



## Responses to Frequently Asked Questions: Coronavirus - Social Restrictions for School Administrators

The **objective of social distancing** is to reduce the probability of contact between persons carrying germs and others who are not infected so as to minimize transmission. The distancing protocols put in place on Wednesday, March 11, in Los Angeles Unified are designed to keep students, faculty and staff safe and healthy.

The goal of this recommendation is to prevent non-essential gatherings where people who have an infection than can easily spread it to others. This guidance does not apply to activities such as attendance at regular school classes, work or essential services. Thank you for your leadership. Questions should be addressed to your Local District designee or the appropriate Central Office.

### ATHLETICS

**Question 1: NEW INFORMATION - In the March 11 memo, it states that interscholastic athletics will continue without spectators. Is this true?**

Answer 1: As of March 12, 2020, LA Unified will temporarily suspend all athletic contests for the health and safety of all athletes.

### NEWCOMER STUDENTS

**Question 1: If a newcomer student comes to enroll at a school site, what is the protocol?**

Answer 1: Students have a fundamental right to an education. Under federal and state nondiscrimination laws, students cannot be asked questions related to immigration status, including what country they may be from. Enrollment of students, including newcomer students, may not be delayed. Please contact your Student Health and Human Services professional or the Office of the General Counsel with any questions.

### PROFESSIONAL DEVELOPMENT

**Question 1: Can on-site professional development (PD) or faculty meetings continue?**

Answer 1: Yes, Banked-Time professional development or faculty meetings can continue on campus. Only off-site professional development, such as large organizational or conference-style meetings, are temporarily on hold. As long as the professional development or meeting is at your work site, it is allowable; however, use common sense and practice social distancing protocols, as necessary.

**Question 2: Can Local District staff continue to lead PD at a school that involves only teachers?**

Answer 2: Yes, Local District staff can continue to lead professional development at a school site.

**Question 3: Can a school continue with a PD in which a contracted outside vendor is the provider?**

Answer 3: Yes, this type of PD can continue. As long as vendors haven't travelled from outside of the country in the last 14 days, haven't been exposed to the virus, or aren't showing signs of illness, the PD can continue.

**Question 4: Are we also cancelling meetings at the Beaudry Building?**

Answer 4: If Beaudry is not your regular work location, then these meetings will be cancelled. If you work at Beaudry, you can continue to meet at your own work location as long as you are practicing social distancing protocols.

**Question 5: Will school schedules be modified to reduce the number of students on the yard and in the cafeteria/auditorium?**

Answer 5: At this time, recess and lunch schedules do not need to be modified, although large schools should consider staggering the start of lunch every five minutes to reduce the time students have to wait in line. However, alternatives to group programming within the school, including any large or communal activities, such as assemblies, are to be instituted. For example, alternate approaches which limit close contact may include conducting assemblies via PA system.

**Question 6: Will conference attendance or PD opportunities be allowed, such as summer institutes, where a large number of people convene?**

Answer 6: At this time, District-sponsored large gatherings are temporarily on hold; however, it is too early to anticipate whether summer institutes will be cancelled. The District will reevaluate the social distancing policy on a regular basis.

**PARENT MEETINGS**

**Question 1: Do schools proceed with parent conferences?**

Answer 1: Parent conferences should be postponed as social distancing is not practical in many situations. The window for parent conferences will be extended. Phone calls and/or written communication to parents is appropriate if there are concerns about a student's progress.

**Question 2: Do schools proceed with ELAC meetings? SSC Meetings?**

Answer 2: These required parent meetings should continue on campus. However, if your ELAC/SSC meetings tend to be held in a crowded room, consider meeting in a larger space, such as an auditorium, where you can practice safer social distancing protocols.

**Question 3: Do ESL classes for parents continue?**

Answer 3: ESL classes for parents can continue if they are led by a District employee (e.g. Division of Adult Education). If the class is led by an outside agency, connect with the outside agency to determine if the agency has changed its policy due to the coronavirus. If the policy has not changed, instructors from an outside agency can continue as long as they haven't travelled from outside of the country in the last 14 days, haven't been exposed to the virus, or aren't showing signs of illness.

**Question 4: Do schools proceed with "Coffee with Principal" and other parent meetings?**

Answer 4: Since these types of meetings are not required, they should be temporarily put on hold until further notice. Administrators are encouraged to find other ways of communicating with parents.

## **PARTNERS/EXTERNAL VISITORS**

### **Question 1: Can we share this message with partner organizations that may be impacted?**

Answer 1: The term “partners” needs to be defined and addressed on a case-by-case basis. For example, partners that have MOUs who provide instruction related services are deemed essential (e.g. visual arts or music instruction) and should continue as planned. Partnering organizations that are not part of the instructional program or that do not have a long-term relationship with a school or a formal agreement may be deemed non-essential at this time.

### **Question 2: Are all civic center permits cancelled?**

Answer 2: Unfortunately, yes. The District has no control over who visits the campus during these events, so for the protection of our students, we are cancelling all civic center permits. There will be a letter generated for partnering organizations regarding refunds and logistics.

### **Question 3: Who is responsible for notifying organizations with permits/leases?**

Answer 3: Cancellation of use of facilities by outside entities pertains to all 3rd party civic center permits. Cancellation letters for Civic Center permits and Joint Use and Licensing are being sent out today from LA Unified Headquarters.

### **Question 4: Will Film LA be allowed to continue on our campuses?**

Answer 4: No. All outside use is temporarily suspended.

### **Question 5: Can observers and student teachers from institutes of higher education continue to be on our campus?**

Answer 5: Please contact the higher education institutes in this case to get clarification if there are any changes due to the coronavirus. If there are no changes, observers and student teachers can continue to be on campus as long as they haven't travelled from outside of the country in the last 14 days, haven't been exposed to the virus, or aren't showing signs of illness.

### **Question 6: Will church leases on our sites be cancelled?**

Answer 6: Yes. All outside use is temporarily suspended.

### **Question 7: Will community members still be welcomed to visit school Wellness Centers?**

Answer 7: At this time, our Wellness Centers are still open.

### **Question 8: Do we allow parent or community volunteers to continue their service at our schools?**

Answer 8: Yes, parents and community volunteers can continue as long as they haven't travelled from outside of the country in the last 14 days, haven't been exposed to the virus, or aren't showing signs of illness.

### **Question 9: Can schools doing career days allow outside speakers to come into schools?**

Answer 9: No, these are considered non-essential at this time. This should be postponed until further notice.

## **VISITORS POLICY**

### **Question 1: Can individual visitors attend to business as usual?**

Answer 1: At this time, individual visitors can continue to be on campus as long as they haven't travelled from outside of the country in the last 14 days, haven't been exposed to the virus, or aren't showing signs of illness.

## **ITINERANT STAFF**

### **Question 1: Will itinerant staff still be supporting multiple school sites, or should they be asked to support one site only for the time being?**

Answer 1: Itinerant staff should continue to serve their regular work locations.

### **Question 2: Should drivers continue to deliver to sites districtwide for non-essential materials?**

Answer 2: Yes, while schools are in operation, all District functions should continue as normal. Employees are asked to practice proper hygiene and wash their hands regularly.

## **FIELD TRIPS**

### **Question 1: Can we still operate Clear Creek for the two schools scheduled?**

Answer 1: No. At this time, Clear Creek field trips have been temporarily put on hold.

## **AFTER-SCHOOL PROGRAMS**

### **Question 1: Will before-, after-school, and all child care programs continue?**

Answer 2: Yes. All authorized after-school, before-school, and child-care programs on Los Angeles Unified campuses should continue as these programs have been deemed essential, as long as they are serving our students in groups no larger than a class.

## **SATURDAY EVENTS**

### **Question 1: Are Saturday school events, intervention, test preparation, or credit recovery cancelled?**

Answer 1: Yes, non-essential Saturday events should be cancelled; however, all instructional supports for students should continue as designed. If in question, contact the Local District Operations Coordinator.

### **Question 2: Are the SAT tests for this weekend being cancelled by District schools?**

Answer 2: SAT tests are an essential part of a student's education and will continue unless the College Board issues a cancellation. Los Angeles Unified offers SAT School Day on two dates only: March 4 and March 25. Unless notified otherwise, SAT School Day will continue on March 25.

## **INDEPENDENT STUDY**

### **Question 1: Are there options if a parent wants to keep a child at home until the coronavirus passes?**

Answer 1: Students may be put on a short-term independent study master contract as they would under normal circumstances as indicated in [BUL-6779.1, entitled Guidelines for Independent Study Programs](#), dated November 21, 2017.

### **Question 2: Can students who are not ill, but staying home as a precaution be enrolled in Independent Study?**

Answer 2: Yes, as long as the administrator feels that it is appropriate, students may be put on independent study as they would under normal circumstances as indicated in [BUL-6779.1, entitled Guidelines for Independent Study Programs](#), dated November 21, 2017. In addition, if a student is immunocompromised, they may qualify for Carlson Home Hospital with a doctor's recommendation.

## **PICTURE DAY**

### **Question 1: Should student Spring or Panorama pictures be cancelled?**

Answer 1: No. Spring or Panorama pictures do not need to be cancelled, but classes should be staggered and social distancing protocols should be followed to the extent possible.

### **Question 2: At middle and high schools with dual enrollment programs, will these classes continue to be led by the community college instructors?**

Answer 2: Yes, for the most part, community college instructors will continue to lead our classes. Community college instructors can continue as long as they haven't travelled from outside of the country in the last 14 days, haven't been exposed to the virus, or aren't showing signs of illness.

## **TRAVEL OUTSIDE OF THE UNITED STATES**

### **Question 1: What do we do about employees who traveled out of the country recently and returned to work this week?**

Answer 1: Out of an abundance of caution, this rule will apply to travel from all countries, not just those with a high incidence rate of COVID-19. All employees who have traveled out of the country are to self-quarantine for 14 calendar days before returning to work. Employees will be paid and time charged to MSND (Miscellaneous Natural Disaster), which does not affect benefits.

### **Question 2: Can we still host visiting international exchange programs at our school or office?**

Answer 2: Effective immediately, all international visiting student and adult exchange programs should be postponed indefinitely. It is the school administrator's responsibility to notify the visiting group of the need to postpone.