. COVID-19 Investigation, Review And Hazard Correction. [Cal. Code Regs., tit. 8, §3205.2(e)]

Immediately following notice of a major COVID-19 outbreak, the District shall take the following actions:

- In buildings or structures with mechanical ventilation, the District shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, the District shall use filters with the highest compatible filtering efficiency. The District shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and shall implement their use to the degree feasible.
- Determine the need for a respiratory protection program or changes to an existing respiratory protection program to address COVID-19 hazards.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action.
- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.

7. Notifications To The Local Health Department. [Cal. Code Regs., tit. 8, §3205.1(f)]; [Cal. Code Regs., tit. 8, §3205.2(f)]

Lowell Joint SD shall contact the local health department immediately but no later than 48 hours after the District knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace. To contact the local health department, the District shall use the Appendix E: Initial Notice To Local Public Health Department Of COVID-19 Outbreak form.

Lowell Joint SD shall provide the local health department with the following information:

- the total number of COVID-19 cases, and
- for each COVID-19 case — the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department.

The employer shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace. To contact the local health department regarding subsequent COVID-19 cases, the District shall use the Appendix F: Supplemental Notice Of COVID-19 Outbreak At Worksite Form.

Starting January 1, 2021, the District shall provide all information to the local health department required by Labor Code section 6409.6.

D. Employees Who Test Positive For COVID-19 [Cal. Code Regs., tit. 8, §3205(c)(1)(C)]

Employees who test positive for COVID-19 must stay home and not come to work until the criteria set forth in Section XIV(A) (1) & (2) [Exclusion Of Covid-19 Cases From The Workplace [And/Or Jobsite] And Return To Work Criteria] (below) are met. Employees may be required to provide a release from their healthcare provider before they can return to work.

E. COVID-19 Policies and Procedures [Cal. Code Regs., tit. 8, §3205(c)(1)(D)]

Lowell Joint SD has implemented the below-listed policies and procedures as a means to mitigate the risk of exposure to COVID-19 each workplace or school site. These policies and procedures have been provided to employees as part of the LJSD Re-opening of School Safety Plan which was: 1) Digitally distributed to all staff, 2) Hard copy posted at each campus/facility, and 3) Posted on the District webpage. As part of the LJSD Return to School Adaptable Plan Continuum, the LJSD Re-opening of School Safety Plan includes, but limited to the following:

- Communicable Diseases Guidelines/Protocols
- COVID-19 Employee Training & Daily COVID-19 Self-Assessment Guidelines/Protocols
- COVID-19 Face Covering Guidelines/Protocols
- COVID-19 Travel Guidelines/Protocols
- Emergency PSL & Emergency FMLA Guidelines/Protocols
- Flexible Schedule Guidelines/Protocols
- Infectious Diseases Control Guidelines/Protocols
- Layoff, Reduction & Recall Guidelines/Protocols
- Social Distancing Policy
- Supplemental Pandemic Workplace Visitor Guidelines/Protocols
- Workstation/Common Area Cleaning Guidelines/Protocols
- Breakroom & Office Food And Drinks Guidelines/Protocols
- COVID-19 Exposure Control Plan
- COVID-19 Prevention Preparedness And Response Plan Guidelines/Protocols
- Meeting/Conference Guidelines/Protocols
- Pandemic Employee Temperature Monitoring Guidelines/Protocols
- Reporting And Monitoring Employee Illness Guidelines/Protocols
- Reporting Workplace COVID-19 Safety Issues Guidelines/Protocols
- Return To Work Guidelines/Protocols
- Social Distancing Guidelines/Protocols
- Temperature Screener Guidelines/Protocols

If you have any questions regarding these new policies and procedures, please contact your supervisor and/or Human Resources. Certificated Human Resources: Mr. Jim Coombs, Superintendent of Schools (562-902-4203, jcoombs@ljsd.org) or Ms. MJ Evanoff, Superintendent Administrative Assistant (562-902-4203, mevanoff@ljsd.org). Classified Human Resources: Ms. Andrea Reynolds, Assistant Superintendent of Administrative Services (562-902-4280, areynolds@ljsd.org) or Ms. Margaret Dumadag, Assistant Superintendent Administrative Assistant (562-902-4285, mdumadag@ljsd.org).

VI. PROCESS FOR IDENTIFYING AND EVALUATING COVID-19 HAZARDS [Cal. Code Regs., tit. 8, §3205(c)(2)]

A. Workplace or School Site Risk Assessment

The District has performed a detailed risk assessment of each workplace or school site in order to identify and evaluate potential COVID-19 exposure hazards present in each workplace or school site. [Cal. Code Regs., tit. 8, §3205(c)(2)(D)]

The District will allow for employee and authorized employee representatives to participate in the identification and evaluation of COVID-19 hazards. The District has involved its employees in the risk assessment process by encouraging all staff to report any hazards, concerns, and/or questions to their immediate supervisor. Staff are also encouraged to share their concern with their labor representative if they are not comfortable speaking directly to



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their supervisor. Maintenance & Operation staff, custodians, and nutrition services staff have been trained in proper protocols, related to COVID19 hazards and are encouraged to share any concerns that may arise with their immediate supervisor for one of the following: Mr. Jim Coombs, Superintendent of Schools (562-902-4203, jcoombs@ljsd.org), Ms. Andrea Reynolds, Assistant Superintendent of Administrative Services (562-902-4280, areynolds@ljsd.org), and Mr. David Bennett, Assistant Superintendent of Facilities and Operations (562-902-4291, dbennett@ljsd.org). [Cal. Code Regs., tit. 8, §3205(c)(2)(A)]

Lowell Joint SD's risk assessment included the following elements: [Cal. Code Regs., tit. 8, §3205(c)(1)(D)]; [Cal. Code Regs., tit. 8, §3205(c)(2)(D)]

- Conducting workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Identifying all interactions, areas, activities, processes, equipment, and materials in each workplace or school site that could potentially expose employees to COVID-19 hazards; including: [Cal. Code Regs., tit. 8, §3205(c)(2)(D)]
 - Identifying all places and times when employees may congregate or come in contact with one another in the each workplace or school site during the workday — such as during meetings or trainings and/or in and around entrances, employee work stations, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas [Cal. Code Regs., tit. 8, §3205(c)(2)(D)(1)]
 - Evaluating employees' potential workplace exposure to any individuals who may enter the workplace or school site [Cal. Code Regs., tit. 8, §3205(c)(2)(D)(2)]
 - Evaluating how individuals enter, leave, and travel through the workplace or school site and/or between fixed work stations [Cal. Code Regs., tit. 8, §3205(c)(2)(D)(2)]
- For all indoor locations, evaluating how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system [Cal. Code Regs., tit. 8, §3205(c)(2)(E)]
- Reviewing all applicable orders and guidance from the CDC, the State of California and the local health department (LA & Orange County PHD) related to COVID-19 hazards and prevention, including information of general application and information specific to the District's industry, location, and operations. [Cal. Code Regs., tit. 8, §3205(c)(2)(F)]
- Evaluating the COVID-19 prevention controls that the District has already implemented in each workplace or school site and determining whether there is a need for different and/or additional controls. This evaluation includes but is not limited to the following controls already implemented by the District: [Cal. Code Regs., tit. 8, §3205(c)(2)(G)]
 - Protocols for correcting COVID-19 hazards
 - Physical/social distancing protocols
 - Face covering protocols
 - Any other engineering controls, administrative controls, and/or PPE implemented by the Company to eliminate COVID-19 hazards

Lowell Joint SD will continue to conduct the above-described COVID-19 risk assessment on a regular basis and will conduct periodic inspections of each workplace or school site using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the District's COVID-19 policies and procedures. The District will update this Program as necessary based on any new findings and/or determinations reached in the ongoing risk assessments. [Cal. Code Regs., tit. 8, §3205(c)(2)(H)]

B. Employee Health Screening Process [Cal. Code Regs., tit. 8, §3205(c)(2)(B)]

Lowell Joint SD has developed and implemented the following process to screen employees for COVID-19 symptoms and to prevent an employee who is exhibiting COVID-19 symptoms from entering the workplace.

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Employees are screened by:

- All employees are expected to complete a preliminary self-screening before coming to work and remain home if they are not feeling well.
- All employees are required to complete a self-screening once they arrive at work by completing the "Lowell Joint COVID19 Employee Health Survey". These records are kept by each individual employee and are to be available for inspection at any time.
- All facilities have non-contact temperature screening equipment installed for staff use.
- Any staff member who answers "Yes" to any question on the Health Survey and/or has a temperature of 100 F is required to go home.

1. Employee At-Home Self Evaluation [Cal. Code Regs., tit. 8, §3205(c)(2)(B)]

To keep all of our employees safe, the District is following local and State health department recommendations. Employees are required to complete a Health Survey when they arrive at work, but they should self-screen before coming to work by taking a short self-assessment for COVID-19 symptoms and risk factors before reporting to work each day by asking themselves the following questions:

- Have I had any signs or symptoms of a fever in the past 24 hours such as chills, sweats, felt "feverish" or had a temperature that is elevated for me/100 F or greater?
- If you are feeling "feverish", please take your temperature.
- Do I currently have (or, in the last 24 hours, have I had) any of the following symptoms
 - Cough
 - Trouble breathing, shortness of breath or severe wheezing
 - Sore Throat
 - Nasal Congestion/Runny Nose
 - Myalgia (Body/Muscle Aches)
 - New loss of taste and/or smell, or a change in taste
 - Diarrhea
 - Nausea
 - Vomiting
 - Fever of 100 F or above, or possible fever symptoms like alternating chills and sweating
 - Chills or repeated shaking with chills
 - Headache
- Within the last 14 days, have I been in contact with someone with a confirmed diagnosis of COVID-19?
- Do I currently have any of the following possible emergency symptoms?
 - Struggling to breathe or fighting for breath even while inactive or when resting?
 - Feeling about to collapse every time you stand or sit up?

If your response is yes to any of the above questions, please do not report to work and immediately contact your direct supervisor, your manager, and/or Human Resources.

2. Pre-Entry Temperature Screening [Cal. Code Regs., tit. 8, §3205(c)(2)(B)]

Prior to entering the workplace, all employees are required to check their temperature and complete a COVID19 Healthy/Wellness Survey on a daily basis. All employees who pass the pre-entry temperature screening will be tracked using the Lowell Joint COVID19 Employee Health/Wellness Survey.

- Each site principal or supervisor ensures all employee temperatures are taken on a daily basis, and each employee maintains their own Daily Employee Health Survey. All employees will have their Health Survey available for verification.
- Each site principal or supervisor is responsible for enforcing this procedure.

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- Certified Human Resources: Mr. Jim Coombs, Superintendent of Schools (562-902-4203, jcoombs@ljsd.org), Classified Human Resources: Ms. Andrea Reynolds, Assistant Superintendent of Administrative Services (562-902-4280, areynolds@ljsd.org), site principals or supervisors are responsible for implementing, training and monitoring this procedure.

The following procedure outlines all necessary steps to monitor an employee's temperature:

- Each site principal or supervisor is required to wear the following Personal Protective Equipment ("PPE") while they are monitoring temperature and working in the designated areas:
 - Face shield and/or eye protection.
 - Protective face mask (this may include a cloth face mask).
 - Latex or nitrile gloves, when appropriate.
 - Protective gown or coat, when appropriate.

This PPE will be provided by the District and must be maintained in good order.

- Employees are responsible to take their own temperature by standing in front of the non-contact temperature scanners that are posted at each campus or facility.
- The District has implemented the use of Howard Technology non-contact infrared temperature scanners at all campuses and facilities, which are used to measure the temperature.
- Employees will maintain social distancing and must be six feet apart when waiting to take their temperatures.
- Site principals or supervisors will monitor to ensure all employees' temperatures have been taken and complete the daily COVID19 Employee Health/Wellness Survey.
- Temperatures will be monitored one employee at a time.
- Employees will hold their forehead near the non-contact infrared temperature scanners.
- Site principals or supervisors will provide monitoring of employees while they complete their daily self-screening as they use one of the three categories listed below to mark if they are able to continue at work (do not record the actual temperature):
 - Pass – Employee's temperature is below the threshold and they can remain at work.
 - Fail – Employee's temperature is above the threshold and they must be sent home.
 - Temperature reading 100 F or above is considered a "fail."

3. Failed Temperature Screening [Cal. Code Regs., tit. 8, §3205(c)(2)(B)]

If an employee does not pass the health check, the site principal or supervisor will coordinate with the District Nurse to:

- Request and record the most recent contact information for the employee, including home or mobile telephone numbers, so that Human Resources can reach the employee for follow up information.
- Instruct the employee to go home and contact the employee's healthcare professional for guidance
 - **NOTE:** If the employee is experiencing severe symptoms and requires urgent medical attention, site principal or supervisor will call 911 and notify the dispatcher that the distressed employee may have COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions.

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- Immediately contact District Nurse and Human Resources to advise them that the employee was sent home because the employee was ill and/or experiencing symptoms associated with COVID-19.
- Log the denial of entry to the workplace or school site using District COVID19 tracing log, which is maintained the District Nurse to assure all employee Health Insurance Portability and Accountability Act (HIPAA) rights are protected and HIPAA laws are followed.

C. If An Employee Becomes Sick At Work [Cal. Code Regs., tit. 8, §3205(c)(2)(C)]

1. Sick Employee

If an employee starts feeling sick and/or experiencing symptoms of illness associated with the COVID-19 virus during the work day, the employee is required to:

- Immediately report the symptoms to your site principal or supervisor and/or to Human Resources.
 - **NOTE:** If you are experiencing severe symptoms and require urgent medical attention, advise your supervisor and/or Human Resources so that they can call 911.
- Your supervisor and/or Human Resources will direct you to leave work.
- Provide your most recent contact information, including home or mobile telephone numbers, to your supervisor before leaving the workplace.
- Avoid close contact with other employees while at and when leaving the workplace.

2. Sick Coworker

If you believe that one of your coworkers may be exhibiting symptoms of illness associated with the COVID-19 virus, please contact Human Resources: Certificated Human Resources: Mr. Jim Coombs, Superintendent of Schools (562-902-4203, jcoombs@ljsd.org) or Ms. MJ Evanoff, Superintendent Administrative Assistant (562-902-4203, mevanoff@ljsd.org). Classified Human Resources: Ms. Andrea Reynolds, Assistant Superintendent of Administrative Services (562-902-4280, areynolds@ljsd.org) or Ms. Margaret Dumadag, Assistant Superintendent Administrative Assistant (562-902-4285, mdumadag@ljsd.org). Human Resources will work in coordination with the District Nurse to:

- Contact the employee and ask the employee if the employee is feeling well.
- If the employee indicates that the employee is feeling sick, District Nurse will ask the employee for the employee's most recent contact information, including home or mobile telephone numbers, and instruct the employee to go home and contact the employee's healthcare provider.
- Arrange for the sick employee's work station and all common areas to be immediately cleaned and disinfected following CDC guidelines using proper disinfection procedures and appropriate personal protective equipment.

D. Supervisor and HR Duties [Cal. Code Regs., tit. 8, §3205(c)(2)(C)]

If a supervisor is informed that an employee is feeling sick and/or experiencing symptoms of illness associated with the COVID-19, the supervisor is required to:

- Ask the employee for the employee's most recent contact information, including home or mobile telephone numbers.

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- **NOTE:** If the employee is experiencing severe symptoms and requires urgent medical attention, call 911 and notify the dispatcher that the distressed employee may have COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions.

- Instruct the employee to leave work immediately and to avoid close contact with other employees when leaving the workplace
- Immediately report the employee's illness and departure to the District Nurse and Human Resources.

If Human Resources is informed that an employee is feeling sick and/or experiencing symptoms of illness associated with the COVID-19, Human Resources is required to:

- Ask the employee for the employee's most recent contact information, including home or mobile telephone numbers.
 - **NOTE:** If the employee is experiencing severe symptoms and requires urgent medical attention, call 911 and notify the dispatcher that the distressed employee may have COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions.
- Instruct the employee to leave work immediately and to avoid close contact with other employees when leaving the workplace.
- Work in conjunction with the District Nurse to instruct the employee to follow the CDC-recommended steps for individuals to follow if they are sick ("What To Do If You Are Sick" available here: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>).
- The District Nurse will inform the employee that the employee cannot return to work until the employee meets the criteria set forth in Section XIV(A) [Exclusion Of Covid-19 Cases From The Workplace [And/Or Jobsite] And Return To Work Criteria] (below) are met.
- Contact the employee's supervisor and advise the supervisor that the employee was sent home because the employee was ill and/or experiencing symptoms associated with COVID-19.

VII. INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE
[Cal. Code Regs., tit. 8, §3205(c)(3)]

A. Procedure for Investigating COVID-19 Cases, Multiple COVID-19 Infections, COVID-19 Outbreaks, and/or Major COVID-19 Outbreaks In the Workplace [Cal. Code Regs., tit. 8, §3205(c)(3)(A)]

Upon learning that there has been a COVID-19 Incident¹ at a District's workplace or school site, the District will take all of the following actions in order to determine if other employees may have been exposed to COVID-19 in the workplace by the sick individual(s). Human Resources will work in conjunction with the District Nurse to complete the following action items and maintain accurate records of all actions taken while carefully working in compliance with all HIPAA laws: [Cal. Code Regs., tit. 8, §3205(c)(3)(B)]

- Determine the day and time the sick individual(s) was last present at any Company workplace or school site and, to the extent possible: [Cal. Code Regs., tit. 8, §3205(c)(3)(B)(1)]
 - the date of the sick individual's positive COVID-19 test(s) and/or diagnosis, and
 - the date the sick individual first had one or more COVID-19 symptoms, if any were experienced.

¹ A COVID-19 Incident is defined to include all COVID-19 Cases, Multiple COVID-19 Infections, COVID-19 Outbreaks, and/or Major COVID-19 Outbreaks in a workplace or school site.

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- Determine which employees at the workplace or school site may have had a COVID-19 exposure. This determination will be made by evaluating (1) the activities of the sick individual(s) while at the workplace and (2) all locations at the workplace which may have been visited by the sick individual(s) during the high-risk exposure period. [Cal. Code Regs., tit. 8, §3205(c)(3)(B)(2)]
- Give notice of the potential COVID-19 exposure, within **one business day**, in a way that does not reveal any personal identifying information of the sick individual(s), to the following individuals: [Cal. Code Regs., tit. 8, §3205(c)(3)(B)(3)]
 - All employees who may have had COVID-19 exposure and their authorized representatives, if any; and
 - Any independent contractors and other employers present at the workplace during the high-risk exposure period.

The notices, information, and guidelines shall be provided: 1) verbally with each affected employee, 2) a follow-up email that reiterates and documents the same information and provides all supporting CDC/CDPH guides, and 3) official notification to Union Representation of Potential Exposre. All of this is in compliance with personnel and HIPAA confidentiality:

- **APPENDIX I: Notice to Employees of Exposure to COVID-19**
- **APPENDIX J: Notice to Employees of Potential Exposure to COVID-19**
- **APPENDIX K: Notice to Subcontractor(s) of Potential Exposure to COVID-19**
- **APPENDIX L: Notice to Union Representative(s) of Potential Exposure to COVID-19**

- Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace, which is offer through out existing district health care providers. [Cal. Code Regs., tit. 8, §3205(c)(3)(B)(4)]
- Provide all employees who had potential COVID-19 exposure in the workplace with the information on any COVID-19-related benefits to which the employee may be entitled under applicable federal, State, or local laws (e.g. any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, statutory paid sick leave benefits, State and/or local COVID-19 supplemental paid sick leave benefits, the Company's leave policies, and leave guaranteed by contract). [Cal. Code Regs., tit. 8, §3205(c)(3)(B)(4)]
- Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and determine what could be done to reduce exposure to COVID-19 hazards in the future. [Cal. Code Regs., tit. 8, §3205(c)(3)(B)(5)]

B. Confidentiality of Employee Medical Information [Cal. Code Regs., tit. 8, §3205(c)(3)(C)&(D)]

The District will keep all personal identifying information relating to individuals with confirmed COVID-19 cases and/or individuals who are experiencing COVID-19 symptoms confidential in compliance with HIPAA.

In addition, all COVID-19 testing or related medical services provided by the District will be administered in a manner that ensures the confidentiality of identity of employees receiving these services.

Please be advised that the District is required by law to provide unredacted information on COVID-19 cases to the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request. Except as required by law, this information will not be disclosed or reported by the District without the employee's express written consent to any person within or outside the workplace.

VIII. CORRECTION OF IDENTIFIED COVID-19 HAZARDS [Cal. Code Regs., tit. 8, §3205(c)(4)]

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In performing its school site or work space COVID-19 risk assessment, the District identified the following potential COVID-19 hazards and has implemented the below-listed measures in order to prevent the potential COVID-19 hazards:

- Provide and require all staff to wear appropriate PPE while on campuses or facilities (face-covering, face shields, gloves when applicable, gowns when applicable).
- Require all staff to maintain appropriate 6ft social distance when at all possible. If not possible assure the full appropriate use of PPE.
- Installed Plexiglas shields in all work space where 6ft social distance is not possible and/or where interaction with the public occurs.
- Installed Plexiglass shields on all student desks.
- Installed handsantizer dispensers in all classrooms, offices, and campus spaces. Desk tops handsantizer has been deployed where dispensers are not possible.
- “Help Prevent the Spread of Germs and Illness” signage has been deployed at all campus/facility entrances.
- CDC/CPHS signage, regarding proper hygiene protocols, has been posted in all classrooms; campues, and work spaces.
- Provided expanded PPE for all Health Offices and “Cooldown Areas” (gloves, gowns, face shields, surgical masks).
- Full implemtation of electro-static sanitization equipment for all classroom and work spaces.
- Routine implementation of surgical UV light sanitization of classrooms and work spaces, as well as targeted implementation for any areas that may have been exposed to COVID19.
- Installation of touchless water bottle refilling stations on campuses.
- Installation of additional handwashing stations on campuses.



Lowell Joint SD will regularly evaluate the corrective measures it has taken to correct these hazards in order to determine whether these measures are effective. In the event that the District determines that a corrective measure was not effective, the District will identify and implement additional corrective measure to correct the COVID-19 hazard.

In addition, the District will continue to perform COVID-19 risk assessments on a regular basis in order to identify any other COVID-19 hazards that might arise at each workplace or school site. In the event that the District identifies other COVID-19 hazards, this section of the Program will be modified to identify those hazards and the measures the District has taken to correct the hazard.

Unsafe or unhealthy work conditions, practices or procedures will be documented on the [Appendix B: COVID-19 Inspections form](#), and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed and correction time frames assigned, accordingly;
- Individuals are identified as being responsible for timely correction; and

- Follow-up measures are taken to ensure timely correction.

The District will keep a record of the hazard assessment and use a form/checklist for the inspections and corrective action in case of inspection

IX. EMPLOYEE TRAINING AND INSTRUCTION [Cal. Code Regs., tit. 8, §3205(c)(5)]

Management and supervisors ensure employees, prior to beginning of work assignment and regularly thereafter, participate in COVID-19 training in a language that is readily understandable by all employees that covers the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- The COVID-19 policies and procedures the District has adopted to protect employees from COVID-19 hazards. [Cal. Code Regs., tit. 8, §3205(c)(5)(A)]
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, State, or local laws (e.g. any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, statutory paid sick leave benefits, State and/or local COVID-19 supplemental paid sick leave benefits, the Company's leave policies, and leave guaranteed by contract). [Cal. Code Regs., tit. 8, §3205(c)(5)(B)]
- Information regarding COVID-19, including the fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms. [Cal. Code Regs., tit. 8, §3205(c)(5)(C)]
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings. [Cal. Code Regs., tit. 8, §3205(c)(5)(D)]
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective. [Cal. Code Regs., tit. 8, §3205(c)(5)(E)]
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing workplace, and that hand sanitizer does not work if the hands are soiled. [Cal. Code Regs., tit. 8, §3205(c)(5)(F)]
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. [Cal. Code Regs., tit. 8, §3205(c)(5)(G)]
- Information regarding COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms. [Cal. Code Regs., tit. 8, §3205(c)(5)(H)]

All COVID-19-related employee training is documented using [Appendix D: COVID-19 Training Roster](#).

X. PHYSICAL DISTANCING GUIDELINES [Cal. Code Regs., tit. 8, §3205(c)(6)]

The District practices physical distancing of at least six feet of separation to the extent possible in all work areas including outdoors, vehicles, structures, facilities, and offices. The District has implemented the following measures to ensure that physical distancing is observed on campuses and in workplaces wherever possible: [Cal. Code Regs., tit. 8, §3205(c)(6)(A)]

- Allowing employees to telework or other remote work arrangements;
- Reducing the number of persons in an area at one time, including visitors;
- Installing visual cues such as signs and floor markings to indicate where students and employees and others should be located or their direction and path of travel;
- Implementing staggered arrival, departure, work, and break times; and
- Implementing adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not possible to maintain a distance of at least six feet, individuals shall be instructed to remain as far apart as possible and are required to wear face coverings at all times. In addition, at fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the District has installed cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons. [Cal. Code Regs., tit. 8, §3205(c)(6)(B)] [Cal. Code Regs., tit. 8, §3205(c)(8)(A)]

XI. FACE COVERINGS [Cal. Code Regs., tit. 8, §3205(c)(7)] [Cal. Code Regs., tit. 8, §3205(c)(7)(F)]

A. Employees and Students

In order to comply with the federal, State and county directives to slow the spread of COVID-19 and to better protect our workforce from exposure to COVID-19, the District is requiring that all employees and students wear an appropriate face covering when indoors, when outdoors and less than six feet away from another person, and where required by orders from the CDPH or local health department. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)]

The face covering must be worn over the employee's or student's nose and mouth and must be clean and undamaged. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)]

Lowell Joint SD has purchased disposable face coverings for all employees and students to use on campus and in the workplace. These face coverings will be distributed to all employees and students. If you need a replacement face covering, please see your immediate supervisor/principal. You may use your own face covering if preferred so long as the face covering is clean and undamaged.

Please be advised that face shields are not a replacement for face coverings, although they may be worn together for additional protection. If an employee or student has a doctor's note, they will be allowed to wear a face shield in place of face covering. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)]

The following are exceptions to the District's face covering requirement:

- When an employee is alone in a room. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)(1)]
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)(2)]
- Employees wearing respiratory protection [Cal. Code Regs., tit. 8, §3205(c)(7)(A)(3)]
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person, which documented by a doctor's note. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)(4)]
- When an employee is performing specific tasks which cannot feasibly be performed with a face covering. [Cal. Code Regs., tit. 8, §3205(c)(7)(A)(5)]
 - NOTE: This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee must be at least six feet away from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Please note, employees may choose to wear face coverings when an exception applies provided that wearing the face coverings will not create a safety hazard. [Cal. Code Regs., tit. 8, §3205(c)(7)(D)]

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Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability must wear an effective non-restrictive alternative, such as a face shield, if their condition or disability permits it. [Cal. Code Regs., tit. 8, §3205(c)(7)(B)]

Any employee not wearing a face covering, face shield or other effective alternative, or respiratory protection, for any reason, must be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19. Please note that semiweekly COVID-19 testing is not an alternative to wearing a face covering in situations where wearing a face covering is required. [Cal. Code Regs., tit. 8, §3205(c)(7)(C)]

B. Visitors [Cal. Code Regs., tit. 8, §3205(c)(7)(E)]

1. Visitor Access To Workplace or School Site Is Limited

Access to the District's property and/or facilities is limited to employees. Non-employee visitors must adhere to the following expectations:

- Visitors to the any school site or workplace/jobsite will be limited to only those necessary for student/school business and must be approved.
- Entrances to the school site or workplace/jobsite will be controlled and monitored by site principal or administrator.
- Visitors are required to maintain physical distancing from all students and workers whenever possible and practice good personal hygiene.
- All visitors are required to complete a Health/Wellness Survey and have their temperature checked by our non-contact infrared temperature check equipment before coming onto campus.
- Hand sanitizer dispensers have been installed in all campus office and district facilities for visitors use.
- To the extent possible, outside deliveries are dropped off at a designated area away from students, employees and high-traffic areas.

2. Face Coverings Required For All Visitors

To the extent that visitors are permitted entry to the school campus or worksite for school business only, all visitors will be required to wear an appropriate face covering while at the workplace or school site. The District has installed signs at each entrance to the school site and facility. Visitors who do not have an appropriate face covering will be provided a disposable face covering by the District.

Visitors who cannot wear face coverings due to a medical or mental health condition, or disability, or who are hearing-impaired or communicating with a hearing-impaired person must wear an effective non-restrictive alternative, such as a face shield, if their condition or disability permits it.

Visitors who refuse to wear an appropriate face covering will be denied entry to the school site or facility. Examples:

XII. ENGINEERING AND ADMINISTRATIVE CONTROL MEASURES & PERSONAL PROTECTIVE EQUIPMENT IMPLEMENTED AT THE WORKPLACE OR SCHOOL SITE [Cal. Code Regs., tit. 8, §3205(c)(8)]

A. Fixed Work Stations Where Physical Distancing Is Not Possible [Cal. Code Regs., tit. 8, §3205(c)(8)(A)]

At fixed work locations where it is not possible for employees to maintain the District's physical distancing requirement at all times, the District has installed cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.

B. School Site and Worksite Ventilation [Cal. Code Regs., tit. 8, §3205(c)(8)(B)]

The District has maximized the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- HVAC units in the District that have the ability to control outside, fresh air, are adjusted to maximize outside air during periods below the necessary Air Quality Index. The units are able to circulate interior air during periods where the Air Quality Index is over 100. In addition, all classrooms have windows that open to allow fresh air to circulate.
- Preventative maintenance is completed on all HVAC units annually . This includes:
 - Checking refrigerant levels and inspecting for leaks
 - Cleaning and straightening condenser coils to ensure proper air flow
 - Checking gas connections for leaks
 - Tightening all electrical connections
 - Lubricating all moving parts
 - Testing thermostat to make sure it is cycling the system on and off properly
 - Checking/replacing air filter
- HVAC filtration has been improved by replacing MERV-8 filters with MERV-13 filters. MERV means Minimum Efficiency Reporting Value. MERV-13 is now recommended by the United States Department of Energy and traps bacteria, most tobacco smoke, and proplet Nuceli (sneeze particles).

C. Cleaning And Disinfecting Protocols [Cal. Code Regs., tit. 8, §3205(c)(8)(C)]

Lowell Joint SD has instituted regular housekeeping practices, which includes cleaning and disinfecting common surfaces, workplace common areas, frequently used tools and equipment, and other frequently touched surfaces and objects (e.g. doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels) in the workplace in accordance with current CDC guidelines. Employees should regularly do the same in their assigned work areas.

Lowell Joint SD has implemented the following cleaning and disinfecting protocols: [Cal. Code Regs., tit. 8, §3205(c)(8)(C)(1)]

- Established procedures to routinely clean and disinfect commonly touched surfaces and objects (e.g., door handles, flat surfaces, hand rails, restrooms, etc.) throughout the workday, including:
 - Using disinfectants that are EPA approved for use against the virus that causes COVID-19.
 - Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before and after use.

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- Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, protective equipment, proper dilution, contact time).
 - Following safe work practices such as never mixing products together and using adequate ventilation.
 - Cleaning visibly dirty surfaces first before disinfection. Disinfectants are less effective if used on soiled surfaces.
 - Ensuring there are adequate supplies to support cleaning and disinfection practices, including cleaning products and tools and chemical resistant gloves. Make sure disinfectants are available to workers throughout the worksite.
- Cleaning and disinfecting workstations and/or District-owned vehicles between shifts and between employees
- Breakroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment ("PPE"), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- All trash receptacles at the workplace or school site will be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Employees are encouraged to routinely clean frequently touched surfaces in their workspace, such as keyboards, mice, telephones, desks.
- When using the breakroom, employees are asked to please place their dirty dishes directly into the dishwasher after use, dispose of all refuse so that no one else has to do so or come into contact with it, and wash their hands after completing the above tasks. Employees are also encouraged to wipe down the surface areas they touch before and after use, such as handles on the dishwasher, microwaves and refrigerators, doorknobs, countertops, and other high touch areas. Wipes and sanitizer will be provided in the breakroom, in addition to handwashing soap located at the sink.
- All restrooms are thoroughly cleaned and disinfected twice a day.
- All classrooms, offices, nurses office, educational spaces are sanitized daily through the deployment of EMP approved electro-static sanitizing equipment.
- District has deployed surgical UV light sanitizing equipment for routine use through all campuses as well as targeted for any area that may have been exposed to COVID-19.

All regular cleaning is documented.

D. Available Handwashing Facilities [Cal. Code Regs., tit. 8, §3205(c)(8)(D)]

Lowell Joint SD evaluated its existing handwashing facilities and has additional handwashing stations at each campus so that hand-washing facilities are readily accessible to all employees at all times. Most classrooms already have classroom sinks for washing hands. Classrooms have also had additional hand sanitizers stations installed along with portable bottles of hand sanitizer. The District encourages all students and employees to wash their hands frequently and has adjusted productivity expectations to allow extra time for employees to thoroughly and frequently wash their hands.

To ensure that students and staff have ample opportunity to properly wash their hands, the District has:

- Purchased single-use towels and additional soap.
- Provide hand sanitizer throughout worksites.

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- Placed additional handwashing supplies as close to work areas and break areas as possible to allow for frequent handwashing.

In addition, students and staff are strongly encouraged to follow the below protocols with respect to handwashing:

- Engage in thorough hand-washing. Hands should be washed with soap and water for at least 20 seconds.
- If students or staff have limited access to hand-washing or hand sanitizing, students or staff—as a last resort—can use disposable gloves to limit hand contact with potentially contaminated surfaces. The District encourages staff to change gloves frequently and before touching their face, smoking, eating, or using the restroom. In addition, provide an adequate supply of gloves and make them readily available. Student and staff should wash or sanitize hands as soon as possible after removing gloves.
- If respirators and other PPE is worn to protect against other hazards at work, hands should be washed before putting on PPE and after taking it off. Reusable PPE should be cleaned and sanitized per manufacturers' instructions.

E. Personal Protective Equipment [Cal. Code Regs., tit. 8, §3205(c)(8)(E)]

1. Additional Personal Protective Equipment [Cal. Code Regs., tit. 8, §3205(c)(8)(E)(1)]

Lowell Joint SD has evaluated the school site or workplace and determined that: 1) aside from wearing the required face coverings, there is no need for most employees to wear additional personal protective equipment in order to prevent exposure to COVID-19 hazards, and 2) in the case of health offices, nutrition services, maintenance & operations, and specific classes where students are unable to wear PPE staff are provided and required to wear additional PPE which includes: gloves, medical gowns, and goggles or face shields in order to prevent exposure to COVID-19 hazards.

The District shall reevaluate the workplace or school site periodically and shall reassess whether additional personal protective equipment is needed in order to prevent exposure to COVID-19 hazards.

To the extent that employees are required to wear additional personal protective equipment in order to prevent exposure to COVID-19 hazards, the District will provide the additional personal protective equipment.

2. Use Of Respirators Where Physical Distancing Is Not Possible [Cal. Code Regs., tit. 8, §3205(c)(8)(E)(2)& (3)]

In situations where it is not possible to maintain the District's physical distancing requirements, the District shall evaluate and determine whether respirators are necessary to protect the health of the employee.

If the District determines that respirators are necessary, then the District shall provide the respirators which are applicable and suitable for the purpose intended.

3. Use Of Respirators And/Or Eye Protection [Cal. Code Regs., tit. 8, §3205(c)(8)(E)(4)]

Lowell Joint SD shall provide and ensure use of eye protection and respiratory protection when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

4. Written Respiratory Protection Program [Cal. Code Regs., tit. 8, §5144]

Should respirators become necessary at the workplace or school site, the District shall establish and implement a written respiratory protection program with worksite-specific procedures, including:

- Procedures for selecting respirators for use in the workplace;
- Medical evaluations of employees required to use respirators;
- Fit testing procedures for tight-fitting respirators;

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- Procedures for proper use of respirators in routine and reasonably foreseeable emergency situations;
- Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators;
- Procedures to ensure adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators;
- Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations;
- Training of employees in the proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance; and
- Procedures for regularly evaluating the effectiveness of the program.

Lowell Joint SD shall designate a program administrator who is qualified by appropriate training or experience that is commensurate with the complexity of the program to administer or oversee the respiratory protection program and conduct the required evaluations of program effectiveness.

Should respirators become necessary, Lowell Joint SD shall provide respirators, training, and medical evaluations at no cost to the employee.

5. Sharing of Personal Protective Equipment Is Prohibited [Cal. Code Regs., tit. 8, §3205(c)(9)(C)(2)]

Lowell Joint SD expressly prohibiting employees from sharing personal protective equipment.

In addition, to the greatest extent feasible, the District also prohibits employees from sharing items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible for employees to avoid sharing these items, the sharing of such items must be minimized and employees are required to disinfect such items and equipment before and after using them.

The sharing of District vehicles shall also be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) and employees are required to disinfect these high touch points before entering and immediately after exiting the District vehicle.

6. Cleaning and Disinfecting Sick Employee's Work Area [Cal. Code Regs., tit. 8, §3205(c)(9)(C)(3)]

After being informed that an employee has tested positive for COVID-19, the District shall immediately clean and disinfect of all areas at the workplace or school site accessed by the sick employee and all materials, tools, equipment, and commonly touched surfaced used by the sick employee during the high-risk exposure period.

XIII. REPORTING, RECORDKEEPING, AND ACCESS. [Cal. Code Regs., tit. 8, §3205(c)(9)]

Lowell Joint SD shall report information about COVID-19 cases at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department. [Cal. Code Regs., tit. 8, §3205(c)(9)(A)]

The District shall report immediately to Cal/OSHA any COVID-19-related serious illnesses or death of an employee occurring at the workplace or school site. [Cal. Code Regs., tit. 8, §3205(c)(9)(B)]

Lowell Joint SD shall maintain records of the steps taken to implement the written COVID-19 Prevention Program. The District's written COVID-19 Safe Re-opening and Prevention Program has been distributed to all employees and has been made available at each school site or facility, to authorized employee representatives, and to representatives of Cal/OSHA immediately upon request. [Cal. Code Regs., tit. 8, §3205(c)(9)(C)&(D)]

Lowell Joint SD does keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test using the Appendix C: Investigating COVID-19 Cases form. Medical information shall be kept confidential. The

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information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with any and all personal identifying information removed. [Cal. Code Regs., tit. 8, §3205(c)(9)(E)]

Lowell Joint SD will record information as required on its Log of Work-Related Injuries and Illnesses (Log 300)

XIV. EXCLUSION OF COVID-19 CASES FROM THE WORKPLACE OR SCHOOL SITE AND RETURN TO WORK CRITERIA

A. Sick Employees And Employees Who Test Positive For COVID-19

Lowell Joint SD stresses the importance of employees staying home if either they or anyone they live with is sick and/or has tested positive for COVID-19. Employees who develop COVID-19 or other flu-like symptoms are required to remain at home and may not return to work until the following return to work requirements are met. [Cal. Code Regs., tit. 8, §3205(c)(10)(A)]

Please note: A negative COVID-19 test shall not be required for an employee to return to work. [Cal. Code Regs., tit. 8, §3205(c)(11)(C)]

1. Employee Exhibiting COVID-19 Symptoms, But Tests Negative For COVID-19

If an employee exhibits COVID-19 symptoms, but tests negative for COVID-19, the employee must remain at home until the employee is symptom free for 24 hours without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).

Lowell Joint SD will similarly require an employee that reports to work with symptoms (but tests negative for COVID-19) to return home until they are symptom free for 24 hours.

2. Employee Tests Positive for COVID-19 [Cal. Code Regs., tit. 8, §3205(c)(10)(A)]

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work.

a. Employee Remains Symptom-Free [Cal. Code Regs., tit. 8, §3205(c)(11)(B)]

An employee who tests positive for COVID-19, but remains symptom free may return to work when at least ten (10) days have passed since the date of specimen collection of the employee's first positive COVID-19 test.

b. Employee Experiences COVID-19 Symptoms [Cal. Code Regs., tit. 8, §3205(c)(11)(A)]

An employee who tests positive for COVID-19 and experiences COVID-19 symptoms may return to work when the following occur:

- At least twenty-four (24) hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
- The employee's COVID-19 symptoms have improved; and
- At least ten (10) days have passed since COVID-19 symptoms first appeared.

Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care provider. The District may require an employee to provide documentation clearing their return to work.

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B. Employees Who Were Exposed At The School Campus or Workplace To An Employee Who Has Tested Positive For COVID-19 [Cal. Code Regs., tit. 8, §3205(c)(10)(B)]

Employees who were exposed at the school site or workplace to a person who has tested positive for COVID-19 are required to remain at home and may not return to work for 10 days after the last known COVID-19 exposure to a COVID-19 case. [Cal. Code Regs., tit. 8, §3205(c)(10)(B) & Executive Order N-84-20]

After the 10-day quarantine period has passed, exposed, asymptomatic employees may return to work, but are required to take the following precautions:

- Resume completing the daily Lowell Joint COVID19 Employee Health Survey
- Adhere strictly to all CDC-recommended non-pharmaceutical interventions, including wearing face coverings at all times (both at work and when outside the home) and maintaining a distance of at least 6 feet from others through Day 14 after last exposure;
- Use appropriate PPE at all times during work for those returning after Day 7 and continue to use face coverings when outside the home through Day 14 after last exposure; and
- Self-monitor for COVID-19 symptoms through Day 14 and if symptoms occur, immediately self-isolate and contact their local public health department or healthcare provider and seek testing.

During a critical staffing shortage (i.e. when there is not enough staff to provide safe care), “essential critical infrastructure workers”² who were exposed at the school site or workplace to a person who has tested positive for COVID-19 are required to remain at home and may not return to work for 7 days after the last known COVID-19 exposure to a COVID-19 case. [Executive Order N-84-20]

After the 7-day quarantine period has passed, exposed, asymptomatic essential critical infrastructure workers may return to work, but are required to take the following precautions:

- Resume completing the daily Lowell Joint COVID19 Employee Health Survey
- Adhere strictly to all CDC-recommended non-pharmaceutical interventions, including wearing face coverings at all times (both at work and when outside the home) and maintaining a distance of at least 6 feet from others through Day 14 after last exposure;
- Use appropriate PPE at all times during work for those returning after Day 7 and continue to use face coverings when outside the home through Day 14 after last exposure; and
- Self-monitor for COVID-19 symptoms through Day 14 and if symptoms occur, immediately self-isolate and contact their local public health department or healthcare provider and seek testing

Please note: If an employee who is excluded from the school site or workplace due to exposure to COVID-19 at work tests positive for COVID-19 during the period of quarantine, the employee must follow the return to work criteria set forth above in Section XIV(A)(2) [Employee Tests Positive For COVID-19].

C. Employees Excluded From Work Due To COVID-19, But Otherwise Able To Work [Cal. Code Regs., tit. 8, §3205(c)(10)(C)]

To the extent that their job duties can be performed remotely, employees who are excluded from work under Section XIV(B) [Employees Who Were Exposed At The Workplace [And/Or Jobsite] To An Employee Who Has Tested Positive For COVID-19] (above), but are otherwise able and available to work, will be required to perform their work duties from home, on a remote basis, until they are able to return to work in accordance with the above return to work criteria.

² meaning the following types of employees: (1) exposed, asymptomatic health care workers, (2) exposed, asymptomatic emergency response workers, and (3) exposed, asymptomatic social service workers who work face to face with clients in the child welfare system or in assisted living facilities

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For employees who are otherwise able and available to work, but their job duties cannot be performed remotely, the District will continue and maintain the excluded employee's earnings, seniority and benefits in accordance with the District's **COVID-19 Policy on Pay & Benefit Continuation (Appendix M)** while the employee is off work unless one or both of the following occur:

- The employee is unable to work for reasons other than protecting persons at the workplace from COVID-19 transmission, and/or
- The District can demonstrate the exposure was not work-related.

Your supervisor and/or Human Resources will advise you if your job duties can be performed remotely and, if applicable, will provide you with relevant information concerning your remote work. Certificated Human Resources: Mr. Jim Coombs, Superintendent of Schools (562-902-4203, jcoombs@ljsd.org) or Ms. MJ Evanoff, Superintendent Administrative Assistant (562-902-4203, mevanoff@ljsd.org). Classified Human Resources: Ms. Andrea Reynolds, Assistant Superintendent of Administrative Services (562-902-4280, areynolds@ljsd.org) or Ms. Margaret Dumadag, Assistant Superintendent Administrative Assistant (562-902-4285, mdumadag@ljsd.org).

D. Order To Isolate Or Quarantine Issued By A Local Or State Health Official [Cal. Code Regs., tit. 8, §3205(c)(11)(D)]

If an employee is ordered to isolate or quarantine by a local or State health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.

After the 10-day quarantine period has passed, exposed, asymptomatic employees may return to work, but are required to take the following precautions:

- Resume completing the daily Lowell Joint COVID19 Employee Health/Wellness Survey
- Adhere strictly to all CDC-recommended non-pharmaceutical interventions, including wearing face coverings at all times (both at work and when outside the home) and maintaining a distance of at least 6 feet from others through Day 14 after last exposure;
- Use appropriate PPE at all times during work for those returning after Day 7 and continue to use face coverings when outside the home through Day 14 after last exposure; and
- Self-monitor for COVID-19 symptoms through Day 14 and if symptoms occur, immediately self-isolate and contact their local public health department or healthcare provider and seek testing

During a critical staffing shortage (i.e. when there is not enough staff to provide safe care), if an "essential critical infrastructure workers" is ordered to isolate or quarantine by a local or State health official, the "essential critical infrastructure workers" shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be 7 days from the time the order to isolate was effective, or 7 days from the time the order to quarantine was effective.

After the 7-day quarantine period has passed, exposed, asymptomatic essential critical infrastructure workers may return to work, but are required to take the following precautions:

- Resume completing the daily Lowell Joint COVID19 Employee Health/Wellness Survey;
- Adhere strictly to all CDC-recommended non-pharmaceutical interventions, including wearing face coverings at all times (both at work and when outside the home) and maintaining a distance of at least 6 feet from others through Day 14 after last exposure;
- Use appropriate PPE at all times during work for those returning after Day 7 and continue to use face coverings when outside the home through Day 14 after last exposure; and

- Self-monitor for COVID-19 symptoms through Day 14 and if symptoms occur, immediately self-isolate and contact their local public health department or healthcare provider and seek testing.

E. Information Regarding COVID-19-Related Benefits [Cal. Code Regs., tit. 8, §3205(c)(10)(E)]

At the time an employee is excluded from the school site or workplace for reasons related to COVID-19, the District will provide the affected employee with information regarding any COVID-19-related benefits to which the employee may be entitled under applicable federal, State, or local laws (e.g. any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, statutory paid sick leave benefits, State and/or local COVID-19 supplemental paid sick leave benefits, the Company's leave policies, and leave guaranteed by contract).

XV. COVID-19 Prevention in Employer-Provided Transportation to and from Work

A. Assignment Of Transportation

We will prioritize shared transportation assignments in the following order:

- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

B. Physical Distancing And Face Coverings

We will ensure that the:

- Physical distancing and face covering requirements of our Section X Physical Distancing Guidelines and Section XI [FaceCoverings] (above) are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by Section XI [FaceCoverings] (above).

C. Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

D. Cleaning And Disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

E. Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

F. Hand Hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

XVI. PROGRAM COMPLIANCE

The District:

- Conducts regular workplace inspections to ensure COVID-19 procedures are followed.
- Takes corrective action to address any deficiencies discovered.
- Documents corrective actions.
- Ensures CDC, State and local health department, and other applicable authorities' guidelines are incorporated into this Program and followed.

XVII. APPENDIXES

- [Appendix A: Identification Of COVID-19 Hazards](#)
- [Appendix B: COVID-19 Inspections](#)
- [Appendix C: Investigating COVID-19 Cases](#)
- [Appendix D: COVID-19 Training Roster](#)
- [Appendix E: Initial Notice To Local Public Health Department Of COVID-19 Outbreak](#)
- [Appendix F: Supplemental Notice Of COVID-19 Outbreak At Worksite](#)
- [Appendix G: Daily Employee Wellness Check-In Sheet](#)
- [Appendix H: Daily Employee Denied Entry Log](#)
- [Appendix I: Notice To Employees Of Exposure To COVID-19](#)
- [Appendix J: Notice To Employees Of Potential Exposure To COVID-19](#)
- [Appendix K: Notice To Subcontractor\(s\) Of Potential Exposure To COVID-19](#)
- [Appendix L: Notice To Union Representative\(s\) Of Potential Exposure To COVID-19](#)
- [Appendix M: COVID-19 Policy On Pay & Benefit Continuation](#)

XVIII. ADDITIONAL RESOURCES

- CDC - Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19)
- [CDC – General Business FAQ](#)
- Cal/OSHA Guidance on Requirements to Protect Workers from Coronavirus
- California Department of Public Health - Responding to COVID-19 in the Workplace
- [Cal/OSHA FAQ](#)
- [Cal/OSHA Fact Sheet](#)
- [Cal/OSHA Model COVID-19 Prevention Program](#)

APPENDIX B: COVID-19 INSPECTIONS

Immediately following notice of a major COVID-19 outbreak, the District shall inspect each hazard area to insure that the hazard has been corrected..

Date: [] enter date

Name of person conducting the inspection: [] enter name(s)

Work location evaluated: [] enter information

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

APPENDIX C: INVESTIGATING COVID-19 CASES

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Certificated Human Resources: Mr. Jim Coombs, Superintendent of Schools (562-902-4203, jcoombs@ljsd.org) or Ms. MJ Evanoff, Superintendent Administrative Assistant (562-902-4203, mevanoff@ljsd.org). Classified Human Resources: Ms. Andrea Reynolds, Assistant Superintendent of Administrative Services (562-902-4280, areynolds@ljsd.org) or Ms. Margaret Dumadag, Assistant Superintendent Administrative Assistant (562-902-4285, mdumadag@ljsd.org)

Name of person conducting the investigation: District Nurse
Sample Investigation Log Sheet:

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>STUDENT/STAFF</u>	<u>SCHOOL SITE</u>	<u>FORM OF CONTACT BY DISTRICT NURSE</u>	<u>DATE EXPOSURE</u>	<u>WHO EXPOSED BY:</u>	<u>TEST RESULTS</u>	<u>ON DISTRICT OR CAMPUS</u>	<u>MAINTENANCE & OPERATIONS FOR CLEANING</u>	<u>FIRST DAY OFF WORK</u>	<u>WRITTEN NOTIFICATION TO EMPLOYEE OR STUDENT FAMILY</u>	<u>RETURN TO WORK/SCHOOL</u>	<u>DISTRICT DASHBOARD UPDATED</u>	<u>INFORMED UNION</u>	<u>INFORMED ASCIP/OSHA</u>

*Should an employer be made aware of a non-employee infection source COVID-19 status.

APPENDIX D: COVID-19 TRAINING ROSTER and/or Related Documentation

Date: [] enter date

Person that conducted the training: [] enter name(s)

Employee Name	Signature

**APPENDIX E: INITIAL NOTICE TO LOCAL PUBLIC HEALTH DEPARTMENT OF COVID-19
OUTBREAK**



**Lowell Joint
School District**

A Tradition of Excellence Since 1906

"Home of Scholars and Champions"



DATE:

TO: Los Angeles County Public Health Department/Orange County Public Health Department
Re: Notice of COVID-19 Outbreak at Worksite

Dear LA County Public Health and/or Orange County Public Health,

Lowell Joint School District, which has school campuses and facilities in both LA and Orange County, is hereby notifying you that within the past 48 hours the District has become aware that three or more of its students and/or employees at its [insert address of worksite] location have tested positive for COVID-19 within the past 14-day period.

The students and/or employees who tested positive for COVID-19 are:

1. [Insert student or employee name; insert employee phone number; insert employee's position at the Company].
2. [Insert student or employee name; insert employee phone number; insert employee's position at the Company]
3. [Insert student or employee name; insert employee phone number; insert employee's position at the Company]
4. [Insert additional lines, as necessary]

The above-listed students and/or employees all attend or work at the following location: [insert the address of the school campus or district facility].

If you have any questions, please contact Superintendent Mr. Jim Coombs (562-902-4203 or jcoombs@ljisd.org).

Respectfully,

Mr. Jim Coombs
Superintendent of Schools

Superintendent of Schools: Jim Coombs

Board of Trustees: William A. Egan, Melissa A. Salinas, Karen L. Sharr, Anastasia M. Shackelford, Fred W. Schumbrock


11019 Valley Home Avenue, Whittier, CA 90603-3098

Phone: 562.943.0211

Fax: 562.947.7874

Web: www.ljisd.org


APPENDIX F: SUPPLEMENTAL NOTICE OF COVID-19 OUTBREAK AT WORKSITE



**Lowell Joint
School District**

A Tradition of Excellence Since 1906

"Stars of Scholars and Champions"



DATE: _____
TO: Los Angeles County Public Health Department/Orange County Public Health Department
Re: Supplemental Notice of COVID-19 Outbreak at Worksite

Dear LA Count Public Health Department and/or Orange County Public Health Department ,

On [insert date initial notice of COVID-19 outbreak was provided to local health department] Lowell Joint School District notified the [insert County Department of Public Health] that a COVID-19 outbreak has occurred at its [insert address of campus or worksite] location. Lowell Joint School District has schoo campuses and facilities located in both LA and Orange County.

Within the past 48 hours the Company has become aware that [insert number] additional students or employees at its [insert address of campus or worksite] location have informed the District that they have also tested positive for COVID-19.

The students and/or employees who tested positive for COVID-19 are:

1. [Insert employee name; insert employee phone number; insert employee's position at the Company].
2. [Insert employee name; insert employee phone number; insert employee's position at the Company]
3. [Insert employee name; insert employee phone number; insert employee's position at the Company]
4. [Insert additional lines, as necessary]

The above-listed students and/or employees all attend or work at the following location: [insert the address of the school campus or district facility].

If you have any questions, please contact Superintendent Mr. Jim Coombs (562-902-4203 or jcoombs@ljsd.org).

Respectfully,
|
Mr. Jim Coombs
Superintendent of Schools

Superintendent of Schools: Jim Coombs
Board of Trustees: William A. Long, Melissa A. Salinas, Karen L. Shaw, Anastasia M. Shackelford, Fred W. Schaubert

11019 Valley Home Avenue, Whittier, CA 90603-3098 Phone: 562.943.0211 Fax: 562.947.7874 Web: www.ljsd.org

COVID-19 Infectious Disease Prevention and Response Program
Established: [Date]
Updated: [Date]

APPENDIX G: DAILY EMPLOYEE WELLNESS CHECK-IN SHEET

Upon entry to the school site or workplace each day, all employees will conduct a self wellness check and perform a temperature screening. This form is completed on a daily basis by each employee.

Lowell Joint School District: Daily Health Survey Verification Log

Section 3: To be completed by each staff member at the beginning of their work day and acknowledged by their supervisor. Please remember to keep this with you for each work day.

DATE:	STATEMENT OF VERIFICATION:	STAFF SIGNATURE:
	I affirm that there are no changes to my health or initial health survey responses.	
	I affirm that there are no changes to my health or initial health survey	
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Lowell Joint SD Employee Health/Wellness Screening

Section 1: To be completed by each staff member.

Name (please print):	Site:
Supervisor:	Date of Initial Health Survey:

Section 2: To be answered by staff member:

<p>1. Have you had a fever or temperature of 99.6 or higher in the last 24 hours? We recommend that you take your temperature at home, daily, prior to coming in for work. If your temperature exceeds 99.6, please call in for illness and stay home.</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>2. Are you experiencing chills/unexplained fatigue, shortness of breath, sore throat, cough or other flu-like symptoms that cannot be attributed to another health condition?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>3. Have you been in contact with someone who is ill, has been experiencing symptoms or who was diagnosed with COVID-19 in the past 14 days?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>4. Have you or someone you live with traveled other than to perform "essential activities" like; work, grocery or other essential item shopping, or to an area with increased spread of COVID-19 in the past 14 days?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>

Employee Signature:	Date:
---------------------	-------

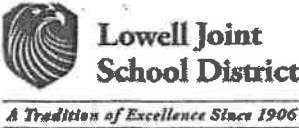
Reminders:

- ✓ Do not come to work if you are sick. Call in your illness and stay home.
- ✓ Wash your hands when you enter and leave the facility and throughout the day. Avoid touching your eyes, nose and mouth. Remember to cover your mouth and nose if you cough or sneeze with a tissue or your elbow, and not your hands.
- ✓ Practice social distancing by keeping the recommended 6 feet between you and your colleagues at all times. Coordinate with your supervisor for role specific actions to take.

COVID-19 Infectious Disease Prevention and Response Program
Established: [Date]
Updated: [Date]

APPENDIX H: DAILY EMPLOYEE DENIED ENTRY

Students or employees who do not pass the daily wellness check and/or who have a temperature of over 100°F cannot enter the school campus or workplace and must be immediately sent home. This form must be completed by the front office manager or administrator any time a student or employee is denied entry to school campus or workplace for one or more of the following reasons:



[SCHOOL NAME]

Date: _____ Student/Staff Name: _____

Your student was sent home on _____ with the following symptoms:

LOW RISK: General Symptoms		HIGH RISK: Red Flag Symptoms
<input type="checkbox"/> Fever (100.0 F)	<input type="checkbox"/> Diarrhea and/or Nausea/Vomiting	<input type="checkbox"/> Shortness of Breath/ Difficulty Breathing
<input type="checkbox"/> Congestion/Runny Nose	<input type="checkbox"/> Headache	<input type="checkbox"/> Cough
<input type="checkbox"/> Fatigue/Body Aches	<input type="checkbox"/> Sore Throat	<input type="checkbox"/> New loss of taste or smell

(Per OCHCA-Student Symptom Decision Tree)

1 Low Risk Symptom
 Your student may return to campus 72 hours later and when they are fever free for 24 hours, without fever-reducing medication and symptoms are resolved. The earliest your student would be allowed back on campus would be _____ (DATE/TIME)

2 or more Low Risk Symptoms or 1 High Risk Symptom
 Your child may return to school at the earliest 72 hours later, and after a health care provider evaluation. A doctor's note will be required.

If you do not have access to a health care provider, please call: 1-844-GET-CHOC if needed, a free-of-charge tele-health medical appointment will be arranged with an on-call Healthcare provider.

If a student is not seen or evaluated by a healthcare provider: The student may return to school after a 10 day Home Isolation and when fever-free for 24 hours, without fever-reducing medication and all symptoms are improving.

For additional information about COVID-19 testing locations please visit:
<https://occovid19.ohealthinfo.com/covid-19-testing>
<https://covid19.lacounty.gov/testing>

Any questions: please contact the District Nurse at tegonzalez@ljsd.org or (562) 755-8439

Lowell Joint School District
COVID-19 | Return to School Screening Tool

Individual Name: _____ Date of Birth: _____
 Site: _____
 Phone#: _____

Method: In-Person Phone Call Email Text
 Contact: Individual Parent Other: _____

COVID Positive	
Individual with COVID-19	
When did COVID-19 symptoms appear	
Was individual "asymptomatic positive" below	
What symptoms did the individual have while ill with COVID-19?	
Cough or runny nose	<input type="checkbox"/> Diarrhea
Loss of taste or smell	<input type="checkbox"/> Nausea/Vomiting
Shortness of breath	<input type="checkbox"/> Fatigue
Body aches	<input type="checkbox"/> Headache
Change in taste or smell	<input type="checkbox"/> Sore throat
Other:	<input type="checkbox"/> Other:
When did symptoms resolve?	<input type="checkbox"/> Yes <input type="checkbox"/> No
When did symptoms first appear?	<input type="checkbox"/> Yes <input type="checkbox"/> No*
Did individual ever or took a fever-reducing medication?	<input type="checkbox"/> Yes <input type="checkbox"/> No*
*If febrile or took medication in last 3 days, individual must continue to isolate/quarantine	
Close Contact Quarantine	
Is individual sure?	
When can individual return to school (14 days after known exposure)?	
Is individual Asymptomatic Positive?	
When did symptoms first appear?	
When did symptoms resolve?	
Example: date of collection 6/11, positive, never had symptoms. Day 1 of 10 days starts on 6/12, return to school on 6/22.	
When can individual return to school?	

Individual is completing this daily self-health screening tool. Advised to contact physician if symptoms develop or are severe.

Individual is returning to school on anticipated date of return, as noted above.


Individual may require Health Department Clearance required prior to return (attach copy when received), date/quarantine. Follow up call recommended on _____

Human Resources _____ Date _____

NOTE: The completed form must remain confidential and stored in a file separate from the employee's regular personnel file.

APPENDIX I: NOTICE TO EMPLOYEES OF EXPOSURE TO COVID-19

[Comment: This notice should only be provided to those employees whom the Company has identified through its investigation as having been in close contact with the employee who has tested positive for COVID-19.]



Lowell Joint School District
A Tradition of Excellence Since 1906
 "Name of Scholars and Champions"

- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Wear a face-covering as required by Company policy.


testing during normal working hour, please work with and coordinate with your immediate supervisor. You are encouraged to undergo COVID-19 testing.

You are encouraged to seek COVID-19 testing through your district provided health care provider and/or through one of the Orange County Public Health Department Supervisor Testing locations. The District will also provide monthly on-site voluntary free testing at Rancho Starbuck Intermediate. You will be permitted to undergo COVID-19 testing during normal working hours please coordinate with our site supervisor. If you wish to take an off-site COVID-19 test, you must coordinate your supervisor in advance that you intend to take the COVID-19 test so that proper coverage can be maintained. In addition, upon your return to the workplace, you will be required to submit written verification from the COVID-19

We are committed to providing a safe environment for all of our employees and top quality service to our students and information out of an abundance of caution.

of our core values as a District is respect for and among our faculty of students and staff with suspected or confirmed cases. It complies with applicable laws regarding the handling of such data harassment of, or discrimination or retaliation against Department.

ent of Schools (562-902-4205, scrambo@ljed.org) or Ms. MJ 03, mj03@ljed.org. Classified Human Resources: Ms. Services (562-902-4280, services@ljed.org) or Ms. Assistant (562-902-4285, muhmdire@ljed.org)



Lowell Joint School District
A Tradition of Excellence Since 1906
 "Name of Scholars and Champions"

DATE:
TO: Employee or Student Family
Re: Notice of Potential Exposure to COVID-19

Dear [insert staff member and or student family],

Lowell Joint School District hereby notifying you that within the past 24 business hours the Lowell Joint School District has learned that a person at your workplace has:

- A laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health.
- A positive COVID-19 diagnosis from a licensed health care provider.
- Been issued a COVID-19-related order to isolate from a public health official.
- Died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county.

You are being provided with this notice because you were on the premises at the same campus or workplace at this person during the infectious period between [date]; and, as such, it is possible that you were exposed to COVID-19. Based on the District investigation, you did not come in to close contact with the person who tested positive and are not required to self-quarantine at this time.

The primary symptoms of COVID-19 infection include:

- Cough
- Trouble breathing, shortness of breath or severe wheezing
- Sore throat
- Nasal congestion/runny nose
- Myalgia (body/muscle aches)
- New loss of taste and/or smell, or a change in taste
- Diarrhea
- Nausea
- Vomiting
- Fever of 100.4 F or above, or possible fever symptoms like alternating chills and sweating
- Chills or repeated shaking with chills
- Headache

A complete list of COVID-19 symptoms is available at: <http://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

In the event that you experience any of these symptoms, please immediately contact Human Resources and **DO NOT REPORT TO WORK.**

The District has elected to provide COVID-19 testing to any employee who has been potentially exposed to COVID-19 and wishes to have a COVID-19 test through our district health care provide, which can be arranged, for free, through your chosen health care provider. This testing is provided at no cost to employees. You will be permitted to undergo COVID-19

Superintendent of Schools: Jim Corcoran
 Board of Trustees: William A. Hino, Melissa A. Salinas, Karen L. Shaw, Anastasia M. Shuck-Hood, Fred W. Schmalzer

11019 Valley Home Avenue, Whittier, CA 90603-8098 Phone: 562.943.0211 Fax: 562.947.7874 Web: www.ljed.org


ifornia Healthy Workplaces, Healthy Families Act of 2015 (California Labor Code Sections 132.2, 132.3, 132.4, 132.5, 132.6, 132.7, 132.8, 132.9, 132.10, 132.11, 132.12, 132.13, 132.14, 132.15, 132.16, 132.17, 132.18, 132.19, 132.20, 132.21, 132.22, 132.23, 132.24, 132.25, 132.26, 132.27, 132.28, 132.29, 132.30, 132.31, 132.32, 132.33, 132.34, 132.35, 132.36, 132.37, 132.38, 132.39, 132.40, 132.41, 132.42, 132.43, 132.44, 132.45, 132.46, 132.47, 132.48, 132.49, 132.50, 132.51, 132.52, 132.53, 132.54, 132.55, 132.56, 132.57, 132.58, 132.59, 132.60, 132.61, 132.62, 132.63, 132.64, 132.65, 132.66, 132.67, 132.68, 132.69, 132.70, 132.71, 132.72, 132.73, 132.74, 132.75, 132.76, 132.77, 132.78, 132.79, 132.80, 132.81, 132.82, 132.83, 132.84, 132.85, 132.86, 132.87, 132.88, 132.89, 132.90, 132.91, 132.92, 132.93, 132.94, 132.95, 132.96, 132.97, 132.98, 132.99, 133.00)

California Labor Code Sections 132.2, 132.3, 132.4, 132.5, 132.6, 132.7, 132.8, 132.9, 132.10, 132.11, 132.12, 132.13, 132.14, 132.15, 132.16, 132.17, 132.18, 132.19, 132.20, 132.21, 132.22, 132.23, 132.24, 132.25, 132.26, 132.27, 132.28, 132.29, 132.30, 132.31, 132.32, 132.33, 132.34, 132.35, 132.36, 132.37, 132.38, 132.39, 132.40, 132.41, 132.42, 132.43, 132.44, 132.45, 132.46, 132.47, 132.48, 132.49, 132.50, 132.51, 132.52, 132.53, 132.54, 132.55, 132.56, 132.57, 132.58, 132.59, 132.60, 132.61, 132.62, 132.63, 132.64, 132.65, 132.66, 132.67, 132.68, 132.69, 132.70, 132.71, 132.72, 132.73, 132.74, 132.75, 132.76, 132.77, 132.78, 132.79, 132.80, 132.81, 132.82, 132.83, 132.84, 132.85, 132.86, 132.87, 132.88, 132.89, 132.90, 132.91, 132.92, 132.93, 132.94, 132.95, 132.96, 132.97, 132.98, 132.99, 133.00)

COVID-19 Infectious Disease Prevention and Response Program
Established: [Date]
Updated: [Date]

APPENDIX J: NOTICE TO EMPLOYEES OF POTENTIAL EXPOSURE TO COVID-19

[Comment: This notice should only be provided to those employees whom the Company has identified through its investigation as NOT having been in close contact with the employee who has tested positive for COVID-19.]



- Use a tissue to cover your cough or sneeze, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after using the bathroom, before entering a classroom, and after caring for anyone who is ill.
- Avoid touching your face.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your mouth and nose with a tissue when you cough or sneeze. Use a tissue to cover your mouth and nose. Throw the tissue away in the trash.
- Avoid sharing personal items like cups, water bottles, or food.
- Avoid public places and large gatherings.
- Avoid public transit.
- Avoid crowded places.
- Avoid indoor events.
- Avoid indoor dining.
- Avoid indoor sports.
- Avoid indoor recreation.
- Avoid indoor exercise.
- Avoid indoor social activities.
- Avoid indoor religious services.
- Avoid indoor community events.
- Avoid indoor group activities.
- Avoid indoor group meetings.
- Avoid indoor group discussions.
- Avoid indoor group presentations.
- Avoid indoor group performances.
- Avoid indoor group activities.
- Avoid indoor group meetings.
- Avoid indoor group discussions.
- Avoid indoor group presentations.
- Avoid indoor group performances.

at one of our care values as a District in respect for and among the identity of students and staff with respect or confirmed cases and will comply with applicable laws regarding the handling of such information to prevent harassment of, or discrimination or retaliation against any individual.


Source Department:
 Superintendent of Schools (562-902-4700, jennah@ljed.org) or Ms. Jeff (562-902-4203, jennah@ljed.org). Classified Human Resources: Ms. Maria Services (562-902-4203, marias@ljed.org) or Ms. Marie Assistant (562-902-4203, marias@ljed.org).

testing during normal working hours, please work with and coordinate with your immediate supervisor. You are encouraged to undergo COVID-19 testing.

You are encouraged to seek COVID-19 testing at a location selected by the District where employees can get COVID-19 testing or through your district provided health care provider and/or through one of the Orange County Public Health Department Supervisor Testing locations. The District will also provide monthly on-site voluntary free testing at Rancho Starbuck locations. You will be permitted to undergo COVID-19 testing during normal working hours please coordinate with your supervisor. If you wish to take an off-site COVID-19 test, you must coordinate your supervisor in advance that you intend to take the COVID-19 test so that proper coverage can be maintained. In addition, upon your return to the workplace, you will be required to submit written verification from the COVID-19 testing center of having taken a COVID-19 test.

If you test positive for COVID-19, please notify us immediately.

The following benefits may be available to you during this time:



DATE:
TO: Employee or Student Family
Re: Notice of Potential Exposure to COVID-19

Dear [insert staff member and/or student family],

Lowell Joint School District (LJSD) hereby notifying you that within the past 24 business hours the Lowell Joint School District has learned that a person at your worksite has:

- A laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health.
- A positive COVID-19 diagnosis from a licensed health care provider.
- Been issued a COVID-19-related order to isolate from a public health official.
- Died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county.

You are being provided with this notice because you were on the premises at the same campus or worksite as this person during the infectious period between [date]; and, as such, it is possible that you were exposed to COVID-19. Based on the District's investigation, you did not come in to close contact with the person who tested positive and are not required to self-quarantine at this time.

The primary symptoms of COVID-19 infection include:

- Cough
- Trouble breathing, shortness of breath or severe wheezing
- Sore throat
- Nasal congestion/runny nose
- Myalgia (body/muscle aches)
- New loss of taste and/or smell, or a change in taste
- Diarrhea
- Nausea
- Vomiting
- Fever of 100.4 F or above, or possible fever symptoms like alternating chills and sweating
- Chills or repeated shaking with chills
- Headache

A complete list of COVID-19 symptoms is available at: <https://www.cdc.gov/coronavirus/2019-nCoV/symptoms-testing/symptoms.html>

In the event that you experience any of these symptoms, please immediately contact Human Resources and DO NOT REPORT TO WORK.


The District has elected to provide COVID-19 testing to any employee who has been potentially exposed to COVID-19 and wishes to have a COVID-19 test through our district health care provider, which can be arranged for free, through your chosen health care provider. This testing is provided at no cost to employees. You will be permitted to undergo COVID-19

Superintendent of Schools Jim Combs
 Board of Trustees: William A. Hines, Melissa J. Salinas, Karen L. Shaw, Anastasia M. Shuckelbush, Fred W. Schmalbeck

11019 Valley Home Avenue, Whittier, CA 90608-8098 Phone: 562.940.0511 Fax: 562.947.7874 Web: www.ljed.org

**COVID-19 Infectious Disease Prevention and Response Program
Established: [Date]
Updated: [Date]**

APPENDIX K: NOTICE TO SUBCONTRACTOR(S) OF POTENTIAL EXPOSURE TO COVID-19



Lowell Joint School District
A Tradition of Excellence Since 1906

"Pursuing Solutions and Innovation"


We also want to take this opportunity to remind you that one of our core values as a District is respect for and among our students, school families, employees and our subcontractors. We will treat information regarding the identity of students, families, employees and our subcontractors with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per District policy, we will not tolerate harassment of, or discrimination or retaliation against students, employees, or subcontractors.

If you have any questions, please contact one of the contacts below:

The following benefits may be available to your employees, in compliance with your companies policies, should they require time off due to COVID-19:

- Two weeks of Emergency Paid Sick Leave under the Families First Coronavirus Response Act (FFCRA).
- Workers' Compensation benefits.
- _____ hours of paid sick leave pursuant to the California Healthy Workplaces, Healthy Families Act of 2014.
- State wage replacement benefits, including Unemployment Insurance, State Disability Insurance and/or Paid Family Leave (eligibility determinations made by the State of California)
- Pay continuation, including maintenance of seniority and benefits
- Twelve weeks of California Family Rights Act (CFRA) leave.

Superintendent of Schools (502-002-4203, jcoombs@ljed.org) or
 Director of Administrative Services (502-002-4230, sreynolds@ljed.org). Classified Human Resources Superintendent Administrative Assistant (502-002-4230, ahennett@ljed.org).



Lowell Joint School District
A Tradition of Excellence Since 1906

"Pursuing Solutions and Innovation"

DATE: _____
TO: Subcontractor(s) Providing Service on a Lowell Joint Facility
Re: Notice of Subcontractor(s) of Potential Exposure to COVID-19

Dear [Insert Subcontractor Company Name (or Owner of Subcontractor Company name)],

Lowell Joint School District is hereby notifying you that within the past 24 business hours the District has learned that a person at one of our school sites or facilities located at [insert address of school] has:

- A laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health.
- A positive COVID-19 diagnosis from a licensed health care provider.
- Been issued a COVID-19-related order to isolate from a public health official.
- Died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county.

You are being provided with this notice because your business as a subcontractor of the District and employees of your business were working on the premises at the same worksite as this person during the infectious period; and, as such, it is possible that your employees may have had a COVID-19 exposure between [date]. Your employees will need to self-quarantine for 10 days from the date of the COVID-19 exposure.

The primary symptoms of COVID-19 infection include:

- Cough
- Trouble breathing, shortness of breath or severe wheezing
- Sore throat
- Nasal congestion/runny nose
- Myalgia (body/muscle aches)
- New loss of taste and/or smell, or a change in taste
- Diarrhea
- Nausea
- Vomiting
- Fever of 100.4 F or above, or possible fever symptoms like alternating chills and sweating
- Chills or repeated shaking with chills
- Headache

A complete list of COVID-19 symptoms is available at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

In the event that you or your employees experience any of these symptoms, please immediately contact one of the following District Staff: Jim Coombs, Superintendent of Schools (502-002-4203, jcoombs@ljed.org), Ms. Andra Reynolds, Assistant Superintendent of Administrative Services (502-002-4230, sreynolds@ljed.org), and Mr. David Bennett, Assistant Superintendent of Facilities and Operations (502-002-4201, dbennett@ljed.org), and do not report for work on a Lowell Joint Campus or Facility.

Superintendent of Schools: Jim Coombs
 Board of Trustees: William A. Egan, Melissa A. Salton, Karen L. Shaw, Amanda M. Shattell, Fred W. Schaefer

11019 Valley Home Avenue, Whittier, CA 90603-3098 Phone: 562-543-0211 Fax: 562-947-7574 Web: www.ljed.org

provided to your employees consistent with your School District.

stigmatization by the Company for disclosing a positive or utilizing any of the benefits listed above.

and recommended precautions in an effort to help following the CDC's latest guidance regarding This guidance is available at [SanFrancisco-building-facility.html](#)

ation in the area.

oys, such as offices, classrooms, common areas, keyboards, remote controls, etc. -efficiency particulate air (HEPA) filter, well recirculation HVAC to avoid contamination of

an and disinfect the areas. Soft (porous) surfaces y cleaners appropriate for use on these surfaces, faces will be disinfected with an appropriate EPA-IRS-CoV-2.

as to observe, the following standard practices in

sick of work. essential travel (i.e., to and from work).

be tissue in the trash. vices using a regular household cleaning spray or

20 seconds, especially after using the restroom; cleaning of-hand hand sanitizer with at least 60% alcohol. ily dirty.

students, employees and subcontractors and top goals that we provide this information out of an

Jim Coombs
 Karen L. Shaw, Amanda M. Shattell, Fred W. Schaefer
 562-543-0211 Fax: 562-947-7574 Web: www.ljed.org

APPENDIX L: NOTICE TO UNION REPRESENTATIVE(S) OF POTENTIAL EXPOSURE TO COVID-19



Lowell Joint
School District

A Tradition of Excellence Since 1906

"Home of Scholars and Champions"



DATE:

TO: Association Presidents: Lowell Joint Educators Association and
Classified Association CSEA Chapter 294

Re: Notice of Potential Exposure to COVID-19

Dear [Insert Association President Name],

Lowell Joint School District is hereby notifying you that within the past 24 business hours the District has learned that a person at one of our school sites or facilities located has:

- A laboratory-confirmed case of COVID-19, as defined by the State Department of Public Health, or
- A positive COVID-19 diagnosis from a licensed health care provider, or
- Been issued a COVID-19-related order to isolate from a public health official, or
- Died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county.

Out of respect for your leadership position, in alignment with our MOU, and in compliance with labor protocols you are being provided with this notice of:

- [Insert number of staff/students and which campus of facility]
- [Insert number of staff/students and which campus of facility]

As a reminder, the primary symptoms of COVID-19 infection include:

- | | |
|---|--|
| • Cough | • Diarrhea |
| • Trouble breathing, shortness of breath or severe wheezing | • Nausea |
| • Sore throat | • Vomiting |
| • Nasal congestion/runny nose | • Fever of 100.4 F or above, or possible fever symptoms like alternating chills and sweating |
| • Myalgia (body/muscle aches) | • Chills or repeated shaking with chills |
| • New loss of taste and/or smell, or a change in taste | • Headache |

A complete list of COVID-19 symptoms is available at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

In the event that any staff members experience any of these symptoms, please immediately contact one of the following District Staff: Jim Coombs, Superintendent of Schools (562-902-4203, jcoombs@ljsd.org), Ms. Andrea Reynolds, Assistant Superintendent of Administrative Services (562-902-4280, areynolds@ljsd.org), and Mr. David Bennett, Assistant Superintendent of Facilities and Operations (562-902-4291, dbennett@ljsd.org), and do not report for work on a Lowell Joint Campus or Facility.

Thank you for your hard work and leadership.
Sincerely,

Jim Coombs
Superintendent of Schools

Superintendent of Schools: Jim Coombs

Board of Trustees: William A. Hogg, Melissa A. Salinas, Karen L. Shroy, Anastasia M. Shackelford, Fred W. Schumbeck

11019 Valley Home Avenue, Whittier, CA 90603-3098

Phone: 562.943.0211

Fax: 562.947.7874

Web: www.ljsd.org

APPENDIX M: COVID-19 POLICY ON PAY & BENEFIT CONTINUATION

As provided for in the District's COVID-19 Prevention Program, the District provides a benefit program for employees excluded from the workplace due to concerns of COVID-19 transmission.

Eligibility. In order to qualify for benefits under this policy, an employee must meet the following requirements:

- As defined by Cal/OSHA Regulation 3205, the employee must either be deemed a "COVID-19 case" or experience a "COVID-19 exposure";
- The employee's COVID-19 case or exposure must be through the workplace;
- The employee has not met the return-to-work criteria set forth in Cal/OSHA Regulation 3205(c)(11).
- The employee has exhausted all available sick leave benefits under Company policy, State or federal law, or as may be available to the employee under a local ordinance.

In addition, no employee shall be eligible for benefits under this policy if the employee is unable to work for any reason other than protecting other employees from possible exposure to COVID-19.

Approval. No employee shall receive benefits under this policy without the express written approval of the Director of Human Resources.

Weekly Financial Benefit. The weekly financial benefit provided for in this policy shall be considered wages and shall be subject to all required withholdings and authorized deductions. However, time spent receiving benefits under this policy shall not be considered hours worked for any purpose, including overtime, meal and rest breaks, benefit eligibility or benefit vesting for any purpose. Employees shall not accrue additional vacation or sick time while receiving benefits under this policy.

Amount of Weekly Financial Benefit. The financial benefit payable under this policy shall be equivalent to the employee's average weekly earnings in the sixteen weeks prior to the employee's exclusion from the workplace. Weekly benefit payments shall be pro-rated for any weeks of partial eligibility.

Offsets from Weekly Financial Benefit. Where the employee's absence is not covered by workers' compensation, an employee's weekly benefit amount shall be offset by amounts available to the employee from public sources, including, but not limited to, State Disability Insurance and unemployment insurance.

Benefit Continuation. The Company shall continue its contributions to the employee's elections for medical and dental benefits during the time that the employee is eligible for benefits under this policy. The employee shall be responsible for the employee's share of the premium contribution, which shall be deducted from the employee's weekly financial benefit.

Non-Retaliation. No employee shall be retaliated against for requesting or receiving benefits under this policy.

Expiration of Policy. This policy shall automatically expire on October 2, 2021, unless extended in writing by the Company on or before this date. Further, the Company may terminate or modify this policy at any time, including before October 2, 2021, with or without prior notice.

Certificated Human Resources: Mr. Jim Coombs, Superintendent of Schools (562-902-4203, jcoombs@ljsd.org) or Ms. MJ Evanoff, Superintendent Administrative Assistant (562-902-4203, mevanoff@ljsd.org). Classified Human Resources: Ms. Andrea Reynolds, Assistant Superintendent of Administrative Services (562-902-4280, areynolds@ljsd.org) or Ms. Margaret Dumadag, Assistant Superintendent Administrative Assistant (562-902-4285, mdumadag@ljsd.org).



Lowell Joint School District

Injury and Illness Prevention Program (IIPP)



NOTE: AMENDED 2/1/21: COVID-19 INFECTION PREVENTION PLAN (Pg. 14)

NOTE: AMENDED 2/1/21: PROTECTION FROM WILDFIRE SMOKE (Pg.25)

NOTE: AMENDED 2/1/21: SILICA EXPOSURE CONTROL PLAN (Pg.30)

I. INTRODUCTION

The Lowell Joint School District, through its administration and management, is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employees safety.

II. PROGRAM OBJECTIVE

The primary objective of the Injury and Illness Prevention Program (IIPP) is to reduce job-related employee injuries and illnesses as well as to insure compliance with California Occupational Safety and Health Act (Cal/OSHA) Title 8, section 3203, which required each employer to:

- A. Establish and maintain an effective IIPP
- B. Provide a safe and healthy working environment for all employees.
- C. Reduce the human and financial losses resulting from injuries and illnesses arising out of or occurring in the course of employment.
- D. Establish safety policies, committees, training and communication processes which will contribute to and be part of IIPP.
- E. Establish on-going IIPP's for all departments.

III. INJURY AND ILLNESS PREVENTION PROGRAM

A. Support

All employees are expected to comply with the IIPP. The program reflects the administration's concern for safety and its commitment to the policies outlined in the program.

B. Responsibilities

1. *Responsible Person*

John Binchi will be responsible for overseeing and directly the IIPP administration as follows:

- a. Administering the IIPP to determine compliance.
- b. Maintaining records as prescribed by legislation.
- c. Coordinate training for supervisors to effectively communicate safety instructions to employees.

- d. Coordinate employee training on safety, health and mishap prevention.
- e. Advising department heads and department safety members on safety equipment, personal protective equipment, and policies and procedures.
- f. Conducting and assisting with scheduled and unscheduled periodic safety and health inspections.
- g. Advising department heads on potential safety and health hazards.
- h. Performing follow-up investigations of injuries and illness as required.
- i. Performing those duties necessary to insure compliance with applicable safety and health regulations.

2. Department Heads

The department head is responsible for the effective implantation and maintenance of the department's IIPP as follows:

- a. Designated a Department Safety Member.
- b. Implement the District approved IIPP.
- c. Established and maintain a system of job safety analysis, safety inspections, accident investigation and pertinent safety performance records.
- d. Provide safety orientation, adequate job training and continuing safety instruction for all department employees.
- e. Assist the Safety Consultant in the on-going safety illness prevention training.
- f. Insure compliance with Cal/OSHA regulations with regard to specific performance such as safety training meetings.
- g. Familiarize themselves with the safety program and ensure its effective implementation.
- h. Be aware of all safety considerations when introducing a new process, procedure, machine or material to the workplace.
- i. Give maximum support to all programs and committees whose function is to promote safety and health.
- j. Actively participate in Safety Committees as required.
- k. Review serious accidents to ensure that proper reports are completed and appropriate action is taken to prevent repetition.
- l. Maintain records of all safety training sessions for a minimum of five years.

3. Supervisors

The supervisor is the key to a IIPP. The supervisor shall:

- a. Recognize the potential or real hazards of each job supervised.

- b. Continuously observe and evaluate work conditions and procedures to detect and correct unsafe conditions and practices.
- c. Emphasize to employees the benefits of observing safety procedures and using prescribed protective equipment.
- d. Enforce those safety rules, procedures and policies applicable to their function.
- e. Recommend discipline for employees who do not comply with safety and health rules, procedures and policies.
- f. Provide new employee orientation, job specific training and safety training sessions. Records of all training shall be maintained in the department's files for a minimum of five years.
- g. Promptly investigate injuries, illnesses and accidents.
- h. Encourage employees to report unsafe conditions and to submit practical suggestions for correction.
- i. Immediately initiate action to correct all safety hazards which are identified. The supervisor shall notify the department head immediately if further corrective action is necessary.
- j. Insure that tools, equipment and protective devices are properly maintained and utilized.
- k. Perform those duties which will enhance the success of the IIPP.
- l. Familiarize themselves with District safety policies, programs and procedures.
- m. Provide complete safety training to employees prior to the assignment of duties.
- n. Investigate injuries to determine cause, than take action to prevent repetition.
- o. See that all injuries, no matter how minor, are treated immediately and referred to Business Services to ensure prompt reporting to the insurance administrator.
- p. Inspect work areas often to detect unsafe conditions and work practices.

4. Employees

All employees are required to develop and demonstrate safe work practices. They shall:

- a. Promptly report to their supervisor all accidents and injuries occurring within the course of their employment.
- b. Promptly report to their supervisor all unsafe conditions that they observe.
- c. Attend and practice in safety training sessions.
- d. Use prescribed protective clothing and devices where required.
- e. Learn and observe the safety rules, procedures and policies.
- f. Maintain equipment in good condition, with all safety guards in place when in operation.

g. Encourage co-workers to work safely.

5. Safety Committee

Safety Committee shall:

- A. Oversee the safety and health policies and procedures.
- B. Act at the direction of the Committee Chairperson.
- C. Meet monthly to perform the following functions:
 - (1) Analyze the effectiveness of the IIPP and develop policy recommendations to meet current needs.
 - (2) Review safety problems and recommend practical solutions to the problems.
 - (3) Coordinate and provide training to the District's Crisis Response Team.
 - (4) Assist in the implementation of individual department IIPP.
 - (5) Recommend safety presentations and training for employees.
 - (6) Review results of periodic scheduled work site inspections.
 - (7) Review alleged hazardous conditions brought to the attention of any committee member.
 - (8) Upon request by Cal/OSHA, verify abatement action taken by the District to abate citations issued by Cal/OSHA.
 - (9) Prepare and make available to the affected employees written records of the safety and health issues discussed at the committee meetings and maintained for review by the division (Cal/OSHA) upon request.

IV. EMPLOYEE PROTECTION

Employees who report possible violations of occupational and safety standards may not be discharged from filing such a report or for participating in an Occupational Health and Safety Committee. Furthermore, an employee may not be fired for refusing to work in violation of health and safety standards. An employee who believes that he or she has been discharged or otherwise discriminated against may file a complaint with the Labor Commission within 30 days of the alleged unlawful discharge.

V. GENERAL SAFETY RULES

For the protection and safety of all employees, the District has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory. Documentation will be made when the rules are distributed to new employees.

- A. All accidents and injuries shall be reported to the supervisor at the time of their occurrence.
- B. Machines or equipment shall not be operated until proper instructions on its operation have been received.

- C. Horseplay. Throwing things, running in aisles and stairways, distracting other employees at work and unnecessary shouting are forbidden.
- D. All spilled oil, grease, water and other liquids shall be cleaned up immediately.
- E. Any defective tool or equipment shall be immediately reported to supervision.
- F. Failure by an employee to comply with the safety rules is grounds for corrective discipline or termination.
- G. Specific Department Safety Rules, when application, shall be posted in appropriate work areas.
- H. Personal protection equipment shall be worn when and where required.
- I. Lifting is to be done only in the approved safe manner.
- J. All work areas are to be kept in a clean and orderly condition.

VI. INSPECTIONS

All department personnel will be responsible for continuous, ongoing inspection of the workplace. When discovered, potentially hazardous conditions will be corrected immediately or a report will be filed to initiate corrective action. Inspections will also be conducted when new hazards are introduced into the workplace and when the District is made aware of a new or previously unrecognized hazard.

Regularly scheduled planned inspections will be made by Safety Consultant, and site personnel utilizing the District's self-inspection guidelines.

The following review process will be followed:

- A. The report will be reviewed by District administration and site administration, and action will be taken to eliminate potential hazards.
- B. The inspection report will be reviewed by the Director of Business Services and forwarded to the Director of Maintenance and Operations. Assignments, target dates and recommendations will be established by the Director of Maintenance and Operations on priority basis.

VII. SAFETY TRAINING AND EDUCATION PROGRAM

The Safety Training and Education Program will include three areas: employee training, supervisory training and safety education.

- A. *The Safety and Health Training Program will include:*
 - 1. An employee orientation program outlining the provisions of SB and the IIPP.
 - 2. General safety training to cover hazards basic to all areas of employment.
 - 3. Specific safety training to cover hazards that are unique to each employee's job assignment.

Specific job safety analysis (JSA) information shall be utilized to complete this training.

B. Safety and Health Training for supervisors should include:

1. Theory on injury prevention.
2. Supervisor's responsibility under SB 198
3. How to conduct job safety analysis (JSA).
4. Accident prevention.
5. Accident investigation and follow-up.
6. Requirements for and use of personal protection equipment.
7. Hazard recognition, both general and specific, for District operations.
8. Employee communication programs.
9. Emergency procedures training.
10. Employee's instruction techniques and communication skills techniques.

C. Safety Education Program shall include the following:

1. Regularly scheduled employee safety training meetings which will cover safety subjects specific to the department and work assignments.
2. The availability of safety films for department use.
3. Bulletin boards, posters and safety equipment displays to promote safety.

In all instances, all training instruction shall be documented and filed with the department head or site administrator as part of the total IIPP. Copies of training instruction shall be forwarded to Business Services.

VIII. INJURY REPORTING SYSTEM AND EVALUATION

One of the primary keys to the IIPP is the injury reporting system and the information that is obtained as part of the injury report. The information compiled should be carefully evaluated and corrective action recommendations made.

The major burden for reporting the injury and fully documenting it resides with supervisors. Supervisors should minimally:

- A. Insure that an employee accident report be completed immediately.
- B. Investigate the injury and file a complete and thorough report of the causes and recommendations to eliminate the hazards.
- C. Insure that corrective action is taken to eliminate the hazard.
- D. Instruct employees in injury avoidance techniques with special references to the most recent occurrence.

- E. Report the investigation findings to the IIPP Coordinator, Director of Business and the Department Head.

IX. EMPLOYEE COMPLIANCE PROGRAM

To ensure that employees comply with the District's IIPP, the District has established disciplinary procedures.

A. Disciplinary Procedures

The disciplinary procedures apply to all employees and supervisors as well.

1. Employees who fail to comply with safety rules shall be subject to disciplinary action.
2. Supervisors may be subject to disciplinary action for any of the following reasons:
 - a. Violation of District safety and health policies and procedures.
 - b. Repeated safety rule violation by their department employees.
 - c. Failure to provide adequate training prior to job assignment.
 - d. Failure to report accidents and provide medical attention to employees injured at work.
 - e. Failure to control unsafe conditions or work practices.
 - f. Failure to maintain good housekeeping standards and cleanliness in their departments.

X. SAFETY COMMUNICATION PROGRAM

The IIPP must provide for a means of readily understandable communication with effected employees on safety and health matters. The District may utilize any of the following methods of communicating with employees regarding safety and health issues.

- A. Safety Committee Meetings
- B. Safety Training Program
- C. Employee Meetings

XI. SAFETY COMMITTEE MEETINGS

Safety Committee will be comprised of members (supervisors and/or employees) of the various departments and the administration. Members will meet, when requested, by memorandum. Members will review the following:

- A. Unfinished business of the previous meeting.
- B. Discussion of recent accidents and corrective action taken.
- C. New and outstanding recommendations submitted by outside agencies (Fire Department, Cal/OSHA, etc.).
- D. New Business.
- E. Proposed employee safety training.

All meetings will be documented and the time and place for the next meeting will be set prior to the completion of the meeting.

Employee Safety Meetings – supervisors will be responsible for holding department safety meetings on a regular basis. Employee's attendance and discussion topics will be documented.

XII. ACCIDENT INVESTIGATIONS AND REPORTS

It is policy of the District to carry out a thorough program of accident investigation. Supervisory personnel will be primarily responsible for making an investigation of all accidents in their areas of responsibility. Accidents involving fire, death, serious injury or extensive property damage will be investigated jointly by the supervisor, District personnel, and outside agencies, if necessary.

The primary goal of the accident investigation program is the prevention of future similar accidents through the use of knowledge derived from the investigations. Additionally, the investigation will be used to prepare reports required by Cal/OSHA and the Worker's Compensation Insurance Administrator.

When an employee is injured at work, the supervisor is responsible for taking emergency action to have first aid administered, to obtain professional medical attention as soon as possible, and protect other employees and equipment. The supervisor shall begin to investigate the circumstances of the accident immediately.

Accident investigation must be conducted as soon after the accident as possible. The less time that elapses between accident and investigation, the better the information that can be obtained. Facts are clearer, more details are remembered and conditions are nearest those at the time of the accident.

The accident investigation will be your analysis and account of the accident based on the data gathered by examination of all facts, opinions, statements and related information.

Upon responding to the accident scene, the first person you should ask questions of is the victim of the injured person.

- A. Put the victim/injured person at ease. Remind the person of being interviewed that the sole purpose of the accident investigation is to prevent reoccurrence of the accident and to fix blame and you can only do this with their help.
- B. Conduct the interview at the scene of the accident. This will help the victim/witness to explain and you to understand the facts of the accident. Make this interview as private as possible. This will not only make the victim/witness more relaxed, but prevents their observations and ideas from being influenced by others.

- C. Ask for their version of the accident. Make sure you stress you want their version of what happened just as they remembered it. Let them tell the story! Do not interrupt to clarify, interpret or evaluate. If there is something you don't understand, wait until they are finished, and then ask questions. Above all, do not make judgments. This will place the person being interviewed on the defensive and defeat the purpose of the interview.
- D. Ask only those questions that are necessary. Limit your questions to facts. Ask open questions when possible. Stay clear of questions with a "yes" or "no" response. Always ask questions in a friendly, construction manner. IF you must ask why questions, wait until you have all other information as these tend to put the employee on the defensive.
- E. Repeat the story as you understand it. This will assure correct understanding by allowing the employee to be sure you understand what was meant (not just what was said).
- F. Close the interview on a positive not prevention. Discuss actions that may be taken to prevent the accident from happening again. Before ending the interview, check all information to be sure nothing has been left out. Let the employee help in developing recommendations to prevent reoccurrence of a similar accident.

In order for the Supervisor's Report to be effective, the narrative should contain all of the information gathered as a result of the investigation.

- A. Description of accident or employee/witness account of illness:

This is the section where you explain the what, where, who and how of the accident from the information you have gathered.

B. Results of the accident or illness:

Now you must detail where the victim was injured. What were the injuries and to what extent do they affect the victim. Photograms and diagrams should be used for documentation.

C. Basic Cause:

Explain fully in light of the act, condition or personal factor. The position of the narrative is asking that important question why did the accident happen.

D. Corrective measure taken and/or personal factor:

Here you are to explain what has been done to prevent a reoccurrence of the accident and how are the recommendations or corrective measures to be accomplished.

E. Additional comments and observations:

This place is reserved for comments or elements you as a supervisor may be aware of but may only have some indirect bearing on the accident.

The Supervisor's Accident Report (if any injury occurred) must be submitted to the Business Office not later than 24 hours after the accident.

XIII. HAZARD CONTROL

The most effective methods of accident prevention are the systematic elimination or control of hazard. The following basis hazard control methods shall be followed:

- A. Machine guards and warning devices shall meet state and federal standards. Safety of operations is to be given consideration to design, modification and purchasing of equipment. Inspections will be made by supervisors to assure that guards are not removed and are in use at all times.
- B. Appropriate personal protective equipment is to be provided by the District and its uses is to be strictly enforced. Initial and periodic training in the care and use of safety glasses, respirators, hearing protection, hard hats, etc. is to be provided.
- C. Preventive maintenance on machinery and equipment is to be tailed to the various locations. Records shall be kept by department heads or site administrator of all inspections and repairs; recommendations will be acted upon promptly.

- D. Housekeeping is to be emphasized; aisles and storage areas are to be marked and space is to be assigned for tools and equipment. Employees will have cleanup responsibility in their own areas in addition to the regular custodial work.
- E. Proper material-handling techniques are to be emphasized and mechanical equipment for moving materials will be provided as required.
- F. Fire Department personnel and other agencies may periodically inspect District sites for fire hazards. Business Services and the Safety Consultant will regularly inspect for safety hazards to assure continuing compliance with federal and state laws.
- G. All accidents are to be investigated by the responsibility supervisor or his/her designated person. All property damage will be reported immediately.

XIV. OCCUPATIONAL HEALTH

Employee health is of primary concern to the District. The following areas are of specific concern to the District.

- A. Areas which are hazardous because of toxic fumes, smoke and/or dust are to be identified. It is the designated person's responsibility to work with the Safety Consultant and the Director of Maintenance and Operations to see that proper ventilation and safety equipment is installed as required.
- B. Noise safety will be made of all high-noise level operations. Engineered noise controls will be implemented or protective equipment will be provide as required. Audiometric tests may be required for new-hires and periodic retesting may be done for those employees working in high-noise level areas.
- C. Hazardous materials are to be identified to establish the safe handling, storage and use of them. Care is to be taken to label all containers in accordance with federal, state and local standards.

XV. PUBLIC PROTECTION

Protection of the public while visiting or working on a District property is a major District responsibility. The following procedures and safeguards have been established.

- A. Members of the public (i.e., visitors, contractors, parents and repair people) are to check in at each site. Personal protective equipment is to be issued as required. Visitors may be restricted to certain areas. It is the designated person's responsibility to work with the Safety Consultant and the Director of Maintenance and Operations to see that areas such as parking lots, driveways, walkways, stairs, halls and floors are adequately lighted and maintained. All construction sites are to be posted or fenced. Periodic inspections will be made to assure adequate maintenance of public safeguards.

- B. Measures, i.e. odor control, chlorine leak alarms and/or fencing, will be utilized to reduce public liability exposure at District sites. These measures will be inspected on a regularly scheduled basis.

XVI. EMERGENCY PROCEDURES

Emergency response procedures have been established by the District for orderly shutdown of District site facilities in the event of fire, riot, strike, bomb threat, flood, earthquake and/or other natural disasters. These procedures are found in the District Emergency Preparedness Plan and shall be followed.



Lowell Joint School District Injury and Illness Prevention Program



COVID-19 INFECTION PREVENTION PLAN

Established: February 1, 2021
Updated: February 1, 2021

OVERVIEW

The following guidelines and considerations are intended to support school and community leaders plan and prepare to resume in-person instruction.

This guidance is interim. These guidelines and considerations are based on the best available public health data at this time, international best practices currently employed, and the practical realities of managing school operations; as new data and practices emerge, the guidance will be updated. Additionally, the guidelines and considerations do not reflect the full scope of issues that school communities will need to address, which range from day-to-day site-based logistics to the social and emotional well-being of students and staff; further guidance is forthcoming, including on school-based sports and extracurricular activities.

Implementation of this guidance will depend on local public health conditions, including those listed here. Communities meeting those criteria, such as lower incidence of COVID-19 and adequate preparedness, may implement the guidance described below as part of a phased reopening. All decisions about following this guidance should be made in collaboration with local health officials and other authorities.

Implementation of this guidance will be tailored for each setting, including adequate consideration of instructional programs operating at each school site and the needs of students and families.

The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA. Lowell Joint will stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on its Cal/OSHA Guidance on Requirements to Protect Workers from Coronavirus webpage and will be developing supplemental guidance to assist education employers in complying with Cal/OSHA's COVID-19- related standards.

General Measures

The District has established and will continue communication with local and State authorities to determine current disease levels and control measures in our community. Lowell Joint SD weekly consults with both LA County Public Health Department as well as the Orange County Public

Health Department, because LUSD operates schools/facilities that are physically located in both counties. Examples of these communications:

- LUSD reviews and refers to, if applicable, the relevant county variance documentation. Documentation.
- LUSD regularly consults with both county health officers, and designated staff who are best positioned to monitor and provide advice on local conditions.
- Collaborate with other local educational agencies in your region, including the county office of education.
- Regularly review updated guidance from state agencies, including the California Department of Public Health and California Department of Education.
- Regularly meet with and coordinate with LA County Department of Education as well as the Orange County Department of Education.

The District will evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. The District will ensure external community organizations that use the facilities also follow this guidance.

The District has develop a plan for the possibility of repeated closures of classes, groups or entire facilities when persons associated with the facility or in the community become ill with COVID-19. This is part of the LUSD Return to School Adaptable Plan Continuum.

The District has developed a comprehensive LUSD Re-Opening of School Safety Plan, which is in compliance with California Department of Public Health and is posted on our the LUSD webpage. Each school also has their individual comprehensive School Site Re-Opening of School Safety Plan that is designed specifically to their school.

The District has established a COVID-19 resource tab on the district's website where families, the community, and staff can access all information and resources (Resources Link).

The District has completed and posted the most current CAL/OSHA COVID-19 Prevention Program, which is located on "resources" tab of the LUSD webpage.

The District has develop a flexible plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, review existing student health plans to identify students who may need additional accommodations, develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed. Groups that might be at increased risk of becoming infected or having unrecognized illness include the following:

- Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
- Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
- Individuals who may not be able to communicate symptoms of illness.

Healthy Hygiene Practices

Staff will teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

- Students are taught, and staff reminded, to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff will be expected to wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Students and staff will be expected to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly.
- Staff are expected to model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- Children under age 9 will use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

The District has installed additional portable handwashing stations throughout campuses and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.

The District and school sites have develop routines enabling students and staff to regularly wash their hands at staggered intervals.

The District and school sites will teach and reinforce use of cloth face coverings, masks, or face shields. Face coverings are most essential when physical distancing is not practicable.

- All staff will use cloth face coverings unless Cal/OSHA standards require respiratory protection. Teachers can use face shields, and are provided, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction.
- Food service workers and staff in routine contact with the public (e.g., front office) will use gloves and facial coverings.
- Students will be required to use cloth face coverings unless they have a medical or educational restriction. Cloth face coverings are most essential in settings where physical distancing cannot easily be maintained, such as school buses or other settings where space may be insufficient.
- Students and staff have been and will continue to be frequently reminded not to touch the face covering and to wash their hands frequently.
- Information has been and will continue to be provided to all staff and families in the school community on proper use, removal and washing of cloth face coverings.

The District has and will continue to ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

The District has and will continue to provide and ensure staff use face coverings and all required personal protective equipment (PPE).

- The California Governor's Office of Emergency Services (CalOES) and the Department of Public Health (CDPH) are and will be working to support procurement and distribution of personal protective equipment.

Intensify Cleaning, Disinfection, and Ventilation

The District has suspend or modify use of site resources that necessitate sharing or touching items. For example, suspending use of drinking fountains and instead encouraging the use of reusable water bottles. The District has installed additional touchless water bottle filling stations on all campuses.

Staff will properly clean and disinfect frequently touched surfaces within school at least daily and, as practicable, frequently throughout the day by trained custodial staff. The District has deployed electro-static cleaning equipment, which is used for cleaning and disinfecting on campuses and facilities.

The District does not maintain any buses.

Frequently touched surfaces in the school include, but are not limited to:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Tables
- Student Desks
- Chairs

The District will limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.

The District will limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable. But where allowed, clean and disinfect between uses.

When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions.

To reduce the risk of asthma related to disinfecting, programs will aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).

- Avoid products that mix these ingredients with peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.

- Custodial staff with the responsibility of cleaning and disinfecting the school site have been equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection (when applicable) and other appropriate protective equipment as required by the product & instructions. All products must be kept out of children's reach and stored in a space with restricted access.
- The District has established a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- The District has also deployed UV sanitizing equipment for routine use as well as targeted use in any room/facility that may have been exposed to COVID-19.

The District will continue to ensure safe and correct application of disinfectant and keep products away from students.

The District will continue to ensure ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.

- If opening windows poses a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to persons using the facility, the District will consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 1

The District will continue to take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

Good sanitation practices include:

- Checking restroom facilities frequently and make sure they are clean and sanitary
- Assigning an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- Making sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
- Making sure handwashing supplies are re-stocked regularly
- Assigning an employee to serve drinking water and provide appropriate PPE including but not limited to gloves and N95 respirators
- Sanitizing water receptacle and spigot frequently

Implementing Distancing Inside and Outside the Classroom

Arrival and Departure

1. Open windows and maximize space between students and between students and the driver on school buses where practicable.
2. Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.
3. Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.

4. Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
5. Consider using privacy boards or clear screens.

Classroom Space

1. Students will be expected remain in the same space and in groups as small and consistent as practicable. The same students and teacher or staff will be kept with each group, to the greatest extent practicable.
2. Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.
3. Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
4. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
5. Staff will develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
6. Implement procedures for turning in assignments to minimize contact.

Non-Classroom Space

1. Nonessential visitors, volunteers and activities involving other groups at the same time will be limited. Visitors will only be allowed on campus for official business.
2. Campuses will limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
3. All non-classroom space will be considered for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
4. Campuses will minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, and staggered passing times when necessary or when students cannot stay in one room.
5. Serve meals in classrooms or outdoors instead of cafeterias or group dining rooms where practicable. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.
6. Consider holding recess activities in separated areas designated by class.

Physical Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. Employees will be expected to practice distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas
- Before starting the work shift
- After the work shift
- Coming and going from vehicles
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods

- When other work activities including using various tools

Limit Sharing

Campus staff will keep each child's belongings separated and in individually labeled storage containers, cubbies or areas as much as practicable. Ensure personal belongings are taken home each day to be cleaned.

Campus staff will ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.

Campus staff will avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable.

Train All Staff and Educate Families

The District will train all staff and provide educational materials to families in the following safety actions:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Use of face coverings
- Screening practices o COVID-19 specific symptom identification

The District has consider and conducted the training and education virtually, or, if in-person, ensure distancing is maintained.

Information has been provided to all staff and families on proper use, removal and washing of cloth face coverings.

Check for Signs and Symptoms

The District will prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.

The District does actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. The District has developed and implemented policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.

The District has implement wellness screening and other procedures for all staff and students entering the facility.

- All staff are expected to complete a personal health/wellness check at home before coming the campus as well as a required [LJSD Health/Wellness Screening](#) as they arrive to campus. The Health/Wellness screening does require staff to use the non-touch temperature check equipment, deployed at each campus, as part of their screening.
- The school staff will conduct a visual wellness checks of all students and students' temperature will be taken with the use a no-touch thermometers.

- Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- Make available and encourage use of hand-washing stations or hand sanitizer.
- The District Nurse will document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found here. As noted in Section 9 below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.
- If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies. COVID-19 Informational Forms are available on the ljsd.org webpage.

The District will monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.F degrees or higher, cough or other COVID-19 symptoms.

The District will not penalize students and families for missing class.

Plan for When a Staff Member, Child or Visitor Becomes Sick

The District will work with school administrators, nurses and other healthcare providers to identify an "cool down" area (isolation) or area to separate anyone who exhibits symptoms of COVID-19. Each school's "cool down" area is located in an outside tent area to help provide social distancing and fresh air.

Any students or staff exhibiting symptoms will immediately be required to wear a face covering and be required to wait in an "cool down" area until they can be transported home or to a healthcare facility, as soon as practicable.

The District will establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

For serious injury or illness, district staff will call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

In compliance with all CDPH and CAL/OSHA directives, notification of local health officials, staff and all families will be made of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.

Areas used by any sick person will be closed off and not use before cleaning and disinfection. To reduce risk of exposure, staff will wait 24 hours before cleaning and disinfecting. The District has deployed the use of surgical UV light sanitization equipment or routine and target cleaning. If it is not possible to wait 24 hours, staff will wait as long as practicable. Staff will ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Disinfectant products will be kept away from students.

Sick staff members and students will not be allowed to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.

The District does ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.

The District does provide students, teachers and staff from higher transmission areas opportunities for telework, virtual learning, independent study and other options as feasible to reduce travel to schools in lower transmission areas and vice versa.

Maintain Healthy Operations

The District does monitor staff absenteeism and have a roster of trained back-up staff where available.

The District does monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly.

The District has designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner. Staff are encouraged to connect with their site principal, immediate supervisor, and/or Mr. Jim Coombs, Superintendent of Schools (562-902-4203, jcoombs@ljsd.org), Ms. Andrea Reynolds, Assistant Superintendent of Administrative Services (562-902-4280, areynolds@ljsd.org), and Mr. David Bennett, Assistant Superintendent of Facilities and Operations (562-902-4291, dbennett@ljsd.org).

The District does maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found here. <https://studentprivacy.ed.gov/>

The District does consult with local health departments if routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear. It should be noted that Lowell Joint School District coordinates with both the LA County Public Health Department and Orange County Public Health Department, because LJSd has school campuses and facilities that are physically located in both counties.

The District does support staff and students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, virtual learning or independent study.

Considerations for Partial or Total Closures

The District does check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly. The District also meets with and coordinates with both LA and Orange County Public Health Department staff on a weekly basis.

If a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, implement the following steps:

- In consultation with the local public health department, the appropriate school official (District Nurse) may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- Given standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate.
- Additional close contacts at school outside of a classroom should also isolate at home.
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- Implement communication plans for school closure to include outreach to students, parents, teachers, staff and the community.
- Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable for public local educational agencies.
- Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- Maintain regular communications with the local public health department.

Training

The District does provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical distancing guidelines

- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
 - Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing. Methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants
 - Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.



Lowell Joint School District

Injury and Illness Prevention Program



PROTECTION FROM WILDFIRE SMOKE

Established: February 1, 2021
Updated: February 1, 2021

INTRODUCTION

The District has established and implemented a system for communicating wildfire smoke hazards to all affected employees. Employees are encouraged to inform the District of wildfire smoke hazards at the worksite without fear of reprisal.

Wildfire smoke is defined as emissions from fires in sparsely populated geographical areas covered primarily by grass, brush, trees, crops, or combination thereof (wildlands) and/or in adjacent developed areas.

Particulate matter (specifically PM_{2.5}/diameter of 2.5 micrometers or smaller) is the principal pollutant of concern from wildfire smoke. Particulate matter is a generic term for particles suspended in the air, typically as a mixture of both solid particles and liquid droplets. The characteristics, sources, and potential health effects of particulate matter depend on its source, the season, and atmospheric conditions. Additionally, the size of particles affects their potential to cause health effects. Particles from smoke tend to be very small. Particles within the fine particle PM_{2.5} fraction can be inhaled into the deepest recesses of the lung. The effects of smoke range from eye and respiratory tract irritation to more serious disorders, including reduced lung function, bronchitis, exacerbation of asthma and heart failure, and premature death.

REQUIREMENTS

The District shall establish and implement a system for communicating wildfire smoke hazards in a form readily understandable by all affected employees, including provisions designed to encourage employees to inform the District of wildfire smoke hazards at the worksite without fear of reprisal. The District shall inform employees of the current Air Quality Index (AQI) for PM_{2.5}. The District shall provide protective measures available to employees to reduce their wildfire smoke exposures.

The District shall reduce employee exposure to PM_{2.5} to less than a current AQI of 151 by engineering controls whenever feasible, for instance by providing enclosed buildings, structures, or vehicles where the air is filtered. If engineering controls are not sufficient to reduce exposure to PM_{2.5} to less than a current AQI of 151, then the employer shall reduce employee exposures as much as feasible.

Whenever engineering controls are not feasible or do not reduce employee exposures to PM_{2.5} to less than a current AQI of 151, the District shall implement administrative controls, if practicable, such as relocating work to a location where the current AQI for PM_{2.5} is lower, changing work schedules, reducing work intensity, or providing additional rest periods.

Where the current AQI for PM2.5 is equal to or greater than 151, but does not exceed 500, the District shall provide respirators to all employees for voluntary use and encourage employees to use respirators. Respirators shall be NIOSH (National Institute for Occupational Safety and Health of the U.S. Center for Disease Control and Prevention) - approved devices that effectively protect the wearers from inhalation of PM2.5, such as N95 filtering face piece respirators. Respirators shall be cleaned, stored, maintained, and replaced so that they do not present a health hazard to users.

The District shall provide employees with effective training and instruction and the means to control harmful exposures to employees.

Employees shall be encouraged to inform the District of worsening air quality; and any adverse symptoms that may be the result of wildfire smoke exposure such as asthma attacks, difficulty breathing, and chest pain.

RESPONSIBILITIES

In the event Employees may be exposed to wildfire smoke, the District is required to find out the current AQI applicable to effected worksites before each shift and periodically thereafter, as needed to protect the health of the employee. The District will obtain AQI forecasts and the current AQI for PM2.5 from any of the following resources: U.S. EPA AirNow, U.S. Forest Service Wildland Air Quality Response Program, California Air Resources Board, or South Coast Air Quality Management District.

If the current AQI for PM2.5 is 151 or more, the District will notify the worksite and continue to monitor the current AQI before and periodically during each shift.

The District shall alert employees when the air quality is harmful and what protective measures are available to employees.

The District shall report any school closures to the County Office of Education for media notification as well as announce closures to families using normal school closure procedures.

EMPLOYEE TRAINING

The health effects of wildfire smoke.

Although there are many hazardous chemicals in wildfire smoke, the main harmful pollutant for people who are not very close to the fire is "particulate matter," the tiny particles suspended in the air.

Particulate matter can irritate the lungs and cause persistent coughing, phlegm, wheezing, or difficulty breathing. Particulate matter can also cause more serious problems, such as reduced lung function, bronchitis, worsening of asthma, heart failure, and early death.

People over 65 and people who already have heart and lung problems are the most likely to suffer from serious health effects.

The smallest, and usually the most harmful, particulate matter is called PM2.5 because it has a diameter of 2.5 micrometers or smaller.

The right to obtain medical treatment without fear of reprisal.

Employees who show signs of injury or illness due to wildfire smoke exposure shall seek medical treatment without fear of reprisal. In the event of serious injury or illness caused by wildfire smoke exposure contact Emergency Medical Services immediately for treatment and/or transfer to emergency medical facilities.

Air Quality Index (AQI)

If employees may be exposed to wildfire smoke, then the District is required to find out the current AQI applicable to the worksite and check the current AQI before and periodically during each shift.

Employees can obtain the current Air Quality Index (AQI) for PM2.5. Various government agencies monitor the air at locations throughout California and report the current AQI for those places. The AQI is a measurement of how polluted the air is. An AQI over 100 is unhealthy for sensitive people and an AQI over 150 is unhealthy for everyone. Although there are AQIs for several pollutants, this plan covers wildfire smoke only and uses the AQI for PM2.5.

The easiest way to find the current and forecasted AQI for PM2.5 is to go to www.AirNow.gov and enter the zip code of the location where you will be working. The current AQI is also available from the U.S. Forest Service at <https://tools.airfire.org/> or a local air district, which can be located at www.arb.ca.gov/capcoa/dismap.htm. Employees who do not have access to the internet can contact the District for the current AQI. The EPA website www.enviroflash.info can transmit daily and forecasted AQIs by text or email for particular cities or zip codes.

Lowering Employee Exposure

The District shall take action to protect employees from PM2.5 when the current AQI for PM2.5 is 151 or greater. The District shall make decisions about school activities and closures based on air quality measurements and local conditions, such as the availability and quality of school building air filtration and direct observation of onsite indoor/outdoor air quality. The District may, if practicable, relocate work to a location where the current AQI for PM2.5 is lower, change work schedules, reduce work intensity, or provide additional rest periods.

The District's exposure control system includes, but are not limited to, the following protective methods:

Employees shall reduce work time in areas with unfiltered air. Employees shall remain in enclosed buildings or structures in which the air is filtered by a mechanical ventilation system and the District ensures that windows, doors, bays, and other openings are kept closed to minimize contamination by outdoor or unfiltered air, or enclosed vehicles in which the air is filtered by a cabin air filter and the employer ensures that windows, doors, and other openings are kept closed to minimize contamination by outdoor or unfiltered air. Employees may only be exposed to a current AQI for PM2.5 of 151 or greater for a total of one hour or less during a shift.

The District may increase employee rest time and frequency and provide a rest area with filtered air. Employees should reduce the physical intensity of the work to help lower breathing and heart rates.

The District shall provide employees with proper respirators for voluntary use when the current AQI for PM2.5 is 151 or greater, and engineering and/or administrative controls are unavailable. If the current AQI is greater than 500, respirator use is required.

The District will determine school closure and event cancelation based on local conditions. The District shall announce school/site closures to employees using normal school closure procedures.

The District encourages employees to inform their supervisors if they notice the air quality is getting worse, or if they are suffering from any symptoms due to the air quality, without fear of reprisal.

In the event Employees may be exposed to wildfire smoke, the District will monitor local air quality conditions and alert the affected school Principals and/or Site Administrators to activate engineering and/or administrative controls including, but not limited to, the actions described in this section.

Respirators

Respirators can be an effective way to protect employee health by reducing exposure to wildfire smoke, when they are properly selected and worn. Respirator use can be beneficial even when the AQI for PM2.5 is less than 151, to provide additional protection.

When the current AQI for PM2.5 is 151 or greater, The District shall provide employees with proper respirators for voluntary use. If the current AQI is greater than 500, respirator use is required.

A respirator should be used properly and kept clean.

The following precautions shall be taken:

The District shall select respirators certified for protection against the specific air contaminants at the workplace. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Center for Disease Control and Prevention certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will list what the respirator is designed for (particulates, for example).

Surgical masks or items worn over the nose and mouth such as scarves, T-shirts, and bandannas will not provide protection against wildfire smoke. An N95 filtering face piece respirator, shown in Figure 1, is the minimum level of protection for wildfire smoke.

Read and follow the manufacturer's instructions on the respirator's use, maintenance, cleaning and care, along with any warnings regarding the respirator's limitations. The manufacturer's instructions for medical evaluations, fit testing, and shaving should also be followed, although doing so is not required for voluntary use of filtering face piece respirators.

Do not wear respirators in areas where the air contains contaminants for which the respirator is not designed. A respirator designed to filter particles will not protect employees against gases or vapors, and it will not supply oxygen.

Employees should keep track of their respirator so that they do not mistakenly use someone else's respirator.

Employees who have a heart or lung problem should ask their doctor before using a respirator.

How to properly put on, use, and maintain the respirators provided by the District.

To get the most protection from a respirator, there must be a tight seal around the face. A respirator will provide much less protection if facial hair interferes with the seal. Loose-fitting powered air purifying respirators may be worn by people with facial hair since they do not have seals that are affected by facial hair.

The proper way to put on a respirator depends on the type and model of the respirator.

For those who use an N95 or other filtering facepiece respirator mask that is made of filter material:

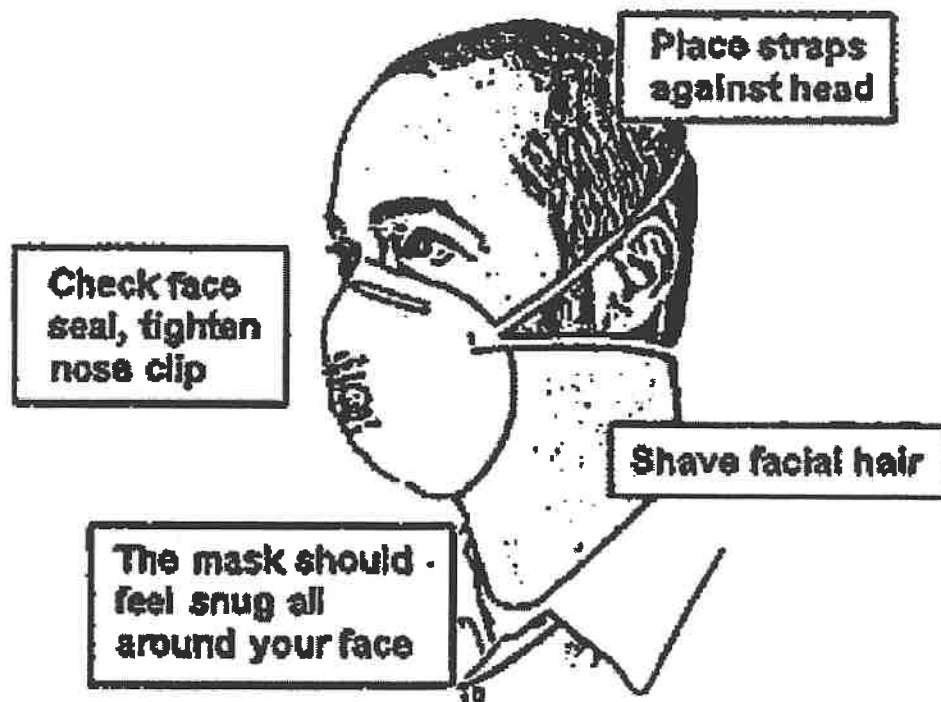
1. Place the mask over the nose and under the chin, with one strap placed below the ears and one strap above.
2. Pinch the metal part (if there is one) of the respirator over the top of the nose so it fits securely.

For a respirator that relies on a tight seal to the face, check how well it seals to the face by following the manufacturer's instructions for user seal checks. Adjust the respirator if air leaks between the seal and the face. The more air leaks under the seal, the less protection the user receives.

Respirator filters should be replaced if they get damaged, deformed, dirty, or difficult to breathe through. Filtering facepiece respirators are disposable respirators that cannot be cleaned or disinfected. A best practice is to replace filtering facepiece respirators at the beginning of each shift.

If you have symptoms such as difficulty breathing, dizziness, or nausea, go to an area with cleaner air, take off the respirator, and get medical help

Figure 1



***Drawing Showing Proper Fitting of a Filtering Facepiece Respirator
(shaving is not required for voluntary respirator use)***

Reference

Authority cited: California Code of Regulation 5141.1 (Note: New Appendix B filed 7-29-2019 as an emergency); operative 7-29-2019 (Register 2019, No. 31). A Certificate of Compliance must be transmitted to OAL by 4-27-2020 or emergency language will be repealed by operation of law on the following day.



Lowell Joint School District

Injury and Illness Prevention Program



SILICA EXPOSURE CONTROL PLAN

Established: February 1, 2021
Updated: February 1, 2021

INTRODUCTION

Crystalline silica is a natural material found abundantly in the earth's crust. Other common names for crystalline silica are silicon dioxide, quartz, cristobalite, and tridymite. Quartz, the most common form of silica, is a component of sand, stone, rock, concrete, brick, ceramic tiles, block, and mortar. Silica dust may be hazardous when very small (respirable) particles are inhaled. These respirable dust particles can penetrate deep into the lungs and after many years of exposure may cause disabling and sometimes fatal lung diseases, including silicosis and lung cancer. Silica presents a hazard when respirable dust is created and inhaled. Work tasks that can generate silica dust include cutting, sawing, drilling, and crushing of concrete, brick, ceramic tiles, rock, and stone products.

PURPOSE

The District has established and implemented a written exposure control plan that identifies tasks involving silica exposure and methods used to protect employees.

The written Silica Exposure Control Plan is designed to protect employees from respirable crystalline silica through identification, evaluation, and control of respirable silica hazards in the workplace. It establishes procedures and controls to be used and communicated to all affected employees to lower exposure to respirable crystalline silica (RCS).

All District departments and operating units are required to implement the components of the plan needed to ensure compliance with Title 8, California Code of Regulations (CCR), General Industry Safety Orders, § 5204 (Occupational Exposure to Respirable Crystalline Silica).

SCOPE

The Silica Exposure Control Plan applies to all District employees who are exposed to respirable crystalline silica (RCS) at or above permissible limits, as determined by the Silica Exposure Program Coordinator or Designee in consultation with department supervisors or as established by this Plan.

DEFINITIONS

Action Level-A concentration of airborne respirable crystalline silica of $25 \mu\text{g}/\text{m}^3$, calculated as an 8-hour TWA.

Employee Exposure-The exposure to airborne respirable crystalline silica that would occur if the employee were not using a respirator.

High-efficiency Particulate Air (HEPA) Filter-A filter that is at least 99.97 percent efficient in removing mono-dispersed particles of 0.3 micrometers in diameter.

Objective Data-Information, such as air monitoring data from industry-wide surveys or calculations based on the composition of a substance, demonstrating employee exposure to respirable crystalline silica associated with a particular product or material or a specific process, task, or activity. The data must reflect workplace conditions closely resembling or with a higher exposure potential than the processes, types of material, control methods, work practices, and environmental conditions in the employer's current operations.

Permissible Exposure Limit (PEL)-Maximum amount or concentration of respirable crystalline silica that an employee may be exposed under Cal/OSHA regulations.

Regulated Area-An area, demarcated by the employer, where an employee's exposure to airborne concentrations of respirable crystalline silica exceeds, or can reasonably be expected to exceed, the PEL.

Respirable Crystalline Silica (RCS)-Quartz, cristobalite, and/or tridymite contained in airborne particles that are determined to be respirable by a sampling device designed to meet the characteristics for respirable-particle-size-selective samplers specified in the International Organization for Standardization (ISO) 7708:1995: Air Quality - Particle Size Fraction Definitions for Health-Related Sampling.

RESPONSIBILITIES

The **[Insert Title]** or Designee (hereafter referred to as Coordinator) will serve as the Silica Exposure Control Plan Coordinator for the District. The Coordinator will communicate the requirements to all relevant managers, share the content of the plan, ensure training and medical surveillance are scheduled in a timely manner, monitor the plan, make revisions on an annual basis or as needed, facilitate problem solving and assist in determining if outside assistance is required. Each Site Administrator or Principal will serve as the site-specific Program Coordinator.

Maintenance Departments shall be mindful of equipment selection, preventive maintenance, troubleshooting, and work order follow-up and how those affect silica exposures in the workplace.

All departments performing work where RCS may be created or released shall coordinate with the Coordinator to have the work activity reviewed and air monitoring performed as necessary. RCS can be created by crushing, drilling, grinding, cutting, sanding or abrading certain types of materials such as sand, stone, mortar and concrete, porcelain and ceramic materials, brick and pottery products, plaster, sheetrock compounds, and refractory materials. RCS may also be found in the clay body and glazes of pottery. Where exposures of concern are identified by the Coordinator, the Coordinator will work with the department to develop and implement a standard operating procedure (SOP) that describes departmental implementation of this Plan.

Employees shall remain proactive in keeping current on training, medical surveillance, and following work practices as trained. Ask questions if you do not understand what is being asked of you. If you see equipment that is not operating as designed bring it to your supervisor's attention. If you wear a respirator ensure you are receiving fit tests and training annually, and inspect, clean and store your equipment as trained.

EXPOSURE ASSESSMENT

The District shall assess the exposure of each employee who is or may reasonably be expected to be exposed to respirable crystalline silica at or above the action level in accordance with either the performance option or the scheduled monitoring.

Performance option: The District shall assess the 8-hour TWA exposure for each employee on the basis of any combination of air monitoring data or objective data sufficient to accurately characterize employee exposures to respirable crystalline silica.

Scheduled Monitoring Option: The District shall perform initial monitoring to assess the 8-hour TWA exposure for each employee on the basis of one or more personal breathing zone air samples that reflect the exposures of employees on each shift, for each job classification, in each work area. Where several employees perform the same tasks on the same shift and in the same work area, the District may sample a representative fraction of these employees in order to meet this requirement. In representative sampling, the District shall sample the employee(s) who are expected to have the highest exposure to respirable crystalline silica. If initial monitoring indicates that employee exposures are below the action level, the District may discontinue monitoring for those employees whose exposures are represented by such monitoring.

Reassessment of Exposures: The District shall reassess exposures:

- ☐ Where the most recent exposure monitoring indicates that employee exposures are at or above the action level but at or below the PEL, the District shall repeat such monitoring within six months of the most recent monitoring.
- ☐ Where the most recent exposure monitoring indicates that employee exposures are above the PEL, the District shall repeat such monitoring within three months of the most recent monitoring.
- ☐ Where the most recent (non-initial) exposure monitoring indicates that employee exposures are below the action level, the District shall repeat such monitoring within six months of the most recent monitoring until two consecutive measurements, taken 7 or more days apart, are below the action level, at which time the District may discontinue monitoring for those employees whose exposures are represented by such monitoring.
- ☐ Whenever a change in the production, process, control equipment, personnel, or work practices may reasonably be expected to result in new or additional exposures at or above the action level, or when the employer has any reason to believe that new or additional exposures at or above the action level have occurred

Employee notification of assessment results: Within 15 working days after completing an exposure assessment, the District shall individually notify each affected employee in writing of the results of that assessment or post the results in an appropriate location accessible to all affected employees. Whenever an exposure assessment indicates that employee exposure is above the PEL, the employer shall describe in the written notification the corrective action being taken to reduce employee exposure to or below the PEL.

Observation of monitoring: Where air monitoring is performed, the District shall provide affected employees or their designated representatives an opportunity to observe any monitoring of employee exposure to respirable crystalline silica. When observation of monitoring requires entry into an area where the use of protective clothing or equipment is required for any workplace hazard, the District shall provide the observer with protective clothing and equipment at no cost and shall ensure that the observer uses such clothing and equipment.

REGULATED AREAS

A **regulated area** will be established wherever an employee's exposure to airborne concentrations of respirable crystalline silica is, or can reasonably be expected to be, in excess of the PEL.

The District shall demarcate regulated areas from the rest of the workplace in a manner that minimizes the number of employees exposed to respirable crystalline silica within the regulated area. The District shall post signs at all entrances to regulated areas that bear the legend described in the Hazard Communication section of this plan.

Access to regulated areas shall be limited to persons authorized by the District and required by work duties to be present in the regulated area; any person entering such an area as a designated representative of employees for the purpose of exercising the right to observe monitoring procedures; and any person authorized by the Occupational Safety and Health Act or regulations issued under it to be in a regulated area.

The District shall provide each employee and the employee's designated representative entering a regulated area with an appropriate respirator and shall require each employee and the employee's designated representative to use the respirator while in a regulated area.

Air from a regulated area shall not be recirculated by the building ventilation system unless it is first cleaned by HEPA filtration.

A **temporary restricted area** may be established whenever the task is covered by the Exposure Control Plan *and* the task will not be performed regularly in the same area or location. Temporary restricted areas shall meet the requirements of regulated areas. When these tasks are performed near areas occupied by the general public, dust barriers shall be installed as needed to prevent dust migrating into those areas. If a building ventilation system provides air to the area where restricted work is being performed, the building air returns from that system shall be blanked or closed while that work is in progress.

Where tasks are performed indoors or in an enclosed area, exhaust ventilation shall be provided as needed to minimize the accumulation of visible airborne dust. If this dust is exhausted inside the building, or outside in an area where the public may be exposed, the exhaust system must incorporate HEPA filtration. For tasks performed using wet methods, water shall be applied at a rate that is sufficient to minimize the release of visible dust.

COMPLIANCE

The District shall use engineering and work practice controls to reduce and maintain employee exposure to respirable crystalline silica to or below the PEL, unless the District can demonstrate that such controls are not feasible. Wherever such feasible engineering and work practice controls are not sufficient to reduce employee exposure to or below the PEL, the District shall

nonetheless use them to reduce employee exposure to the lowest feasible level and shall supplement them with the use of respiratory protection.

Written Exposure Control Plan.

The District shall establish and implement a written exposure control plan that contains at least the following elements:

- A description of the tasks in the workplace that involve exposure to respirable crystalline silica;
- A description of the engineering controls, work practices, and respiratory protection used to limit employee exposure to respirable crystalline silica for each task; and
- A description of the housekeeping measures used to limit employee exposure to respirable crystalline silica.

The District shall review and evaluate the effectiveness of the written exposure control plan at least annually and update it as necessary.

The District shall make the written exposure control plan readily available for examination and copying, upon request, to each employee covered by the Exposure Control Plan, their designated representatives, the Chief of the Division of Occupational Safety and Health, or designee, and the Director of the National Institute for Occupational Safety and Health (NIOSH), U.S. Department of Health and Human Services, or designee.

When departmental tasks with potential exposure to RCS are limited to those identified in this Plan (**see: Table 1 Specified Exposure Control Methods**) and are performed in accordance with this Plan and the Specified Exposure Control Methods (SECM) are followed, this Plan will serve as the Written Exposure Control Plan. When departmental tasks with potential exposure to RCS are performed that are not identified within this Plan, the department must develop a

Departmental specific exposure control plan (or standard operating procedure) that describes departmental implementation of this Plan, which includes identifying SECM (**see: Table 2 Crystalline Silica Dust Safety Quick Sheet**).

For fixed worksites where exposures above the action level occur on a routine basis, a worksite-specific written exposure control plan must be developed used. Please contact the Coordinator for assistance with writing your plan. The plan must be reviewed at least annually.

Specified Exposure Control Methods

For each employee working with materials containing crystalline silica and engaged in a task using the equipment and machines listed in **Table 1** a supervisor and/or competent person shall ensure the engineering controls, work practices, and respiratory protection are used as specified. In all cases, be sure to operate and maintain the tool in accordance with the manufacturer's instructions to minimize dust emissions. If the designated engineering controls are not available or feasible, or if the equipment is not listed in the SECM the department must establish SECM to include in their plan or standard operating procedures. Contact the Coordinator for assistance and guidance on such plans.

Where respiratory protection is required, the District must provide each employee an appropriate respirator. Respiratory protection is required:

- Where exposures exceed the PEL during periods necessary to install or implement feasible engineering and work practice controls;
- Where exposures exceed the PEL during tasks, such as certain maintenance and repair tasks, for which engineering and work practice controls are not feasible;
- During tasks for which the District has implemented all feasible engineering and work practice controls and such controls are not sufficient to reduce exposures to or below the PEL; and
- During periods when the employee is in a regulated area.

Where respirator use is required, the District shall institute a respiratory protection program.

HOUSEKEEPING

The District shall not allow dry sweeping or dry brushing where such activity could contribute to employee exposure to respirable crystalline silica unless wet sweeping, HEPA-filtered vacuuming or other methods that minimize the likelihood of exposure are not feasible.

The District shall not allow compressed air to be used to clean surfaces where such activity could contribute to employee exposure to respirable crystalline silica unless the compressed air is used in conjunction with a ventilation system that effectively captures the dust cloud created by the compressed air; or no alternative method is feasible.

Do not use compressed air to clean an employee's clothes that have become soiled with dust containing respirable crystalline silica. Rather, use a HEPA filtered vacuum to remove dust followed by laundering. Coveralls, launderable or disposable, can be used to minimize the transfer of dust to other areas such as an office, break room, vehicle or home environment. Vacuum the coveralls with a HEPA filtered vacuum before removing and launder or dispose of them as appropriate. Disposable apparel and vacuum filters can be disposed in normal trash.

MEDICAL SURVEILLANCE

The District shall make medical surveillance available at no cost to the employee, and at a reasonable time and place, for each employee who will be occupationally exposed to respirable crystalline silica at or above the action level for 30 or more days per year.

The District shall ensure that all medical examinations and procedures required are performed by a Physician or Other Licensed Health Care Professional (PLHCP).

Initial examination

The District shall make available an initial (baseline) medical examination within 30 days after initial assignment, unless the employee has received a medical examination within the last three years. The examination shall consist of:

- A medical and work history, with emphasis on: Past, present, and anticipated exposure to respirable crystalline silica, dust, and other agents affecting the respiratory system; any history of respiratory system dysfunction, including signs and symptoms of respiratory disease (e.g., shortness of breath, cough, wheezing); history of tuberculosis; and smoking status and history;

- ☐ A physical examination with special emphasis on the respiratory system;
- ☐ A chest X-ray
- ☐ A pulmonary function test to include forced vital capacity (FVC) and forced expiratory volume in one second (FEV₁) and FEV₁/FVC ratio;
- ☐ Testing for latent tuberculosis infection; and
- ☐ Any other tests deemed appropriate by the PLHCP.

Periodic examinations

The District shall make available medical examinations that include the procedures described in Initial Examination (except testing for latent tuberculosis infection) at least every three years, or more frequently if recommended by the PLHCP.

The District shall ensure that the examining PLHCP has a copy of this standard, and shall provide the PLHCP with the following information:

- ☐ A description of the employee's former, current, and anticipated duties as they relate to the employee's occupational exposure to respirable crystalline silica;
- ☐ The employee's former, current, and anticipated levels of occupational exposure to respirable crystalline silica;
- ☐ A description of any personal protective equipment used or to be used by the employee, including when and for how long the employee has used or will use that equipment; and
- ☐ Information from records of employment-related medical examinations previously provided to the employee and currently within the control of the District.

Employee Medical Report

The District shall ensure that the PLHCP explains to the employee the results of the medical examination and provides each employee with a written medical report within 30 days of each medical examination performed. The written report shall contain:

- ☐ A statement indicating the results of the medical examination, including any medical condition(s) that would place the employee at increased risk of material impairment to health from exposure to respirable crystalline silica and any medical conditions that require further evaluation or treatment;
- ☐ Any recommended limitations on the employee's use of respirators;
- ☐ Any recommended limitations on the employee's exposure to respirable crystalline silica; and
- ☐ A statement that the employee should be examined by a specialist if the chest X-ray provided is classified as 1/0 or higher by the B Reader, or if referral to a specialist is otherwise deemed appropriate by the PLHCP.

District Medical Report

The District shall obtain a written medical opinion from the PLHCP within 30 days of the medical examination. The written opinion shall contain only the following:

- ☐ The date of the examination;
- ☐ A statement that the examination has met the requirements of this section; and
- ☐ Any recommended limitations on the employee's use of respirators.

If the employee provides written authorization, the written opinion shall also contain either or both of the following:

- Any recommended limitations on the employee's exposure to respirable crystalline silica;
- A statement that the employee should be examined by a specialist if the chest X-ray provided is classified as 1/0 or higher by the B Reader, or if referral to a specialist is otherwise deemed appropriate by the PLHCP.

Additional examinations

If the PLHCP's written medical opinion indicates that an employee should be examined by a specialist, the District shall make available a medical examination by a specialist within 30 days after receiving the PLHCP's written opinion. The District shall ensure that the examining specialist is provided with all of the information that the District is obligated to provide to the PLHCP. The District shall ensure that the specialist explains to the employee the results of the medical examination and provides each employee and the District with a written medical report within 30 days of the examination.

HAZARD COMMUNICATION

The District shall include respirable crystalline silica in the program established to comply with the District Hazard Communication Program. The District shall ensure that each employee has access to labels on containers of crystalline silica and safety data sheets (SDS) and is trained in accordance with the provisions described in the Training section of this plan.

The District shall ensure that at least the following hazards are addressed: Cancer, lung effects, immune system effects, and kidney effects.

The District shall post signs at all entrances to regulated areas and temporary restricted areas that bear the following legend:

**DANGER RESPIRABLE CRYSTALLINE SILICA MAY CAUSE CANCER CAUSES
DAMAGE TO LUNGS WEAR RESPIRATORY PROTECTION IN THIS AREA
AUTHORIZED PERSONNEL ONLY**

TRAINING

The District shall ensure that each employee covered by the Silica Exposure Control Plan can demonstrate knowledge and understanding of at least the following:

- The health hazards associated with exposure to respirable crystalline silica;
- Specific tasks in the workplace that could result in exposure to respirable crystalline silica;
- Specific measures the District has implemented to protect employees from exposure to respirable crystalline silica, including engineering controls, work practices, and respirators to be used;
- The purpose and a description of the medical surveillance program.

Any employee who is exposed to silica above the action level is required to receive Silica Hazard Awareness training and site and task specific training provided by their supervisor. Verification of site-specific training must be documented. The District will provide instructor lead training to supervisors and competent persons on the implementation of the Silica Exposure Control Plan.

RECORDKEEPING

Air monitoring data: The District shall make and maintain an accurate record of all exposure measurements taken to assess employee exposure to respirable crystalline silica. This record shall include at least the following information:

- ☐ The date of measurement for each sample taken;
- ☐ The task monitored;
- ☐ Sampling and analytical methods used;
- ☐ Number, duration, and results of samples taken;
- ☐ Identity of the laboratory that performed the analysis;
- ☐ Type of personal protective equipment, such as respirators, worn by the employees monitored; and
- ☐ Name, social security number, and job classification of all employees represented by the monitoring, indicating which employees were actually monitored.

Each employee exposure record shall be preserved and maintained for at least thirty (30) years.

Objective data: The District shall make and maintain an accurate record of all objective data. This record shall include at least the following information:

- ☐ The crystalline silica-containing material in question;
- ☐ The source of the objective data;
- ☐ The testing protocol and results of testing;
- ☐ A description of the process, task, or activity on which the objective data were based; and
- ☐ Other data relevant to the process, task, activity, material, or exposures on which the objective data were based.

Medical surveillance: The District shall make and maintain an accurate record for each employee covered by medical surveillance. The record shall include the following information about the employee:

- ☐ Name and social security number;
- ☐ A copy of the PLHCPs' and specialists' written medical opinions; and
- ☐ A copy of the information provided to the PLHCPs and specialists.

The medical record for each employee shall be preserved and maintained for at least the duration of employment plus thirty (30) years.

Specified Exposure Control Methods (Table1)

Lowell Joint School District

Date: [Type the date of last review]

This exposure control plan addresses all materials, tasks, and conditions that are relevant to the work performed by our employees, as follows:

Location: [Identify your operation(s) in terms that best reflect your workplace – e.g., locations areas, processes, and where regulated areas exist.]

Equipment or Task(s) Involving Exposure to Respirable Crystalline Silica

Task 1: [Describe the task to be done. Include the (1) specific tools/equipment (other than controls) to be used; (2) silica-containing material to be worked on/with; and (3) conditions (e.g., inside or outside; enclosed or open area; weather such as wet/humid vs. dry, winds).]

Task 2: [Sample Task or Tool: Handheld power saw for cutting fiber cement board (with blade diameter of 8 inches or less)]

Task 3: [Sample Task or Tool: Walk-behind saw]

Task 4: [Describe the task to be done.]

Engineering and Work Practice Control Methods

Task 1: [Corresponding with Task 1. Provide details on: (1) the engineering controls (type of local exhaust system with the recommended airflow rates, method of water application and pressure/volume, etc.); (2) work practices (e.g., how employees' proper use of controls — via training — will be ensured, routine exhaust filter or air flow checks, positioning of the exhaust ventilation inlet over the work or the work in relation to the exhaust, maintenance check schedules); and (3) respiratory protection used (the type of NIOSH-approved filter, protection factor, etc., and when it must be used) to limit employee exposure to respirable crystalline silica (as well as any other airborne contaminants of concern) for the identified task(s).]

Task 2: [Sample Corresponding with Task

2. For tasks performed **outdoors only**:

- ☐ Use saw equipped with commercially available dust collection system
- ☐ Operate and maintain toll in accordance with manufacturer's instructions to minimize dust emissions
- ☐ Dust collector must provide the air flow recommended by the tool manufacturer or greater and have a filter with 99% or greater efficiency]

Task 3: [Sample Corresponding with Task 3]

- ☐ Use saw equipped with integrated water delivery system that continuously feeds water to the blade.
- ☐ Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions]

Task 4: [Describe the exposure controls to be used.]

Required Respiratory Protection and Minimum Assigned Protection Factor (APF)

Task 1: [Corresponding with Task 1. Provide details on Required Respiratory Protection and Minimum Assigned Protection Factor]

Task 2: [Sample Corresponding with Task 2.]

- ☐ Less than 4 hours/shift None Required
- ☐ More than 4 hours/shift None Required]

Task 3: [Sample Corresponding with Task 3.]

When used outdoors:

- ☐ Less than 4 hours/shift None Required
- ☐ More than 4 hours/shift None Required]

When used indoors or in enclosed area:

- ☐ Less than 4 hours/shift Required APF 10
- ☐ More than 4 hours/shift Required APF 10]

Task 4: [Provide details on Required Respiratory Protection and Minimum Assigned Protection Factor]

Housekeeping

Task 1: [Corresponding with Task 1. Outline the acceptable and prohibited cleanup measures (For example, dry sweeping and use of compressed air are prohibited. Water/sweeping compound or HEPA vacuum must be used, etc.). Include how wet surfaces will be cleaned before they dry.]

Task 2: [Sample Corresponding with Task 2. Dust Collection Systems]

- ☐ The shroud or cowling is intact and installed in accordance with the manufacturer's instructions
- ☐ The filter(s) on the vacuum are cleaned or changed to prevent clogging

- ☐ Dust collection bags are emptied to avoid overfilling]

Task 3: [Sample Corresponding with Task 2. Water Controls

- ☐ An adequate supply of water for dust suppression is used
- ☐ The spray nozzles are working properly to apply water at point of dust generation
- ☐ The spray nozzles are not clogged or damaged
- ☐ All hoses and connections are intact]

Task 4: [Describe housekeeping measures to be used.]

Exposure Control Plan Review and Availability

The effectiveness of the written exposure control plan will be evaluated at least annually and updated as necessary by [describe how this will be accomplished]

It will be made readily available for examination and copying upon request to each affected employee (or their designated representative) by [describe how this will be accomplished]



LOWELL JOINT SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)



Crystalline Silica Dust Safety Quick Sheet (Table 2)

A Quick Sheet should be completed by the supervisor of any task that has the potential of exposing workers to crystalline silica dust. Tasks that are similar in material used and size, air flow and dimensions of indoor space can be referenced.

Material to Be Used or Work to be performed:

Does it contain silica or silica products: Yes or No (If yes explain source of information i.e. SDS, knowledge of material, manufacturer label etc., if No silica protection is not needed, leave remainder of form blank, sign and date.

Source Used:

Is the task or equipment found on Table 1: Yes or No (If Yes, refer to Table 1 for engineering and work practice control methods) (If No, complete Non-Table 1 task section)

For Table 1 Task and Equipment:

Are the engineering controls in place? Yes or No
Are the work control methods in place? Yes or No
Is it indoors or outdoors?

Indoors/Outdoors

Is a respirator needed? Yes or No (If yes has the employees been fit tested and N-95 respirators being used unless otherwise specified.) If unsure contact the Coordinator or designee for assistance

Have employees been trained on dust reduction devices? Yes or No

For Non-Table 1 Task:

Is there a procedure to minimize dust? Yes or No (Describe)

If dust reduction devices are being used, are the employees trained on their use? Yes or No (Describe)

Has air sampling been performed for the task? Yes or No (Describe) (If unsure or the answer is

No contact the Coordinator or designee for assistance)



LOWELL JOINT SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)



Is a respirator needed? Yes or No (If Yes, have the employees been fit tested and are N-95 being used unless otherwise specified. If unsure contact the Coordinator or designee for assistance)

Containment: If adjacent areas are occupied and can be affected by dust creation, containment for the jobsite must be established.

Clean-Up: Ensure that all dust is cleaned up using a vacuum equipped with a HEPA filter or use wet dusting techniques. Do not allow employees to remove dust from clothing or self by compressed air.

Print Name: _____ Signature: _____

2020/2021 RE-OPENING OF SCHOOL SAFETY PLAN



LOWELL JOINT SCHOOL DISTRICT

TRADITION OF EXCELLENCE SINCE 1906



Approved June 22, 2020

Revised & Adopted August 12, 2020

Revised & Adopted November 2, 2020

Revisited/Revised & Adopted February 1, 2021

Document is subject to change in accordance with state guidelines

Lowell Joint School District schools are physically located in both Los Angeles County and Orange County and as such we must follow the highest level of safety directives as it relates to when and how schools will re-open and operate. The 2020/2021 re-opening of Lowell Joint schools will be in alignment with all directives provided by the State of California Public Health Department and Los Angeles County Department of Public Health and in accordance with the Los Angeles County Roadmap to Recovery. Information on free COVID-19 testing across Los Angeles County is available on the [Los Angeles County website](#). The Lowell Joint COVID Response Team is made up of the following:

- School Site Principal
- Trisha Gonzalez (District Nurse)
- David Bennett (Assistant Superintendent of Facilities and Operations)
- Kaleo Igarta (Director of Special Education)
- Jim Coombs (Superintendent of School)

OVERVIEW AND OBJECTIVES

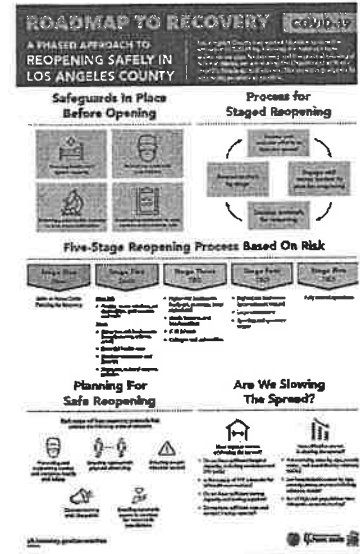
The Lowell Joint School District is committed to returning to the traditional school format prior to COVID-19 as soon as it is safe to do so.

Foundational Premises:

- Education includes: Academic, Social/Emotional, Intervention, Enrichment, and Child Care.
- Our best instruction is in person instruction and is the most beneficial method of helping students learn and make academic progress; therefore, it is our ultimate goal to do so in a safe manor.
- We will follow the requirements of the State and Public Health Department, which are constantly adjusting and changing.
- We will have implemented enhanced common sense wellness & safety protocols.
- We clearly know that families need schools to be open for student academic progress and they need to be back at work.
- With State and County directives and guidelines changing daily, we choose to “go slow to go fast”.
- Everything changes every 2-4 days and we will only have answers to about ½ of the questions. Lowell Joint School District will do our best.
- We will communicate often with the most current and accurate information available.
- We are not given more than we can handle, we will continue to stop and breathe, there is power in words – we choose to speak life, we will extend mercy and grace, this will be Lowell Joint School District’s finest hour - **WE ARE LOWELL JOINT STRONG.**

Critical components of the Lowell Joint School District Re-opening Schools Plan:

- Proactive and responsive health and safety measures for students, families, and staff.
- A commitment to excellence in curriculum and instruction which provides options and flexibility to students and families, and differentiates support for all learners through strong educational programs and learning opportunities.
- Strong support for and integration of mental health and emotional support, and social emotional learning.
- Traditional “on campus” learning modeled to the greatest extent possible, and access to online learning as needed, featuring academic rigor, consistency, and engaging educational experiences for all students.



HELP PREVENT THE SPREAD OF GERMS AND ILLNESS

Viruses and germs can cause respiratory illness in people. Symptoms can include coughing, sneezing, runny nose, fever and shortness of breath. To help prevent the spread of these viruses and protect yourself, follow Dr. Rita's recommendation to help keep Lowell Joint STRONG.

- WASH YOUR HANDS OFTEN WITH SOAP AND WATER
- AVOID CLOSE CONTACT WITH PEOPLE WHO ARE SICK
- AVOID TOUCHING YOUR FACE
- COVER YOUR COUGH OR SNEEZE WITH A TISSUE OR SLEEVE
- STAY HOME WHEN YOU ARE SICK AND GET LOTS OF REST
- EAT HEALTHY FOODS AND DRINK PLENTY OF FLUIDS

JORDAN ELEMENTARY

HELP PREVENT THE SPREAD OF GERMS AND ILLNESS

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MACY ELEMENTARY

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MEADOW GREEN

HELP PREVENT THE SPREAD OF GERMS AND ILLNESS

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OLITA ELEMENTARY

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EL PORTAL

HELP PREVENT THE SPREAD OF GERMS AND ILLNESS

Viruses and germs can cause respiratory illness in people. Symptoms can include coughing, sneezing, runny nose, fever and shortness of breath. To help prevent the spread of these viruses and protect yourself, follow the Doctor's recommendation to help keep Lowell Joint STRONG.

- WASH YOUR HANDS OFTEN WITH SOAP AND WATER
- AVOID CLOSE CONTACT WITH PEOPLE WHO ARE SICK
- COVER YOUR COUGH OR SNEEZE WITH A TISSUE OR SLEEVE
- AVOID TOUCHING YOUR FACE
- STAY HOME WHEN YOU ARE SICK AND GET LOTS OF REST
- EAT HEALTHY FOODS AND DRINK PLENTY OF FLUIDS

RANCHO STARBUCK

- ✓ Continued enhanced health/wellness protocols and enhanced cleaning/sanitization protocols.
- ✓ Every effort will be made to help students maintain appropriate physical distance in all areas of the campus.
- ✓ All classrooms and offices will be electrostatically sanitized each night.
- ✓ All outdoor equipment will be pressure washed and sanitized each day.
- ✓ All current State and County Public Health directives will be implemented.

III. **Fulltime Distance-Learning Program** (shelter in place - nothing on campus). Students return to a fulltime distance learning program from home. This is if we were in State Phase 1. (Aligned with *State Stage 1*). Again, Lowell Joint School District will only return from fulltime distance-learning once the State and County Public Health Department deem it safe to return. Once we return, all State and County Public Health Department directives will be fully implemented along with additional protocols that Lowell Joint School District feels are beneficial.

You can find the complete 2020/2021 Return to School Adaptable Plan Continuum on the Lowell Joint School District webpage ljsd.org (h)

The Distance Learning Plan (TK-6 and 7-8) can also be found on the Lowell Joint School District webpage ljsd.org. ([Distance Learning Plan](#))

Lowell Joint Virtual At-Home

The **Lowell Joint Virtual At-Home** will provide an instructional program for students/families who cannot and/or are not comfortable returning to in-person instruction once the State and County Public Health Department allows us to return under a Hybrid and/or Fulltime Model. The Lowell Joint School District community understands and fully supports those families who need to have their students continue to remain at home while receiving their instruction through a virtual/distance-learning format. **Lowell Joint Virtual At-Home** students will be enrolled in their existing school and teacher's class, while their instruction will be 100% via live zoom and/or Google Classroom. They will receive their core curriculum of math, English language arts, science, and social science. Unfortunately, in-person activities may not be available.

Enrollment into the **Lowell Joint Virtual At-Home** model can occur at any time so that we can support any urgent situation that may arise. Once enrolled, the student is committed to remain in the **Lowell Joint Virtual At-Home** until the end of the 2020/2021 school year.

Enrollment will be completed through each student's individual school site in order to support each student's continuity of learning and personalized attention. Any questions can be directed to the school site principal and/or the Superintendent's office (562-943-0211).

ADDITIONAL HEALTH & SAFETY CONSIDERATION



- Staff members have been provided COVID-19 online trainings (Hand Washing, Coronavirus Awareness, Use of Face Coverings, and Center for Disease Control: Managing Stress and Anxiety).
- Campuses will follow the most recently released directives developed by CDPH and OSHA for cleaning, disinfection, and ventilation of school campuses.
- Common touch surfaces will be cleaned regularly using products that are EPA and COVID-19 approved (counter tops, door handles, restrooms, playgrounds, students' desks, students' chairs, etc.).
- Physical barriers have been installed in front office areas where face-to-face interaction with the public occurs.
- Every classroom and employee work area will have hand sanitizer available.
- Schools will limit sharing of supplies between students to the extent possible and encourage students to take home personal items for cleaning daily.
- Signage will promote healthy hygiene habits and reminders to stay at home when ill.
- As students and staff return, Staff will be expected to be tested for COVID-19 on average of every two months, and both students and staff will be screened for COVID-19 symptoms each day.

WHAT OUR HYBRID SCHOOL WEEK WILL LOOK LIKE

TK/K - Come to school everyday				
Monday	Tuesday	Wednesday	Thursday	Friday
AM Cohort On Campus 8:30-10:30am	AM Cohort On Campus 8:30-10:30am	Everyone Virtual Group A&B&C	AM Cohort On Campus 8:30-10:30am	AM Cohort On Campus 8:30-10:30am
PM Cohort On Campus 11:15-1:15pm	PM Cohort On Campus 11:15-1:15pm		PM Cohort On Campus 11:15-1:15pm	PM Cohort On Campus 11:15-1:15pm
Cohort C Zoom Virtual @ Home AM or PM	Cohort C Zoom Virtual @ Home AM or PM		Cohort C Zoom Virtual @ Home AM or PM	Cohort C Zoom Virtual @ Home AM or PM
1st-8th Hybrid Blended/Virtual				
Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A On Campus	Cohort B On Campus	Everyone Virtual Group A&B&C	Cohort A On Campus	Cohort B On Campus
Cohort B Zoom Virtual @ Home	Cohort A Zoom Virtual @ Home		Cohort B Zoom Virtual @ Home	Cohort A Zoom Virtual @ Home
Cohort C Zoom Virtual @ Home	Cohort C Zoom Virtual @ Home		Cohort C Zoom Virtual @ Home	Cohort C Zoom Virtual @ Home

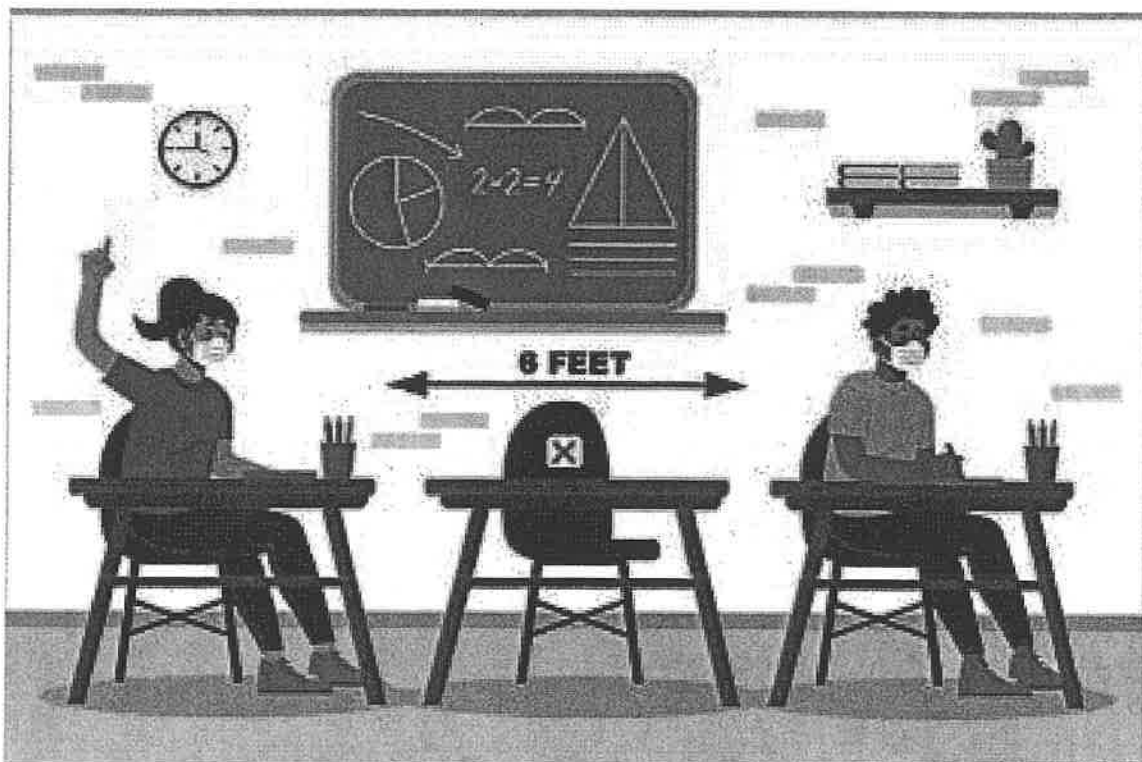
PHYSICAL DISTANCING



While under County Public Health directives, students and staff will be expected to maintain a physical distance of six feet between one another whenever possible. This includes while walking on campus, waiting in line, entering a restroom, or entering/exiting buildings. Students and staff will be required to form lines outside of smaller areas, such as restrooms, rather than waiting inside the space.

When we return to on-campus instruction:

- There will be six feet of distance between the teacher workarea and student desk area.
- In Hybrid classrooms, class size will be limited to allow six feet of distance between student desks wherever practical.
- Once we are allowed to fully return to school as normal, desks will be arranged to maximize the distance between students to the greatest extent possible.
- When at all possible student desks will face the same direction in all classrooms.
- Clear vinyl partitions on desktops will provide an additional physical barrier between students.
- Key aspect is the understanding of **“Close Contact”, which is defined as being closer than 6ft for more 15 minutes.** Citations from the CDPH and OCHCA or the definition of “Close Contact”:
 - <https://files.covid19.ca.gov/pdf/guidance-schools.pdf>
 - <https://occovid19.ochealthinfo.com/article/frequently-asked-questions>



CLASSROOM EXPECTATIONS

- Restrict personal furniture, especially soft fabrics (ie: couches, loveseats, recliners); personal furniture can present a health concern if multiple students use it or inadvertently touch the item.
- Remove personal appliances from classrooms to achieve maximum available space.
- Have students throw away any trash in their personal desk area at the end of the class/period.
- Have students take responsibility for their own desk area and assist in cleaning prior to using and as they leave.
- Please place all trash cans near the door at the end of the day.
- Limit the amount of clutter in the classroom.
- Instruct and seek to maintain proper social distance throughout class. Keep in mind the definition of “close contact” = closer than 6ft for more than 15 minutes.
- Students and staff will wash their hands regularly throughout the day and/or use hand sanitizer.

ENTRY TO CAMPUS

Note: Elementary office may close for up to 20 minute during both arrival and dismissal so that office staff may assist. However, school offices will arrange for staff to answer phones during the regular office hours.

At the Gates

All school entrance gates will be clearly marked with the appropriate signage indicating which student groups may enter and exit through each gate. For example, gates may be designated by grade level, by alpha, or by teacher to control the number of students entering or exiting the school via that entry/exit point. Older sibling will be asked to accompany their younger siblings. Signage will be posted at entrances and throughout campus to remind everyone of proper health protocols.

Screening

When arriving to school, students must wear a face mask in accordance with LA County Public Health. If a student has a doctor’s note excusing them from wearing a face mask, they will be required to wear a face shield.

Student temperatures will be checked at all entrance gates along with visual screening. Any student who has a temperature above 100 F and/or displaying any health concern will be immediately isolated in the “Cool Down” area and sent home.

Symptoms that will lead to isolation and being sent home:

- | | | |
|------------------------|------------------------------|----------------------------|
| ✓ Fever or chills | ✓ Fatigue | ✓ Sore throat |
| ✓ Cough | ✓ Muscle or body aches | ✓ Congestion or runny nose |
| ✓ Shortness of breath | ✓ Headache | ✓ Nausea or vomiting |
| ✓ Difficulty breathing | ✓ New loss of taste or smell | ✓ Diarrhea |

Staff working in and around the Cool Down area will use the appropriate specialized PPE to protect both staff and students. Staff will also be sensitive to students personal and confidentiality rights and will operate with discretion and respect in supporting students in this space.

VISITORS & VOLUNTEERS

- ✓ To avoid unnecessary contact with others, visitors will not be permitted on campus at this time.
- ✓ Parents or guests will be allowed onto campuses for official business only, after they have completed the daily Health/Wellness screening.
- ✓ Volunteers will be allowed to serve in the office only, after they have completed the daily Health/Wellness screening.
- ✓ Parents who request a classroom observation must schedule in advance with the principal in accordance with Board Policy and only for official business at this time. They must also complete the Health/Wellness screening prior to entering the campus.

GENERAL OVERVIEW OF HEALTH & SAFETY MEASURES/PROTOCOLS:

(All are in compliance with and/or in addition to the Los Angeles and Orange County Public Health Department requirements)

Campus Wellness/Health/Safety Protocols:

- Health Office - separate space/room (illness vs injury). Students who are determined to be ill will be required to wear a mask and will await pickup in an outside waiting area. Medical Grade masks will be provided for health office staff.
- Students who return from being sick must be fever and symptom free for at least 24 hours and have a parent complete Los Angeles County PHD Health/Wellness Screening, which includes temperature checked before returning to class.
- Hand washing/sanitizing required after breaks, before lunch, and when returning to class.
- Healthy Classroom Kits provided to every room on campus: extra band aids, cleaning supplies, PPE, etc.
- Additional handwashing stations: 2-3 outdoor stations plus hand sanitizing stations for each room.
- Los Angeles County Public Health Department “Daily Employee Health/Wellness Survey” for all staff.
- Implementation of non-contact infrared digital thermometers for checking all students’ temperature before coming onto campus.
- Symptom checking at home before school each day by parents/guardians.
- Installation of portable Infrared Temperature Sensors/detectors at each front office.
- Plexiglas health barriers for front office staff.
- Plexiglas health barriers for DO receptionist, M&O office.
- Classroom Set-up: all students face forward as much as possible, keep student groups together and less mixing of students during class instruction.
- Individual Clear Desk Shields implemented in all classrooms.
- Two cloth masks provided to each student.
- Two cloth masks, face shield, and PPE are provided to each staff member.
- Additional safety protocols for health offices: specialized PPE.
- Jr. High and Elementary transition to 1:1 take home Chromebooks.
- Limit visitors on campus to official school business only (August - December or California *Stage 4*) and only after Los Angeles Public Health/Wellness Pre-Screening (Survey + Temperature Check).
- Volunteers limited to front office support only (August - December. or California Stage 4) and only after Los Angeles Public Health/Wellness Pre-Screening (Survey + Temperature Check).
- Best practice: 1) if the student is sick = stay home, 2) if the student becomes sick at school = goes home.

Process for Positive Cases of COVID-19 and Potential School Closure

The California Department of Public Health and Los Angeles & Orange County Health Care Agencies will provide guidance for schools for when a staff member, child, or visitor is ill. California Department of Public Health also includes guidance for districts to determine when to consider school closure due to COVID-19.

- **Protocol for Response to Possible Exposure, Symptoms, or Confirmed Cases:** In collaboration with Los Angeles or Orange County Health Care Agency (OCHCA), staff has developed the following protocol to respond when an employee or student has reported possible exposure, symptoms, or confirmed positive results for COVID-19 as of July 10, 2020. This protocol may be revised per any new direction or additional guidance from the OCHCA:
 1. **Using a reporting form, which has been developed to solicit information requested by the Los Angeles or Orange County Health Care Agency (LAPHD or OCHCA), information is asked of the student's family or employee by the principal, employee supervisor, human resources services or health services.**
 2. **Information from the form regarding the positive case or possible exposure is shared confidentially with Human Resource Services and Health Services. This confidential information is not shared with any other employees or families.**
 3. **District Health Services staff contacts LAPHD or OCHCA and shares the information from the reporting form and any additional information provided by the student's family or employee.**
 4. **LAPHD or OCHCA provides guidance in determining the person's COVID-19 status and recommendation per the Centers for Disease Control and Prevention (CDC):**
 - a. **Person positive for COVID-19:** Isolation for at least 10 days (based on individual symptoms and physician or direct OCHCA investigation recommendations).
 - b. **Close Contact with a Person who tested Positive for COVID-19:** Quarantine for 14 days from the date of initial possible exposure. The 14 days are inclusive of any COVID-19 test results which indicate negative for the coronavirus.
 - c. **Low Risk:** Student may return back to school; employee may return back to work. Letter sent by Human Resource Services to any individuals impacted, including students and staff, sharing that there was limited to no exposure at a particular location, and any other follow-up information.
 5. **Individuals are contacted directly and/or receive written communication aligned with the guidance from OCHCA as indicated in #4.**
- **Considerations for Partial or Total School Closure:** According to CDPH, "when a student, teacher or staff member tests positive for COVID-19 and has exposed others at the school," the District will consult with the Orange County Health Care Agency. After consultation, the Superintendent or designee may decide "whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer." Additional considerations, including home isolation for those individuals who were in "close contact," are listed on page 14 of the CDPH guidance document.

CLASSROOM AND SCHOOL CLOSURE

In accordance with and in consultation with the Los Angeles County Public Health Department and/or Orange County Health Care Agency directives:

- ✓ A classroom will be closed and quarantined for 14 days in the event a student or staff member has tested positive for COVID-19.
- ✓ A school will be closed and quarantined for 14 days in the event that there are multiple confirmed COVID-19 cases in multiple cohorts at a school or when at least five percent of the total number of teachers, students, and staff have tested positive for COVID-19 in a 14-day period.

WHAT HAPPENS IF A STUDENT IS SICK/QUARANTINED

- ✓ In the advent that a student is sick and/or needs to quarantine, parent need to communicate with the principal of the school regarding the illness or need to self-quarantine.
- ✓ Principal will coordinate with the student's teacher to adjust to 100% virtual during the time the student will not attend in-person.
- ✓ Once the student has a doctor's note clearing them to return to school and/or quarantined the required number of day, with no symptoms, they will be allowed to return to in-person instruction.
- ✓ Please refer to Appendix E: Student and Staff Return to School Decision Tree (LA County PHD)


WHAT HAPPENS IF A STAFF MEMBER IS SICK/QUARANTINED

- ✓ In the advent that a staff member is sick and/or needs to quarantine, they are to stay home and need to communicate with their principal/supervisor as well as the appropriate Human Resources Department (Classified - Assistant Superintendent of Administrative Services, Certificated – Superintendent Office).
- ✓ Once they have reported to the appropriate Human Resources Department, they will receive direction of next-steps in alignment with the directives of CDC, LA County DPH, and Orange County DPH.
- ✓ All staff will be directed to follow all directives, which can be located on Appendix E: Student and Staff Return to School Decision Tree (LA County PHD)
- ✓ Employees who are required to be in quarantine or isolation may be eligible for the Families.
- ✓ In the event a staff member must quarantine due to close contact with a COVID-19 individual, has symptoms, or tests positive for COVID-19, immediately contact the appropriate Human Resources Department (Classified - Assistant Superintendent of Administrative Services 562-902-4285 and areynolds@ljsd.org , Certificated – Superintendent Office 562-902-4203 and jcoombs@ljsd.org). A member of the Team will contact the employee and gather the necessary information which may be shared with the LA and/or Orange County Health Care Agency. If, after the school day is over, the employee reports they are COVID-19 positive, the site administrator should contact the Superintendent's or Assistant Superintendent's cell phone number which has been provided.
- ✓ Employees who are required to be in quarantine or isolation may be eligible for the Families First Coronavirus Response Act employer provided leave of absence. Information is available on the Human Resources.
- ✓ If a staff member exhibits **COVID-19 like symptoms**, the individual should immediately return to his/her home (as long as they can do so safely), or go immediately to the Cool Down Area to wait for transportation. Notify MJ at 562-902-4203 or mevonoff@ljsd.org (Certificated Staff) or Margaret at 562-902-4285 or mdumadag@ljsd.org (Classified Staff) in Human Resource Services. A member of the District COVID-19 Team will contact the employee and gather information which may be shared with the LA or Orange County Health Care Agency. This information is used to determine the next steps.
- ✓ If a staff member is a **close contact** the individual should go immediately home (as long as they can do so safely), or go immediately to the Cool Down area to wait for transportation. Notify MJ at 562-902-4203 or mevonoff@ljsd.org (Certificated Staff) or Margaret at 562-902-4285 or mdumadag@ljsd.org (Classified Staff) in Human Resource Services. A member of the District COVID-19 Team will contact the employee and gather information which may be shared with the Orange County Health Care Agency. This information is used to determine the next steps. Per the CDPH and OCHCA, all close contacts need to be quarantined.
- ✓ If a staff member is **positive** for COVID-19, the individual should not report to work, follow all directions of their health care provider, and notify the appropriate Human Resources Department (Classified - Assistant Superintendent of Administrative Services 562-902-4285 and areynolds@ljsd.org , Certificated – Superintendent Office 562-902-4203 and jcoombs@ljsd.org). A member of the District COVID-19 Team will contact the employee and gather information which will be shared with the Orange County Health Care Agency. This information is used to determine the next steps. Per the CDPH and OCHCA, all COVID-19 positive individuals need to be in isolation for a period of time.
- ✓ Often, after the school day is over, site administrators learn that a staff member has symptoms, was a close contact of a COVID-19 positive person, or has been confirmed as COVID-19 positive or is presumed to have COVID-19. Site administrators should ask the individual to stay home from work and work from home if possible, or arrange for a

APPENDICES

LOWELL JOINT SCHOOL DISTRICT 2020/2021 RETURN TO SCHOOL ADAPTAELE CONTINUUM - Positions Along This Continuum Can Change Based on State and Federal Guidance

Continuum of Guidance from PHS - "Board of Education and Community"

 Topic	State Tier 1: Safe for essential workers All LUSD Schools	State Tier 2: Reopen schools with modifications (Hybrid) Elementary School	State Tier 2: Jr. High School	State Tier 3: Schools reopen at full capacity with precautions in place Elementary School	State Tier 3: Jr. High School	State Tier 4: Reopen large venues All LUSD Schools
School Sites Closed Students Engaged in daily synchronous and asynchronous online instruction All athletics, activities, and performances canceled	<ul style="list-style-type: none"> Traditional Student's Based Reports will be in effect Virtual Band and Choir instruction Special attention and support for ELD and Special Education in place and will be modified to support their needs. ELD Plan LUSD Learning Plan Alternative Educational Option: LOWELL JOINT VIRTUAL AT-HOME (virtual distance-learning program) 	<ul style="list-style-type: none"> Traditional letter grading (A-F) will be in effect Virtual Band and Choir instruction Special attention and support for ELD and Special Education in place and will be modified to support their needs. ELD Plan LUSD Learning Plan Alternative Educational Option: LOWELL JOINT VIRTUAL AT-HOME (virtual distance-learning program) 	<ul style="list-style-type: none"> Traditional letter grading (A-F) will be in effect Virtual Band and Choir instruction Special attention and support for ELD and Special Education in place and will be modified to support their needs. ELD Plan LUSD Learning Plan Alternative Educational Option: LOWELL JOINT VIRTUAL AT-HOME (virtual distance-learning program) 	<ul style="list-style-type: none"> Return to traditional format Continued enhanced hand washing and cleaning protocols 	<ul style="list-style-type: none"> Return to traditional format Continued enhanced hand washing and cleaning protocols 	All Schools Open and All Restrictions Removed
Breaks/ Lunch	<ul style="list-style-type: none"> Staggered breaks and lunches Social distancing during lunch seating Cleaning between lunch sessions Modified outdoor play Enhanced and washing and cleaning protocols 	<ul style="list-style-type: none"> Staggered breaks and lunches Social Distancing during breaks and lunches Cleaning between lunch sessions Enhanced and washing and cleaning protocols 	<ul style="list-style-type: none"> Staggered breaks and lunches Social Distancing during breaks and lunches Cleaning between lunch sessions Enhanced and washing and cleaning protocols 	<ul style="list-style-type: none"> Return to traditional format Continue enhanced hand washing and cleaning protocols 	<ul style="list-style-type: none"> Return to traditional format Continued enhanced hand washing and cleaning protocols 	All Schools Open and All Restrictions Removed
Athletics/PE	<ul style="list-style-type: none"> Social distancing guidelines in place 	<ul style="list-style-type: none"> PE classes focus on individual sports/ activities Social distancing of locker rooms and outdoor space as much as possible 	<ul style="list-style-type: none"> PE classes focus on individual sports/ activities Social distancing of locker rooms and outdoor space as much as possible 	<ul style="list-style-type: none"> Traditional format 	<ul style="list-style-type: none"> PE classes return to team sports After school sports return 	All Schools Open and All Restrictions Removed

**LOWELL JOINT SCHOOL DISTRICT 2020/2021 RETURN TO SCHOOL ADAPTABLE CONTINUUM –
Positions Along This Continuum Can Change Based on State and Federal Guidance**

From: Return to Schools: A Guide for Schools and Communities

Topic	State Tier 1: Safe for essential workers	State Tier 2: Reopen schools with modifications (Hybrid)	State Tier 3: Schools reopen at full capacity with precautions in place	State Tier 4: Reopen large venues
	All LJSD Schools	Elementary School	Jr. High School	All LJSD Schools
Volunteers/ Guest Speakers	<ul style="list-style-type: none"> Visitors limited to official business only. Complete Health/Wellness pre-screening Volunteers in office only. Complete Health/Wellness pre-screening Matched to cohorts 	<ul style="list-style-type: none"> Visitors limited to official business only. Complete Health/Wellness pre-screening Volunteers in office only. Complete Health/Wellness pre-screening Matched to cohorts 	<ul style="list-style-type: none"> Normal protocols for visitors and volunteers returns, while continued Health/Wellness pre-screening. 	<ul style="list-style-type: none"> Normal protocols for visitors and volunteers returns, while continue Health/Wellness pre-screening.

Adapted from and in appreciation to the Placentia-Yorba Linda Unified School District

Lowell Joint School District CORE BELIEFS:

- ✓ #1 Priority is our Students. The #2 Priority is the quality of the staff who serve our students (they have the most important impact on student progress)
- ✓ Curriculum with piercing clarity, solid teaching, 90-120 minutes of purposeful reading and writing every day (Mike Schmoker – "Results")
- ✓ Research regarding reading shows: at TK-3rd we get students to make their highest progress, at 4-6th students' progress tends to slow, at 7-8th students' progress starts to drop, and at 9-12th reading progress drops significantly. Also, 83% of 6th graders who fail reading never graduate. Reading and Writing are a big deal and a priority.
- ✓ LJSD CORE VALUES: Excellence, Personal Integrity, Social Responsibility & Respect, Respect for National Heritage, Family/Teamwork, and Traditional Values.
- ✓ GOOD-TO-GREAT: Good is the Enemy of Great, Level 5 Leadership, First Who... Then What, Brual Pacts, Hedgehog Concept, Culture of Discipline, Technology Accelerators, Flywheel vs Doom Loop, Build to Last
- ✓ CONDITIONS WE CONTROL (Ric Danko): Program, Procedures, Policies, Fixed vs Flexible, Attitude/Approach
- ✓ TK- College Career (eventually Pre-School – College/Career)
- ✓ "Right people on the bus and in the right seat" (Good-to-Great)
- ✓ Dr. Robert Eaker – 246 rule.
- ✓ ... the philosophy of the school room will be the philosophy of government in the next."
- ✓ Abraham Lincoln: Character is like a tree and reputation like a shadow. The shadow is what we think of it; the tree is the real thing." Abraham Lincoln

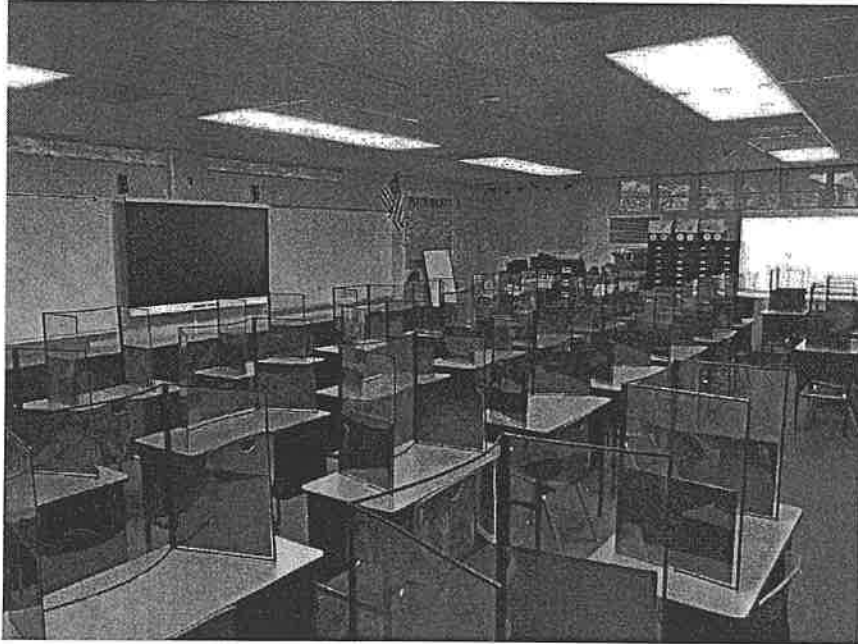
2020/2021 OPENING FOUNDATIONAL PREMISES:

1. Education includes Academic, Social/Emotional, Intervention, Enrichment, and Child Care.
2. Our best instruction is in person instruction, which is the most beneficial method of helping students learn and make academic progress. Therefore, it is our ultimate goal to provide in-person instruction in a safe environment and manner.
3. We will follow the requirements of the State and Public Health Department, which are constantly adjusting and changing ("go slow to go fast").
4. We will implement enhanced common sense health/wellness & safety protocols.
5. We clearly know that families need schools to be open for students' academic progress and so they can go back to work.
6. With State and County directives and guidelines changing daily, we choose to "go slow to go fast."
7. Strict social distancing for students is not really realistic, we will do our absolute best.

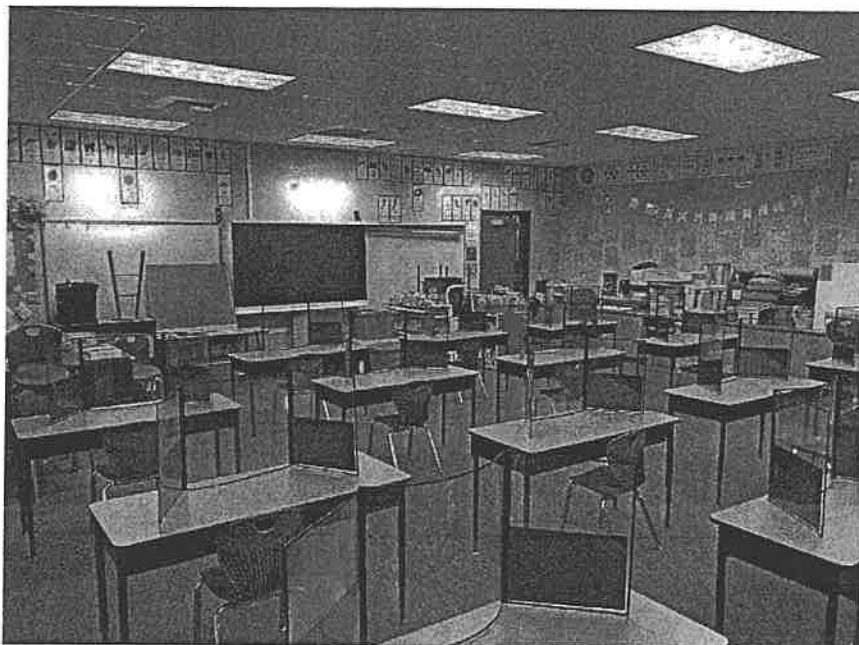
<p>10:50 - 12:00 Math *Direct Instruction *Guided Practice *Small Groups -Differentiating -Collaboration *Independent Practice *Feedback</p> <p>12:00-1:00 PM Lunch</p> <p>1:00-2:00 Writing/ Science or Social Studies PE/Music/Art/Library STEAM/Coding</p> <p>*Direct Instruction *Guided Practice *Small Groups -Differentiating -Collaboration *Independent Practice *Feedback</p> <p>2:00-3:00 Teacher Office Hours/Planning Time Independent Practice</p> <p>30 minutes before and after school for planning/grading</p>	<p>10:50 - 12:00 Math *Direct Instruction *Guided Practice *Small Groups -Differentiating -Collaboration *Independent Practice *Feedback</p> <p>12:00-1:00 PM Lunch</p> <p>1:00-2:00 Writing/ Science/Social Studies PE/Music/Art/Library STEAM/Coding</p> <p>*Direct Instruction *Guided Practice *Small Groups -Differentiating -Collaboration *Independent Practice *Feedback</p> <p>2:00-3:00 Teacher Office Hours/Planning Time Independent Practice</p> <p>30 minutes before and after school for planning/grading</p>	<p>and Discovery Streaming *STEAM & Coding- Tynker *Staff Teacher Planning</p> <p>1:20/1:45 Early Release Grade Level Planning, Grade level or Site meetings or professional development based on calendar</p>	<p>10:50 - 12:00 Math *Direct Instruction *Guided Practice *Small Groups -Differentiating -Collaboration *Independent Practice *Feedback</p> <p>12:00-1:00 PM Lunch</p> <p>1:00-2:00 Writing/ Science/Social Studies/PE/Music/Art/Library STEAM/Coding</p> <p>*Direct Instruction *Guided Practice *Small Groups -Differentiating -Collaboration *Independent Practice *Feedback</p> <p>2:00-3:00 Teacher Office Hours/Planning Time Independent Practice</p> <p>30 minutes before and after school for planning/grading</p>	<p>10:50 - 12:00 Math *Direct Instruction *Guided Practice *Small Groups -Differentiating -Collaboration *Independent Practice *Feedback</p> <p>12:00-1:00 PM Lunch</p> <p>1:00-2:00 Writing/Intro to Science or Social Studies PE/Music/Art/Library STEAM/Coding</p> <p>*Direct Instruction *Guided Practice *Small Groups -Differentiating -Collaboration *Independent Practice *Feedback</p> <p>2:00-3:00 Teacher Office Hours/Planning Time Independent Practice</p> <p>30 minutes before and after school for planning/grading</p>
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Appendix B: Photographs

Regular Schedule Classroom: Class sizes do not exceed normal limits. There is six feet of physical distance between the teacher, workarea, and the student desk area and two feet of distance between each student chair.



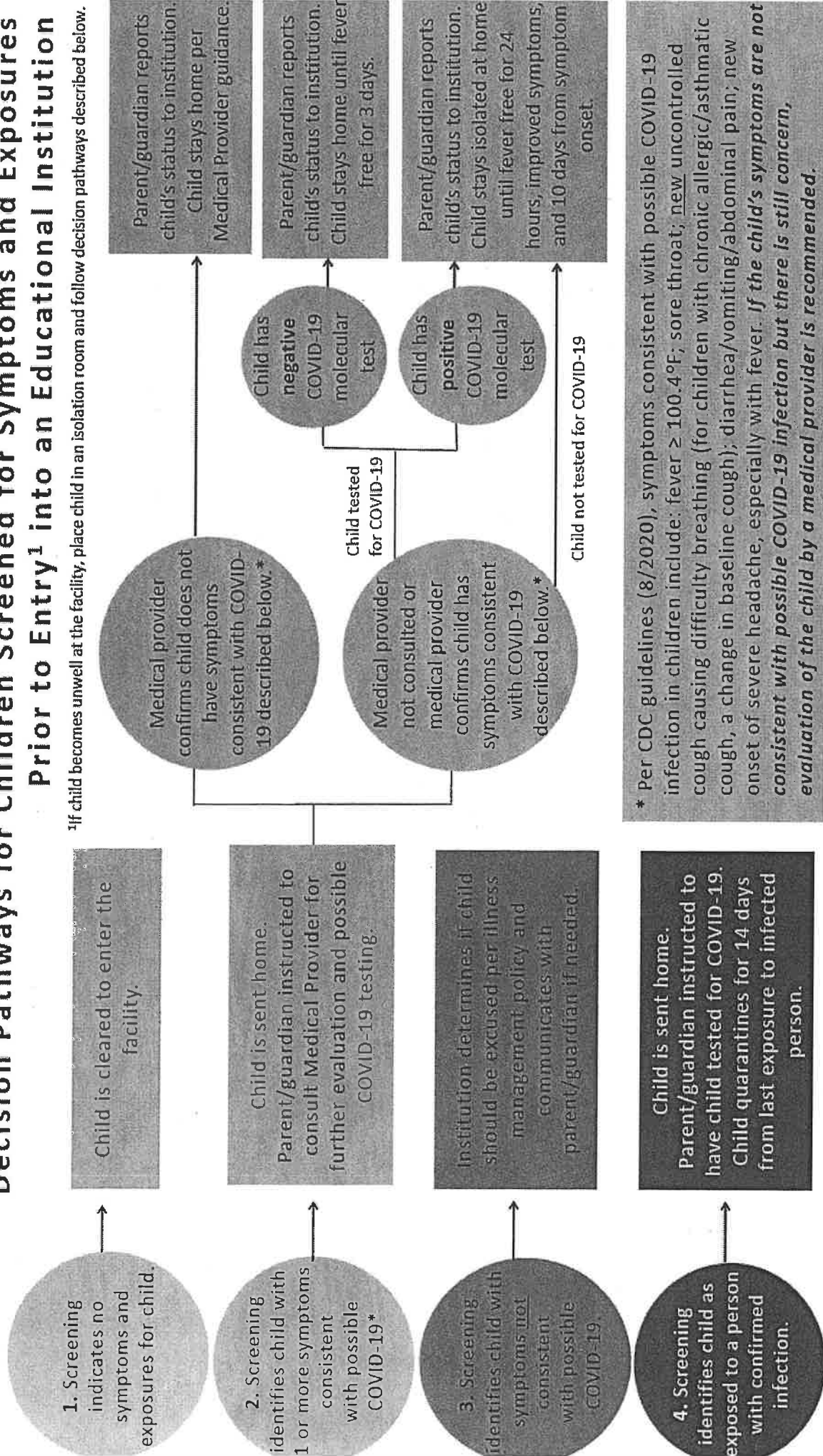
Hybrid Schedule Classroom: Classes are divided in half with alternating desks when possible. These smaller class sizes allow for approximately six feet of physical distance between students as well as between the teacher workarea and the student desk area.



Appendix E: Student and Staff Return to School Decision Tree

Decision Pathways for Children Screened for Symptoms and Exposures Prior to Entry¹ into an Educational Institution

¹If child becomes unwell at the facility, place child in an isolation room and follow decision pathways described below.



* Per CDC guidelines (8/2020), symptoms consistent with possible COVID-19 infection in children include: fever $\geq 100.4^{\circ}\text{F}$; sore throat; new uncontrolled cough causing difficulty breathing (for children with chronic allergic/asthmatic cough, a change in baseline cough); diarrhea/vomiting/abdominal pain; new onset of severe headache, especially with fever. *If the child's symptoms are not consistent with possible COVID-19 infection but there is still concern, evaluation of the child by a medical provider is recommended.*

For additional questions, please contact Human Resources: Classified (562) 902-4285 and Certificated (562) 902-4203.

These guidelines are taken directly from CDD, CDPH, and LA/Orange County PHD and are subject to change based on individual circumstances, available science, and the changing need of the organization.

Decision Pathways for Contacts of a Potentially Infected Child¹ at an Educational Institution (2)

¹A potentially infected child is defined as a child at the facility with 1 or more symptoms consistent with possible COVID-19. Symptoms include fever $\geq 100.4^{\circ}\text{F}$; sore throat; new uncontrolled cough that is different from baseline and causing difficulty breathing; diarrhea/vomiting/abdominal pain; new onset of severe headache, especially with fever.

A contact of a potentially infected child is defined as a child or employee at the facility who was within 6 feet of a potentially infected child for >15 minutes or had direct contact with bodily fluids/secretions from a potentially infected child.

Institution Confirms Contact Was Not Exposed²

Contacts of a potentially infected child are sent home to wait for confirmation of COVID-19 exposure at the facility.



Contacts

are notified that they were not exposed at the facility as described below² and are instructed to return to the Educational Institution.

²A contact of a potentially infected child is confirmed as not exposed if the Institution receives confirmation that: 1) the contact did not have an exposure to a child with 1 or more symptoms consistent with COVID-19 based on Medical provider consultation; OR 2) the contact was not exposed to laboratory-confirmed COVID-19 based on a negative molecular test result of a potentially infected child.

For additional questions, please contact Human Resources: Classified (562) 902-4285 and Certificated (562) 902-4203.

These guidelines are taken directly from CDD, CDPH, and LA/Orange County PHD and are subject to change based on individual circumstances, available science, and the changing need of the organization.

Appendix F: Lowell Joint School District Visitor/Guest Health/Wellness Screening



Lowell Joint
School District

A Tradition of Excellence Since 1966

"Home of Scholars and Champions"



Lowell Joint SD Health/Wellness Screening

Thank you for your patience and support as we seek to provide our students, staff, and community with a safe and healthy campus. Our community is truly cared for and important to LJSD. This Health/Wellness Screening is to be completed for any student returning from being absent due to illness or for any community member coming onto campus. Thank you again for your patience and understanding.

Section 1: To be completed for each student returning from illness or non-staff member coming onto campus:

Adult completing this form (please print):	Site:
Student Name (if applicable please print):	Date of Health/Wellness Survey:
Signature of Adult completing this form:	Current temperature:
	Staff Initial: <input type="checkbox"/>

Section 2: To be answered by parent/guardian or non-staff member coming onto campus:

1. Have you or your child had a fever or temperature of 99.6 or higher in the last 24 hours?	__ YES	__ NO
2. Do you or your child have shortness of breath or difficulties breathing?	__ YES	__ NO
3. Do you or your child have a cough?	__ YES	__ NO
4. Do you or your child have any other flu-like symptoms, such as gastrointestinal upset, headache, or fatigue?	__ YES	__ NO
5. Have you or your child had any contact with any confirmed COVID-19 positive patients within the past 14 days?	__ YES	__ NO
6. Have you or your child traveled outside of the country in the past 14 days? (as relevant to your location)	__ YES	__ NO

Positive response to any to these would likely indicate a deeper discussion regarding your child returning to school or your presence on campus.

Reminders:

- ✓ Wash your hands when you enter and leave the facility and throughout the day. Avoid touching your eyes, nose and mouth. Remember to cover your mouth and nose if you cough or sneeze with a tissue or your elbow, and not your hands.
- ✓ Practice social distancing and respect other people's personal space.

Appendix G: History

Coronavirus, or COVID-19, is a respiratory illness that was first identified in Wuhan, Hubei Province, China in 2019 caused by a novel (new) coronavirus. The first confirmed case of COVID-19 in the United States was announced on January 21, 2020. On March 4, 2020, Governor Newsom declared a “state of emergency” to help prepare for the spread of the virus. Timeline of events for Lowell Joint School District:

- March 4, 2020 – Public health emergency declared in Los Angeles County.
- March 6, 2020 – Los Angeles County Dept. of Education holds first teleconference with all county superintendents.
- March 9, 2020 – First Health Families Update published and distributed.
- March 12, 2020 – Board of Trustees authorized the closing of school and transition to distance-learning.
- March 12, 2020 – Emergency meeting to discuss closure of schools: Instructional Cabinet, LJEA President, CSEA President.
- March 13, 2020 – LACOE Superintendent issues a recommendation for closure of all schools.
- March 13, 2020 – Public announcement that LJSB would transition to distance learning until at least March 27, 2020 with school resuming March 30, 2020.
- March 18, 2020 – Staff began providing distance-learning for all students.
- March 19, 2020 – Governor Newsom issues stay-at-home order for State of California.
- March 19, 2020 – Board of Trustees authorized the extension of school closure in compliance with Governor’s Executive Order.
- March 20, 2020 – Public announcement that in compliance with Governor executive order, LJSB closure of schools and continued distance-learning would be extended through the close of the 2019/2020 school year.
- April 6, 2020 – Board of Trustees formal action (ratification) for closure of school due to COVID-19 and in compliance with Governor’s Executive Order. Authorization for superintendent to take all necessary actions on behalf of the Board.
- April 27, 2020 – Initial meeting for the re-opening of Schools for 2020/2021 (Instructional Leadership Team). Additional meetings: May 4, May 11, May 18, May 26.
- April 29, 2020 – LACOE forms Task Force for re-opening of School for 2020/2021. LJSB served as member.
- May 27, 2020 – LACOE Task Force publishes version #1 of LACOE Planning Framework for 2020/2021 School Year re-opening.
- June 2, 2020 – Initial meeting of the Strategic Planning Team for the re-opening of schools and development of the 2020/2021 Return to Schools Adaptable Continuum. (LJEA President, CSEA President, all Principals, and Instructional Cabinet). Additional meetings: June 4, June 9, July 14 & 15, August 19, September 2.
- June 4, 2020 – Open of School Stakeholder Surveys. Parent version and staff version.
- June 22, 2020 – Board of Trustees approves 2020/2021 Return to School Adaptable Continuum.
- July 13, 2020 – Governor Newsom returns California to Phase 2; thereby, closing schools in 31 counties for the start of the 2020/2021 school year.
- July 17, 2020 – Public announcement that LJSB would begin the 2020/2021 in full-distance learning in compliance with July 13th Governor Executive order.
- July 20, 2020 – LJSB Town Hall Zoom meeting.
- August 10, 2020 – Board of Trustees approves and ratifies revised 2020/2021 Return to School Adaptable Continuum and 2020/21 Distance-Learning Plan (TK-6 and 7-8).
- August 27, 2020 – Governor Newsom introduces a new State COVID-19 re-opening Color Coded System/Structure, which extends the closure of schools in counties that are under monitor.
- PTA Rep Council - individual Zoom Bi-Weekly zoom meetings starting June 11, 2020.
- LJEA Association Exec. Board - individual Zoom meeting: June 19, July 13, Sept. 1.
- CSEA Association Exec. Board – individual in-person meeting July 14.

OVERVIEW

Communities across the state are spending the next weeks and months preparing for the forthcoming school year. To assist with that planning process, the following guidelines and considerations are intended to help school and community leaders plan and prepare to resume in-person instruction.

This guidance is interim. These guidelines and considerations are based on the best available public health data at this time, international best practices currently employed, and the practical realities of managing school operations; as new data and practices emerge, the guidance will be updated. Additionally, the guidelines and considerations do not reflect the full scope of issues that school communities will need to address, which range from day-to-day site-based logistics to the social and emotional well-being of students and staff; further guidance is forthcoming, including on school-based sports and extracurricular activities.

Implementation of this guidance will depend on local public health conditions, including those listed [here](#). Communities meeting those criteria, such as lower incidence of COVID-19 and adequate preparedness, may implement the guidance described below as part of a phased re-opening. All decisions about following this guidance should be made in collaboration with local health officials and other authorities.

Implementation of this guidance should be tailored for each setting, including adequate consideration of instructional programs operating at each school site and the needs of students and families. School leaders should engage relevant stakeholders—including families, staff and labor partners in the school community—to formulate and implement plans that consider the following:

- **Student, Family and Staff Population:** Who are the student, family and staff populations that will be impacted by or can serve as partners in implementing any of the following measures?
- **Ability to Implement or Adhere to Measures:** Do staff, students and families have the tools, information, resources and ability to successfully adhere to or implement the new measures?
- **Negative or Unintended Consequences:** Are there any negative or unintended consequences to staff, students or families of implementing the measures and how can those consequences be mitigated?

The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA. Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on its [Cal/OSHA Guidance on Requirements to](#)



1. General Measures

- Establish and continue communication with local and State authorities to determine current disease levels and control measures in your community. For example:
 - Review and refer to, if applicable, the relevant county variance documentation. Documentation can be found [here](#).
 - Consult with your county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions. A directory can be found [here](#).
 - Collaborate with other local educational agencies in your region, including the county office of education.
 - Regularly review updated guidance from state agencies, including the [California Department of Public Health](#) and [California Department of Education](#).
- Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. Ensure external community organizations that use the facilities also follow this guidance.
- Develop a plan for the possibility of repeated closures of classes, groups or entire facilities when persons associated with the facility or in the community become ill with COVID-19. See Section 10 below.
- Develop a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, review existing student health plans to identify students who may need additional accommodations, develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed. Groups that might be at increased risk of becoming infected or having unrecognized illness include the following:
 - Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
 - Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
 - Individuals who may not be able to communicate symptoms of illness.

- All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection. Teachers can use face shields, if available, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction.
- Food service workers and staff in routine contact with the public (e.g., front office) should use gloves and facial coverings.
- Students should be encouraged to use cloth face coverings. Cloth face coverings are most essential in settings where physical distancing cannot easily be maintained, such as school buses or other settings where space may be insufficient.
- Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.
- Information should be provided to all staff and families in the school community on proper use, removal and washing of cloth face coverings.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.
 - Employers should provide and ensure staff use face coverings and all required protective equipment.
 - The California Governor's Office of Emergency Services (CalOES) and the Department of Public Health (CDPH) are and will be working to support procurement and distribution of personal protective equipment. Additional information can be found here.



3. Intensify Cleaning, Disinfection, and Ventilation

- Consider suspending or modifying use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.
- Staff should clean and disinfect frequently-touched surfaces within school and on school buses at least daily and, as practicable, frequently throughout the day by trained custodial staff.

instructions. All products must be kept out of children's reach and stored in a space with restricted access.

- Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Ensure safe and correct application of disinfectant and keep products away from students.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
 - If opening windows poses a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.



4. Implementing Distancing Inside and Outside the Classroom

ARRIVAL AND DEPARTURE

- Open windows and maximize space between students and between students and the driver on school buses where practicable.
- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.
- Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
- Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- Consider using privacy boards or clear screens.

CLASSROOM SPACE



5. Limit Sharing

- Keep each child's belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned.
- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
- Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable.



6. Train All Staff and Educate Families

- Train all staff and provide educational materials to families in the following safety actions:
 - Enhanced sanitation practices
 - Physical distancing guidelines and their importance
 - Use of face coverings
 - Screening practices
 - COVID-19 specific symptom identification
- Consider conducting the training and education virtually, or, if in-person, ensure distancing is maintained.
- Information should be provided to all staff and families on proper use, removal and washing of cloth face coverings.



7. Check for Signs and Symptoms

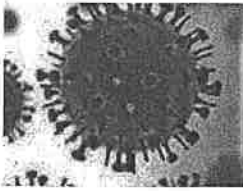
- Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.
- Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without

- Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
- For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).
- Notify local health officials, staff and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws. Additional guidance can be found [here](#).
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you [clean and disinfect](#). If it is not possible to wait 24 hours, wait as long as practicable. Ensure a [safe and correct application](#) of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.
- Advise sick staff members and students not to return until they have met CDC criteria to discontinue [home isolation](#), including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.
- Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.
- Provide students, teachers and staff from higher transmission areas opportunities for telework, virtual learning, independent study and other options as feasible to reduce travel to schools in lower transmission areas and vice versa.

- Given standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate.
- Additional close contacts at school outside of a classroom should also isolate at home.
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- Implement communication plans for school closure to include outreach to students, parents, teachers, staff and the community.
- Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable for public local educational agencies.
- Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- Maintain regular communications with the local public health department.



Appendix J



Home Quarantine Instructions for Close Contacts to COVID-19

To view this document in different languages or in web format visit ph.lacounty.gov/covidquarantine

This guidance is for people who were in close contact with someone diagnosed with or suspected to have Coronavirus Disease 2019 (COVID-19).

If you are a health care worker or first responder, please refer to guidance from your employer.

To see the legal requirement that states that all people who have been in close contact with a person diagnosed with or likely to have COVID-19 must quarantine themselves, view the [Public Health Emergency Quarantine Order](#)

Why quarantine is important

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.

You have been in close contact with someone who has or is suspected to have COVID-19 so it is important for you to stay home, separate yourself from others, and monitor your health. Please read these instructions carefully.

Definition of A Close Contact

A “close contact” is any of the following people who were exposed to an “infected person*” while they were infectious:

- a. An individual who was within 6 feet of the infected person for more than 15 minutes
- b. An individual who had unprotected contact with the infected person’s body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without wearing appropriate protective equipment.

*An infected person is anyone with COVID-19, or who is suspected to have COVID-19, and is considered to be infectious from 48 hours before their symptoms first appeared until they are no longer required to be isolated (as described in [Home Isolation Instructions for People with COVID-19 which can be accessed at ph.lacounty.gov/covidisolation](#)). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.

Length of quarantine period

- You need to stay in quarantine for 14 days from when you last had close contact with the infectious person. The infected person should follow [Home Isolation Instructions for People with COVID-19](#).

Returning to work or school

- When your quarantine period ends (see [How to Calculate When Your Quarantine Period Ends](#)), you can resume your usual activities, including returning to work and/or school. You should not need a letter from Public Health or a negative test to return to work or school.
- If you developed symptoms, you need to follow the [Home Isolation Instructions](#) for returning to work or school.

Monitor your health and know what to do if you develop symptoms

- It is important to monitor your health for [signs and symptoms of COVID-19](#) which may include the following: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, nausea or vomiting, diarrhea, congestion or runny nose, or new loss of taste or smell. This list of symptoms is not all inclusive.
- If you develop any of these symptoms or any other symptoms that are concerning to you, consult your medical provider. Tell them that you are a contact to someone with COVID-19. If you are having serious symptoms such as difficulty breathing, feel pain or pressure in your chest, have bluish lips or face or are experiencing a new onset of confusion or difficulty waking up, call 911 or go to an emergency room. If you do not have a medical provider, call 2-1-1.
- Make a note of when your symptoms started and follow the guidance [Home Isolation Instructions for People with COVID-19](#).

If you do have to go out for medical care or for COVID-19 testing:

- Wear a surgical mask. If you don't have one, wear a cloth face covering (see [Cloth Face Covering](#) section below).
- Use a private vehicle if possible. If you cannot drive yourself, be sure to keep as much distance as possible between you and the driver, wear a cloth face covering, if possible, and leave windows down. You should not use public transport.

Dealing with Stress

COVID-19 and quarantine may be stressful for people, visit publichealth.lacounty.gov/media/Coronavirus to learn how to care for your mental health and support your loved ones. If you need to speak with someone about your mental health, contact your doctor or the Los Angeles County Department of Mental Health Access Center 24/7 Helpline at (800) 854-7771, which is also available 24/7.

Cloth face coverings

Infants and children under the age of 2 should not wear cloth face coverings. Children between the ages of 2 and 8 should use them but under adult supervision to ensure that the child can breathe safely and avoid choking or suffocation. A mask or cloth face covering should not be placed on anyone who has trouble breathing or is unable to remove it without assistance. See [Guidance for Cloth Facing Coverings](#) for more information.

Example:



III. YOU RECEIVED A QUARANTINE ORDER BUT DON'T KNOW WHEN YOU WERE EXPOSED

A. Your last day of quarantine is 14 days from the date of issue on the Order.

Example:



Further information

- For more information on COVID-19, visit the Public Health website ph.lacounty.gov/media/Coronavirus or call 2-1-1 (which is available 24/7).
- Please call your health care provider for any questions related to your health. If you need help finding a health care provider, call

Ending Isolation and returning to work or school

- When *your home isolation ends* (see box above) you can go back to your usual activities, including returning to work and/or school.
- Continue to practice physical distancing (stay 6 feet away from others) and to wear a cloth face covering when you are in public settings where other people are present.
- You do not need to have a negative test or a letter from Public Health to return to work or school.



QUARANTINE: Tell your close contacts that they need to quarantine

Your close contacts need to know that they could be infected and need to quarantine for 14 days after their last contact with you. Give them the *home quarantine instructions*. They are available in multiple languages at ph.lacounty.gov/covidquarantine. Your close contacts must quarantine even if they feel well.

Definition of a Close Contact

A "close contact" is any of the following people who were exposed to you while you were infectious*:

- a. Any person who was within 6 feet of you for more than 15 minutes
- b. Any person who had unprotected contact with your body fluids and/or secretions. For example, you coughed or sneezed on them, you shared utensils, a cup, or saliva with them, or they cared for you without wearing appropriate protective equipment.

*You are considered to be infectious (you can spread COVID-19 to others) from 2 days before your symptoms first appeared until your home isolation ends. If you tested positive for COVID-19 but never had any symptoms, you are considered to be infectious from 2 days before your test was taken until 10 days after your test.



TAKE CARE OF YOUR HEALTH

For information on caring for children with symptoms of COVID-19, see [Guidance for the Care of Children with Symptoms of COVID-19](#).

Home Care

Most people with COVID-19 have mild illness and can recover at home. Here are steps that you can take to help you get better:

- Rest and drink plenty of fluids
- Take over-the-counter medicine such as acetaminophen (Tylenol®) to reduce fever and pain. Note that children younger than age 2 should not be given any over-the-counter cold medications without first speaking with a doctor.
- Make a note of when your symptoms started and continue to monitor your health.

Home Isolation Instructions for People with COVID-19 Infection

ensure that the child can breathe safely and avoid choking or suffocation.

- See [Guidance for Cloth Facing Coverings](#) for more information.

Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can after each use. Wash your hands or use hand sanitizer after you cough or sneeze.

Avoid sharing food or personal household items

- Do not prepare or serve food to others.
- Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home.
- Make sure to wash your dishes, drinking glasses, and eating utensils with soap and water after each use.

Clean your hands often

- Wash your hands often, especially after blowing your nose, coughing, or sneezing; going to the bathroom; before eating or preparing food; and after touching your face mask or cover. Use soap and water for at least 20 seconds.
- If soap and water are not available, clean your hands with a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub hands together for 30 seconds until they feel dry. Use soap and water if your hands are visibly dirty.

Clean and disinfect all “high-touch” surfaces every day

- Clean and disinfect high-touch surfaces e.g. counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.
- Clean and disinfect any surfaces that may have body fluids on them.
- Use household cleaning and disinfectant sprays or wipes. Be sure to follow the product label instructions.
- If caregivers and household contacts clean or come into contact with your body fluids or secretions (such as sweat, saliva, sputum, nasal mucus, vomit, urine, or diarrhea) they should wear a disposable facemask and gloves. After cleaning, they should remove and dispose of their gloves first, clean their hands, then remove and dispose of their facemask, and clean their hands again.

See cleaning instructions in [Preventing the spread of respiratory illness in the home](#) and [FAQs for Caregivers](#).



TALK TO PUBLIC HEALTH - Contact Tracing

Contact tracing is a simple, confidential process that is being used to help slow the spread of COVID-19.

- If you test positive for COVID-19, you will receive a call from a public health specialist. Please do your part by taking the call and answering some questions about the places you have been and the people you have been around while you were infectious.
- The people you tell the specialist about will be contacted and asked to stay home to help prevent others from getting sick. They will not be told your name or contact information. The specialist will also answer any questions you may have and share information about services.
- If you tested positive but have not gotten a call yet please call **1-833-540-0473** from 8 AM to 8:30 PM, 7 days a week.
- To learn more about contact tracing, click [here](#).

2020/2021 RE-OPENING OF SCHOOL SAFETY PLAN



LOWELL JOINT SCHOOL DISTRICT

TRADITION OF EXCELLENCE SINCE 1906



Approved June 22, 2020

Revised & Adopted August 12, 2020

Revised & Adopted November 2, 2020

Revisited/Revised & Adopted February 1, 2021

Document is subject to change in accordance with state guidelines

Superintendent Message...



Dear Lowell Joint Families,

The health and safety of our Lowell Joint School District students, staff, and families is of the utmost importance. On Thursday, June 22, 2020, the Board of Trustees approved the 2020/2021 Return to School Adaptive Continuum Plan based on stakeholder input as well as written guidelines from the Centers for Disease Control and Prevention, California Department of Education, California Department for Public Health, Los Angeles and Orange County Health Care Agencies, and Los Angeles and Orange County Department of Education. Our re-opening plan includes several school schedule options for families as well as new and enhanced safety/wellness protocols that will be in place for the 2020/2021 school year.

On Friday, July 17, 2020, the Governor announced that schools located in a county on the State's COVID-19 monitoring list may not re-open until 14 days after the county had been removed from the list. Thursday, August 27, 2020, the Governor announced a complete revision to a new State COVID-19 re-opening Color Coded System/Structure, both of which have had a significant impact on the Lowell Joint School District.

We have come to know that the circumstances, public health orders, and day-to-day situations will continue to pivot and change every 2-4 days. Each time we will only have answers to about half of the questions that arise, but the good news is that Lowell Joint School District has the necessary **GRIT** to work through each pivot.

Despite these developments, Lowell Joint School District continues to prepare for the implementation of its Adaptable re-opening Continuum, which will ultimately result in the re-opening of our schools for in-person instruction. There are times that we all feel overwhelmed by the constant challenges, but it is at these times that we stand amazed to witness the immense courage, care, creativity, and love that our teachers, staff, and families are providing to our students and each other. We continue to stand in faith knowing that we will come out stronger on the other end of this challenge; we know that we are not given anything more than we can handle. We also know that there is power in words; the words we speak to each other and to ourselves. We continue to pause to breathe, because we know that we will overcome and succeed; **WE ARE LOWELL JOINT STRONG**. We thank all of our parents and staff who continue to rush in to help us continue to pivot as we adjust to each new situation and phase. **YOU ARE AMAZING!!**

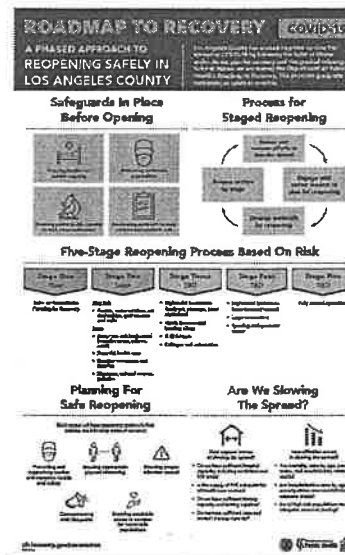
Grace and mercy seem to be in short supply at times, but grace and mercy is exactly what our students, families and staff need. Lowell Joint School District is called to speak life and lead by example, which we will continue to do by our dedication and commitment to our students, staff, parents, and community, we are...

LOWELL JOINT STRONG!

Sincerely,
Jim Coombs
Superintendent of Schools

Lowell Joint School District schools are physically located in both Los Angeles County and Orange County and as such we must follow the highest level of safety directives as it relates to when and how schools will re-open and operate. The 2020/2021 re-opening of Lowell Joint schools will be in alignment with all directives provided by the State of California Public Health Department and Los Angeles County Department of Public Health and in accordance with the Los Angeles County Roadmap to Recovery. Information on free COVID-19 testing across Los Angeles County is available on the [Los Angeles County website](#). The Lowell Joint COVID Response Team is made up of the following:

- School Site Principal
- Trisha Gonzalez (District Nurse)
- David Bennett (Assistant Superintendent of Facilities and Operations)
- Kaleo Igarta (Director of Special Education)
- Jim Coombs (Superintendent of School)



OVERVIEW AND OBJECTIVES

The Lowell Joint School District is committed to returning to the traditional school format prior to COVID-19 as soon as it is safe to do so.

Foundational Premises:

- Education includes: Academic, Social/Emotional, Intervention, Enrichment, and Child Care.
- Our best instruction is in person instruction and is the most beneficial method of helping students learn and make academic progress; therefore, it is our ultimate goal to do so in a safe manor.
- We will follow the requirements of the State and Public Health Department, which are constantly adjusting and changing.
- We will have implemented enhanced common sense wellness & safety protocols.
- We clearly know that families need schools to be open for student academic progress and they need to be back at work.
- With State and County directives and guidelines changing daily, we choose to “go slow to go fast”.
- Everything changes every 2-4 days and we will only have answers to about ½ of the questions. Lowell Joint School District will do our best.
- We will communicate often with the most current and accurate information available.
- We are not given more than we can handle, we will continue to stop and breathe, there is power in words – we choose to speak life, we will extend mercy and grace, this will be Lowell Joint School District’s finest hour - **WE ARE LOWELL JOINT STRONG.**

Critical components of the Lowell Joint School District Re-opening Schools Plan:

- Proactive and responsive health and safety measures for students, families, and staff.
- A commitment to excellence in curriculum and instruction which provides options and flexibility to students and families, and differentiates support for all learners through strong educational programs and learning opportunities.
- Strong support for and integration of mental health and emotional support, and social emotional learning.
- Traditional “on campus” learning modeled to the greatest extent possible, and access to online learning as needed, featuring academic rigor, consistency, and engaging educational experiences for all students.

Stages for Re-opening

On April 28, 2020 Governor Newsom shared the California “Resilience Roadmap” which included four stages relaxing the “stay at home” order and allowing schools and workplaces to re-open. The four stages are as follows, with school programs to “open with modification” during the latter part of Stage 2:

- **Stage 1: Safety and Preparedness** - making essential workforce environments as safe as possible.
- **Stage 2: Lower Risk Workplaces** - creating opportunities for lower risk sectors to adapt and re-open, including modified school programs and childcare.
- **Stage 3: Higher Risk Workplaces** - creating opportunities for higher risk sectors to adapt and re-open, including movie theaters, religious services, and personal and hospitality services.
- **Stage 4: End of Stay at Home Order** – return to expanded workforce in highest risk workplaces, including concerts, conventions, and sports arenas.

It will be safe for schools to return to traditional operations, as they were previously implemented prior to COVID-19 closure, in Stage 4. Stage 4 would include:

- The California “stay-at-home” order has been lifted.
- The number of confirmed COVID-19 cases in the county has remained constant or declined for 28 consecutive days.
- The directive to physically distance has been removed.
- Limits on group gatherings have been lifted.

California’s **six indicators for modifying the stay-at-home order**, and thereby achieving Stage 4 status are as follows:

- The ability to monitor and protect our communities through testing, contact tracing, isolating, and supporting those who are positive or exposed to COVID-19;
- The ability to prevent infection in people who are at risk for a more severe case of COVID-19;
- The ability of the hospital and health systems to handle surges;
- The ability to develop therapeutics to meet the demand;
- The ability for businesses, schools, and child care facilities to support physical distancing;
- The ability to determine when to reinstitute certain measures, such as the stay-at-home orders, if necessary.

HELP PREVENT THE SPREAD OF GERMS AND ILLNESS

Viruses and germs can cause respiratory illness in people. Symptoms can include coughing, sneezing, runny nose, fever and shortness of breath. To help prevent the spread of these viruses and protect yourself, follow Dr. Rita's recommendation to help keep Lowell Joint STRONG.

- WASH YOUR HANDS OFTEN WITH SOAP AND WATER
- AVOID CLOSE CONTACT WITH PEOPLE WHO ARE SICK
- AVOID TOUCHING YOUR FACE
- COVER YOUR COUGH OR SNEEZE WITH A TISSUE OR SLEEVE
- STAY HOME WHEN YOU ARE SICK AND GET LOTS OF REST
- EAT HEALTHY FOODS AND DRINK PLENTY OF FLUIDS

JOROAN ELEMENTARY

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MEADOW GREEN

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EL PORTAL

HELP PREVENT THE SPREAD OF GERMS AND ILLNESS

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- AVOID TOUCHING YOUR FACE
- STAY HOME WHEN YOU ARE SICK AND GET LOTS OF REST
- EAT HEALTHY FOODS AND DRINK PLENTY OF FLUIDS

RANCHO STARBUCK

WHAT FAMILIES CAN EXPECT AS SCHOOLS REOPEN AND THE LEARNING MODEL OPTIONS:

Lowell Joint is proud of the hard work and dedication of all staff, especially the behind the scenes work and planning of our Strategic Planning Team who helped develop our 2020/2021 Return to School Adaptable Plan Continuum, Associated Learning Models, and our Distance Learning Plan (TK-6 & 7-8). The Team included all Principals, Association presidents (LJEA and CSEA), additional Teacher Representatives, and Instructional Cabinet. Their work began in April 2020 and will continue throughout the 2020/2021 school year. Their commitment, creativity, and compassion for students, families and staff is to be commended.



As we continue to monitor both Los Angeles County and Orange County Public Health Department directives, we will implement each step of our 2020/2021 Return to School Adaptable Plan Continuum, which is in alignment with the Governor's Phases for re-opening California. Lowell Joint School District will implement three learning models:

- I. **Full-Regular Program:** Students return to school in a traditional manner with wellness practices firmly reinforced while a continued full-time distance-learning option will be available for families. (Aligned with *State Phase 3*). The full-time Lowell joint Virtual At-Home option would still be available for families.
 - ✓ Families are to complete Health/Wellness checks at home each day before coming to school.
 - ✓ All staff will complete Health/Wellness screenings as they start their day at school.
 - ✓ Class sizes do not exceed normal limits.
 - ✓ Face coverings/shields, and gloves are provided for teachers and students who are to wear them in accordance with State and County directives.
 - ✓ Hand sanitizer and tissue are provided in each classroom and throughout the campus.
 - ✓ Continued enhanced health/wellness protocols and enhanced cleaning/sanitization protocols.
 - ✓ All classrooms and offices will be electrostatically sanitized each night.
 - ✓ All outdoor equipment will be pressure washed and sanitized each day.
 - ✓ All current State and County Public Health directives will be implemented.
 - ✓ Early Release will continue on Wednesdays.

- II. **Hybrid Instructional Program:** Students return to school in a blended program with a portion of their week in-person and a portion through virtual distance-learning in order to maintain the social-distancing requirements. The full-time Lowell Joint Virtual At-Home option would still be available for families. (Aligned with the *State Stage 2*).
 - ✓ Classes will be divided up into two cohorts (A & B). Each cohort will receive daily instruction from the same teacher:
 - **Cohort A:** students will attend in class on site Monday and Thursday, with live streaming instruction from home on Tuesday, Wednesday and Friday.
 - **Cohort B:** students will attend in class on site Tuesday and Friday with live streaming instruction from home on Monday, Wednesday and Thursday.
 - **Cohort C:** Lowell Joint Virtual At-Home - students who are unable to return to campus for in-person instruction, because of their medical and/or personal situation, will continue to receive their instruction virtually. They will remain with the same teacher and same class, yet participate via zoom/google classroom through distance-learning 5 days per week.
 - Early release will continue to be on Wednesdays.
 - Every effort will be made to keep siblings on the same Hybrid schedule.
 - ✓ Families are to complete Health/Wellness checks at home each day before coming to school.
 - ✓ All students will have their temperature checked before entering class.
 - ✓ All staff will complete Health/Wellness screenings as they start their day at school
 - ✓ Class sizes do not exceed normal limits.
 - ✓ Face coverings/shields, and gloves are provided for teachers and students who are to wear them in accordance with State and County directives.
 - ✓ Clear study carrels will be used on student desks to create a physical barrier between students in the classroom.
 - ✓ Hand sanitizer and tissue are provided in each classroom and throughout the campus.

- ✓ Continued enhanced health/wellness protocols and enhanced cleaning/sanitization protocols.
- ✓ Every effort will be made to help students maintain appropriate physical distance in all areas of the campus.
- ✓ All classrooms and offices will be electrostatically sanitized each night.
- ✓ All outdoor equipment will be pressure washed and sanitized each day.
- ✓ All current State and County Public Health directives will be implemented.

III. **Fulltime Distance-Learning Program** (shelter in place - nothing on campus). Students return to a fulltime distance learning program from home. This is if we were in State Phase 1. (Aligned with *State Stage 1*). Again, Lowell Joint School District will only return from fulltime distance-learning once the State and County Public Health Department deem it safe to return. Once we return, all State and County Public Health Department directives will be fully implemented along with additional protocols that Lowell Joint School District feels are beneficial.

You can find the complete 2020/2021 Return to School Adaptable Plan Continuum on the Lowell Joint School District webpage ljsd.org (h)

The Distance Learning Plan (TK-6 and 7-8) can also be found on the Lowell Joint School District webpage ljsd.org. ([Distance Learning Plan](#))

Lowell Joint Virtual At-Home

The **Lowell Joint Virtual At-Home** will provide an instructional program for students/families who cannot and/or are not comfortable returning to in-person instruction once the State and County Public Health Department allows us to return under a Hybrid and/or Fulltime Model. The Lowell Joint School District community understands and fully supports those families who need to have their students continue to remain at home while receiving their instruction through a virtual/distance-learning format. **Lowell Joint Virtual At-Home** students will be enrolled in their existing school and teacher's class, while their instruction will be 100% via live zoom and/or Google Classroom. They will receive their core curriculum of math, English language arts, science, and social science. Unfortunately, in-person activities may not be available.

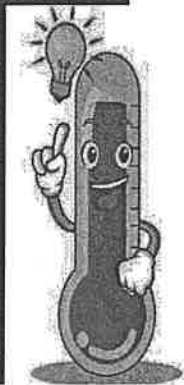
Enrollment into the **Lowell Joint Virtual At-Home** model can occur at any time so that we can support any urgent situation that may arise. Once enrolled, the student is committed to remain in the **Lowell Joint Virtual At-Home** until the end of the 2020/2021 school year.

Enrollment will be completed through each student's individual school site in order to support each student's continuity of learning and personalized attention. Any questions can be directed to the school site principal and/or the Superintendent's office (562-943-0211).

AS STUDENTS RETURN, IT WILL LOOK DIFFERENT:

Screening at Home:

- ✓ Families are required to take temperatures daily before going to school. Anyone with a temperature of 100 degrees or higher should not go to a school site. Personal illness, quarantine, and COVID-19 illness or symptom-related to will be excused.
- ✓ Students and adults are required to self-screen for respiratory symptoms such as cough and shortness of breath prior to coming to school each day. Students and adults experiencing those symptoms should not attend school.
- ✓ Staff members are required to self-screen prior to arrival to campus. If staff members are experiencing symptoms, they should stay home and contact Human Resources.



Arriving at School:

- ✓ Students will be actively screened using non-touch thermometers upon arrival to campus and prior to entering their class.
- ✓ Staff members are required to complete the daily Lowell Joint School District Health/Wellness screening upon arrival.
- ✓ Students and staff members will be required to wear masks/shields.
- ✓ Parents and visitors will only be allowed on campus for official business and only after they have completed the Lowell Joint School District Health/Wellness screening.
- ✓ Arrangements must be made through the front office prior to checking a student out early.
- ✓ School sites will be designating routes for entry and exit in order to limit direct contact with others.
- ✓ School sites will have signage throughout the campus to remind students and staff about social distancing, hand washing, and the spreading of germs.
- ✓ The District has deployed additional safety equipment including but not limited to: touch-free sanitation systems, additional handwashing stations, touch-free thermometers, student partitions, electro-static

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Face coverings must be used in accordance with State and County Public Health Orders.
- Per State guidelines, transitional kindergarten through second grade students will be strongly encouraged to wear a face covering, while students in third through eighth grade will be required as long as the County Public Health Department requires it.
- Face coverings are to be worn while on campus, including: in class and on school grounds (except when eating or drinking).
- Students will be encouraged to bring their own face coverings to school. Any student who needs a face covering will be provided one. The Center for Disease Control and Prevention guidance indicates cloth face coverings should be made of tightly woven fabric to prevent the spray of respiratory droplets. Lowell Joint School District also has face shields available.
- Staff will be provided with face coverings and shields for daily use as well as gloves if they choose to use them.

ADDITIONAL HEALTH & SAFETY CONSIDERATION



- Staff members have been provided COVID-19 online trainings (Hand Washing, Coronavirus Awareness, Use of Face Coverings, and Center for Disease Control: Managing Stress and Anxiety).
- Campuses will follow the most recently released directives developed by CDPH and OSHA for cleaning, disinfection, and ventilation of school campuses.
- Common touch surfaces will be cleaned regularly using products that are EPA and COVID-19 approved (counter tops, door handles, restrooms, playgrounds, students' desks, students' chairs, etc.).
- Physical barriers have been installed in front office areas where face-to-face interaction with the public occurs.
- Every classroom and employee work area will have hand sanitizer available.
- Schools will limit sharing of supplies between students to the extent possible and encourage students to take home personal items for cleaning daily.
- Signage will promote healthy hygiene habits and reminders to stay at home when ill.
- As students and staff return, Staff will be expected to be tested for COVID-19 on average of every two months, and both students and staff will be screened for COVID-19 symptoms each day.

WHAT OUR HYBRID SCHOOL WEEK WILL LOOK LIKE

TK/K- Come to school everyday				
Monday	Tuesday	Wednesday	Thursday	Friday
AM Cohort On Campus 8:30-10:30am	AM Cohort On Campus 8:30-10:30am	Everyone Virtual Group A&B&C	AM Cohort On Campus 8:30-10:30am	AM Cohort On Campus 8:30-10:30am
PM Cohort On Campus 11:15-1:15pm	PM Cohort On Campus 11:15-1:15pm		PM Cohort On Campus 11:15-1:15pm	PM Cohort On Campus 11:15-1:15pm
Cohort C Zoom Virtual @ Home AM or PM	Cohort C Zoom Virtual @ Home AM or PM		Cohort C Zoom Virtual @ Home AM or PM	Cohort C Zoom Virtual @ Home AM or PM
1st-8th Hybrid Blended/Virtual				
Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A On Campus	Cohort B On Campus	Everyone Virtual Group A&B&C	Cohort A On Campus	Cohort B On Campus
Cohort B Zoom Virtual @ Home	Cohort A Zoom Virtual @ Home		Cohort B Zoom Virtual @ Home	Cohort A Zoom Virtual @ Home
Cohort C Zoom Virtual @ Home	Cohort C Zoom Virtual @ Home		Cohort C Zoom Virtual @ Home	Cohort C Zoom Virtual @ Home

2020/2021 SCHOOL CALENDAR



- Our traditional academic calendars have been revised to ensure adequate planning time for the assignment of students and to prepare the classrooms and campus common areas with necessary safety provisions.
- All six schools will be on the traditional school calendar.
- The first day of school will be Wednesday, August 12, 2020.
- Students attending school on the regular schedule will be released early from school on Wednesdays.

SCHOOL START & END TIMES

- School start and end times may be adjusted to minimize congestion during campus entry and exit, allowing more time for health screenings.

- Adjusted school start times will be determined based on the number of families requesting each of the schedule options.

- Classes will be assigned designated campus entry and exit points for school arrival and dismissal.

- Supervised dismissal will occur prior to lunch and students will be provide Grab-n-Go lunches as they leave campus.

- Students are attending 100% virtual through Lowell Joint At-Home will be able to pick up their Grab-n-Go lunches after school dismissal.

Monday, Tuesday, Thursday, Friday 1st - 6th Grade		
Arrival	8:15-8:30am	Arrive at assigned gate, temp check, go directly to cla
Instruction	8:30-10:00am	Core Content Instruction
Recess	10:00-10:20am	Staggered recess times so that class remain together
Instruction	10:20-12:45pm	Core Content Instruction
Dismissal & Grab-n-Go Lunch	12:45-1:15pm	Supervised dismissal/all students can pick-up grab-n-go lunches
Asynchronous virtual	1:45-2:30pm	Office Hours, asynchronous instruction, intervention and enrichment.
Virtual Student grab-n-go lunches (drive-up): 1:15-2:15pm		
Monday, Tuesday, Thursday, Friday TK/K		
Arrival (AM Cohort)	8:15-8:30am	Arrive at assigned gate, temp check, go directly to cla
AM Cohort	8:30-10:30am	Core Content Instruction
Dismissal/Lunch	10:30-11:15am	AM Cohort supervised dismissal/all students can pick-up grab-n-go lunches
Arrival (PM Cohort)	11:00-11:15am	Arrive at assigned gate, temp check, go directly to cla
PM Cohort	11:15-1:15pm	Core Content Instruction
Dismissal & Grab-n-Go Lunch	1:15-2:15pm	PM Cohort supervised dismissal/all students can pick-up grab-n-go lunches
Asynchronous virtual	1:30-2:30pm	Office Hours, asynchronous instruction, intervention and enrichment.
Virtual Student grab-n-go lunches (drive-up): 1:15-2:15pm		
Virtual Learning Wednesday TK - 6th Grade		
Distance Learning from home	8:30-12:45pm	
Lunch & Grab-n-Go available at school	11am-1pm	Lunches available at school for grab-n-go

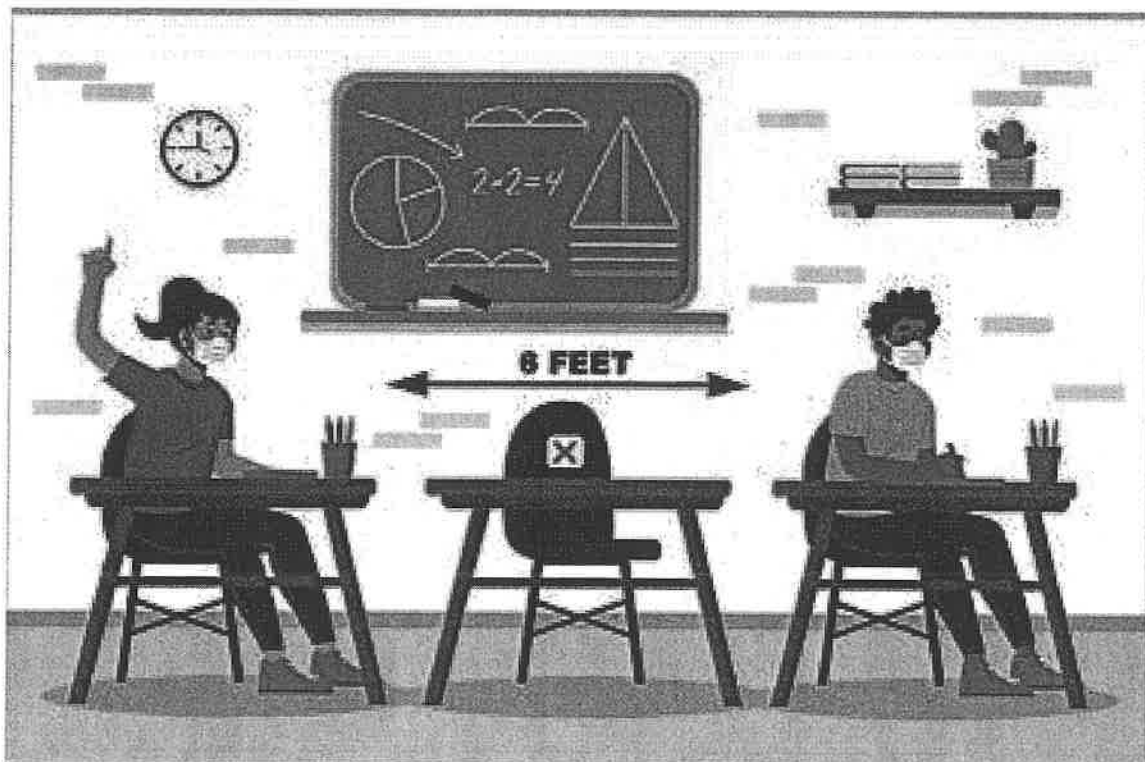
PHYSICAL DISTANCING

While under County Public Health directives, students and staff will be expected to maintain a physical distance of six feet between one another whenever possible. This includes while walking on campus, waiting in line, entering a restroom, or entering/exiting buildings. Students and staff will be required to form lines outside of smaller areas, such as restrooms, rather than waiting inside the space.



When we return to on-campus instruction:

- There will be six feet of distance between the teacher workarea and student desk area.
- In Hybrid classrooms, class size will be limited to allow six feet of distance between student desks wherever practical.
- Once we are allowed to fully return to school as normal, desks will be arranged to maximize the distance between students to the greatest extent possible.
- When at all possible student desks will face the same direction in all classrooms.
- Clear vinyl partitions on desktops will provide an additional physical barrier between students.
- Key aspect is the understanding of **“Close Contact”, which is defined as being closer than 6ft for more 15 minutes.** Citations from the CDPH and OCHCA or the definition of “Close Contact”:
 - <https://files.covid19.ca.gov/pdf/guidance-schools.pdf>
 - <https://occcovid19.ochealthinfo.com/article/frequently-asked-questions>



CAMPUS CLEANING

- ✓ Upon re-opening, all schools will have been completely cleaned and disinfected.
- ✓ All air filters in heating, ventilation, and air conditioning units have been replaced before the school year began and will be refreshed regularly. Air filters have been upgrade to MERV13.
- ✓ High traffic areas and high touch surfaces will be cleaned and disinfected daily.
- ✓ All rooms will be electrostatically sanitized each night.
- ✓ All outdoor playground equipment and lunch tables will be pressure washed and sanitized each day.
- ✓ All restrooms will be cleaned and sanitized periodically throughout the day and electrostatically sanitized once a day.
- ✓ All cleaning and disinfecting products are approved by the Environmental Protection Agency and authorized for use against COVID-19 and will comply with the Healthy Schools Act.



SHARED ITEMS

- Use of shared supplies and equipment will be avoided to the greatest extent possible. All students will be using their own technology devices that we issued to them before the start of the school year.
- Students will be using their assigned desk each day while at school.
- Drinking fountain use will be placed on hold, but students will be allowed to use the water dispenser(s) to refill their own personal water bottles.

HYGIENE PROTOCOLS

- ✓ Students and staff will wash their hands regularly throughout the day and/or use hand sanitizer.
- ✓ Signs throughout the campus will remind students and staff about physical distancing, hand hygiene, and how to avoid the spread of germs.
- ✓ Hand sanitizer and tissue will be provided in all classrooms and public areas on campus.



RECESS & OUTDOOR PLAY

- Every effort will be made to keep students in classroom cohorts during recess time. Students may engage in independent play or noncontact play that is physically distanced.
- Playground structures and other shared equipment will be pressure washed and sanitized daily.

CLASSROOM EXPECTATIONS

- Restrict personal furniture, especially soft fabrics (ie: couches, loveseats, recliners); personal furniture can present a health concern if multiple students use it or inadvertently touch the item.
- Remove personal appliances from classrooms to achieve maximum available space.
- Have students throw away any trash in their personal desk area at the end of the class/period.
- Have students take responsibility for their own desk area and assist in cleaning prior to using and as they leave.
- Please place all trash cans near the door at the end of the day.
- Limit the amount of clutter in the classroom.
- Instruct and seek to maintain proper social distance throughout class. Keep in mind the definition of “close contact” = closer than 6ft for more than 15 minutes.
- Students and staff will wash their hands regularly throughout the day and/or use hand sanitizer.

ENTRY TO CAMPUS

Note: Elementary office may close for up to 20 minute during both arrival and dismissal so that office staff may assist. However, school offices will arrange for staff to answer phones during the regular office hours.

At the Gates

All school entrance gates will be clearly marked with the appropriate signage indicating which student groups may enter and exit through each gate. For example, gates may be designated by grade level, by alpha, or by teacher to control the number of students entering or exiting the school via that entry/exit point. Older sibling will be asked to accompany their younger siblings. Signage will be posted at entrances and throughout campus to remind everyone of proper health protocols.

Screening

When arriving to school, students must wear a face mask in accordance with LA County Public Health. If a student has a doctor’s note excusing them from wearing a face mask, they will be required to wear a face shield.

Student temperatures will be checked at all entrance gates along with visual screening. Any student who has a temperature above 100 F and/or displaying any health concern will be immediately isolated in the “Cool Down” area and sent home.

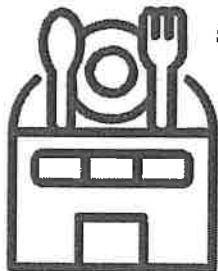
Symptoms that will lead to isolation and being sent home:

- | | | |
|------------------------|------------------------------|----------------------------|
| ✓ Fever or chills | ✓ Fatigue | ✓ Sore throat |
| ✓ Cough | ✓ Muscle or body aches | ✓ Congestion or runny nose |
| ✓ Shortness of breath | ✓ Headache | ✓ Nausea or vomiting |
| ✓ Difficulty breathing | ✓ New loss of taste or smell | ✓ Diarrhea |

Staff working in and around the Cool Down area will use the appropriate specialized PPE to protect both staff and students. Staff will also be sensitive to students personal and confidentiality rights and will operate with discretion and respect in supporting students in this space.

SCHOOL MEALS

School meals will be provided in the following manner based on the school schedule option selected by parents for each of their children.



Regular Program (once we are allowed to return to full-time instruction:

- Prepacked cold breakfast and prepacked hot lunch will be offered to students on campus daily.
- Tables will be sanitized in between each meal period.

Hybrid Program:

- Grab-n-Go breakfast and lunch meals will be offered to students as they leave campus each day to go home. Those students who are off-campus for virtual instruction will also be able to pick-up their Grab-n-Go meals each day between the 11-1 p.m. serving times.
- Parents will be allowed to pick up meals under the Seamless Summer Program or by using their student's unique PIN once the Seamless Summer Program expires.
- Nutrition Services will continue to facilitate distribution of meals using each child's eligibility.

Full-Time Distance Learning or Virtual Academy Program:

- Grab-n-Go breakfast and lunch meals will be available daily between 11 a.m. -1 p.m. for pick-up at each school site.

Every effort will be made to keep students in classroom cohorts during lunch time

CONSIDERATIONS FOR STUDENTS WITH DISABILITIES

- ✓ IDEA regulations require that districts offer Free Appropriate Public Education (FAPE) to the extent possible, even during emergencies such as COVID-19.
- ✓ Services will be provided based on each student's Individualized Education Plan (IEP). Students will receive specialized academic instruction while participating in the general education program.
- ✓ Other services, such as speech and language, occupational therapy, and adaptive PE, will be provided both in-person and through teleconference, as appropriate.
- ✓ IEP or 504 Plan teams will consider safety requirements for students with disabilities on an individual basis and address the individual needs of students who have intensive medical needs or who are part of a high-risk group.

STUDENT CONTACT, PARTICIPATION, AND ATTENDANCE

Regular school attendance plays an important role in student achievement. Teachers will document daily attendance and engagement for students on a Regular, Hybrid, or Distance Learning schedule. Student attendance will be monitored weekly to identify any trends in student absenteeism.

VISITORS & VOLUNTEERS

- ✓ To avoid unnecessary contact with others, visitors will not be permitted on campus at this time.
- ✓ Parents or guests will be allowed onto campuses for official business only, after they have completed the daily Health/Wellness screening.
- ✓ Volunteers will be allowed to serve in the office only, after they have completed the daily Health/Wellness screening.
- ✓ Parents who request a classroom observation must schedule in advance with the principal in accordance with Board Policy and only for official business at this time. They must also complete the Health/Wellness screening prior to entering the campus.

GENERAL OVERVIEW OF HEALTH & SAFETY MEASURES/PROTOCOLS:

(All are in compliance with and/or in addition to the Los Angeles and Orange County Public Health Department requirements)

Campus Wellness/Health/Safety Protocols:

- Health Office - separate space/room (illness vs injury). Students who are determined to be ill will be required to wear a mask and will await pickup in an outside waiting area. Medical Grade masks will be provided for health office staff.
- Students who return from being sick must be fever and symptom free for at least 24 hours and have a parent complete Los Angeles County PHD Health/Wellness Screening, which includes temperature checked before returning to class.
- Hand washing/sanitizing required after breaks, before lunch, and when returning to class.
- Healthy Classroom Kits provided to every room on campus: extra band aids, cleaning supplies, PPE, etc.
- Additional handwashing stations: 2-3 outdoor stations plus hand sanitizing stations for each room.
- Los Angeles County Public Health Department “Daily Employee Health/Wellness Survey” for all staff.
- Implementation of non-contact infrared digital thermometers for checking all students’ temperature before coming onto campus.
- Symptom checking at home before school each day by parents/guardians.
- Installation of portable Infrared Temperature Sensors/detectors at each front office.
- Plexiglas health barriers for front office staff.
- Plexiglas health barriers for DO receptionist, M&O office.
- Classroom Set-up: all students face forward as much as possible, keep student groups together and less mixing of students during class instruction.
- Individual Clear Desk Shields implemented in all classrooms.
- Two cloth masks provided to each student.
- Two cloth masks, face shield, and PPE are provided to each staff member.
- Additional safety protocols for health offices: specialized PPE.
- Jr. High and Elementary transition to 1:1 take home Chromebooks.
- Limit visitors on campus to official school business only (August - December or California *Stage 4*) and only after Los Angeles Public Health/Wellness Pre-Screening (Survey + Temperature Check).
- Volunteers limited to front office support only (August - December. or California Stage 4) and only after Los Angeles Public Health/Wellness Pre-Screening (Survey + Temperature Check).
- Best practice: 1) if the student is sick = stay home, 2) if the student becomes sick at school = goes home.

Campus cleaning protocols:

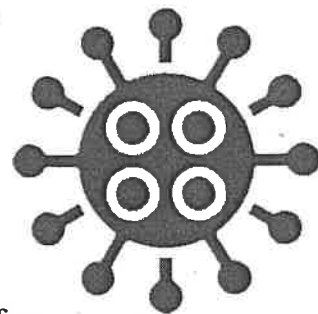
- Additional night custodial support for cleaning and sanitizing (August - December. or until California moves to *Phase/Stage 4*) (4 hours per school).
- Daily sanitization power washing of outdoor lunch tables, large eating areas, playground equipment.
- Healthy Classroom: continue class ownership of the cleanliness of their room, healthy classroom kit, Chromebook cleaning supplies for each classroom.
- Cleaning in-between lunches of lunch area, lunch lines, bathrooms.
- Purchase and implementation of UV Disinfecting Units for district-wide use.
- Electrostatic Spray disinfecting system/equipment for each campus.
- All air-conditioning units cleaned and filters have been replaced during summer and regularly throughout the school year. Upgraded filters to higher grade: from MERV7 TO MERV13.

Reduced/modified large group activities (tent. August - October or until California moves to *Phase/Stage 4*):

- Postpone: large school assemblies, after school sports, field trips (or until California move to *Stage 4*).
- Virtual/zoom Back-to-School.
- Virtual Fall Parent Conference.
- Modified: awards assemblies (in class), open additional entrances for arrival and dismissal time. (once return to school).
- Campus review and development of protocols to promote social distancing wherever possible.

RESPONDING TO CONFIRMED CASES OF COVID-19

If a student or staff member tests positive for COVID-19 and has exposed others at school, the district will notify both the Los Angeles County Public Health Department and the Orange County Health Care Agency (OCHCA) officials. In accordance with all state and federal laws and County Public Health Department, we will notify staff and families at the school while maintaining confidentiality as required by state and federal laws. Affected areas of the campus will be closed, quarantined for 24 hours, and then cleaned and disinfected. In some cases, it may be necessary for students or staff who were in close contact with the individual to isolate at home for 14 days, or for a classroom or school to be temporarily closed based on the risk level as determined by the local public health officer.



IDENTIFICATION AND CONTACT TRACING

- The district's Registered Nurses will be the initial point of contact if a student or employee is ill with COVID-19 like symptoms. The Superintendent will serve as the district's designated representative for reporting cases to the Los Angeles County Public Health Department and Orange County Health Care Agency and support County Public Health in their contact tracing.
- In the event a student or staff member tests positive for COVID-19 and has exposed others at school, the district will notify families and other staff members in alignment with FERPA and HIPAA privacy requirements and under the guidance and direction of the County Public Health Department

Process for Positive Cases of COVID-19 and Potential School Closure

The California Department of Public Health and Los Angeles & Orange County Health Care Agencies will provide guidance for schools for when a staff member, child, or visitor is ill. California Department of Public Health also includes guidance for districts to determine when to consider school closure due to COVID-19.

- **Protocol for Response to Possible Exposure, Symptoms, or Confirmed Cases:** In collaboration with Los Angeles or Orange County Health Care Agency (OCHCA), staff has developed the following protocol to respond when an employee or student has reported possible exposure, symptoms, or confirmed positive results for COVID-19 as of July 10, 2020. This protocol may be revised per any new direction or additional guidance from the OCHCA:
 1. **Using a reporting form, which has been developed to solicit information requested by the Los Angeles or Orange County Health Care Agency (LAPHD or OCHCA), information is asked of the student's family or employee by the principal, employee supervisor, human resources services or health services.**
 2. **Information from the form regarding the positive case or possible exposure is shared confidentially with Human Resource Services and Health Services. This confidential information is not shared with any other employees or families.**
 3. **District Health Services staff contacts LAPHD or OCHCA and shares the information from the reporting form and any additional information provided by the student's family or employee.**
 4. **LAPHD or OCHCA provides guidance in determining the person's COVID-19 status and recommendation per the Centers for Disease Control and Prevention (CDC):**
 - a. **Person positive for COVID-19:** Isolation for at least 10 days (based on individual symptoms and physician or direct OCHCA investigation recommendations).
 - b. **Close Contact with a Person who tested Positive for COVID-19:** Quarantine for 14 days from the date of initial possible exposure. The 14 days are inclusive of any COVID-19 test results which indicate negative for the coronavirus.
 - c. **Low Risk:** Student may return back to school; employee may return back to work. Letter sent by Human Resource Services to any individuals impacted, including students and staff, sharing that there was limited to no exposure at a particular location, and any other follow-up information.
 5. **Individuals are contacted directly and/or receive written communication aligned with the guidance from OCHCA as indicated in #4.**
- **Considerations for Partial or Total School Closure:** According to CDPH, "when a student, teacher or staff member tests positive for COVID-19 and has exposed others at the school," the District will consult with the Orange County Health Care Agency. After consultation, the Superintendent or designee may decide "whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer." Additional considerations, including home isolation for those individuals who were in "close contact," are listed on page 14 of the CDPH guidance document.

CLASSROOM AND SCHOOL CLOSURE

In accordance with and in consultation with the Los Angeles County Public Health Department and/or Orange County Health Care Agency directives:

- ✓ A classroom will be closed and quarantined for 14 days in the event a student or staff member has tested positive for COVID-19.
- ✓ A school will be closed and quarantined for 14 days in the event that there are multiple confirmed COVID-19 cases in multiple cohorts at a school or when at least five percent of the total number of teachers, students, and staff have tested positive for COVID-19 in a 14-day period.

- ✓ The district will close if 25 percent or more of its schools have closed due to COVID-19 cases within a 14-day period.

In the event a classroom or school is required to close, students will receive instruction through a Distance Learning model during the closure period.

Isolation Protocols = “Cool Down” area:

- Any student or staff member with symptoms consistent with COVID-19 is to stay home and not go to school, notify school of illness, follow up with their health care provider and get tested for COVID-19.
- Any student or staff member who tests positive (confirmed case) for COVID-19 is to stay home for 10 days and not go to school, even if they do not have symptoms of illness. They are to notify the school of the positive test and follow up with their health care provider.
- If a student or staff member develops symptoms of illness consistent with COVID-19 while at school, they are to immediately go home, notify their health care provider and get tested for COVID-19.
- When a student develops symptoms of illness consistent with COVID-19 at school, the student will wait in an isolation area and be given a surgical mask, if available, to wear (if tolerated) while arrangements can be made for the parent to pick up their child.
- The school will provide information to the parent or staff member on resources to get tested for COVID-19.
- The school may notify the school community of a case of COVID-19 and precautions being taken to prevent the spread of COVID-19. Specific information about the case is confidential.
- Anyone with a confirmed case of COVID-19 is to follow Home Isolation Instructions.
- The Department of Public Health Case and Contact Investigation Program will follow-up directly with the parent of a student or a staff member who has a confirmed case of COVID-19. They will collect additional information and issue the Health Officer Order for Isolation.
- Any student or staff member with COVID-19 may not return to school until they have met criteria to discontinue home isolation, including at least 24 hours with no fever and no use of fever-reducing medication, other symptoms have improved and at least 10 days have passed since symptoms first appeared. For persons who never developed symptoms, isolation can be discontinued 10 days after the date of testing positive.

Quarantine Protocols:

- Any students or staff who have been in close contact with someone diagnosed with or suspected to have COVID-19 are to stay home and not go to school. “Close contact” is defined as being within 6 feet for more than 15 minutes, even if a non-medical face covering was worn, or had unprotected direct contact with body fluids or secretions; i.e., was coughed or sneezed on, shared utensils or saliva or provided care without using appropriate protective equipment.
- If a student or staff member has had close contact outside of school (home or elsewhere) with someone diagnosed with or suspected to have COVID-19, they are to home quarantine, notify school, follow up with their health care provider and get tested for COVID-19.
- If a student or staff member has had close contact at school, they will be instructed to go home, notify their health care provider and get tested for COVID-19.
- When a student has had a close contact exposure at school, the student will wait in a quarantine area while arrangements can be made for parent to pick up their child.
- The school will provide information to the parent or staff member on resources to get tested for COVID-19.
- The school will identify all students and staff members who have had exposure (close contact) at school with someone diagnosed with or suspected to have COVID-19.
- The school will notify the parents of students or staff members about exposure at school.
- The school will provide information to the parent or staff member on resources to get tested for COVID-19.
- Anyone who has been exposed (close contact) to someone with COVID-19 is to follow Home Quarantine Instructions. They are to stay at home quarantined for 14 days from the last date of exposure. If someone tests negative, the person will still need to complete the full 14 days of quarantine.
- The Department of Public Health Case and Contact Investigation Program will follow-up directly with the parent of a student or a staff member who has been exposed to COVID-19. They will collect additional information and issue the Health Officer Order for Quarantine.
- Any student or staff member with COVID-19 may not return to school until they have met criteria to discontinue home quarantine.

WHAT HAPPENS IF A STUDENT IS SICK/QUARANTINED

- ✓ In the advent that a student is sick and/or needs to quarantine, parent need to communicate with the principal of the school regarding the illness or need to self-quarantine.
- ✓ Principal will coordinate with the student's teacher to adjust to 100% virtual during the time the student will not attend in-person.
- ✓ Once the student has a doctor's note clearing them to return to school and/or quarantined the required number of day, with no symptoms, they will be allowed to return to in-person instruction.
- ✓ Please refer to Appendix E: Student and Staff Return to School Decision Tree (LA County PHD)

WHAT HAPPENS IF A STAFF MEMBER IS SICK/QUARANTINED

- ✓ In the advent that a staff member is sick and/or needs to quarantine, they are to stay home and need to communicate with their principal/supervisor as well as the appropriate Human Resources Department (Classified - Assistant Superintendent of Administrative Services, Certificated – Superintendent Office).
- ✓ Once they have reported to the appropriate Human Resources Department, they will receive direction of next-steps in alignment with the directives of CDC, LA County DPH, and Orange County DPH.
- ✓ All staff will be directed to follow all directives, which can be located on Appendix E: Student and Staff Return to School Decision Tree (LA County PHD)
- ✓ Employees who are required to be in quarantine or isolation may be eligible for the Families.
- ✓ In the event a staff member must quarantine due to close contact with a COVID-19 individual, has symptoms, or tests positive for COVID-19, immediately contact the appropriate Human Resources Department (Classified - Assistant Superintendent of Administrative Services 562-902-4285 and areynolds@ljsd.org , Certificated – Superintendent Office 562-902-4203 and jcoombs@ljsd.org). A member of the Team will contact the employee and gather the necessary information which may be shared with the LA and/or Orange County Health Care Agency. If, after the school day is over, the employee reports they are COVID-19 positive, the site administrator should contact the Superintendent's or Assistant Superintendent's cell phone number which has been provided.
- ✓ Employees who are required to be in quarantine or isolation may be eligible for the Families First Coronavirus Response Act employer provided leave of absence. Information is available on the Human Resources.
- ✓ If a staff member exhibits **COVID-19 like symptoms**, the individual should immediately return to his/her home (as long as they can do so safely), or go immediately to the Cool Down Area to wait for transportation. Notify MJ at 562-902-4203 or mevonoff@ljsd.org (Certificated Staff) or Margaret at 562-902-4285 or mdumadag@ljsd.org (Classified Staff) in Human Resource Services. A member of the District COVID-19 Team will contact the employee and gather information which may be shared with the LA or Orange County Health Care Agency. This information is used to determine the next steps.
- ✓ If a staff member is a **close contact** the individual should go immediately home (as long as they can do so safely), or go immediately to the Cool Down area to wait for transportation. Notify MJ at 562-902-4203 or mevonoff@ljsd.org (Certificated Staff) or Margaret at 562-902-4285 or mdumadag@ljsd.org (Classified Staff) in Human Resource Services. A member of the District COVID-19 Team will contact the employee and gather information which may be shared with the Orange County Health Care Agency. This information is used to determine the next steps. Per the CDPH and OCHCA, all close contacts need to be quarantined.
- ✓ If a staff member is **positive** for COVID-19, the individual should not report to work, follow all directions of their health care provider, and notify the appropriate Human Resources Department (Classified - Assistant Superintendent of Administrative Services 562-902-4285 and areynolds@ljsd.org , Certificated – Superintendent Office 562-902-4203 and jcoombs@ljsd.org). A member of the District COVID-19 Team will contact the employee and gather information which will be shared with the Orange County Health Care Agency. This information is used to determine the next steps. Per the CDPH and OCHCA, all COVID-19 positive individuals need to be in isolation for a period of time.
- ✓ Often, after the school day is over, site administrators learn that a staff member has symptoms, was a close contact of a COVID-19 positive person, or has been confirmed as COVID-19 positive or is presumed to have COVID-19. Site administrators should ask the individual to stay home from work and work from home if possible, or arrange for a

substitute in the way they would normally do. Notify MJ at 562-902-4203 or mevonoff@ljsd.org (Certificated Staff) or Margaret at 562-902-4285 or mdumadag@ljsd.org (Classified Staff) in Human Resource Services.

- ✓ Per CDPH guidelines for schools, there is no requirement for a negative test to return to school or work. If you have questions about when an employee may return to work, or other questions about these leave provisions, contact Cara Bran.

COMMON CAMPUS AREAS

Libraries: School sites will provide very limited access to libraries and library books. Each campus will organize and assure that all safety protocols are followed, which assure proper social distance and safety.

Restrooms: School sites will make efforts to reduce congregating of students in restrooms. They will use signage that restricts the number of students in the restroom to a certain number no larger than the number of open stalls in the restroom. Provide distance indicators for students to line up outside the restroom to wait to go in when the number of students in the restroom exceeds the number permitted. Custodial staff will clean restrooms 2-3 times during the school day and once thoroughly sanitize at the end of the day.

Student Lockers: The Rancho-Starbuck Intermediate school lockers will be not used. If there is a unique accommodation or exception arises, the school is handle this on an individual case basis.

Teacher's Lounge and Restrooms: School sites will ensure that staff common areas, such as the teacher's lounge, support physical distancing. For example, tables that normally can accommodate six may only be able to accommodate two. Encourage staff to use outside seating areas (if available) or eat lunch away from each other. Teacher restrooms will be cleaned 2-3 times during the workday and again each evening. Common areas, such as the teacher's lounge will be thoroughly cleaned each evening.


In the advent that a staff member is sick and/or needs to quarantine, they are to stay home and need to communicate with their principal/supervisor as well as the appropriate Human Resources Department (Classified - Assistant Superintendent of Administrative Services, Certificated – Superintendent Office).

APPENDICES

APPENDIX A: LJSD 2020/2021 RETURN TO SCHOOL ADAPTABLE CONTINUUM

The Lowell Joint Strategic Planning Team continues to collaboratively develop the following LJSD 2020/21 Return to School Adaptable Continuum and Distance-Learning Plans (TK-6 and 7-8). The Strategic Planning Team includes: LJEA President and E-Board member, CSEA President, All Principals, a site office manager, Superintendent Executive Assistant, Instructional Cabinet, and Superintendent.




 State Tier 1: Safe for essential workers	State Tier 2: Reopen schools with modifications (Hybrid)	State Tier 2: Schools reopen at full capacity with precautions in place.	State Tier 4: Reopen large venues	
Topic	All LJSD Schools	Elementary School	Jr. High School	All LJSD Schools
Safety Protocols	School Sites Closed Students Engaged in daily asynchronous and online instruction All athletics, activities, and performances canceled	<ul style="list-style-type: none"> Student Daily Health/Wellness check at home and school Social Distancing Mask/face covering according to federal/state/local directives Temperature check before entire class to start the day Practice hand hygiene throughout the day Enhanced Health/Wellness Protocols Enhanced cleaning/sanitizing protocols: pressure wash all outdoor playground and eating areas, cafeterias and classrooms Staff Daily Health/Wellness Screening Enhanced health office protocols 	<ul style="list-style-type: none"> Student Daily Health/Wellness check at home and school Practice hand hygiene throughout the day Mask/face covering according to federal/state/local directives Continue Enhanced Health/Wellness Protocols Continue enhanced cleaning/sanitizing protocols: pressure wash all outdoor playground and eating areas, cafeterias and classrooms Staff Daily Health/Wellness screening Enhanced health office protocols 	<ul style="list-style-type: none"> Student Daily Health/Wellness check at home and school Practice hand hygiene throughout the day Mask/face covering according to federal/state/local directives Continue Enhanced Health/Wellness Protocols Continue enhanced cleaning/sanitizing protocols: pressure wash all outdoor playground and eating areas, cafeterias and classrooms Staff Daily Health/Wellness screening Enhanced health office protocols
Instruction	<ul style="list-style-type: none"> Teacher serves in classroom Monday-Friday Student Cohort A: Mon. & Thurs. on-campus instruction, virtual instruction, Tues.-Wed.-Fri. Student Cohort B: Tue. & Fri. on-campus instruction, Mon.-Wed.-Fri. on virtual instruction. Wednesday: AM distance-learning, PM instructional Team Planning. 	<ul style="list-style-type: none"> Return to traditional daily classroom instruction Alternative Educational Option: LOWELL JOINT VIRTUAL AT-HOME (virtual distance-learning program) 	<ul style="list-style-type: none"> Return to classroom instruction Traditional letter grading (A-F) will be in effect. Alternative Educational Option: LOWELL JOINT VIRTUAL AT-HOME (virtual distance-learning program) 	<ul style="list-style-type: none"> Return to classroom instruction Traditional letter grading (A-F) will be in effect. Alternative Educational Option: LOWELL JOINT VIRTUAL AT-HOME (virtual distance-learning program)

Board Approved/Adopted:
 June 22, 2020
 August 10, 2020 updated


LOWELL JOINT SCHOOL DISTRICT 2020/2021 RETURN TO SCHOOL ADAPTABLE CONTINUUM –
Positions Along This Continuum Can Change Based on State and Federal Guidance

Timeline of Reopening Starts 2020 – Series of Solutions and Flexibility

 Topic	State Tier 1: Safe for essential workers All LJSD Schools	State Tier 2: Reopen schools with modifications (Hybrid) Elementary School	State Tier 2: Jr. High School	State Tier 3: Schools reopen at full capacity with precautions in place Elementary School	State Tier 3: Jr. High School	State Tier 4: Reopen large venues All LJSD Schools
School Sites Closed Students Engaged in daily synchronous and asynchronous online instruction All athletics, activities, and performances canceled	<ul style="list-style-type: none"> Traditional Standards Based Reports will be in effect Virtual Band and Choir instruction Special attention and support for ELD and Special Education in place and will be modified to support their needs. ELD Plan LJSD Learning Plan 	<ul style="list-style-type: none"> Traditional letter grading (A-F) will be in effect Virtual Band and Choir instruction Special attention and support for ELD and Special Education in place and will be modified to support their needs. ELD Plan LJSD Learning Plan 	<ul style="list-style-type: none"> Traditional letter grading (A-F) will be in effect Virtual Band and Choir instruction Special attention and support for ELD and Special Education in place and will be modified to support their needs. ELD Plan LJSD Learning Plan 	<ul style="list-style-type: none"> Traditional letter grading (A-F) will be in effect Virtual Band and Choir instruction Special attention and support for ELD and Special Education in place and will be modified to support their needs. ELD Plan LJSD Learning Plan 	<ul style="list-style-type: none"> Traditional letter grading (A-F) will be in effect Virtual Band and Choir instruction Special attention and support for ELD and Special Education in place and will be modified to support their needs. ELD Plan LJSD Learning Plan 	All Schools Open and All Restrictions Removed
Breaks/ Lunch	<ul style="list-style-type: none"> Staggered breaks and lunches Social distancing during lunch seating Cleaning between lunch sessions Modified outdoor play Enhanced and washing and cleaning protocols Social distancing guidelines in place 	<ul style="list-style-type: none"> Staggered breaks and lunches Social distancing during breaks and lunches Cleaning between lunch sessions Enhanced and washing and cleaning protocols PE classes focus on individual sports/ activities Social distancing of locker rooms and outdoor space as much as possible 	<ul style="list-style-type: none"> Staggered breaks and lunches Social distancing during breaks and lunches Cleaning between lunch sessions Enhanced and washing and cleaning protocols PE classes focus on individual sports/ activities Social distancing of locker rooms and outdoor space as much as possible 	<ul style="list-style-type: none"> Return to traditional format Continue enhanced hand washing and cleaning protocols Return to traditional format Continued enhanced hand washing and cleaning protocols Traditional format 	<ul style="list-style-type: none"> Return to traditional format Continued enhanced hand washing and cleaning protocols Return to traditional format Continued enhanced hand washing and cleaning protocols Traditional format 	All Schools Open and All Restrictions Removed
Athletics/PE	<ul style="list-style-type: none"> Social distancing guidelines in place 	<ul style="list-style-type: none"> Social distancing of locker rooms and outdoor space as much as possible 	<ul style="list-style-type: none"> Social distancing of locker rooms and outdoor space as much as possible 	<ul style="list-style-type: none"> Traditional format 	<ul style="list-style-type: none"> PE classes return to team sports After school sports return 	All Schools Open and All Restrictions Removed

LOWELL JOINT SCHOOL DISTRICT 2020/2021 RETURN TO SCHOOL ADAPTABLE CONTINUUM –
Positions Along This Continuum Can Change Based on State and Federal Guidance

Continuum of Experiences Since 3/16/20 – Return of Schools and Community

 Topic	State Tier 1: Safe for essential workers All LUSD Schools	State Tier 2: Reopen schools with modifications (Hybrid) Elementary School	State Tier 2: Jr. High School	State Tier 3: Schools reopen at full capacity with precautions in place Elementary School	State Tier 3: Jr. High School	State Tier 4: Reopen large venues All LUSD Schools
Activities	School Sites Closed	<ul style="list-style-type: none"> • Social distancing guidelines in place • Postpone all field trips and large group events (Aug-Sept or until State is at Phase 4) • Virtual back-to-school night • Traditional fall parent conference 	<ul style="list-style-type: none"> • Social distancing guidelines in place • Postpone all field trips and large group events (Aug-Sept or until State is at Phase 4) • Virtual back-to-school night • Traditional fall parent conference 	<ul style="list-style-type: none"> • Activities return with attendance based on protocols regarding the allowable size of attendance 	<ul style="list-style-type: none"> • Activities return with attendance based on protocols regarding the allowable size of attendance 	
Additional Academic / Social Emotional Support Systems	All school performances canceled	<ul style="list-style-type: none"> • Expanded Saturday Workshops: Intervention, targeted support (SWD, SED, ELD), ELA-Math-Writing, Music, enrichment, etc. • Expanded CREW Program 	<ul style="list-style-type: none"> • Expanded Saturday Workshops: Intervention, targeted support (SWD, SED, ELD), ELA-Math-Writing, Music, enrichment, etc. • Expanded CREW Program 	<ul style="list-style-type: none"> • Expanded Saturday Workshops: Intervention, targeted support (SWD, SED, ELD), ELA-Math-Writing, Music, enrichment, etc. • Expanded CREW Program 	<ul style="list-style-type: none"> • Expanded Saturday Workshops: Intervention, targeted support (SWD, SED, ELD), ELA-Math-Writing, Music, enrichment, etc. • Expanded CREW Program 	
Assemblies	All school performances canceled	<ul style="list-style-type: none"> • Postpone all large group assemblies (Aug-Sept or until Phase 4) • Awards assemblies done by class • Possible broadcast assemblies 	<ul style="list-style-type: none"> • Possible broadcast assemblies 	<ul style="list-style-type: none"> • Assemblies return as appropriate regarding size of attendance 	<ul style="list-style-type: none"> • Assemblies return as appropriate regarding size of attendance 	
Performances	All school performances canceled	<ul style="list-style-type: none"> • Possible broadcast performances 	<ul style="list-style-type: none"> • Possible broadcast performances 	<ul style="list-style-type: none"> • All school performances return with attendance based on group size protocols 	<ul style="list-style-type: none"> • All school performances return with attendance based on group size protocols 	

LOWELL JOINT SCHOOL DISTRICT 2020/2021 RETURN TO SCHOOL ADAPTABLE CONTINUUM -
 Positions Along This Continuum Can Change Based on State and Federal Guidance

Office of Curriculum, State 1906 - "State of Safety and Education"

Topic	State Tier 1: Safe for essential workers	State Tier 2: Reopen schools with modifications (Hybrid)	State Tier 3: Schools reopen at full capacity with precautions in place	State Tier 4: Reopen large venues
	All LJSD Schools	Elementary School Jr. High School	Elementary School Jr. High School	All LJSD Schools
Volunteers/ Guest Speakers	<ul style="list-style-type: none"> Visitors limited to official business only. Complete Health/Wellness pre-screening Volunteers in office only. Complete Health/Wellness pre-screening Matched to cohorts 	<ul style="list-style-type: none"> Visitors limited to official business only. Complete Health/Wellness pre-screening Volunteers in office only. Complete Health/Wellness pre-screening Matched to cohorts 	<ul style="list-style-type: none"> Normal protocols for visitors and volunteers returns, while continued Health/Wellness pre-screening. 	<ul style="list-style-type: none"> Normal protocols for visitors and volunteers returns, while continue Health/Wellness pre-screening.

Adapted from and in appreciation to the Placentia-Yorba Linda Unified School District

Lowell Joint School District CORE BELIEFS:

- ✓ #1 Priority is our Students. The #2 Priority is the quality of the staff who serve our students (they have the most important impact on student progress)
- ✓ Curriculum with piercing clarity, solid teaching, 90-120 minutes of purposeful reading and writing every day (Mike Schmoker - "Results")
- ✓ Research regarding reading shows: at TK-3rd we get students to make their highest progress, at 4-6th students' progress tends to slow, at 7-8th students' progress starts to drop, and at 9-12th reading progress drops significantly. Also, 82% of 6th graders who fail reading never graduate. Reading and Writing are a big deal and a priority.
- ✓ LJSD CORE VALUES: Excellence, Personal Integrity, Social Responsibility & Respect, Respect for National Heritage, Family/Teamwork, and Traditional Values.
- ✓ GOOD-TO-GREAT: Good is the Enemy of Great. Level 5 Leadership: First Who...Then What, Brutal Facts, Hedgehog Concept, Culture of Discipline, Technology Accelerators, Flywheel vs Doom Loop, Built to Last.
- ✓ CONDITIONS WE CONTROL (Rig Our) - Program, Procedures, Policies, Fixed vs Flexible, Attitude/Approach
- ✓ TK-College/Career (eventually) Pre-School - College/Career.
- ✓ "Right people on the bus and in the right seats" (Good-to-Great).
- ✓ Dr. Robert Baker - 7th rule.
- ✓ "...the philosophy of the school room is one generation will be the philosophy of government in the next."
- ✓ Abraham Lincoln.
- ✓ Character is like a tree and reputation like a shadow. The shadow is what we think of it; the tree is the real thing. Abraham Lincoln.

2020/2021 OPENING FOUNDATIONAL PREMISES:

1. Education includes Academic, Social/Emotional, Intervention, Enrichment, and Child Care.
2. Our best instruction is in person instruction, which is the most beneficial method of helping students learn and make academic progress. Therefore, it is our ultimate goal to provide in person instruction in a safe environment and manner.
3. We will follow the requirements of the State and Public Health Department, which are constantly shifting and changing ("go slow to go fast").
4. We will implement enhanced common sense health/wellness & safety protocols.
5. We clearly know that families need schools to be open for students' academic progress and so they can go back to work.
6. With State and County directives and guidelines changing daily, we chose to "go slow to go fast".
7. Strict social distancing for students is not really realistic, we will do our absolute best.



Lowell Joint School District

A Tradition of Excellence Since 1906
Home of Scholars and Champions

Lowell Joint TK-6 Distance Learning Guide



Weekly Lesson Plan

Content to be delivered through online instruction with some video, text, and other supports. They will need the instruction to come from you, and they will need to see your examples.

Board Approved: June 22, 2020
Board Adopted Revision: Aug. 10, 2020
Board Adopted Revision: Sept. 14, 2020

Think about your entire week of instruction and break up tasks accordingly.

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Introduction Video</p> <p>Post an announcement via text or video to provide an overview of the week.</p> <p>Online Instruction - This is live time with students to be able to interact</p> <p>8:30-9:00 Morning Business -Digital Citizenship -SEL -Team Building -Character Education</p> <p>9:00 - 10:30 ELA (include a 5-10 min PE activity-Brain Break)</p> <p>*Direct Instruction *Guided Practice *Small Groups -Differentiating -Collaboration *Independent Practice *Feedback</p> <p>10:30-10:50 Break</p>	<p>8:30-9:00 Morning Business -Digital Citizenship -SEL -Team Building -Character Education</p> <p>9:00 - 10:30 ELA (include a 5-10 min PE activity-Brain Break)</p> <p>*Direct Instruction *Guided Practice *Small Groups -Differentiating -Collaboration *Independent Practice *Feedback</p> <p>10:30-10:50 Break</p>	<p>EARLY RELEASE DAY</p> <p>8:30-9:30 Morning Business -Take roll -Assignment of the day's asynchronous activities -Class business -Digital Citizenship -SEL -Team Building -Character Education</p> <p>9:30 - 1:20/1:50 *Students: complete asynchronous activities and work *ELA: Journeys, Study Sync, Reading Plus, Reading Counts, Lexia, Big Day, and ILLI *Math: Go Math, Big Ideas, GO! ST Math, Khan Academy *Science: Studies weekly *Social Studies: Studies Weekly</p>	<p>8:30-9:00 Morning Business -Digital Citizenship -SEL -Team Building -Character Education</p> <p>9:00 - 10:30 ELA (include a 5-10 min PE activity-Brain Break)</p> <p>*Direct Instruction *Guided Practice *Small Groups -Differentiating -Collaboration *Independent Practice *Feedback</p> <p>10:30-10:50 Break</p>	<p>8:30-9:00 Morning Business -Digital Citizenship -SEL -Team Building -Character Education</p> <p>9:00 - 10:30 ELA (include a 5-10 min PE activity-Brain Break)</p> <p>*Direct Instruction *Guided Practice *Small Groups -Differentiating -Collaboration *Independent Practice *Feedback</p> <p>10:30-10:50 Break</p>

<p>10:50 - 12:00 Math</p> <ul style="list-style-type: none"> *Direct Instruction *Guided Practice *Small Groups <ul style="list-style-type: none"> -Differentiating -Collaboration *Independent Practice *Feedback <p>12:00-1:00 PM Lunch</p> <p>1:00-2:00 Writing/Intro to Science or Social Studies PE/Music/Art/Library STEAM/Coding</p> <ul style="list-style-type: none"> *Direct Instruction *Guided Practice *Small Groups <ul style="list-style-type: none"> -Differentiating -Collaboration *Independent Practice *Feedback <p>2:00-3:00 Teacher Office Hours/Planning Time Independent Practice</p> <p>30 minutes before and after school for planning/grading</p>	<p>10:50 - 12:00 Math</p> <ul style="list-style-type: none"> *Direct Instruction *Guided Practice *Small Groups <ul style="list-style-type: none"> -Differentiating -Collaboration *Independent Practice *Feedback <p>12:00-1:00 PM Lunch</p> <p>1:00-2:00 Writing/ Science/Social Studies PE/Music/Art/Library STEAM/Coding</p> <ul style="list-style-type: none"> *Direct Instruction *Guided Practice *Small Groups <ul style="list-style-type: none"> -Differentiating -Collaboration *Independent Practice *Feedback <p>2:00-3:00 Teacher Office Hours/Planning Time Independent Practice</p> <p>30 minutes before and after school for planning/grading</p>	<p>and Discovery Streaming</p> <ul style="list-style-type: none"> *STEAM & Coding- Tynker *Staff Teacher Planning <p>1-20/1-45 Early Release Grade Level Planning, Grade level or Site meetings or professional development based on calendar</p> <p>30 minutes before and after school for planning/grading</p>	<p>10:50 - 12:00 Math</p> <ul style="list-style-type: none"> *Direct Instruction *Guided Practice *Small Groups <ul style="list-style-type: none"> -Differentiating -Collaboration *Independent Practice *Feedback <p>12:00-1:00 PM Lunch</p> <p>1:00-2:00 Writing/ Science/Social Studies PE/Music/Art/Library STEAM/Coding</p> <ul style="list-style-type: none"> *Direct Instruction *Guided Practice *Small Groups <ul style="list-style-type: none"> -Differentiating -Collaboration *Independent Practice *Feedback <p>2:00-3:00 Teacher Office Hours/Planning Time Independent Practice</p> <p>30 minutes before and after school for planning/grading</p>	<p>10:50 - 12:00 Math</p> <ul style="list-style-type: none"> *Direct Instruction *Guided Practice *Small Groups <ul style="list-style-type: none"> -Differentiating -Collaboration *Independent Practice *Feedback <p>12:00-1:00 PM Lunch</p> <p>1:00-2:00 Writing/ Science/Social Studies PE/Music/Art/Library STEAM/Coding</p> <ul style="list-style-type: none"> *Direct Instruction *Guided Practice *Small Groups <ul style="list-style-type: none"> -Differentiating -Collaboration *Independent Practice *Feedback <p>2:00-3:00 Teacher Office Hours/Planning Time Independent Practice</p> <p>30 minutes before and after school for planning/grading</p>	<p>10:50 - 12:00 Math</p> <ul style="list-style-type: none"> *Direct Instruction *Guided Practice *Small Groups <ul style="list-style-type: none"> -Differentiating -Collaboration *Independent Practice *Feedback <p>12:00-1:00 PM Lunch</p> <p>1:00-2:00 Writing/ Science/Social Studies PE/Music/Art/Library STEAM/Coding</p> <ul style="list-style-type: none"> *Direct Instruction *Guided Practice *Small Groups <ul style="list-style-type: none"> -Differentiating -Collaboration *Independent Practice *Feedback <p>2:00-3:00 Teacher Office Hours/Planning Time Independent Practice</p> <p>30 minutes before and after school for planning/grading</p>	<p>10:50 - 12:00 Math</p> <ul style="list-style-type: none"> *Direct Instruction *Guided Practice *Small Groups <ul style="list-style-type: none"> -Differentiating -Collaboration *Independent Practice *Feedback <p>12:00-1:00 PM Lunch</p> <p>1:00-2:00 Writing/ Science/Social Studies PE/Music/Art/Library STEAM/Coding</p> <ul style="list-style-type: none"> *Direct Instruction *Guided Practice *Small Groups <ul style="list-style-type: none"> -Differentiating -Collaboration *Independent Practice *Feedback <p>2:00-3:00 Teacher Office Hours/Planning Time Independent Practice</p> <p>30 minutes before and after school for planning/grading</p>	<p>10:50 - 12:00 Math</p> <ul style="list-style-type: none"> *Direct Instruction *Guided Practice *Small Groups <ul style="list-style-type: none"> -Differentiating -Collaboration *Independent Practice *Feedback <p>12:00-1:00 PM Lunch</p> <p>1:00-2:00 Writing/ Science/Social Studies PE/Music/Art/Library STEAM/Coding</p> <ul style="list-style-type: none"> *Direct Instruction *Guided Practice *Small Groups <ul style="list-style-type: none"> -Differentiating -Collaboration *Independent Practice *Feedback <p>2:00-3:00 Teacher Office Hours/Planning Time Independent Practice</p> <p>30 minutes before and after school for planning/grading</p>
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Rancho- Starbuck

Distance Learning Schedules

Monday, Tuesday, Thursday, Friday		
Period	Start	End
1	8:15	8:49
2	8:53	9:29
Break	9:29	9:49
3	9:49	10:23
4	10:28	11:02
5 / 6	11:17	11:41
LUNCH	11:41	12:41
7	12:46	1:20
8	1:26	2:00

2:00-3:00: Teacher office hours, planning time, independent practice

Wednesday		
Period	Start	End
1	8:15	8:45
2	8:51	9:21
Break	9:21	9:41
3	9:41	10:11
4	10:17	10:47
5 / 6	10:53	11:38
LUNCH	11:38	12:38
7	12:38	1:08
8	1:15	1:45

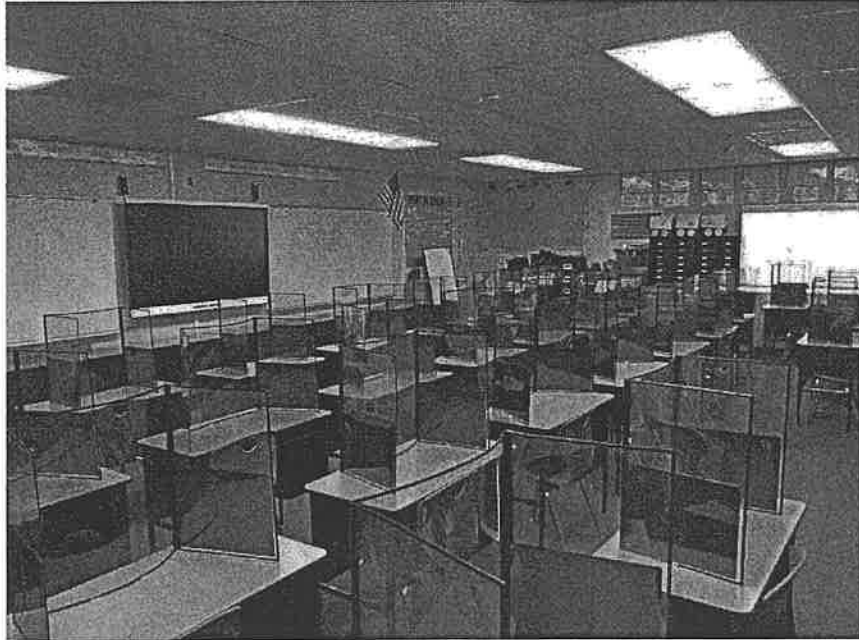
1:45-3:30 Teacher planning, grade level meetings, professional development



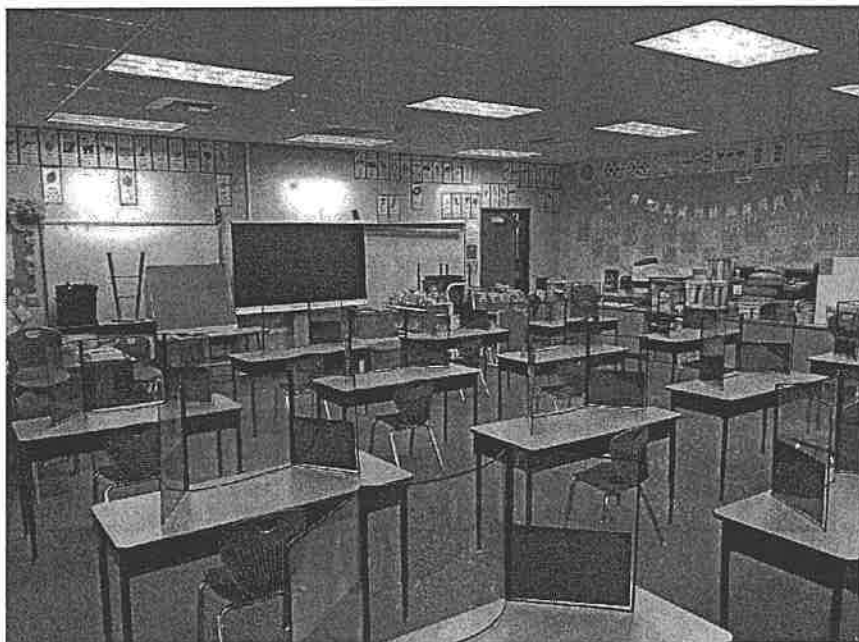
Board Approved: June 22, 2020
 Board Adopted Revision: Aug. 10, 2020
 Board Adopted Revision: Sept. 14, 2020

Appendix B: Photographs

Regular Schedule Classroom: Class sizes do not exceed normal limits. There is six feet of physical distance between the teacher, workarea, and the student desk area and two feet of distance between each student chair.



Hybrid Schedule Classroom: Classes are divided in half with alternating desks when possible. These smaller class sizes allow for approximately six feet of physical distance between students as well as between the teacher work area and the student desk area.



Appendix C: Links

California Department of Public Health

- ◆ CDPH COVID-19 and Re-opening In-Person Learning Framework for K-12 Schools in California
- ◆ CDPH COVID-19 Industry Guidance: Schools and School-Based Programs

Orange County Department of Education

- ◆ Orange County Together: A Guide to Safely Re-opening Schools in the COVID-19 Era

Los Angeles Department of Education

- Planning Framework for the 2020/2021 School Year: <https://www.lacoe.edu/Home/School-Re-opening>

California Department of Education Stronger Together: A Guidebook for the Safe Re-opening of

- ◆ California's Public Schools

Appendix D: Contact Information

➤ Nutrition Services (regarding meals)

- Christina Davis
562-902-4296
cdavis@ljsd.org

➤ Instructional Program

- Dr. Sheri McDonald (Assistant Superintendent of Educational Services)
562-902-4278
smcdonald@ljsd.org

➤ General Information

- Lowell Joint School District Receptionist
562-943-0211
<https://www.ljsd.org/apps/contact/>

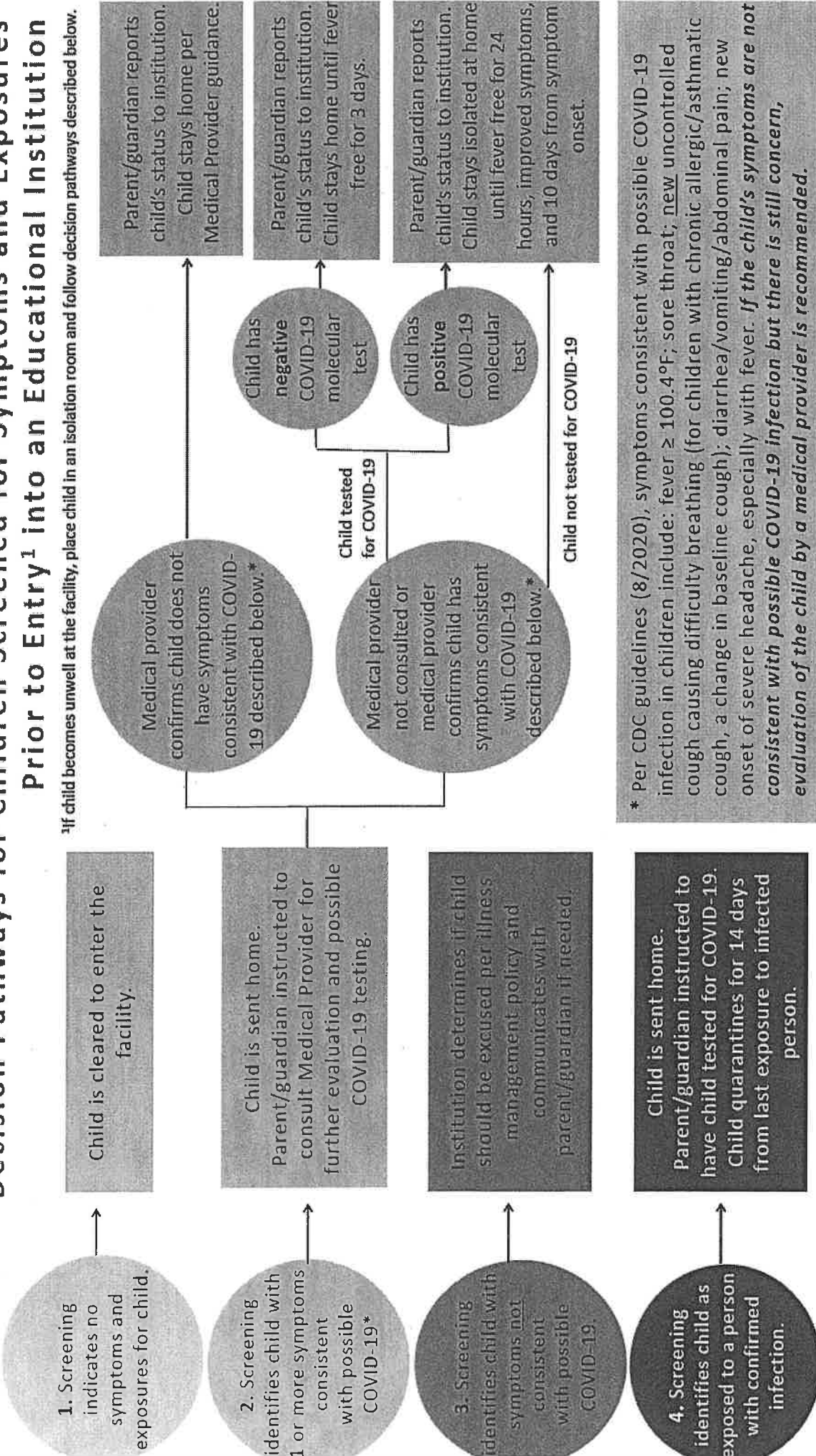
➤ School Offices:

- | | | |
|--------------------|--------------------------|----------------|
| • El Portal: | Mr. David Sermenio | (562) 902-4211 |
| • Jordan: | Dr. Marikate Wissman | (562) 902-4221 |
| • Macy: | Mrs. Patty Jacobsen | (562) 902-4231 |
| • Meadow Green: | Mr. Matt Cukro | (562) 902-4241 |
| • Olita: | Mrs. Krista Van Hoogmoed | (562) 902-4251 |
| • Rancho-Starbuck: | Mrs. Linda Takacs | (562) 902-4261 |

Appendix E: Student and Staff Return to School Decision Tree

Decision Pathways for Children Screened for Symptoms and Exposures Prior to Entry¹ into an Educational Institution

¹If child becomes unwell at the facility, place child in an isolation room and follow decision pathways described below.



* Per CDC guidelines (8/2020), symptoms consistent with possible COVID-19 infection in children include: fever $\geq 100.4^{\circ}\text{F}$; sore throat; new uncontrolled cough causing difficulty breathing (for children with chronic allergic/asthmatic cough, a change in baseline cough); diarrhea/vomiting/abdominal pain; new onset of severe headache, especially with fever. *If the child's symptoms are not consistent with possible COVID-19 infection but there is still concern, evaluation of the child by a medical provider is recommended.*

For additional questions, please contact Human Resources: Classified (562) 902-4285 and Certificated (562) 902-4203.

These guidelines are taken directly from CDD, CDPH, and LA/Orange County PHD and are subject to change based on individual circumstances, available science, and the changing need of the organization.

Decision Pathways for Contacts of a Potentially Infected Child¹ at an Educational Institution (1

¹A potentially infected child is defined as a child at the facility with 1 or more symptoms consistent with possible COVID-19. Symptoms include fever $\geq 100.4^{\circ}\text{F}$; sore throat; new uncontrolled cough that is different from baseline and causing difficulty breathing; diarrhea/vomiting/abdominal pain; new onset of severe headache, especially with fever.

A contact of a potentially infected child is defined as a child or employee at the facility who was within 6 feet of the potentially infected child for >15 minutes or had direct contact with bodily fluids/secretions from a potentially infected child.

Institution Confirms Contact Was Exposed²

Contacts of a potentially infected child are sent home to wait for confirmation of COVID-19 exposure at the facility.

Contacts are notified that they were exposed at the facility as described below² and are instructed to quarantine and test for COVID-19.

Contact tested for COVID-19

Contact has positive COVID-19 molecular test

Contact stays isolated at home until fever free for 24 hours, improved symptoms, and 10 days from beginning of symptoms (or 10 days from test date, if no symptoms).

Contact has negative COVID-19 molecular test

Contact stays quarantined at home until 14 days from last exposure to infected person.

Contact not tested for COVID-19

²A contact of a potentially infected child is confirmed as exposed if the Institution receives confirmation that: (1) the contact was exposed to a child with 1 or more symptoms consistent with COVID-19 based on Medical provider consultation OR (2) the contact was exposed to laboratory-confirmed COVID-19 based on a positive molecular test result of a potentially infected child.

For additional questions, please contact Human Resources: Classified (562) 902-4285 and Certificated (562) 902-4203.

These guidelines are taken directly from CDD, CDPH, and LA/Orange County PHD and are subject to change based on individual circumstances, available science, and the changing need of the organization.

Decision Pathways for Contacts of a Potentially Infected Child¹ at an Educational Institution (2

¹A potentially infected child is defined as a child at the facility with 1 or more symptoms consistent with possible COVID-19. Symptoms include fever $\geq 100.4^{\circ}\text{F}$; sore throat; new uncontrolled cough that is different from baseline and causing difficulty breathing; diarrhea/vomiting/abdominal pain; new onset of severe headache, especially with fever.

A contact of a potentially infected child is defined as a child or employee at the facility who was within 6 feet of a potentially infected child for >15 minutes or had direct contact with bodily fluids/secretions from a potentially infected child.

Institution Confirms Contact Was Not Exposed²

Contacts of a potentially infected child are sent home to wait for confirmation of COVID-19 exposure at the facility.

Contacts

are notified that they were not exposed at the facility as described below² and are instructed to return to the Educational Institution.

²A contact of a potentially infected child is confirmed as not exposed if the Institution receives confirmation that: 1) the contact did not have an exposure to a child with 1 or more symptoms consistent with COVID-19 based on Medical provider consultation; OR 2) the contact was not exposed to laboratory-confirmed COVID-19 based on a negative molecular test result of a potentially infected child.

For additional questions, please contact Human Resources: Classified (562) 902-4285 and Certificated (562) 902-4203.

These guidelines are taken directly from CDD, CDPH, and LA/Orange County PHD and are subject to change based on individual circumstances, available science, and the changing need of the organization.

Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

Low-risk: general symptoms

High-risk: red flag symptoms



Fever ($\geq 100^{\circ}\text{F}$)



Sore throat



Cough



Congestion/runny nose



Headache



Difficulty breathing



Nausea/vomiting/diarrhea



Fatigue/muscle or body aches



Loss of taste/smell

Exposure to COVID-19 positive person?

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

NO

▶ 1 low risk symptom



Send home



Return to school 72 hrs after symptom resolution (without fever reducing medication)

▶ ≥ 2 low risk symptoms

OR 1 high risk symptom



Send home



Evaluation by health care provider

1

Health care provider confirms alternative diagnosis for symptoms. A health care provider's note must be on file. SARS-CoV-2 PCR test not needed.



Return to school after 72 hrs without fever and symptoms improving.

2

Negative SARS-CoV-2 PCR test.



Return to school after 72 hrs without fever and symptoms improving.

3

Positive SARS-CoV-2 PCR test OR No provider visit or test.

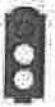


Return to school only after 10 days since symptom onset and 72 hrs without fever. Quarantine close contacts of confirmed cases. Contact HCA if questions.

YES



Stay home*



Return to school after 14 days from last contact, unless symptoms develop. If symptoms develop, perform SARS-CoV-2 PCR test.

*In consultation with OC Health Care Agency (HCA)



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

Appendix F: Lowell Joint School District Visitor/Guest Health/Wellness Screening



Lowell Joint
School District

A Tradition of Excellence Since 1906

"Home of Scholars and Champions"



Lowell Joint SD Health/Wellness Screening

Thank you for your patience and support as we seek to provide our students, staff, and community with a safe and healthy campus. Our community is truly cared for and important to LJSD. This Health/Wellness Screening is to be completed for any student returning from being absent due to illness or for any community member coming onto campus. Thank you again for your patience and understanding.

Section 1: To be completed for each student returning from illness or non-staff member coming onto campus:

Adult completing this form (please print):	Site:
Student Name (if applicable please print):	Date of Health/Wellness Survey:
Signature of Adult completing this form:	Current temperature:
	Staff Initial: <input type="checkbox"/>

Section 2: To be answered by parent/guardian or non-staff member coming onto campus:

1. Have you or your child had a fever or temperature of 99.6 or higher in the last 24 hours?	__ YES __ NO
2. Do you or your child have shortness of breath or difficulties breathing?	__ YES __ NO
3. Do you or your child have a cough?	__ YES __ NO
4. Do you or your child have any other flu-like symptoms, such as gastrointestinal upset, headache, or fatigue?	__ YES __ NO
5. Have you or your child had any contact with any confirmed COVID-19 positive patients within the past 14 days?	__ YES __ NO
6. Have you or your child traveled outside of the country in the past 14 days? (as relevant to your location)	__ YES __ NO

Positive response to any to these would likely indicate a deeper discussion regarding your child returning to school or your presence on campus.

Reminders:

- ✓ Wash your hands when you enter and leave the facility and throughout the day. Avoid touching your eyes, nose and mouth. Remember to cover your mouth and nose if you cough or sneeze with a tissue or your elbow, and not your hands.
- ✓ Practice social distancing and respect other people's personal space.

Appendix G: History

Coronavirus, or COVID-19, is a respiratory illness that was first identified in Wuhan, Hubei Province, China in 2019 caused by a novel (new) coronavirus. The first confirmed case of COVID-19 in the United States was announced on January 21, 2020. On March 4, 2020, Governor Newsom declared a "state of emergency" to help prepare for the spread of the virus. Timeline of events for Lowell Joint School District:

- March 4, 2020 – Public health emergency declared in Los Angeles County.
- March 6, 2020 – Los Angeles County Dept. of Education holds first teleconference with all county superintendents.
- March 9, 2020 – First Health Families Update published and distributed.
- March 12, 2020 – Board of Trustees authorized the closing of school and transition to distance-learning.
- March 12, 2020 – Emergency meeting to discuss closure of schools: Instructional Cabinet, LJEA President, CSEA President.
- March 13, 2020 – LACOE Superintendent issues a recommendation for closure of all schools.
- March 13, 2020 – Public announcement that LJS would transition to distance learning until at least March 27, 2020 with school resuming March 30, 2020.
- March 18, 2020 – Staff began providing distance-learning for all students.
- March 19, 2020 – Governor Newsom issues stay-at-home order for State of California.
- March 19, 2020 – Board of Trustees authorized the extension of school closure in compliance with Governor's Executive Order.
- March 20, 2020 – Public announcement that in compliance with Governor executive order, LJS closure of schools and continued distance-learning would be extended through the close of the 2019/2020 school year.
- April 6, 2020 – Board of Trustees formal action (ratification) for closure of school due to COVID-19 and in compliance with Governor's Executive Order. Authorization for superintendent to take all necessary actions on behalf of the Board.
- April 27, 2020 – Initial meeting for the re-opening of Schools for 2020/2021 (Instructional Leadership Team). Additional meetings: May 4, May 11, May 18, May 26.
- April 29, 2020 – LACOE forms Task Force for re-opening of School for 2020/2021. LJS served as member.
- May 27, 2020 – LACOE Task Force publishes version #1 of LACOE Planning Framework for 2020/2021 School Year re-opening.
- June 2, 2020 – Initial meeting of the Strategic Planning Team for the re-opening of schools and development of the 2020/2021 Return to Schools Adaptable Continuum. (LJEA President, CSEA President, all Principals, and Instructional Cabinet). Additional meetings: June 4, June 9, July 14 & 15, August 19, September 2.
- June 4, 2020 – Open of School Stakeholder Surveys. Parent version and staff version.
- June 22, 2020 – Board of Trustees approves 2020/2021 Return to School Adaptable Continuum.
- July 13, 2020 – Governor Newsom returns California to Phase 2; thereby, closing schools in 31 counties for the start of the 2020/2021 school year.
- July 17, 2020 – Public announcement that LJS would begin the 2020/2021 in full-distance learning in compliance with July 13th Governor Executive order.
- July 20, 2020 – LJS Town Hall Zoom meeting.
- August 10, 2020 – Board of Trustees approves and ratifies revised 2020/2021 Return to School Adaptable Continuum and 2020/21 Distance-Learning Plan (TK-6 and 7-8).
- August 27, 2020 – Governor Newsom introduces a new State COVID-19 re-opening Color Coded System/Structure, which extends the closure of schools in counties that are under monitor.
- PTA Rep Council - individual Zoom Bi-Weekly zoom meetings starting June 11, 2020.
- LJE Association Exec. Board - individual Zoom meeting: June 19, July 13, Sept. 1.
- CSEA Association Exec. Board – individual in-person meeting July 14.



COVID-19 INDUSTRY GUIDANCE:

Schools and School- Based Programs

Release date: **June 5, 2020**

Recommended effective date no
sooner than: **June 12, 2020**

All guidance should be implemented only with county health officer approval following their review of local epidemiological data including cases per 100,000 population, rate of test positivity, and local preparedness to support a health care surge, vulnerable populations, contact tracing, and testing.



OVERVIEW

Communities across the state are spending the next weeks and months preparing for the forthcoming school year. To assist with that planning process, the following guidelines and considerations are intended to help school and community leaders plan and prepare to resume in-person instruction.

This guidance is interim. These guidelines and considerations are based on the best available public health data at this time, international best practices currently employed, and the practical realities of managing school operations; as new data and practices emerge, the guidance will be updated. Additionally, the guidelines and considerations do not reflect the full scope of issues that school communities will need to address, which range from day-to-day site-based logistics to the social and emotional well-being of students and staff; further guidance is forthcoming, including on school-based sports and extracurricular activities.

Implementation of this guidance will depend on local public health conditions, including those listed [here](#). Communities meeting those criteria, such as lower incidence of COVID-19 and adequate preparedness, may implement the guidance described below as part of a phased re-opening. All decisions about following this guidance should be made in collaboration with local health officials and other authorities.

Implementation of this guidance should be tailored for each setting, including adequate consideration of instructional programs operating at each school site and the needs of students and families. School leaders should engage relevant stakeholders—including families, staff and labor partners in the school community—to formulate and implement plans that consider the following:

- **Student, Family and Staff Population:** Who are the student, family and staff populations that will be impacted by or can serve as partners in implementing any of the following measures?
- **Ability to Implement or Adhere to Measures:** Do staff, students and families have the tools, information, resources and ability to successfully adhere to or implement the new measures?
- **Negative or Unintended Consequences:** Are there any negative or unintended consequences to staff, students or families of implementing the measures and how can those consequences be mitigated?

The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA. Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on its [Cal/OSHA Guidance on Requirements to](#)

Protect Workers from Coronavirus webpage, and will be developing supplemental guidance to assist education employers in complying with Cal/OSHA's COVID-19-related standards.



1. General Measures

- Establish and continue communication with local and State authorities to determine current disease levels and control measures in your community. For example:
 - Review and refer to, if applicable, the relevant county variance documentation. Documentation can be found [here](#).
 - Consult with your county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions. A directory can be found [here](#).
 - Collaborate with other local educational agencies in your region, including the county office of education.
 - Regularly review updated guidance from state agencies, including the [California Department of Public Health](#) and [California Department of Education](#).
- Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. Ensure external community organizations that use the facilities also follow this guidance.
- Develop a plan for the possibility of repeated closures of classes, groups or entire facilities when persons associated with the facility or in the community become ill with COVID-19. See Section 10 below.
- Develop a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, review existing student health plans to identify students who may need additional accommodations, develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed. Groups that might be at increased risk of becoming infected or having unrecognized illness include the following:
 - Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
 - Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
 - Individuals who may not be able to communicate symptoms of illness.

- Be aware of Cal/OSHA requirements to conduct site-specific hazard assessments and develop and implement an effective plan to protect employees.



2. Promote Healthy Hygiene Practices

- Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
 - Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
 - Students and staff should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
 - Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
 - Staff should model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
 - Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
 - Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
 - Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
- Develop routines enabling students and staff to regularly wash their hands at staggered intervals.
- Teach and reinforce use of cloth face coverings, masks, or face shields. Face coverings are most essential when physical distancing is not practicable.

- All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection. Teachers can use face shields, if available, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction.
- Food service workers and staff in routine contact with the public (e.g., front office) should use gloves and facial coverings.
- Students should be encouraged to use cloth face coverings. Cloth face coverings are most essential in settings where physical distancing cannot easily be maintained, such as school buses or other settings where space may be insufficient.
- Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.
- Information should be provided to all staff and families in the school community on proper use, removal and washing of cloth face coverings.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.
 - Employers should provide and ensure staff use face coverings and all required protective equipment.
 - The California Governor's Office of Emergency Services (CalOES) and the Department of Public Health (CDPH) are and will be working to support procurement and distribution of personal protective equipment. Additional information can be found here.



3. Intensify Cleaning, Disinfection, and Ventilation

- Consider suspending or modifying use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.
- Staff should clean and disinfect frequently-touched surfaces within school and on school buses at least daily and, as 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. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.
- Frequently touched surfaces in the school include, but are not limited to:
 - Door handles, Light switches, sink handles
 - Bathroom surfaces
 - Tables
 - Student Desks
 - Chairs
- Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.
- Limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable. But where allowed, clean and disinfect between uses.
- When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions.
 - To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).
 - Avoid products that mix these ingredients with peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
 - Custodial staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product

instructions. All products must be kept out of children's reach and stored in a space with restricted access.

- Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Ensure safe and correct application of disinfectant and keep products away from students.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
 - If opening windows poses a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.



4. Implementing Distancing Inside and Outside the Classroom

ARRIVAL AND DEPARTURE

- Open windows and maximize space between students and between students and the driver on school buses where practicable.
- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.
- Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
- Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- Consider using privacy boards or clear screens.

CLASSROOM SPACE

- Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
- Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.
- Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
- Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- Implement procedures for turning in assignments to minimize contact.

NON-CLASSROOM SPACES

- Limit nonessential visitors, volunteers and activities involving other groups at the same time.
- Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
- Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
- Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, and staggered passing times when necessary or when students cannot stay in one room.
- Serve meals in classrooms or outdoors instead of cafeterias or group dining rooms where practicable. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.
- Consider holding recess activities in separated areas designated by class.



5. Limit Sharing

- Keep each child's belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned.
- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
- Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable.



6. Train All Staff and Educate Families

- Train all staff and provide educational materials to families in the following safety actions:
 - Enhanced sanitation practices
 - Physical distancing guidelines and their importance
 - Use of face coverings
 - Screening practices
 - COVID-19 specific symptom identification
- Consider conducting the training and education virtually, or, if in-person, ensure distancing is maintained.
- Information should be provided to all staff and families on proper use, removal and washing of cloth face coverings.



7. Check for Signs and Symptoms

- Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.
- Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without

fear of reprisal, and ensure staff, students and students' families are aware of these policies.

- Implement screening and other procedures for all staff and students entering the facility.
 - Conduct visual wellness checks of all students and take students' temperature with a no-touch thermometer.
 - Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
 - Make available and encourage use of hand-washing stations or hand sanitizer.
 - Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found here. As noted in Section 9 below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.
 - If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies.
- Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.
- Policies should not penalize students and families for missing class.



8. Plan for When a Staff Member, Child or Visitor Becomes Sick

- Work with school administrators, nurses and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
- Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

- Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
- For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).
- Notify local health officials, staff and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws. Additional guidance can be found [here](#).
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.
- Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.
- Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.
- Provide students, teachers and staff from higher transmission areas opportunities for telework, virtual learning, independent study and other options as feasible to reduce travel to schools in lower transmission areas and vice versa.



9. Maintain Healthy Operations

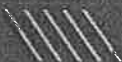
- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found here.
- Consult with local health departments if routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear.
- Support staff and students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, virtual learning or independent study.



10. Considerations for Partial or Total Closures

- Check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.
- When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, implement the following steps:
 - In consultation with the local public health department, the appropriate school official may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.

- Given standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate.
- Additional close contacts at school outside of a classroom should also isolate at home.
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- Implement communication plans for school closure to include outreach to students, parents, teachers, staff and the community.
- Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable for public local educational agencies.
- Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- Maintain regular communications with the local public health department.



Appendix I



**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER – Reopening Safety Plan/T1 &
T2 and Grade Level Waivers**



and

ORANGE COUNTY HEALTH OFFICER'S ORDER/ATTESTATION

El Portal Elementary School – Orange County (Reopening/Attestation Plan)

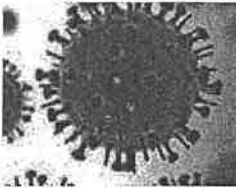
Jordan Elementary School – LA County (Reopening/Appendix T1 & T2 Plan)

Macy Elementary School – Orange County (Reopening/Attestation Plan)

Meadow Green Elementary School – LA County (Reopening/Appendix T1 & T2 Plan)

Olita Elementary School – Orange County (Reopening/Attestation Plan)

Rancho-Starbuck Intermediate – LA County (Reopening/Appendix T1 & T2 Plan)



Home Quarantine Instructions for Close Contacts to COVID-19

To view this document in different languages or in web format visit ph.lacounty.gov/covidquarantine

This guidance is for people who were in close contact with someone diagnosed with or suspected to have Coronavirus Disease 2019 (COVID-19).

If you are a health care worker or first responder, please refer to guidance from your employer.

To see the legal requirement that states that all people who have been in close contact with a person diagnosed with or likely to have COVID-19 must quarantine themselves, view the [Public Health Emergency Quarantine Order](#)

Why quarantine is important

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.

You have been in close contact with someone who has or is suspected to have COVID-19 so it is important for you to stay home, separate yourself from others, and monitor your health. Please read these instructions carefully.

Definition of A Close Contact

A “close contact” is any of the following people who were exposed to an “infected person*” while they were infectious:

- a. An individual who was within 6 feet of the infected person for more than 15 minutes
- b. An individual who had unprotected contact with the infected person’s body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without wearing appropriate protective equipment.

*An infected person is anyone with COVID-19, or who is suspected to have COVID-19, and is considered to be infectious from 48 hours before their symptoms first appeared until they are no longer required to be isolated (as described in [Home Isolation Instructions for People with COVID-19 which can be accessed at ph.lacounty.gov/covidisolation](#)). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.

Length of quarantine period

- You need to stay in quarantine for 14 days from when you last had close contact with the infectious person. The infected person should follow [Home Isolation Instructions for People with COVID-19](#).

- If you continue to live with or care for the infected person, the amount of time you have to quarantine depends on the type of contact that you have - find the situation that is most like yours in the section “How do I calculate the end date of my quarantine period” at the end of this guidance.
- If you don’t know when you were exposed to the infected person and you received a Public Health Emergency Quarantine Order, your last day of quarantine is 14 days from the date the order was issued.

Testing for COVID-19

As a close contact to someone with COVID-19, it is recommended that you get tested.

- To get a test, call your doctor, visit covid19.lacounty.gov/testing, or call 2-1-1.
 - Take precautions when you go to get the test, so you don’t unintentionally infect other people. See *[If you do have to go out for medical care or for COVID-19 testing](#)* below.
- If your test result is positive:
 - It means that you have COVID-19
 - You need to follow the *[Home Isolation Instructions for People with COVID-19](#)*
 - You need to tell all of your close contacts to quarantine and give them these instructions.
- If your test result is negative:
 - You may still be infected, but it is too early to show on the test.
 - You need to stay in quarantine until 14 days after your last exposure to the infected person.
 - Monitor your symptoms and follow the instructions below.

Restrictions during quarantine

To prevent you from unintentionally spreading COVID-19 to uninfected people, you must restrict activities and limit all movements that may put you in contact with others during the quarantine period.

- Stay home. Do not go to work, school, or public areas. You may only leave your place of quarantine or enter another public or private place to get necessary medical care.
- Do not allow visitors.
- Separate yourself from others in your home (unless they are also in quarantine).
 - Stay in a specific room and away from other people in your home. It is very important to stay away from people who are at higher risk of serious illness. This includes people who are age 65 years or older or have a health problem such as a chronic disease or a weak immune system.
 - Use a separate bathroom, if available.
 - Stay at least 6 feet away from others. When this is not possible, wear a cloth face covering (see *[Cloth face coverings](#)* section below).
- Do not handle pets or other animals.
Do not prepare or serve food to others.

Getting help with food and other necessities

- If you do not have someone to help you, you can arrange for food and other necessities to be left at your door. If you need help finding food or other necessities, call 2-1-1, or visit 211la.org, or the Public Health resource webpage ph.lacounty.gov/media/Coronavirus/resources.htm.
-

Returning to work or school

- When your quarantine period ends (see [How to Calculate When Your Quarantine Period Ends](#)), you can resume your usual activities, including returning to work and/or school. You should not need a letter from Public Health or a negative test to return to work or school.
- If you developed symptoms, you need to follow the [Home Isolation Instructions](#) for returning to work or school.

Monitor your health and know what to do if you develop symptoms

- It is important to monitor your health for [signs and symptoms of COVID-19](#) which may include the following: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, nausea or vomiting, diarrhea, congestion or runny nose, or new loss of taste or smell. This list of symptoms is not all inclusive.
- If you develop any of these symptoms or any other symptoms that are concerning to you, consult your medical provider. Tell them that you are a contact to someone with COVID-19. If you are having serious symptoms such as difficulty breathing, feel pain or pressure in your chest, have bluish lips or face or are experiencing a new onset of confusion or difficulty waking up, call 911 or go to an emergency room. If you do not have a medical provider, call 2-1-1.
- Make a note of when your symptoms started and follow the guidance [Home Isolation Instructions for People with COVID-19](#).

If you do have to go out for medical care or for COVID-19 testing:

- Wear a surgical mask. If you don't have one, wear a cloth face covering (see [Cloth Face Covering](#) section below).
- Use a private vehicle if possible. If you cannot drive yourself, be sure to keep as much distance as possible between you and the driver, wear a cloth face covering, if possible, and leave windows down. You should not use public transport.

Dealing with Stress

COVID-19 and quarantine may be stressful for people, visit publichealth.lacounty.gov/media/Coronavirus to learn how to care for your mental health and support your loved ones. If you need to speak with someone about your mental health, contact your doctor or the Los Angeles County Department of Mental Health Access Center 24/7 Helpline at (800) 854-7771, which is also available 24/7.

Cloth face coverings

Infants and children under the age of 2 should not wear cloth face coverings. Children between the ages of 2 and 8 should use them but under adult supervision to ensure that the child can breathe safely and avoid choking or suffocation. A mask or cloth face covering should not be placed on anyone who has trouble breathing or is unable to remove it without assistance. See [Guidance for Cloth Facing Coverings](#) for more information.

How to calculate when your quarantine period ends

You will need to stay in quarantine for 14 days from the date that you last had close contact with an infected person. See "Length of quarantine period" on page 1 for the definition of close contact and the examples below to learn how to calculate the last date in your quarantine period.

I. YOU HAVE NO FURTHER CONTACT WITH THE INFECTED PERSON

A. Your last day of quarantine is 14 days from the date when you last had close contact with them.

Example:

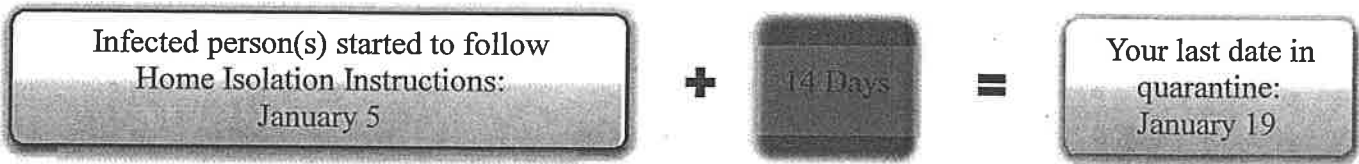


II. YOU CONTINUE TO HAVE CONTACT WITH THE INFECTED PERSON

For example, you live with and/or care for the person with COVID-19

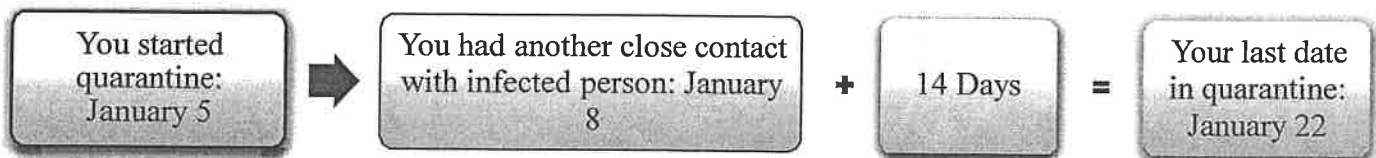
A. If you can avoid close contact (see definition on page 1), your last day of quarantine is 14 days from the date the infected person(s) in your household started to follow Home Isolation Instructions for People with COVID-19.

Example:



If you have close contact (see definition on page 1) with that person at any point, the 14-day quarantine period will have to restart from the last day that you had close contact.

Example:



B. If you cannot avoid close contact (see definition on page 1), your last day of quarantine is 14 days from the date that the infected person was told that they are "cleared" to stop their isolation.

Example:



III. YOU RECEIVED A QUARANTINE ORDER BUT DON'T KNOW WHEN YOU WERE EXPOSED

A. Your last day of quarantine is 14 days from the date of issue on the Order.

Example:



Further information

- For more information on COVID-19, visit the Public Health website ph.lacounty.gov/media/Coronavirus or call 2-1-1 (which is available 24/7).
- Please call your health care provider for any questions related to your health. If you need help finding a health care provider, call

Home Isolation Instructions

For People with COVID-19 Infection

To view this document in different languages or in web format visit ph.lacounty.gov/covidisolation

In Los Angeles County, if you have or are likely to have COVID-19* you are required to:

- ① **Isolate yourself**, and
- ② **Tell your close contacts that they need to quarantine**, and
- ③ **Follow the Health Officer Isolation Order along with the steps below**

If you get a call from LA Public Health, please answer. The public health specialists are working to help slow the spread of COVID-19. They will ask you some questions, answer any questions you may have, and share information about resources or services (see [Contact Tracing](#) below).

*You are considered to have (or likely to have) COVID-19, if you have a positive diagnostic (swab or saliva) test for COVID-19 and/or were told by a doctor that you are likely to have COVID-19 and/or you have symptoms that are consistent with COVID-19 (fever, cough, or shortness of breath).



ISOLATE: Stay home

You must stay home and separate yourself from others until your home isolation ends.

When Does My Home Isolation End?

If you had symptoms, you must stay home until:

- At least 10 days* have passed since your symptoms first started **and**
- You have had no fever for at least 24 hours (without the use of medicine that reduces fevers) **and**
- Your symptoms have improved (for example, cough or shortness of breath)

If you tested positive for COVID-19 but never had any symptoms:

- You must stay home for 10 days after the test was taken, **but**
- If you develop symptoms, you need to follow the instructions above

*If you have a condition that severely weakens your immune system you might need to stay home for longer than 10 days. Talk to your healthcare provider for more information.

- Stay away from household members.
- Do not go to work, school, or public areas.
- If you must leave home to get essential medical care, drive yourself, if possible. If you cannot drive yourself, keep as much distance as possible between you and the driver and others (e.g. sit in the back seat), leave the windows down, and wear a mask, if possible. If you do not have a mask, wear a cloth face covering (see [below](#)).
- If someone from outside your household is shopping for you, ask them to leave the food and other supplies at your door, if possible. Pick them up after the person has left. If you need help finding free delivery services, social services, essential items like food and medicines call 2-1-1 or visit the Public Health resource webpage ph.lacounty.gov/media/Coronavirus/resources.htm.

Ending Isolation and returning to work or school

- When your home isolation ends (see box above) you can go back to your usual activities, including returning to work and/or school.
- Continue to practice physical distancing (stay 6 feet away from others) and to wear a cloth face covering when you are in public settings where other people are present.
- You do not need to have a negative test or a letter from Public Health to return to work or school.



QUARANTINE: Tell your close contacts that they need to quarantine

Your close contacts need to know that they could be infected and need to quarantine for 14 days after their last contact with you. Give them the home quarantine instructions. They are available in multiple languages at ph.lacounty.gov/covidquarantine. Your close contacts must quarantine even if they feel well.

Definition of a Close Contact

A "close contact" is any of the following people who were exposed to you while you were infectious*:

- a. Any person who was within 6 feet of you for more than 15 minutes
- b. Any person who had unprotected contact with your body fluids and/or secretions. For example, you coughed or sneezed on them, you shared utensils, a cup, or saliva with them, or they cared for you without wearing appropriate protective equipment.

*You are considered to be infectious (you can spread COVID-19 to others) from 2 days before your symptoms first appeared until your home isolation ends. If you tested positive for COVID-19 but never had any symptoms, you are considered to be infectious from 2 days before your test was taken until 10 days after your test.



TAKE CARE OF YOUR HEALTH

For information on caring for children with symptoms of COVID-19, see Guidance for the Care of Children with Symptoms of COVID-19.

Home Care

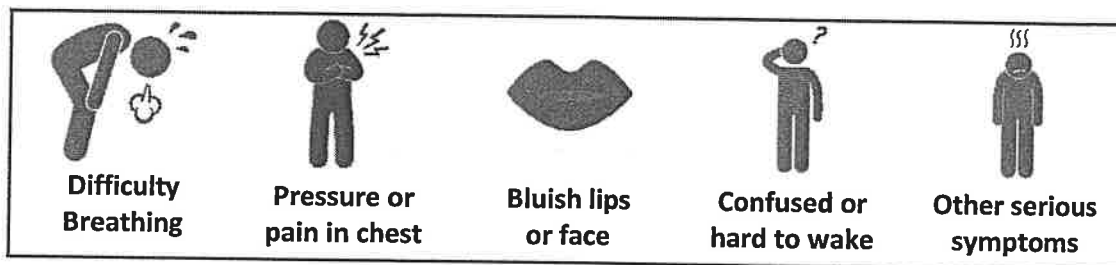
Most people with COVID-19 have mild illness and can recover at home. Here are steps that you can take to help you get better:

- Rest and drink plenty of fluids
- Take over-the-counter medicine such as acetaminophen (Tylenol®) to reduce fever and pain. Note that children younger than age 2 should not be given any over-the-counter cold medications without first speaking with a doctor.
- Make a note of when your symptoms started and continue to monitor your health.

Seeking Medical Care

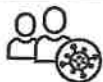
Stay in touch with your doctor and seek medical care if your symptoms get worse. If you are age 65 years or older or have an underlying medical condition it is especially important to call your doctor as you may be at a higher risk of serious illness.

Call 911 if there are emergency warning signs



People with emergency warning signs should call 911. If it's not urgent, call your doctor before visiting. You may be able to get advice by phone.

If you need to speak with someone about your mental health, contact your doctor or the Los Angeles County Department of Mental Health Access Center 24/7 Helpline at 1-800-854-7771. If you need help finding healthcare, call the Los Angeles County Information line at 2-1-1. This number is available 24/7.



PROTECT OTHERS

Follow the steps below to help prevent the disease from spreading to others in your home and your community.

Separate yourself from others in your home

- If you need to be in the same room as other people, set it up so that you can stay 6 feet apart if possible. It is important to stay away from people who are at higher risk of serious illness.
- Use a separate bathroom. If this is not possible, disinfect the bathroom after use (see cleaning information below).
- Open windows or use a fan or an air conditioner in shared spaces in the home.
- Do not allow non-essential visitors.
- Do not handle pets or other animals.

Anyone who continues to be in close contact with you will need to stay in quarantine for longer (see home quarantine instructions).

Wear a facemask or cloth face cover when you are around others

- Wear a disposable facemask when you are around other people. If you do not have a facemask, wear a cloth face cover. Do not use either if you have trouble breathing, or are unable to remove it without help, or you have been told not to wear one by a medical provider.
- If you are not able to wear a facemask or face cover, then people who live with you should avoid being in the same room with you. If they must enter the room you are in, they should wear a facemask (or if they don't have one, a cloth face covering). After leaving the room, they should immediately clean their hands, then remove and dispose of their facemask, and clean their hands again.
- *Use masks and face coverings with caution with children.* Infants and children under 2 should not wear cloth face coverings. Those between the ages of 2 and 8 should use them under adult supervision to

Home Isolation Instructions for People with COVID-19 Infection

ensure that the child can breathe safely and avoid choking or suffocation.

- See [*Guidance for Cloth Facing Coverings*](#) for more information.

Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can after each use. Wash your hands or use hand sanitizer after you cough or sneeze.

Avoid sharing food or personal household items

- Do not prepare or serve food to others.
- Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home.
- Make sure to wash your dishes, drinking glasses, and eating utensils with soap and water after each use.

Clean your hands often

- Wash your hands often, especially after blowing your nose, coughing, or sneezing; going to the bathroom; before eating or preparing food; and after touching your face mask or cover. Use soap and water for at least 20 seconds.
- If soap and water are not available, clean your hands with a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub hands together for 30 seconds until they feel dry. Use soap and water if your hands are visibly dirty.

Clean and disinfect all “high-touch” surfaces every day

- Clean and disinfect high-touch surfaces e.g. counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.
- Clean and disinfect any surfaces that may have body fluids on them.
- Use household cleaning and disinfectant sprays or wipes. Be sure to follow the product label instructions.
- If caregivers and household contacts clean or come into contact with your body fluids or secretions (such as sweat, saliva, sputum, nasal mucus, vomit, urine, or diarrhea) they should wear a disposable facemask and gloves. After cleaning, they should remove and dispose of their gloves first, clean their hands, then remove and dispose of their facemask, and clean their hands again.

See cleaning instructions in [*Preventing the spread of respiratory illness in the home*](#) and [*FAQs for Caregivers*](#).



TALK TO PUBLIC HEALTH - Contact Tracing

Contact tracing is a simple, confidential process that is being used to help slow the spread of COVID-19.

- If you test positive for COVID-19, you will receive a call from a public health specialist. Please do your part by taking the call and answering some questions about the places you have been and the people you have been around while you were infectious.
- The people you tell the specialist about will be contacted and asked to stay home to help prevent others from getting sick. They will not be told your name or contact information. The specialist will also answer any questions you may have and share information about services.
- If you tested positive but have not gotten a call yet please call **1-833-540-0473** from 8 AM to 8:30 PM, 7 days a week.
- To learn more about contact tracing, click [here](#).



MORE INFORMATION

- For more information on COVID-19 and to view the resources mentioned above in multiple languages, visit ph.lacounty.gov/media/coronavirus/.
- For help finding free delivery services, social services, essential items like food and medicines, visit ph.lacounty.gov/media/Coronavirus/resources.htm or call 2-1-1 (which is available 24/7).
- Please call your health care provider for any questions related to your health. If you need help finding a health care provid

LOWELL

EDUCATION ASSOCIATION

JOINT

LJEA/CTA/NEA

March 1, 2021

Mr. Jim Coombs, Superintendent
1019 Valley Home Ave.
Whittier, CA 90603

RE: LJEAs Sunshine Notice

Dear Mr. Coombs,

In accordance with the Educational Employment Relations Act (EERA) and the operable provisions of our Collective Bargaining Agreement (CBA), the following represents LJEAs public notice and “sunshine proposals” on negotiations for a successor agreement. Since the parties will be negotiating their successor agreement, all articles are subject to negotiations. At this time LJEAs intends to address:

Article 13: Working Environment - Negotiate working conditions.

Article 22: Leaves – Negotiate language pertaining to compelling personal necessity and personal necessity leave.

Article 23: Salary and Benefits – Negotiate for an across the board wage increase for all bargaining unit members. Explore separate salary schedules for constituency groups.

Please submit this notice to the Board of Trustees for inclusion on their next meeting agenda.

Respectfully,

Leslie Mangold, LJEAs Bargaining Chair

Cc: Allison Fonti, LJEAs President
Angel Maldonado, CTA Regional Uniserv Staff

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2020-21 NO. 820

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
TO RELEASE AND NONREELECT
TEMPORARY CERTIFICATED EMPLOYEES
(Education Code Section 44954)**

A. General Recitals

1. **WHEREAS**, the Board of Trustees employs temporary certificated employees pursuant to Sections 44909, 44918, and 44920 of the Education Code; and
2. **WHEREAS**, Education Code section 44916 requires a temporary certificated employee to receive notice, prior to the first day of paid service, of the temporary nature of the employment and the anticipated length of service; and
3. **WHEREAS**, each employee classified as a temporary certificated employee pursuant to Sections of 44909, 44918, and 44920 of the Education Code received notice, prior to their first day of paid service, of the temporary nature of the employment and anticipated length of their service; and
4. **WHEREAS**, Education Code section 44954 provides that the Board of Trustees shall notify temporary employees in a position requiring certification qualification of the District's decision to release the employees from such a position prior to the next succeeding school year; and
5. **WHEREAS**, through this resolution, it is the intent of the Board of Trustees to release each temporary certificated employee employed for the 2020/21 school year effective no later than the last school day of the school year.

B. Employment of Temporary Employees as Leave Replacements Pursuant to Education Code Section 44920

1. **WHEREAS**, Education Code section 44920 permits the Board of Trustees to "employ as a teacher ... any person holding appropriate certification documents, and may classify such person as a temporary employee" "based upon the need for additional certificated employees during a particular semester or year because a certificated employee has been granted leave for a semester or year, or is experiencing long-term illness"; and

2. **WHEREAS**, the Board of Trustees employed the following certificated employees under temporary contracts pursuant to Education Code section 44920 during the 2020/21 school year:

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EID#FB3532460	EID#TJ5429460	EID#BU0432934	EID#WR5381359

3. **WHEREAS**, the above-listed employees may be released pursuant to Education Code section 44918 and 44954 regardless of any expiration of a contract or a specially funded project; and
4. **WHEREAS**, the Board of Trustees of the Lowell Joint School District has determined to release the above-listed employees at the conclusion of the current 2020/21 school year and not to re-elect the following employee for the 2021/22 school year:

C. Employment of Temporary Employees in Categorically Funded Programs Pursuant to Education Code Section 44909

1. **WHEREAS**, Education Code section 44909 permits the Board of Trustees to “employ persons possessing an appropriate credential as certificated employees in programs and projects to perform services conducted under contract with public or private agencies, or categorically funded projects which are not required by federal or state statutes;” and
5. **WHEREAS**, Education Code section 44909 provides, “Such persons may be employed for periods which are less than a full school year and may be terminated at the expiration of the contract or specially funded project without regard to other requirements of this code respecting the termination of probationary or permanent employees other than Section 44918”; and
6. **WHEREAS**, the Board of Trustees employed no certificated employee under a temporary contract in a categorically funded position pursuant to Education Code section 44909 during the 2020/21 school year.
7. **WHEREAS**, Education Code section 44909 requires the “terms and conditions under which such persons are employed shall be mutually agreed upon by the employee and the Board of Trustees and such agreement shall be reduced in writing;” and
8. **WHEREAS**, the above-listed individual was employed pursuant to a mutually agreed-upon contract between the employee and the Board of Trustees and for the term of the contract or project; and
9. **WHEREAS**, the employee was hired to perform services conducted under contract with public or private agencies or categorically funded projects which are not required by federal or state statutes; and

10. **WHEREAS**, the employee's contract specifically identified the particular contract or project under which their services were to be performed; and
11. **WHEREAS**, the term for each specifically fund project or contract has expired, or will expire by the termination date of the employee's contract; and
12. **WHEREAS**, all categorical funds used to justify the above-listed employee classification as temporary under Education Code section 44909 will be expended and therefore will expire at the end of the 2020/21 school year; and
13. **WHEREAS**, no categorical funding used to justify certain the above-listed employee classification as temporary under Education Code section 44909 has a duration beyond the 2020/21 school year; and
14. **WHEREAS**, accordingly, the above-listed employee designated as temporary by the District under Education Code section 44909 may be released at the end of the 2020/21 school year without the procedural requirements applicable to probationary and permanent employees; and

WHEREAS, the Board of Trustees has determined to release the above-listed employee, whether their lawful status is considered to be temporary or probationary, at the end of the current 2020/21 school year, and not to re-elect for the 2021/22 school year, consistent with the terms of Education Code sections 44909, and 44954.

NOW, THEREFORE, BE IT RESOLVED that the above recitals are true and correct; and

BE IT FURTHER RESOLVED that the Board of Trustees of the Lowell Joint School District hereby directs that notice be provided to each of the above employees of his or her release effective upon the close of the 2020/21 school year or the expiration of any applicable temporary contract (whichever occurs first), that his or her employment with the Lowell Joint School District is thereby ended accordingly, that the employee is not re-elected to employment for the next succeeding school year, and that the notification be provided on or before March 15, 2021.

APPROVED AND ADOPTED this 1ST day of March, 2021, by the following vote:

AYES: William Hinz, Melissa Salinas, Karen Shaw, Fred Schambeck, Anastasia Shackelford

NOES: None

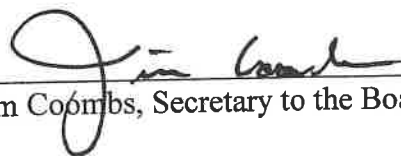
ABSTAIN: None

ABSENT: None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution

was duly and regularly adopted by the said Board at a regular meeting thereof held on the 1ST day of March, 2021, and passed by a unanimous vote of those present.


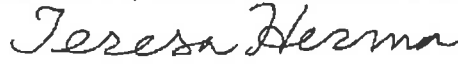
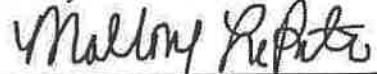
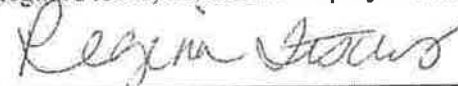
IN WITNESS WHEREOF, I have hereunto set my hand and seal this 1ST day of March, 2021.

A handwritten signature in black ink, appearing to read "Jim Coombs", is written over a horizontal line.

Jim Coombs, Secretary to the Board of Trustees

**El Portal Elementary School
Comprehensive School Safety Plan Signature Page
2020-21**

The undersigned members of the El Portal Elementary School Site Council certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.

David Sermeno, Principal 	Date 2/24/21
Teresa Herman, Teacher's Association Representative 	Date 2/24/21
Mallory La Porte, School Site Council Chairperson 	Date 2/24/21
Regina Fiscus, Classified Employee Association Representative 	Date 2/24/21
<p><i>Student - Optional</i></p> <p>Fire Departments: La Habra Heights Fire Department 1245 Hacienda Rd, La Habra Heights, CA 90631</p> <p>LA County Fire Department Station 191 101 W La Habra Blvd, La Habra, CA 90631</p> <p>LA County Fire Department Station 15 11460 Santa Gertrudes Ave, Whittier, CA 90604</p> <p>Police Departments: La Habra Police Department 150 N Euclid St, La Habra, CA 90631</p> <p>Whittier Police Department 13200 Penn St, Whittier, CA 90602</p> <p>LA County Sheriff/East Whittier 12440 Imperial Hwy #650, Norwalk, CA 90650</p> <p>LA County Sheriff/La Habra Heights 150 North Hudson Ave. City of Industry, CA 91744</p>	<p>911</p> <p>(562) 383-4300</p> <p>(562) 567-9200</p> <p>(562) 863-8711</p> <p>(562) 694-5923</p>

The template is to be used as a living document to be updated as necessary to meet site, district and community needs, forms or requirements.




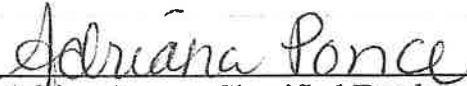
It is *NOT* intended to be a “grab and go” guide in an actual emergency.

This document is available for public inspection during regular business hours at 10654 Jordan Road Whittier, CA 90603.

NOTE: Tactical information is excluded from the public inspection document. A “Public Inspection Log” will be used to record the name, address, phone number and method used for verifying the identity of all individuals requesting to inspect this plan. This document is not available for inspection on the internet

**Jordan Elementary
Comprehensive School Safety Plan Signature Page
2020-2021**

The undersigned members of the Jordan School Site Council certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.

 Marikate Wissman, Principal	02-25-2021 Date
 Andrea Desmond, Teacher's Association Representative	2-25-21 Date
 Rachel Johnson, School Site Council Chairperson	2/25/2021 Date
 Adriana Ponce, Classified Employee Association Representative	2/25/2021 Date

Fire Departments:

La Habra Heights Fire Department 911
1245 Hacienda Rd, La Habra Heights, CA 90631

LA County Fire Department Station 191
101 W La Habra Blvd, La Habra, CA 90631

LA County Fire Department Station 15
11460 Santa Gertrudes Ave, Whittier, CA 90604

Preface

The Comprehensive School Safety Plan is designed to be utilized as a school resource for prevention/mitigation, preparedness, response and recovery planning and training as well as functioning as a template for meeting the requirements for the annual Safety Plan Process under SB 187 and the National Incident Management System. It is designed to be a hard copy Safety Plan.

The template is to be used as a living document to be updated as necessary to meet site, district and community needs, forms or requirements.


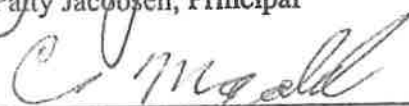
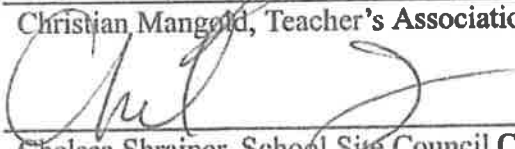
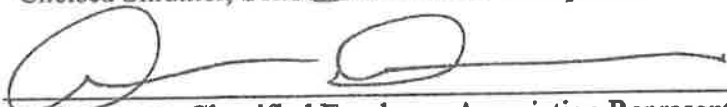
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This document is available for public inspection during regular business hours

NOTE: Tactical information is excluded from the public inspection document. A “Public Inspection Log” will be used to record the name, address, phone number and method used for verifying the identity of all individuals requesting to inspect this plan. This document is not available for inspection on the internet

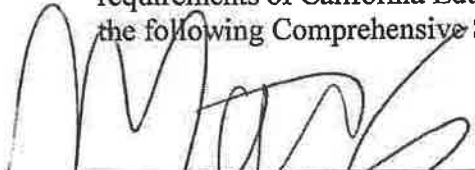



**MacyElementary
Comprehensive School Safety Plan Signature Page
2020-2021**

The undersigned members of the Macy School Site Council certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.

	<u>2/24/21</u>
Patty Jacobsen, Principal	Date
	<u>2-25-21</u>
Christian Mangold, Teacher's Association Representative	Date
	<u>2/24/21</u>
Chelsea Shrainer, School Site Council Chairperson	Date
	<u>2/24/21</u>
Aida Arcega, Classified Employee Association Representative	Date

**Comprehensive School Safety Plan Signature Page
2020/21**

The undersigned members of the Meadow Green School Site Council certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.

 _____ Matt Cukro, Principal	9/21/2020 _____ Date
 _____ Krista Karr, Teacher's Association Representative	9/21/20 _____ Date
 _____ Michelle Van der Lee, School Site Council Chairperson	9/21/2020 _____ Date
 _____ Darleen Pullen, Classified Employee Association Representative	9/21/2020 _____ Date

Fire Departments:

La Habra Heights Fire Department
1245 Hacienda Rd, La Habra Heights, CA 90631

911

LA County Fire Department Station 191
101 W La Habra Blvd, La Habra, CA 90631

LA County Fire Department Station 15
11460 Santa Gertrudes Ave, Whittier, CA 90604

Police Departments:

La Habra Police Department
150 N Euclid St, La Habra, CA 90631

(562) 383-4300

Whittier Police Department
13200 Penn St, Whittier, CA 90602

(562) 567-9200

LA County Sheriff/East Whittier
12440 Imperial Hwy #650, Norwalk, CA 90650


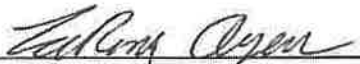

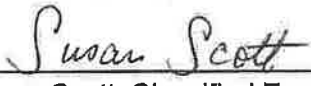
(562) 863-8711

LA County Sheriff/La Habra Heights
150 North Hudson Ave.
City of Industry, CA 91744

(562) 694-5923

**Olita Elementary School
Comprehensive School Safety Plan Signature Page
2020-2021**

The undersigned members of the Olita Elementary School Site Council certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.

 _____ Krista Van Hoogmoed, Principal	1/21/21 _____ Date
 _____ La Reina Ayers, Teacher's Association Representative	1-21-21 _____ Date
 _____ Kerri Peloquin, School Site Council Chairperson	1-21-21 _____ Date
 _____ Susan Scott, Classified Employee Association Representative	1-21-21 _____ Date

Student - Optional

Fire Departments:

911

La Habra Heights Fire Department
1245 Hacienda Road, La Habra Heights, CA 90631

La County Fire Department Station 191
101 W. La Habra Blvd., La Habra, CA 90631

La County Fire Department Station 15
11460 Santa Gertrudes Ave., Whittier, CA 90604

Police Departments:

La Habra Police Department
150 N. Euclid St., La Habra, CA 90631 (562)383-4300

Whittier Police Department
13200 Penn St., Whittier, CA 90602 (562)567-9200

LA County Sheriff/East Whittier
12440 Imperial Hwy #650, Norwalk, CA 90650 (562)863-8711

LA County Sheriff/La Habra Heights
150 North Hudson Ave, City of Industry, CA 91744 (562)694-5923

**Rancho-Starbuck Intermediate School
Comprehensive School Safety Plan Signature Page
2020-2021**

The undersigned members of the Rancho-Starbuck Intermediate School Site Council certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.


Linda Takacs, Principal

10/28/2020
Date

TBD
Assistant Principal

Date


Brittany Goss, Teacher's Association Representative

11/12/20
Date


Jennifer Andrade, School Site Council Chairperson

11/12/20
Date

Fire Departments:

La Habra Heights Fire Department
1245 Hacienda Rd, La Habra Heights, CA 90631

911

LA County Fire Department Station 191
101 W La Habra Blvd, La Habra, CA 90631

LA County Fire Department Station 15
11460 Santa Gertrudes Ave, Whittier, CA 90604

Police Departments:

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150 N Euclid St, La Habra, CA 90631

(562) 383-4300

Whittier Police Department
13200 Penn St, Whittier, CA 90602

(562) 567-9200

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12440 Imperial Hwy #650, Norwalk, CA 90650

(562) 863-8711

LA County Sheriff/La Habra Heights
150 North Hudson Ave.
City of Industry, CA 91744

(562) 694-5923

LOS ANGELES COUNTY PLAN FOR EXPELLED STUDENTS 2021

A description of educational services under
California Education Code Section 48926

Prepared by



Los Angeles County Office of Education

Serving Students ■ Supporting Communities ■ Leading Educators



**Los Angeles County
Office of Education**

9300 Imperial Highway
Downey, California 90242-2890
562-922-6111 · <http://www.lacoe.edu>

Debra Duardo, M.S.W., Ed.D., *superintendent*
Maricela Ramirez, *chief educational programs officer, Educational Programs*
Diana Velasquez, Ed.D., *director II, Division of Student Programs*
Jason Hasty, Ed.D., *executive director, Division of Pupil Services*
Arthur Cunha, Ed.D., *chief academic officer, Educational Services*
Rachelle Touzard, Ph.D., *interim director III, Student Support Services*

Los Angeles County Board of Education

Monte E. Perez, *president*
Douglas R. Boyd, *vice president*
James Cross
Betty Forrester
Alex Johnson
Ellen Rosenberg
Thomas A. Saenz

Los Angeles County Plan for Expelled Pupils

(Education Code Section 48926)

Prepared by:

Division of Student Support Services
Division of Pupil Services
Division of Student Programs

Los Angeles County Office of Education

Los Angeles County Plan for Expelled Pupils

Los Angeles County Office of Education

and

ABC Unified School District	Long Beach Unified School District
Acton-Agua Dulce Unified School District	Los Angeles Unified School District
Alhambra Unified School District	Los Nietos School District
Antelope Valley Union High School District	Lowell Joint School District
Arcadia Unified School District	Lynwood Unified School District
Azusa Unified School District	Manhattan Beach Unified School District
Baldwin Park Unified School District	Monrovia Unified School District
Bassett Unified School District	Montebello Unified School District
Bellflower Unified School District	Mountain View School District
Beverly Hills Unified School District	Newhall School District
Bonita Unified School District	Norwalk-La Mirada Unified School District
Burbank Unified School District	Palmdale School District
Castaic Union School District	Palos Verdes Peninsula Unified School District
Centinela Valley Union High School District	Paramount Unified School District
Charter Oak Unified School District	Pasadena Unified School District
Claremont Unified School District	Pomona Unified School District
Compton Unified School District	Redondo Beach Unified School District
Covina-Valley Unified School District	Rosemead School District
Culver City Unified School District	Rowland Unified School District
Downey Unified School District	San Gabriel Unified School District
Duarte Unified School District	San Marino Unified School District
East Whittier City School District	Santa Monica-Malibu Unified School District
Eastside Union School District	Saugus Union School District
El Monte City School District	South Pasadena Unified School District
El Monte Union High School District	South Whittier School District
El Rancho Unified School District	Sulphur Springs Union School District
El Segundo Unified School District	Temple City Unified School District
Garvey School District	Torrance Unified School District
Glendale Unified School District	Valle Lindo School District
Glendora Unified School District	Walnut Valley Unified School District
Gorman School District	West Covina Unified School District
Hacienda-La Puente Unified School District	Westside Union School District
Hawthorne School District	Whittier City School District
Hermosa Beach City School	Whittier Union High School District
Hughes-Elizabeth Lakes Union School District	William S. Hart Union High School District
Inglewood Unified School District	Wilsona School District
Keppel Union School District	Wiseburn Unified School District
La Cañada Unified School District	
Lancaster School District	
Las Virgenes Unified School District	
Lawndale School District	
Lennox School District	
Little Lake City School District	

Los Angeles County Plan for Expelled Pupils

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Los Angeles County Plan for Expelled Pupils (Education Code Section 48926)

Introduction

The Los Angeles County Superintendent of Schools, in conjunction with the superintendents of the school districts within the county, have developed the following county-wide plan for providing educational services to expelled pupils within the county pursuant to California Education Code, Section 48926. In addressing the needs of all expelled pupils, the countywide plan shall:

- enumerate existing educational alternatives for expelled pupils;
- identify gaps in educational services to expelled pupils;
- identify strategies for filling those gaps in services; and,
- identify alternative placements for pupils who are expelled and placed in district community day school programs, but who fail to meet the terms and conditions of their required rehabilitation plan or who pose a danger to other district pupils, as determined by the governing board.

Section 48916.1 provides that at the time an expulsion of a pupil is ordered, the governing board shall ensure that an education program is provided to the pupil who is subject to the expulsion order for the period of the expulsion. Any educational program provided pursuant to this section may be operated by the school district, the county superintendent of schools, or a consortium of districts or in joint agreement with the county superintendent of schools.

To address the needs of expelled pupils, a number of alternative education programs have been developed by local school districts and the Los Angeles County Office of Education to provide continuing educational opportunities.

Profile

The Los Angeles County Office of Education (LACOE) is the nation's largest regional education agency. Los Angeles County, the most populous county in the nation, has over 10 million residents, including about 1.4 million students in 80 public school districts. Our largest district, Los Angeles Unified School District, has an enrollment of 440,365 students, while our smallest, Gorman School District, has 74 students. Our countywide service area encompasses 88 cities and 4,084 square miles.

LACOE is a premier provider of integrated, educational programs and services from birth to adulthood in a richly diverse and multicultural global environment.

LACOE uses a variety of service delivery systems to eliminate the educational barriers associated with poverty and racial divisiveness in education, enabling students to exceed state and national standards. These services include universal, quality, early childhood education, effective data driven programs for all students, and state of the art technical assistance.

LACOE organizes its infrastructure to provide leadership in creating unique, nationally recognized models in education, including models for innovative staff development and training. LACOE earns the public's confidence by: making the school the hub of the community, making the most efficient use of financial resources, bridging the "digital divide" in technology access and content, and developing collaborative partnerships for students, parents, and community. LACOE embraces a culture of diversity that promotes an inclusive, prosperous learning and workplace environment.

Division of Student Programs

The Division of Student Programs (DSP) serves approximately 3,000 students throughout Los Angeles County. DSP provides instructional and educational services in a variety of settings, including 2 juvenile hall schools, 5 camp schools, 5 County Community Schools, 5 independent study programs, and 2 specialized high schools. All school sites are WASC accredited offer Common Core curriculum and a variety of supplemental services intended to address the learning needs of individual students. Additionally, school personnel work closely with the Probation Department and the Department of Mental Health to provide comprehensive educational services for all students. The mission of the Division of Student Programs is to ensure student success by providing quality academic programs, supported by an organizational culture that is focused on data and Professional Learning Communities. DSP is responsible for the placement and services for expelled students who are referred to LACOE.

Division of Pupil Services

The Division of Pupil Services (DPS) supports the Principal Administrative Units (PAUs) in the implementation of programs and initiatives to facilitate the academic, emotional, mental, social, and physical health of all students. This support is provided through professional development and the collaborative efforts of staff members in the Camps Assessment Unit, Compliance Support Services, Health Services, Neglected/Delinquent and Homeless youth services, as well as Counseling, Nursing and Aftercare Services. The mission of the Division of Pupil Services is to meet the academic, social, emotional, and physical needs of the students we serve in LACOE's Educational Programs.

Division of Student Support Services

The Division of Student Support Services (SSS) serves school districts and LACOE programs, by providing technical assistance in the areas of student discipline, pupil records, custody of minors, education support for students experiencing homelessness or in foster care, compulsory attendance and truancy reduction, counseling and mental health, school violence reduction, safe school planning, emergency response and crisis intervention, health services, expanded learning and alcohol, tobacco and drug intervention and prevention. SSS is responsible for handling expulsion appeals to the county board of education of students expelled from the school districts, and providing support for students, parents, and school districts who are participating in the expulsion appeal process.

Educational Alternatives for Expelled Pupils

School districts located within Los Angeles County provide a number of options for expelled pupils, depending on the specific violation of Sections 48900, 48900.2, 48900.3, 48900.4 and 48900.7 of the California Education Code. The alternative education program to which an expelled pupil may be assigned is preceded by a decision of the local governing board which may provide for one of the following expulsion orders which describes the students' educational placement:

1. Suspended enforcement of the expulsion order with placement on the same school campus [EC § 48917 (a)];
2. Suspended enforcement of the expulsion order with placement on a different school campus within the district or a district alternative program such as school or continuation high school programs [EC § 48917(a)];
3. Expulsion with a referral to a District Community Day School program, if available [EC § 48660]; or,
4. Expulsion with a referral to a County Community School or other appropriate programs operated by the Los Angeles County Office of Education [EC § 1981(c)].

A pupil who is expelled for violation for an act listed in subdivision (c) of EC § 48915 (mandatory expulsion section), shall be assigned to a program of study that meets all of the following conditions:

- (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
- (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
- (3) Is not housed at the school site attended by the pupil at the time of suspension.

At the time an expulsion of a pupil is ordered, the governing board of the school district shall ensure that an educational program is provided to the pupil who is subject to the expulsion order for the period of the expulsion. Any education program provided may be operated by the school district, the county superintendent of schools, or a consortium of districts or in joint agreement with the county superintendent of schools.

District Operated Programs

The range of alternative programs currently offered by school districts throughout Los Angeles County includes the following options:

- Community Day Schools;
- Independent Study (offered in conjunction with a classroom option);
- Opportunity School/Class;
- Continuation High School;
- Charter School;
- Adult Education Programs; and,
- Special Education.

If a school district is unable to provide a suitable program or if the expelled pupil fails to meet the terms and conditions of his or her rehabilitation plan or if the student continues to pose a danger to other district pupils, as determined by the governing board, the district may refer the expelled pupil to the Los Angeles County Office of Education for possible placement in a program operated by the Division of Student Programs (DSP).

County Operated Programs

The Los Angeles County Office of Education currently provides a variety of alternative education programs that are designed to help pupils:

- take a renewed interest in school and learning;
- recover credits and get back on track for graduation, attend school consistently; and,
- set and attain academic and career goals.

Specifically, these programs are designed to serve:

- Students who are having trouble at home or school;
- Homeless and Foster Children and Youth;
- Students who are on probation or students who need to work full-time to support themselves and/or their families; and,
- Students who have been expelled and for whom a district operated education program is not available.

Programs designed to serve the above identified pupil populations include those operated by the LACOE Division of Student Programs (DSP) include:

- County Community Schools;
- Independent Study (operated in conjunction with a classroom option)

As previously stated, *at the time an expulsion of a pupil is ordered, the governing board of the school district shall ensure that an educational program is provided for the pupil subject to the expulsion order.* For districts that may be unable to provide *pupils who commit serious behavior violations* with an alternative program that meets the restrictive requirements of California Education Code Section 48915 (d) (see appendix), selected county programs may provide viable options.

It is anticipated that the majority of expelled pupils who are referred to the county office for placement in an alternative program will be assigned to a *County Community School program*. County Community Schools operated by the county are designed to provide interventions for middle school students in grade 8, and high school students, grades 9 to 12.

Educational Service Gaps and Strategies to Address Service Gaps

Section 48926 of the California Education Code provides that each county superintendent of schools in counties that operate community schools pursuant to Section 1980: ... *shall develop a plan for providing education services to all expelled pupils in that county.* One of the required elements of the plan is to *identify gaps in educational services to expelled pupils, and strategies for filling those service gaps.*

To address this element and identify additional service needs to expelled pupils, a survey of all school districts in Los Angeles County was conducted (see appendix: AB 922 District Questionnaire).

As a result of that survey, the following service gaps were identified, including a discussion of each issue along with a proposed strategy:

Service Gap 1 – Access and engagement in distance learning

Discussion: Although four districts reported that students fared better in distance learning settings, twenty-four districts expressed the shift to distance learning as a significant challenge in meeting the needs of expelled students. Due to students attending school online, lack of access to technology or a reliable internet, ability to turn cameras off during class, or teaching methods not being adapted to online delivery were reported as significant barriers to engaging students.

Proposed Strategy: LACOE developed an initiative to help close the digital divide with the distribution of just over 48,000 devices and more than 32,000 hotspots to students in need in 55 districts. Acting on a proposal from LACOE, the Los Angeles County Board of Supervisors in October 2020 allocated \$12.5 million in federal coronavirus relief funds for technology and internet connectivity needed by students to successfully participate in distance learning. The Board of Supervisors later allocated additional funding for the effort, making available a total of \$17.2 million. The funding not only enabled the purchase of devices and hotspots, but also supports internet service plans for families through Dec. 30, 2021. The need will continue even when campuses re-open as schools are likely to continue physical distancing and adopt hybrid learning models. It is recommended that schools continue to allocate state and federal relief funds to securing technology resources to support in-person, hybrid, and distance learning models, including a shift between all three models.

To address engagement, promote the incorporation of social-emotional learning throughout the curriculum and provide professional development, and social-emotional support, for teachers in order to build capacity and adapt teaching strategies for distance learning, with strategic plans in place that address hybrid learning environments.

Service Gap 2 – Access to counseling and mental health resources

Discussion: Seven districts reported discipline issues stemming from behavioral challenges and a lack of mental health and counseling resources as a service gap, including lack of online options for counseling or lack of capacity at the school site level (counselors/school based mental health).

Proposed Strategy: The Division of Student Support Services conducts formal training for school districts and LACOE schools in Positive Behavior Interventions & Support (PBIS), a school-wide discipline framework that helps to reduce suspensions and expulsions. The framework assists

school districts in identifying strategies to reduce the number of discipline issues, but also promotes a positive school climate. Included in the framework are Restorative Practices, a strategy that creates opportunities for victims, offenders and others to discuss the offense and develop resolutions. Counseling programs that included therapeutic counseling, attendance interventions, drug education, mental health interventions, behavior interventions that include parent education for ADD/ADHD, bipolar syndrome, and the use of medications, group counseling strategies, and the utilization of social work interns have proven helpful to school districts.

Seven school districts operate Alternative Education centers that include counseling, credit recovery, mentoring, job training, Career Technical Education courses such as fashion design and auto mechanics, foreign language courses, and community college courses.

The Los Angeles Unified School District employs AB 922 Counselors who ensure the appropriate educational placement of expelled students, provide case management, monitor social behavior and academic progress, and consult and collaborate with school staff and community agencies.

Service Gap 3: Transportation to and Lack of Alternative Placement Programs for Expelled Students

Discussion: Seven school districts reported that transportation to alternative programs was an obstacle for students that have been expelled, and particularly for students with IEPs. One school district, located in a rural area, and six in an urban area did not have any alternative education placements in the immediate area and lacked local options.

Proposed Strategy: If a LACOE school is not available in the immediate area, it is recommended that local school districts enter into a Memorandum of Understanding (MOU) with neighboring school districts. Another strategy mentioned by districts was to offer online, blended courses (a combination of online and traditional instruction) as an alternative placement for expelled students.

Education Code 48915 (a)(1) Circumstances for recommending and ordering expulsion, states that the principal or superintendent of schools shall recommend expulsion for serious infractions unless it is determined that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct. Education Code 48900.5, Limitations on imposing suspension, states that Suspension, shall be imposed only when other means of correction fail to bring about proper conduct. Education Code 48917, Suspending enforcement of expulsion order, provides that district governing boards may suspend the enforcement of an expulsion order for a period of not more than one calendar year, and assign a student to school, class or program that is deemed appropriate to the rehabilitation of the pupil.

Other means of correction, and suspended enforcement of an expulsion order to allow students to remain in the school district in an alternative placement should first be considered, in particular for students in grades Kindergarten through five, rather than expulsion.

Examples of alternative means of correction and rehabilitation include referrals to the school psychologist or counselor for case management and counseling, study teams to develop an individualized behavior plan, referral for a comprehensive psychosocial or psycho educational assessment, enrollment in an anger management program, participation in a restorative justice program, community service, or enrollment in after-school programs that expose students to positive activities and behaviors.

It is recommended that local school districts implement programs such as Positive Behaviors Interventions and Support (PBIS), Restorative Practices, and others. When implemented with fidelity, these proven programs can successfully address a variety of student behaviors and needs. When other means of correction and alternative placements within the school district have been exhausted, local school districts could then enter into a Memorandum of Understanding (MOU) with neighboring school districts. LACOE's Division of Student Programs could support districts by providing its expertise in the establishment of such consortiums between school districts.

Alternative Placements for Pupils who Fail to Meet the Terms and Conditions of their Rehabilitation Plan or who Pose a Danger to Others

California Education Code, Section 48926 requires the county-wide plan to *further identify alternative placements for pupils who are expelled and placed in district community day school programs, but who fail to meet the terms and conditions of their rehabilitation plan or who pose a danger to other district pupils, as determined by the governing board.*

In Los Angeles County, expelled pupils who are unsuccessful in a district operated community day school and/or who fail to meet the terms and conditions of their rehabilitation plan or who pose a danger to other district pupils may be referred to a County Community School or other appropriate alternative program operated by the county office of education.

Options for students who fail to meet the terms and conditions of their rehabilitation plan may, in select cases, include referral and placement in a juvenile hall setting or juvenile camp or in select cases, a transfer to a program operated by an adjacent county office of education.

Currently, the Los Angeles County Office of Education does not have any formal agreements with adjacent county offices of education.

Contract for Alternative Services

To further address the requirements of Section 48926 of the California Education Code, and to ensure that an educational program is provided for all expelled pupils, referred to and accepted by the County, the Division of Student Programs (DSP) will enter into a contract with each participating school district to identify agreed-to responsibilities for serving expelled pupils, including those served in both regular and special education programs. A plan to address any identified service gaps will be included in the contract.

Appendix

California Education Code
Section 48915 (d)

(d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

- (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
- (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
- (3) Is not housed at the school site attended by the pupil at the time of suspension.

California Education Code
Section 48915 (f)

(f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d).

Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

California Education Code
Section 48915.01

If the governing board of a school district has established a community day school pursuant to Section 48661 on the same site as a comprehensive middle, junior, or senior high school, or at any elementary school, the governing board does not have to meet the condition in paragraph (2) of subdivision (d) of Section 48915 when the board, pursuant to subdivision (f) of Section 48915, refers a pupil to a program of study and that program of study is at the community day school. All the other conditions of subdivision (d) of Section 48915 are applicable to the referral as required by subdivision (f) of Section 48915.

California Education Code
Section 48916.1

(a) At the time an expulsion of a pupil is ordered, the governing board of the school district shall ensure that an educational program is provided to the pupil who is subject to the expulsion order for the period of the expulsion. Except for pupils expelled pursuant to subdivision (d) of Section 48915, the governing board of a school district is required to implement the provisions of this section only to the extent funds are appropriated for this purpose in the annual Budget Act or other legislation, or both.

(b) Notwithstanding any other provision of law, any educational program provided pursuant to subdivision (a) may be operated by the school district, the county superintendent of schools, or a consortium of districts or in joint agreement with the county superintendent of schools. (c) Any educational program provided pursuant to subdivision (b) shall not be situated within or on the grounds of the school from which the pupil was expelled.

(d) If the pupil who is subject to the expulsion order was expelled from any of kindergarten or grades 1 to 6, inclusive, the educational program provided pursuant to subdivision (b) shall not be combined or merged with educational programs offered to pupils in any of grades 7 to 12, inclusive. The district or county program is the only program required to be provided to expelled pupils as determined by the governing board of the school district. The subdivision, as it relates to the separation of pupils by grade levels does not apply to community day schools offering instruction in any of the kindergarten and grades 1 to 8 inclusive, and established in accordance with Section 48660.

(e) (1) Each school district shall maintain the following data:

(A) The number of pupils recommended for expulsion.

(B) The grounds for each recommended expulsion.

(C) Whether the pupil was subsequently expelled.

(D) Whether the expulsion order was suspended.

(E) The type of referral made after the expulsion.

(F) The disposition of the pupil after the end of the period of expulsion.

(2) The Superintendent may require a school district to report this data as part of the coordinated compliance review. If a school district does not report outcome data as required by this subdivision, the Superintendent may not apportion any further money to the school district pursuant to Section 48664 until the school district is in compliance with this subdivision. Before withholding the apportionment of funds to a school district pursuant to this subdivision, the Superintendent shall give written notice to the governing board of the school district that the school district has failed to report the data required by paragraph (1) and that the school district has 30 calendar days from the date of the written notice of noncompliance to report the requested data and thereby avoid the withholding of the apportionment of funds.

(f) If the county superintendent of schools is unable for any reason to serve the expelled pupils of a school district within the county, the governing board of that school district may enter into an agreement with a county superintendent of schools in another county to provide education services for the district's expelled pupils.

California Education Code
Section 48926

Each county superintendent of schools in counties that operate community schools pursuant to Section 1980, in conjunction with superintendents of the school districts within the county, shall develop a plan for providing education services to all expelled pupils in that county. The plan shall be adopted by the governing board of each school district within the county and by the county board of education.

The plan shall enumerate existing educational alternatives for expelled pupils, identify gaps in educational services to expelled pupils, and strategies for filling those service gaps. The plan shall also identify alternative placements for pupils who are expelled and placed in district community day school programs, but who fail to meet the terms and conditions of their rehabilitation plan or who pose a danger to other district pupils, as determined by the governing board.

Each county superintendent of schools, in conjunction with the superintendents of the school districts, shall submit to the Superintendent of Public Instruction the county plan for providing educational services to all expelled pupils in the county no later than June 30, 1997, and shall submit a triennial update to the plan to the Superintendent of Public Instruction, including the outcome data pursuant to Section 48916.1, on June 30th thereafter.



District Operated Community Day School Programs

District	School	Grades Served
Antelope Valley Union High	Phoenix High Community Day	9-12
Bellflower Unified	Bellflower Alternative Education Center	7-12
Burbank Unified	Burbank USD Community Day	7-12
Centinela Valley Union High	South Bay Academy Community Day	9-12
Charter Oak Unified	Bridges Community Day	K-12
Claremont Unified	Claremont Community Day	7-12
Compton Unified	Compton Community Day High	9-12
Compton Unified	Compton Community Day Middle	6-8
Eastside Union Elementary	Eastside Academy/Transitional Learning Center	K-8
El Monte Union High	El Monte Union High School Community Day	9-12
Glendale Unified	Jewel City Community Day	7-10
Hacienda la Puente Unified	Valley Community Day	7-12
Keppel Union Elementary	Desert View Community Day	K-8
Lancaster Elementary	Crossroads Community Day	7-12
Long Beach Unified	Select Community Day (Secondary)	7-12
Los Angeles Unified	Aggeler Community Day	7-12
Los Angeles Unified	CDS Elementary	K-6
Los Angeles Unified	CDS Secondary	7-9
Los Angeles Unified	Dorothy V. Johnson Community Day	7-12
Los Angeles Unified	Jack London Community Day	9-12
Los Angeles Unified	Richard A. Alonzo Community Day	7-12
Los Angeles Unified	Tri-C Community Day	7-12
Los Angeles Unified	William J. Johnston Community Day	7-12
Lynwood Unified	Lynwood Community Day	7-12
Monrovia Unified	Quest Academy Community Day	7-12
Montebello Unified	Montebello Community Day	7-12
Palmdale Elementary	Oak Tree Community Day	K-8
Paramount Unified	Paramount Unified Community Day	7-12
Pomona Unified	Pomona Community Day	7-12
Redondo Beach Unified	Redondo Beach Learning Academy	9-12
Rowland Unified	Rowland Unified Community Day	7-12
Torrance Unified	Gene Drevno Community Day	7-12
Westside Union Elementary	Westside Academy	K-8
Whittier City Elementary	Whittier Area Community Day	6-8
Wilsona Elementary	Wilsona Achievement Academy	1-8

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KARLA WALTERS	SENIOR LANGUAGE INTERPRETER	EC-2159	401-5310		
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ABBY HAUNG	FINANCIAL OPERATIONS CONSULTANT	ECW-182	922-8899		LACOE/SELPA
Samantha Ruan	ACCOUNTANT	ECW - 114	922-8921		
FLOR PARAGUA	BUDGET TECHNICIAN	ECW-1129	940-1867	803-8385	
ROSELITA JASSO	ADMINISTRATIVE AIDE	ECW-1128	922-8948	803-8385	
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LOIS KANG	ACCOUNTANT	ECW-1131	803-8264		
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JAWWAD KHATIB	GPM	ECW-122	922-6875		Title One
NICOLE OCHOA	ACCOUNTANT	ECW-1125	922-8960		Title II
DAISY WIDJAJA	SR. ACCOUNTANT, DIVISION OF ACCOUNTING & BUDGET DEVELOP.	ECW-1091	562-922-8946		

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SCHOOL SITES

SPECIALIZED HIGH SCHOOLS JASON HASTY Ed.D., EXECUTIVE DIRECTOR						
SCHOOL	PHONE	FAX	ADDRESS	PRINCIPAL	ASST. PRINCIPAL(S)	SCH. ADMIN. SECY.
IPOLY	(909) 839-2320	(562) 469-4375	3851 W. Temple Ave. Pomona 91768	Ginger Merritt-Paul	Susan Sarrategui	Nathalie Hinkson
LACHSA	(323) 343-2550	(562) 469-4379	5151 State University Dr. Los Angeles 90032	John Lawler	Tina Vartanian Natalie Spevak	Mona Garcia
ALTERNATIVE EDUCATION - RENAISSANCE PAU DIANA VELASQUEZ Ed.D., DIRECTOR ADRIAN GONZALEZ-PACHECO, ASSISTANT PRINCIPAL						
Bermudez CCS & IS	(562) 801-0687	(562) 469-4381	9055 Bermudez St. Pico Rivera 90660			
Boys Republic Monrovia CCS	(626) 357-6249	(562) 469-4381	128 East Palm St. Monrovia 91016			
Jonas Salk CCS	(310) 970-9910	(562) 469-4381	14600 Cerise Ave. Hawthorne 90250		Adrian Gonzalez - Pacheco	
La Brea IS	(310) 677-7257 (310) 677-0196	(562) 469-4381	110 S. La Brea Ave., Suite 320A Inglewood 90301			
Mujeres y Hombres Nobles CCS & IS (MAIN OFFICE)	(323) 262-2263	(562) 469-4381	1260 Monterey Pass Rd. Monterey Park 91754	Adriana Hernandez		Monique Fisher Lyn Sahagun (TOW)
Second Chance IS	(323) 361-9245	(562) 469-4381	5000 Sunset Blvd., 7th Floor Los Angeles 90027			
Tri-Community CCS	(310) 635-4591	(562) 469-4381	12721 S. Willowbrook Ave. Compton 90222			
Valley IS	(818) 896-7776	(562) 469-4381	11243 Glenoaks Bl., Suite 5 Pacoima 91331			
Visions Learning Center CCS	(562) 273-0722	(562) 469-4381	14181 Telegraph Rd. Whittier 90604			

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JUVENILE COURT SCHOOLS						
JUVENILE HALL PAU* JASON HASTY, Ed.D., EXEC. DIRECTOR	PHONE	FAX	ADDRESS	PRINCIPAL	ASST. PRINCIPAL(S)	SCH. ADMIN. SECY.
BARRY J. NIDORF Barry J. Nidorf School	(818) 367-5942 Ext 7778 direct	(562) 469-4355	16350 Filbert St. Sylmar 91342	Talaya Coleman	Bridget Whitaker	Robert Amaya
CENTRAL Central School	(923) 225-4362 Ext 7143 direct	(562) 469-4358	1605 Eastlake Ave. Los Angeles 90033	Michael Massa, Ed.D.	Chien-yi Yang	María García
Kirby, D. School	(323) 263-5106 Ext 7479 direct	(562) 469-4358	1500 S. McDonnell Ave. City of Commerce 90040		Girum Jiru Donna Baker	
CAMP SCHOOL PAU* DIANA VELASQUEZ, Ed.D., DIRECTOR	PHONE	FAX	ADDRESS	PRINCIPAL	ASST. PRINCIPAL(S)	SCH. ADMIN. SECY.
ANGELES FOREST Afflerbaugh-Paige School	(909) 593-4926 Ext 7007 direct	(562) 469-4356	6621 Stephens Ranch Rd. La Verne 91750	John Cotton		Rose Flores
Rockey, Glenn School	(909) 599-8435	(562) 469-4356	1900 N. Sycamore Canyon Rd. San Dimas 91750		Gilbert Gaytan	
SANTA MONICA MTNS. Campus Kilpatrick	(661) 723-1155 ext 224	(562) 469-4380	5900 W Avenue I Lancaster, CA 93536	Ruben Carranza		Glenda Sharp
Scott, Joseph School - Currently Closed	(661) 296-8444 Ext 7813 direct	(562) 469-4359	28700 N. Bouquet Canyon Rd. Santa Clarita 91390			

COUNTYWIDE PLAN FOR PROVISION OF EDUCATIONAL SERVICES TO EXPELLED STUDENTS QUESTIONNAIRE – SUMMARY OF DATA January 25, 2021

Introduction

The section includes an overview of the themes generated by the AB 922 survey. The survey was provided via email to all school district superintendents, many of whom delegated completion of the survey to the director of student support services, supervisor of child welfare and attendance, or director of alternative education of each of the districts. All 80 school districts completed the survey.

Suspended enforcement of the expulsion

In order to facilitate the participation of an expelled student in programs located within the school district, school districts are required to suspend the enforcement of the expulsion order. The student must comply with all stipulations of the expulsion order related to behavior, attendance, and participation in rehabilitation programs such as counseling. Failure to comply with the expulsion order stipulations could trigger a full expulsion and removal from the district's program. A referral to a LACOE County Community School would be an alternative placement for such students.

Current Educational Alternatives Available

Community Day Schools

Districts use both their own community day schools (CDS) and LACOE County Community School (CCS) programs as placements for expelled students. District CDS programs cannot be located on or adjacent to a district K-12 educational program.

- Twenty nine out of eighty districts reported that they operate a district CDS: seven schools for grades K-5, twenty-one schools for grades 6-8, forty-two schools for grades 9-12.
- Nineteen out of eighty districts reported that they use a LACOE CCS program: three schools for grades K-5, fourteen schools for grades 6-8, fifteen schools for grades 9-12.

Opportunity Programs

Some districts operate opportunity programs, minimum day programs housed on K-12 sites, as an alternative for expelled students.

- District Opportunity Programs: Grades K-5 (2 district), 6-8 (14 districts), or 9-12 (9 districts).

Continuation High Schools

Continuation high schools were used by nine districts for expelled students.

Charter Schools

Four districts use the Opportunities for Learning Charter School, one district uses Options for Youth Charter School, one district uses Learning Works Charter, one district uses West Covina Learning Academy, and one district uses School of Extended Options.

Independent Study Programs

Districts that did not have any other alternative programs referred students to their own independent study program. LACOE independent study programs are also available.

- District Independent Study (IS): Grades K-5 (28 districts), 6-8 (41 districts), 9-12 (36 districts). Although these programs are available as an alternative, districts noted that they rarely use IS as an alternative for suspension or expulsion.

Other Alternative Programs

Districts also included the following as alternatives for expelled students:

- Work with neighboring districts
- Home instruction (determined by IEP)
- Home Hospital
- Alternative placement in neighboring district

Have these strategies/services been successful? If not, what were the obstacles or gaps?

Thirty-seven districts surveyed felt that the available alternative programs were successful. Thirty-five responded with either a not applicable due to lack of expulsions, lack of placement options or other challenge, and four left the answer blank.

- Fourteen school districts did not have any expulsions during the past 2019-2020 school year, while three other districts said they rarely expel. One district has prevented expulsions for the last six years.
- Challenges related to distance learning environment such include student engagement and supervision (12), adapting online teaching strategies (5) access to technology (7), lack of access to resources such as counseling, mental health, drug/alcohol rehabilitation services (7), distance from the community and lack of transportation (7 responses), and limited local options particular for students with IEPs or in elementary (10 responses) were the service gaps most frequently mentioned by the school districts that completed the survey.

Comments on Service Gap 1: Access and engagement in the distance learning environment

Although four districts reported that students fared better in distance learning settings, twenty-four districts expressed the shift to distance learning as a significant challenge in meeting the needs of expelled students. Due to students attending school online, challenges with motivation occurred as students either did not have access to technology or a reliable internet, turned their camera off during class, or had trouble engaging with the material due to the teaching methods not being adapted to online delivery were significant barriers to engaging students.

Comments on Service Gap 2: Access to counseling and mental health resources

Seven districts reported access to mental health and counseling as a gap, including lack of online options for counseling or lack of capacity at the school site level (counselors/school based mental health).

Comments on Service Gap 3: Transportation to and Lack of Alternative Placement Programs for Expelled Students

Seven school districts felt that transportation to alternative programs was an obstacle for students that have been expelled. One school district, located in a rural area, and six in an urban area did not have any alternative education placements in the immediate area and lacked local options.

Suggestions or strategies for filling any service gaps which limit the ability to ensure the availability of educational services for expelled students

School district personnel shared the following suggestions and strategies:

- Focus on increasing other means of correction instead of expulsion
- LACOE to offer more support with alternative programs for smaller districts who cannot maintain their own alternative programs due to low numbers.
- Designated funding to operate an opportunity program to have additional staff to support working with this population of students.
- Adapt teaching to student learning styles, provide high quality professional learning for adapting teaching strategies for distance learning, and offer advanced courses including AP or honors. Expelled students have to relinquish these types of courses.
- Increase funding and partnership for increased mental health support/crisis counseling

- Increase and embed social emotional learning throughout the curriculum
- Develop clear referral process as well as transition strategies and case management to ensure student re-entry back into school from alternative programming.
- Allow high needs students/students with IEPs to remain on campus to receive additional support and services during school closures.
- Increase county community school locations throughout county, including elementary, in areas where local options are scarce, possibly modeled after a SELPA, cost-sharing agreement between districts.
- Hiring well-qualified, trauma-informed staff that place a strong emphasis on social emotional learning.
- A LACOE Liaison that could provide updates on student progress.
- Service gaps during distance learning are addressed by identifying the student's barriers to accessing technology, internet connectivity, and engagement with the following general action plans: following up with students with 3 or more absences in a week; daily/weekly check-in meetings with students, coordinating with District, specialized support staff as needed; conducting Student Engagement Team (SET) meetings via Zoom
- AB 922 Counselor and support staff to identify and address the barriers to the student/family's commitment to regular engagement to distance learning; and referring student/family to District/community services as needed
- Pursue meaningful partnerships with local workforce investment board and other stakeholders to create opportunities for youth to gain valuable work experience, including at-promise youth and students experiencing educational and social challenges.
- Build positive relationships with families and caregivers, build capacity of parents/caregivers to support social emotional learning, regularly communicate with the student, assign staff to maintain contact with struggling students.
- Consider partnerships with neighboring County Offices of Education (San Bernardino/Ventura/Orange) to support bordering school districts with placement options

Alternative placements for students who fail to meet the terms and conditions of the expulsion rehabilitation plan or pose a danger to other district students as determined by the governing board

The following responses indicate what referral strategies districts use when a student has failed to meet the conditions of their expulsion order or pose a danger to other district students that would necessitate a transfer to another program:

- Thirteen districts refer students to LACOE programs.
- One district refers students to LACOE programs or placed in group homes or camps, when appropriate.
- One district refers students to LACOE programs, Boys Republic, Valley Alternate High School, or their Independent Study Program.
- One district refers students to LACOE programs, Opportunities for Learning or K12.
- One district refers students to Opportunities for Learning.
- Four districts enroll students in independent study.
- Two districts allow students to remain at CDS until requirements are completed.
- One district uses a Virtual online program.
- One district refers students to independent study or to Del Norte ROP.
- One district refers students to Bellflower Alternative Education Center.
- One district refers students to Margett Pathway Academy.
- One district refers students to Sunburst Academy.
- Four districts transfer the student to another school within their school district, or to a neighboring school district.

Other comments:

- Governing Boards can accept provisionally, but if they continue to pose a threat, sometimes complete their expulsion conditions in a LACOE placement or previous district, if applicable.
- Independent study or full-time virtual learning is all we have available. If the parent refuses IS we do not have anything to offer in our area. We have a need for a full day alternative in the Antelope Valley.
- While IUSD does not operate district CDS programs, they work directly with the pupils and their families to identify alternatives to expulsion, including intra-district transfers to other IUSD schools, and linking them to partner agencies that provide restorative services and diversion strategies as opposed to expulsion or arrest in some cases. IUSD and its partners go through great lengths to avoid expulsion and arrest, focusing instead on the child's responsibility to make things right and to realize and build upon one's personal assets.
- It depends on the direction of the California legislation. Some kids need positive role models, others need mental health help and some need drug addiction help.
- We partner with parents, school, and resources to ensure students are successful.
- If needed, expelled students are typically provided a change of placement from their original interim placement within the District's alternative education options. Moreover, if the student has exhausted the District's options and/or poses an increased risk of danger to pupils and staff, these students are referred to LACOE for placement in a County Community School.
- When appropriate, one district works with the parent to create a home education option.

What are your best practices, at the site and district levels, of behavioral intervention approaches and options used to minimize the number of suspensions leading to expulsions, of expulsions being ordered, and to support students returning from expulsions?

The following are best practices that were shared by the school districts that have minimized the number of suspensions and expulsions, in keeping with EC 48900.5, Other Means of Correction, which encourages alternatives to suspension and expulsion:

- Nine districts use a Multi-Tiered System of Support (MTSS), including Student Study Teams (SSTs), Grade Level Intervention Teams, Behavior Support Plans, Behavior Contracts
- Twenty districts mentioned Counseling: full-time counselors to assist with behavior and social skills, social emotional counseling by counselors and social workers, guidance and student services provided, group counseling and check-in
- Positive Behavior Interventions and Supports (PBIS) is a strategy used by thirty-four school districts
- Leader in Me Program
- Two districts use Second Step curriculum
- Four districts participate in the Capturing Kid's Hearts Program
- Four districts use Trauma Informed Practices
- Restorative Practices is used by 12 school districts
- Restorative Justice Youth Court program
- Alternatives to Suspensions strategies are a part of thirteen school districts
- One district uses Wellness Centers, staffed with behaviorists
- Saturday School is used by two districts
- Community Service is used by two districts
- Peer Mediation
- Mentors for L.I.F.E. Program
- Five districts use mentoring
- Parent Engagement & Support programs
- Consulting, collaborating, and coordinating services with District staff and community agency personnel (e.g., Department of Probation, Department of Children and Family Services, Department of Mental Health, and the Los Angeles County Office of Education).

- Response to Intervention (RTI) is a multi-tiered early intervention and identification system used by six school districts
- Thirty-seven districts use SEL (Social and Emotional Learning)
- Six districts encourage partnerships with families, conferences, interventions, SSTs, and good communication
- School Attendance Review Team (SART)
- School Attendance Review Board (SARB)
- Communicated they have very few expulsions
- Communicated they prevented expulsions for more than six years
- Progressive discipline practices Education Code 48900.5 are emphasized in two districts

In particular, how do these best practices relate to any disproportionate representation of student subgroups in such interventions?

Fourteen districts believe they do not have a disproportionate representation in the number of students being suspended or expelled among their subgroups. Four districts were unaware of the data, and five districts plan to begin to analyze the data this year.

- Positive Behavior Interventions & Support (PBIS) was mentioned districts as a practice that teaches appropriate behavior and instills high expectations in all students and staff.
- The California School Dashboard will assist districts in identifying sub groups in need of support and assistance.



**PLAN FOR PROVIDING EDUCATIONAL SERVICES TO
ALL EXPELLED STUDENTS IN ORANGE COUNTY
2021-2024**

General Provisions

As required by Education Code section 48926, the Orange County Superintendent of Schools has developed an expulsion plan in conjunction with the Superintendents of the school districts in Orange County. The plan provides for educational services to all expelled students in the county for school years 2021-22, 2022-23 and 2023-24. The current plan has been adopted by the governing board of each school district in Orange County and the Orange County Board of Education. A student whose behavior has resulted in an expulsion is provided a rehabilitation plan which ensures placement in an educational program. All educational alternatives provided by Orange County school districts are not available to all expelled students. The type of offense, location of offense, grade level and nature of the student's individualized needs all have the potential to affect the educational alternatives available to the student during the period of expulsion. Students expelled for any of the offenses listed in subdivision (a) or (c) of Section 48915 of the California Education Code shall not be permitted to enroll in any district-operated program during the period of expulsion unless it is a county community school pursuant to subdivision (c) of Education Code Section 1981, or a juvenile court school, as described in Section 48645.1, or a community day school pursuant to Article 3, (commencing with Section 48660 of Chapter 4 of Part 27 of the Education Code.

All expelled students shall be referred to an educational placement that is 1) appropriately prepared to accommodate students who exhibit discipline problems; 2) not situated at a comprehensive middle, junior, or senior high school, or at any elementary school; and 3) not housed at the school site attended by the student at the time of the offense (E.C. section 48915). In addition to the requirements stated above, such factors as district size, district level alternatives, county level alternatives, Local Control Accountability Plans (LCAP), and district policy and philosophy can influence the decisions by a district board of education regarding what educational alternatives are appropriate for the students who are expelled.

Educational Alternatives for Expelled Students

The governing board of each school district will determine which educational alternatives are appropriate and available pursuant to Education Code section 48916.1. Educational alternatives throughout Orange County for students recommended for expulsion include, but are not limited to the following options:

1. Expulsion, *suspended order*, with placement on the same school campus [E.C. section 48917 (a)].
2. Expulsion, *suspended order*, with placement on a different school campus within the district [E.C. section 48917 (a)].
3. Expulsion with referral to a district community day school program, if available [E.C. section 48660].
4. Expulsion with subsequent transfer to another district subject to acceptance by the district of proposed enrollment [E.C. section 48915.1].
5. Expulsion with referral to the Orange County Department of Education, Division of Alternative, Community and Correctional Education Schools and Services (ACCESS) [E.C. section 1981].

A specific referral to a district community day school or county community school is made by the school district with recommendations from the district discipline review board, School Attendance Review Board (SARB), or by another established district referral process as required by statute.

The school district of residence maintains the responsibility for developing a rehabilitation plan for expelled students and referring students to an appropriate educational setting. Expelled students who complete their rehabilitation plan obligations are reviewed by the district for possible return to district of residence programs. Expelled students who fail to meet the terms and conditions of the district rehabilitation plan for readmission may continue to be referred to an appropriate educational setting within another district alternative program, district community day school program, or the Orange County Department of Education ACCESS program.

Charter School Requirements and Expulsion

Charter schools develop their own policies and procedures regarding student expulsion and student dismissal subject to the requirements of Education Code Section 47605(c)(5)(J). They are not required to follow Education Code section 48900 et seq. as the basis of their discipline or expulsion policy, although by regulation petitioners must demonstrate familiarity with these provisions. Charter schools have the option to adopt their chartering district's policy and procedures regarding expulsion.

A student who is expelled from a charter school may return to the school district of residence. As set forth in Education Code Section 47605(e)(3), if a pupil subject to compulsory full-time education pursuant to Education Code section 48200 is expelled or leaves a charter school without graduating or completing the school year for any reason, the charter school shall notify the superintendent of the school district of the pupil's last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card, and health information. Once the school district has documentation of the expulsion order, the provisions of Education Code sections 48915.1 and 48915.2 to determine whether the pupil may enroll in a district school or must be referred to a county community school or district community day school (EC section 48915.2).

Expelled Students Who Commit Subsequent Violation(s)

The placement of expelled students who commit subsequent expellable violations will be placed in one of the following options:

- If the student commits a subsequent violation of Education Code section 48900 and following, the student may be referred to another district alternative program or to the Orange County Department of Education.
- If the expelled student commits another violation of the Education Code while enrolled in the Orange County Department of Education ACCESS program, the student will be placed at another community school site within the ACCESS Area or transferred to another ACCESS Area operated by the Orange County Department of Education, in accordance with Orange County Department of Education Policy and Procedures.

Expelled Students Who Fail District Community Day School

An expelled student who fails his/her placement in a district community day school program may be placed in one of the following options:

- Other existing district educational alternatives.
- Orange County Department of Education, ACCESS program or a program operated by the Orange County Department of Education Division of Special Education Services.
- Non-Public School (NPS) placements for students with disabilities may be considered by school districts if the IEP team determines a NPS is appropriate.

Special Education Students

Students eligible under the Individuals with Disabilities Act (IDEA) may be referred to the Orange County Department of Education pursuant to the Individualized Education Program (IEP) process

outlined in Education Code section 48915.5 and Orange County Department of Education procedures. Students eligible under Section 504 of the Rehabilitation Act of

1973 may also be referred to the Orange County Department of Education program in accordance with Section 504 procedures. School districts must take into consideration the contents of the student's IEP when making placement recommendations. Any change in placement requires the school district to convene an IEP meeting.' The IEP team identifies a special education program and related services appropriate for the student. Placement options may include district, Special Education Local Plan Area (SELPA), or county-operated programs.

- If the district refers an expelled student to the Orange County Department of Education, the district shall convene an IEP meeting prior to the referral to jointly identify an appropriate special education program and related services. A representative from the Orange County Department of Education shall participate in the IEP meeting. The district or Orange County Department of Education may provide special education services in accordance with the student's IEP.
- When the IEP cannot be implemented within the Orange County Department of Education, the district of residence is responsible for providing a Free and Appropriate Public Education (FAPE) within the continuum of program options identified in its SELPA local plan.
- The Orange County Department of Education may also provide an interim alternative educational setting while a school district locates an educational placement for students eligible under the IDEA (not excluding county options). [34 C.F.R. section 300.530(g)]

Orange County Department of Education Options

Orange County Department of Education Options

The Orange County Department of Education is committed to providing a spectrum of educational options for students expelled from Orange County school districts. Educational options are provided through the Division of Alternative Education, known as Alternative, Community, and Correctional Education Schools and Services (ACCESS), a Western Association of Schools and Colleges-accredited (WASC) program, and the Division of Special Education Services. The Orange County Department of Education's mission is to ensure that all students are equipped with the competencies they need to thrive in the 21st Century. In addition, ACCESS' mission is to care for, teach, and inspire all students to discover their potential, develop their character, and maximize their learning so they may become successful contributors to society.

The policy of each individual school district affects how the Orange County Department of Education will meet the needs of that school district. Some districts use the Orange County Department of Education programs as educational options for those students expelled under Education Code section 48900. The Orange County Department of Education also works with

Orange County school districts to provide information and data in support of local control accountability plan goals and priorities, including but not limited to pupil engagement, school climate and pupil outcomes.

The Orange County Department of Education Division of Special Education Services provides special education programs and services to individuals with exceptional needs requiring intensive educational services. Referrals to the Division of Special Education Services shall be made in accordance with current procedures.

The ACCESS program provides options for expelled youth at over 45 sites contained within 7 Areas located throughout the county. Regional options may include:

- Classroom instruction serving grades 9-12, delivered daily for 240-270 minutes aligned with the State Frameworks/Standards.
- Classroom instruction serving grades 6-8, delivered daily for 240-270 minutes aligned with the State Frameworks/Standards.
- Contracted learning/independent study programs for students who elect, with parent/teacher approval, not to participate in daily classroom instructional programs. These contracted learning/independent study programs require students to complete a minimum of 20 hours per week of educational product. For students with disabilities, this would be considered and discussed at an IEP meeting.
- Parent-directed home instruction, independent study programs through the Community Home Education Program (CHEP) serving students in transitional kindergarten (TK) through grade 8 and Pacific Coast High School, a University of California (UC) approved and National Collegiate Athletic Association-accredited program serving students in grades 9-12. For students with disabilities this would be considered and discussed during an IEP meeting.

Referral Process to the Orange County Department of Education

Alternative Community Correctional Education Schools and Services (ACCESS)

ACCESS Administrators regularly meet with school district representatives and agency partners to collaborate and coordinate placement of expelled students. Regional meetings of the Child Welfare and Attendance (CWA) Administrators as well as district Student Attendance Review Board (SARB) members provide a venue for district and Orange County Department of Education representatives to discuss potential placement challenges, explore regional options and address the needs of expelled students.

Referrals to the Orange County Department of Education ACCESS program may be made directly to the ACCESS Areas listed below. Referrals of students eligible under the IDEA shall be made through the IEP process and in accordance with ACCESS Special Education Procedures.

An *Individual Learning Plan* (ILP) will be developed for expelled students referred to ACCESS. Part of this plan includes a goal of assisting the student with meeting the requirements stated in the district rehabilitation plan to facilitate returning the student to the school district of residence at completion of the district expulsion. A *Supplemental Referral Form* and a *Return to District Form* were developed with the support of District Student Services Administrator's feedback to improve communication. Districts will use the *Supplemental Referral Form* to highlight unique needs of students, interventions in place, and rehabilitation plans for students. When returning to the district of residence, ACCESS will use the *Return to District Form* to communicate student progress on the district rehabilitation plan as well as share important contact information in the case that questions may arise.

ACCESS and the Orange County school districts have resolved the difficulty for students returning to their district of residence following their expulsion period about completing the required courses prior to graduation, which was a Gap in Service in the previous triennial countywide plan 2018-2021.

ACCESS and school districts have implemented online programs that provide "a-g" approved courses as well as credit recovery options and electives, including career technical education. These programs have expanded the options available to expelled and returning students seeking to satisfy the "a-g" requirements or other college-preparatory courses. ACCESS continues to provide professional development to teachers to effectively utilize their on-line program. In addition, Pacific Coast High School (Administrative Area 5) offers a full range of college-preparatory courses satisfying the "a-g" requirements. *GradPoint*, the online course option with "a-g" approved courses utilized by ACCESS, satisfies the subject requirements for admission into the University of California and California State University Systems.

ACCESS Administrative Areas

AREA	ADDRESS	CONTACT INFORMATION	STAFF CONTACT
Area 1 – South County	15872 Harbor Blvd. Fountain Valley, CA 92708	(714) 245-6535 (714) 966-1685 fax	Ken Ko KKo@ocde.us
Area 2 – Mid-County	505 N. Euclid St., Suite 500 Anaheim, CA 92801	(714) 245-6795 (714)781-5891 fax	Chris Alfieri CALfieri@ocde.us
Area 3 - North County	1277 S. Lyon St., Suite 501 Santa Ana, CA 92705	(714) 245-6680 (714) 731-7269 fax	Vern Burton VBurton@ocde.us
Area 4 - Juvenile Court Schools*	331 City Drive South Orange, CA 92868	(714) 935-7651 (714) 935-6339 fax	Kirk Anderson KAnderson3@ocde.us
Area 5 - Pacific Coast High School, Community Home Educational Program (CHEP), Skyview	14262 Franklin Ave. Suite 100 Tustin, CA 92780	(714) 245-6500 (714) 508-0215 fax	Machele Kilgore MKilgore@ocde.us
Area 6 – Sunburst Academy	4022 Saratoga Ave., Bldg. 25 Los Alamitos, CA 92702	(714) 796-8780 (714) 662-8770 fax	Dinah Ismail DIsmail@ocde.us
Area 7 – College and Career Preparatory Academy (CCPA)	1669 E. Wilshire Ave., Suite 605 Santa Ana, CA 92705	(714) 796-8795 (714) 547-8674	Dave Connor DConner@ocde.us

**Juvenile Court Institutions/Juvenile Court Schools Placement are made through the Juvenile Justice Department*

ACCESS Student Services

DEPARTMENT/OFFICE	ADDRESS	CONTACT INFORMATION	STAFF CONTACT
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Assessment Center	1715 E. Wilshire Ave., Suite 706 Santa Ana, CA 92705	(714) 835-2776 (714) 835-3861 fax	Jane Doney JDoney@ocde.us
Attendance and Records	1669 E. Wilshire Ave., Suite 601 Santa Ana, CA 92705	(714) 547-9972 (714) 547-2344 fax	Sharon Lakin SLakin@ocde.us
Educational Programs and Services	1669 E. Wilshire Ave., Suite 608 Santa Ana, CA 92705	(714) 647-2593 (714) 957-0736 fax	Katy Ramezani KRamezani@ocde.us
District Partnerships and Operations	1669 E. Wilshire Ave., Suite 603 Santa Ana, CA 92705	(714) 245-6404 (714) 547-2344 fax	Dennis Cole DCole@ocde.us
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Summary of Gaps in Education Services to Expelled Students and Strategies for Filling Those Gaps

Previously identified gaps have been examined and considerable improvement has been made through a collaborative process between the 27 Orange County School Districts and the Orange County Department of Education. The 27 School Districts in Orange County and the Orange County Department of Education have committed themselves to an ongoing process to resolve the remaining identified gaps.

Service Gap 1: Expelled Students in Grades K-5

While there are several California Education Code sections that prohibit the expulsion of students in lower grades for various offenses, a student in grade K-3 can be expelled for commission of any of the other offenses. Specifically, Education Code section 48900(k) prohibits the expulsion of any student for disruption/defiance and Education Code 48900.2 prohibits the expulsion of a student in K-3 for sexual harassment. Education Code 48900.3 (hate violence) and 48900.4 (harassment, threats, or intimidation) pertain only to students in grades 4-12.

As identified mainly by elementary school and smaller districts, students in grades K-5 who are expelled do not have as many educational options available as do expelled youth in grades 6-12. In some instances, it has been difficult to place elementary school students who are expelled, especially at the K-4 level. The number of community day schools at the elementary school grade level is limited.

Progress from 2018

A common practice for students expelled in grades K-5 is for the school district to suspend the expulsion order and refer the student to another school within the district. School districts also may collaborate with each other to facilitate enrollment of an expelled elementary school student into a school in a different school district, when appropriate. School districts continue to have the option of referring expelled students to Skyview Elementary and Middle School, an Orange County Department of Education ACCESS program serving grades K-8. Skyview is a community elementary/middle school program designed to meet the needs of all at-risk children and offers community support programs for both the students and their families.

Ongoing Strategies for Addressing This Gap

Students in grades K-5 who are expelled, may be served through the following school district or Orange County Department of Education alternative education programs:

- Transfers within the home district which may include district community day school.
- Skyview Elementary and Middle School, located in the city of Orange, is operated by the OCDE ACCESS program, and serves students in grades K-8.
- Students in grade 5, on a case-by-case basis, may be referred to other ACCESS school sites depending upon class composition at the time of referral.

The Orange County Department of Education continues to review the ongoing need for an elementary level regionalized community school program to serve elementary-aged students who may be expelled from their school district. Over the past five years, the number of expulsions for Orange County students in grades K-6, as reported to *DataQuest*, are as follows:

Year	K-3	4-6
2014-15	0	7
2015-16	0	7
2016-17	0	10
2017-18	0	9
2018-19	0	9

Orange County school districts continue to support one another and offer alternative placement options whenever possible, taking students who were expelled for non-mandatory expellable offenses especially in larger districts with community day school options or special classrooms on their sites. School districts are also expanding interventions through a Multi-Tiered System of Support framework with evidence-based programs such as Positive Behavior Intervention and Supports, Restorative Practice, Mindfulness Practice, Trauma-Informed Care Perspective and Resources, and Social and Emotional Learning resulting in reduction of expulsions at the elementary grade level. In addition, the tiered interventions, and strategies of the Student Attendance Review Team (SART) and Student Attendance Review Board (SARB) processes are being implemented as preventative/early warning measures to reduce the number of suspensions and expulsion through a strength-based approach focusing on students' behavior (academic, attendance, social-emotional) challenges and family support.

Challenges to Addressing This Gap

- The location of the Skyview Elementary and Middle School site in proximity to the district of residence may pose a challenge to student attendance.
- To attend Skyview or other schools in neighboring school districts, students may require transportation. However, neither the districts nor ACCESS provide transportation which is a challenge for some students to attend schools outside of the boundaries of the district of residence.
- The low number of elementary students in grades K-5 who need alternative placements due to expulsions continue to make it impractical and cost-inhibitive to sustain operation of multiple school sites and programs throughout the county.

Service Gap 2: Limited Special Education Placements in ACCESS

The Orange County Department of Education is committed to expanded program options for students with exceptional needs that have been expelled from school district programs. As identified through communications with SELPA and District-Special Education Directors, programs for emotionally disturbed and dual diagnosis (Emotionally Disturbed and Developmentally Delayed) students have been developed in some school districts as well as the OCDE Special Schools program. In addition, ACCESS continues to evaluate its Special Education services to provide a continuum of placement options. When a student's unique needs cannot be accommodated through existing OCDE program alternatives, the district of residence will continue to facilitate placement to meet the unique needs of individual students through district and non-public agency/non-public school (NPS) placements.

Progress from 2018

Orange County School Districts have continued to expand efforts to provide services to students within their attendance area reducing the need for referrals to ACCESS and the OCDE Special Schools program. The Orange County School Districts and OCDE will provide ongoing monitoring of the need for additional Special Education services for expelled students. The ACCESS program is prepared to respond to increased demands as conditions warrant in the future.

Programs for Students with intensive Mental Health needs:

- ACCESS has been able to expand the number of licensed mental health clinicians over the past several years. This has allowed for increased support during the school day while students are on campus. Continued expansion of programs for students with intensive mental health and behavioral needs is contingent upon the location of school sites that can accommodate such programs and sufficient enrollment to maintain such programs. Additional training in various behavior management strategies for both general education and special education teachers can support the increased needs of students being enrolled with mental health and behavioral needs.

Programs to Expand Continued Services for Special Education Students:

- Expanding program options for special education students continue to be evaluated through OCDE, Orange County SELPA Directors and Orange County School Districts.

ACCESS will continue to utilize its Director of Student Services as well as Special Education Administrative Liaisons/Coordinators to facilitate participation in district IEP team meetings when a referral for an expelled student is made to ACCESS. In addition, ACCESS has continued to increase its special education staff including a focus to address the increased mental health needs for students with disabilities. ACCESS can provide intensive counseling services by licensed mental health professionals who have been trained in Trauma Informed Care and Restorative Practice. Small group therapy programs have also been developed to address issues that impact social functioning within the classroom and community, such as social skills, anger management and various coping skill strategies.

All ACCESS mental health clinicians will continue to receive training in the most current research-based training in various therapeutic therapies to address the changing needs of our students.

Ongoing Strategies for Addressing This Gap

School districts continue to create, expand, and have success with community day school programs for expelled students with special needs as an option to county operated and non-public school placements. ACCESS provides an inclusive educational setting with students mainstreamed into general educational programs. Placement at non-public schools (NPS) continues to be an option for school districts as well. In addition, districts are utilizing various flexible scheduling opportunities along with alternative education options to meet IEP goals, provide related services, and fulfill the requirements of the rehabilitation plan.

Challenges to Addressing This Gap

- Establishing a regionalized program in an alternative school setting that can be operated and maintained based on an unpredictable number of student referrals as well as transportation barriers pose ongoing challenges. These challenges impact the sustainability of regionalized special education programs operated by OCDE. Although some school districts have expressed a need for a self-contained special day class (SDC) for students with emotional and/or behavior disorders, this has not been sustainable for OCDE due to the minimal number of students being referred. Challenges to addressing Service Gap #1 may also have been a contributing factor to the limited number of referrals for establishing such a program.
- One area of continued concern expressed by some school districts is the ability of the ACCESS program to provide a Free Appropriate Public Education (FAPE) given its inclusive practices and independent study model. Based on the smaller class sizes in ACCESS and the individualized instructional model through contracted learning, the

structure of the school day differs from a traditional school schedule and often requires modification of the IEP.

- Another area of concern has been the combined programming of middle school and high school programs. There is a desire to provide separate classes/programs for middle school students to better address their unique developmental and social-emotional needs, however the low numbers of referrals/enrollment of middle school students make it difficult to maintain separate programs.

Service Gap 3: Rehabilitation Failures

Based on the most recent survey of Orange County School Districts, concerns about students failing to satisfy school district rehabilitation plans during the expulsion period were expressed in combination with general concerns about student transition as they reenter the district. On occasion, students do not meet the provisions of the expulsion rehabilitation plan and fall behind in their academic studies. In these cases, such students are at high risk of not completing their necessary credits and are at a higher risk of dropping out of school.

Progress from 2018

Over the past three years, OCDE has continued discussions with the Orange County School Districts to identify systematic approaches to facilitate the regular transfer of the rehabilitation plan upon referral of an expelled student, as well as identify community resources available to support students in meeting their district rehabilitation plan requirements.

Regional Administrative Areas help to promote communication between the districts and the county community schools, and ACCESS directors, coordinators, principals, and assistant principals attend county Student Services meetings to facilitate ongoing communication. In addition, the ACCESS Student Attendance Review Board (SARB) process has been coordinated more efficiently and ACCESS utilizes one of its staff members in truancy court to make sure students attend school and are connected to community resources.

Ongoing Strategies for Addressing This Gap

Districts will be asked to provide ACCESS a copy of the rehabilitation plan when referring an expelled student. ACCESS staff will review the rehabilitation plan with the student and, as appropriate, the student's parents, and will assist the student in completing his/her plan requirements. Orange County School Districts and ACCESS have implemented the use of a supplemental referral form when students are referred to an ACCESS program. This form includes specific information about a student's needs as well as progress and action items needed to complete the rehabilitation plan requirements. School staff will continue to monitor student achievement toward rehabilitation plan requirements throughout the term of expulsion while

educational services are provided by ACCESS or private agencies. For students struggling to meet rehabilitation plan requirements, the student consultation team process may be considered to provide additional support. Continued, two-way communication and collaboration with school district personnel will continue to be a priority. Enhanced communication promotes student success and early intervention when students are not meeting the terms of the rehabilitation plan. In addition, communication is vital between the districts and ACCESS regarding the status of students who are returning to the district. When returning to the district, ACCESS staff will continue to use the Student Transition form to communicate information on student's completion of the rehabilitation plan.

Districts have expanded their programs and services to support expelled students by hiring additional staff and assigning specific duties to staff to monitor the completion of the student's rehabilitation plan and to communicate/collaborate with ACCESS and other programs. In addition, to meet the academic needs of the students and to ensure that they acquire the necessary credits to meet the graduation requirements, districts have expanded their instructional programs to include enhanced Summer School and after-school programs, district online instruction, and tutoring support for expelled students. Furthermore, upon re-entry to the district, students will continue to be closely monitored and supported by school staff through the creation of a behavior contract, needs assessment survey, and the opportunity for alternative placement at a different school site within the district.

OCDE will continue to explore with districts how to utilize and expand existing collaborations to ensure student success with completion of the rehabilitation plan. This includes the use of community non-profits and private programs to assist in carrying out individual student rehabilitation plans.

Challenges to Addressing This Gap

- A challenge continues to be communication between the districts and ACCESS in ensuring that the district's rehabilitation plan is completed by the student. In some cases, districts do not directly share the student's rehabilitation plan with ACCESS in a timely manner or at all, thus leaving this task to parents and students.
- There continues to be a need to identify additional intervention services for students to meet the specific requirements of their rehabilitation plans especially when involving mental health services.

Service Gap 4: Mental Health Services

Orange County School Districts are seeing an increased need for mental health services and a shortage of affordable and accessible options for students.

Progress from 2018

The Orange County Department of Education will continue to work to promote school and community partnerships and professional development to address the mental health needs of students. The development of Local Control Accountability Plans gives greater attention to the mental health needs of students and the county office will assist districts as they strive to find ways to address the social emotional needs of their students and support the “whole child.” This is one of OCDE’s strategic initiatives articulated in its 2016 -2019 Strategic Plan. OCDE, which heads the California SUMS (Scale Up Multi-Tiered System of Support) initiative, continues to provide technical assistance to many Orange County School Districts in the areas of Academic, Behavioral, and Social and Emotional support. OCDE continues to share-out local resources through network meetings and listservs. The ACCESS program will continue to work with districts to identify and assist expelled students who have mental health needs and whose family needs resources to care for the whole child. To this end, ACCESS has several mental health clinicians. ACCESS will continue to provide more intensive counseling services by licensed mental health professionals who have been trained in **Trauma Informed Care** and Restorative Practice. In addition, ACCESS mental health clinicians are trained in **Trauma Focused Therapy**. The Orange County SELPAs, school districts and OCDE continue to assess any gaps resulting from changes in the funding structures to ensure the availability of appropriate mental health services for both general education and special education students expelled from school.

Ongoing Strategies for Addressing this Gap

OCDE was awarded the **Mental Health Student Services Act (MHSSA) Grant** in partnership with OCHCA through August 31, 2024, with the purpose to strengthen mental health partnerships between county mental health or behavioral health departments, community-based organizations, and Orange County school districts to increase access to mental health services and remove barriers to better serve our students and families in their mental health needs. Expected outcomes related specifically to serving and supporting expelled students are as follow:

- Improve timely access to accessing services.
- Reduce barriers to needed services.
- Increase linkages to mental health services for districts.
- Increase training on mental health topics to educators, administrators, parents/families, and students.
- Improve awareness and understanding of mental health topics and knowledge of how to navigate services.
- Reduce negative student outcomes (e.g., chronic sadness, thoughts of suicide, suicide rates, chronic absenteeism, school failure, etc.).

To accomplish these goals as a Community of Practice, the grant provides funding for seven (7) Regional Mental Health Coordinators (RMHC).

To decrease the student to mental health staff ratio and increase students' access to services, districts have continued to hire more counselors, therapists, psychologists, social workers, clinicians/specialists, administrators/coordinators and increase the number of partnerships with community agencies to expand student access to mental health services, crisis response services, and special education services. Some districts have shifted the duties and responsibilities of existing staff to include mental health support services and community coordination/partnerships for mental health services for students. Districts have placed particular focus on at-risk students, low socio-economic students, Homeless and Foster Youth, LGBTQIA students, and students with irregular school attendance.

Furthermore, districts have participated in Trauma-Informed Care and Education, Trauma Focused Therapy, Social-Emotional Learning (SEL) competencies and Diversity, Equity, and Inclusion (DEI) trainings provided by OCDE in addition to contracting with community agencies to provide similar training to counselors and teacher/staff training within the district. OCDE and Orange County school districts will continue to collaborate about the districts' needs for additional student mental health training and technical assistance with implementing behavior supports and strategies. To implement Positive Behavior Intervention and Supports (PBIS) strategies schoolwide, some districts have established School Climate Lead Teachers and Teams at each school site to enhance the collaboration and coordination of the multi-tiered framework of support.

Challenges to Addressing This Gap

- The distribution of community mental health resources and services, specifically mentorship services, are not equitably dispersed or available throughout all the communities within the Orange County school districts.

<p style="text-align: center;">COUNTYWIDE BEHAVIOR INTERVENTIONS AND BEST PRACTICES TO PREVENT SUSPENSIONS AND EXPULSIONS</p>
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Orange County schools seek to minimize the number of expulsions by establishing prevention and early intervention practices. School districts pursue a variety of strategies to educate students and establish a safe and caring climate to prevent student misconduct. When warranted, disciplinary measures are implemented consistent with district policies and procedures to ensure fair and consistent disciplinary measures. These efforts will continue to prevent any disproportionate representation of minority students recommended for expulsion.

Expulsions occur when student and campus safety is threatened or when other means of correction have not been successful. Districts engage in several preventive and proactive strategies including but not limited to the following:

- Adult Mentoring of Students
- After School Programs
- After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.
- Alternate Suspension Classrooms (ATS)
- Annual Notice of Parent Rights and Responsibilities
- Anti-bullying Programs
- Any of the alternatives described in Section 48900.6 related to community service
- Athletic Drug Testing
- Automated Telephone Notifications
- Behavior Skills Group
- Brief Intervention Counseling (Substance Abuse Counseling)
- Canine Solutions for Contraband Canine School visits
- Character Counts
- Check-in, Check-out
- Classroom Management training for administrators and teachers
- Clifton Strengths Finder
- Come Walk In My Shoes (abilities awareness)
- Community Partnership
- Conferences between school personnel, the pupil's parent or guardian, and the pupil.
- Conflict Mediators/Conflict Resolution Services
- Coordinated Approach to Children's Health (CATCH)
- Crisis Response Network (CRN)
- Enrollment in programs for teaching prosocial behavior or anger management
- Every 15 Minute Program
- Friday Night Live
- Gang Resistance Intervention Partnership (GRIP)
- Grad Night Activities

- Homework Clubs
- In-school Suspensions
- Juvenile Alcohol and Drug Education (JADE), PRYDE Program, Outreach Concern, Straight Talk, Western Youth Services and Other Community Counseling Partnerships
- Kindness Assemblies
- Link Crew
- Mindfulness practice/implementation of Mindful Mondays
- Multi-Tiered System of Support Framework (MTSS Continuum of Support)
- Online Classes and Credit Recovery Opportunities
- Other Means of Correction (OMC) and early intervention training for administrators and teachers
- Parent Meetings and Information Nights
- Peace Week (Anti-bullying week)
- Peer Assistance League (PAL)
- Peer Court
- Police Cadet Programs
- Positive Behavior Intervention and Supports
- Random Acts of Kindness
- Red Ribbon Week
- Referrals for comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
- Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
- Restorative Practices
- Safety Task Force
- Saturday School
- School-based Trauma-Informed Care Perspective and Resources training for school personnel
- School Attendance Review Board (SARB)

- School Attendance Review Team (SART)
- School counseling website with online counseling for self- and peer-referral services
- School Signs and Notices
- Social Emotional Learning (SEL) Curriculum vetted CASEL such as Second Step and Sanford Harmony
- Stanford Tobacco Prevention Toolkit
- Student Behavior Contracts
- Student Clubs and Organizations
- Student Safety Plans
- Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents
- Successful Mind for School, Work, and Life
- Text-A-Tip
- Thrively (as an interests/strengths assessment and career explorer curriculum)
- TUPE/DATE activities
- Tutoring
- Universal Design for Learning
- Violence Prevention Curricula
- Violence Prevention Education Services
- WEB (Where Everybody Belongs)

Additional proactive and preventative strategies to address student disciplinary incidences considering Distance and Hybrid Learning:

- Care and Support Hotlines to share need-based district and community resources
- Distance Learning for credit recovery for students to meet the academic objectives of the Rehabilitation Plan
- District virtual calming rooms with multifaceted approaches to reduce stress, improve mood, and assist with academic functioning by addressing social emotional barriers
- Online Needs Surveys for staff, students, and families

- Teletherapy or phone sessions for social-emotional support and stress reduction for students
- Virtual small group counseling sessions for students

PLAN FOR PROVIDING EDUCATIONAL SERVICES TO ALL EXPELLED STUDENTS IN LOWELL JOINT SCHOOL DISTRICT

General Provisions

As required by Education Code 48926, the Orange County Superintendent of Schools has developed an expulsion plan in conjunction with the Superintendents of the school districts in Orange County. The plan provides for educational services to all expelled students in the county for school years 2021-2022, 2022-2023, and 2023-2024. A student whose behavior has resulted in an expulsion is provided a rehabilitation plan which ensures placement in an educational program and establishes the criteria for return to the Lowell Joint School District. All educational alternatives provided by Orange County school districts are not available to all expelled students. The type of offense, location of offense, grade level and nature of the student's individualized needs; all have the potential to affect the educational alternatives available to the student during the period of expulsion. Students expelled for any of the offenses listed in subdivision (a) or (c) of Section 48915 of the California Education Code shall not be permitted to enroll in any district-operated program during the period of expulsion unless it is a community day school (E.C. 48915.2).

As indicated in the Orange County Expulsion plan, the options available to Lowell Joint School District after an expulsion decision include, but are not limited to the following:

1. Expulsion, suspended order, with placement on the same school campus [E.C. section 48917 (a)].
2. Expulsion, suspended order, with placement on a different school campus within the district [E.C. section 48917 (a)].
3. Expulsion with referral to a district community day school program, if available [E.C. section 48660].
4. Expulsion with subsequent transfer to another district subject to acceptance by the district of proposed enrollment [E.C. section 48915.1].
5. Expulsion with referral to the Orange County Department of Education, Division of Alternative, Community and Correctional Education Schools and Services (ACCESS) [E.C. section 1981].

A specific referral to a district alternative suspension/expulsion classroom or county community school is made by the Lowell Joint School District governing board with recommendations from the School Attendance Review Board (SARB), or by another established district referral process as required by statute.

District activities relating to the prevention of expulsions are outlined in the following chart:

Lowell Joint School District Prevention Activities

Title of Activity	Description of Activity	Grade Level
After School Programs	After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.	TK-8
Behavior Assemblies	Explanation of school rules and policies to students.	TK-8
Conferences	Conferences between school personnel, the pupil's parent or guardian, and the pupil.	TK-8
Digital Citizenship/Contracts	Internet safety trainings. Student internet contract.	TK-8
Elementary Counseling	Group and individual counseling services on campus with school psychologists, counselors, and outside agencies.	TK-6
Mc-Kinney-Vento/Foster Youth Training	Increased education for all staff on the identification of McKinney-Vento and Foster Youth families and how to provide the appropriate resources.	TK-8
Middle School Counseling	Group and individual counseling services on campus.	7-8
Positive Behavior Intervention and Support (PBIS)	School site behavior management system that includes preventative and responsive approaches for all students.	TK-8
Parent Education	Parent information nights and classes.	TK-8
Parent Notification and Rights	Start of the year communication regarding policies and procedures.	TK-8
Red Ribbon Week	Campaign designed to create awareness concerning the problems related to the use of tobacco, alcohol, and other drugs and to support the decision to live a drug-free lifestyle.	TK-8
Saturday School	Saturday School is a support system open to all students who need additional help to succeed in their classes.	TK-8
Student Behavior Contracts	The student behavior contract is a positive-reinforcement intervention that is used by principals and teachers to change student behavior. The behavior contract outlines in detail the expectations of student, parent, and teacher in carrying out the intervention plan.	TK-8
Student Success Teams	School team that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.	TK-8
Universal Design for Learning	Universal Design for Learning (UDL) is an educational framework based on research in the learning sciences, including cognitive neuroscience that guides the development of flexible learning environments that can accommodate individual learning differences.	TK-6

PRE-EXPULSION PRACTICES

In an effort to prevent suspensions and expulsion, the Lowell Joint School District (LJSD) has provided the infrastructure for early intervention and prevention activities at all grade levels. It is our philosophy that all district interventions will be attempted prior to recommending a student for expulsion.

The following Multi-Tiered System of Supports describes our intervention and prevention strategies in order to decrease the likelihood of students being referred for an expulsion.

Multi-Tiered System of Supports (MTSS)

Universal Interventions (85%)

Celebrations/Awards Assemblies
Expectation Assemblies
Parent Education Nights
Code of Conduct (re-enforced)
Bully Prevention
Red Ribbon Week
Digital Citizenship
McKinney-Vento/Foster Youth Training for Staff
Positive Rewards
Parent Notification and Rights

Targeted Group Interventions (5-10%)

Re-Teaching
Counseling/Tutoring Group
Collaboration
Peer Involvement
Interventions

Intensive Individual Interventions (1-5%)

Individualized Behavioral Contracts
Attendance Meetings
ERMHS
School Success Team Meetings
Individualized Education Plans

MTSS Principles

High quality, scientifically based classroom instruction: All students receive high quality, research based instruction in the general education classroom.

Ongoing student assessment: Progress monitoring provides information about a student's learning rate and level of achievement, both individually and in comparison with the peer group. The data is then used in determining which students require intervention.

Intervention: Multiple approaches are used to differentiate instruction for at risk youth.

Educational Decisions Made: After monitoring student progress, responsiveness to the intervention is measured and decisions are made regarding student's academic and behavioral needs.

Decision Not to Enforce Expulsion Order (LJSDBP 5144.1)

In cases where expulsion is mandatory pursuant to Education Code 48915(c), the enforcement of an expulsion order shall not be suspended by the Board. In all other cases of expulsion, the order for expulsion may be suspended by the board, on a case-by-case basis, pursuant to the requirements of law.

Board Policies and Administrative Regulations Related to Expulsion

Board Policy 5144 (Discipline)

Administrative Regulation 5144 (Discipline)

Board Policy 5144.1 (Suspension and Expulsion/Due Process)

Administrative 5144.1 (Suspension and Expulsion/Due Process)

Administrative Regulation 5144.2 (Suspension and Expulsion/Due Process (Students with Disabilities))

Special Terms

Customer shall have the option to renew this Service Order for up to two (2) additional consecutive twelve (12) month terms (each, a "Renewal Term" and collectively with the Initial Order Term, the "Order Term"), at the same monthly recurring charge set forth in this Service Order, by providing notice of such renewal to Spectrum at least thirty (30) days prior to expiration of the then-current Order Term (i.e. either the Initial Order Term or a Renewal Term, as applicable). Notwithstanding the foregoing, either Spectrum or Customer may elect to not renew and terminate the Service Order as of the end of the then-current Order Term by providing notice thereof to the other Party at least thirty (30) days in advance of the expiration of the then-current Order Term.

If Customer does not exercise its option to renew the Service Order for an available Renewal Term in accordance with the foregoing, and/or neither Party has terminated the Service Order as of the end of an Order Term as permitted above, then upon reaching the end of the then-current Order Term the Service Order shall automatically renew for successive one-month terms (each, a "Monthly Renewal Term"). Thereafter, either Spectrum or Customer may terminate the Service Order by providing notice of termination to the other Party at least thirty (30) days in advance of, and to be effective as of, the expiration of a Monthly Renewal Term.

California Teleconnect Fund (CTF) Contingency. If state funding for the California Teleconnect Fund (CTF) is exhausted, or if Customer fails to qualify for CTF discounts, Customer will be back-billed for CTF discounts advanced by Spectrum. Furthermore, if Customer fails to receive E-Rate discounts from the Universal Service Administrative Company (USAC), Universal Service Administrative Company (USAC), administrators of E-Rate funding, Customer will be back-billed for all such discounts advanced by Spectrum. Customer is required to comply with all federal E-Rate and CTF rules. Spectrum reserves the right to suspend both CTF and E-Rate discounts to Customer in the event that Customer (i) fails to abide by all federal E-Rate and CTF rules, or (ii) withdraws its request for E-Rate and/or CTF.

E-RATE FUNDING CONTINGENCY. Customer may submit this Service Order and the Agreement to the Schools and Libraries Division of the Universal Service Administrative Company, (i.e., the entity appointed by the Federal Communications Commission to administer the Universal Service Program with respect to Schools and Libraries (E-Rate) funding) as part of any application seeking a federal subsidy or funding.

Customer is responsible for notifying Charter of its election of either the Service Provider Invoice (SPI) or Billed Entity Applicant Reimbursement (BEAR) discount method by May 15th prior to the applicable funding year. Customer must complete and return an E-Rate Discount Election Form to Charter prior to such date, or Customer will be deemed to have chosen the BEAR discount method for the funding year.

Upon Charter's receipt of appropriate notice that Customer is an approved E-Rate program participant for a Service, Charter will invoice Customer for the Service in accordance with E-Rate guidelines and/or rules. If Charter invoices Customer for a Service pursuant to any E-Rate program rates, discounts or credits in advance of receiving such notice and Customer's request for E-Rate program funding is denied, limited or reduced, Charter will invoice Customer and Customer will pay the difference between such invoiced amount(s) and the actual amount of the charges for the Service as described in this Service Order. Notwithstanding anything herein to the contrary, Customer's obligations under this Service Order shall remain in full force and effect in the event Customer withdraws or is removed from the E-Rate program, receives E-Rate program funding that is less than Customer's requested funding amount, or is denied E-Rate program funding for any Service described in this Service Order. For the avoidance of doubt, Customer is solely responsible for all charges for services, as described in this Service Order, that were installed prior to the E-Rate program funding year start date.

Electronic Signature Disclosure

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.

Authorized Signature for Customer	Charter Communications Operating, LLC By: Charter Communications, Inc., its Manager
By:	By: <u>Lynne P. Bell</u> Lynne P. Bell (Feb 11, 2021 13:38 PST)
Name:	Name: Lynne Bell
Title:	Title: VP of Strategic Sales
Date:	Date: February 10th, 2021

Lynne P. Bell

E-signed 2021-02-11 01:38PM PST

lynne.bell@charter.com



New and Revised Services and Monthly Charges At 200 Nada St , La Habra CA 90631

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
EPL Intrastate 10 Gbps	1	\$536.50	\$536.50	36 Months
*Total			\$536.50	

*Prices do not include taxes and fees.

One Time fees At 200 Kalmus Dr , Costa Mesa CA 92626

Description	Quantity	Sales Price	Total
Installation	1	\$0.00	\$0.00
Total			\$0.00

*Prices do not include taxes and fees.

Lynne P. Bell

E-signed 2021-02-11 01:38PM PST

lynne.bell@charter.com



Current Services and Monthly charges At 2301 Russell St , La Habra CA 90631

Description	Quantity	Sales Price	Monthly Recurring Total
Comml Acct	1	\$0.00	\$0.00
Bcf WO Video	1	\$0.00	\$0.00
*Total			\$0.00

*Prices do not include taxes and fees.

Current Services and Monthly charges At 950 Briercliff Dr , La Habra CA 90631

Description	Quantity	Sales Price	Monthly Recurring Total
Comml Acct	1	\$0.00	\$0.00
Bcf WO Video	1	\$0.00	\$0.00
Ethernet Spoke	1	\$0.00	\$0.00
*Total			\$0.00

*Prices do not include taxes and fees.

Current Services and Monthly charges At 12025 Grovedale Dr , Whittier CA 90604

Description	Quantity	Sales Price	Monthly Recurring Total
Comml Acct	1	\$0.00	\$0.00
Bcf WO Video	1	\$0.00	\$0.00
Ethernet Spoke	1	\$0.00	\$0.00
*Total			\$0.00

*Prices do not include taxes and fees.

Current Services and Monthly charges At 16430 Woodbrier Dr , Whittier CA 90604

Description	Quantity	Sales Price	Monthly Recurring Total
Comml Acct	1	\$0.00	\$0.00
Bcf WO Video	1	\$0.00	\$0.00
Ethernet Spoke	1	\$0.00	\$0.00
*Total			\$0.00

*Prices do not include taxes and fees.

New and Revised Services and Monthly Charges At 11019 Valley Home Ave , Whittier CA 90603

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
EPL Intrastate 10 Gbps	8	\$536.50	\$4,292.00	36 Months
*Total			\$4,292.00	

*Prices do not include taxes and fees.

New and Revised Services and Monthly Charges At 10654 Jordan Rd , Whittier CA 90603

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
EPL Intrastate 10 Gbps	1	\$536.50	\$536.50	36 Months
*Total			\$536.50	

*Prices do not include taxes and fees.

Lynne P. Bell

E-signed 2021-02-11 01:38PM PST

lynne.bell@charter.com



New and Revised Services and Monthly Charges At 12025 Grovedale Dr , Whittier CA 90604

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
EPL Intrastate 10 Gbps	1	\$536.50	\$536.50	36 Months
Total			\$536.50	

*Prices do not include taxes and fees.

New and Revised Services and Monthly Charges At 16430 Woodbrier Dr , Whittier CA 90604

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
EPL Intrastate 10 Gbps	1	\$536.50	\$536.50	36 Months
Total			\$536.50	

*Prices do not include taxes and fees.

New and Revised Services and Monthly Charges At 2301 Russell St , La Habra CA 90631

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
EPL Intrastate 10 Gbps	1	\$536.50	\$536.50	36 Months
Total			\$536.50	

*Prices do not include taxes and fees.

New and Revised Services and Monthly Charges At 950 Briercliff Dr , La Habra CA 90631

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
EPL Intrastate 10 Gbps	1	\$536.50	\$536.50	36 Months
Total			\$536.50	

*Prices do not include taxes and fees.

New and Revised Services and Monthly Charges At 200 Kalmus Dr , Costa Mesa CA 92626

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
EPL Intrastate 10 Gbps	1	\$536.50	\$536.50	36 Months
Total			\$536.50	

*Prices do not include taxes and fees.

New and Revised Services and Monthly Charges At 11537 Grovedale Dr , Whittier CA 90604

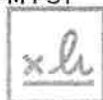
Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
EPL Intrastate 10 Gbps	1	\$536.50	\$536.50	36 Months
Total			\$536.50	

*Prices do not include taxes and fees.

Lynne P. Bell

E-signed 2021-02-11 01:38PM PST

lynne.bell@charter.com



Current Services and Monthly charges At 11537 Grovedale Dr , Whittier CA 90604			
Description	Quantity	Sales Price	Monthly Recurring Total
Bci A/O	1	\$0.00	\$0.00
Comml Acct	1	\$0.00	\$0.00
Ethernet Spoke	1	\$0.00	\$0.00
*Total			\$0.00
*Prices do not include taxes and fees.			

Current Services and Monthly charges At 11019 Valley Home Ave , Whittier CA 90603			
Description	Quantity	Sales Price	Monthly Recurring Total
Bcf Metra	1	\$0.00	\$0.00
Emeteztrk	1	\$0.00	\$0.00
Comml Acct	1	\$0.00	\$0.00
Bcf WO Video	1	\$0.00	\$0.00
Data Term - 3 YR	1	\$0.00	\$0.00
Ethernet EPL HUB	1	\$0.00	\$0.00
Ethernet Intrastate	1	\$347.50	\$347.50
*Total			\$347.50
*Prices do not include taxes and fees.			

Current Services and Monthly charges At 200 Nada St , La Habra CA 90631			
Description	Quantity	Sales Price	Monthly Recurring Total
Comml Acct	1	\$0.00	\$0.00
Bcf WO Video	1	\$0.00	\$0.00
Ethernet Spoke	1	\$0.00	\$0.00
*Total			\$0.00
*Prices do not include taxes and fees.			

Current Services and Monthly charges At 10654 Jordan Rd , Whittier CA 90603			
Description	Quantity	Sales Price	Monthly Recurring Total
Comml Acct	1	\$0.00	\$0.00
Bcf WO Video	1	\$0.00	\$0.00
Ethernet Spoke	1	\$0.00	\$0.00
*Total			\$0.00
*Prices do not include taxes and fees.			

Lynne P. Bell

E-signed 2021-02-11 01:38PM PST

lynne.bell@charter.com



Customer Service Order

THIS SERVICE ORDER ("Service Order"), is executed and effective upon the date of the signature set forth in the signature block below ("Effective Date") and is by and between Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the Service(s) hereunder ("Spectrum") and Customer (as shown below) and is governed by and subject to the Spectrum Enterprise Commercial Terms of Service posted to the Spectrum Enterprise website, <https://enterprise.spectrum.com/> (or successor url) or, if applicable, an existing services agreement mutually executed by the parties (each, as appropriate, a "Service Agreement"). Except as specifically modified herein, all other terms and conditions of the Service Agreement shall remain unamended and in full force and effect.

Account Executive: Linda Garcia
Phone: 714-287-6609 ext:
Cell Phone: 714-287-6609
Email: linda.garcia@charter.com

Order # 12338389

Customer Information: Customer Code		
Business Name	LOWELL JOINT SCHOOL DISTRICT	Customer Type:
Billing Address		
Attention To:	Account Number	
11019 VALLEY HOME AVE WHITTIER CA 90603		
Billing Contact	Billing Contact Phone	Billing Contact Email Address
Alan Mao	(562) 902-4286	amao@ljsd.org
Authorized Contact	Authorized Contact Phone	Authorized Contact Email Address
Jim Coombs	(562) 943-0211	jcoombs@ljsd.org
Technical Contact	Technical Contact Phone	Technical Contact Email Address
Alan Mao	(562) 902-4286	amao@ljsd.org

Lynne P. Bell

E-signed 2021-02-11 01:38PM PST

lynne.bell@charter.com



"B" WARRANTS FOR BOARD APPROVAL ON:

March 1, 2021

"B" WARRANT DOCUMENTS : 902 - 1196, 3056 - 3061

689,822.36

THE FOLLOWING "B" WARRANT VOUCHERS ARE INCLUDED IN THE ABOVE SEQUENCE OF NUMBERS SUBMITTED FOR APPROVAL. ANY INTERRUPTIONS IN THE SEQUENCE ARE DUE TO THE VOUCHER BEING HELD FOR AUDIT BY LACOE AND RELEASED AT A LATER DATE. THE 3000s INDICATE A NUTRITION SERVICES PAYABLE.

NO.	VENDOR	AMOUNT
902	HOWARD TECHNOLOGY-EQUIPMENT	9,079.00
988	KRISTEN COOKE-JORDAN, TEACHER SUPPLY PURCHASE REIMB	97.34
1034	GLASBY MAINTENANCE SUPPLY-MATERIALS	19,430.14
1049	HAUFEE CO-CONTRACT SVCS	37,500.00
1050	HUNTINGTON HARDWARE-MAINT-SUPPLIES	69.44
1055	CA DEPT. OF TAX & FEE- Q4 SALES TAX	174.00
1056	READY REFRESH NESTLE-DISTRICT, WATER SUPPLIES	68.33
1057	SPARKLETTS-RS, WATER SUPPLIES	50.83
1058	THE HARTFORD-PREMIUM	142.32
1059	ADRIANA PONCE-JORDAN, PURCHASE REIMBURSEMENT	30.65
1060	KRISTEN COOKE-JORDAN, TEACHER SUPPLY PURCHASE REIMB	314.50
1061	TURF STAR-MAINTENANCE, SUPPLIES	256.99
1064	RTC ENGRAVING-RANCHO, SUPPLIES	165.00
1065	SO CAL NEWS GROUP-AD, REQUEST FOR PROPOSALS	1,145.00
1067	SCHOOL SERVICES OF CA-BUS SERVICES, CONTRACT SVCS	320.00
1068	SO CAL IMMEDIATE MED CTR-HR, SERVICES	784.80
1071	COVENANT AIR-MAINTENANCE-D/O SERVICE CALL	300.00
1072	DATA IMPRESSIONS-TECH, SUPPLIES	339.03
1073	ENVIRONMENTAL REMEDIATION CONT-JORDAN, FEES	2,200.00
1074	DAVID BENNETT-PURCHASE REIMBURSEMENT	54.11
1075	MJ EVANOFF-PURCHASE REIMBURSEMENT	51.94
1076	CF ENVIRONMENTAL-BOND, OLITA-CONTRACT SVCS	17,109.58
1077	ROBERT LAUPRECHT-JORDAN, TEACHER REIMBURSEMENT	177.94
1078	SOUTHWEST SCHOOL SUPPLIES-JORDAN, SUPPLIES	1,574.09
1079	SOUTHWEST SCHOOL SUPPLIES-MG, PAPER DONATION	695.33
1080	SOUTHWEST SCHOOL SUPPLIES-ALL SITES, SCHOOL OFFICE SUPPLIES	5,200.32
1084	QUADIENT FINANCE USA-DISTRICT, POSTAGE	2,000.00
1086	AUTOZONE-MAINT-SUPPLIES	38.31
1087	BEE GONE BEE REMOVAL-JORDAN, SERVICE CALL	100.00
1088	BEST LAWNMOWER-MAINT, SUPPLIES	40.03
1089	CINTAS FIRE PROTECTION-OLITA, SUPPLIES	150.00
1090	MATT CUKRO - SUPPLIES REIMBURSEMENT	42.18
1091	SHERWIN WILLIAMS-RS, SUPPLIES	46.65
1092	FRONTIER COMM-DISTRICT, UTILITIES	1,098.39
1093	SO CAL EDISON-EP, MACY-UTILITIES, DEC 2020	2,738.58
1094	SO CAL GAS CO-EP,MG,RS,MB,OL-UTILITIES, DEC 2020	830.04
1095	IMPERIAL SPRINKLER-GROUNDS, MATERIALS	881.52
1096	ADKAN ENGINEERS-BOND, MACY, CONTRACT SVCS	9,548.00
1097	ATKINSON, ANDELSON, LOYA, RUUD-LEGAL SERVICES	533.75

1098	BARNES & NOBLE-RS, SUPPLIES	1,598.55
1099	BRIGHTON MUSIC CENTER-RS, SUPPLIES	149.50
1100	FAIRCHILD PLUMBING/MECHANICAL-BOND, MAYBROOK	114,352.90
1101	FAIRCHILD PLUMBING/MECHANICAL-BOND, MAYBROOK	9,993.57
1102	FLOCABULARY, INC.-MG, SUPPLIES	2,500.00
	EARLY RETIREE REIMBURSEMENTS	
1103	DAWN AANDAHL	526.84
1104	BRENT ALLSMAN	526.77
1105	ELIZABETH KANESHIRO	990.16
1106	SHELLEY MARKER	526.84
1107	PENNY MAYERCHECK	1,196.69
1108	BRUCE PATTILLO	526.77
1109	RONALD RANDOLPH	619.50
1110	GAYLE ROGERS	238.25
1111	CLAUDIA SCHALCHLIN	526.84
1112	EMILY WAKEFIELD	526.84
1113	NANCY WHITE	1,196.69
1114	HOLLY WOLFE	526.84
1115	CITY OF LA HABRA-EP, OL, UTILITIES	6,245.88
1116	AMERICAN FIDELITY-VOLUNTARY DEDUCTIONS	5,285.00
1117	CREDIT UNION OF SO CAL-VOLUNTARY DEDUCTIONS	2,887.80
1118	SCHOOLS FIRST FED CREDIT UNION-VOL DEDUCTIONS	21,675.00
1119	J.W.PEPPER-RS, MUSICAL INSTRUMENT SUPPLIES	225.95
1120	MANALIS GROWERS INC-DO, RS-LANDSCAPING MATERIALS	856.74
1121	GALLAGHER PEDIATRIC-SPEC ED, CONTRACT SVCS	1,109.40
1122	MVC ENTERPRISE-BOND, CONTRACT SERVICES	16,785.00
1123	ERICKSON HALL-BOND, MACY, CONTRACT SVCS	171,570.00
1124	ERICKSON HALL-BOND, OLITA, CONTRACT SVCS	26,564.85
1125	BEST CONTRACTING SVCS, INC. -EP, CONTRACT SVCS	42,643.75
1126	BEST LAWNMOWER-MAINT, SUPPLIES	129.13
1127	BUG FLIP-NUTRITION SERVICE, SERVICE CALL	115.00
1128	CANNINGS HARDWARE LA HABRA-MAINT, SUPPLIES	292.49
1129	HOME DEPOT PRO-MAINTENANCE, SUPPLIES	7,606.41
1130	PDQ EQUIPMENT RENTAL-MAINT, RENTALS	343.84
1131	PEST OPTIONS-NUTRITION SVCS, SUPPLIES	180.00
1132	PLUMBING WHOLESALE OUTLET-MAINT, SUPPLIES	878.86
1133	T-MOBILE-RS, TECHNOLOGY- HOTSPOTS	1,980.00
1134	VERIZON WIRELESS-TECH, UTILITIES	831.69
1135	WALTERS WHOLESALE-MAINT, SUPPLIES, MATERIALS	189.63
1136	SO CAL EDISON-JO, RS- UTILITIES	4,539.33
1137	SO CAL GAS CO-JO, DISTRICT OFFC-UTILITIES, DEC 2020	480.63
1138	VERIZON WIRELESS-TECH, UTILITIES	5,473.44
1139	SO CAL EDISON-JO, MG,MAINT- UTILITIES	2,558.11
1140	SUBURBAN WATER -MG, RS, UTILITIES	8,314.96
1154	BEHAVIOR AND EDUCATION INC.-SPEC ED, CONTRACT SVCS	5,042.39
1155	LIBRARY WORLD-ALL SITES, SUBSCRIPTION SVCS	2,970.00
1156	OCDE-DISTRICT, SERVICES	49.58

1157	MATT CUKRO-MG, PURCHASE REIMBURSEMENT	147.45
1158	THE HOME DEPOT PRO-MAINT, SUPPLIES, MATERIALS	7,710.65
1159	HOME DEPOT PRO-MAINTENANCE, SUPPLIES	1,166.46
1160	HOME DEPOT PRO-MAINTENANCE, SUPPLIES	2,654.23
1161	LOGMEIN,INC.-TECH, LICENSES	4,431.58
1162	T-MOBILE- TECHNOLOGY- HOTSPOTS	176.91
1163	LOWE'S-MAINTENANCE, SUPPLIES	368.34
1164	JAMES HARDWARE CO-OL, RS, MAINT	236.20
1165	WARE DISPOSAL-ALL SITES, UTILITIES	1,620.30
1168	DELTA DENTAL-MONTHLY PREMIUMS	1,951.21
1169	SCHOLASTIC, INC.-JORDAN, BOOKS, MATERIALS	931.23
1169	ASSOCIATION OF CA SCHOOL-VOLUTARY DEDUCTIONS	337.37
1170	CA ASSOC OF SCHOOL PSYCHOLOGISTS-DUES	15.50
1171	CTA-MONTHLY DUES/ DEDUCTIONS	14,951.83
1172	CSEA-MONTHLY DUES/DEDUCTIONS	3,250.02
1173	PACIFIC EDUCATORS-PREMIUMS	77.00
1174	THE STANDARD INS. CO-VOLUNTARY DEDUCTIONS	5,194.01
1175	UNITED WAY OF GREATER LOS ANGELES, DUES	10.00
1176	AMERICAN EXPRESS-DISTRICT CREDIT PURCHASES	2,938.26
1177	ABES PLUMBING-MACY, SUPPLIES	500.00
1178	AERIES SOFTWARE-DISTRICT, SERVICES	3,656.00
1179	ALPHA/OMEGA LOCK/KEY-SUPPLIES	521.38
1180	ACSA-DUES, MEMBERSHIPS	325.00
1181	BRUCE CAMPBELL-MG, SAND, GRAVEL SUPPLIES	739.13
1182	COVENANT AIR-MAINTENANCE-D/O SERVICE CALL	9,070.00
1186	DAVID BENNETT-PURCHASE REIMBURSEMENT	324.73
1187	SUPT. COOMBS-PURCHASE REIMBURSEMENT	442.61
1188	JOHN ZAPPULLA-TECH, MILEAGE REIMBURSEMENT	17.87
1190	BLICK ART MATERIALS-RS, SUPPLIES	719.38
1191	CITY OF LA HABRA-EP, OL, UTILITIES	1,149.27
1192	DATA IMPRESSIONS-TECH, SUPPLIES	4,059.15
1193	ENCORP-JORDAN, SERVICE CALL	1,930.00
1194	FED EX-POSTAGE	10.46
1195	FM THOMAS AIR CONDITIONING-RS, REPAIRS	3,125.63
1196	COYOTE FFA ALUMNI SUPPORTERS-RS, SUPPLIES	60.00
3056	BUG FLIP-NUTRITION SERVICE, SERVICE CALL	180.00
3057	DRIFTWOOD DAIRY-NUTRITION SVCS, SUPPLIES	10,658.28
3058	GOLD STAR FOODS-NUTRITION SVCS, COMMODOTIES	11,534.94
3059	LADY BUG TERMITE-NUTRITION SVCS, SUPPLIES	55.00
3060	P&R PAPER SUPPLY-NUTRITION SVCS, SUPPLIES	907.99
3061	VALPRO, INC.-NUTRITION SVCS	1,940.45



**Budget Adjustment Summary
K-12/ROPs/JPA's**

PERIOD AFFECTED:	
<input type="checkbox"/> Adopted Budget	
<input type="checkbox"/> First Interim	
<input checked="" type="checkbox"/> Second Interim	
<input type="checkbox"/> Third Interim	
<input type="checkbox"/> Unaudited Actuals	

Submit one (1) certified original of this form.

DISTRICT NUMBER 64766	GL JOURNAL ID NUMBER SI001	FUND NUMBER 01.0
FISCAL YEAR 2020-21	FUND NAME General Fund	<input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED

DATE OF SUMMARY 02/24/2021	NAME OF SCHOOL DISTRICT Lowell Joint School District
--------------------------------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$ (26,355.00)
2. Federal Revenue	8100-8299			4,393.00
3. Other State Revenue	8300-8599			0.00
4. Other Local Revenue	8600-8799			55,465.00
5. Interfund Transfers In	8900-8929			0.00
6. All Other Financing Sources	8930-8979			0.00
7. Contributions	8980-8999			(555.00)
8. Total Revenues/Other Financing Sources				\$ 32,948.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ 0.00
2. Classified Personnel Salaries	2000-2999		0.00
3. Employee Benefits	3000-3999		0.00
4. Books and Supplies	4000-4999		30,489.00
5. Services and Other Operating Expenditures	5000-5999		(75,150.00)
6. Capital Outlay	6000-6999		48,180.00
7. Tuition	7100-7199		0.00
8. Interagency Transfers Out	7200-7299		0.00
9. Transfers of Indirect Costs	7300-7399		50.00
10. Debt Service	7430-7439		0.00
11. Interfund Transfers Out	7600-7629		0.00
12. All Other Financing Uses	7630-7699		0.00
13. Total Expenditures/Other Financing Uses			\$ 3,569.00

C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]	\$ 29,379.00
--	---------------------

NOTES: Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.
Line A7 - Contributions must net to zero at the total fund level.
If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
Total Nonspendable Amounts			0.00
2. Restricted Amounts			
Restricted	9740		\$
Total Restricted Amounts			0.00
3. Committed Amounts			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
Total Committed Amounts			0.00
4. Assigned Amounts			
Other Assignments	9780		\$
Total Assigned Amounts			0.00
5. Unassigned/Unappropriated Amounts			
Reserve for Economic Uncertainties	9789		\$ 29,379.00
Unassigned/Unappropriated/Unrestricted Net Position	9790		
Total Unassigned/Unappropriated Amounts			29,379.00
6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)			\$ 29,379.00

E. Narrative Explanation for this Revision - Must be Completed

2020-21 Second Interim Adjustment based on projections for remainder of fiscal year.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT CONTACT PERSON Andrea Reynolds		TELEPHONE NUMBER OF CONTACT PERSON (562) 943-0211	EMAIL ADDRESS OF CONTACT PERSON areynolds@ljsd.org
DATE OF BOARD APPROVAL 03/01/2021	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD 	PRINT NAME AND TITLE Jim Coombs, Superintendent	DATE SIGNED 03/01/2021

Submit one (1) certified original of this form to:

Los Angeles County Office of Education
Business Advisory Services
9300 Imperial Highway
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



Budget Adjustment Summary K-12/ROPs/JPs

PERIOD AFFECTED:	
<input type="checkbox"/>	Adopted Budget
<input type="checkbox"/>	First Interim
<input checked="" type="checkbox"/>	Second Interim
<input type="checkbox"/>	Third Interim
<input type="checkbox"/>	Unaudited Actuals

Submit one (1) certified original of this form.

DISTRICT NUMBER 64766	GL JOURNAL ID NUMBER SI002	FUND NUMBER 01.0
FISCAL YEAR 2020-21	FUND NAME General Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 02/24/2021	NAME OF SCHOOL DISTRICT Lowell Joint School District
--------------------------------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$ 0.00
2. Federal Revenue	8100-8299			0.00
3. Other State Revenue	8300-8599			0.00
4. Other Local Revenue	8600-8799			0.00
5. Interfund Transfers In	8900-8929			0.00
6. All Other Financing Sources	8930-8979			0.00
7. Contributions	8980-8999			555.00
8. Total Revenues/Other Financing Sources				\$ 555.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ 0.00
2. Classified Personnel Salaries	2000-2999		0.00
3. Employee Benefits	3000-3999		0.00
4. Books and Supplies	4000-4999		(7,995.00)
5. Services and Other Operating Expenditures	5000-5999		8,600.00
6. Capital Outlay	6000-6999		0.00
7. Tuition	7100-7199		0.00
8. Interagency Transfers Out	7200-7299		0.00
9. Transfers of Indirect Costs	7300-7399		(50.00)
10. Debt Service	7430-7439		0.00
11. Interfund Transfers Out	7600-7629		0.00
12. All Other Financing Uses	7630-7699		0.00
13. Total Expenditures/Other Financing Uses			\$ 555.00

C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]	\$ 0.00
--	----------------


NOTES: Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.
Line A7 - Contributions must net to zero at the total fund level.
If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
Total Nonspendable Amounts			0.00
2. Restricted Amounts			
Restricted	9740		\$
Total Restricted Amounts			0.00
3. Committed Amounts			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
Total Committed Amounts			0.00
4. Assigned Amounts			
Other Assignments	9780		\$
Total Assigned Amounts			0.00
5. Unassigned/Unappropriated Amounts			
Reserve for Economic Uncertainties	9789		\$ 0.00
Unassigned/Unappropriated/Unrestricted Net Position	9790		
Total Unassigned/Unappropriated Amounts			0.00
6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)			\$ 0.00

E. Narrative Explanation for this Revision - Must be Completed

2020-21 Second Interim Adjustment based on projections for remainder of fiscal year.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT CONTACT PERSON Andrea Reynolds	TELEPHONE NUMBER OF CONTACT PERSON (562) 943-0211	EMAIL ADDRESS OF CONTACT PERSON areynolds@ljsd.org
DATE OF BOARD APPROVAL 03/01/2021	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD 	PRINT NAME AND TITLE Jim Coombs, Superintendent
		DATE SIGNED 03/01/2021

Submit one (1) certified original of this form to:

Los Angeles County Office of Education
Business Advisory Services
9300 Imperial Highway
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



Budget Adjustment Summary K-12/ROPs/JPAS

PERIOD AFFECTED:	
<input type="checkbox"/> Adopted Budget	
<input type="checkbox"/> First Interim	
<input checked="" type="checkbox"/> Second Interim	
<input type="checkbox"/> Third Interim	
<input type="checkbox"/> Unaudited Actuals	

Submit one (1) certified original of this form.

DISTRICT NUMBER 64766	GL JOURNAL ID NUMBER SI003	FUND NUMBER 13.0
FISCAL YEAR 2020-21	FUND NAME Cafeteria Special Revenue Fund	
		<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 02/24/2021	NAME OF SCHOOL DISTRICT Lowell Joint School District
--------------------------------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$ 0.00
2. Federal Revenue	8100-8299			87,813.00
3. Other State Revenue	8300-8599			0.00
4. Other Local Revenue	8600-8799			0.00
5. Interfund Transfers In	8900-8929			0.00
6. All Other Financing Sources	8930-8979			0.00
7. Contributions	8980-8999			0.00
8. Total Revenues/Other Financing Sources				\$ 87,813.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ 0.00
2. Classified Personnel Salaries	2000-2999		39,498.00
3. Employee Benefits	3000-3999		14,764.00
4. Books and Supplies	4000-4999		0.00
5. Services and Other Operating Expenditures	5000-5999		0.00
6. Capital Outlay	6000-6999		0.00
7. Tuition	7100-7199		0.00
8. Interagency Transfers Out	7200-7299		0.00
9. Transfers of Indirect Costs	7300-7399		0.00
10. Debt Service	7430-7439		0.00
11. Interfund Transfers Out	7600-7629		0.00
12. All Other Financing Uses	7630-7699		0.00
13. Total Expenditures/Other Financing Uses			\$ 54,262.00

C. Subtotal A8 - B13 [This amount will increase (decrease) Ending Fund Balance]	\$ 33,551.00
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NOTES: Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.
 Line A7 - Contributions must net to zero at the total fund level.
 If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
Total Nonspendable Amounts			0.00
2. Restricted Amounts			
Restricted	9740		\$ 33,551.00
Total Restricted Amounts			33,551.00
3. Committed Amounts			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
Total Committed Amounts			0.00
4. Assigned Amounts			
Other Assignments	9780		\$
Total Assigned Amounts			0.00
5. Unassigned/Unappropriated Amounts			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
Total Unassigned/Unappropriated Amounts			0.00
6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)			\$ 33,551.00

E. Narrative Explanation for this Revision - Must be Completed

2020-21 Second Interim Adjustment based on projections for remainder of fiscal year.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT CONTACT PERSON Andrea Reynolds	TELEPHONE NUMBER OF CONTACT PERSON (562) 943-0211	EMAIL ADDRESS OF CONTACT PERSON areynolds@ljsd.org
DATE OF BOARD APPROVAL 03/01/2021	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD 	PRINT NAME AND TITLE Jim Coombs, Superintendent
		DATE SIGNED 03/01/2021

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9300 Imperial Highway
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



Budget Adjustment Summary K-12/ROPs/JPAs

PERIOD AFFECTED:	
<input type="checkbox"/>	Adopted Budget
<input type="checkbox"/>	First Interim
<input checked="" type="checkbox"/>	Second Interim
<input type="checkbox"/>	Third Interim
<input type="checkbox"/>	Unaudited Actuals

Submit one (1) certified original of this form.

DISTRICT NUMBER 64766	GL JOURNAL ID NUMBER SI004	FUND NUMBER 14.0
FISCAL YEAR 2020-21	FUND NAME Deferred Maintenance Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 02/24/2021	NAME OF SCHOOL DISTRICT Lowell Joint School District
--------------------------------------	--

A.	Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1.	LCFF Sources	8010-8099			\$ 0.00
2.	Federal Revenue	8100-8299			0.00
3.	Other State Revenue	8300-8599			0.00
4.	Other Local Revenue	8600-8799			207,475.00
5.	Interfund Transfers In	8900-8929			0.00
6.	All Other Financing Sources	8930-8979			0.00
7.	Contributions	8980-8999			0.00
8. Total Revenues/Other Financing Sources					\$ 207,475.00

B.	Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1.	Certificated Personnel Salaries	1000-1999		\$ 0.00
2.	Classified Personnel Salaries	2000-2999		0.00
3.	Employee Benefits	3000-3999		0.00
4.	Books and Supplies	4000-4999		0.00
5.	Services and Other Operating Expenditures	5000-5999		0.00
6.	Capital Outlay	6000-6999		0.00
7.	Tuition	7100-7199		0.00
8.	Interagency Transfers Out	7200-7299		0.00
9.	Transfers of Indirect Costs	7300-7399		0.00
10.	Debt Service	7430-7439		0.00
11.	Interfund Transfers Out	7600-7629		0.00
12.	All Other Financing Uses	7630-7699		0.00
13. Total Expenditures/Other Financing Uses				\$ 0.00

C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]	\$ 207,475.00
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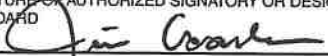
NOTES: Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.
Line A7 - Contributions must net to zero at the total fund level.
If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
Total Nonspendable Amounts			0.00
2. Restricted Amounts			
Restricted	9740		\$ 207,475.00
Total Restricted Amounts			207,475.00
3. Committed Amounts			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
Total Committed Amounts			0.00
4. Assigned Amounts			
Other Assignments	9780		\$
Total Assigned Amounts			0.00
5. Unassigned/Unappropriated Amounts			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
Total Unassigned/Unappropriated Amounts			0.00
6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)			\$ 207,475.00

E. Narrative Explanation for this Revision - Must be Completed

2020-21 Second Interim Adjustment based on projections for remainder of fiscal year.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT CONTACT PERSON Andrea Reynolds	TELEPHONE NUMBER OF CONTACT PERSON (562) 943-0211	EMAIL ADDRESS OF CONTACT PERSON areynolds@ljsd.org
DATE OF BOARD APPROVAL 03/01/2021	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD 	PRINT NAME AND TITLE Jim Coombs, Superintendent
		DATE SIGNED 03/01/2021

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Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



Budget Adjustment Summary K-12/ROPs/JPAs

PERIOD AFFECTED:	
<input type="checkbox"/> Adopted Budget	
<input type="checkbox"/> First Interim	
<input checked="" type="checkbox"/> Second Interim	
<input type="checkbox"/> Third Interim	
<input type="checkbox"/> Unaudited Actuals	

Submit one (1) certified original of this form.

DISTRICT NUMBER 64766	GL JOURNAL ID NUMBER SI005	FUND NUMBER 21.0
FISCAL YEAR 2020-21	FUND NAME Building Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 02/24/2021	NAME OF SCHOOL DISTRICT Lowell Joint School District
--------------------------------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$ 0.00
2. Federal Revenue	8100-8299			0.00
3. Other State Revenue	8300-8599			0.00
4. Other Local Revenue	8600-8799			0.00
5. Interfund Transfers In	8900-8929			0.00
6. All Other Financing Sources	8930-8979			0.00
7. Contributions	8980-8999			0.00
8. Total Revenues/Other Financing Sources				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ 0.00
2. Classified Personnel Salaries	2000-2999		0.00
3. Employee Benefits	3000-3999		0.00
4. Books and Supplies	4000-4999		3,300.00
5. Services and Other Operating Expenditures	5000-5999		23,000.00
6. Capital Outlay	6000-6999		2,251,155.00
7. Tuition	7100-7199		0.00
8. Interagency Transfers Out	7200-7299		0.00
9. Transfers of Indirect Costs	7300-7399		0.00
10. Debt Service	7430-7439		0.00
11. Interfund Transfers Out	7600-7629		0.00
12. All Other Financing Uses	7630-7699		0.00
13. Total Expenditures/Other Financing Uses			\$ 2,277,455.00

C. Subtotal A8 - B13 [This amount will increase (decrease) ending fund balance]	\$ (2,277,455.00)
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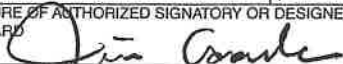
NOTES: Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.
 Line A7 - Contributions must net to zero at the total fund level.
 If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
Total Nonspendable Amounts			0.00
2. Restricted Amounts			
Restricted	9740		\$ (2,277,455.00)
Total Restricted Amounts			(2,277,455.00)
3. Committed Amounts			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
Total Committed Amounts			0.00
4. Assigned Amounts			
Other Assignments	9780		\$
Total Assigned Amounts			0.00
5. Unassigned/Unappropriated Amounts			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
Total Unassigned/Unappropriated Amounts			0.00
6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)			\$ (2,277,455.00)

E. Narrative Explanation for this Revision - Must be Completed

2020-21 Second Interim Adjustment based on projections for remainder of fiscal year.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT CONTACT PERSON Andrea Reynolds	TELEPHONE NUMBER OF CONTACT PERSON (562) 943-0211	EMAIL ADDRESS OF CONTACT PERSON areynolds@ljsd.org
DATE OF BOARD APPROVAL 03/01/2021	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD 	PRINT NAME AND TITLE Jim Coombs, Superintendent
		DATE SIGNED 03/01/2021

Submit one (1) certified original of this form to:

Los Angeles County Office of Education
Business Advisory Services
9300 Imperial Highway
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



Budget Adjustment Summary K-12/ROPs/JPA's

PERIOD AFFECTED:	
<input type="checkbox"/> Adopted Budget	
<input type="checkbox"/> First Interim	
<input checked="" type="checkbox"/> Second Interim	
<input type="checkbox"/> Third Interim	
<input type="checkbox"/> Unaudited Actuals	

Submit one (1) certified original of this form.

DISTRICT NUMBER 64766	GL JOURNAL ID NUMBER SI006	FUND NUMBER 40.0
FISCAL YEAR 2020-21	FUND NAME Special Reserve Fund for Capital Outlay Projects	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 02/24/2021	NAME OF SCHOOL DISTRICT Lowell Joint School District
--------------------------------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$ 0.00
2. Federal Revenue	8100-8299			0.00
3. Other State Revenue	8300-8599			0.00
4. Other Local Revenue	8600-8799			0.00
5. Interfund Transfers In	8900-8929			0.00
6. All Other Financing Sources	8930-8979			0.00
7. Contributions	8980-8999			0.00
8. Total Revenues/Other Financing Sources				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ 0.00
2. Classified Personnel Salaries	2000-2999		0.00
3. Employee Benefits	3000-3999		0.00
4. Books and Supplies	4000-4999		0.00
5. Services and Other Operating Expenditures	5000-5999		0.00
6. Capital Outlay	6000-6999		10,000.00
7. Tuition	7100-7199		0.00
8. Interagency Transfers Out	7200-7299		0.00
9. Transfers of Indirect Costs	7300-7399		0.00
10. Debt Service	7430-7439		0.00
11. Interfund Transfers Out	7600-7629		0.00
12. All Other Financing Uses	7630-7699		0.00
13. Total Expenditures/Other Financing Uses			\$ 10,000.00

C. Subtotal A8 - B13 [This amount will increase (decrease) ending fund balance]	\$ (10,000.00)
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NOTES: Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.
 Line A7 - Contributions must net to zero at the total fund level.
 If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
Total Nonspendable Amounts			0.00
2. Restricted Amounts			
Restricted	9740		\$ (10,000.00)
Total Restricted Amounts			(10,000.00)
3. Committed Amounts			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
Total Committed Amounts			0.00
4. Assigned Amounts			
Other Assignments	9780		\$
Total Assigned Amounts			0.00
5. Unassigned/Unappropriated Amounts			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
Total Unassigned/Unappropriated Amounts			0.00
6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)			\$ (10,000.00)

E. Narrative Explanation for this Revision - Must be Completed

2020-21 Second Interim Adjustment based on projections for remainder of fiscal year.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT CONTACT PERSON Andrea Reynolds		TELEPHONE NUMBER OF CONTACT PERSON (562) 943-0211	EMAIL ADDRESS OF CONTACT PERSON areynolds@ljsd.org
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Approved:

Debra Duardo, M.S.W., Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED

LOWELL JOINT SCHOOL DISTRICT
EMPLOYER-EMPLOYEE RELATIONS/PERSONNEL REPORT 2020-21 #8

March 1, 2021

I. CERTIFICATED EMPLOYEES

A. CHANGE OF STATUS

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Kuitems, Naomi	03/03/2021	03/19/2021	MG	FMLA (AB375) Baby Bonding

B. STIPENDS/EXTRA DUTY

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Galli, David	11/01/2020	05/28/2021	RS	To be paid a total of \$200.00 a month not to exceed \$1400.00 for being an ESports Coach. To be paid from Site Funds.
Langer, Garrick	11/01/2020	05/28/2021	RS	To be paid a total of \$200.00 a month not to exceed \$1400.00 for being an ESports Coach. To be paid from Site Funds.

C. SUBSTITUTE CHANGE OF PAY

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Morrison, Dana	03/03/2021	03/19/2021	DO	To be paid long term rate of \$170.0 for first grade Meadow Green
Allsman, Brent	03/01/2021	05/28/2021	DO	To be paid special long term rate of \$170.00 for support of Hybrid Distance Learning
Benton, Nataly	03/01/2021	04/23/2021	DO	To be paid special long term rate of \$170.00 for support of Hybrid Distance Learning
Bishop, Davette	03/01/2021	05/28/2021	DO	To be paid special long term rate of \$170.00 for support of Hybrid Distance Learning
Buckner, Iris	03/01/2021	05/28/2021	DO	To be paid special long term rate of \$170.00 for support of Hybrid Distance Learning
Leon-Delgado, Gabriela	03/01/2021	04/23/2021	DO	To be paid special long term rate of \$170.00 for support of Hybrid Distance Learning
Lower-Riggan, Corissa	03/01/2021	04/23/2021	DO	To be paid special long term rate of \$170.00 for support of Hybrid Distance Learning

McCoy, Stacey	03/01/2021	05/28/2021	DO	To be paid special long term rate of \$170.00 for support of Hybrid Distance Learning
Mgrdichian, Jennifer	03/01/2021	05/28/2021	DO	To be paid special long term rate of \$170.00 for support of Hybrid Distance Learning
Molina Dania	03/01/2021	04/23/2021	DO	To be paid special long term rate of \$170.00 for support of Hybrid Distance Learning
Montemayor, Kathleen	03/01/2021	05/28/2021	DO	To be paid special long term rate of \$170.00 for support of Hybrid Distance Learning
Prentiss, Joseph	03/01/2021	05/28/2021	DO	To be paid special long term rate of \$170.00 for support of Hybrid Distance Learning
Quinlann, Dyana	03/01/2021	05/28/2021	DO	To be paid special long term rate of \$170.00 for support of Hybrid Distance Learning
Sauceda, Antoinette	03/01/2021	05/28/2021	DO	To be paid special long term rate of \$170.00 for support of Hybrid Distance Learning
Silva, Kathie	03/01/2021	05/28/2021	DO	To be paid special long term rate of \$170.00 for support of Hybrid Distance Learning
Smith, Emily	03/01/2021	05/28/2021	DO	To be paid special long term rate of \$170.00 for support of Hybrid Distance Learning
Sober, Jessica	03/01/2021	04/23/2021	DO	To be paid special long term rate of \$170.00 for support of Hybrid Distance Learning
Steven, Amanda	03/01/2021	05/28/2021	DO	To be paid special long term rate of \$170.00 for support of Hybrid Distance Learning

* EMPLOYMENT OF SUBSTITUTES EFFECTIVE 08/10/2020 FOR THE 2020/2021 SCHOOL YEAR \$131.00 PER DAY RATE AND \$170.00 LONG TERM AND \$65.50 PER HALF DAY RATE AND \$35.00 PER HOUR*

*It is further recommended that the individuals listed above be approved to instruct in the Intervention Programs. The rate of pay is \$35.00/hour and will be paid from Title I, or LCFF Supplemental Grant Funds.

*It is further recommended that the individuals listed above be approved as home school teachers, if needed, for the 2020/21 school year at a rate of \$35.00/hour, not to exceed five hours per week, per student. Mileage will be paid at the IRS Standard Mileage Rate for the 2020/21 school year.

Molina Dania

Lower-Riggan, Corissa

Benton, Nataly

Leon-Delgado, Gabriela

CLASSIFIED EMPLOYEES 3/1/21

A. MONTHLY – GENERAL FUND

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	<u>RANGE/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Aguayo, Leo	01/08/21	06/30/21	R21/S5	EP	Night Custodian/Working Out of Class
Brown, Matthew	02/23/21	06/30/21		EP	Day Custodian/Unpaid Leave of Absence
DB393870	02/02/21		R26/S7		Decrease in Step

B. HOURLY – GENERAL FUND

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	<u>RANGE/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Alcantara, Marissa	03/01/21		\$14.00/hr	DO	Noon Duty Assistant/Substitute/Temporary Assignment
Allsman, Marcella	02/24/21	03/16/21		OL	Special Education Support Aide/Medical Leave
Allsman, Marcella	03/17/21	05/28/21		OL	Special Education Support Aide/Maternity Leave
Alvarez, Wendy	03/01/21		\$14.00/hr	DO	Noon Duty Assistant/Substitute/Temporary Assignment
Anderson, Danielle	02/01/21	03/14/21		EP	Noon Duty Assistant/Unpaid Leave of Absence
Aragon, Yvonne	03/01/21	05/28/21		EP	Special Education Support Aide/Temporary Increase of Hours
Argueta, Cindy	03/01/21	05/28/21		OL	Special Education Support Aide/Temporary Increase of Hours
Ayers, Becca	02/25/21	05/28/21		OL	Instructional Assistant/Temporary Increase of Hours
Bonilla, Carmen	02/25/21	05/28/21		OL	Instructional Assistant/Temporary Increase of Hours
Border, Barbara	02/25/21	05/28/21		OL	Instructional Assistant/Temporary Increase of Hours
Cantrell, Kristen	03/01/21	05/28/21	R14/S1	MA	Educational Assistant/Temporary Assignment
Chavez, Alora	03/01/21	05/28/21	R14/S1	OL	Educational Assistant/Temporary Assignment
Davis, Lynn	03/01/21	05/28/21		MG	Instructional Assistant/Temporary Increase of Hours
Drogt-Hill, Maria	03/01/21	05/28/21		JO	Noon Duty Assistant/Temporary Increase of Hours
Flores, Maria	02/25/21	05/28/21		OL	Instructional Assistant/Temporary Increase of Hours

Frye, Cynthia	03/01/21		\$14.00/hr	OL	Noon Duty Assistant/ Replacement for Vacancy
Garcia, Olivia	02/25/21	05/28/21		MG	Instructional Assistant/ Temporary Increase of Hours
Gonzalez, Angelica	03/01/21	05/28/21		OL	Noon Duty Assistant/ Temporary Increase of Hours
Goodman, Jennifer	02/25/21	05/28/21		RS	Instructional Assistant/ Tem
Guerrero, Denise	03/01/21	05/28/21		EP	Noon Duty Assistant/ Temporary Increase of Hours
Hanenburg, Cynthia	02/25/21	05/28/21		MG	Instructional Assistant/ Temporary Increase of Hours
Hendrickson, Jill	02/25/21	05/28/21		MG	Instructional Assistant/ Temporary Increase of Hours
Herman, Kathleen	02/25/21	05/28/21		MA	Instructional Assistant/ Temporary Increase of Hours
Herrera, Nuria	03/01/21	05/28/21		RS	Noon Duty Assistant/ Temporary Increase of Hours
Hutcherson, Angela	02/25/21	05/28/21		MG	Instructional Assistant/ Temporary Increase of Hours
Johnson, Fleur	03/01/21	05/28/21		OL	Special Education Support Aide/Temporary Increase of Hours
Kaopuiki, Ginger	03/01/21	05/28/21		JO	Noon Duty Assistant/ Temporary Increase of Hours
Laporte, Mallory	03/01/21	05/28/21		EP	Noon Duty Assistant/ Temporary Increase of Hours
Lickfelt, Rebecca	02/25/21	05/28/21		MG	Instructional Assistant/ Temporary Increase of Hours
Licon, Laurie	03/01/21		\$14.00/hr	DO	Noon Duty Assistant/Substitute
Luna, Samuel	03/01/21		R18/S1	DO	Night Custodian/Substitute
Maldonado, Florentina	02/25/21	06/30/21		DO	Night Custodian/Substitute/ Temporary Assignment
Marquez, Claudia	03/01/21	05/28/21	R14/S1	EP	Educational Assistant/ Temporary Assignment
Marquez, Francisco	03/01/21	05/28/21	R14/S1	JO	Educational Assistant/ Temporary Assignment
Marshall, Nancy	02/25/21	05/28/21		MG	Instructional Assistant/ Temporary Increase of Hours
Mattern, Heather	03/01/21	05/28/21		EP	Noon Duty Assistant/ Temporary Increase of Hours
Mehta, Katheryn	02/25/21	05/28/21		JO	Instructional Assistant/ Temporary Increase of Hours
Meza Soto, Katie	02/25/21	05/28/21		OL	Instructional Assistant/ Temporary Increase of Hours
Miller, Shelli	03/01/21	05/28/21		RS	Noon Duty Assistant/ Temporary Increase of Hours
Montanez, Laurie	02/28/21	05/25/21		OL	Special Education Support Aide/Temporary Assignment
Morgan, Diane	02/25/21	05/28/21		OL	Instructional Assistant/ Temporary Increase of Hours

Mortensen, Shelley	03/01/21	05/28/21		RS	Noon Duty Assistant/ Temporary Increase of Hours
Munoz, Lauren	02/25/21	05/28/21		RS	Special Education Support Aide/Temporary Increase of Hours
Nunez, Marie	03/01/21	05/28/21		OL	Noon Duty Assistant/ Temporary Increase of Hours
Pacheco, Emilia	03/01/21	05/28/21	R14/S1	EP	Educational Assistant/ Temporary Assignment
Perez, Shari	03/01/21	05/28/21	R14/S1	MG	Educational Assistant/ Temporary Assignment
Ponce, Rudy	02/25/21	06/30/21		DO	Night Custodian/Substitute/ Temporary Assignment
Preciado, Rosana	02/02/21	05/28/21		MG	Instructional Assistant/Unpaid Leave of Absence
Price, Sarah	02/25/21	05/28/21		MG	Special Education Support Aide/Temporary Increase of Hours
Ramirez, Donald	03/01/21		\$14.00/hr	MG	Noon Duty Assistant/ Replacement for Vacancy
Ratuita, Natalie	03/01/21		\$14.00/hr	DO	Noon Duty Assistant/Substitute
Roe, Amy	02/25/21	05/28/21		OL	Instructional Assistant/ Temporary Reduction of Hours from 15 hours to 14 hours per Week
Roman, Vivian	03/01/21	05/28/21		JO	Noon Duty Assistant/ Temporary Increase of Hours
Ruiz, Maria	03/01/21	05/28/21		MA	Noon Duty Assistant/ Temporary Increase of Hours
Sanford-Williams, Carol	02/25/21	05/28/21		OL	Instructional Assistant/ Temporary Increase of Hours
Schreihart, Jeffrey	03/01/21	05/28/21		MA	Noon Duty Assistant/ Temporary Increase of Hours
Shrainer, Chelsea	03/01/21	05/28/21	R14/S1	MA	Educational Assistant/ Temporary Assignment
Soto, Jordan	02/25/21		R18/S1	DO	Night Custodian/Substitute
Soto, Jordan	02/25/21		R21/S1	DO	Day Custodian/Substitute
Soto, Jordan	02/25/21	06/30/21		DO	Night Custodian/Substitute/ Temporary Assignment
Spurgeon, Tamara	03/01/21	05/28/21	R14/S1	MG	Educational Assistant/ Temporary Assignment
Stoerck, Nancy	02/25/21	05/28/21		MA	Instructional Assistant/ Temporary Reduction of Hours from 15 hrs to 8 hrs per Week
Trevino, Jessica	03/01/21		\$14.00/hr	DO	Noon Duty Assistant/Substitute
Valdez, Veronica	03/01/21	05/28/21		MG	Instructional Assistant/ Temporary Increase of Hours
Valdivia, Natalie	03/01/21		\$14.00/hr	DO	Noon Duty Assistant/Substitute

Vasquez, Marcela	02/25/21	05/28/21		OL	Special Education Support Aide/Temporary Increase of Hours
Vasquez, Randi	02/01/21	06/30/21	\$300/MO	DO	Systems Aide/Website Maintenance Stipend
Villarino, Kathleen	02/25/21	05/28/21		MA	Instructional Assistant/Temporary Increase of Hours
Weimholt, Lina	03/01/21	05/28/21		EP	Instructional Assistant-ABA/Temporary Increase of Hours
Wendler, Lucille C.	03/01/21	05/28/21		OL	Noon Duty Assistant/Temporary Increase of Hours
Zercher, Cheri Ann	03/01/21	05/28/21		RS	Noon Duty Assistant/Temporary Increase of Hours

C. CAFETERIA FUND

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	<u>RANGE/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Castro, Nathan	02/12/21		R7/S1	DO	Cafeteria Worker/Substitute/Rehire
Valdivia, Natalie	03/01/21		R7/S1	DO	Cafeteria Worker/Substitute
Talley-Ludd, Angela	02/25/21	05/28/21		MG	Satellite Cafeteria Worker/ Temporary Increase of Hours
Ornelas, Ivonne	02/25/21	05/28/21		JO	Satellite Cafeteria Worker/ Temporary Increase of Hours
Sanchez, Kris	02/25/21	05/28/21		MA	Satellite Cafeteria Worker/ Temporary Increase of Hours
Swisshelm, Lisa	02/25/21	05/28/21		OL	Satellite Cafeteria Worker/ Temporary Increase of Hours
Muravez, Alicia	02/25/21	05/28/21		EP	Satellite Cafeteria Worker/ Temporary Increase of Hours

LOWELL JOINT SCHOOL DISTRICT

April 5, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Consultant Agreement with National
Demographics Corporation for the Transition to a By-
Trustee Area Election

ACTION/
(RATIFICATION)

In July 2017, the District received a letter from the law firm of Shenkman & Hughes claiming the school district is violating the California Voting Rights Act (California Election Code Sections 14025-14032) because our Trustees were elected At-Large rather than By-Trustee area.

Through legal counsel it was determined that it was in the best interest of the district to initiate the formal process of transition to By-Trustee Areas. This CVRA transition process required that we enlist the formal services of a certified demographer that specialized in assisting public boards in studying the complex issues related to the California Voting Rights Act, By-Trustee area districting or redistricting, and voting processes and procedures. The CRVA law also requires that the District must have the demographic data reassessed each time the national census is completed to assure that the District continues to be in compliance with all aspects of the CRVA law. The National Demographics Corporation (NDC) is one of the certified demographers who was selected for services in 2017. National Demographics Corporation completed the 2017 data certification, which led to transitioning Lowell Joint School District to By-Trustee voting areas.

The 2020 Census has been completed and the time has come for the District to complete the review process in compliance with the CVRA law. National Demographics Corporation will reassess the wide range of statistical data and present their results determining our legally compliant By-Trustee maps, which will be presented to the Board in open session for public hearing. It is anticipated that the current CVRA compliant By-Trustee maps will be in compliance, because the initial District CVRA process was completely so recently. They legally required demographic study will cost approximately \$8,000 plus expenses.

It is recommended that consultant agreement with National Demographics Corporation for the review and reassessment of the By-Trustee Area election be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.



National Demographics Corporation

A Proposal to
Lowell Joint School District
for Demographic Services

By National Demographics Corporation
Douglas Johnson, President

March 2, 2021

Phone: (818) 254-1221
FAX (818) 254-1221

P.O. Box 5271
Glendale, CA 91221

info@NDCresearch.com
www.NDCresearch.com



National Demographics Corporation

March 2, 2021

Ronald D. Wenkart
Lowell Joint School District
c/o Atkinson, Andelson, Loya, Ruud & Romo
20 Pacifica, Suite 1100
Irvine, California 92618

Dear Mr. Wenkart,

Thank you for the opportunity to provide this proposal to Lowell Joint School District. NDC has more than 40 years of experience districting and redistricting hundreds of cities, school districts and other local jurisdictions across California, including the District's initial move to by-trustee-area elections and similar work for Buena Park Elementary, Centralia Elementary, Cypress Elementary, Fullerton High, Los Alamitos Unified, and the cities of Los Alamitos, Buena Park, Fullerton, La Mirada, Placentia, Stanton and Anaheim (a full client list is available at www.ndcresearch.com/clients/). We welcome the opportunity to bring the firm's expertise and skills to assist the District.

For each project, there are certain required basic elements, and there are several options that the District can include or leave out at its option. NDC carefully tailors each project to the needs and goals of the individual client partner. NDC also welcomes the opportunity to work with our clients to encourage public participation in this process, as we offer several tools developed specifically for public engagement in districting and redistricting.

The attached proposal consists of a brief introduction; specific proposed project elements and options; timeline and cost information; conclusion; and signature section. NDC looks forward to working with you on this effort. Please call or email anytime if you have any questions, concerns, or requests regarding this proposal.

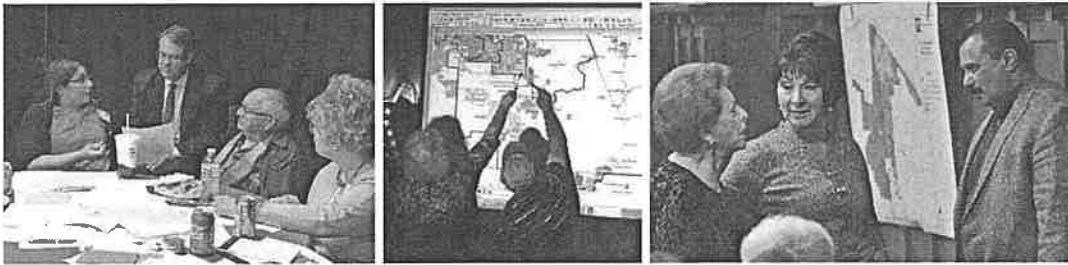
Sincerely,

Douglas Johnson
President



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Brief History of National Demographics Corporation

NDC has served hundreds of local governments since our founding in 1979. While most of NDC's work is in California and Arizona, the firm has performed projects in all regions of the country, serving clients as varied as the States of Mississippi, Arizona, Florida and Illinois; Clark County (Nevada); the California counties of Merced, San Bernardino, and San Diego; the San Diego Unified School District; the City of Oakland; Yuma County (Arizona); the Arizona cities of Glendale, Mesa, Peoria, Phoenix, and Surprise; and relatively smaller jurisdictions such as the City of Bradbury and Clay Elementary School District.

The company is especially well known for its districting and redistricting work with local governments. NDC has established a reputation as the leading demographic expert on the California Voting Rights Act (CVRA), having performed demographic assessments of potential CVRA liability and/or moves to by-district elections for over 350 jurisdictions. No company has been responsible for addressing the electoral demographic needs of more local governments, as NDC has districted and/or redistricted more than 250 counties, school districts, cities, water districts, and other local jurisdictions.

Nationally recognized as a pioneer in good government districting and redistricting, NDC has unmatched expertise in the issues, questions, and decisions jurisdictions face in any discussion regarding districting, redistricting, the California and Federal Voting Rights Act and related election system choices.





Company Philosophy

Professionalism

NDC's personnel are nationally recognized as leaders in the districting field and are responsible for numerous books and articles on the subject. NDC possesses all the hardware and software necessary to meet the districting and redistricting needs of any jurisdiction, and its personnel have unmatched experience in the line-drawing side of this work, as well as in developing the databases used for these purposes. But more important are the firm's interpersonal skills and the team's understanding of the perspective of all parties in this process.

Partnership

In recognition of the vital role these groups play in informing and assisting their members, NDC is a sponsor of the California League of Cities, the California Special Districts Association, and we are currently finalizing our sponsorship of the California School Boards Association and the California Association of Counties.

For years, NDC has frequently appeared on panels organized by these organizations to share information with their members about the California Voting Rights Act, the Census, and the districting and redistricting rules and process.

NDC also assists the League of Cities and CSBA with negotiations and suggested language for legislation on districting/redistricting and the California Voting Rights Act.

Local Leadership and NDC's Non-Partisan Approach

NDC is an advisor and technical resource. The firm's role is to assist our clients in implementing our clients' goals and directions within the complicated demographic and legal constraints of the project. NDC shares its experience and expertise, but the final plan is selected by the jurisdiction's elected leaders, not NDC. The firm is sometimes criticized, usually by people from outside of the client jurisdiction, for not acting as an advocate or proselytizer for what these outsiders think is "right" for the client. But NDC team members are expert advisors, not proselytizers. NDC guides our clients through the process to a map that meets all legal requirements and the goals of our client – not the goals of outside critics. NDC welcomes the chance to assist each client through this process following the direction of the jurisdiction's elected leadership, key staff members, and the entire community.



National Demographics Corporation

A common question in many redistricting projects is whether there is any influence of any improper political bias on the process. NDC's four decades of success working for jurisdictions with all-Democratic leadership, jurisdictions with all-Republican leadership, and every possible combination in between, reflects our steadfast dedication to non-partisan service. At work, each of us puts our personal political feelings aside and focuses on implementing the policy goals and directions of our clients using NDC's non-partisan, professional and expert guidance regarding the requirements and options facing each client. We believe most of our clients would be hard-pressed to guess which NDC team members are registered as independents or with any political party, and we are proud to have satisfied customers and clients whose partisan leanings (even in their non-partisan local government offices) similarly cross the entire partisan spectrum.

Openness

Any change in election systems can have momentous implications for the distribution of political power in a jurisdiction and for access by groups and individuals to the governance process. Not surprisingly, such changes often attract considerable public attention, sometimes generate intense controversy, and may draw charges of manipulation and abuse of power. It is crucial, therefore, that the jurisdiction establish, at the beginning, a process that is not only fair, but that is seen to be fair, to all contending groups and individuals.

Public Engagement

NDC pioneered the "transparent districting" approach that involves the public at every stage of the process and the company invented the "public participation kit" back in 1990. But NDC's most valuable service is the firm's experience transforming often contentious and passionate debates into thoughtful, constructive discussions focused on the options and outcomes rather than individual personalities. NDC also has considerable experience working with translators in public forums and providing materials in English and Spanish.

NDC's approach has been widely praised in the media, and NDC has worked extensively with all types of press including radio, television, newspaper, and new media.



Project Software

NDC uses Caliper Corporation's Maptitude for Redistricting software for processing public map submissions and drawing NDC's draft maps and Board-directed revisions. Maptitude for Redistricting can open and use the standard "Shapefile" and "File Geodatabase" GIS data formats, and Maptitude for Redistricting can export all files to "Shapefile" and "File Geodatabase" formats.

NDC uses ESRI's ArcGIS Online to present those maps for Board, Staff and Public review in an easy-to-use, interactive format. NDC also uses ArcGIS Pro for some specialized Geographic Information System (GIS) analysis; for opening and reviewing data received from clients or from other jurisdictions; and when needed for final map post-adoption processing for delivery to the jurisdiction and to the County Registrar. Microsoft PowerPoint is also used for many presentations, though NDC is currently experimenting with a possible move to ESRI's "Story Maps" for some presentations.

NDC Approach to Public Engagement

The Three E's of Public Participation: Engage, Educate, and Empower

NDC's "Three E's" approach recognizes the complex and daunting nature of districting and redistricting projects, while emphasizing the importance of public participation in such projects.

Given the complexity of the issue, the public cannot be expected to jump in with constructive ideas and input without encouragement. So NDC's approach begins with the first "E": **Engage**. NDC works with our clients to get the word out about why the project matters – and how input from residents can be a decisive element of the project.

Once their interest is engaged, the second "E" is **Educate**. Most media coverage of this topic focuses on congressional gerrymandering, giving the entire field a tainted and hopeless feel. NDC works with our clients to explain how local districting and redistricting is based on neighborhoods and communities – not national politics. We educate the public on the data, requirements and goals of redistricting, and on the many options residents have to formulate and share their own maps or other constructive input.

The third "E" is **Empower**. For those projects where the level of public interest and engagement justify the expense, NDC offers an unmatched array of paper, Excel-based, and online mapping tools that residents can use to draw detailed, population-balanced maps for consideration by the jurisdiction.



National Demographics Corporation

When included in a project, NDC has seen considerable public interest in these optional public participation tools. Often five, ten or even twenty or thirty draft maps are proposed by community residents. And NDC developed a highly refined and proven methodology for efficiently guiding our clients through selecting and refining a map, even when starting from 10, 20, 30 or more initial draft maps.

For those jurisdictions where the expense of the optional mapping tools is too high, NDC always welcomes any letters, comments, or hand-drawn maps that residents wish to submit during the districting or redistricting process.

For every project, at no extra expense, NDC includes an online “interactive review map” that allows residents to analyze draft maps zooming in and out, searching for specific addresses, and by changing between street maps, satellite images, and other underlying base maps.

Samples of these tools are shown on the following pages, and additional details on each of them appears later in this proposal.

Sample Public Participation Mapping Tool

Public Participation Kit

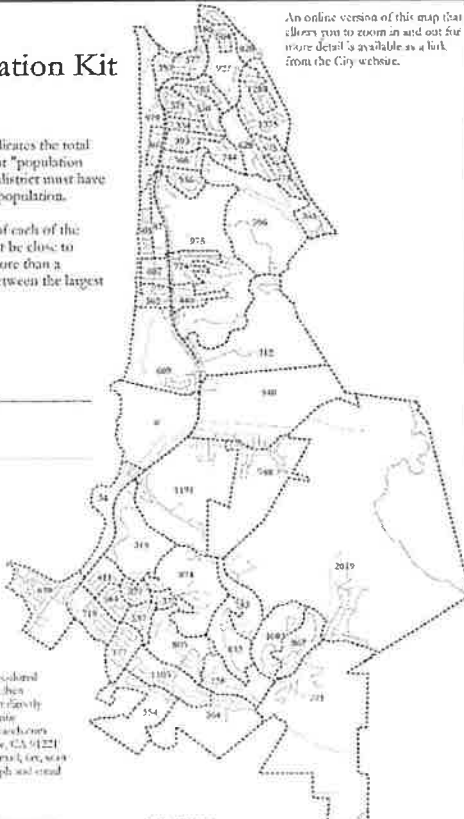
Each number indicates the total population of that "population unit" area. Each district must have essentially equal population.

The population of each of the five districts must be close to 7,447, with no more than a 745 difference between the largest and smallest.

Name: _____

Phone or email: _____

An online version of this map that allows you to zoom in and out for more detail is available as a link from the City website.

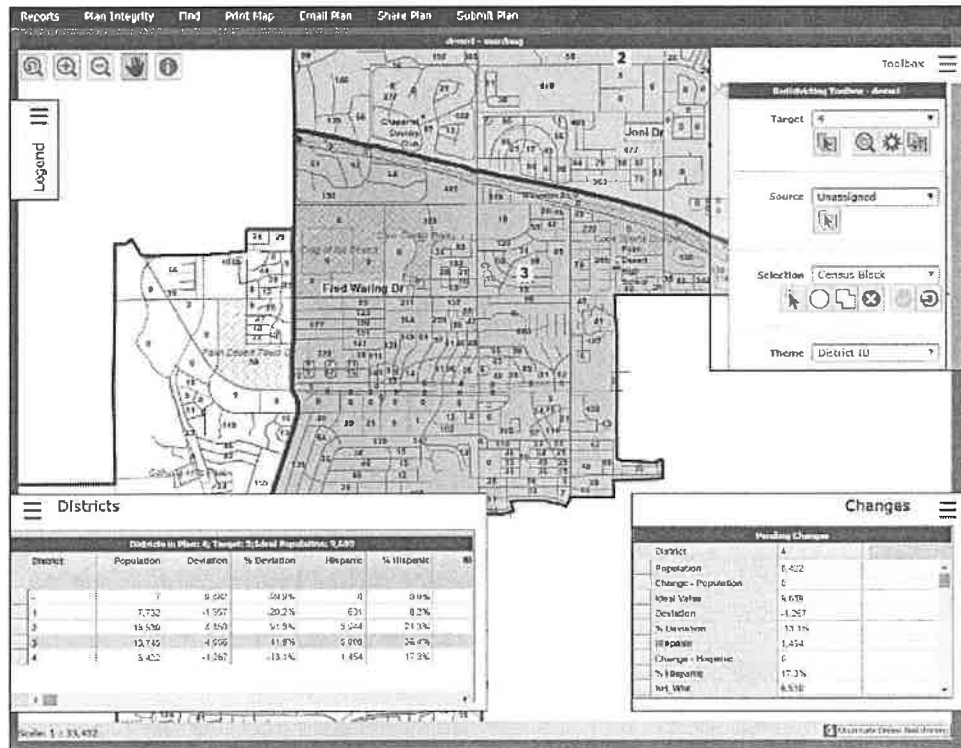


Please use a thick dark-colored pen to draw your map, then submit it at City Hall or directly to our project consultant. Submissions to NDC are welcome. PO Box 5274, Alameda, CA 94224. You can reach us by email, fax, or by mail. We'll use photographs and street view maps.

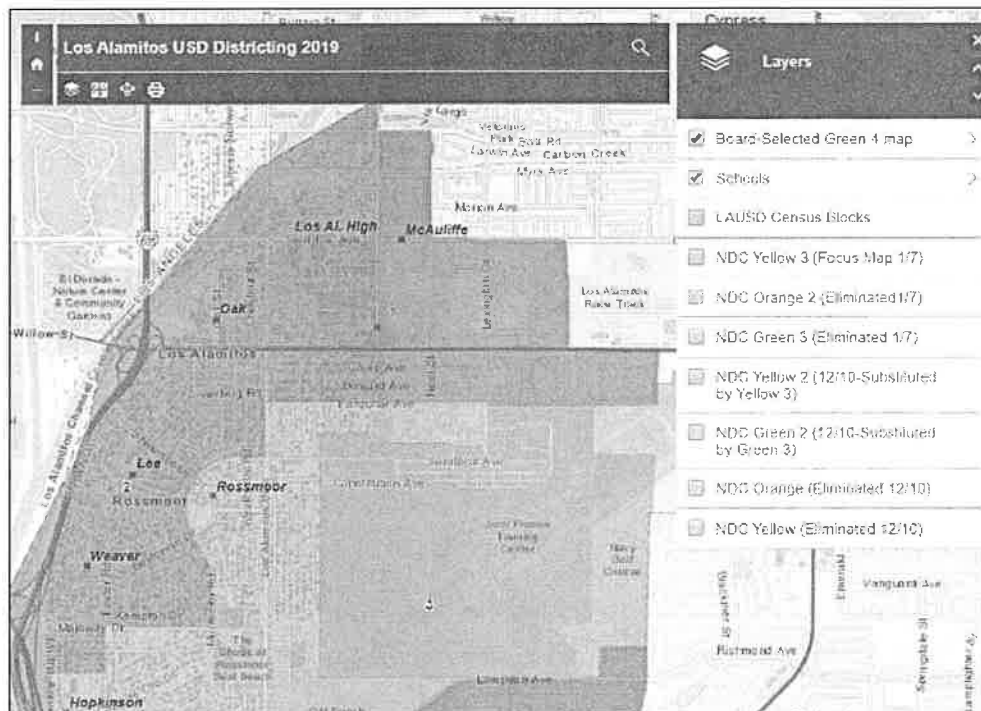
Source: www.cdc.gov/cdc/50864_914 #7238 CAL-REV



Sample Online Mapping Tool



Sample NDC “Interactive Review Map”
(used to view and evaluate, not to draw, maps)





The NDC Team

NDC's 40 years of service to local governments is grounded in our academic founding and decades of professional relationships with all forms of local governments. Each NDC team member has been extensively trained in the legal requirements, demographic details, and complicated personal and community interests involved in every districting and redistricting project. And every NDC team member has been briefed on the wide range of unusual and bizarre challenges NDC has encountered over our more than 250 successfully completed local government projects. Whatever question or situation arises, your NDC team can handle it.

NDC President Dr. Douglas Johnson leads all team training and closely monitors the progress of every client project. NDC President Dr. Johnson and Vice President Dr. Levitt are always available to all clients, and typically are personally involved whenever particularly unusual or complex situations arise. And each NDC project has an NDC Consultant or Senior Consultant as a primary point of contact to ensure seamless information flows and continuity. All NDC project leaders are a fully trained Consultants or Senior Consultants with years of experience working with local government elected leadership and top staff members. Each NDC team leader brings their personal expertise in demographics, city governance, school district governance and/or special district management to every project. And each team leader has particular expertise and focus in specific geographic areas. All team members resumes are available on www.ndcresearch.com/about-us/.

NDC Current Organization Chart

NDC President	Douglas Johnson, Ph.D.
NDC Vice President	Justin Levitt, Ph.D.
Senior Consultants	Shalice Tilton Robert McEntire, Ed.D. Jeff Tilton, Ed.D.
Consultants	Kristen Parks Daniel Phillips, Ph.D. Shannon Kelly Jeff Simonetti Todd Tatum Ivy Beller Sakansky Douglas Yoakam
Records Manager	Michele Lewis



Recognition of NDC's Expertise

Both national and local organizations have recognized NDC's unmatched experience and expertise in the Census, districting, and redistricting.

National Recognition

Nationally, the National Conference of State Legislatures hosted NDC as a panelist at five different forums held for state legislators and legislative staff from across the country. NDC President Douglas Johnson addressed these forums on the following topics:

1. *Citizen Voting Age Data from a line-drawer's viewpoint*
2. *Communities of Interest in Redistricting: A key to drawing 2011 plans (and for their defense)*
3. *The Key to Successful Redistricting*
4. *Communities of Interest In Redistricting: A Practical Guide*
5. *The Arizona Independent Redistricting Commissions' experiences with the first-ever independent redistricting*

In addition:

- The National League of Women Voters hosted NDC President Douglas Johnson at a 2006 conference on "Building a National Redistricting Reform Movement,"
- Texas Tech University hosted Dr. Johnson as a panelist at its "Symposium on Redistricting;"
- The Arizona League of Cities and Towns hosted Dr. Johnson as a panelist on "Redistricting Law and the Voting Rights Act: What It Means for Your City or Town in 2011" and
- The Arizona Bar Association hosted Dr. Johnson as a panelist on "Communities of interest and technology in redistricting."

California League of Cities Recognition

The California League of Cities hosted NDC as panelists over a dozen times to date:

- General Meeting panel: 2006 and 2015
- Executive Forum panel: 2018 and 2020
- City Clerk Department panel: 2014, 2017, 2018, twice in 2019, and 2020
- City Manager Department panel: 2015 and 2019
- City Attorney Department panel: 2018



National Demographics Corporation

Inland Empire Chapter presentation: 2016

South Bay Chapter presentation: 2020 and 2021

Recognition by Additional California Organizations

Other California organizations and conferences since 2011 recognizing NDC's expertise in this field include:

2020	California County Counsel Assoc.	2021 Redistricting - What Local Government Attorneys Need to Know
2020	"Voice of San Diego" Politifest	Redistricting--What it means for our community
2020	County Committee Secretaries Annual Summit	The California Voting Rights Act
2020	Rose Institute of State and Local Government	2021 Redistricting: New Rules for California Local Governments
2020	California Special Districts Association	California Voting Rights Act Challenge Factors
2020	Associated Cities of California – Orange County	2021 Redistricting: The Rules have Changed
2020	California Municipal Law Conference	Municipal Redistricting in 2021: New Rules of the Road
2019	California Association of School Business Officials	Transitioning to By-Trustee-Areas Elections
2019	USC City/County Fellowship Program	The Challenges of Municipal Election Districts
2019	California Special Districts Association	District Elections and the California Voting Rights Act
2018	California Special Districts Association	Converting From At-Large to By-District Elections Under the California Voting Rights Act
2018	Riverside County Bar Assoc.	Redistricting and the California Voting Rights Act
2018	California School Board Assoc.	Voter Districts: The Link Between Strong Community Engagement and a Successful Process



2017	California School Board Assoc.	15 Years with the California Voting Rights Act: Lessons Learned and Challenges Ahead
2017	UC's National Public Service Law Conference	Moderator, "Voting Rights 101"
2016	Los Angeles County School Business Officials	CVRA: What CBO's Need to Know
2016	Los Angeles County School Trustees Assoc.	The CVRA: What School Board Members Need to Know
2015	Associated Cities of California – Orange County	The California Voting Rights Act
2015	California School Board Assoc.	The California Voting Rights Act: What Board Members Must Know
2015	Los Angeles County School Boards Assoc.	CVRA & Districting: The Demographer's Perspective
2011	Channel Cities Club	Lunch Keynote: "California's next experiment: independent, public redistricting"

Trusted Advisor to Local Government and Redistricting Reform Groups

NDC acted as an informal advisor to the California League of Cities and the California School Board Association during the debate over the AB849 "FAIR MAPS Act" in 2019.

NDC acted as an informal advisor to the California League of Cities during the debate over AB1276 (revising the FAIR MAPS Act provisions) in 2020.

NDC provided ideas, advice, maps and research to the 2008 Common Cause-led coalition that drafted and successfully advocated for Proposition 11, which created California's State-level Independent Redistricting Commission.

Advisor to Charter Review Commissions on Redistricting Provisions

NDC advised the following groups on the redistricting and voting rights provisions of their charter revisions and ordinances:

2016	City of El Cajon charter revision and public education outreach
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National Demographics Corporation

2015/16	Castaic Lake Water Agency and Newhall County Water District merger
2015/16	City of Corona Charter Revision
2011/12	Pasadena Unified advisor to Charter Revision Commission creating a redistricting commission and moving District to by-district elections
2009/10	City of Menifee advisor to by-district-elections ordinance language committee
2006-08	City of Modesto advisor to Charter Revision Commission creating an independent redistricting commission and public education outreach
2003	City of Goleta ordinance writing and public education outreach

Expert Witness and Litigation Consultant

NDC President Douglas Johnson served as an expert witness in the following election and redistricting law cases:

2020	Chestnut v Merrill (Alabama)
2019	City of Redondo Beach vs State of California
2019	Ruiz-Lozito vs West Contra Costa Unified School District
2019	Common Cause v Lewis (North Carolina)
2018	Phillip Randolph Institute v Smith (Ohio)
2018	League et al. v. Johnson (Michigan)
2017	Luna v County of Kern
2018	Covington v State of North Carolina
2016	Garrett v City of Highland
2015	Jamarillo v City of Fullerton
2015	Harris vs Arizona Independent Redistricting Commission
2015	Solis v Santa Clarita Community College District
2015	Jauregui et al vs City of Palmdale
2014	Diego v City of Whittier

NDC Staff also served as litigation consultants for jurisdictions in the following California Voting Rights Act cases:

1. Anaheim
2. Carson
3. Compton
4. Escondido
5. Modesto
6. Poway
7. Santa Clarita
8. Whittier
9. Santa Clarita Community College District
10. Tulare Health Care District



NDC Testimonials

Here is a sampling of what people have to say about NDC:

“Our decision to work with National Demographics came out of our extraordinary city-wide success in 2015 with their work designing the original districts. I think anyone who participated in that process realized that the technical solutions they created opened access to literally dozens of people creating their own maps and it created a vibrant process.”

Santa Barbara City Attorney Ariel Calonne

“Here's a great expert. . . . today you bring him in for what sounds like good information, very smart man up here.”

United States Fourth District Court Judge James A Wynn, Covington v North Carolina, United States District Court for the Middle District of North Carolina, Case No. 1:15CV399

“I have worked on Congressional, Legislative, Los Angeles County and Los Angeles City redistricting maps on behalf of the Latino Caucus and grassroots Latino organizations for over 30 years. Douglas Johnson is one of the top redistricting experts in California, and he is who I would pick to draw a map for me anywhere in the state.”

Alan Clayton, retired Executive Director of the Los Angeles County Chicano Employees Association

“The excel spreadsheet is a fantastic tool. Just plug in the letter by district and on the tab see a running total of population by assigned district. It's cool.”

Modesto resident's comment, June 16, 2008

“One of the first, and in retrospect one of the best, decisions made by our commission was to hire Douglas Johnson and his colleagues at National Demographics Corporation as our primary consultants. I have never had the opportunity to work with a more highly qualified, hard-working, dedicated, professional and classy individual or group than Mr. Johnson and his associates at NDC.”

Jim Huntwork, Arizona Independent Redistricting Commissioner (Republican)



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“In addition to his technical expertise, Doug had a keen sense of how to help us navigate the complexities of the process. He understands redistricting better than any person I know. He has a unique ability to synthesize that which is very complicated and make it very understandable for the public. He frequently would present various options, without representing any position, clearly delineating differences and challenges of each option in a clear and succinct manner.”

Josh Hall, Arizona Independent Redistricting Commissioner (Democrat)

“It was a great pleasure to work with Doug Johnson and NDC during the first Independent redistricting effort in Arizona. Doug and his staff were professional, efficient, responsive, and even-handed. They listened very carefully to the instructions given by the commission and performed each mapping task without bias of any kind. I would highly recommend NDC to any jurisdiction, or commission, wishing to have a successful redistricting process.”

Steven W. Lynn, Chair, Arizona Independent Redistricting Commission (Independent)

“Thank you for all of your hard work, assistance, and patience with me during this year of CVRA conversion to by-area trustee elections. Your continual reassurance and support in dealing with all of the details was sincerely appreciated. We all have jobs to do, but when working with all of you I felt that you always went the extra mile to support our District with excellent customer service. The multiple revisions, extra conference calls, and follow up suggestions made a difference to Scott, Linda, and me. I personally enjoyed joking around with each of you while remaining professional in all presentations. It was a pleasure working with all of you. “

Jennifer Williams, Ed. D., Fullerton Joint Union High School District, Executive Director Administrative Services

“Thank you for taking time out of your busy schedule to participate in the City Official Roundtable I hosted on the 2020 U.S. Census at the Redondo Beach Performing Arts Center. I appreciate that you shared your expertise on the Census to the government officials who were present. It is critical that we work together to ensure that everyone is counted in the upcoming Census.”

Ted W. Lieu, Member of Congress, California 33rd District.



Impeccable References

All of NDC's former clients – without exception – can be contacted for references. The following is only a sample of references:

Mr. Graham Mitchell. City Manager. City of El Cajon. 200 Civic Center Way. El Cajon. CA 92020. (619) 441-1716. GMitchell@cityofelcajon.us.

Mr. Jason Stilwell. City Manager. City of Santa Maria. 110 E. Cook Street. Santa Maria. CA 93454-5190. (805) 925-0951 ext. 2200. jstilwell@cityofsantamaria.org.

Mr. Marcus Walton. Communications Director. West Contra Costa Unified. 1108 Bissell Ave., Room 211-215. Richmond, CA 94801. 510-205-3092. mwalton@wccusd.net.

Mr. Jonathan Vasquez. Superintendent. Los Nietos School District. 8324 S. Westman Ave., Whittier, CA 90606. (562) 692-0271 Ext. 3212 jonathan_vasquez@lnsd.net.

Ms. Jennifer Fitzgerald, Mayor, City of Fullerton. 303 W. Commonwealth Avenue. Fullerton, CA 92832. (714) 402-3106. jennifer@curtpringle.com.

Mr. James Atencio. Assistant City Attorney. City of Richmond. 450 Civic Center Plaza. Richmond, CA 94804. 510-620-6509. James_Atencio@ci.richmond.ca.us.

Ms. Isabel Montenegro. Administrative Assistant. Inglewood Unified. 401 South Inglewood Avenue, Inglewood, CA 90301. 310-419-2799. imontenegro@inglewood.k12.ca.us.

Ms. Pam Abel. Superintendent. Modesto City Schools. 426 Locust Street. Modesto. CA 95351-2631. (209) 574-1616. able.p@mcs4kids.com.

Mr. Darrell Talbert. City Manager. City of Corona. 400 S Vicentia Avenue. Corona. CA 92882-2187. 951.279.3670. Darrell.Talbert@ci.corona.ca.us.

Mr. David Silberman. Deputy County Counsel. San Mateo County. 400 County Center. 6th Floor. Redwood City. CA 94063. 650-363-4749 dsilberman@smcgov.org.

Judge Hugh Rose (retired). Chairman. City of Modesto Districting Commission. 508 King Richard Lane. Modesto. CA 95350. Phone (209) 522-0719. Email: hhrose@hotmail.com.

Ms. Lucinda Aja. City Clerk, City of Buckeye, Arizona. 100 N Apache Rd, Suite A, Buckeye, AZ 85326. Phone (623) 349-6007. Email: laja@buckeyeaz.gov.



Summary Scope of Work

NDC tailors each project to the needs and goals of each jurisdictions. Below is a typical NDC-suggested timeline and description of project elements.

The dates provided below are general guidelines and will vary according to the goals, project choices, and deadlines of each jurisdiction.

This proposed scope of work below proposes holding three or four hearings. Only one is required for school district redistricting, so some jurisdictions may choose to skip the initial pre-Census hearings and public engagement efforts and see a corresponding reduction in the project cost.

This timeline is subject to change based on ongoing changes in the date when official population data will be available and possible changes in state deadlines.

March - May	Project Planning and decisions on public mapping tools, whether to use a commission, and other project options. Begin project communications and outreach.
May – September	Any mapping tools prepared with preliminary population data; initial pre-draft-map hearing(s) held.
October - January	Census data received and processed; draft maps prepared, considered, and revised (in hearings and, if desired, less formal public workshops)
January - March	Final plan revisions made and plan adopted and implemented.

Detailed Project Scope of Work

March – May, 2021: Project Planning and Initial Outreach

- a. NDC works with the jurisdiction to prepare a detailed project timeline of expected outreach efforts, public forums, formal hearings, draft map dates, and final map adoption dates.
- b. NDC works with the jurisdiction staff (or contract specialized outreach staff – see notes below about that option if interested) to prepare a project outreach plan for all steps of the process covering target audiences, contact lists, social media efforts, any potential postcard mailings, utility bill inserts,



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flyers for distribution at schools, media briefings, and community group contacts.

- c. Decide what public mapping tool(s) to provide, if any.
- d. Decide whether to use a commission.
- e. Create the project website: NDC will provide advice and text for the jurisdiction's website, or as an optional project element NDC will build a project website that the jurisdiction can simply link to from the jurisdiction site.
- f. NDC will work with jurisdiction and County Registrar staff to confirm GIS boundaries and to identify and include in our redistricting database any available GIS data that NDC and the jurisdiction identify are likely to be useful as mapping references for NDC, the public, and for the jurisdiction.
- g. Project outreach begins with initial alerts and 'invitations to participate' sent out to the general public, to overlapping jurisdictions, and to community organizations.

May – September, 2021: Initial Data Analysis and Initial Hearing(s) / Forum(s)

- h. NDC prepares total population estimates for use in initial hearings and any public mapping tools.
- i. NDC adds socio-economic data from the Census Bureau's American Community Survey to the state demographic data.
- j. NDC matches the demographic database to the existing election areas.
- k. NDC prepares a report regarding the demographics and compliance with state and federal criteria of the existing election areas, including maps of "protected class" population concentrations and other socio-economic data often referenced in redistricting (such as income, education levels, children at home, language spoken at home, renters / homeowners, and single-family / multi-family residences).
- l. NDC report is circulated to the jurisdiction and into the project outreach messaging.
- m. Hearings / Forums: NDC presents an overview of the redistricting laws and criteria, jurisdiction demographics, and the population balance of the



existing election areas and their compliance (or possible lack thereof) with state and federal requirements.

- n. The project timeline and outreach plan are presented to the public for comments and feedback, along with a request to the public to provide guidance on what residents consider key neighborhoods, communities of interest, and other project-related regions in the jurisdiction.
- o. If the optional public mapping tools and/or Public Participation Kit are included in the project, their use is demonstrated to the public.
- p. If the optional public mapping tools and/or Public Participation Kit are included in the project, NDC provides email and phone support for any residents with questions regarding their use.
- q. If the optional public mapping tools and/or Public Participation Kit are included in the project, at the jurisdiction's option additional public forums on the use of those tools can be provided.
- r. Outreach efforts continue with messaging to the public, with special focus on community groups with an interest in the redistricting.

October – January, 2021: Draft Mapping Time

- s. 2020 Census total population counts released and California Statewide Database completes “prison adjustments” of the data. Total population counts in outreach materials and mapping tools are updated with the official Census data.
- t. If the existing election areas are in compliance with state and federal rules and balanced, the jurisdiction decides whether to stop at this “Still Balanced” point or to continue with a standard redistricting.
- u. If the existing election areas are in compliance with state and federal rules and close to, but not quite, balanced, the jurisdiction decides whether conduct only a “Minimal Change” redistricting or to proceed with a full “Standard” redistricting project.
- v. Outreach efforts continue with messaging reminding the public of the opportunity to provide written or mapped input on how the maps should be drawn and welcoming any maps residents wish to submit.
- w. The public deadline for submitting any initial draft maps will be approximately seven days prior to the official deadline to post all draft maps



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online (to provide NDC time to process any draft maps received, and for NDC to develop our own two to four initial draft maps).

- x. All outreach channels are used to inform the public about the opportunity to submit draft maps and to encourage participation in the review of the upcoming draft maps.
- y. NDC processes all public draft map submissions, drafts NDC's draft maps, summarizes all of the draft maps. The maps, related demographics, and summaries are provided by NDC in web-friendly formats. These process maps are posted on the project website and on the NDC-provided interactive review map.
- z. At the jurisdiction's option, one or more informal workshops or public forums are held to gather residents' reactions to and preferences among the draft maps.
- aa. The jurisdiction holds a hearing to review the draft maps, narrow down the list of initial draft maps, and provide direction on any desired new or revised maps.
- bb. Time provided for the public to submit any new maps and for NDC to provide maps based on the direction at the hearing. During this time, additional outreach is conducted to inform interested residents and community groups of the selected 'focus maps' and the remaining opportunities to participate in the process.

January – March, 2022: Map Adoption

- cc. Any new or revised maps, related demographics, and summaries are posted on the project website.
- dd. At the jurisdiction's option, one or more informal workshops or public forums are held to gather residents' reactions to and preferences among the remaining maps.
- ee. One or more hearings are held to continue the review and refinement of the focus maps and, ultimately, adopt the final map.
- ff. Outreach continues to inform residents and community groups of the progress of the project, opportunities for future participation, and, ultimately, which map is adopted.



gg. Following map adoption, NDC coordinates map implementation with the County Registrar, informing the jurisdiction staff of the progress, any issues, and ultimate completion of that work.

hh. NDC works with the jurisdiction staff to ensure preservation of all project data and records, including GIS-format versions of the adopted map.

Details of Optional Project Elements

Advisory or Independent Redistricting Commissions

NDC anticipates that many California jurisdictions will create advisory or independent commissions to manage the redistricting process. NDC welcomes the use of such commissions, and our pricing does not change for jurisdictions creating commissions. But the creation, training, operation and reporting of such commissions often leads to more meetings (and a resulting increase in the “per meeting” project expenses) than a traditional redistricting process conducted primarily by the jurisdiction’s elected leadership.

Outreach Assistance

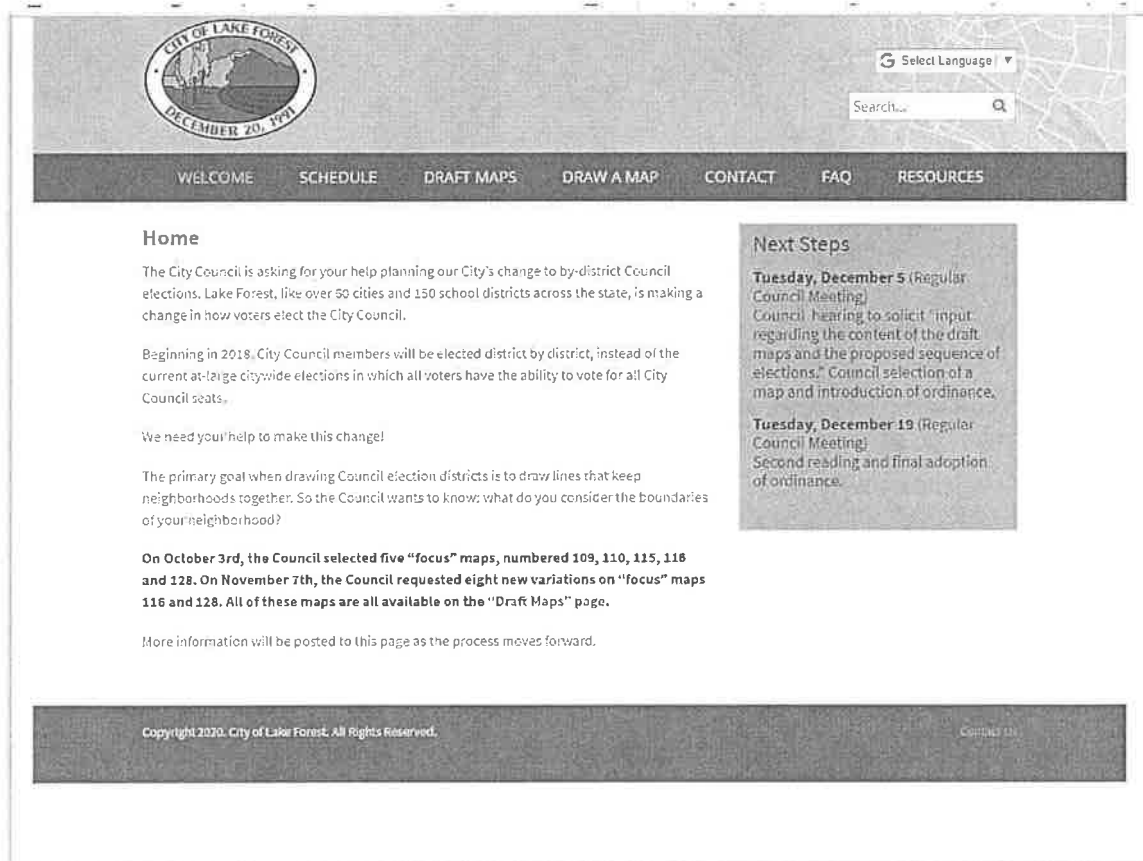
NDC brings topical expertise to your jurisdiction’s outreach efforts, and NDC makes available to all clients our library of sample outreach materials including op-ed articles, postcards, utility bill inserts, flyers, and social media messages. NDC provides all of these materials along with our advice and input on outreach strategy and materials to any interested jurisdiction, but we do not have graphic artists to customize or design such materials in-house.

For larger-scale outreach efforts, especially where jurisdictions wish to send representatives out to regular meetings of existing community organizations, NDC typically works together with a jurisdiction’s in-house communications staff and/or with one or more outreach organizations. We often work with, and highly recommend, Triepi-Smith, and some information on the services they offer is included at the end of this proposal. And we would be happy to work with any in-house team at the jurisdiction or with any firm or organization the jurisdiction selects. Many projects can be handled by a jurisdiction’s in-house or regular outreach and communications teams (with samples and topic expertise provided by NDC), but a number of jurisdictions seek supplemental outside communications assistance.



Project Website

NDC provides all project materials in website-friendly formats for posting on the jurisdiction's website. At no cost, NDC will provide project website samples and website language for use on the jurisdiction's project website. But for jurisdictions that prefer not to take on the challenge of creating and managing a rapidly-changing project website, NDC will create, host, and update project website (visit to see one such site – though note that site was created prior to passage of the new AB849 requirements).



Background on Online Mapping Tool Options

NDC is the unmatched leader in redistricting tools that empower residents to review draft maps and to develop and submit their own map proposals. NDC is the only firm that has used the online mapping solutions from both ESRI and Caliper Corporation in major redistricting projects.

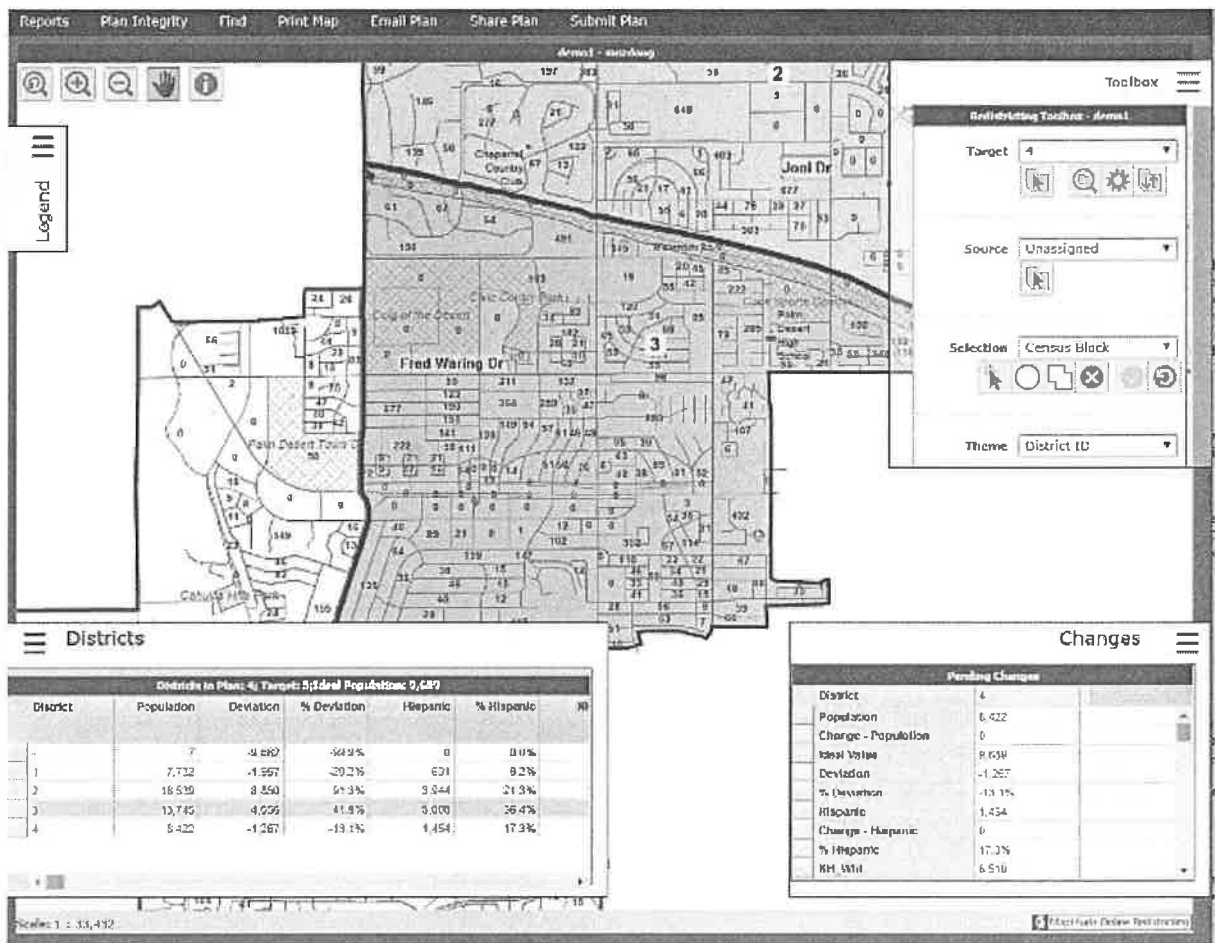
Only NDC has repeatedly trained members of the public, processed public map submissions, and presented the public map proposals to public hearings and



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commission meetings. NDC's online mapping tool options provide user support, hosting, managing, and processing submitted plans for an online interactive system that allows public to draw and submit proposed maps through a standard web browser.

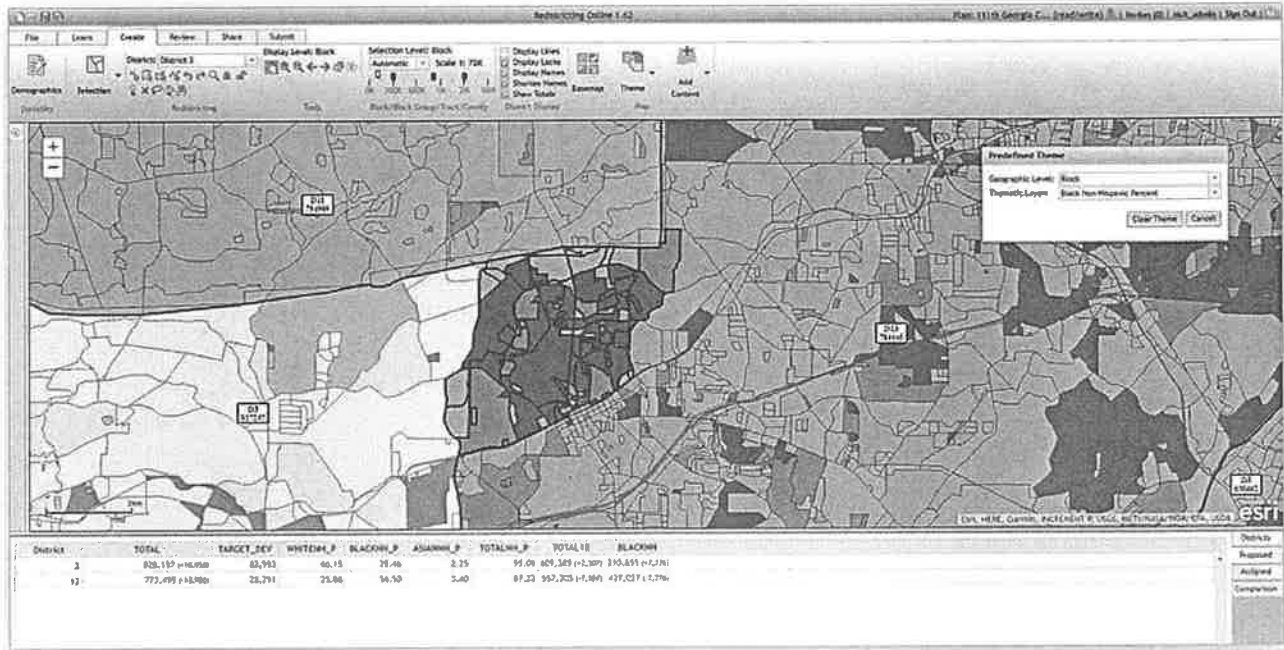
In the more than 200 California local districting projects between 2012 and 2020, NDC is the only consultant providing clients access to Caliper Corporation's "Maptitude Online Redistricting" tool. Even with the technical challenges arising from such tools' power and flexibility, NDC's training and encouragement frequently results in 10, 20, 30 or more different maps drawn by residents of the school district or city providing that tool to its residents.





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The other primary public mapping tool currently on the market is ESRI's online districting tool. While easy to use, the ESRI product costs significantly more. As a result, traditionally only the largest jurisdictions have been able to afford it.



When it is time to start the project, NDC will work with each interested client to determine which, if any, online mapping tool best meets the goals and budget of the jurisdiction.

Paper- and Excel-based Public Mapping Tools

While online mapping tools are very popular, NDC never forgets those residents who do not have internet access or who simply prefer to not drawing maps online.

At no cost with every online mapping tool, and as a separate option for jurisdictions that for budget or other reasons do not include an online mapping tool, NDC offers our “Public Participation Kit.” Each “Kit” includes two formats.

The first, and most simple, Kit is a one-page map showing streets, city borders, and population counts for NDC-created “Population Unit” geographic areas. Residents draw the map they wish to propose and add up the population counts by hand until they get the right population count in each district.

All of the directions needed are right on the single-page form. Examples of these tools, from our work for the City of Lake Forest, are available here: <https://drawlf.org/draw-a-map/>.

The second form of offline mapping tool is for those residents who do not want to deal with an online mapping tool, but who are already comfortable with Microsoft Excel. NDC provides a similar simple one-page map of those same “Population Units,” but this time the map shows the Unit ID number rather than the population count in that Unit. Residents then enter their preferred district assignment for each Population Unit into the pre-formatted Excel spreadsheet (also available on the Lake Forest website), and Excel calculates the total population and demographics of each District. When the resident has the map the way they like it, they simple email in the Excel file.

Public Participation Kit

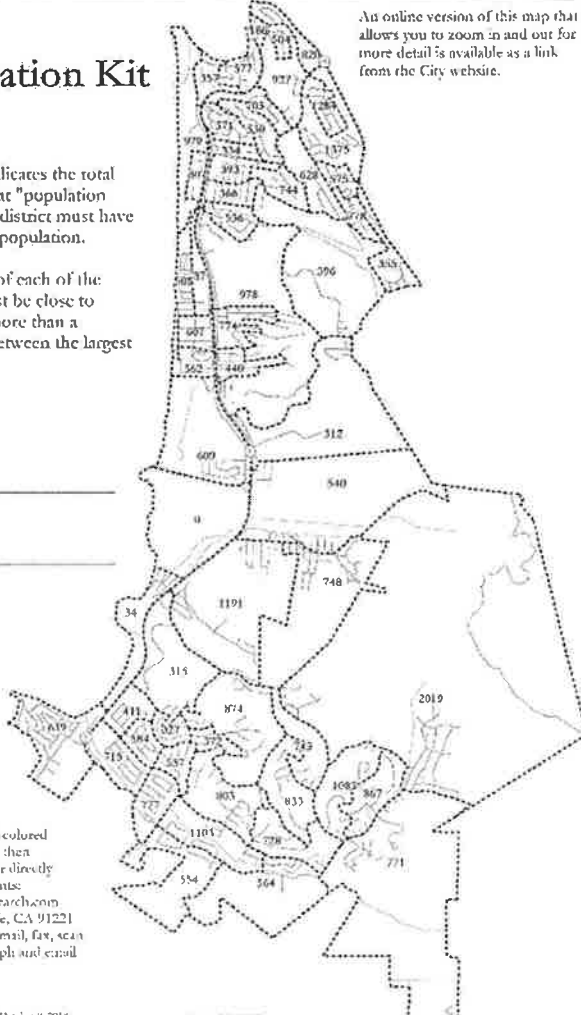
An online version of this map that allows you to zoom in and out for more detail is available as a link from the City website.

Each number indicates the total population of that "population unit" area. Each district must have essentially equal population.

The population of each of the five districts must be close to 7,447, with no more than a 745 difference between the largest and smallest.

Name: _____

Phone or email: _____



Please use a thick dark colored pen to draw your map; then submit it at City Hall or directly to our project consultants:
 Submission@NDCresearch.com
 P.O. Box 5271, Glendale, CA 91221
 You can hand-deliver, mail, fax, scan and email, or photograph and email your map.

National Demographics, October 8, 2014 ©2010 CALPIER



Project Pricing

- 1. **Basic Project Elements** (covers everything except for per-meeting and optional expenses): \$ 14,500
- 2. **Per-Meeting expense:**
 - In-person attendance, per meeting \$ 2,750
 - Virtual (telephonic, Zoom, etc.) attendance, per meeting..... \$ 1,250

For each meeting, NDC will prepare meeting materials, including presentation materials and maps; present and explain key concepts, including mandatory and traditional redistricting criteria and “communities of interest”; facilitate conversations; answer questions; and gather feedback on existing and proposed boundaries.

Per-meeting prices include all travel and other anticipated meeting-related expenses. Telephone calls to answer questions, discuss project status, and other standard project management tasks do not count as meetings and do not result in any charge.

- 3. **Optional Project Elements:**
 - a) Project website \$ 4,500
 - b) Online mapping tool options:
 - Caliper’s “Maptitude Online Redistricting” (MOR).... no add’l charge
 - Tuft University’s “DistrictR” no add’l charge
 - ESRI Redistricting *
 - c) Public Participation Kit mapping tool:
 - i. With MOR or ESRI online mapping tool..... incl. at no add’l charge
 - ii. Without MOR or ESRI online mapping tool..... \$ 2,500
 - d) Working with independent or advisory redistricting commission..... no additional charge
 - e) Additional outreach assistance.....separately contracted

* ESRI prices its software on a jurisdiction-by-jurisdiction basis. The lowest prices we have seen are \$80,000 and up. If that is an option the jurisdiction would like to pursue, NDC will request a specific price for your jurisdiction from ESRI.

Other Potential Project-Related Expenses:

The most common additional project expenses would be any site or staff costs for conducting the community forums and the cost of printing or copying paper copies of the “Public Participation Kit.” In NDC’s experience, most participants will download and print the Kits in their own homes or offices.



Additional Analysis

NDC is happy to assist with any additional analysis that the client requests at our standard hourly rates:

Principal (Dr. Douglas Johnson).....	\$300 per hour
Vice President (Justin Levitt).....	\$250 per hour
Senior Consultant.....	\$200 per hour
Consultant.....	\$150 per hour
Analyst / Clerical.....	\$50 per hour

Dr. Johnson is also available for deposition and/or testimony work if needed, at \$350 per hour.

Requested Payment terms:

NDC requests that the “Still Balanced” project fee be paid at the start of the project; that the difference between the “Still Balanced” fee and half of the “Basic Project Elements” be paid once the decision to update the district lines is made; and the balance of the project costs be paid at the conclusion of the project.

Exception: “Still Balanced” Jurisdictions

For a few jurisdictions, the existing election areas will still meet the equal population and voting rights act requirements using new 2020 Census data. These jurisdictions have the option simply retain the existing map without drawing and holding hearings on alternative maps. For jurisdictions electing this approach, the project would conclude with that decision.

Includes all the services listed below:..... \$ 2,500

- Compile total population and Citizen Voting Age Population data.
- Import existing election area lines.
- Compile population data by election area and calculate population deviations, prepare memo summarizing findings.

“Still Balanced” optional project elements and per-meeting expenses

Meeting attendance and optional project elements are not included in the “minimal change” project base fee. If requested, NDC team members participate in “minimal change” project hearings or forums at the same “per meeting” expenses, and optional project elements are provided at the same prices listed for a standard project in the previous section of this proposal.



Exception: “Minimal Changes” Scope of Work

The initial NDC population analysis of the existing election areas may conclude that a jurisdiction’s election areas are only slightly out of population balance. Such a jurisdiction is still required to redistrict, but one or two small changes could balance the map without the need for, nor public interest in, an extensive series of draft maps and public meetings.

This project would involve fewer demographic data, fewer draft maps, and fewer meetings than a standard project. This “Minimal Changes” approach retains the community of interest and other decisions embodied in the already-existing map of election areas and makes only the small changes needed to bring that previous map into population balance.

For jurisdictions electing this “minimal changes” approach, the only expense would be the initial population analysis, per-meeting fees (at the per-meeting rates stated above) for any meetings, and a reduced NDC fee for the development, presentation, and implementation of the slightly adjusted map.

“Minimal Change” basic elements cost, for services listed below:..... \$ 6,500

- Compile total population and Citizen Voting Age Population data.
- Compile population data by existing election area and calculate population deviations.
- Prepare memo summarizing findings.
- Creation of two or three initial draft maps, with basic population and citizen voting age population demographics for each election area in each map.
- Online posting of the draft maps to an interactive review website.
- Drawing any requested minimal changes to a draft map.
- Work with the County Registrar of Voters to implement the final adopted plan.

“Minimal Change” optional project elements and per-meeting expenses

Meeting attendance and optional project elements are not included in the “minimal change” project base fee. If requested, NDC team members participate in “minimal change” project hearings or forums at the same “per meeting” expenses, and optional project elements are provided at the same prices listed for a standard project in the previous section of this proposal.

* Under California’s FAIR MAPS Act, cities, towns and counties are not eligible for “Minimal Change” projects. A city or county that needs to make any change to its election areas must go through a “Standard Redistricting” process.



Conclusion

Since its founding NDC has been the nation's preeminent company devoted to local election systems. To summarize:

- NDC has more experience in the field of municipal political election systems than any other company.
- NDC's experience and expertise has been recognized by our hundreds of clients, the California League of Cities, the California School Board Association, the California Special District Association, and the National Conference of State Legislatures.
- NDC, founded in 1979, has a demonstrated record of financial solvency.
- NDC's hardware and software resources were specially designed and acquired for districting and redistricting purposes.
- NDC's highly respected personnel have impeccable credentials in each aspect of the districting and redistricting processes.
- NDC's suggested approach has been tested in many jurisdictions.
- Any NDC client can be contacted for testimonials and reference.
- NDC has demonstrated experience over many years in working with the press and media on local election system issues.
- Neither the Justice Department nor any Court has ever rejected any of the hundreds of local government districting or redistricting plan submitted by NDC.

NDC takes pride in tailoring each project to the needs and goals of each individual client. NDC is open to any feedback, concerns, requests, or changes regarding this proposal.

NDC looks forward to the opportunity to work with you on this project.



Proposal Acceptance

The terms of this proposal are available for 90 calendar days from its delivery to you. In most situations, NDC is open to extending that period of time to meet any particular needs of your jurisdiction.

If your jurisdiction has specific contract and/or letter of agreement language you prefer to use, please provide it and ignore the signature block below. If you prefer, simply sign two copies of this proposal in the signature block below and return them to NDC. Once signed by NDC, one copy will be returned to you.

Thank you.

For National Demographics Corporation

For Lowell Joint School District

Douglas Johnson, President

Date

Date

Appendix

Resumes of NDC President Dr. Douglas Johnson and
Vice President Dr. Justin Levitt are attached.

A client list and resumes of all NDC team members are
available at www.ndcresearch.com/about-us/.

Douglas Mark Johnson

P.O. Box 5271
Glendale, CA 91221
djohnson@NDCresearch.com

mobile: (310) 200-2058
office: (909) 624-1442
fax: (818) 254-1221

Employment

President, National Demographics Corporation, 2006 – present.
Senior Analyst, National Demographics Corporation, 2001 – 2006.
Fellow, Rose Institute of State and Local Government, 2001 – present.
Project Manager and Senior Manager at three internet startup companies, 1999 - 2001.
U.S. Representative Stephen Horn, Legislative Director and System Manager. 1993 – 1997.
Coro Foundation, Fellowship in Public Affairs. 1992 – 1993.
Rose Institute for State and Local Government, Student Manager. 1989 – 1992.

Education

Claremont Graduate University, Ph.D. in Political Science, 2015. Dissertation: "Independent Redistricting Commissions: Hopes and Lessons Learned."
UCLA Anderson Graduate School of Management, MBA, 1999.
Claremont McKenna College, BA in Government (Political Science), 1992.

Academic Honors

Graduated Cum Laude from Claremont McKenna College.
Phi Beta Kappa. Philip Roland Prize for Excellence in Public Policy.

Publications and Articles

Christian Science Monitor "Let the public help draw voting districts," October 25, 2013.
New York Times, "The Case for Open Primaries," February 19, 2009.
Los Angeles Times Opinion Articles:
"A neighbor's help on redistricting" June 24, 2007.
"A Trojan horse primary for the GOP" February 25, 2007.
"Where a porn palace stood" (article on redevelopment), July 30, 2006.
Fresno Bee Opinion Article: "The Poison Handshake" June 15, 2004.
Redistricting in America. Rose Institute of State and Local Government, 2010.
Restoring the Competitive Edge: California's Need for Redistricting Reform and the Likely Impact of Proposition 77. Rose Institute of State and Local Government, 2005.
"Competitive Districts in California" Rose Institute of State and Local Government, 2005.
Latinos and Redistricting: "Californios For Fair Representation" and California Redistricting in the 1980s. Rose Institute of State and Local Government, 1991.

Speaker or Panelist

California School Board Association Annual Education Conference panelist: "The California Voting Rights Act: What Board Members Must Know." December 4, 2015.
Associated Cities of California – Orange County, Keynote Speaker, Newly Elected Officials' Reception and Dinner, "The California Voting Rights Act," January 29, 2015.
California League of Cities, City Manager Department, 2015 Department Meeting: "Opportunity to Engage Residents: The California Voting Rights Act." January 29, 2015.
California League of Cities, City Clerk Department, 2014 Annual Meeting: "Whose Line Is It Anyway: Making the transition from at-large to by-district elections." September 3, 2014.
National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2007 Spring Forum, "The Arizona Independent Redistricting Commissions' experiences with the first-ever independent redistricting."
National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2008 Spring Forum, "Communities of Interest In Redistricting: A Practical Guide."

Douglas Mark Johnson

National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2009 Fall Forum, "The Key to Successful Redistricting."

National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2010 Spring Forum, "Communities of Interest in Redistricting: A key to drawing 2011 plans (and for their defense)."

National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2011 Winter Forum, "Citizen Voting Age Data from a line-drawer's viewpoint."

Luncheon Keynote Speaker, Santa Barbara's Channel Cities Club, "California's next experiment: independent, public redistricting," January 18, 2011.

Annual Conference, Arizona League of Cities and Towns, Presenter at "Redistricting Law and the Voting Rights Act: What It Means for Your City or Town in 2011," August 25, 2010.

Redistricting, The 2010 Census, and Your Budget, Sponsored by the Rose Institute of State and Local Government, California League of Cities, October 15, 2009.

Arizona Election Law 2010 Continuing Legal Education Conference, "Communities of interest and technology in redistricting," sponsored by the Arizona State Bar Association, March 2010

California's New Independent Redistricting Commission, sponsored by the Irvine Foundation and the California Redistricting Collaborative, December 15, 2009

Tribal Association of Sovereign Indian Nations (TASIN) Legislative Day 2009, "The 2010 Census and 2011 Redistricting in California," December 2, 2009.

California School Board Association, "Litigation Issues and the California Voting Rights Act," December 4, 2009.

California Latino School Boards Association, "Introduction to the California Voting Rights Act," August 20, 2009.

Building a National Reform Movement, Salt Lake City, Utah, 2006, conference on redistricting reform hosted by the League of Women Voters, Campaign Legal Center, and The Council for Excellence in Government

Texas Tech University, "A Symposium on Redistricting," May, 2006

California League of Cities, "Introduction to the California Voting Rights Act."

Voices of Reform, a project of the Commonwealth Club of San Francisco: multiple forums on redistricting and / or term limits, 2006 – 2007

Classroom speaker at Pepperdine University, the University of La Verne, Pomona College and Claremont McKenna College

Justin Mark Levitt

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Glendale, CA 91221
jlevitt@NDCresearch.com

mobile: (480) 390-7480
office: (818) 254-1221
fax: (818) 254-1221

Employment

Vice-President, National Demographics Corporation, 2012 – present.
Senior Analyst, National Demographics Corporation, 2003 – 2011.
Instructor in Political Science, University of California, San Diego, 2012 – present.
Graduate Research Fellow, Center for US-Mexico Studies, 2010 – present.
Graduate Research Fellow, University of California, San Diego, 2008 – 2010 and 2013 – 2014.
Jesse M. Unruh California Assembly Fellow. 2006 – 2007.
Rose Institute for State and Local Government, Student Manager. 2005 – 2006.

Education

University of California, San Diego, Ph.D. Political Science, 2016. Dissertation title: “The Impact of Geographic Patterns on Tradeoffs in Redistricting.”
Claremont McKenna College, BA in Philosophy, Politics and Economics (PPE), 2006.

Academic Honors

California Studies Fellow, University of California, San Diego, 2007 – 2009
Graduated Cum Laude from Claremont McKenna College.

Publications and Conference Presentations

Settle, Jamie, Robert Bond, and Justin Levitt. 2011. “The Social Origins of Adult Political Behavior.” *American Politics Research*: 39 (2). 239-263

Miller, Kenneth and Justin Levitt. 2007. “The San Joaquin Valley.” In [The New Political Geography of California](#). Eds. Frederick Douzet, Thad Kousser, and Kenneth Miller. Berkeley: Institute of Government Studies.

“The Political Geography of Tradeoffs in Redistricting” Paper presented at the State Politics and Policy Conference, Iowa City, IA, 2013

Getting What You Want: A Bargaining Approach to Fair Division in Redistricting. Paper presented at the “Challenging Urban Borders : the geopolitics of immigration and segregation” workshop, Berkeley, CA, 2013 and the State Politics and Policy Conference, Houston, TX, 2012

“An Atlas of Public Health in Mexico” (with Alberto Diaz Cayeros). Paper presented at the Hewlett Foundation Conference on Public Health, Mexico City, DF. 2012

“Remoteness and the Territoriality of Public Health” (with Alberto Diaz Cayeros). Paper presented at the American Political Science Association conference, Seattle, WA. 2011

“Initiatives as revealed preferences”
Paper presented at the American Political Science Association conference, Seattle, WA. 2011

“No Se Puede: Latino Political Incorporation in Phoenix.” Paper Presented at the New Political Geography of California conference, Berkeley, CA., 2009

Justin Mark Levitt

"Political Change in the Central Valley". Paper Presented at the Western Political Science Association conference, Las Vegas, NV., 2007

Working Papers

Hill, Seth, Thad Kousser, Alex Hughes, and Justin Levitt. ND. *"How Competitiveness Shapes Infrequent Primary Voters Response to Receiving a GOTV Mailer."*

Diaz-Cayeros, Alberto and Justin Levitt. ND. *"Remoteness and the Territoriality of Public Health."*

Levitt, Justin. ND. *"Getting What You Want: A Bargaining Approach to Fair Division in Commission-led Redistricting."*

Teaching Experience

California State University, Long Beach, Department of Political Science

Adjunct Professor—POSC 327 (Urban Politics)	Spring 2016-Present
Adjunct Professor—POSC 229 (Cases in Policy Analysis)	Present
Adjunct Professor—POSC 412 (Law and Social Change)	Spring 2016-Present
Adjunct Professor—POSC 399 (California Politics Short Course)	Present

University of California, San Diego, Department of Political Science

Co-Instructor—UPS 170 (Regional Governance Reconsidered)	Spring 2015
Instructor—Poli 100A (The Presidency)	Fall 2014
Instructor—Poli 160AA (Introduction to Public Policy Analysis)	Fall 2013
Instructor—Poli 10 (Introduction to American Politics)	Summer 2013



Redistricting with Tripepi Smith

By-district elections are becoming increasingly common in local government agencies throughout California. The California Voting Rights Act, passed in 2001, was the impetus for much of this change. Today, more than 300 local government agencies have districts of some form, and the number continues to rise as local government agencies are compelled to settle lawsuits or avoid legal battles.

About Tripepi Smith and Our Redistricting Team

Tripepi Smith is a team of 23 communications experts—robust enough to offer experienced and effective professionals for the job, yet small enough to be nimble and responsive. Tripepi Smith offers a spectrum of skills that allows us to match the appropriate resource to the task at hand, letting us execute faster and reduce engagement costs. These resources vary by both years of experience and core hard skills (public policy versus graphic design versus videography versus writing versus social media, for example).

Tripepi Smith is experienced in helping local governments execute community education and outreach initiatives for district formation and redistricting processes. We have worked extensively with agencies on their district public forums, created districting information portals and organized a [conference on local redistricting](#) for nearly 200 local government practitioners.

The combined talent of our policy experts, in-house design team and videographers delivers professional communications that make our clients proud and better inform the public about this complex process. Tripepi Smith has the skills and experience to help local governments implement successful outreach strategies for district formation and redistricting outreach. The team's skills and certifications range from excellent written communication skills to Tableau for data analytics to Google Ads to event planning and project management.

Tripepi Smith Redistricting Services

California State law has identified outreach as a core component of the redistricting process. The Tripepi Smith team can provide jurisdictions with some or all of the following services:

Project Management

Tripepi Smith can facilitate all project calls for this engagement and create a living agenda to manage the efforts and timing between the demographer, legal counsel, City and Tripepi Smith from the beginning of the outreach process to the map adoption.

In-Person Meetings

If possible with COVID-19 limitations, Tripepi Smith can coordinate with City staff to identify venues and dates to host in-person workshops and meetings to seek public feedback on new district lines and provide information on map-drawing tools. Tripepi Smith can devise an agenda, facilitate discussions, document community feedback and promote positive engagement around the process. Additionally, Tripepi Smith can provide graphic design services to create bilingual PowerPoint decks for the presentations and flyers for attendees. We can coordinate simultaneous translation with local partners.

Tripepi Smith can also facilitate recording the meetings and provide videos, with any relevant slides interspersed and closed captions. These videos would likely fulfill the requirement to post a summary of the meeting.

Virtual Meetings

Tripepi Smith can also coordinate and facilitate virtual meetings and workshops to seek public feedback and educate residents on map-drawing tools. Tripepi Smith can also work with City staff to promote the meetings and to leverage our identified outreach and advertising work to promote meeting participation. Our videographers can process recordings of the meetings to fulfill posting requirements.

Press Release/News Article for Website

Tripepi Smith can draft press releases on the jurisdiction's redistricting efforts and manage media relations to promote each step in the redistricting process reaches local and broad-reaching media.

Creation and Updates to Bilingual Redistricting Website

Tripepi Smith can create and maintain a bilingual redistricting website or subpages in coordination with the demographer. The website/pages would include resources for the community, including all required information about meetings and draft maps.

Social Media Support

Tripepi Smith can create bilingual copy and graphics for social media posts about the redistricting process, as well as boost posts (paid advertising) on Facebook and Instagram to help spread the word about meetings and solicit public commentary.

**Get in touch with Tripepi Smith President Ryder Todd Smith
(626.536.2173 | Ryder@TripepiSmith.com) to start planning.**

LOWELL JOINT SCHOOL DISTRICT
April 5, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution 2020/21 No. 821, Recognizing April 20 – 24,
2021, as “Public School Volunteer Week”

ACTION/
(RESOLUTION)

Volunteers embody the American spirit and are one of our nation’s most valuable resources. April 20 – 24, 2021, is being recognized as “Public School Volunteer Week” and it is recommended that Resolution 2020/21 No. 821 recognizing April 20 – 24, 2021, as “Public School Volunteer Week” be adopted, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent’s Comment:

ADOPTION BY MAJORITY ROLL CALL VOTE.

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2020/21 NO. 821

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
LOWELL JOINT SCHOOL DISTRICT
OF LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
RECOGNIZING APRIL 20 – 24, 2021, AS
“PUBLIC SCHOOL VOLUNTEER WEEK”**

WHEREAS, volunteers embody the American spirit and are one of our nation’s most valuable resources; and

WHEREAS, volunteerism is increasingly recognized as a powerful and creative force in building strong, healthy and productive communities; and

WHEREAS, volunteers possess abundant skills, talents and expertise that they generously and enthusiastically apply in meeting the needs of the community; and

WHEREAS, the students and staff members of Lowell Joint School District reap the benefits of this great American tradition through the work of local volunteers whose efforts and commitment enrich our lives and enhance our neighborhoods; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees, on behalf of the students, parents, and community at large, does hereby recognize April 20 – 24, 2021, as a formal recognition and appreciation of the volunteers in the Lowell Joint School District.

APPROVED AND ADOPTED this 5th day of April, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 5th day of April, 2021, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the 5th day of April, 2021.

Jim Coombs, Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT
April 5, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Submission of Williams Litigation Settlement – Quarter Uniform Complaint for Quarter 3, January 1–March 31, 2021 ACTION

The *Williams Litigation Settlement* requires districts to implement the following Uniform Complaint Procedures:

1. Adopt a policy/administrative regulation for a modified Uniform Complaint Procedure;
2. Post a notice in each classroom; and
3. Prepare and submit a report to the County Superintendent of Schools.

Education Code Section 35186(d) requires, “A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.”

To meet the Uniform Complaint Reporting requirements per *Education Code* Section 35186(d), the April 5, 2021, Board agenda will include a Report on the Nature and Resolution of All *Williams Settlement* Complaints received from January 1 through March 31, 2021.

It is recommended that the submission of the Williams Litigation Settlement – Quarterly Uniform Complaint Report for Quarter January 1 – March 31, 2021, with zero complaints, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent’s Comment:

APPROVAL RECOMMENDED.



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

Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2020-2021

District Name: Lowell Joint School District

Date: April 5, 2021

Person completing this form: Mary Jo Evanoff

Title: Executive Assistant to the Superintendent

Quarter covered by this report (Check One Below):

- | | | |
|---|--------------------------|------------------|
| <input type="checkbox"/> 1st QTR | July 1 to September 30 | Due 16-Oct 2020 |
| <input type="checkbox"/> 2nd QTR | October 1 to December 31 | Due 15- Jan 2021 |
| <input checked="" type="checkbox"/> 3rd QTR | January 1 to March 31 | Due 16-Apr 2021 |
| <input type="checkbox"/> 4th QTR | April 1 to June 30 | Due 16-Jul 2021 |

Date for information to be reported publicly at governing board meeting: April 5, 2021

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials			
Facilities			
Teacher Vacancy and Misassignment			
TOTAL			

Print Name of District Superintendent Jim Coombs

Signature of District Superintendent _____ Date April 5, 2021

Return the **Quarterly Summary** to:
Williams Legislation Implementation Project
Los Angeles County Office of Education
c/o Kirit Chauhan, Williams Settlement Legislation
9300 Imperial Highway, ASM/Williams ECW 284
Downey, CA 90242

Telephone: (562) 803-8382
FAX: (562) 803-8325
E-Mail: Chauhan_Kirit@lacoed.edu



Orange County Department of Education
Educational Services Division

**Williams Settlement Legislation
Quarterly Report of Uniform Complaints
2020-21**

District: Lowell Joint School District

District Contact: Mary Jo Evanoff

Title: Executive Assistant to the Superintendent

- Quarter #1 July 1 – September 30, 2020 Report due by **October 30, 2020**
- Quarter #2 October 1 – December 31, 2020 Report due by **January 29, 2021**
- Quarter #3 January 1 – March 31, 2021 Report due by **April 30, 2021**
- Quarter #4 April 1 – June 30, 2021 Report due by **July 30, 2021**

Check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of the complaints.

Type of Complaint	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancies or Missassignments			
Facility Conditions			
TOTALS			

Name of Superintendent: Jim Coombs

Signature of Superintendent: _____ Date: April 5, 2021

Please submit to:

Alicia Gonzalez, Sr. Administrative Assistant
Orange County Department of Education
200 Kalmus Drive, Mail Stop 2910 Redhill
P.O. Box 9050, Costa Mesa, CA 92628-9050

Phone: (714) 966-4336 Email: aliciagonzalez@ocde.us Fax: (714) 327-1371

LOWELL JOINT SCHOOL DISTRICT

April 5, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Reaffirmation of the Citizens Bond Oversight Committee

ACTION

On November 6, 2018, the Lowell Joint School District community approved Measure LL. Measure LL authorizes the District to issue tax-exempt general obligation bonds in an amount up to \$48,000,000. The District will use the proceeds of the bonds in accordance with the projects listed on the Measure LL ballot throughout the District.

Once bonds were approved through the Proposition 39 election, and the Board of Trustees officially certified the election, the Board had 60 days in which to establish an independent citizens' bond oversight committee (CBOC). The November 2019 election was formally declared and certified by the Board of Trustees as a part of the February 4, 2019 Board meeting.

The purpose of the CBOC is to review the annual independent financial and performance audits required by Proposition 39, make physical inspections of the school buildings and grounds, and review cost-saving efforts in building design and use. The Board is required to provide administrative and any necessary technical assistance to the committee, including sufficient resources to publicize the committee's conclusions, all without spending bond funds.

The CBOC must consist of at least seven members. No District employee, official, vendor, contractor, or consultant may serve on the committee. The law does not state that members must reside in the District. Members serve a term of two years, without compensation, and may serve no more than three consecutive terms. These were reaffirmed at the Citizen's Bond Oversight Committee Meeting on March 9, 2021.

The CBOC is charged with ensuring that bond revenues are only spent for the specific projects listed in the Measure LL bond, and that no funds are used for any teacher or administrator salaries other than specific staff hired to facilitate the bond project, or for other school operating expenses. The committee is also charged with advising the public if these guidelines are not adhered to.

Superintendent's Comment:

APPROVAL RECOMMENDED.

The committee must include at least the following representatives:

- One (1) member active in a business organization representing the business community located within the district
- One (1) member active in a senior citizens' organization
- One (1) member active in a bona fide taxpayers' organization
- One (1) member who is the parent or guardian of a child enrolled in the district
- One (1) member who is either a parent or guardian of a child enrolled in the district and active in a parent-teacher organization, such as the Parent Teacher Association or School Site Council
- Two (2) members selected from the public at large

The following is the recommended slate of Citizen Bond Oversight Committee members:

<u>Representative Categories:</u>	<u>Representative Names:</u>
One (1) member active in a business organization representing the business community located within the district	Casey Powers
One (1) member active in a senior citizens' organization	Stuart Gothold
One (1) member active in a bona fide taxpayers' organization	Jan Averill
One (1) member who is the parent or guardian of a child enrolled in the district	Martin Tourville
One (1) member who is either a parent or guardian of a child enrolled in the district and active in a parent-teacher organization, such as the Parent Teacher Association or School Site Council	Kimberly Johnson
Two (2) members selected from the public at large	Richard Jones
	Taffi Graham

It is recommended that the reaffirmation of the recommended Citizens Bond Oversight Committee be approved, and that the Superintendent or designee be authorized to execute the agreement.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT

April 5, 2021

To: President Hinz and Members, Board of Trustees
From: Jim Coombs, Superintendent of Schools
Subject: Presentation of Audit Report for 2019/20 INFORMATION

Education Code 41020 requires school districts to annually obtain an independent audit report of its financial statements. The firm of Nigro and Nigro performed the 2019/20 financial audit of Lowell Joint School District financial statements.

A member of the audit firm will present the report to the Board.

AR:md

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
April 5, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Authorization of Signatures

ACTION

Education Code Sections 42630-34/85230-34, require Board action that the following named persons be authorized to sign and/or **electronically** approve payments and documents related to Payroll, Purchase Orders, Contracts, Travel Reimbursement Requisitions, and Vendor Orders, as indicated, and that all previous authorization of signatures are rescinded.

It is recommended that the Approval of Authorization of Signatures be approved, and that the Superintendent, or designee be authorized to execute the necessary documents.

AR/md

Superintendent's Comment:

APPROVAL RECOMMENDED.

**LOWELL JOINT SCHOOL DISTRICT
AUTHORIZATION OF SIGNATURES**

NAME TYPED	SIGNATURE	AUTHORIZED TO APPROVE				
		PAYROLL DOCUMENTS	VENDOR PAYMENT ORDERS	PURCHASE ORDERS	CONTRACTS	TRAVEL REIMBURSEMENTS
Jim Coombs		X	X	X	X	X
Andrea Reynolds		X	X	X	X	X
Sheri McDonald			X	X	X	X
Chelle Price		X	X		X	X

LOWELL JOINT SCHOOL DISTRICT
April 5, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Ratification of Memorandum of Understanding with
the Lowell Joint Education Association Hybrid/ Virtual
Academy

ACTION/
(RATIFICATION)

The Lowell Joint School District and the Lowell Joint Education Association, enter into this Memorandum of Understanding (MOU) regarding the issues related to the coronavirus COVID-19 and the reopening of schools during the 2020-2021 school year.

As of the date on this MOU, the parties recognize that the COVID-19 pandemic necessitates significant modifications to the operation of schools to minimize the health risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for students.

The parties acknowledge that staff and students may need to self-quarantine, become quarantined, and/or the District may need to close a learning cohort or close school(s) on an emergency basis to slow the spread of infection and illness from COVID-19 during the 2020-2021 school year. This will be in accordance with mandates from the Centers for Disease Control and Prevention (“CDC”), California Department of Public Health (“CDPH”), California Department of Education (“CDE”), the California Department of Industrial Relations Division of Occupational Safety and Health (“CAL/OSHA”), and the Los Angeles or Orange County Department of Public Health (LA/OC DPH). Where there is a conflict between the various health orders and mandates, the District shall adhere to the most restrictive health orders and mandates.

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the Collective Bargaining Agreement between the parties for the duration of this MOU, or until modified by mutual agreement of the District and the Association

It is recommended that the Ratified Memorandum of Understanding with the Lowell Joint Education Association to address hybrid / virtual academy be approved, and the Superintendent or designee be authorized to execute the necessary documents

Attachment

Superintendent’s Comment:

APPROVAL RECOMMENDED.

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
LOWELL JOINT SCHOOL DISTRICT
AND THE
LOWELL JOINT EDUCATION ASSOCIATION
REGARDING
HYBRID/VIRTUAL ACADEMY**

The Lowell Joint School District and the Lowell Joint Education Association, enter into this Memorandum of Understanding (MOU) regarding the issues related to the coronavirus COVID-19 and the reopening of schools during the 2020-2021 school year.

As of the date on this MOU, the parties recognize that the COVID-19 pandemic necessitates significant modifications to the operation of schools to minimize the health risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for students.

The parties acknowledge that staff and students may need to self-quarantine, become quarantined, and/or the District may need to close a learning cohort or close school(s) on an emergency basis to slow the spread of infection and illness from COVID-19 during the 2020-2021 school year. This will be in accordance with mandates from the Centers for Disease Control and Prevention (“CDC”), California Department of Public Health (“CDPH”), California Department of Education (“CDE”), the California Department of Industrial Relations Division of Occupational Safety and Health (“CAL/OSHA”), and the Los Angeles or Orange County Department of Public Health (LA/OC DPH). Where there is a conflict between the various health orders and mandates, the District shall adhere to the most restrictive health orders and mandates.

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the Collective Bargaining Agreement between the parties for the duration of this MOU, or until modified by mutual agreement of the District and the Association.

A. DEFINITIONS

- a. "Classroom"- is any academic, learning assessment, or instructional space used by students, certificated, classified, parents, administrators, or other adults on a school campus. This applies to both indoor and outdoor learning spaces, and includes libraries, computer or scientific laboratories, study halls, or any other common space on a school campus. Where applicable this also applies by extension to the virtual classroom setting.
- b. "Cohort"- is a group of students that maintains social isolation and physical distancing and "...are groups of students who are meeting for targeted support and intervention services" (CDPH, January 14, 2021). At the elementary level, cohorts are designed to remain stable and intact in order to prevent the spread of infection and illness arising from COVID-19. Classroom cohort sizes supersede class size will not exceed CDC, CDPH, and/or LA/OC PHD limits. Class size language in the CBA for in-person learning does not apply during the term of this MOU.
- c. "Stable Group" – As listed under School Reopening Guidance, "A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities." (CDPH 1/14/2021)
- d. "Common Equipment"- is any school equipment or structures that is designed to be used or shared by more than one individual. This includes, but not limited to, technology, books, computers, recess/playground equipment, physical education equipment, and other classroom materials.
- e. "Common Space"- is any indoor or outdoor space on a school campus designed or commonly used by more than one group of individuals. This includes, but not limited to, school offices, nurse stations, playgrounds, blacktops, quads, or outdoor gathering spaces, hallways, bathrooms, etc.
- f. "Physical Distancing"- also known as social distancing to help decrease the spread of the virus by increasing the space between people will be implemented in alignment with the most current directives of the CDC, CPHS, and LA/OC PHD. As of 1/14/2021 those guidelines/mandates are "Maximum number of students permitted in facility to maximize physical

distancing of at least 6ft or with appropriate physical barriers where 6ft of distance is not possible or nor less than 4 feet if 6 feet is not possible.” In the event this guidance changes, the District may modify the physical distancing rules.

- g. “Close Contact” – CDC and LA/OC County PHD has been defined as being within 6 feet for more than 15 minutes in a 24 hour period.

B. IN-PERSON LEARNING

Classroom/Instructional/Academic Learning Spaces

a. Physical Distancing

- i. The District Administration and unit members shall make every effort to ensure minimum physical distancing will be implemented in alignment with the most current directives of the CDC, CPHS, and LA/Orange County PHD. “Maximum number of students permitted in the facility to maximize physical distancing of at least 6ft or with appropriate physical barriers where 6ft of distance is not possible or nor less than 4 feet if 6 feet is not possible.” (LA County PHD Order 1/14/2021)
- ii. The District shall calculate the maximum capacity of all workspaces in alignment with the most current directives of the CDC, CPHS, and LA/Orange County PHD while maintaining physical distance requirements.
- iii. The District will continue to implement the most current LA County Public Health Orders, currently set as the “Maximum number of students permitted in facility to maximize physical distancing of at least 6ft or no less than 4 feet with appropriate physical barriers where 6ft of distance is not possible.” (LA County PHD Order 1/14/21).

iv. No unit member shall be directed to violate any LA/OC county public health order.

b. One-Way Directions/Movement - The District will implement all CDC, CPHD, and LA/OC DPH orders/mandates.

- i. In order to help maintain physical distancing requirements in all common walkways and congregation areas (both outdoor and indoor), the District, where possible, shall create unidirectional pathways.
- ii. These pathways shall be clearly marked to indicate the direction of travel and the six (6) feet physical distance spacing requirements.

c. School Ingress and Egress Points - The District will implement all CDC, CDPH, and LA/OC DPH orders/mandates.

- i. The current LA County PH order does not require multiple entrances, but the current LJSJSD reopening plan does call for multiple entrances for ingress and egress in order to promote social distancing. In order to support this school sites shall identify multiple access points to be used for student and parent ingress and egress before and after school.
- ii. Unit members shall not be assigned to monitor ingress and egress entrances gates.

d. Recess/Student Break Times

- i. School site administrators shall create plans and schedules that provide recess and break times for both students and unit members consistent with the most current directives of the CDC, CDPH, and LA/OC DPH:
 1. All recess and break times shall be designed to maintain physical distance requirements and to maintain cohort stability.
 2. All recess and break times shall be staggered to minimize the number of different people with whom staff and students interact.

3. While maintaining all proper safety protocols for promoting social distancing, recess and break times shall be implemented and supervised as they have been in compliance with our current CBA. Unit members shall have at least one morning break of at least 20 minutes and one afternoon break of at least 20 minutes. All breaks shall be without student supervision responsibilities.

e. Meetings and Gatherings

- i. In-person meetings shall be held virtually. All CDC and LA/OC DPH Orders/mandates will be followed in those situations if/when in-person meeting occur. All meetings amongst staff shall be held virtually and shall be scheduled during non-instructional time when possible.
- ii. Large in-person gatherings (i.e. school assemblies) will be implemented in accordance with the most current directives of the CDC, CDPH, and LA/OC DPH.
- iii. Back-to-School Night, Open House, musical programs, other large events, and in-person promotion/graduation meetings or ceremonies will be implemented in accordance with the most current directives of the CDC, CDPH, and LA/OC DPH, which at this time are virtual.

f. Student Stable Groups - The District will implement all CDC, CDPH, and LA/OC DPH orders/mandates related to student stable groups.

- i. All grades (TK-8)
 1. The parties affirm that student elementary stable groups are intended and designated to provide stable groupings of students that are maintained throughout each school day, and through each grading period, with an assigned primary stable group teacher, and systems are in place at the school site to help prevent the mixing of cohorts.

2. Student stable group sizes will be implemented in alignment with the most current directives of the CDC, CPHS, and LA/OC DPH.

g. Cleaning and Disinfecting - The District will implement all CDC, CPHD, and LA/OC DPH orders/mandates related to cleaning and disinfecting.

- i. The district shall ensure that all classroom spaces, restrooms, common spaces, and workspaces are appropriately cleaned and sanitized and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.
- ii. Certified unit members shall not be required to perform daily cleaning and disinfecting that falls outside the scope of the normal duties in our bargaining unit.
- iii. The district already provides copies of all Cal-OSHA Safety Documentation as required by law.
- iv. Regular decontamination of classroom spaces and staff workspaces shall be completed daily and deep cleaning will occur once per week. Decontamination shall be done by trained, qualified professionals. Decontamination shall occur with sufficient time for any harmful chemicals to dissipate prior to the space being occupied by staff, students, or administrators.

h. Air Ventilation and Filtration - The District will implement or exceed all CDC, CDPH, and LA/OC DPH orders/mandates related to cleaning and disinfecting.

- i. The parties affirm that public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19, especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-

19 through the air. Employees in workspaces with functioning windows shall be encouraged to keep them open depending on weather, temperature, or air quality conditions.

- ii. The District will ensure that HVAC systems are set to operate in a mode that delivers the most fresh air available. Employees with access to HVAC controls shall be directed to set the controls to the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit.

i. Health Screening, Testing, Notification, and Contact Tracing - The District will implement or exceed all CDC, CDPH, and LA/OC DPH orders/mandates related to health screening, testing, notification, and contact tracing.

- i. The District shall require that all unit members are checked daily for symptoms associated with COVID-19 infection prior to entering school including temperature checks.
 - 1. Health screening, testing, notification, and quarantine protocols and procedures will be provided to all unit members.
 - 2. All unit members will be trained on these protocols and procedures.
 - 3. All unit members with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 shall be sent home or sent to an Cool Down Area (Isolation Area) on site pending travel home or to a medical facility.
 - 4. Upon notification that a unit member has been infected with COVID-19, the district will initiate contact tracing procedures in alignment with the Los Angeles and Orange County Departments of Public Health and shall make all proper notifications in alignment with the most current directives of

the CDC, CDPH, and LA/OC PHD. The Association President will be notified of the location(s) where an infection has/have occurred.

5. All bargaining unit members will have access to free onsite COVID-19 testing prior to returning to campus, which is currently not required by CDC, CDPH, and LA/OC PHD prior to returning to campus. Testing schedules shall be arranged to minimize delays and results shall be delivered to each unit member promptly, with all relevant privacy rights preserved.
6. The District will follow the law, including the any current Families First Coronavirus Response Act (FFCRA) and Cal/OSHA Emergency COVID-19 Regulations (or successor legislation) in the implementation of all leaves when the district nurse determines members cannot perform their duties remotely or when not practical to do so.
7. Bargaining unit members shall continue to receive stipends and/or additional pay, if duties are performed as provided for under the Collective Bargaining Agreement.

j. Hybrid Model of Instruction

- i. Although annual instructional minutes need not be provided at the same level as in a typical school year, SB 98 provides daily instructional minutes for the 2020-21 school year, Hybrid instructional minutes shall be in alignment with the Board approved Hybrid Instructional Plan, which provides bargaining unit members the designed structure and flexibility.
- ii. One day per week will be designated for the classroom space to be thoroughly cleaned, disinfected, and sanitized.
- iii. The district shall work to ensure equitable access to education for all students and shall confirm and/or make provisions so that all pupils have adequate access to connectivity and technological

devices to participate in the educational program and complete assigned work.

- iv. Daily lesson plans, assessments, and instructional methodologies used shall be at the discretion of the classroom teacher.
- v. The district shall continue to provide all bargaining unit members the necessary equipment and supplies in order to provide distance learning/hybrid learning, including but not limited to technology, laptop computers, digital projectors, computer, learning platforms, and any other items normally provided during in-person learning.
- vi. The district shall provide three asynchronous preparation days prior to in-person hybrid learning.

k. Adjunct Duties, Committee Assignments, Extra Duty Work, and related Items

- i. Bargaining Unit members will be excused from Adjunct Duties for the 2020/21 school year or as long as the hybrid instructional model is in place, unless they are required as a part of a State or Federal mandate.
- ii. Bargaining Unit members are expected to work and be available during their normal contractual work hours and workdays from a location within normal commuting time of their site (i.e. no working from Hawaii) unless specifically authorized in writing by the District.
- iii. Bargaining Unit members must follow guidelines/board policy in the area of Digital Citizenship which applies to the in-person instructional model as well as the virtual setting.
- iv. All tenured teachers, who are due for evaluations for the 2020-21 school year, who have received H's and/or O's on their most recent evaluation, will have their evaluations placed on hold for the 2020/21 school year and/or for as long as we are operating in the Hybrid Instructional Model.
- v. Bargaining Unit members shall maintain reasonable instructional standards and expectations for the delivery of a quality Hybrid

model that includes meaningful interaction, engagement, social support with/for students, and proper professional standards for the teaching profession.

FOR THE ASSOCIATION

FOR THE DISTRICT

Leslie Mangold 03-01-21

Leslie Mangold Date

LJEA Bargaining Chair

Jim Coombs 3/1/21

Jim Coombs Date

Superintendent

LOWELL JOINT SCHOOL DISTRICT
April 5, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Professional Services Agreement, Hauffe
Company Inc., (HCI) Division of State Architect
(DSA) Inspections, Jordan Elementary School

ACTION

Background:

On June 11, 2018, the Lowell Joint School District Board of Trustees approved Resolution 2018-19 No. 724 ordering a School Bond Election. On November 6, 2018, the voters in the Lowell Joint School District passed measure LL. A part of Measure LL includes the repairs and upgrades to District facilities. This expenditure is subject to the purview of the Citizens Bond Oversight Committee.

Current Considerations:

Unlike the Public Works competitive bidding process, Professional Service providers can be selected on the basis of their qualifications, services they provide and their value to the Client.

Pursuant to Education Code 17280-17317 and more specifically article 17311 (a), “The Department of General Services shall make such inspection of the school buildings and of the work of construction or alteration as in its judgment is necessary or proper for the enforcement of this article and the protection of the safety of the pupils, the teachers, and the public. The school district, city, city and county, or the political subdivision within the jurisdiction of which any school building is constructed or altered shall provide for and require competent, adequate, and continuous inspection during construction or alteration by an inspector satisfactory to the architect or structural engineer and the Department of General Services.” The Division of State Architect (DSA) is under the jurisdiction of the Department of General Services. As construction projects receive DSA approval of plans and new construction contracts are let, there is a need to provide inspection services as mandated by Education Code 17280-17317 and more specifically, article 17311(a).

Hauffe Company Inc., (HCI) provided the District with a proposal dated March 16, 2021 for DSA inspection services for the Jordan Elementary School project.

Superintendent’s Comment:

APPROVAL RECOMMENDED.

Financial Implications:

Financial Impact: \$188,160.00
Funding Source: Measure LL General Obligation Fund – Fund 21.0

Recommendation:

It is recommended that the Board of Trustees approve a Professional Services Agreement, Hauffe Company Inc.,(HCI), DSA Inspection Services, Jordan Elementary School, effective June 1, 2021, through June 30, 2022, not to exceed \$188,160 (21.0-00000-0-00000-85000-6281-0004000) Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

HAUFFE

Kurt Hauffe
714 924 7878
kurt@hauffecompany.com
2718 Lowell Lane
Santa Ana, California 92706
C.S.T. Number
6123014-8000, 6120-036054
C.S.A. Class: #5468

March 16, 2021

Andrea Reynolds
Assistant Superintendent of Administrative Services
Lowell Joint School District
11019 Valley Home Avenue
Whittier, CA 90603

Proposal for Jordan Elementary School Modernization and New Portables Inspection Services.

Dear Ms. Reynolds,

Thank you for the opportunity to submit a proposal for Inspection Services for the Modernization and New Portables for Jordan Elementary School.

Projected workday schedule \$84 per hour for a total cost of \$188,160.00. Start date June 1, 2021 and projected completion date of June 30, 2022.

We thank you for this opportunity and look forward to continuing our working relationship with the Lowell Joint School District.

Best Regards,



Kurt Hauffe
President Hauffe Company Inc.

LOWELL JOINT SCHOOL DISTRICT
April 5, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Professional Services Agreement, All American Inspection Inc., Division of State Architect (DSA) Inspections, Jordan Elementary School Project- ACTION

Background:

On June 11, 2018, the Lowell Joint School District Board of Trustees approved Resolution 2018-19 No. 724 ordering a School Bond Election. On November 6, 2018, the voters in the Lowell Joint School District passed measure LL. A part of Measure LL includes the repairs and upgrades to District facilities. This expenditure is subject to the purview of the Citizens Bond Oversight Committee.

Current Considerations:

Unlike the Public Works competitive bidding process, Professional Service providers can be selected on the basis of their qualifications, services they provide and their value to the Client.

Pursuant to Education Code 17280-17317 and more specifically article 17311 (a), “The Department of General Services shall make such inspection of the school buildings and of the work of construction or alteration as in its judgment is necessary or proper for the enforcement of this article and the protection of the safety of the pupils, the teachers, and the public. The school district, city, city and county, or the political subdivision within the jurisdiction of which any school building is constructed or altered shall provide for and require competent, adequate, and continuous inspection during construction or alteration by an inspector satisfactory to the architect or structural engineer and the Department of General Services.” The Division of State Architect (DSA) is under the jurisdiction of the Department of General Services. As construction projects receive DSA approval of plans and new construction contracts are let, there is a need to provide inspection services as mandated by Education Code 17280-17317 and more specifically, article 17311(a).

In addition to required DSA “on-site” construction inspection services on all Public works projects, the Division of State Architect requires testing and inspection of remotely fabricated structural elements, which are applicable to Jordan’s modular buildings.

The Division of State Architect IR (Interpretation of Regulations) A-15 mandates that factory built buildings, including modular buildings, must be inspected by a qualified DSA inspector during the fabrication process and provide the Division of State Architect with an in-plant verified report form 152 IPI in order for the project to achieve certification by the Division of State Architect. All

Superintendent’s Comment:

APPROVAL RECOMMENDED.

American Inspection Inc. has provided the District with a proposal dated October 19, 2020 to provide the necessary in-plant inspection and certified welding inspection services for the Jordan modular buildings to be fabricated by Silver Creek Industries at their Perris California facility for the following:

- (1) 60' X 40' Administrative Building \$5,500 per building
- (1) 72' X 40' Kindergarten Building \$6,600 per building
- (1) 108' X 60' Classroom Building \$9,900 per building

Financial Implications:

Financial Impact: \$22,000.00
Funding Source: Measure LL General Obligation Fund – Fund 21.0

Recommendation:

It is recommended that the Board of Trustees approve a Professional Services Agreement, All American Inspection Inc., DSA Inspection Services, Jordan Elementary School Project, effective April 5, 2021, through April 5, 2022, not to exceed \$22,000.00 (21.0-00000-0-00000-85000-6281-0000400) Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.



2647 Gateway Road, Suite #105-300, Carlsbad, CA 92009 - Ph (760) 683-5200
AllAmericanInspectionInc.com

PROPOSAL
DSA INSPECTION SERVICES

October 19, 2020

Lowell Joint School District
11019 Valley Home Avenue
Whittier, CA 90603

Attention: Ms. Cathy Weissman
RE: In-Plant Inspection Proposal
Project: Relocatable Classroom Buildings for Jordan Elementary School, DSA #03-121043

I am respectfully submitting my proposal for In-Plant inspection services relating to your relocatable buildings that will be manufactured at Silver Creek International in Perris, CA.

DSA IN-PLANT INSPECTION SERVICE	
PLANT MANUFACTURE: SCI	
<u>No. & Size of Buildings</u>	<u>Inspection Rate</u>
DSA In-Plant IOR & Certified Welding Inspection Services	
(1) 60 x 40 Administration Building	\$5,500.00 per building
(1) 72 x 40 Kindergarten Building	\$6,600.00 per building
(1) 108 x 60 Classroom Building	\$9,900.00 per building
Total - Not to exceed:	\$22,000.00

*Any required material testing and inspection of foundation embeds must be provided by a DSA approved lab.

Respectfully Submitting,

Stacey Douglas

Accepted by:

Date: / /

LOWELL JOINT SCHOOL DISTRICT
April 5, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Ratification of Professional Services Agreement with A-Tech
Consulting for Hazardous Materials Survey, Testing, at Jordan
Elementary School

ACTION

Background:

On June 11, 2018, the Lowell Joint School District Board of Trustees approved Resolution 2018-19 No. 724 ordering a School Bond Election. On November 6, 2018, the voters in the Lowell Joint School District passed measure LL. A part of Measure LL includes the repairs and upgrades to District facilities. This expenditure is subject to the purview of the Citizens Bond Oversight Committee.

Current Considerations:

Unlike the Public Works competitive bidding process, Professional Service providers can be selected on the basis of their qualifications, services they provide and their value to the District.

In March 2019, the District issued an RFQ for Hazardous Materials Surveying and Testing providers. Based on the results of the scoring, A-Tech Consulting was selected to provide the District with environmental testing and identification services pursuant to their proposal dated February 24, 2021 for the Jordan Elementary School project.

Financial Implications

Financial Impact:	\$20,965.00
Funding Source:	Measure LL General Obligation Fund – Fund 21.0

Recommendation:

It is recommended that the Board of Trustees ratify a Professional Services Agreement with A-Tech Consulting for Hazardous Materials Survey, Testing at Jordan Elementary School, effective April 5, 2021 through April 5, 2022 not to exceed \$20,965.00 (21.0-00000-0-00000-85000-6282-000400) Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.



A-Tech Consulting, Inc.

February 24, 2021

Lowell Joint School District
11019 Valley Home Avenue
Whittier, California 90603

Attn: Mr. David Bennett

Re: Jordan Elementary School
10654 Jordan Road, All Roofs including Portico Walkways, Building 11 (Throughout),
Buildings 1-10 (Various Locations)
Whittier, California 90603

Dear Mr. Bennett,

Thank you for allowing A-Tech Consulting, Inc. (*A-Tech*) the opportunity to provide you with a cost proposal. This proposal is in response to your request that *A-Tech* conducts the Limited Asbestos, XRF-Lead and Hazmat Assessment at the above referenced site.

The professional services provided by *A-Tech* will consist of the following:

LIMITED ASBESTOS ASSESSMENT

- This assessment will satisfy all the requirements of a pre-renovation assessment, in accordance with Cal-OSHA Rule Title 8 CCR 1529 and NESHAP/SCAQMD Rule 1403, as it pertains to this project only.
- Inspection of All Roofs including the Portico Walkways, Building 11 (Throughout), Buildings 1-10 (Various Locations) and bulk sampling of suspect asbestos-containing materials (ACM) by a state certified asbestos consultant or certified site surveillance technician (CAC or CSST), utilizing AHERA sampling protocols. We will need access to all locations.
- Analysis of suspect ACM samples by a NVLAP accredited laboratory, utilizing Polarized Light Microscopy (PLM) with dispersion staining, in accordance with current regulatory requirements. Sample analysis is based on 5 Day laboratory analysis.
- Review of any proposed renovation plans, if available
- Report preparation including sample locations, friability evaluations and remedial recommendations.

LIMITED XRF-LEAD ASSESSMENT

- Inspection of All Roofs including the Portico Walkways, Building 11 (Throughout), Buildings 1-10 (Various Locations) and X-Ray Florescence (XRF) of all painted surfaces, ceramic and porcelain components by a CDPH Certified Inspector/Assessor, utilizing Cal-OSHA's and HUD sampling protocols. We will need access to all locations.
- Analysis of suspect components, which are inconclusive via XRF analysis. Samples will be analyzed by an AIHA accredited laboratory, utilizing Flame Atomic Absorption (AAS) and/or Total Threshold Limit Concentration (TTLC), in accordance with current regulatory requirements.
- Review of proposed renovation plans, if available.
- Report preparation including sample locations, condition evaluations and abatement/stabilization recommendations.



A-Tech Consulting, Inc.

HAZARDOUS MATERIALS ASSESSMENT

- Assessment of interior building components to determine presence and quantities of Fluorescent Light Bulbs, PCB Light Ballasts, Mercury Switches, Radioactive Exit Signs and Refrigerant Gases.
- Report preparation, which will include the absence or presence of the assessed materials, quantities, and locations.

PRICING

Based on the information gathered, we propose to provide the following professional consulting services:

LIMITED ASBESTOS, XRF-LEAD & HAZMAT ASSESSMENT – 5 Day Laboratory Analysis

Item	Price		Quantity	Line Total
Principal Hygienist	\$140.00/Hour	X	8	\$1,120.00
Environmental Project Manager	\$105.00/Hour	X	5	\$525.00
Certified Site Surveillance Technician (CSST) & CDPH Inspector Assessor or CDPH Sampling Technician	\$85.00/Hour	X	80	\$6,800.00
Asbestos Bulk Samples (PLM)	\$12.00/Sample	X	650	\$7,800.00
HAZMAT Assessment	Included	X	5	Included
XRF Sample Analysis	\$450.00/Day	X	5	\$2,250.00
Senior Administrator	\$65.00/Hour	X	5	\$325.00
Clerical/Report Writing	\$60.00/Hour	X	12	\$720.00
Total (Not to Exceed)				\$20,965.00

Notes:

- Laboratory analysis will stop at first positive within a homogeneous area/material.
- A-Tech will attempt to patch all roof cores but cannot guarantee the patch. A-Tech recommends a roofing contractor patch the roof cores after sampling is completed.

SCHEDULE

A-Tech anticipates completing all fieldwork within five (5) business days. Verbal results will be available within five (5) business days from completion of all fieldwork and deliverance of sample(s) to laboratory. The comprehensive report will be delivered by March 12, 2021.



A-Tech Consulting, Inc.

I trust that this proposal will meet with your approval and look forward to working with you. Should you have any questions, please feel free to contact me at (714) 434-6360 office.

Sincerely,

A-Tech Consulting, Inc.

Joseph A. Williams, CAC, DPH

CAC #14-5269 DPH #19524

joew@atechinc.net

To proceed with scheduling, kindly reply to PM@atechinc.net and accounting@atechinc.net

LOWELL JOINT SCHOOL DISTRICT
April 5, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Acceptance of Gift/Donations

ACTION/
(RATIFICATION)

The following individuals/businesses provided gifts/donations to the District:

Carol Geraghty

5 cases of preschool program materials valued at
\$250.00

It is recommended that the gifts/donations mentioned above, which have been donated to the District, be accepted and letters of appreciation be written to the donors.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
April 5, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Ratified Memorandum of Understanding
Placement Agreement between Grand Canyon University and
Lowell Joint School District, Effective January 1, 2021
through June 30, 2025

ACTION/
(RATIFICATION)

Grand Canyon is an institution of higher learning authorized pursuant to California law to offer education programs, including without limitation, Student Teacher Placement which requires fieldwork experience to fulfill the credentialing requirements set forth by the California Commission on Teacher Credentialing (the "Program").

Lowell Joint School District operates schools which are suitable for the University's Program. Grand Canyon University wishes to establish the Program at Lowell Joint School District for the students of the University enrolled in the Program. Lowell Joint School District desires to support the Program to assist in training students of University.

This ratified MOU will be effective January 1, 2021, unless terminated upon mutual consent of both parties, or through June 30, 2025, at no cost to the district.

It is recommended the ratified Memorandum of Understanding with Grand Canyon University effective January 1, 2021 through June 30, 2025 be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT

April 5, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Memorandum of Understanding Placement Agreement between University of Southern California Rossier School of Education and Lowell Joint School District, Effective July 1, 2021 through June 30, 2025 ACTION

University of Southern California, Rossier is an institution of higher learning authorized pursuant to California law to offer education programs, including without limitation, District Teacher Placement and the School Counseling Field Experience program which requires school counseling fieldwork experience to fulfill the credentialing requirements set forth by the California Commission on Teacher Credentialing (the "Program").

Lowell Joint School District operates schools which are suitable for the University's Program. University of Southern California University, Rossier desires to establish the Program at Lowell Joint School District for the students of the University enrolled in the Program. Lowell Joint School District desires to support the Program to assist in training students of University.

This MOU will be effective July 1, 2021, unless terminated upon mutual consent of both parties, or through June 30, 2025, at no cost to the district.

It is recommended the Memorandum of Understanding with University of Southern California, Rossier effective July 1, 2021 through June 30, 2025 be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT

April 5, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Memorandum of Understanding Internship Fieldwork Agreement between Chapman University and Lowell Joint School District, Effective August 1, 2021 through June 30, 2026 ACTION

Chapman University is an institution of higher learning authorized pursuant to California law to offer education programs, including without limitation, District Student Placement and the School Counseling Field Experience program which requires school counseling fieldwork experience to fulfill the credentialing requirements set forth by the California Commission on Teacher Credentialing (the "Program").

Lowell Joint School District operates schools which are suitable for the University's Program. Chapman University desires to establish the Program at Lowell Joint School District for the students of the University enrolled in the Program. Lowell Joint School District desires to support the Program to assist in training students of University.

This MOU will be effective August 1, 2021, unless terminated upon mutual consent of both parties, or through June 30, 2026, at no cost to the district.

It is recommended the Memorandum of Understanding with Chapman, effective August 1, 2021 through June 30, 2026 be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
April 5, 2021

To: President Hinz and Members, Board of Trustees
From: Jim Coombs, Superintendent of Schools
Subject: Purchase Order Report 2020/21 #9

ACTION/
(RATIFICATION)

In accordance with the law, Purchase Order Report 2020/21 #9 is recommended for approval. The report lists all purchase orders issued February 1, 2021, through March 10, 2021.

AR:md

Attachment

Superintendent's Comment:

APPROVAL RECOMMENDED.

X-B1-1

PURCHASE ORDERS FOR BOARD APPROVAL

April 5, 2021

NO#	VENDOR	DESCRIPTION	AMOUNT
86311	LRP PUBLICATIONS	NEWSLETTER RENEWAL	\$ 813.50
86312	COYOTE FLORAL	FLOWERS -SYMPATHY ARRANGEMENTS	\$ 60.00
86313	DEMCO	BOOK TAPE & CARDS LABELS	\$ 250.00
86314	HOME DEPOT PRO	PACKING TAPE	\$ 995.88
86315	LASER PLUS IMAGING	DESK SHIELD LAMPS	\$ 178.87
86316	BRUCE CAMPBELL	OLITA-TOP SOIL	\$ 600.00
86317	DANIELS TIRE SERVICE	MAINTENCE VEHICLE SERVICE	\$ 732.78
86318	HANG SAFE HOOKS	BACKPACK RACKS	\$ 563.95
86319	HOUGHTON MIFFLIN	GO MATH SPANISH CALIFORNIA STANDARDS	\$ 57.77
86320	EHP SOLUTIONS	DOCUMENT CAMERA	\$ 873.18
85965A	TARGET SPECIALTIES	OPEN PURCHASES 2020-21, ADDITIONAL AMOUNT TO ORIGINAL	\$ 2,500.00
86321	OCDE	TRAINING- SEL SCHOOL LAUNCH	\$ 800.00
86322	CALIFORNIA SCHOOLS TO WATCH	MEMBERSHIP FEE	\$ 395.00
86323	LASER PLUS IMAGING	DESK SHIELDS-VARIOUS SITES	\$ 6,405.41
86324	BEARCOM	WALKIE TALKIES-VARIOUS SITES	\$ 18,333.06
86325	MRS. NELSON BOOK COMPANY	VARIOUS LIBRARY BOOKS-RANCHO STARBUCK	\$ 141.71
86326	SHAW HR CONSULTING	FITNESS FOR DUTY	\$ 2,000.00
86327	FM THOMAS AIR CONDITIONING	HVAC REPAIR-RANCHO STARBUCK	\$ 3,125.63
86328	DIVISION OF STATE ARCHITECT	INV# 03-12403, DSA PROJECT, EL PORTAL	\$ 1,034.24
86329	TWINING CONSULTING	GEOTECHNICAL & SITE SOIL COMPACTION-MACY ELEMENTARY	\$ 15,007.00
86330	DEMCO	LIBRARY BOOK PROTECTORS/LABELS	\$ 120.00
86331	TURFSTAR	REPAIR & REPLACEMENT OF PLANENTARY ON MOWER	\$ 7,755.68
86332	AALR&R	WEBINAR-CULTURAL SENSITIVITY IN THE WORKPLACE	\$ 178.00
86333	AERIES SOFTWARE	AERIES SPRING 2021 CONFERENCE, 3/8-3/11-RAPP	\$ 150.00
86334	SUPPLYWORKS	PAINTER'S TAPE-VARIOUS SITES	\$ 1,291.01
86335	TURF STAR	MOWER REPAIRS	\$ 3,499.10
86336	2nd GEAR	LCDS-PRESCHOOL	\$ 974.03
86337	BREAKOUT EDU	SINGLE TEACHER SUBSCRIPTION	\$ 99.00
86338	2nd GEAR	24" FLAT PANEL LCD MONITORS- 2 EA	\$ 319.06
86339	ULINE	UTILITY CARTS	\$ 560.00
86340	ALL STATE SIGNS	MG-BATHROOM SIGNS	\$ 314.00
86341	WHITTIER SMOG CENTER	SMOG CHECK, 11/20/2020-FORD F150	\$ 68.00
86342	D'ANGELOS	SUPPLIES	\$ 83.00
86343	PAPE	TRACTOR REPAIR	\$ 483.00
86344	D'ANGELOS	SUPPLIES, MATERIALS	\$ 181.91
86345	SCHOOL SERVICES OF CA	MAY REVISE WEBINAR	\$ 230.00
86346	SOUTHWEST SCHOOL SUPPLY	OLITA -20/21 OPEN PURCHASE ORDER INCREASE	\$ 5,000.00
86347	BOUNCYBAND	ECHAIR FEET	\$ 119.94
86348	ARC DOCUMENT SOLUTIONS	A- FRAMES	\$ 1,174.83
86349	ARC DOCUMENT SOLUTIONS	DECALS FOR SOCIAL DISTANCING	\$ 685.83
86350	KING OFFICE SERVICES	MOVING AND RELOCATION FOR MACY TO/FROM MAYBROOK	\$ 15,000.00
86351	NATURE GIFT STORES	JORDAN-NATURE KITS BUTTERFLY KITS	\$ 125.50
86352	SOUTHWEST SCHOOL SUPPLY	MACY-CARTS	\$ 380.00
86353	PHONAK	ROGERS-RECEIVERS, TOUCHSCREEN MIC-MACY STUDENT	\$ 2,607.08
86354	CINTAS	ANTIBACTERIAL WIPES-CLASSROOMS	\$ 9,017.95
86355	HOTSY	VITAL OXIDE-REPLACEMENT PAILS	\$ 1,128.06
86356	HOME DEPOT PRO	AIR PURIFIERS-RANCHO STARBUCK	\$ 7,178.82
86357	GNP BRANDED GEAR	KN95 MASKS	\$ 561.92
86358	GAMA CONTRACTING SERVICES, INC.	REMOVE & DISPOSE OF FOUND ASBESTOS	\$ 2,450.00
86359	BEST LAWNMOWER, INC.	SEAT MOWER-GROUNDS	\$ 8,788.82
86360	TRIMARK, INC.	NUTRITION SVCS, ENCLOSED FOOD PAN TRANSPORT CABINET	\$ 2,282.86
86361	HOUGHTON MIFFLIN	JOURNEY'S CALIFORNIA STUDENT EDITION	\$ 490.04
86362	VEX ROBOTICS	VEXNET JOYSTICK, KEY 2.0	\$ 1,756.27
86363	DEAD AND BURIED	BANNERS	\$ 132.60
86364	FLAGHOUSE	BATTING TEE	\$ 23.60
86365	ACTIVE HANDS	GENERAL PURPOSE MINI AID	\$ 96.04
86366	SHAW HR CONSULTING	OPEN PURCHASES-HUMAN RESOURCES CONSULTANT	\$ 5,000.00

86367	PROJECT WISDOM	WORKSHEET	\$ 199.00
86368	COMPLETE BUSINESS SYSTEMS	INK AND MASTERS	\$ 166.86
86369	AR DESIGNS	APRONS FOR ALL SCHOOLS	\$ 580.00
86370	EMCOR	MOTOR REPLACEMENT-EL PORTAL HVAC	\$ 2,353.00
86371	FM THOMAS AIR CONDITIONING	HVAC SERVICE PARTS	\$ 1,703.00
86372	GLASBY MAINTENANCE SUPPLY	SUPPLIES FOR COVID	\$ 1,136.42
86373	HOGENTOGLER & COMPANY	PHYSICIAN SCALE-MAYBROOK	\$ 217.30
86374	GREENFIELD LEARNING	MEADOW GREEN-3 YR SUBSCRIPTION	\$ 14,540.00
86375	NAESP	EL PORTAL-AWARDS/PENS	\$ 110.00
86376	THE TAO GROUP	BUS SERVICES- MISC HR CONSULTING	\$ 5,000.00
86377	CRISIS PREVENTION INSTITUTE	TRAINING BOOKS	\$ 704.70
86378	CALIFORNIA LEAGUE OF SCHOOL	EMBRACING EQUITY AND EXCELLENCE-J.COOMBS	\$ 179.00
86379	IPVO	DOCUMENT CAMERA	\$ 375.97
86380	PRO-ED	INFANT/PRESCHOOL PARENT FORMS, RATING SCALE	\$ 175.60
86381	PRO-ED	EXAMINER RECORD BOOKLETS	\$ 270.56
86382	CURRICULUM ASSOCIATES	BRIGANCE CIBS & IED RECORD BOOKS	\$ 234.50
86383	PROJECT WISDOM	SUBSCRIPTION	\$ 489.00
86384	ARTBEAT STUDIOS FINE ART PRINTING	CUSTOM ART- AT DO-BOARD ROOM	\$ 1,404.02
<i>Respectfully Submitted,</i>			\$ 165,012.86

Jim Coombs

LOWELL JOINT SCHOOL DISTRICT
April 5, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Warrant Listing Report 2020/21 #9

ACTION/
(RATIFICATION)

The Warrant Listing Report 2020/21 #9 is recommended for approval. The report lists all warrants issued February 18, 2021, through March 12, 2021.

AR:md

Attachment

Superintendent's Comment:

APPROVAL RECOMMENDED.

X-B2-1

"B" WARRANTS FOR BOARD APPROVAL ON:

April 5, 2021

"B" WARRANT DOCUMENTS : 1063 - 1365, 3062 - 3069

1,190,652.29

THE FOLLOWING "B" WARRANT VOUCHERS ARE INCLUDED IN THE ABOVE SEQUENCE OF NUMBERS SUBMITTED FOR APPROVAL. ANY INTERRUPTIONS IN THE SEQUENCE ARE DUE TO THE VOUCHER BEING HELD FOR AUDIT BY LACOE AND RELEASED AT A LATER DATE. THE 3000s INDICATE A NUTRITION SERVICES PAYABLE.

NO.	VENDOR	AMOUNT
1063	TARGET SPECIALTY-MAINTENANCE, SUPPLIES, MATERIALS	4,188.89
1066	ROCHESTER 100-MACY, SUPPLIES	317.25
1197	HOWARD TECH SOLUTIONS-BOND, CONTRACT SVCS	80,868.38
1198	CARLO'S GARDENING SERVICE-MACY, SERVICES	3,000.00
1199	DIVISION OF STATE ARCHITECT-BOND, EL PORTAL	1,034.24
1206	LYN CARTY-EP, PURCHASE REIMBURSEMENT	142.02
1207	ENVIRONMENTAL NATURE CENTER-JORDAN, VIRTUAL FIELD TRIP	150.00
1208	GT DESIGNS-RANCHO, SERVICES	389.27
1211	DIANA JACOBS-JORDAN, PURCHASE REIMBURSEMENT	59.99
1212	BREE KOSAREFF-JORDAN, PURCHASE REIMBURSEMENT	114.70
1213	DEBRA LEES-MAYBROOK, CONTRACT SERVICES	1,594.11
1215	LAURA REMME-EP, PURCHASE REIMBURSEMENT	87.83
1217	SCHOOL SERVICES OF CA-WEBINAR, MO CONTRACT SVC	560.00
1218	SHAW HR CONSULTING-BUS ADMIN, CONSULTING	2,000.00
1219	SMS TECH SOLUTIONS-DISTRICT, LICENSES	318.00
1220	TURF STAR-MAINT, SUPPLIES	4,938.75
1222	WPS-SPEC ED, FORMS, SUPPLIES	300.76
1223	YUMI YAMAMOTO-JORDAN, LIBRARY PURCHASE REIMBURSEMENT	59.97
1225	SOUTHWEST SCHOOL SUPPLY-BOND, SUPPLIES	6,705.96
1226	READY REFRESH NESTLE-DISTRICT, WATER, SUPPLIES	68.33
1227	SPARKLETTS-RS, WATER, SUPPLIES	50.90
1228	SMS TECH SOLUTIONS-DISTRICT, LICENSES	359.98
1229	BATTERY SPECIALTIES-MAINT, SUPPLIES	164.07
1230	BUG FLIP-NUTRITION SERVICE, SERVICE CALL	55.00
1231	FRONTIER-DISTRICT, UTILITIES	1,164.34
1232	SUPT. COOMBS-PURCHASE REIMBURSEMENT	164.04
1234	PEST OPTIONS-NUTRITION SVCS, SUPPLIES	393.24
1235	MATT CUKRO-MG, PURCHASE REIMBURSEMENT	385.75
1236	SO CAL EDISON-EP, MA, RS-UTILITIES	5,535.42
1237	SO CAL GAS-EP, MG, OL, RS, MAINT-UTILITIES	2,744.42
	EARLY RETIREE REIMBURSEMENTS	
1238	DAWN AANDAHL	526.84
1239	BRENT ALLSMAN	526.77
1240	ELIZABETH KANESHIRO	990.16
1241	SHELLEY MARKER	526.84
1242	PENNY MAYERCHECK	1,196.69
1243	BRUCE PATILLO	526.77
1244	RONALD RANDOLPH	619.50
1245	GAYLE ROGERS	238.25

1246	CLAUDIA SCHALCHLIN	526.84
1247	EMILY WAKEFIELD	526.84
1248	NANCY WHITE	1,196.69
1249	HOLLY WOLFE	526.84
1250	AMERICAN FIDELITY-VOLUNTARY DEDUCTIONS	18,779.61
1251	AMERICAN FIDELITY-VOLUNTARY DEDUCTIONS	18,779.61
1252	AMERICAN FIDELITY-VOLUNTARY DEDUCTIONS	5,285.00
1253	CREDIT UNION OF SO CAL-VOLUNTARY DEDUCTIONS	2,887.80
1254	SCHOOLS FIRST FED CREDIT UNION-VOLUNTARY DEDUCTIONS	21,675.00
1256	GALLAGHER PEDIATRIC-SPEC ED, CONTRACT SVCS	478.16
1259	KING OFFICE SUPPLY-BOND, MAYBROOK	6,760.00
1260	ICS SVC CO-MAINT, SUPPLIES	400.00
1269	DANIELS TIRE SERVICE-MAINT, SUPPLIES	302.15
1271	PDQ EQUIPMENT RENTAL-MAINT, RENTALS	533.47
1272	2ND GEAR-TECH, DISTRICT WIDE, SUPPLIES	1,292.06
1273	BARNES NOBLE-RS, SUPPLIES	779.10
1274	BEARCOM-MG, WALKIE TALKIES	3,340.41
1275	BOUNCYBAND-OLITA, SUPPLIES	119.94
1276	CA LEAGUE OF SCHOOLS-RS, MEMBERSHIP	395.00
1277	CITY OF LA HABRA-MAINT, UTILITIES	1,377.15
1278	DATA IMPRESSIONS-TECH, SUPPLIES	589.67
1279	DAVE BANG ASSOCIATES-RS, CARES ACT, SUPPLIES	17,049.55
1280	DEMCO-JOR, RS, SUPPLIES	292.28
1281	EHP SOLUTIONS-OLITA, SUPPLIES	873.18
1282	PACIFIC PREMIER BANK-BOND, OLITA PROJECT	1,398.15
1283	DELTA DENTAL-MONTHLY PREMIUMS	1,951.21
1284	GARRICK LANGER-RS, PURCHASE REIMBURSEMENT	90.85
1285	SHERYL MCDONALD-CURR, PURCHASE REIMBURSEMENT	179.07
1286	ASSOCIATION OF CA SCHOOL-VOLUTARY DEDUCTIONS	337.37
1287	CA ASSOC OF SCHOOL PSYCHOLOGISTS-DUES	15.50
1288	CTA-MONTHLY DUES/ DEDUCTIONS	14,951.83
1289	PACIFIC EDUCATORS-VOLUNTARY DEDUCTIONS PREM	77.00
1290	THE STANDARD INS. CO-VOLUNTARY DEDUCTIONS	5,161.36
1291	UNITED WAY OF GREATER LOS ANGELES, DUES	10.00
1292	HOUGHTON MIFFLIN-CURR, SUPPLIES	57.77
1300	SHAW HR CONSULTING-BUS ADMIN, CONSULTING	960.00
1301	CDW GOVERNMENT-ALL SITES, SUPPLIES	399.88
1304	SO CAL EDISON-JOR, MACY, MAINT-UTILITIES	3,653.30
1305	SO CAL GAS-JOR, DISTRICT, UTILITIES	459.60
1306	SUBURBAN WATER -MG, RS, UTILITIES	6,130.94
1307	T-MOBILE-TECH, SERVICES	435.44
1308	VERIZON WIRELESS-TECH, UTILITIES	497.77
1309	VERIZON WIRELESS-TECH, UTILITIES	4,675.44
1310	LOGMEIN,INC.-TECH, LICENSES	4,424.19
1311	LOWE'S-MAINTENANCE, SUPPLIES	505.53
1312	PLUMBING WHOLESALE OUTLET-MAINT, SUPPLIES	489.42
1313	BEST LAWNMOWER-MAINT, SUPPLIES	8,788.82

1314	BRUCE CAMPBELL-MG, SAND, GRAVEL SUPPLIES	730.69
1315	DANGELO-OLITA, MAINTENANCE, SUPPLIES	513.92
1316	ERICKSON-HALL CONSTRUCTION-BOND, CONTRACT SVCS	793,088.50
1317	GHATAODE BANNON ARCHITECTS-BOND, JORDAN PROJ	5,413.20
1319	HOTSY OF SO CAL-MG, OL, MAINT-SUPPLIES	1,996.61
1321	GNP BRANDED GEAR-SUPPLIES	561.92
1322	SUPT. COOMBS-PURCHASE REIMBURSEMENT	273.86
1323	SHERYL MCDONALD-CURR, PURCHASE REIMBURSEMENT	199.95
1324	JOHN ZAPPULLA-TECH, MILEAGE REIMBURSEMENT	21.41
1325	HOUGHTON MIFFLIN-CURR, SUPPLIES	3,225.00
1330	REGINA FISCUS-EP, PURCHASE REIMBURSEMENT	83.14
1332	ADRIANA PONCE-JORDAN, PURCHASE REIMBURSEMENT	475.85
1334	SCHOOLS EXCESS LIABILITY FUND-FEES,SERVICES	36,728.20
1335	SCHOOL SERVICES OF CA-MAR 2021 CONTRACT SVCS	320.00
1338	WHITTIER SMOG TEST ONLY-MAINT, VEHICLE SMOG	68.00
1339	WPS-SPEC ED, FORMS, SUPPLIES	248.61
1340	QUADIENT FINANCE USA-DISTRICT, LEASING	510.91
1341	TURF STAR-GROUNDS, MAINT- SUPPLIES	7,755.68
1342	AMERICAN EXPRESS-DISTRICT CREDIT PURCHASES	6,263.82
1343	BEST LAWNMOWER-MAINT, SUPPLIES	3,218.06
1344	CANNINGS HARDWARE LA HABRA-MAINT, SUPPLIES	173.62
1345	JAMES HARDWARE CO-OL, RS, MAINT	252.29
1349	SO CAL EDISON-MG, UTILITIES	3,507.07
1350	SO CAL GAS-MACY, UTILITIES	15.78
1358	FRONTIER-DISTRICT, UTILITIES	62.67
1359	ARC DOCUMENT SOLUTIONS-MG, SUPPLIES	355.25
1360	BEARCOM-OLITA, SUPPLIES	1,168.71
1361	BEARCOM-MACY, WALKIE TALKIES	4,521.00
1362	CDW GOVERNMENT-MG, SUPPLIES	570.37
1363	HOUGHTON MIFFLIN-CURR, SUPPLIES	490.04
1365	MORA'S GARDENING SVC-MACY, TREE REMOVAL	3,000.00
3062	MELINDA LUJAN-NUTRITION SERVICES, MEAL REFUNDS	11.50
3063	BUG FLIP-NUTRITION SERVICE, SERVICE CALL	180.00
3064	LADY BUG TERMITE-NUTRITION SVCS, SUPPLIES	55.00
3065	FORM PLASTICS-NUTRITION SVCS, SUPPLIES	2,659.29
3066	DRIFTWOOD DAIRY-NUTRITION SVCS, SUPPLIES	11,426.17
3067	P&R PAPER SUPPLY-NUTRITION SVCS, SUPPLIES	1,914.47
3068	GOLD STAR FOODS-NUTRITION SVCS, COMMODOTIES	12,914.66
3069	VALPRO, INC.-NUTRITION SVCS	2,192.85

LOWELL JOINT SCHOOL DISTRICT
April 5, 2021

To: President Hinz and Members, Board of Trustees
From: Jim Coombs, Superintendent of Schools
Subject: Approval of Amended Agreement with American Express for Card Tokenization Services ACTION

A new agreement with American Express was approved by the Board January 1, 2021. It is necessary to approve an amendment to this agreement for card tokenization services.

Unlike a physical credit card, the tokenization process will protect sensitive information and prevent the District's credit card from fraud. The token can be limited to one-time use, or multiple uses.

It is recommended that the Amended Agreement with American Express for Card Tokenization Services, be approved and that the Superintendent, or designee be authorized to execute the necessary documents.

AR/md

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
April 5, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement with Orange County Department of Education for Courier Services ACTION

The District is transferring jurisdictional oversight from Los Angeles County Office of Education (LACOE) to Orange County Department of Education (OCDE) effective July 1, 2021. Daily courier services to and from OCDE are required for general operational efficiency. OCDE formed a joint powers entity in 1998 for this purpose. The entity was established for the purposes of operating and maintaining a county wide system for the delivery of mail and other materials necessary in the normal course of school district operations. SchoolsFirst Federal Credit Union is in partnership with the entity. SchoolsFirst contributes significant monetary resources, thus defraying the cost to participating districts.

The cost of this service is \$5,000 for the 2020/21 year. The cost for 2021/22 will be determined during the month of May. An increase is not anticipated but cannot be guaranteed until the joint powers entity approves pricing.

It is recommended that the Approval of Agreement with Orange County Department of Education for Courier Services, be approved and that the Superintendent, or designee be authorized to execute the necessary documents.

AR/md

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
April 5, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Employer-Employee Relations/Personnel Report
2020-21 #9 Which Includes Hiring, Resignations,
Contract Adjustments, and Retirements for
Certificated, Classified, and Confidential
Employees

ACTION/
(RATIFICATION)

The attached Employer-Employee Relations/Personnel Report 2020-21 #9, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees has been completed without irregularities and in compliance with the law, District policy, administrative regulations, rules, procedures, and direction of the supervisor and all information has been fully disclosed.

It is recommended that Employer-Employee Relations/Personnel Report 2020-21 #9, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees, be ratified.

Attachment

JC/me

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
EMPLOYER-EMPLOYEE RELATIONS/PERSONNEL REPORT 2020-21 #9

April 5, 2021

I. CERTIFICATED EMPLOYEES

A. CHANGE OF STATUS

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Melissa Wilkens	03/12/2021	04/30/21	MG	FMLA (AB375) Maternity Leave
Melissa De la Haye	03/13/2021	05/22/2021	EP	FMLA (AB375) Maternity Leave
Lavin, Lindsey	04/23/2021	04/30/2021	RS	FMLA (AB375) Baby Bonding Leave
Kosareff, Bree	04/12/2021	05/28/2021	JO	FMLA (AB375) Maternity Leave

B. SUBSTITUTE CHANGE OF PAY

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Amie Praefke	03/12/2021	04/30/2021	DO	To be paid special long term rate of \$170.00 for Meadow Green Elementary School for Sixth Grade
Delgado, Gabriela	03/15/2021	03/19/2021	DO	To be paid special long term rate of \$170.00 for El Portal Elementary School for Sixth Grade
Morrison, Dana	03/29/2021	05/22/2021	DO	To be paid special long term rate of \$170.00 for El Portal Elementary School for Sixth Grade
Rivera, James	04/23/2021	04/30/2021	DO	To be paid a rate of \$131.00 for Rancho Starbuck Intermediate School for Math
Sober, Jessica	04/12/2021	05/28/2021	DO	To be paid special long term rate of \$170.00 Jordan Elementary School for Fourth Grade
Corissa Lower	03/08/2021	05/28/2021	DO	To be paid special long term rate of \$170.00 for Intervention at Jordan Elementary School. To be

* EMPLOYMENT OF SUBSTITUTES EFFECTIVE 08/10/2020 FOR THE 2020/2021 SCHOOL YEAR \$131.00 PER DAY RATE AND \$170.00 LONG TERM AND \$65.50 PER HALF DAY RATE AND \$35.00 PER HOUR*

*It is further recommended that the individuals listed above be approved to instruct in the Intervention Programs. The rate of pay is \$35.00/hour and will be paid from Title I, or LCFF Supplemental Grant Funds.

*It is further recommended that the individuals listed above be approved as home school teachers, if needed, for the 2020/21 school year at a rate of \$35.00/hour, not to exceed five hours per week, per student. Mileage will be paid at the IRS Standard Mileage Rate for the 2020/21 school year.

Alyssa Scarsciotti Peggy Paoli

CLASSIFIED EMPLOYEES April 5, 2021

A. MONTHLY – GENERAL FUND

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	<u>RANGE/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
EID #TV2810191	03/29/21				Paid Administrative Leave
Cardenas, Robert	03/22/21		R20/S5	MNT	Groundskeeper/Replacement for Vacancy
Marin, Luis	03/01/21		R28/S3	MNT	Maintenance General-Painter/ Replacement for Vacancy

B. HOURLY – GENERAL FUND

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	<u>RANGE/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Allsman, Marcella	03/22/21	05/05/21		OL	Special Education Support Aide/Maternity Leave
Anderson, Danielle	02/01/21	02/26/21		EP	Noon Duty Assistant/Unpaid Leave of Absence/ Correction to 03/01/21 EER
Anderson, Danielle	03/01/21	05/28/21		EP	Noon Duty Assistant/ Temporary Reduction of Hours from 15 hours to 10 hours per week
Barber, Stephanie	03/11/20		RF/S3	DO	Assistant to the Superintendent's Office/ Replacement for Vacancy
Beiderwell, Alexis	03/18/21	05/28/21	R14/S1	OL	Educational Assistant/ Substitute/Temporary Assignment
Delgado, Veronica	02/26/21			OL	Noon Duty Assistant/

Drogt-Hill, Maria	03/01/21	05/28/21		MG	Resignation Noon Duty Assistant/ Temporary Increase of Hours/ Location Correction to 03/01/21 EER
Garcia, Cora	03/18/21		R14/S1	DO	Instructional Assistant/ Substitute/Rehire
Goodman, Jennifer	02/25/21	05/28/21		RS	Instructional Assistant/ Temporary Increase of Hours
Johnson, Fleur	03/01/21	05/28/21		OL	Special Education Support Aide/Unpaid Leave of Absence
Kennedy, Joelle	02/25/21	05/28/21		EP	Instructional Assistant-ABA/ Temporary Increase of Hours
Licon, Laurie	03/01/21		\$14.00/hr	DO	Noon Duty Assistant/Substitute/ Resignation
Sato, Ashly	03/01/21	05/28/21	R14/S1	EP	Educational Assistant/ Temporary Assignment
Van Hoogmoed, Danielle	03/08/21	04/02/21		OL	Instructional Assistant/ Temporary Increase of hours
Van Hoogmoed, Danielle	04/02/21			OL	Instructional Assistant/Resignation
Williams, Andrea	03/15/21	04/09/21		MA	Special Education Support Aide/ Temporary Reduction of hours from 16.25 hours to 9.5 hours per week
Williams, Andrea	04/12/21	05/28/21		OL	Special Education Support Aide/Unpaid Leave of Absence
Yzabal, Maria	03/29/20	05/28/21	\$14.00/hr	DO	Noon Duty Assistant/ Temporary Assignment

C. CAFETERIA FUND

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	<u>RANGE/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Bargas, Kerri	03/11/21		R7/S7	RS	Cafeteria Worker/Performance Recognition Increase
Costello, Jennifer	03/01/21	05/28/21		MG	Cafeteria Worker/Temporary Increase of Hours
Del Orbe, Ruth	03/01/21	05/28/21		RS	Cafeteria Worker/Temporary Increase of Hours
Lawson, Jennifer	03/01/21	05/28/21		OL	Cafeteria Worker/Temporary Increase of Hours
Rubio, Sandra	03/01/21	05/28/21		RS	Satellite Cafeteria Worker/ Temporary Increase of Hours

LOWELL JOINT SCHOOL DISTRICT

April 5, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of the Confidential Salary Schedule Adding the Assistant to the Superintendent's Office ACTION/
(RATIFICATION)

The 2020/21 Confidential Salary Schedule effective March 11, 2021, is submitted for Board approval. The salary schedule includes the addition of the Assistant to the Superintendent's Office.

It is recommended that the Confidential Salary Schedule adding the Assistant to the Superintendent's office, March 11, 2021, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

AR/md

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT

2020/21 CLASSIFIED CONFIDENTIAL SALARY SCHEDULE

Effective July 1, 2020

RANGE	PERFORMANCE RECOGNITION INCREASES							
	1	2	3	4	5	6	7	8
(A)	3,491	3,707	3,800	4,068	4,275	4,491	4,719	4,957
(B)	3,591	3,796	3,892	4,164	4,378	4,604	4,838	5,084
(C)	3,681	3,891	3,989	4,275	4,491	4,719	4,957	5,204
(D)	3,784	3,982	4,082	4,378	4,604	4,838	5,084	5,336
(E)	3,877	4,089	4,192	4,491	4,719	4,957	5,204	5,471
(F)	3,969	4,187	4,293	4,604	4,838	5,084	5,336	5,606
(G)	4,068	4,296	4,404	4,719	4,957	5,204	5,471	5,744
(H)	4,164	4,403	4,515	4,838	5,084	5,336	5,606	5,895
(I)	4,275	4,512	4,626	4,957	5,204	5,471	5,744	6,036
(J)	4,378	4,627	4,743	5,084	5,336	5,606	5,895	6,188
(K)	4,491	4,741	4,859	5,204	5,471	5,744	6,036	6,348
(L)	4,604	4,862	4,985	5,336	5,606	5,895	6,188	6,503
(M)	4,719	4,977	5,101	5,471	5,744	6,036	6,348	6,668
(N)	4,838	5,102	5,231	5,606	5,895	6,188	6,503	6,832
(O)	4,957	5,233	5,364	5,744	6,036	6,348	6,668	7,006
(P)	5,084	5,361	5,496	5,895	6,188	6,503	6,832	7,179
(Q)	5,204	5,494	5,631	6,036	6,348	6,668	7,006	7,358
(R)	5,336	5,638	5,779	6,188	6,503	6,832	7,179	7,549
(S)	5,471	5,773	5,918	6,348	6,668	7,006	7,358	7,730
(T)	5,606	5,918	6,067	6,503	6,832	7,179	7,549	7,920
(U)	5,744	6,072	6,225	6,668	7,006	7,358	7,730	8,118
(V)	5,895	6,219	6,375	6,832	7,179	7,549	7,920	8,329
(W)	6,036	6,377	6,537	7,006	7,358	7,730	8,118	8,533
(X)	6,188	6,534	6,698	7,179	7,549	7,920	8,329	8,744
(Y)	6,348	6,700	6,869	7,358	7,730	8,118	8,533	8,959
(Z)	6,503	6,866	7,038	7,549	7,920	8,329	8,744	9,187

CONFIDENTIAL EMPLOYEES

Executive Assistant and Secretary to Superintendent
 Administrative Assistant - Business Svcs/Classified Personnel
 Assistant to the Superintendent's Office

RANGE

N
 I
 F

LONGEVITY

Length of service shall be additionally compensated at the following rate after completion of:

10 years of service 2.5 %
 15 years of service 5 %
 20 years of service 7.5 %
 25 years of service 10 %
 30 years of service 12.5%

LOWELL JOINT SCHOOL DISTRICT
April 5, 2021

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement with Kara Campbell to Provide Professional Development on April 2, 2021 ACTION/
(RATIFICATION)

Kara Campbell will provide District-wide Professional Development entitled “30 Minute Self-Care Virtual Workshop” on April 2, 2021. This Professional Development will be provided at a cost of \$750.00. The cost will be covered by one-time State Funding.

It is recommended that the contract with Kara Campbell be approved, and the Superintendent or designee be authorized to execute the necessary documents.

Superintendent’s Comment:

APPROVAL RECOMMENDED.

X-D1-1