

Reopening Guidance for Community Classes and Activities

COVID-19 continues to pose a risk to communities and requires all people to follow precautions and to modify operations and activities to reduce the risk of spread. This protocol provides direction to organizations that offer classes and low-risk activities for youth and adults in community settings such as community centers, senior centers, and indoor and outdoor areas of public parks. Such activities may include: community music and theater classes, athletic classes, art classes, and book clubs. It may also include important community services such as tax preparation support, providing space for community meetings and making space available for cooling centers.

The risk of an infected person, even if they feel well, spreading COVID-19 to others is affected by the following factors:

- Risk increases when face masks are not worn correctly or consistently over the nose and mouth, and physical distancing is not maintained.
- Risk increases when activities are held indoors, particularly in poorly ventilated spaces.
- Risk increases with increasing levels of contact between participants; closer contact (particularly face-to-face contact), and the frequency and total duration of close contact, increases the risk that respiratory particles will be transmitted between participants.
- Risk increases with greater exertion levels; greater exertion increases the rate of breathing and the quantity of air that is inhaled and exhaled with every breath.
- Risk increases with mixing of cohorts and groups, particularly when from different communities and households.

Community classes that offer sports or athletic instruction must comply with this checklist in addition to the LA County DPH [Protocol for Youth and Adult Recreational Sports Leagues](#).

Note that this checklist does not apply to classes offered or conducted in private settings, such as private art or music classes or tutoring classes. These businesses must follow the LA County DPH [Protocol for Limited Services](#). It also does not apply to classes offered by Institutes of Higher Education, which must follow the LA County DPH [Protocol for Institutes of Higher Education](#).

- Please note: This document may be updated as additional information and resources become available so be sure to regularly check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document.

In the guidance that follows, the term “fully vaccinated person” or “full vaccination” means that the person is able to present a vaccination card, electronic medical record, or other form of proof to demonstrate that:

- Two or more weeks have passed since the person received the second dose in a 2-dose series of COVID-19 vaccine (e.g., Pfizer-BioNTech or Moderna), OR
- Two or more weeks have passed since the person received a single-dose COVID-19 vaccine (e.g., Johnson and Johnson (J&J/Janssen)).

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

All Community Classes and Activities covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the Classes or Activities.

Community Class Name: _____

Facility Address: _____

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH
(CHECK ALL THAT APPLY TO THE FACILITY)**

- Everyone who can carry out their work duties from home has been directed to do so.
- Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible and should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home. Consider offering workers, docents, interns, and volunteer staff who request modified duties options that minimize their contact with customers and other employees (e.g., managing inventory rather than working as a cashier or managing administrative needs through telework).
- Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- All employees (including paid staff and volunteers; referred to collectively as “employees”) have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. See the entry screening process that follows. Employees understand to follow DFH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- It is strongly recommended that all staff and participants be fully vaccinated against COVID-19.
- Entry screenings are conducted before employees, volunteers, vendors, contractors, delivery personnel, and other support personnel may enter the workspace, in accordance with the LACDPH [Entry Screening guidance](#). Checks must include a check-in concerning cough, shortness of breath, difficulty breathing, fever or chills, and new onset of loss of taste or smell, and if the employee is currently under isolation or quarantine orders. These checks can be done remotely or in person upon the employees’ arrival. A temperature check should also be done at the worksite if feasible.
 - Negative Screen (Cleared). If the person has no symptom(s) and no contact with a known COVID-19 case in the last 10 days, they can be cleared to enter for work that day.
 - Positive Screen (Not Cleared):
 - If the person was not fully vaccinated against COVID-19¹ and had contact with a known COVID-19 case in the last 10 days or is currently under quarantine orders, they may not enter and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.
 - If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.
- Upon being informed that one or more employees test positive, the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees

¹ People are considered fully vaccinated against COVID-19 two (2) weeks or more after they have received the second dose in a 2-dose series (e.g., Pfizer-BioNTech or Moderna), or two (2) weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J]/Janssen).

that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.

- Community class or activity organizers are required to notify the County DPH of all individuals with confirmed COVID-19 who were on site at any point within the 14 days prior to the illness onset date. The illness onset date is the first date of COVID-19 symptoms or the COVID-19 test date, whichever is earlier.
- Online reporting is the preferred method for notifying the County DPH of COVID-19 exposures at the facility and can be done on a computer or mobile device with access to the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport>. If online reporting is not possible, reporting can be done manually by downloading and completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and sending it to ACDC-Education@ph.lacounty.gov. All case notifications are to be submitted within 1 business day of being notified of the case.
- In the event that 3 or more COVID-19 cases are identified within the facility in a span of 14 days, the community class or activity organizer must immediately report this cluster to the County DPH using the reporting method described above. The Department of Public Health will work with the community program to determine whether the cluster is an outbreak that will require a public health outbreak investigation.
- Employees who have contact with others are offered, at no cost, an appropriate mask that covers the nose and mouth. For more information, see LAC DPH COVID-19 Mask webpage at <http://publichealth.lacounty.gov/acd/ncorona2019/masks>. The mask must be worn by the employee over the nose and mouth at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Mask with one-way valves must not be used.
- All employees must wear a mask at all times except when working alone in private offices with closed doors or when eating or drinking.
- Employees are instructed to wash, if applicable, or replace their masks daily.
- To ensure that masks are worn consistently and correctly, employees are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, employees must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between workers.
- Occupancy is reduced and space between employees is maximized in any room or area used by employees for meals and/or breaks. This has been achieved by:
 - Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks; and
 - Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
 - Placing tables at least eight feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing.
- Employees have been instructed to maintain at least a six (6) feet distance from visitors and from each other in all areas of the facility. Employees may momentarily come closer as necessary to assist participants, or as otherwise necessary.
- Restrooms and other common areas are cleaned at the frequency listed below, but at least once daily, on the following schedule:

- Restrooms _____
- Other _____
- Disinfectant and related supplies are available to employees at the following location(s):

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

- Employees are reminded to wash their hands or use hand sanitizer frequently.
- A copy of this protocol has been distributed to each employee.
- As much as feasible each worker is assigned their own equipment and have been instructed to avoid sharing phones, tablets, two-way radios, other work supplies, or office equipment where ever possible.
- Where items must be shared, they are cleaned at least once daily or, if determined necessary, more frequently with a cleaner appropriate for the surface at least once per day, including the following: shared office equipment, such as copiers, fax machines, printers, telephones, keyboards, staplers, staple removers, letter openers, surfaces in reception areas, shared workstations, audio and video equipment, walkie talkies, etc.
- Time is provided for workers to implement cleaning practices during their shift. Cleaning assignments are assigned during working hours as part of the employees' job duties. Modify hours, if necessary, to ensure regular, thorough cleaning, as appropriate. Options for third-party cleaning companies to assist with the increased cleaning demand are procured, as needed.
- All policies described in this checklist other than those stated in terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- Optional—Describe other measures:

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- For each Community Center space/room, limit the number of persons in that specific space at any given time to the number appropriate for maintaining physical distancing of at least 6 feet at all times (except for youth).
 - For youth, participants should remain in the same space and in groups as small and consistent as practicable. Keep the same participants and staff with each class and include participants from the same family or the same group, to the greatest extent practicable. The maximum size of stable groups is limited by the number of youth that allows all participants in the group to maintain physical distancing of 3 feet from all other youth within the available program space. Staff should maintain 6 feet of distance from youth participants and from other staff. Stable group size may not exceed a maximum of 30 youth and two supervising staff regardless of the size of the available program space.
 - For adults, classes offered in indoor classrooms must be limited to 50% occupancy of the classroom or lecture hall. Occupancy is based on building or fire code occupancy.
 - As an additional safety measure, community class or activity organizers may choose to limit indoor class attendance to only participants and instructors show proof of full vaccination against COVID-19. If done,
 - Participants should be made to attest their full vaccination status at the point of registration, and
 - Participants that have attested to full vaccination must show the class or activity organizers the required verification, which is both a photograph identification and proof of full vaccination against COVID-19, such as their vaccination card (which includes

the name of person vaccinated, type of COVID-19 vaccination provided and date last dose administered) or a photo of their vaccination card as a separate document or a photo of the participant's vaccine card stored on a phone or electronic device or documentation of their full vaccination against COVID-19 from a healthcare provider (which includes name of person vaccinated and confirms they are fully vaccinated against COVID-19), before being permitted entry into the classroom or activity space.

- All instructors, participants, and any visitors who enter the site are required to wear masks at all times. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed not to wear a mask by their medical provider must wear a face shield with a drape along the bottom edge to be in compliance with State directives, so long as their condition permits it. Masks with one-way valves must not be used. To support the safety of everyone using the Community Center and the community, a mask should be made available to individuals who arrive without them.
- Maximize space between seating, desks or workstations. Consider ways to establish six feet of separation of participants through other means, for example, six feet between seats, markings on floors to promote distancing, arranging seating in a way that minimizes face-to-face contact and maintains distancing. Use of partitions is encouraged to further prevent spread but may not be considered a substitute for reducing occupancy and maintaining physical distancing.
- If a Community Center includes any large rooms, these rooms can be separated into smaller areas. The following precautions must be taken when rooms are divided:
 - Fire, safety and environmental regulations must be taken into account in placement of dividers.
 - Room dividers must reach from floor to ceiling and be made of non-porous material that can be regularly disinfected.
 - Room dividers must be placed in a manner that maximizes ventilation and air flow to permit healthy temperature control and removal of contaminants.
 - Room dividers must be secured to the floor in a manner that minimizes the risk of slips, trips, and falls.
 - Once divided, each area must leave enough room for physical distancing (that is, a distance of six feet between participants).
 - Divided rooms must be designed so that groups of participants can enter and exit without passing among a second group of participants. If there are 2 doors into a room, it is recommended that each group of participants have a dedicated door that only they use to enter and exit the space.
 - An exit route (means of egress) must be available and exit signs must be clearly visible to participants on each side of a divided room. Each area must have a continuous and unobstructed path from any point within the area to a place of safety. Signs should be posted on or near dividers indicating pathways to exits and use of these pathways should be practiced in evacuation drills to assure safety in case of emergency.
- Consider redesigning activities for smaller groups and rearranging furniture and classroom spaces to maintain separation.
- Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for children to understand and are developmentally appropriate.
- Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
- Restrict communal activities where practicable. If this is not practicable, stagger use, properly space occupants, keep groups as small and consistent and disinfect in between uses.
- Limit group and extracurricular activities to those in which participants and activity leaders can maintain physical distancing and that support proper hand hygiene.
- Use alternative spaces as needed, including regular use of outdoor space, weather permitting. For example, consider ways to maximize outside space, and the use of cafeterias and other spaces for use to permit

physical distancing.

- ❑ Minimize congregate movement as much as practicable. Class and space use times are staggered so that exiting of multiple rooms does not result in crowding and a lack of physical distancing due to attendees from different rooms or spaces leaving at the same time. Consider utilizing entry only and exit only doors to minimize crowding.
 - ❑ For activities that generate respiratory droplets such as heavy exertion or singing, increase the distance between individuals to 12 feet and try to do these outside. As a reminder, classes that offer sports or athletic instruction must comply with this checklist in addition to the LA County [DM Protocol for Youth and Adult Recreational Sports Leagues](#).

C. MEASURES FOR INFECTION CONTROL

- ❑ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. Effective ventilation is one of the most important ways to control small aerosol transmission. Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces. See California Department of Public Health [Interim Guidance for Ventilation, Filtration and Air Quality in Indoor Environments](#) for detailed information.
 - Please Note: Ventilation and other indoor air quality improvements are an addition to, and not a replacement for, mandatory protections including wearing face masks (except in certain high-risk environments that require using proper respiratory protection), maintaining at least six feet of distance between people, washing hands frequently, and limiting activities that bring together people from different households.
- ❑ Entry screening is conducted before students or visitors may enter any of the establishment's classroom areas. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills, and whether the individual is currently under isolation or quarantine orders. (See County [Entry Screening](#) guidance.) These checks can be done in person or through alternative methods such as on-line check in systems or through [signage](#) posted at the entrance of a facility stating that visitors with these symptoms may not enter the premises.
 - Negative Screen (Cleared): If the person has no symptom(s) and no contact with a known COVID-19 case in the last 10 days, they can be cleared to enter for that day.
 - Positive Screen (Not Cleared):
 - If the person may have had contact with a known COVID-19 case in the last 10 days or is currently under quarantine orders, they may not enter and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.
 - If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.
- ❑ All staff, participants, and any visitors who enter the site are required to wear masks. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed not to wear a mask by their medical provider must wear a face shield with a drape along the bottom edge to be in compliance with State directives, so long as their condition permits it. Masks with one-way valves must not be used. To support the safety of your community, a mask should be made available to individuals who arrive without them.
- ❑ Ensure all staff, students, and families are aware of enhanced sanitation practices, physical distancing guidelines and their importance, proper use, removal and washing or disposal of masks, screening practices and COVID-19 specific exclusion criteria.

- Designate a staff person (e.g., program director or health care provider) to be responsible for responding to COVID-19 concerns and serve as a liaison to DPH. All program staff, participants, and families should know who this person is and how to contact them. This individual should be trained to coordinate the documentation and tracking of possible exposures, in order to notify local health officials of all COVID-19 cases at the site within 1 business day of being notified of a case.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans and hand sanitizers with at least 60 percent ethyl alcohol for staff and participants who can safely use hand sanitizer.
- Consider routines enabling staff and participants to regularly wash their hands at staggered intervals. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly.
- Participants and staff should use hand sanitizer when handwashing is not practical. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers, especially when hands are visibly dirty.
- Children under age nine should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- Consider portable handwashing stations throughout the site to minimize movement and congregation in bathrooms to the extent possible.
- Encourage participants to bring their own pre-filled reusable or purchased water bottles. Water fountains are available to fill water bottles only.
- Frequently touched surfaces such as door handles, light switches, sink handles, bathroom surfaces, tables, and surfaces in transportation vehicles should be cleaned at least once per day or more frequently if determined necessary due to usage.
- Limit sharing of objects and equipment, such as art supplies (including building bricks/pieces), games (e.g. chess, checkers, etc.), computer equipment, among others, otherwise clean between uses. Participants should be instructed to wash their hands or use hand sanitizer immediately before and after participating in activities that involve shared objects/equipment.
- When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions. These products contain ingredients which are safer for individuals with asthma.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on the hazards of the chemicals, manufacturer’s directions, and Cal/OSHA requirements for safe use.
- Custodial staff with the responsibility of cleaning and disinfecting the site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children’s reach and stored in a space with restricted access.
- When cleaning, air out the space before participants arrive; plan to do thorough cleanings when participants are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- If opening windows poses a safety or health, consider alternate strategies for improving air flow such as maximizing central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of infections such as Legionnaires’ disease.

SPECIAL CONSIDERATIONS

Music classes:

- If possible, hold music classes outside.
- Any activity that requires participants to remove their face masks (e.g., playing brass or wind instruments) may only be done as a group if students are spaced at a minimum of 12 feet from one another and if the activity is held outdoors. Wind instrument players should use additional modifications as appropriate, such as devices to capture aerosols emitted from the instrument. However, individuals may practice such activities alone indoors in a studio or practice room.
- For activities that generate respiratory droplets such as singing, increase the distance between individuals to 12 feet and try to do these activities outside.
- Limit the exchange (or sharing) of any instruments, parts, music sheets, or any other items.
- Use disposable absorbent pads or other receptacles, where possible, to catch the contents of spit valves or water keys; discard and clean properly after use.
- Consider using “bell covers” for the openings of brass instruments and specially designed bags with hand openings for woodwind instruments to minimize the generation of droplets and aerosols.

Theater classes:

- If possible, hold theater classes outside.
- Participants and instructors in theater classes must wear face masks at all times and ensure that all participants maintain a 6-foot physical distance at all times or an 8-foot physical distance if the participants are enunciating (for example, those in a theater workshop).
- Limit, where possible, sharing of props, costumes, and wigs. If props must be shared, choose props, costumes and other materials that can be more easily disinfected. All props must be disinfected before first use on the set, and between uses by different actors. All shared clothing must be cleaned after each use. All wigs or other shared prosthetics must be disinfected after each use.
- Clean dressing rooms, green rooms, and production areas using a disinfectant from EPA’s List N: Disinfectants for COVID-19.
- Consider holding virtual or outdoor performances instead of indoor performances.

Athletics/sports classes:

- In addition to this checklist, athletic classes or activities must follow also follow the LA County DPH [Protocol for Youth and Adult Recreational Sports Leagues](#).
- For activities that generate respiratory droplets such as heavy exertion, increase the distance between individuals to 10 feet.
- Participants and instructors must wear face masks at all times while in class. Masks may be removed momentarily to drink water; during water breaks, participants should be reminded to maintain a 6-foot physical distance at all times. Participants should be reminded to limit their exertion to a level that is comfortable while wearing a face mask and to take frequent breaks from exercise or stop if they begin to experience any difficulty breathing. Masks should be changed if they become wet, if they stick to a person’s face or if they obstruct breathing.

Community meetings:

- Community meetings held indoors should be limited to 50% of the room occupancy, based on applicable building or fire code, or 50 people, whichever is fewer. If held outdoors, occupancy for community meetings must be limited to 100 people or less and adhere to physical distancing among all present.
- All community meeting areas must be reconfigured to enable all attendees to maintain a physical distance of at least 6 feet during meetings.
 - Meeting duration should be limited to the greatest extent possible.

- Organizations hosting community meetings should continue to offer remote viewing options for those who prefer to participate in meetings virtually.
- Private Events (Meetings / Receptions / Conferences):
 - Community Centers may be used to host or hold Private Events. The operator and host of the Private Event must comply with the Los Angeles County Public Health [Protocol for Private Events](#), which is attached to the Health Officer Order at Appendix BB.

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- Maintain communication systems that allow staff, participants, and parents/guardians to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.
- A copy of this protocol or, if applicable, the printed Los Angeles County COVID-19 Safety Compliance Certificate is maintained by the sponsoring entity (non-profit, school, community group, as applicable). For more information or to complete the COVID-19 safety compliance self-certification program, visit <http://publichealth.lacounty.gov/eh/covid19cert.htm>. Sports teams must keep a copy of the Protocol for Youth and Adult Sports Leagues must be kept onsite for review, upon request.
- Signs are displayed throughout the establishment that remind staff and participants of the need for physical distancing and the use of masks. See the [County DPH COVID-19 Guidance webpage](#) for additional resources and examples of signage that can be used by businesses.
- Signs are posted that instruct visitors that they should stay home if sick with symptoms consistent with COVID-19.
- Online outlets of the establishment (website, social media etc.) provide clear information about physical distancing, use of masks and other COVID-19 related issues/concerns.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Services that are critical to the community have been prioritized.
- Measures are instituted to assure services for community members who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____
Phone number: _____
Date Last Revised: _____