

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Human Resources Division  
Employee Support and Labor Relations  
Personnel Commission

**TO:** All Employees

**DATE:** July 29, 2021

**FROM:** Ileana Dávalos   
Chief Human Resources Officer

Kristen Murphy   
Chief of Employee Support and Labor Relations

Karla Gould   
Personnel Director

**SUBJECT: UPDATED GUIDANCE REGARDING COVID-19 TESTING & VACCINATIONS IN PREPARATION FOR THE RETURN TO SCHOOL**

The purpose of this correspondence is to provide updated information and replace the previous Interoffice Correspondence of July 14, 2021 related to COVID-19 testing and vaccinations for the 2021-2022 school year.

Los Angeles Unified continues to uphold the highest standards of health and safety. In alignment with current guidance from the Los Angeles County Department of Public Health, we are postponing the implementation of the previously announced COVID testing exemption for vaccinated individuals.

*In consideration of evolving health conditions, Los Angeles Unified will continue to provide free weekly COVID testing on school campuses for all students and employees – both vaccinated and unvaccinated.* If infection rates in our community decrease, testing frequency may be reduced, and exemptions for vaccinated individuals may be considered in accordance with medical guidance.

### Testing Requirements

*Baseline and ongoing weekly COVID-19 testing of all employees and students – both vaccinated and unvaccinated - is a requirement for return to District facilities and in-person work and learning.* COVID-19 testing will be conducted to monitor and manage exposure to the virus in alignment with medical guidance. The District will continue to offer Polymerase Chain Reaction (PCR) nasal swab tests as the primary testing method; additionally, a saliva test is available upon request.

The most recent LAC-DPH (Los Angeles County Department of Public Health) guidelines recommend including asymptomatic fully vaccinated individuals along with unvaccinated individuals in ongoing COVID testing programs in an effort to identify and isolate any positive cases and prevent the spread of the virus.

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Non-school based employees for whom COVID testing is not available on site will be allowed a window of up to two hours for testing during their workday, including travel time to the testing location. Time will be coded as Miscellaneous Natural Disaster (MSND).

Los Angeles Unified continues to host school-based vaccination clinics on many of its school campuses. If you or your dependent(s) have not yet been vaccinated, we encourage you to take advantage of this resource. Employees will be allowed a window of up to three hours (per dose) for vaccination for themselves or their dependent(s) during their workday, including travel time to the vaccination location. A list of vaccination sites can be found on our website at: <https://achieve.lausd.net/Page/17638>

Employees utilizing this paid time off are to complete and submit a Certification/Request of Absence for Non-Illness (Form No. 60.NON-ILL; Reissued 9/14/2020). Under Reason for Absence, select Option “M” for Other Absences and identify MSND (Miscellaneous Natural Disaster) with explanation as “Self and/or Dependent COVID-19 vaccination.” An absence due to natural disaster does not get deducted from the employees’ illness balance.

### **Exposure Management**

The Community Engagement (CE) Team will monitor COVID-19 positive cases that have been identified at a District school or work location within the last 14 days from the date of the test or onset of symptoms.

During a period of low community prevalence rates, false positives are increasingly possible. District testing data since May 1, 2021 revealed a number of positive test results for asymptomatic individuals which were found to be false positives. Strict adherence to re-testing of all asymptomatic positive cases will minimize unnecessary anxiety and isolation/quarantine of employees and students.

#### *Symptomatic Positive Case*

If an individual receives a positive test result, the CE Team will contact the individual to conduct an interview and confirm symptoms consistent with COVID-19. If the individual is symptomatic, has a known exposure to a positive case, and/or is in a high prevalence setting (i.e. a campus with more than one active case), the CE Team will direct the individual to isolate for 10 days and quarantine all close contacts per Los Angeles County Department of Public Health (LACDPH) guidelines.

#### *Asymptomatic Positive Case*

If an individual receives a positive test result, the CE Team will contact the individual to conduct an interview and confirm the absence of symptoms consistent with COVID-19. If the individual is asymptomatic, has no known exposure, and is in a low prevalence setting (i.e. a campus with no active outbreaks), the individual will be asked to isolate and all close contacts will be asked to

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quarantine. The individual will be directed to re-test within 48 hours of the positive sample collection.

If the confirmatory PCR test returns a negative result, the LACDPH will approve the false positive request and will report it to the State of California. The individual is subsequently released from isolation and all close contacts are released from quarantine. The CE Team will deactivate the active positive case and the individual will be able to generate a Daily Pass and resume access to District sites.

If the confirmatory PCR test returns a positive result, then the CE Team will direct the individual to continue to isolate for the minimum of 10 days and all close contacts will continue to quarantine per Los Angeles County Department of Public Health (LACDPH) guidelines. The CE Team will monitor the case and the individual will be unable to generate a Daily Pass to access District sites.

If you have questions regarding Community Engagement, please contact Beatrice Sanchez via email at [CE@lausd.net](mailto:CE@lausd.net).

If you have questions related to Human Resources, please email [AskHR@lausd.net](mailto:AskHR@lausd.net).

If you have questions regarding COVID-19 Testing and Vaccinations, please contact your Local District Testing and Operations Coordinator.

| <b>Testing and Operations Support Services</b> |                                       |                    |              |
|--|---------------------------------------|--------------------|--------------|
| Roger Avila                                    | Coordinator, Local District Northwest | ravil3@lausd.net   | 213-408-2011 |
| Jeremiah Gonzalez                              | Coordinator, Local District South     | jjg2443@lausd.net  | 310-354-3419 |
| Ernestina Gandera                              | Coordinator, Local District Northeast | ejg1350@lausd.net  | 213-408-2168 |
| Linda Lee                                      | Coordinator, Local District Central   | lkc7377@lausd.net  | 213-408-9424 |
| Leilani Morales                                | Coordinator, Local District East      | lxm8995@lausd.net  | 213-408-2965 |
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cc: Anthony Aguilar

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**Office of COVID Reponse**  
**COVID-19 False Positive Guidance**

This document contains information regarding the process of confirming a false positive COVID-19 test result.

