

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Division of School Culture, Climate, and Safety

**TO:** Principals

**DATE:** July 29, 2021

**FROM:** Alfonzo C. Webb, II, Ed.D.  
Senior Director

**SUBJECT: GUIDANCE ON COVID-19 SAFETY PROTOCOLS FOR IN-PERSON SCHOOL EVENTS/MEETINGS**

**OVERVIEW**

This correspondence provides clarification on the appropriate COVID-19 safety protocols for in-person:

- school events or meetings
- third party events and
- public meetings.

All of which are subject to public health guidance. For all in-person events, the following is required:

- Anyone entering district sites who has contact with others is required to wear a face mask.
- Individuals who need a face mask must be provided with one.
- Whenever possible, host meetings or events outdoors and stagger sessions to keep groups small.
- Maximize physical distancing when possible and provide access to hand sanitizers.
- Advise attendees that they will need to answer the daily health screening questions prior to entering a district site.

**UPDATES**

**School Events or Meetings (e.g. Orientation, Coffee with the Principal, Literacy Nights)**

In-person school events or meetings may be held indoors and are allowed as long as individuals wear a face mask. Hosting of outdoor events is preferred. All visitors need to sign in on the Visitor's Log with contact information.

**Third Party Events (e.g. PTA/PTO Meetings)**

In-person third party events held indoors are allowed. Hosting of outdoor events is preferred. Third parties using District facilities are required to comply with the Health Officer Order, public health protocols that apply to their use, and Los Angeles Unified's COVID-19 Containment, Control and Response Plan. The following district policies provide additional assistance with procedures: Special Events Bulletin, Civic Center Permits Bulletin, School Volunteer Program Bulletin, and/or the COVID Guidance for Partners.

**Public Meetings (e.g. School Site Council, English Learner Advisory Council, Governance Council, LAUSD Board Meetings)**

In-person, indoor public meetings may begin on October 1, 2021 when Executive Order N-29-20 providing for flexibilities for remote meetings will be lifted. These include meetings that fall under the jurisdiction of the Brown Act and/or Green Act. Utilize a seating chart to assist with contact tracing.

For additional assistance, please contact Alfonzo Webb at [awebb01@lausd.net](mailto:awebb01@lausd.net).

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