

**INTEROFFICE CORRESPONDENCE**  
**Los Angeles Unified School District**  
Office of the Chief of Special Education, Equity and Access  
Office of COVID Response

**TO:** Local District Leadership  
Executive Cabinet

**DATE:** January 21, 2022

**FROM:** Paulina Rock, Executive Director   
Elva Cortez, Administrator of Operations 

**SUBJECT: \*\*REVISED GUIDANCE REGARDING COVID-19 EXPOSURE  
MANAGEMENT FOR 2ND SEMESTER OF THE 2021-2022 ACADEMIC  
YEAR (COVID-19 SURGE PROTOCOLS)**

The purpose of this Interoffice Correspondence (IOC) is to provide administrators with guidance regarding COVID-19 Exposure Management protocols and procedures during the current Omicron surge period. This updates the IOC entitled *\*Revised Guidance Regarding COVID-19 Exposure Management for 2nd Semester of the 2021-22 Academic Year*, dated January 14, 2022.

\*\*These guidelines are revised to reflect updated isolation and quarantine requirements in alignment with CDC recommendations and the latest California Department of Public Health (CDPH) and Los Angeles County Department of Public Health (LACDPH) Health Orders as of January 18, 2022. The new guidelines are designed to simplify case identification and exposure management during the current Omicron surge. Guidelines are subject to change with updated Health Orders and if/when LACDPH determines surge protocols are no longer active.

### **Exposure Management and Community Engagement**

Exposure management is an outcome of a positive COVID-19 case being identified at a Los Angeles Unified School District (LAUSD) site. In partnership with the Los Angeles County Department of Public Health (LACDPH), LAUSD's Community Engagement (CE) team monitors all positive cases that have recently been on an LAUSD site. The CE team supports Site Administrators to help ensure that all positive cases are isolated in order to prevent the spread of COVID-19, and ensure individuals who were in close contact with the positive case during their infectious period (48 hours prior to the date of the test if asymptomatic or the date of symptom onset, whichever came first) are quarantined if necessary.

### **Terms Defined**

- **Fully Vaccinated:** For the protocols described in this IOC, both students and employees are considered to be "fully vaccinated" two weeks after completing their primary COVID-19 vaccine series (two doses of Pfizer or Moderna, or a single dose of Johnson & Johnson).

### **I. Significant Updates for Second Semester of the 2021-2022 Academic Year and New TK-12 Exposure Management Protocols During the COVID-19 Omicron Surge**

The following revised protocols are highlighted in this IOC and will take effect for Los Angeles Unified sites **immediately and until further notice:**

- A. Temporary Suspension of Individual Contact Tracing at TK-12 Schools: Site Administrators are not required to identify individual close contacts for positive cases at their sites and will instead adopt a “group tracing” approach. **This suspension does not apply to Early Education students, including preschool, ETK, and PALS students.**
- B. Temporary Suspension of Quarantine Protocols for Asymptomatic Individuals at TK-12 Schools: Asymptomatic TK-12 students will not need to be identified as Close Contacts if exposed to a positive case in a school setting, and will not be subject to modified *or* at home quarantine protocols. These students will be allowed to remain in school. Quarantine at home applies only to non-TK-12 students, symptomatic close contacts, and those with household exposure who are not fully vaccinated or recovered from COVID-19 in the past 90 days.. **This guidance from LACDPH does not apply to Early Education students, including preschool, ETK, and PALS students.**
- C. Shortened Isolation for Positive Individuals: Individuals who test positive may be released from isolation on Day 6, provided any symptoms are improving, are fever-free for the past 24 hours without fever-reducing medication, and have a negative (antigen) test result from a test taken on or after Day 5. **This protocol also applies to Early Education students, including preschool, ETK, and PALS students.**
- D. Shortened Quarantine for Close Contacts: Individuals required to quarantine can be released early from quarantine on Day 6, provided they remain asymptomatic and have a negative test result taken on or after Day 5. **This protocol also applies to Early Education students, including preschool, ETK, and PALS students.**
- E. Quarantine Guidance for Household Close Contacts: Students with a household member who tests positive must remain at home for a minimum of 10 days following the date of the household member’s positive test. Students are exempt from quarantine when they are fully vaccinated, or recovered from a confirmed positive COVID-19 test in the past 90 days. Students begin their official quarantine period (Day 1) on the date the positive household member is cleared to return to school or work. **This protocol also applies to Early Education students, including preschool, ETK, and PALS students.**
- F. Surgical-Grade Mask Requirement for Employees and Students: All employees must wear surgical-type masks or higher-level PPE (e.g., KN95 or N95 respirator masks). **Beginning the week of January 24th, and until further notice, students are required to wear well-fitting, non-cloth masks of multiple layers with a nose wire.** Masking is required for all individuals, regardless of vaccination status, indoors and outdoors. Unmasking is allowed only during eating and drinking, and should occur distanced from others. **This protocol also applies to Early Education students, including preschool, ETK, and PALS students.**

## II. Detailed Guidance on TK-12 Exposure Management Protocols During the COVID-19 Omicron Surge

### A. Temporary Suspension of Individual Contact Tracing and Adoption of Group Tracing at TK-12 Schools

Site Administrators at TK-12 Schools are not responsible for identifying individual close contacts or submitting IEM Reports for positive case exposures that occur in a school setting. Instead, schools will adopt a “group tracing” approach after a positive case is identified.

#### 1. **Site Administrators or their designee shall:**

- a. Identify groups (e.g., classrooms) who shared the same indoor airspace at school for at least 15 consecutive minutes (within 24 hours) of the positive case, and
- b. Notify the entire relevant group(s) of potential exposure to a positive case, and
- c. Provide instructions on actions that should be taken. This notification can be done by email or Schoology messages to the identified group. (See Attachment A: [General Exposure Notification Letter Template](#))

AND/OR

- d. Send a one-time notification letter on Monday, January 24, 2022, to their entire school community with precautions that should be taken by all students and employees at all times, during the current surge period. (See Attachment A: [General Exposure Notification Letter Template](#))

#### 2. **Site Administrators or their designee must** submit an IEM Report to create Close Contact cases for the following individuals because these groups are required to quarantine at home following an exposure:

- a. All Early Education students, including preschool, ETK, and PALS students - unless recently recovered from a positive COVID-19 test result in the last 90 days;
- b. Students exposed at home to a positive household member *and* who are not fully vaccinated or recently recovered from a positive COVID-19 test result in the last 90 days.

### B. Temporary Suspension of Quarantine Protocols for Asymptomatic Exposed Individuals

TK-12 students who are exposed to a positive case while in school but remain asymptomatic will not need to be identified as Close Contacts in the IEM Reporter App. These students will not be subject to modified, or at home,

quarantine protocols. Exposed students will remain at school and continue participation in all extracurricular activities.

Individuals currently under modified quarantine orders, and non-booster employees currently in at-home quarantine as a result of household exposure, may be released from quarantine effective immediately, if they are asymptomatic.

**Site Administrators or their designee shall** ensure that *all* TK-12 students and employees on campus adhere to the following rules, regardless of exposure or vaccination status:

1. **Wear upgraded masks at all times**
  - a. Employees must wear surgical-type masks or higher-level PPE (e.g., KN95 or N95 respirator masks).
  - b. Students must wear a well-fitting, non-cloth mask of multiple layers of non-woven material with a nose wire.
  - c. Masks must be worn at all times, both indoors and outdoors, including during sports and extracurricular activities.
  - d. Eating or drinking should happen distanced from others.
2. **Test weekly**
  - a. All students and employees will participate in regular weekly COVID-19 testing at school.
  - b. No additional testing is required for asymptomatic individuals.
  - c. If a student does not participate in the mobile testing program on campus, they must test and upload the external lab-confirmed PCR test result via Daily Pass, on a weekly basis.
  - d. Students who had a positive COVID-19 test in the past 90 days are exempt from testing.
3. **Monitor symptoms**
  - a. If a student or employee develops COVID-19 symptoms, they must remain at home and test immediately.
  - b. Individuals may test at an LAUSD drive-up symptomatic testing site or by getting a PCR test with an external healthcare provider. If they test positive, they must follow [isolation protocols](#).

**There may be school-specific situations when LACDPH determines that a group of students is required to quarantine at home after exposure as a result of an outbreak investigation. Principals and families will be immediately notified in this event.**

#### C. Shortened Isolation Periods for Positive Individuals

All individuals who test positive for COVID-19 must isolate at home for at least 5 days. “Day 0” represents the date that the positive test was taken. “Day 1” represents the day after the positive test was taken.

1. **Site Administrators or designee shall** provide positive employees and families of positive students with Los Angeles Unified’s [isolation protocols](#).

- a. Individuals who test positive may be released from isolation on Day 6, provided any symptoms are improving, they are fever-free for the past 24 hours without fever-reducing medication, and they have a negative (antigen) test result from a test taken on or after Day 5. (See Attachment B: Isolation and Quarantine Calendars)
  - b. Individuals should test with an antigen test on or after Day 5, as PCR tests may continue to read positive even after an individual is no longer infectious.
  
2. **Site Administrator or designee shall** provide positive individuals with information on where to receive an optional rapid antigen test in order to be released early from isolation on Day 6. (See Attachment C: LAUSD COVID-19 Testing Location Information)
  - a. Between Day 5 and Day 10 of isolation, positive individuals may visit a designated LAUSD “Isolation Testing Site for Return to School/Work” to pick up a rapid antigen test kit to self-administer at home, or to have a rapid test administered. Sites can be found at <https://achieve.lausd.net/covidtestingappt>; appointments are not required.
  - b. Rapid tests will **only** be distributed to LAUSD employees or students with a recent positive test result. Individuals are encouraged to bring proof of their recent positive test result to the testing site to receive a rapid antigen test.
  - c. Individuals may also take any FDA-approved at-home antigen test.
  - d. All rapid antigen test results must be uploaded by the individual into the Daily Pass. (See Attachment D: Uploading External Test Results)
  
3. If an individual tests positive on a rapid antigen test between Day 5 and Day 10, they should not test again.
  - a. They should remain at home and complete a full 10 days of isolation.
  - b. If an individual completes a full 10 days of isolation, there is no need for them to test in order to return to campus on Day 11.
  - c. Individuals can return provided any symptoms are improving, and they are fever-free for the past 24 hours, without fever-reducing medication.

D. Shortened Quarantine for Close Contacts Subject to Standard At Home Quarantine

Quarantine periods begin *the day after* the last day the individual was exposed to the positive case. “Day 0” represents the last day the individual was in close contact with the positive case. “Day 1” represents the first day after the last exposure occurred (the first day the individual is no longer in close contact with the positive case), “Day 5” represents five days after the last exposure, and so on.

1. **Site Administrators or designees must submit an IEM Report to create Close Contact cases for individuals who are required to quarantine at home after exposure as follows:**

- a. All Early Education students, including preschool, ETK and PALS students - unless recently recovered from a positive COVID-19 test result in the last 90 days.
- b. Students exposed at home to a positive household member *and* who are not fully vaccinated or recently recovered from a positive COVID-19 test result in the last 90 days.

Students in home quarantine may end their quarantine period as early as Day 6, if they have no symptoms and test negative with a test taken on or after Day 5. Tests can be either a lab-confirmed PCR test or rapid antigen test. (See Attachment C: LAUSD COVID-19 Testing Location Information)

If they do not take a test on or after Day 5, the student must remain in quarantine for a full 10 days after exposure. If quarantined for a full 10 days, a negative test result is not required to return to school, provided the individual remains asymptomatic.

E. Quarantine Guidelines for Household Close Contacts with Continuous Exposure

Students with a sibling or household member who tests positive must quarantine at home, *unless* they are asymptomatic and:

1. Fully vaccinated, and/or
2. Recently recovered from a positive COVID-19 test in the past 90 days

Household close contacts **with continuous exposure to a household positive** must remain at home for a **minimum of 10 days** following the date of the household member's positive test. They must stay at home for the duration of the positive household member's isolation period. Close contacts then begin their official quarantine period (Day 1) on the date the positive individual is cleared to return to school or work (Day 6, with a negative rapid antigen test result taken on Day 5, or Day 11, if the positive individual does not test or tests positive on Day 5). Close contacts should test on Day 5 of their official quarantine period (Day 10 after the positive individual's positive test date), to return to school or work on Day 6 with a negative result. (See Attachment B: Isolation and Quarantine Calendars)

1. **In the event that a Site Administrator is notified that a student has a continuous exposure to a household positive case and is required to quarantine at home, Site Administrator or designee shall:**

- a. Provide the family with LACDPH guidelines for home quarantine;
- b. Submit a Daily Pass case into the IEM Reporter App (See Attachment F2: IEM Reporter App Job Aid - Household Offsite Case Creation);
- c. Update the Last Date of Exposure using the date of the positive household member's last day of isolation, *if known*

Positive household members must consistently wear an upgraded, surgical-style mask at home for a full 10 days following the date of their positive test, even if they are allowed to return to school or work on Day 6. If this condition cannot be met, the household close contact must delay the start of their official quarantine until Day 11 (11 days after the date of the positive test becomes Day 1 of quarantine).

F. Surgical-Grade Mask Requirement for Employees and Students

Beginning the week of Monday, January 10, 2022, all employees must wear surgical-type masks or higher-level PPE (e.g., KN95 or N95 respirator masks). Employees may no longer wear a cloth mask by itself at a District site. A cloth mask may be worn over a surgical-style disposable mask as a layer to “double-mask.” Mask should fit well and provide adequate protection. (See Attachment E: [Updated Masking Requirements](#))

Beginning the week of Monday, January 24th and until further notice, students are required to wear well-fitting, non-cloth masks of multiple layers with a nose wire.

1. **Site Administrators or designees shall**

- a. Make disposable masks available to students and employees in need of one at the entry of their campus.
- b. Submit an Emergency Order to request additional supply of masks, if needed

Masking is required for all individuals, regardless of vaccination status, indoors and outdoors. Eating and drinking should happen distanced from others.

### III. Reporting and Monitoring Confirmed Positive Cases

A. Daily Pass Principal’s Dashboard

**Site Administrator or designee shall** use the Principal’s Dashboard to determine when students or employees are cleared to return to school or work after testing positive.

1. All students and employees should complete the Daily Pass screening questions and have their QR codes scanned to document their entrance onto campus each day.
2. Students with a recent positive test result, or who are required to quarantine at home, will appear as “Disallowed” in the Principal’s Daily Pass Dashboard. They will not be allowed to generate a Daily Pass QR code.
3. Confirmed positive cases will have their cases automatically closed after they have completed their 10-day isolation period, or after they have submitted a negative antigen test result taken between Day 5 and Day 10.

- a. An antigen or PCR test is not necessary to return to school or work after 10 days have passed since the date of the individual’s positive test.
- b. CE entry or exit interviews to return to school or work are not required.
- c. Administrators will be informed when the student or employee is eligible to return to school or work via the Principal’s Daily Pass Dashboard.
  - i. When cleared to return, the Principal’s Daily Pass Dashboard will indicate “Allowed” and show their case as “Closed”.
  - ii. The student or employee will be required to respond to the health screening questions prior to entry.
- d. After returning to school, individuals who have previously tested positive should not test for 90 days after the date of their positive test.

**B. Positive Case Initially Identified by Administrator/Designee**

If a Site Administrator or designee is informed by a parent/guardian that a student tested positive for COVID-19, *and the positive test result is not reflected in the Principal’s Daily Pass Dashboard*, **the Site Administrator or designee shall:**

1. If there is documentation of the positive COVID-19 PCR test (e.g. an external, non-LAUSD test result, or physician’s diagnosis confirming the individual is COVID-19 positive), then:
  - a. The Site Administrator can report the positive case using the IEM Reporter App.
  - b. The Site Administrator or designee should direct the positive individual to isolate at home, and either instruct the individual to immediately upload their external test result to LAUSD’s Daily Pass portal **or** upload the test result on their behalf through the IEM Reporter App. (See Attachment F3: [IEM Reporter App Job Aid - Test Submittal](#))
  
2. If there is no documentation of the external positive test result:
  - a. A case cannot be generated using the IEM Reporter App.
  - b. The individual should be instructed to contact the lab that administered the test to provide a copy of the result, or have the individual retest, preferably at an LAUSD symptomatic COVID-19 testing site. (See Attachment C: [LAUSD COVID-19 Testing Location Information](#)—vehicle required)
  - c. The Administrator should direct the individual to isolate at home until documentation of a positive test result can be provided.

C. Symptomatic Individuals Without a Confirmed Positive Test

Individuals who report COVID-19 symptoms in the Daily Pass health screening, prior to entering campus, will not be able to generate a Daily Pass QR code, regardless of vaccination status.

1. In the event of COVID-19 symptom onset *during the school day* (after a Daily Pass has already been generated), Site Administrators should follow [LACDPH's Decision Pathways](#) protocols.
2. A staff member wearing a medical-grade mask should:
  - a. Escort the symptomatic individual to the dedicated isolation area immediately (ideally outdoors);
  - b. Provide the individual with a medical-grade mask;
  - c. Contact a parent/guardian to ensure the student is picked up and taken home as soon as possible;
  - d. Monitor the student in the isolation area until they are picked up
3. Symptomatic individuals must stay home until fever-free for 24 hours without the use of fever-reducing medication and symptoms have improved.
4. Symptomatic individuals are encouraged to get tested for COVID-19 as soon as possible, preferably at an LAUSD symptomatic COVID-19 testing site (See Attachment C: [LAUSD COVID-19 Testing Location Information](#)—vehicle required)
  - a. **If a symptomatic individual has already recovered from a confirmed COVID-19 case in the previous 90 days, they are exempt from testing for 90 days after their initial positive test result. If they do wish to test, they should only use a rapid antigen test (not PCR test).**
  - b. If a symptomatic individual tests negative for COVID-19, or receives a non-COVID-19 diagnosis from a medical provider, the individual can return to school or work once symptoms have improved, and they are fever-free for 24 hours, without the use of fever-reducing medication.
  - c. If the symptomatic individual tests positive for COVID-19, the Site Administrator or designee shall follow the procedures for a confirmed positive case.
5. Site Administrators are **not** required to report “suspected” (symptomatic unconfirmed) cases in the IEM Reporter, as the Daily Pass health screening questions, and subsequent PCR testing, will determine whether or not the individual is “Allowed” to enter campus.

#### **IV. Partial or Whole School Closure**

School closure authority is limited to the Superintendent and the Los Angeles County Department of Public Health (LACDPH). LACDPH will initiate an outbreak investigation when three or more epidemiologically linked (“epi-linked”) cases at a school or work location are identified. Positive cases are considered epi-linked when affected individuals were present at some point, in the same setting, during the same time period while they were infectious. When an outbreak is identified, LACDPH will work with the Superintendent to determine when and if closure of a classroom or school is necessary or required.

If there are questions about potential transmission or outbreaks on a school campus, Site Administrators or designees can contact the CE Team for guidance at (213) 725-5637 from 6:00 a.m. to 9:00 p.m. Monday through Friday, 8:30 a.m. to 4:00 p.m. Saturday and Sunday, or email at [CE@lausd.net](mailto:CE@lausd.net). See resources below for Principal’s Zoom link.

#### **V. Required Notifications**

The count of active positive cases at each school campus are reported on the school’s COVID-19 Testing Report Card at [achieve.lausd.net/covidreportcard](https://achieve.lausd.net/covidreportcard). All employees assigned to the site, those who *generate a Daily Pass, or are scanned in at a school campus or office*, will receive an AB-685 notification (email communication) when there is a positive case at the facility. Bargaining units of a positive case are also automatically notified. Principals are not required to send additional notification to staff but may opt to do so. A template letter that may be used for notifying a class, or the whole school, regarding a positive COVID-19 case is available [here](#).

Additionally, a new Positive Test Case Subscription Notification is available for all administrators and designees, who currently have access to the Daily Pass Dashboard. To subscribe to a school’s notification system through Daily Pass, please see Attachment G: [Subscribing to Positive Case Text Notifications](#).

#### **VI. Travel Recommendations and Exposure Management**

Los Angeles Unified is adhering to the LACDPH’s recommendations and following the Centers for Disease Control and Prevention (CDC) travel guidelines. COVID-19 testing is not required following travel.

This guidance is subject to change based on updated guidance from the Los Angeles County Department of Public Health. Please continue to monitor their website for updates: [http:// publichealth.lacounty.gov/media/coronavirus/traveladvisory.htm](http://publichealth.lacounty.gov/media/coronavirus/traveladvisory.htm).

## Community Engagement Team Contact Information

If you have questions regarding Community Engagement, please contact the Principal Administrative Assistant supporting your Local District.

<b>Office of COVID Response Community Engagement Support Services</b> <i>Contact information below should <u>only</u> be shared with principals</i>			
Silvia Felix	PAA, Local District Northwest	<a href="mailto:sxr4804@lausd.net">sxr4804@lausd.net</a>	213-760-8063
Shanita Obijiaku	PAA, Local District South	<a href="mailto:shanita.obijiaku@lausd.net">shanita.obijiaku@lausd.net</a>	213-760-6837
Richard Prieto	PAA, Local District Northeast	<a href="mailto:richard.prieto@lausd.net">richard.prieto@lausd.net</a>	213-760-8094
Giovanna Allen	SR HR, Beaudry	<a href="mailto:giovanna.allen@lausd.net">giovanna.allen@lausd.net</a>	213-563-0103
April Butler	SR HR, Local District Central	<a href="mailto:april.butler@lausd.net">april.butler@lausd.net</a>	213-563-0106
Marylou Hernandez	PAA, Local District East	<a href="mailto:marylou.hernandez@lausd.net">marylou.hernandez@lausd.net</a>	213-760-8362
Janee Smith	PAA, Local District West	<a href="mailto:janee.smith@lausd.net">janee.smith@lausd.net</a>	213-760-8222

# Related Resources

- **Attachment A:** [General Exposure Notification Letter Template](#) (Spanish forthcoming)
- **Attachment B:** [Isolation and Quarantine Calendars](#)
- **Attachment C:** [LAUSD COVID-19 Testing Location Information](#)
- **Attachment D:** [Uploading External Test Results](#)
- **Attachment E:** [Updated Masking Requirements](#)
- **Attachment F1:** [IEM Reporter App Job Aid - Close Contacts](#)
- **Attachment F2:** [IEM Reporter App Job Aid - Household Offsite Case Creation](#)
- **Attachment F3:** [IEM Reporter App Job Aid - Test Submittal](#)
- **Attachment F4:** [IEM Reporter App Job Aid - Extended Version](#)
- **Attachment G:** [Subscribing to Positive Case Text Notification](#)
- [Los Angeles County Department of Public Health Decision Pathway in an Education Setting](#)
- Community Engagement Principal's Zoom Link, open Monday through Friday, 7:00 a.m. to 4:00 p.m., and weekends 8:30am to 4:00pm:

**Join Zoom Meeting:** <https://bit.ly/LAUSDCOVIDOfficerZoom>

**Meeting ID:** 826 6098 6105

**Passcode:** 005182

**One tap mobile:** +12133388477,,82660986105#,,, \*005182# US (Los Angeles)

- Safe Steps to Safe Schools Information and FAQs: <https://achieve.lausd.net/spring2022>
- [Information for Individuals Who Test Positive for COVID-19 handout](#)

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