

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 7, 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

The purpose of this Interoffice Correspondence (IOC) is to provide administrators with guidance regarding COVID-19 Exposure Management protocols and procedures for the Second Semester of the 2021-2022 academic year. This updates the IOC entitled *Revised Guidance Regarding Exposure Management of Students and Staff*, dated August 30, 2021.

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.

Significant Updates for Second Semester of the 2021-2022 Academic Year

The following *new* policies and resources are highlighted in this IOC and will take effect for all Los Angeles Unified sites at the beginning of second semester:

1. **TK-12 Modified Quarantine for Students ("Test to Stay")**: Modified quarantine allows asymptomatic students who were exposed to a person with diagnosed COVID-19 in any school setting where students are supervised by school staff (indoors, outdoors, or on a school buses) to continue in-person academic activities that are part of the regular school curriculum and provided during school hours. Beginning the week of Monday, January 10, 2022, the District will implement modified quarantine protocols for those who qualify (also known as “Test to Stay”).
2. **Shortened Isolation for Positive Individuals**: Effective Monday, January 10, 2022, 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.

3. **Shortened Quarantine for Close Contacts**: Asymptomatic individuals who are identified as close contacts can be released from quarantine protocols on Day 6, provided they remain asymptomatic and have a negative test result from a test taken on or after Day 5. Tests can be either PCR or rapid antigen.
4. **Updated Quarantine Exemptions**: Individuals who are fully vaccinated (including a booster, if eligible) are exempt from quarantine. All other individuals are subject to quarantine protocols; students may be eligible for modified quarantine. In order to remain in school, close contacts who are exempt from quarantine are still required to test on or after Day 5 after the date of last exposure.
5. **New IEM Reporter Application**: Beginning the week of Monday, January 10, 2022 the *new* Initial Exposure Management Reporter Application (IEM Reporter App) replaces the current IEM form for Site Administrators, and will include new features to support modified quarantine protocols and expedite the process of identifying close contacts. The IEM Reporter App is available at iemreporter.lausd.net or through the Power Apps application on iOS/Android.
6. **Surgical-Grade Mask Requirement**: 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. Students are strongly encouraged, but not required, to wear well-fitting, non-cloth masks of multiple layers with a nose wire. Masking will be required for all individuals, regardless of vaccination status, indoors and outdoors except when eating or drinking. Disposable masks will be provided to students and staff in need of one at the entry of their campus. (See Attachment A: [Updated Masking Requirements](#))

Detailed Guidance on Exposure Management Protocols

Modified Quarantine

LACDPH allows for asymptomatic students who are identified as close contacts to participate in *modified quarantine* (Test to Stay), in which exposed students continue to attend school in-person unless they develop symptoms or test positive. LAUSD schools will implement modified quarantine for those who qualify effective the week of January 10, 2022.

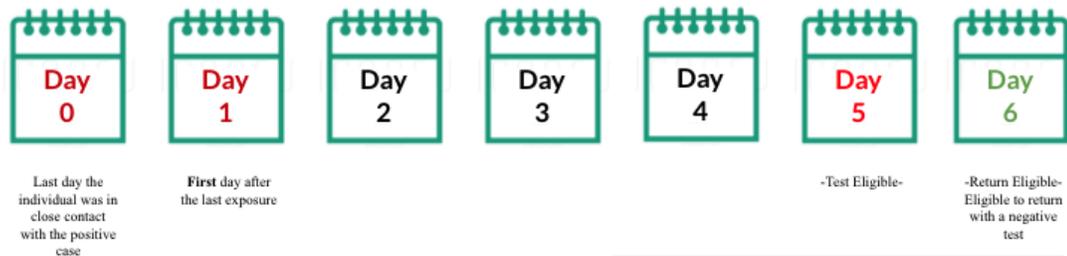
Schools must follow all LACDPH guidelines when implementing modified quarantine (Test to Stay) for unvaccinated students.

1. Modified quarantine (Test to Stay) can only be considered if:
 - a. The exposure occurred in a TK-12 setting. Students at Early Education Centers and Adult School programs are not eligible for modified quarantine and must quarantine at home if they are exposed to a positive case.
 - b. The exposure to infection occurred in a school setting where students were supervised by school staff (i.e. classroom, school grounds with school staff present, school bus).

- c. The school can verify that both the infected student and the student identified as a close contact were mask compliant during the entire period of exposure, including outdoor exposure (masks must have been completely covering the individuals' nose and mouth). Students with face mask accommodations are not allowed to participate in modified quarantine. School administrators will report on mask compliance for each close contact when submitting IEM Reports using the new IEM Reporter App. (See Attachment B1: [IEM Reporter App Job Aid - Close Contacts](#))
- d. The exposure occurred in a school that does not have a confirmed active outbreak, as determined by LACDPH. An outbreak is when significant transmission (confirmed epi-linked cases) has occurred at a school within a 14-day period. Schools with confirmed outbreaks may not implement modified quarantine.

If any of the above criteria are not met, the exposed student(s) must be directed to quarantine at home. Asymptomatic students quarantining at home can test on or after Day 5 and be released from quarantine on Day 6 if they test negative.

2. Students eligible to participate in modified quarantine will appear as “Allowed” in the Principal’s Daily Pass Dashboard and will be allowed to generate a Daily Pass QR code. These students will also be identified in a “Watch” column in the Daily Pass Dashboard Cases tab, to indicate to Site Administrators they are under modified quarantine protocols.
3. Students in modified quarantine (Test to Stay) must be asymptomatic. All students will be required to respond to the Daily Pass health screening questions. Symptoms must be monitored daily, and if symptoms develop, the student cannot continue to participate in modified quarantine. Symptomatic close contacts must isolate at home and get tested immediately, preferably at a LAUSD testing site. If they test positive, they must follow isolation protocols.
4. Students who are participating in modified quarantine (Test to Stay) should be given the opportunity to participate in the full instructional program during the school day, including recess and lunch time. However, the school must not allow students in modified quarantine to participate in extracurricular activities, including sports, clubs, Beyond the Bell, and other before and after school care or programming. The modified quarantine is meant to let students continue learning during the instructional day but does not cover other activities outside of the regular school curriculum. Students must leave campus after school and go directly home.
5. Students in modified quarantine must wear a surgical-style mask or higher PPE at all times on school grounds except when they are eating or drinking. The school site should make arrangements and ensure students in modified quarantine are distanced 6 feet during meal periods when masks are removed. School sites will provide upgraded masks to students in modified quarantine if needed.
6. Individuals participating in modified quarantine must be tested twice per week for the duration of the quarantine period (“Test to Stay”). Tests can be either a rapid antigen test or a PCR test. The first test should be conducted at initial exposure or as soon as possible after the exposure (Day 1); the second test should ideally be on or after Day 5, so that the student can be released from quarantine on Day 6 if they test negative.



Source: LA County Dept Public Health

Additional Testing for Students in Modified Quarantine (Test to Stay)

Additional mobile teams will be deployed to schools with students in modified quarantine (on Day 1 or 2 of the quarantine period, or as soon as possible after exposure), in between the school’s regular weekly testing visits. Testing and Operations Coordinators will communicate with Site Administrators about this additional testing visit.

If a student does not wish to test at school, they should upload an external PCR test result via Daily Pass, with the test date on Day 1 or 2 of the modified quarantine period. (See Attachment C: [Uploading External Test Results](#))

Close Contact Definition

A “close contact” is defined as:

- A person who was within six feet of a positive case for a total of 15 minutes or more over a 24-hour period during the positive case’s infectious period (48 hours prior to the date of the test if asymptomatic or the date of symptom onset, whichever came first), even if non-medical face masks were worn during the exposure.
- A person who had unprotected contact with the positive case’s body fluids and/or secretions is also considered a close contact.

An individual is not necessarily a close contact because they share a classroom or participate in group activities with the positive case; it is important that administrators and teachers are judicious in identifying *only* students and staff who meet the definition of a close contact.

Quarantine Periods and Testing for Early Release

All close contacts, except for those exempt from quarantine, must quarantine for at least 5 days. 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.

Individuals in modified quarantine can end their quarantine period on Day 6 (on the 6th day or later from the last time the individual was in close contact with the positive case), if they have no symptoms and test negative with a test taken on or after Day 5. If they do not take a test on or after Day 5, the individual must remain in modified quarantine for a full 10 days after exposure.

Exemptions from Quarantine

The following individuals are **not** required to quarantine, provided they are asymptomatic:

- Fully vaccinated individuals who are eligible for and have received a booster;
- Vaccinated individuals who are not yet eligible for a booster;
- Students and employees who have recovered from laboratory-confirmed COVID- 19 within the last 90 days.

Individuals who are exempt from quarantine will be notified if they are identified as close contacts. In order to stay at work or school, they are required to test on Day 5 after exposure with either a PCR or rapid antigen test. Individuals must also monitor symptoms and wear upgraded masks for 10 days following exposure (See Attachment A: [Updated Masking Requirements](#)).

Shortened Isolation Periods

All individuals who test positive for COVID-19 must isolate at home for at least 5 days. Individuals who test positive may be released from isolation on Day 6, provided all 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. Individuals should test with an antigen test on or after Day 5, as PCR tests can stay positive even after an individual is no longer infectious. If an individual does not test on or after Day 5, or if the test result taken on or after Day 5 is still positive, the individual should continue to isolate at home for the full 10 days.

Reporting and Monitoring Confirmed Positive Cases and Close Contacts

Site Administrators or designees are responsible for collecting and reporting close contact information after a positive case (Index Case) is identified at their site.

NEW Initial Exposure Management Reporter App

For each positive case at their site, the Site Administrator or designee will be responsible for completing and submitting a report on the *new* Initial Exposure Management Reporter Application (IEM Reporter App, available at iemreporter.lausd.net or in PowerApps). The IEM Reporter is used to identify the positive case and all close contacts, including vaccinated and unvaccinated close contacts.

In the IEM Reporter App, Site Administrators will be required to report on mask compliance for each student close contact to indicate whether they are permitted to participate in modified quarantine (Test to Stay). (See Attachment B1: [IEM Reporter App Job Aid - Close Contacts](#))

Those identified as close contacts in the report will be sent an automatic notification once the IEM Report is submitted.

Daily Pass Principal's Dashboard

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.

Students participating in modified quarantine (Test to Stay) will appear as “Allowed” in the Principal’s Daily Pass Dashboard and will be allowed to generate a Daily Pass QR code. These students will also be identified in a “Watch” column in the Daily Pass Dashboard Cases tab, to indicate to Site Administrators they are under modified quarantine orders.

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 and will not be allowed to generate a Daily Pass QR code.

Confirmed positive and close contact cases who continue to be asymptomatic will have their cases automatically closed after they have completed their 10-day isolation/quarantine period. CE entry or exit interviews to return to school or work are not required. Administrators will be informed when the student or employee is eligible to return to school or work via the Principal’s Daily Pass Dashboard. When cleared to return, the Principal’s Daily Pass Dashboard will indicate “Allowed” and show their case as “Closed” and the student or employee will be required to respond to the health screening questions prior to entry.

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 should take the following steps:

- **If there is documentation of the positive COVID-19 test (e.g. an external, non-LAUSD test result, or physician’s diagnosis confirming the individual is COVID-19 positive)**, the Site Administrator can report the positive case and close contacts using the IEM Reporter App. 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 B2: [IEM Reporter App Job Aid - Test Submittal](#))
- **If there is no documentation of the external positive test result**, a case cannot be generated using the IEM Reporter App. The individual should be instructed to contact the lab that administered the test to provide a copy of the result, or have the student retest, preferably at an LAUSD COVID-19 testing site. The Administrator should direct the individual to isolate at home until documentation of a test result can be provided.

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.

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. A staff member wearing a medical-grade mask should escort the symptomatic individual to the dedicated isolation area immediately (ideally outdoors); provide the individual with a medical-grade mask; contact a parent/guardian to ensure the student is picked up and taken home as soon as possible; monitor the student in the isolation area until they are picked up; and instruct the individual to test for COVID-19 as soon as possible, preferably at an LAUSD COVID-19 alternate testing site for symptomatic or exposed individuals.

Symptomatic individuals must stay home until fever-free for 24 hours without the use of fever-reducing medication and symptoms have improved. Symptomatic individuals are encouraged to get tested for COVID-19 as soon as possible, preferably at an LAUSD COVID-19 alternate testing site (for symptomatic or exposed individuals).

- 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.
- If the symptomatic individual tests positive for COVID-19, the Site Administrator or designee shall follow the procedures for a confirmed positive case, and implement appropriate quarantine protocols for all close contacts.

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.

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 there are three or more epidemiologically linked (“epi-linked”) cases at a school or work location. 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, please 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. See resources below for Principal’s Zoom link.

Required Notifications

The count of active positive cases at each school campus are reported on the school’s COVID Testing Report Card at 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 choose to do so. A template letter that may be used for notifying a class or the whole school regarding a positive COVID case is available [here](#).

Additionally, a new Positive Test Case Subscription Notification will be 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 D: [Positive Case Text Notification](#).

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>.

Community Engagement Team Contact Information

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

Office of COVID Response Community Engagement Support Services			
Silvia Felix	PAA, Local District Northwest	sxr4804@lausd.net	213-760-8063
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Marylou Hernandez	PAA, Local District East	marylou.hernandez@lausd.net	213-760-8362
Janee Smith	PAA, Local District West	janee.smith@lausd.net	213-760-8222

Related Resources

- **Attachment A:** [Updated Masking Requirements](#)
- **Attachment B1:** [IEM Reporter App Job Aid - Close Contacts](#)
- **Attachment B2:** [IEM Reporter App Job Aid - Test Submittal](#)
- **Attachment C:** [Uploading External Test Results](#)
- **Attachment D:** [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**