UCLA Lab School COVID-19 Site Plan (CSP)

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Scope and Introduction

The “UCLA COVID-19 Site Plan (CSP)” shall serve as framework to allow a safer return to on-campus activities of our educators, staff, students, and visitors during the pandemic as local conditions improve. Contents of the site plan have been created in alignment with state and county orders, as well as the UC systemwide directives as outlined below:

- California’s Roadmap to Modify the Stay-at-Home Order
- Los Angeles County Department of Public Health orders and guidance
- UC Office of the President Principles for Responsible Operation of University Locations in Light of the SARS-COV-2 Pandemic
- UC Consensus Standards for Campus Operations

The plan will also address the specific to business needs of UCLA Lab School and will be flexible due to the continuously changing local health conditions. The plan will be subject to the phased and industry-specific reopening approaches on the university, county, and state levels. Plans will be reviewed periodically during the course of the COVID-19 pandemic to ensure efficacy, feasibility, and accuracy in alignment with the aforementioned public health orders and UC directives.

The UCLA COVID-19 Site Plan (CSP) will further serve to integrate in one single source the various policies, procedures, protocols, guidance and expectations that will be in effect when the school resumes on site operations and facilitation of school instruction begins. Further, the document includes Lab School’s required Los Angeles Department of Public Health (LADPH) Re-Opening Protocols for K-12 Schools (Annex B). Thus, this document fulfills the University of California, Los Angeles (UCLA) and LADPH requirements to reopen Lab School when approvals are obtained. In addition, the document outlines key points of contact for the school.

Special Note

UCLA Lab School will follow where possible (to the extent our facility allows and applicable to the school’s specific population), the Back to School PreK-12 COVID Mitigation Measures. In addition, the school highlights our standard operating procedures and expectations below and outlines specific details relating to the elementary school environment.
UCLA Lab School and UCLA – Who We Are
The University of California, Los Angeles (UCLA), a world-renowned public research university, has research, service, and teaching as its core mission. UCLA Lab School is a university-affiliated school for students in grades PreK-6.

Essential Data

- The school currently has approximately 460 students enrolled as follows;
  - PreK/EC I: 42
  - K/EC II: 67
  - 1st & 2nd/Primary: 145
  - 3rd & 4th/Intermediate: 127
  - 5th/Upper I: 53
  - 6th/Upper II: 35
  - Grand Total: 469

- 85 faculty and staff members
- 50-60 Seasonal employees during the year (student workers)

We will adhere to county and state recommendations for guidance on gatherings. Events and gatherings will not be scheduled on the Lab School campus during this time and parents will not be allowed on the campus unless there is an emergency need.

Availability of Remote Instruction for Students Who Request It

As of July 16, 2021 survey data indicate 100% of our students will continue with in-person instruction for Fall 2021 based on parental preference. Independent and asynchronous assignments may be provided to children at UCLA Lab School who request it for medical reasons.
UCLA Lab School, in consultation with the PreK-12 Superintendent, Dr. Devin Dillon, has designated the following individuals in key areas:

- **Administrator** who will implement and maintain this plan: Dr. Georgia Lazo, Principal
- **Staff members** who will assist with the implementation and maintenance of this plan: Shelley Brown, Director of Finance and Operations and Juan Gomez, Operations Manager
- **Primary staff member** who will address general concerns regarding COVID-19: Renata Williams, Assistant Principal
- **Staff member** who will address requests for Workplace Accommodations: Shelley Brown, Director of Finance and Operations

**Lab School COVID-19 Compliance Task Force:**
- Designated COVID-19 compliance Officer: Kate Mulligan, Clinical Coordinator, Arthur Ashe Student Health Center
- Superintendent, PreK-12 Operations, Devin Dillon
- Principal, Georgia Lazo
- Shelley Brown, Director of Finance and Operations
- School Nurse, Janelle Cowan
- Advising Physician, Dr. Daniel Waxman
- UCLA Health, Infectious Disease Pediatrics, Dr. Nava Yeganeh

Staff returning to on site work will be based on the needs of the department and the ability and preferences of returning employees. An internal assessment will be made between Human Resources, the Principal, the Supervisor and Employee. In general, we expect the following roles would return to on site work:

- **School Administration**
  - Principal
  - Assistant Principal
  - Director of Finance and Operations
  - Director of Communications
  - Director of Admissions and Middle School Transition
  - Operations Manager
- **Classroom Educators** (approximately 34)
- **Support Front Line Employees**
  - Human Resources (at least one member on site daily)
  - School Nurse (1)
  - Physical Education (3)
  - School Student Counselor
  - Admissions & Outreach (at least one member on site daily)
  - Business Office (at least one member on site daily)
  - Communications Team (1)
Prior to re-opening the school, elementary school educators (which have been declared essential workers by the Los Angeles Department of Public Health), may have access to the school site. Educators must follow the following protocol;

**Working on Campus Prior to Re-Opening for On-site Instruction**

In accordance with Los Angeles County guidelines, UCLA Lab School’s campus is available as an option for in-person work, primarily for classroom Educators. This option is provided as a benefit to Educators; this is not a requirement. All requests by Educators to work in the building consistently must be reviewed in order to ensure that space assignments meet physical distancing requirements. Educators who would like to work in the building consistently should submit a request via email to Shelley Brown, Director of Finance and Operations, at sbrown@labschool.ucla.edu with a copy to Juan Gómez, Operations Manager, at jgomez@labschool.ucla.edu. Educators who receive approval must follow the Building Entry/Exit protocol.
UCLA Lab School was approved to resumed onsite operations in a phased approach; the school is currently in the orange “Phase IV”:

<table>
<thead>
<tr>
<th>Phase One:</th>
<th>Phase Two:</th>
<th>Phase Three:</th>
<th>Phase Four:</th>
<th>Phase Five:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>March 2020</strong></td>
<td><strong>February 2021</strong></td>
<td><strong>March 2021</strong></td>
<td><strong>September 2021</strong></td>
<td><strong>Dates TBD</strong></td>
</tr>
<tr>
<td>Remote Learning</td>
<td>25% Pilot Program</td>
<td>PreK-6</td>
<td>100% PreK-6 Total Population</td>
<td>Regular Operations</td>
</tr>
<tr>
<td>No Students on Campus</td>
<td>Essential Workers, EC, Neurodiverse</td>
<td>EC - Upper Students</td>
<td>100% Total Population</td>
<td>100% Total Population</td>
</tr>
</tbody>
</table>

| All remote | On-site instruction w/support staff | On-site instruction w/teachers | On-site instruction w/teachers | On-site instruction w/teachers |
| No students on campus | | | | |

Remote learning will continue to be taught.

On-site remote learning will take place for approximately 100 students on Lab School campus under LA County’s authorization to serve 25% special populations.

Remote learning will continue to be taught for all other students.

PreK – 6th grade students return to in-person instruction on Lab School Campus and Dodd Hall for approximately 80% of students based on survey data for family preference. Remote option for about 20% population.

On site instruction will take place on Lab School campus for approximately 100% of students in recommended cohorts per LA County guidelines.

100% students will return to school Monday-Friday on the Lab School Campus

**Schedule**

- Monday – Friday

In order to meet current physical distancing guidelines, UCLA Lab School will use its existing 19 classrooms in addition to Community Hall, iTEAM Lab, and Conference Room to hold 100% of the student population in a total of 22 spaces. Plans for Fall 2021 have used a 3-feet distancing model for classroom seating in accordance with county guidelines.
COVID-19 Testing Requirements

Students and Educators: Students and employees will be required to test in accordance to the frequency directed by campus. Test results will be available via a secure application within 24-48 hours. Any positive test result will be shared with the Superintendent, Principal, Assistant Principal, and Director of Finance and Operations and parents (for students) upon receipt.

The following requirements apply to all spaces and operations at all times:

Public Health
The following five Mitigation Measures will be applied to all operations and locations, and are further described in the UCLA Safe and Physical Distancing Protocol

Case Detection

   a. Ensure employees can identify COVID-19 Symptoms.
   b. All individuals must abide by and use the appropriate symptom monitoring protocol and survey each day prior to coming on-site: UCLA COVID-19 Symptom Monitoring System
   c. UCLA Lab School employees and students will follow all asymptomatic testing requirements as listed in the most recent version of UCLA’s COVID-19 Community Screening Protocol
   d. If the university reduces its testing to less than once a week, UCLA Lab School may choose to continue with weekly testing for educators and students

Communication of test results and next steps will be provided by the UCLA Exposure Management Team as outlined in the LACDPH K-12 Reopening Protocol

Building Entry/Exit protocol including face coverings, hand hygiene, symptom monitoring
The UCLA Lab School building is open for Educators on weekdays from 7:00 a.m. to 5 p.m. Employees, students and essential visitors entering the building must adhere to the following:

1. Prior to reporting to campus each day, educators and the parents of students must log into the UCLA symptom monitoring website to complete the health monitoring survey. If a clearance certificate is obtained, they may proceed to step 2 (if clearance is not obtained, they may not enter any UCLA facility)
2. Proceed to UCLA Lab School
   o Educators: Proceed to enter the facility
   o Students: Proceed to follow on site, random, no-touch temperature checks may be conducted
3. Wear a face covering. Face coverings will be available at the reception desk, if needed. Educators and students must plan on coming to campus daily with two clean face coverings.
4. Masks are not required to be worn if outside the facility
5. Use the sanitizing station located in various locations on campus upon arrival and before departure
6. Educators will wipe down their shared workspaces and equipment/tools used after each use (disinfectant wipes, spray, or other materials can be found in the store room, in all classrooms, and throughout the buildings)
7. Wash hands throughout the day and use sanitizing stations as needed
8. UCLA Lab School educators will be expected to support the student community by reinforcing the importance of wearing masks, physical distancing, and following all protocols and procedures to the best of the students’ abilities
9. If a student is not following protocol, educators will respond with the following steps:
   • First or Second Offense: Educator will remind the student of the correct protocol/behavior and allow the opportunity to course correct
   • Second or Third Offense: Educator will send contact parents and notify administrators.
   • Beyond Third Offense: Educator will send the student to the Administration who will determine next steps.
   • It may be determined that students who are willingly non-compliant or who are unable to follow safety protocols for any reason will be subject to removal from campus and disciplinary action.

CSP Components

- **Face Coverings**
  - Face coverings are to be worn by students, essential visitors and UCLA employees at all times indoors while on the UCLA Lab School campus except when eating or alone in a room in accordance with updated county guidelines dated July 1, 2021.

- **Stable Groups**
  - Cohorts will remain in their designated classrooms and play areas as practicable based on county guidelines. Stable groups are recommended, but not required.
  - Individuals will use designated restrooms for their specific group per current requirements as practicable.

- **Physical Distancing**
  - We will follow county recommendations based on updated county guidelines. A three-feet distancing model is being used for classroom space as of July 14, 2021.
  - All will be expected to follow the UCLA Lab School internal traffic flow procedures throughout the building

- **Adequate Ventilation**
  - We will maximize natural ventilation with open doors and windows where mechanical ventilation is not installed
  - HEPA filters have also been placed in all classrooms

- **Hand Hygiene**
  - Wash hands frequently with soap and water for 20 seconds, or when handwashing is not available, use alcohol-based hand sanitizer of 60% or more
Employees will be expected to use the sanitizing stations located throughout the building multiple times a day as needed.

- **Symptom Monitoring**
  - All individuals must utilize their respective Symptom Monitoring Survey for students, employees, third party workers, or visitors, each day prior to coming to campus, and follow steps for positive symptoms.

- **Surveillance or Screening Testing**
  - All employees and students are required to participate in the UCLA campus COVID-19 surveillance testing program. Three to five days prior to returning to campus, all employees will be required to test for COVID-19 and receive a negative test result.
  - Test results will be available within 24-48 hours.
  - Employees will follow instructions for testing and self-isolation as provided by the UCLA COVID Call Center, and will not return to work until the date specified by Occupational Health.

- **Contact Tracing**
  - Contact tracing for any positive cases is handled by the UCLA Infection Control group, led by Kate Mulligan, Clinical Coordinator, Arthur Ashe Student Health Center. Kate Mulligan is the designated COVID-19 compliance officer and handles all notifications of positive cases to LA county department of public health.
  
  - Non-essential visitors such as family members and children may be allowed in the school facilities on a limited basis if they have cleared the health symptom survey questions at the reception desk. They will also remain in designated areas and not bring additional guests with them inside the school facilities.

Questions regarding the facility and general operating requirements may be submitted to a Campus Operations team member as follows;

**Shelley Brown, Director of Finance and Operations:** sbrown@labschool.ucla.edu

**Juan Gómez, Operations Manager:** jgomez@labschool.ucla.edu
Additional Mitigation Measures / Communication of Positive Cases

**For Students/Parents/Guardians:** UCLA Lab School will follow the [Back to School PreK-12 COVID Mitigation Measures](http://publichealth.lacounty.gov/media/Coronavirus/docs/education/ScreeningEducationSettings.pdf) in addition to LACDPH protocols that have been developed for the specific facility in use and students ages 4-12, which is a particularly unique population for the University.

We will follow county guidance for any COVID-19 suspected or confirmed cases and provide notifications as indicated.

[http://publichealth.lacounty.gov/media/Coronavirus/docs/education/ScreeningEducationSettings.pdf](http://publichealth.lacounty.gov/media/Coronavirus/docs/education/ScreeningEducationSettings.pdf)

**For All Other Populations, Including Employees:** The school will follow the [Standard Operating Procedure (SOP) for Responding to COVID-19 Cases on the UCLA Campus](http://publichealth.lacounty.gov/media/Coronavirus/docs/education/ScreeningEducationSettings.pdf) for employees, visitors.

Furthermore,

- Flu shots may be required for students and educators in the fall of 2021
- New educators will be provided at least two reusable cloth masks prior to welcoming back students in the building
- Face shield with drape is available upon request to Juan Gómez.
- Students will be asked to bring a face covering and be provided with disposable face coverings if needed on their first day of school prior to entering the UCLA facilities
- UCLA Lab School will be prepared to transition to remote instruction if guided to do so by the LACDPH and/or UCLA

**Testing and Contact Tracing**

**Staff and Teachers**
All employees of UCLA Lab School are required to participate in the UCLA campus COVID-19 surveillance testing program. Three to five days prior to returning to campus, all employees will be required to test for COVID-19 and receive a negative test result. After the initial test, employees will be required to test in alignment with campus testing protocols, which may differ for fully vaccinated employees. The test is a saliva-based test and is self-administered. Testing will be provided free of charge. Results are provided to the employee within 24–48 hours of test administration electronically via a secure application.

More information about the UCLA surveillance testing program can be found at: [https://www.studenthealth.ucla.edu/covidtesting](https://www.studenthealth.ucla.edu/covidtesting)

**Surveillance Testing for Students**
Fully vaccinated students (over age 12) are exempt from weekly asymptomatic testing once status of their vaccine has been verified. Students (over age 12) who have been fully vaccinated should submit verification to their school nurse. There may be times, depending on case rates in Los Angeles County and on the UCLA campus, that weekly testing will continue to be required for all employees and students, regardless of vaccination status. The school will provide updated information as guidelines change pertaining to testing frequency or protocols.

pg. 11
Daily symptom monitoring continues to be required for all children, employees and visitors in PreK-12 sites.

Students ages five or older at UCLA Lab School are required to participate in the UCLA campus COVID-19 surveillance testing program.

In consultation with UCLA’s infection control group, it was determined that asymptomatic testing for children under the age of five is not necessary given the low rates of infectivity in this group and the stress of having to undergo weekly testing for COVID-19. Instead, daily symptom monitoring is required for children under the age of five and COVID-19 testing is recommended if a child is experiencing any COVID-19 symptoms.

Three to five days prior to returning to campus, all students will be required to test for COVID-19 and receive a negative test result. After the initial test, students will be required to test every week, or as determined by the University testing guidelines. The test is a saliva-based test and is self-administered. Test kits will be sent home with children on Tuesday and must be returned on Wednesday. Testing is provided free of charge. Results are provided to child’s parents within 24 hours of test administration electronically. An FAQ for parents regarding surveillance testing for students is available at PreK-12 COVID Corner.

Fully vaccinated students who have their vaccination status verified by the school nurse, will likely be able to opt out of required weekly testing. However, there may be times that routine testing is required even for those who are fully vaccinated. The school will notify parents of any changes to the testing protocol.

**Testing of Symptomatic Individuals**

- All educators and staff on site with flu or COVID-19 symptoms will be referred for COVID-19 testing.
  - Employees who become symptomatic while on site will be referred to Occupational Health, via the UCLA COVID Call Center and receive testing for COVID-19 at UCLA Medical Center, if deemed necessary.
  - Test results will be available within 24 hours.
  - Employees will follow instructions for testing and self-isolation as provided by the UCLA COVID Call Center, and will not return to work until the date specified by Occupational Health.
- Children who have COVID-19 symptoms will be directed to follow up with their primary care physician and not return to the school until they are symptom free or have been tested for COVID-19 or received clearance from their physician.
Contact Tracing
Contact tracing for any positive cases is handled by the UCLA Infection Control group, led by Clinical Coordinator, Kate Mulligan. Kate Mulligans is the designated COVID-19 compliance officer and handles all notifications of positive cases to LA county department of public health.

Vaccines
The University of California Office of the President (UCOP) issued a university-wide policy in July 2021 requiring all UC faculty, academic appointees, staff, students (over age 12), postdoctoral researchers, trainees and those physically accessing UC facilities or in-person UC programs to be fully vaccinated against COVID-19 prior to the start of the fall term, subject to certain medical exemptions and accommodations based on disability or religious belief. UCLA faculty, staff and students working, learning and living on UCLA property will need to be fully vaccinated by August 9 for those in semester programs and by September 6 for everyone else. Adoption of this policy follows the announcement of a draft policy and community review process earlier this spring.

COVID-19 vaccine has been made available to all UCLA Lab School employees as of May 1, 2021. Vaccine will be offered to all employees free of charge. A forum for educators and staff on the vaccine was held on January 18, 2021. Information on that session can be found at PreK12 COVID Corner. Fully vaccinated students (over age 12) and employees are exempt from weekly asymptomatic testing once they have been verified. However, there may be times when even fully vaccinated employees will need to continue to test weekly. The school will notify educators, staff and families of any changes to testing frequency and protocols as soon as possible. Employees should submit verification of their vaccine to one of the testing sites on campus before July 9 in order to opt out of asymptomatic testing. Verification of vaccine must also be provided via the daily symptom monitoring, which is a separate process for UCLA employees. Students (over age 12) who have been fully vaccinated should submit verification to their school nurse.

Daily symptom monitoring continues to be required for all children, employees and visitors in PreK-12 sites.
UCLA Lab School administration and health services will continue to provide training and COVID-19 education to the community as they are welcomed to on site learning during the 2021-2022 school year. Employees will also receive the COVID Safety Training during onboarding in August or as needed for all. All employees were provided a September 30, 2020 deadline to complete the COVID-19 Pandemic: Returning to Work on Campus course via the UCLA LMS site and will continue to require the training for new employees.

In addition, students, parents/guardians and educators will receive informational videos on proper placement of face covering, general COVID-19 health and safety information as released by Centers for Disease Control and Prevention (CDC). Education will be continuous throughout the pandemic as conditions and requirements change. Training will be provided in August prior to the return of students on September 7, 2021.

COVID-19 guidelines, the symptom monitoring protocol, general university policies and procedures, contact tracing and other information area available through bso.ucla.edu. In addition, UCLA Lab School releases information as needed (through the community newsletter for parents and guardians and educator bulletins). Relevant information for employees is available through UCLA’s COVID-19 website and local protocols and the site plan will be hosted in the departmental BOX cloud network All Educators Resource folder. In summary, information will be accessible and available at any time to our overall population.
UCLA Lab School has implemented the University’s and UC Regents policies and procedures regarding COVID-19.

Workplace Accommodations: Employees are advised to seek an accommodation request if needed. COVID-19 related requests may be initiated by contacting Shelley Brown, Director of Finance and Operations, at sbrown@labschool.ucla.edu. Employees will be directed to the University’s Accommodations team. For more information please visit UCLA Insurance and Risk Management’s website.

Workplace adjustments: Requests may be submitted to the respective supervisor. Workplace adjustments may consist of considerations requested by the employee that do not fall under the formal UCLA Accommodations Interactive process.

Employees will be encouraged to continue to flex work during the pandemic through the timelines released by the University if they are in a position that is non-essential for in-person service delivery once the school re-opens for instruction. Special considerations and requests will be reviewed on a case by case basis by the supervisor, administration and Human Resources.
Physical Distancing

- UCLA Lab School will observe LACDPH physical distancing guidelines. In addition, the school has outlined specific protocols for common use/high traffic areas.

- Employees will be expected to use the sanitizing stations located throughout the building multiple times a day as needed

- Some virtual meetings may continue to the extent feasible and to adhere to physical distancing guidelines.

- Individuals will be encouraged to maintain indicated physical distance from others whenever possible, including instances where people are waiting in lines, lobbies, and other waiting areas, where physical distancing aids should be used.

- Managers will consider implementing work shifts and/or staggering days of onsite presence to reduce occupancy.

- Approved physical distancing signage and aids are deployed to designated, high traffic/customer areas and will be used as needed.

- We will work as a community to ensure compliance with safety measures and implement course correction protocols when needed.
Sanitation and Disinfection

UCLA Lab School will implement sanitation and disinfection measures as outlined in the [Back to School PreK-12 COVID Mitigation Measures](#). In addition, the following local procedures will take place locally:

- Procurement of sanitizing wipes, spray, liquid and other disinfecting materials have been procured for the school in anticipation of reopening within the school year. A detailed log of the stock is currently maintained by the Operations Manager. Moreover, all materials sourced were verified to be in compliance with [List N: Disinfectants for Coronavirus (COVID-19)](#) as outlined by the Environmental Protection Agency.

- Employees will be expected to use the sanitizing stations throughout campus multiple times a day as needed. High touch areas will be cleaned at least twice daily.

- Breaks are available for all employees during the day to wash their hands as needed.

- A minimum of two grounds staff during the day shift, and the night shift, available to ensure additional sanitation and disinfection measures are adhered to in each classroom, main lobby, copy room, faculty lounge, and other areas as needed. Classrooms will be supplied with disinfecting wipes/cleaning materials, disinfecting spray or other sanitizing materials.

- Sanitization stations are located throughout the building for employees, students and required visitor usage. All stations will be refilled as needed throughout the day as feasible and contain sanitizer meeting the minimum recommended 70% concentration of alcohol base.

- All educators will be expected to clean after themselves.

- A directional passageway of one-way foot traffic pattern has been implemented in all student/educator areas where applicable (see Egress/Ingress guide).

- The square footage of all classrooms, copy room, and dining area have been observed to establish a new maximum capacity for each location. A directional passageway of one-way foot traffic pattern has been implemented in all student/educator areas where applicable.

- Use of coffee machine and microwave in the administration building room has been reinstated. Users will be expected to wash the coffee pot and clean the microwave with a disinfecting wipe after use.

- Copy Room and Copy Machines: Disinfecting materials will be available in the copy room. All users will be expected to wipe down equipment used after each use.
- Employees and students are provided their own equipment and supplies in order to avoid sharing where feasible. If items are borrowed, educators will be expected to clean borrowed items prior to returning them.

**Music, Physical Education and iSTEAM Labs**

- Where individualized alternatives are not feasible, for example, in iSTEAM labs and music rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.

Two layered approach after every class/practice using CDC guidelines;

- Student/athlete will conduct a pre-clean of personal equipment used. Products used:
  - Soap and water or
  - Student-friendly disinfectant products

- Educator/coach then deep cleans equipment after every use (industrial disinfectant product)
  - Area will be well ventilated
  - Educator/coach will wear gloves
  - Educator/coach will follow the product directions

PE staff will be included in all staff health and safety trainings/educational sessions made available prior to reopening the school. Propose possibly using outdoor camping sinks for students and staff to use before and after PE classes to prevent overcrowding in the restrooms.
UCLA Lab School currently employs a full-time Licensed Vocational Nurse. The school also have faculty and staff with CPR certifications. Employees will be advised of a list of CPR certified employees at the training sessions scheduled in August 2021.

Additional health and safety materials and equipment have been sourced by UCLA Lab School in anticipation of a higher demand for these materials. The student health office is currently stocked with the basic student health care essentials in addition to one-time use surgical masks for the student health team to wear.

**Partnerships and Taskforce:** The school health team will work in partnership with the UCLA Arthur Ashe Health and Wellness Center and the UCLA contact tracing team as needed and follow confidentiality requirements per UCLA and LADPH. It has been established that Clinical Coordinator, Kate Mulligan will serve as the point of contact on behalf of the school with the Los Angeles County Department of Public Health.

In addition, a taskforce composed of leaders from Early Care and Education centers, the UCLA Lab School, Geffen Academy, PreK-12 Superintendent, Nava Yeganeh, MD, MPH for UCLA Pediatrics, Infectious Disease and Sam Elias, MD, UCLA Ashe Center/Ronald Reagan UCLA Medical Center, Pediatrics has been formed in order to ensure communication, guidance and, procedures and protocols are in compliance with Los Angeles County Department of Public Health and UCLA requirements.

The school nurse will lead the student’s symptom monitoring protocol daily and communicate potential and confirmed COVID-19 cases to the COVID-19 Compliance Team (designated by the PreK-12 Superintendent) and as required by LACDPH and the University.

Employees and students will stay home if ill and follow the guidance issued by their symptom monitoring survey.

The community will be routinely reminded of the importance of covering their coughs and sneezes, wearing masks, and coughing and sneezing into their elbow. If using a tissue, it will be discarded and one will immediately wash their hands.

**Specific UCLA Lab School Student Health Protocols**
We will abide by the health screening process for COVID-19 as recommended by the Los Angeles Dept. of Public Health:

**Summary:** Screening of students will be conducted throughout the day, at random and as necessary in the school facilities. Screening will include a check-in concerning cough, shortness of breath or experience of fever and any other symptoms an individual may be experiencing. These checks can be done remotely (using a digital app or other verifiable approach) or in person. A temperature check with a no-touch thermometer will be employed.
In addition, UCLA Lab School will conduct a remote symptom survey and a random no-contact temperature screen for our students.

**Screening/Temperature Check Requirements in Order to Enter School Premises for Students:**

- Parent/guardian fills out the UCLA symptom survey each morning for their child(ren) ahead of arriving in the carpool lane or sending their student to school
- Upon drop off and while still in their vehicle, parent/guardian presents the Clearance Certificate produced by the survey to a Lab School staff member (suggest the parent/guardian display it from their mobile phone but a printed copy will be accepted)
- Parent/guardian will wear a mask during this process and remain in their vehicle, careful to maintain a reasonable distance from UCLA Lab School staff member
- If there is any concern (unknown survey result, or any concern about an ill appearing child), the staff member may ask the parent/guardian to exit the carpool lane and proceed to a designated re-evaluation parking spot to await further assessment and instructions by a health team member
- If a family has more than one child attending UCLA Lab School, both students need to be cleared before either one can exit the car

**Isolation Protocol for COVID-19**

The CDC provides guidance on an isolation plan if someone arrives or becomes ill at school. The definition of *isolation* “separates sick people with a contagious disease from people who are not sick” (CDC, 2017).

LA Dept of Public Health Order from the Health Officer:

- **Students who screen positive for COVID-19 symptom(s) or who report symptoms at any point during the school day will be provided a surgical mask and accompanied to a pre-selected isolation space where they can remain while arrangements are made for their return home.**
- **The COVID-19 Compliance Team is informed of any positive screening result in the school and initiates the School Exposure Management Plan consistent with DPH directives.**
- **Adult visitors and staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19.**
- **Students who have had close contact with an individual who has screened positive for COVID-19 symptoms are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier.**
- **Once they return home, they are instructed to self-quarantine as required by Health Officer Order of May 1, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. UCLA Lab School will follow the latest guidance posted by the LACDPH.**
Isolation Area

- The isolation area will be in Room 1088E, also known as the “Mini Conference Room”
- The school health team will be able to monitor those students in the isolation space

Isolation Procedure

- Any suspected COVID-19 case is immediately brought to the isolation space by a health services team member or educator
  - The following symptoms will be considered as needing isolation:
    - fever ≥ 100.4°F;
    - new cough (different from baseline);
    - diarrhea or vomiting
  - If the school health services team deems that the student is in distress, based on the physical exam, the nurse or trainer will call 911 immediately. Symptoms prompting a call to 911 include, but are not limited to:
    - Shortness of breath or difficulty breathing
    - SPO2 <95% in a student without an underlying respiratory condition
    - Persistent pain or pressure in the chest
    - Confusion or change in behavior
    - Altered level of consciousness
    - Circumoral cyanosis or change in coloring to face and/or extremities
    - Inability to wake or stay awake
- Should the school health services team determine that the student should be sent home, they will contact the student’s parent/guardian or emergency contact. Pick up should occur within 45 minutes of contact
- The school nurse will provide the parent/guardian or emergency contact with written instructions regarding the need to home isolate and/or visit their primary health care provider
- Schools are not expected to screen students or staff to identify cases of COVID-19. If a school has cases of COVID-19, local health officials will help identify whose individuals and will follow up on next steps.
- The chair used by the ill student will be disinfected once they leave
- If multiple students are in the isolation space at the same time, they will maintain a distance of 6 feet or greater from each other

Restrooms on UCLA Lab School Campus

Should the isolated student need to use the restroom on the Lab School campus, the student will use the single stall restroom inside the Nurse’s office. Once this restroom has been used by an isolated student, the room will not be available to any other employee or student until it has been disinfected appropriately. Notification will be posted on the restroom door stating that the restroom is currently closed. The sign will be removed after the restroom has been appropriately disinfected.
References:

- https://www.cdc.gov/quarantine/

Health Officer Order for the Control of COVID-19


Screening and Exposure Decision Pathways for Symptomatic Persons and Contacts of Potentially Infected Persons at Educational Institutions (LADPH)

http://publichealth.lacounty.gov/media/coronavirus/docs/education/ScreeningEducationSettings.pdf
UCLA Lab School
Evacuation Map

Do not use narrow inside stairs of East Bldg to exit

To Sculpture Garden

Rooms 13-17 (North Bldg)
CONNECT Dir. Office
Bungalows
Exit to North Yard. Cross Wood Stairs
to Blacktop Playground then up
Concrete Stairs to Royce Dr.
Continue to Sculpture Garden.

Rooms 11 & 12
Exit through Redwood Forest to
Blacktop Playground then up
Concrete Stairs to Royce Dr.
Continue to Sculpture Garden.

Rooms 3-10, 19, Library,
Community Hall, Admin
Exit using Main Stairs to Carpool.
Proceed up Sycamore Ct to Royce Dr
then continue to Sculpture Garden.

Rooms 1, 2, 18
(East Bldg upper level)
Exit at top onto Sycamore Ct.
Proceed to Royce Dr, then continue
to Sculpture Garden.

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Do not use narrow inside stairs of East Bldg to exit
Travel and External Use of Facilities for Educators and Families

**Employees:** Educators will self-monitor for symptoms, wear a mask, and take other precautions when traveling, attending in-person conferences and/or large gatherings. Virtual professional development and training opportunities will be encouraged where feasible. Per current policy and procedure, all educators will obtain written approval prior to registering and/or paying for courses, seminars, conferences and trainings etc.

**Students/Families:** Families will be asked to report any domestic and international travel plans to Lab School Administration during the school year if quarantine is necessary. Families may be asked not to enter the school site for up to 10 days after their arrival and not enter other UCLA facilities in use by the school after travel if not fully vaccinated.

UCLA Lab School will follow the latest Los Angeles County of Public Health, CDC and/or UCLA guidelines for all staff and students.
UCLA Lab School will continue to work closely with UCLA Environmental Health and Safety, UCLA Facilities and our local team to ensure facilities meet UCLA and Los Angeles County of Public Health guidelines. Further, the following expectations will be in place until further notice;

- Use of clear, Fire Department and UCLA Facilities approved plexiglass shields/barriers between student/guest and team member in high use service counter areas
- Updating room capacities as needed per LACDPH guidelines. To date, all spaces have been surveyed by UCLA facilities and a UCLA-contracted building architect. Room capacity per space will be noted in each room
- Appropriate Physical Distancing signage from the Facilities Management COVID-19 signage page has been placed as needed in the building
- School primary entry doors currently host notices stating that any person coming in must not be experiencing COVID-19 symptoms, and they must adhere to physical distancing requirements in addition to wearing face coverings
- Team Members that work adjacent to each other and must work onsite during the same shift will be reassigned to other work stations to allow for physical distancing to the extent possible or work on site on alternate work days. In cases where offices/conference spaces are shared, windows will remain open throughout the space usage and HEPA air purifiers may be used
- Educator group meals and school hosting will be discouraged and may be non-reimbursable per latest UCLA travel and entertainment policy
- Educators will avoid sharing phones, work supplies, and office equipment wherever possible
- Disinfectant spray/wipes can be used by educators to wipe down the spaces and items they use prior to leaving a space
- Field trips, retreats, after-hours social activities and use of external, non-UCLA facilities will be strongly discouraged or cancelled until LA County Department of Public Health and UCLA determines it is safe to resume these types of activities
- Discourage congregating in break rooms and kitchenettes and eat meals outdoors or at workstation when possible
- Sanitation item(s) will be available in each classroom, conference room, student health office, faculty lounge, and other locations as needed
- Sanitizer for high-touch surfaces and alcohol-based hand sanitizer sufficient for each phase of operational ramp up is available in multiple stations throughout the building
- We will maximize natural ventilation with open doors and windows where mechanical ventilation is not installed. Doors and windows should be closed when rooms are not in use for safety purposes.
- Student Library: school will follow latest LADPH guidance regarding use
- Educators should use hand sanitizer or wash their hands before using high touch items such as shared copy/printing machines

In addition, expectations have been detailed by area as follows:
Locations
Lobbies
- High-contact surfaces will be sanitized by UCLA Lab School Operations staff and/or Facilities Management twice daily
- Waiting area chairs will be [spaced at 6 feet or removed entirely]
- All visitors entering the lobby will use the hand sanitizer and the entry upon entry and exit
- Signage will be displayed providing education about physical distancing
- Reception desk has protective plexiglass installed
- Visitor log will be maintained. Personal writing utensils will be used to sign in

Classrooms
- Classrooms will be cleaned routinely by UCLA Facilities custodial services
- Disinfecting/cleaning supplies will be available in each classroom and will not be removed from each location.
- Those using the spaces will be expected to clean after themselves if an immediate mess/need occurs unless it is deemed unsafe, in which case, request to clean a space can be placed with Campus Operations
- Individuals may be expected to wipe down shared equipment and tools used

Copy Room
- Only one person may be in the space at one time
- Faculty and staff should clean after themselves and use the sanitizing station ahead of touching surfaces in the room

Elevators
- Approved signage has been posted with a maximum occupancy of two individuals
- In addition to meeting elevator safety guidelines of no more than 4 individuals, people will be encouraged to stand in each corner and refrain from talking as noted on the current safety guidelines currently posted on each elevator’s door per floor
- Individuals should use the stairs when possible

Mechanical Rooms/Server Rooms/Technical or Maintenance Spaces
- If a service room is 36 sq. ft. or smaller, only one person shall be in the room at a time
- Signage will be posted outside indicating the room is occupied
- A HEPA air purifier will be used in the space
- Room occupancy will meet health and safety guidelines per UCLA facilities and CDC
- Individuals will use sanitizing materials after use and before departure

Health Office
- Priority will be given to students depending on health concerns and symptoms
- PPE and sanitization supply on site
- Quarantine space for students has been identified

**Checking in Visitors**

- Visitors in general will be discouraged. The purpose for their visit must be of professional significance and fulfill a critical business need of the school
- Parents/guardians may be allowed in the school facilities on a limited basis if they have cleared the health symptom survey questions at the reception desk. They will also remain in designated areas and not bring additional guests with them inside the school facilities.

When visitors are deemed essential, UCLA Lab School will comply with the [UCLA Requirements for COVID-19 Symptom Monitoring: For Visitors](https://www.ucla.edu/). Lab School will also implement the following requirements for Essential Visitors:

- Visitors will be asked to check in manually with the campus operations team (staff located behind a plexiglass barrier)
- Visitors must be preapproved by campus operations and administrative team and must follow the Lab School building entry protocol, which includes wearing a face mask and gloves if needed
- Visitors must not bring additional guests and must stay in designated areas

**Egress and Ingress Protocol**

**UCLA Lab School Campus**

**Campus Entrances:**
- Main entrance through the main lobby and rear gates for Carpool pick-up and drop-off

**Campus Exits:**
- Main entrance through the main lobby and rear gates for Carpool pick-up and drop-off

**Which doors open at all times:**
- Classroom sliding glass doors, when possible

**Which gates locked at all times:**
- No change from current

**Windows:**
- Open during business hours when possible

**Staircases:**
- Main staircase to Upper Building will be used for up and down foot traffic. Foot traffic will be one direction on each side. Similar to driving: “always stay to your right”
- Smaller staircase adjacent to main staircase to be used for down foot traffic only
Hallways / Walkways:
- Will be one direction on each side. Similar to driving: “always stay to your right”

Copy Room:
- No more than 1 person at a time

Ventilation

UCLA Lab School worked with UCLA Environmental Health and Safety team to assess the ventilation of each classroom within the school. The HVAC system has been upgraded to include a MERV 10 filter, the highest rating the system can have, given the age of the system. In addition, stand-alone HEPA filtration machines were purchased for each classroom that will be used. Each classroom will have the HEPA unit placed in the appropriate location for maximum filtration. Windows and doors will be open as feasible to bring in fresh outdoor air. Outdoor spaces will be used when possible for lunch and classes to maximize use of outdoor air.
Critical Control Points

On-site activities will cease if any of the following health hazards occur: (Operations may resume once the conditions are corrected.)

- Building HVAC stops working (if mechanically ventilated)
- No running water in the building
- Sewage backup in the building
- An outbreak of COVID-19 cases is discovered which the Los Angeles County Department of Public Health deems as qualifying for closure until it is deemed appropriate to return to in person instruction and work

In the event of a closure, UCLA Lab School will reactivate its UReady Plan and swiftly transition to a remote teaching plan, implement its Remote Teaching Guidelines, and reactivate its telecommuting agreements. For questions regarding the UCLA COVID-19 Site Plan (CSP), please contact Shelley Brown, Director of Finance and Operations at sbrown@labschool.ucla.edu

Inclement Weather Schedule

In the event of inclement weather (i.e. rain, extremely high temperatures, unhealthy air conditions, etc.), all outdoor activities will remain inside the classroom.

1. Students will eat lunch and snack in the classrooms.
   a. Students may remove their masks to eat, but must put them back on as soon as they are finished.
   b. Supervising adults will be encouraged to stand 6 feet apart from students with no masks, but still have full view of the classroom
   c. Classroom teachers and assistants will work collaboratively to provide release time for each other where practicable
2. Classroom adults should supervise (at least 2 adults)
3. Adults should supervise students to take turn to go the Restroom and go outside of the classroom for mask breaks.
4. Some options for quiet/ indoor activities for Rainy Days:
   a. Movies/ educational content/ national geographic videos, PBS, etc.
   b. Quiet reading
   c. Free Write
   d. Drawing
   e. Arts and Crafts
   f. Group games: charades, pictionary, bingo, freeze dance, Simon Says!, Scavenger Hunts, Storytellers, Madlibs, etc.
Appendix A: Applicable State and County Reopening Protocols

- CDC Guidance
- County of LA Department of Public Health Reopening Protocols for K-12 Schools
- PreK-12 - UCLA Requirements for COVID-19 Symptom Monitoring
- Staff - UCLA Requirements for COVID-19 Symptom Monitoring
- Exposure Management Planning Prior to 1 COVID-19 Case at School for PreK-12 Schools
- Back to School PreK-12 COVID Mitigation Measures
- University of California Consensus Standards for Operation of Campus and ANR Locations in Light of the SARS-CoV-2 Pandemic
- UCLA Requirements for COVID-19 Symptom Monitoring: For Visitors
- Standard Operating Procedure (SOP) for Responding to COVID-19 Cases on the UCLA Campus
- UCLA Requirements for COVID-19 Symptom Monitoring Third-Party Contract Workers (Non-Healthcare)
- UCLA COVID-19 Asymptomatic Surveillance Testing Protocol (PDF)
- UCLA COVID-19 Symptomatic and Close Contact Testing Protocol (PDF)
- UCLA Summary of COVID-19 Public Health Mitigation Requirements (PDF)
- UCLA Procedures for Compliance and Enforcement of COVID-19 Public Health Mitigations (PDF)
- UCLA Guidance for Safer Return to On-site Work During COVID-19 (PDF)
- UCLA Back to School Guidance During COVID-19 (PDF)
- UCLA COVID-19 Resumption of On-Site Activities Plan Review Process (PDF)

Appendix B: UCLA Lab School Key Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Cell Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
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</tbody>
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