



# New Horizon School Exposure Management Plan

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## New Horizon School Compliance Task Force

New Horizon School has created a School Compliance Task Force which consists of administration, faculty, and staff who were part of our initial Health & Safety Task Force (which also included parents, medical professionals, etc.) that began discussing a [health and safety roadmap](#) during the onset of COVID in March 2020. This team is established now for managing compliance and educating all constituents for all COVID-19 safety protocols for in-person instruction and any on-campus activities. The Head of School and Director of Finance and Operations serve as liaisons to DPH in the event of outbreak at the school.

## Parent and Student Education

**Parent/Student Mandatory Orientation Meetings** are planned prior to on-campus instruction to **educate** faculty, staff, students and parents in COVID-19 education, health & safety protocols and good hygiene practices. Tentative meetings are scheduled a week prior to when on-campus instruction begins. Teachers will continue to provide guidance and training to students in the classroom on an ongoing basis, once instruction begins.

**The Contingency Plan** for full or partial closure of in-person school operations are as follows:

- 1- case in cohort = Entire cohort will be asked to quarantine and will move to remote instruction for 10-days
- 2- cases on same campus = All cohorts on campus will be asked to quarantine and move to remote instruction for 10-days.
- 3- cases on any campus = Entire school will quarantine and move to remote instruction for 10-days.

## Minimizing Exposure/Testing: Prior to FIRST DAY of Instruction for faculty, staff and students

All individuals **must quarantine for 10-days prior to first day of on-campus instruction** and must be **tested 72 hours prior to arriving on campus.**

New Horizon School will follow the testing guidelines based on the county's tier color and case rate to determine how often we will test staff and students. See table below:

	Purple Tier CR > 10*	Purple Tier CR > 7-13.9* TP >8%	Red Tier CR 4-7* TP 5-8%	Orange Tier CR 1-3.9* TP 2-4.9%	Yellow Tier CR <1.0* TP <2%
Students K-8	Symptomatic and response testing + weekly	Symptomatic and response testing + every 2 weeks	Symptomatic and response testing + every 2 weeks	Symptomatic and response testing	Symptomatic and response testing

	asymptomatic (PCR testing)**	asymptomatic (PCR testing)**	asymptomatic (PCR testing)**		
<b>Staff</b>	Symptomatic and response testing + weekly asymptomatic (PCR testing)**	Symptomatic and response testing + every 2 weeks asymptomatic (PCR testing)**	Symptomatic and response testing + every 2 weeks asymptomatic (PCR testing)**	Symptomatic and response testing	Symptomatic and response testing

TP = test positivity \* The case rates above are adjusted case rates. \*\* Weekly asymptomatic testing assumes the use of a PCR test. Students or staff who have tested positive for active infection with SARS-CoV-2 virus within the last 90 days are exempt from asymptomatic testing.

**DEFINITIONS:**

**Symptomatic testing:** This testing is used for individuals with symptoms of COVID19, either at home or at school. In this situation, the school guidance requires that these individuals stay home and isolate in case they are infectious. The Guidance includes the possibility of return to school in the case of a negative test for SARS-CoV-2 and 24 hours after fever is resolved and symptoms are improving.

**Response testing:** This testing is used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2.

**Asymptomatic testing:** This testing can be used for surveillance, usually at a cadence of every 2 weeks or less frequently, to understand whether schools have higher or lower rates of COVID19 rates than the community, to guide decisions about safety for schools and school administrators, and to inform LHDs about district level in-school rates. Asymptomatic testing can also be used for screening, usually at a higher cadence (weekly or twice weekly) than surveillance testing, to identify asymptomatic or pre-symptomatic cases, in order to exclude cases that might otherwise contribute to in-school transmission. Screening testing is indicated for situations associated with higher risk (higher community transmission, individuals at higher risk of transmission (e.g., adults and high school students transmit more effectively than elementary aged students)).

The school will be hosting the testing site and will be working with OmniPathology Lab to have all tests available. If staff and students can't make test dates available on campus they will be responsible for the cost of the test through their insurance. Additional testing is available through the family's health care provider. Free testing is available through Los Angeles County <https://covid19.lacounty.gov/testing/>.

To get tested please contact the following:

1. Primary Care physician
2. <https://covid19.lacounty.gov/testing/> (Free Testing)
3. Rite Aid- Testing Available and will bill insurance provider
4. CVS- Testing Available and will bill insurance provider
5. Call 211 for information or (626)744-6068

## What to do if there is a Confirmed or Suspected Case of COVID-19 in the School ?

The following are the steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student or visitor) tests positive for, or has symptoms consistent with COVID-19:

<b>Actions to take if there is a confirmed or suspected case of COVID-19 in a school</b>			
	<b>Student or Staff with:</b>	<b>Action</b>	<b>Communication with school community</b>
1.	COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom screening: <a href="#">per CDC Symptom of COVID-19</a> .	<ul style="list-style-type: none"> <li>• Send home if at school.</li> <li>• Recommend testing (If positive, see #3, if negative, see #4).</li> <li>• School/classroom remain open.</li> </ul>	<ul style="list-style-type: none"> <li>• No action needed.</li> </ul>
2.	Close contact (+) with a confirmed COVID-19 case.	<ul style="list-style-type: none"> <li>• Send home if at school.</li> <li>• Exclude from school for 10 days from last exposure, per CDPH quarantine recommendations.</li> <li>• Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative).</li> <li>• School/classroom remain open.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.</li> </ul>
3.	Confirmed COVID19 case infection.	<ul style="list-style-type: none"> <li>• Notify the LHD.</li> <li>• Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date.</li> <li>• Identify school contacts (+), inform the LHD of identified contacts, and exclude contacts (possibly the entire stable group (++) from school for 10 days after the last date the case was present at school while infectious.</li> <li>• Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion).                             <ul style="list-style-type: none"> <li>• Disinfection and cleaning of classroom and primary spaces where case spent significant time.</li> </ul> </li> <li>• School remains open.</li> </ul>	<ul style="list-style-type: none"> <li>• School community notification of a known case.</li> <li>• Notification of persons with potential exposure if case was present in school while infectious</li> </ul>
4.	Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are	<ul style="list-style-type: none"> <li>• May return to school after 24 hours have passed without fever and symptoms have started improving.</li> <li>• School/classroom remain open.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider school community notification if prior awareness of testing.</li> </ul>

	typical of their underlying chronic condition.		
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Person(s) Who Develop Symptoms of COVID-19 While *OFFCAMPUS*

1. **Students and/or employees** who develop symptoms of COVID-19 while off campus must notify the school of symptoms and must stay away from campus until seen by a medical professional and lab confirmed positive test, that they are symptom-free for 24 hours and/or have completed a 10-day isolation period.
2. This fact sheet <http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf> will be sent to person(s) for self-isolation and information on COVID-19 regulations and resources.
3. Testing resources are available for individuals through their own medical provider or visiting <https://covid19.lacounty.gov/testing/> for free testing.
4. Employees or students who are isolating may be able to work or study remotely during this time to protect the safety of the entire school community.

*Guidelines for Home Isolation*

Individuals must stay home and separate themselves from others until home isolation ends.

If an individual has symptoms, he/she/they must stay home until:

- There is no fever for at least 24 hours (without the use of medicine that reduces fevers) AND
- Respiratory symptoms have improved (for example, cough or shortness of breath) AND
- At least 10 days have passed since symptoms first appeared

If an individual tested positive for COVID-19 but never had any symptoms, he/she/they:

- Must stay home for 10 days after the test was taken, BUT if the individual develops symptoms, he/she/they need to follow the instructions above.

Screening of Person(s) *Prior to Entering Campus*

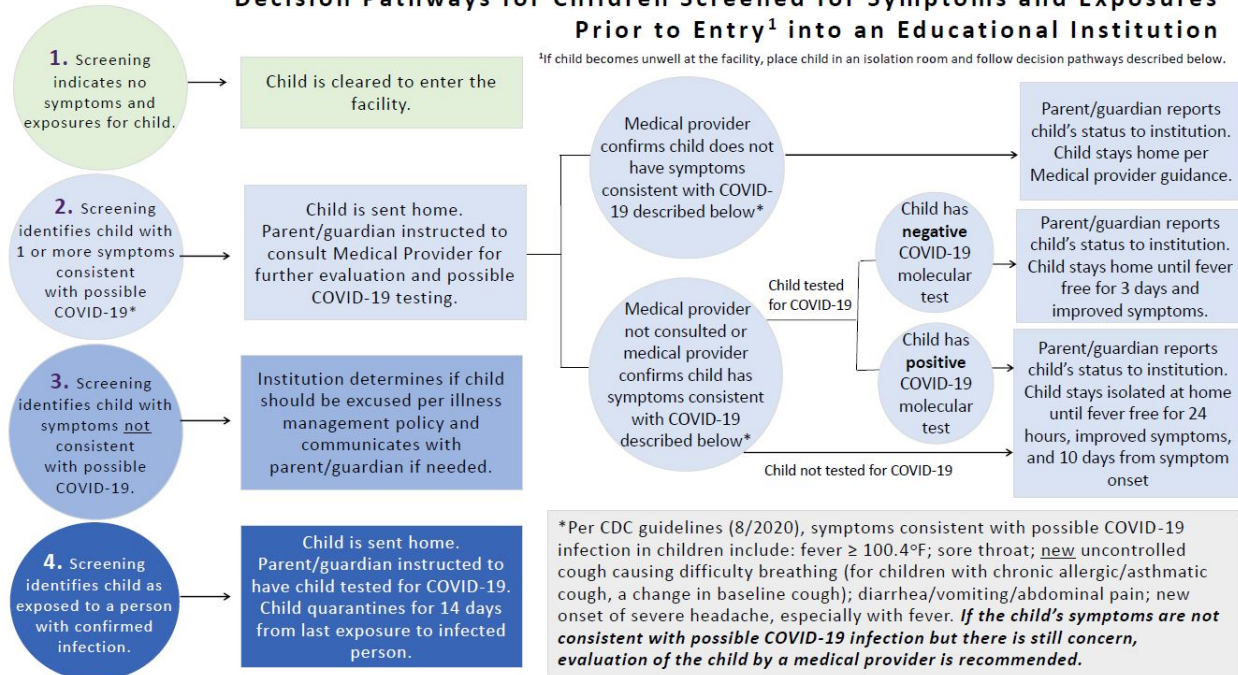
Screening is conducted before students, staff and visitors may enter the school. The screening checks for the following symptoms: new cough, shortness of breath or difficulty breathing, fever of 100.4 or above, fatigue, sore throat, chills, headache, muscle or body aches, a new loss of taste or smell, congestion or runny nose, nausea, vomiting, diarrhea and exposure. This screening can be done remotely through the Family Portal.

Upon arrival a staff member will verify that screening was conducted prior to entrance and is clear to come on to campus. Then individuals will have a temperature check with a no-touch thermometer to verify no fever upon entrance.

*Any individual who answered “**yes**” to the screening questions or has a temperature higher than 100.4 **will not be allowed on campus and should NOT come to school and stay in remote learning.***

The following decision tree will be used while screening persons upon entering campus:

## Decision Pathways for Children Screened for Symptoms and Exposures Prior to Entry<sup>1</sup> into an Educational Institution



### Person(s) Who Develop Symptoms ON CAMPUS

**Students and/or employees** who develop symptoms of illness while at school will be separated from others right away, in a sick room through which others do not enter or pass (School Auditorium).

**Employees** who develop symptoms of illness will be sent home. Teachers requiring a substitute will have emergency sub plans in place to maintain learning continuity.

If possible, nurse/designated individual will place a surgical mask (if not wearing a face covering) on the student with fever and/or cough as soon as possible after moving them to the isolation area in the sick room.

Students will remain in sick room with continued supervision and care until picked up by an authorized adult to go home.

The nurse will triage students in the Health Office, recognizing that not all symptoms are COVID-19 related.

Day porters and janitorial staff will immediately conduct disinfecting in areas where faculty/staff/child/cohort were on campus, following cleaning and disinfecting guidelines.

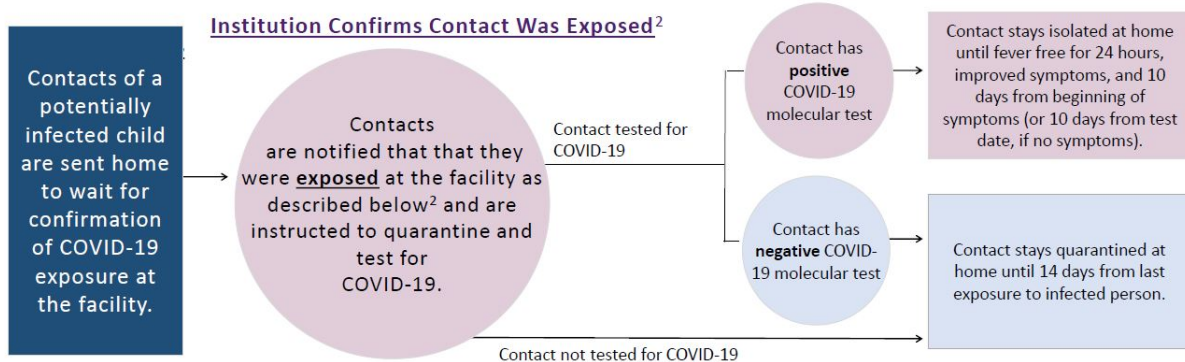
Task Force Officer of the School will do the following:

1. Distribute [Fact-sheets](#) or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.
2. The Task Force Officer will stay in communication with employee, student, family or visitor regarding diagnosis.
3. The School Compliance Officer and School Compliance Task Force will follow the following decision pathway to inform contacts.



## Decision Pathways for Contacts of a Potentially Infected Child<sup>1</sup> at an Educational Institution (1)

<sup>1</sup>A **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; had direct contact with bodily fluids/secretions from a potentially infected child; or is a member of an exposed classroom or cohort at the facility.



<sup>2</sup>A **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.

*Note: Exposed students and employees are required to quarantine for 10-days since the last exposure to the case while infectious. No test result will shorten the 10-day quarantine period. At any time after the test, until day 10, the person may subsequently develop disease, with or without symptoms.*

## Exposure Management: 1-COVID-19 Confirmed Case On Campus

1. Once the case (student or employee) is confirmed by laboratory test, the Task Force Officer will instruct case to follow US Centers for Disease Control and Prevention (CDC) [Home Isolation Instructions](#).
2. The case will work directly with Department of Public Health, in regard to the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.
3. The NHS Task Force Officer will generate a list of students and/or employees with exposure to the case while infectious. The school will submit [the COVID-19 Case and Contact Line List for the Educational Sector](#), within 1 business day of notification of the case. For any assistance, Task Force Officer may contact [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net).

Note:

- A **case** is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
- A person is considered to have been exposed if they are one of the following:



- An individual who was within 6 feet of the infected person for more than 15 minutes within a 24-hour period, even if a non-medical face covering was worn;
  - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
4. Students and employees that are identified to have had an exposure to the case at school are notified by the NHS Task Force Officer or Head of School of the exposure through a [School Exposure Letter](#) via email or school data base system and are required to quarantine for 10-days.

*Note: Exposed students and employees are required to quarantine for 10-days since the last exposure to the case while infectious. No test result will shorten the 10-day quarantine period. At any time after the test, until day 10, the person may subsequently develop disease, with or without symptoms.*

- Students and employees with an exposure to the case should receive a test (a PCR nasal swab test, not blood or rapid nasal swab antigen test) for COVID-19, whether or not they have symptoms and inform the school of test results. Testing is available through school testing site, personal healthcare providers and community testing sites: <http://covid19.lacounty.gov/testing/> and [covid19.pasadena/testing](http://covid19.pasadena/testing).
  - Exposed students and employees are REQUIRED to quarantine for 10-days since the last exposure to the case while the case was infectious (as defined above). Those exposed MUST maintain a full 10-day quarantine, *regardless* of any test results. At anytime after the test, until day 10, the person may subsequently develop disease. with or without symptoms. [Home Quarantine Guidance for COVID](#).
  - Pasadena Public Health or LA County Department of Public Health will contact exposed students and employees directly to collect additional information and issue the Health Officer Order for Quarantine.
5. NHS Task Force Officer and Head of School will inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19 with the following letter: [Educational Community Letter](#).

## **Exposure Management: 2-COVID-19 Confirmed Cases at School within a 14-day period**

1. All protocols laid out in 1 Confirmed Covid Case above are REQUIRED of employees and students and are to be followed by NHS Task Force Officer and administration after identifying 2 laboratory confirmed cases (students and/or employees) within a 10-day period.
2. NHS Task Force Officer and Administration determines whether the 2 cases are epidemiologically linked, meaning two individuals were both present at some point in the same setting during the same time period while either or both were infectious.

*\*\*\*A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.*

- Determination of epidemiological links between cases may require further investigation to assess exposure history and identify all possible locations and persons that may have been exposed to the case while infectious at the site. NOTE: Epidemiologically linked cases include persons with identifiable connections to each other such as sharing a physical space (e.g. in a classroom, office site on campus, or gathering), indicating a higher likelihood of linked spread of disease in that setting rather than sporadic transmission from the broader community. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#).
  - If epidemiological links do not exist, the school continues with routine exposure management. Contacts who were exposed will be required to quarantine for 10-days. *Note: No test result will shorten the 10-day quarantine when staff or students cannot return to campus.*
  - If epidemiological links exist, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site- specific interventions.
3. NHS Task Force Officer and Head of School will [inform](#) the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19.

### **Exposure Management: for > 3 COVID-19 Confirmed Cases at School within a 14-day period**

The school is required to identify a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 10-day period and should proceed with the following steps:

1. Report the cluster to PPHD within 1 business day via email at: [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net) or by calling (626) 744-6089.
2. Complete the Line List for Cases and Contacts, available at: COVID-19 Case and Contact Line List for the Educational Sector and submit it to [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net).
3. If epidemiological links do not exist, the school continues with routine exposure management. The PPHD will review the Line List for Cases and Contacts to determine whether the outbreak criteria have been met. The ACDC team will contact the school within 1 business day to advise on next steps.
4. If outbreak criteria are not met, the school continues with routine exposure management.
5. If outbreak criteria are met, the DPH Outbreak Management Branch (OMB) is activated.
6. PPHD will coordinate with the school on outbreak management for the duration of the outbreak investigation.

7. Safety Compliance Task Force will submit requested information, including updates to the Line List for Cases and Contacts, to the OMB Investigator until the outbreak is resolved (i.e., at least 10-days since the last confirmed case).

\*Prior to reporting a cluster to the PPHD, School Compliance Task Force will determine whether at least 3 cases in the cluster have epidemiological links. A tool is available to assist in the assessment of epidemiological links at: COVID-19 Exposure Investigation Worksheet for the Education Sector.

- If epidemiological links do not exist, the school continues with routine exposure management. Contacts who were exposed will be required to quarantine for 10-days. *Note: No test result will shorten the 10-day quarantine when staff or students cannot return to campus.*
- If epidemiological links exist between at least 3 cases in the cluster, the school reports the cluster to PPHD at [nursing@cityofpasadena.net](mailto:nursing@cityofpasadena.net) or by calling (626) 744-6089.

## COVID-19 Outbreak Criteria for K-12 Schools

The criteria for an outbreak include: at least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 within a 10-day period in a group\* with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus.

*\*School groups include persons that share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation).*

*Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.*

If there is an outbreak at the school the Department of Public health will advise the campus to close physically and resume all operations remotely. During the closure DPH and the school will be working on what steps will be taken to research the outbreak and notify parents, faculty and staff of the date of return to campus.