



French American School

Sunnyvale-Silicon Valley

COVID-19 Parent Handbook
For K-5th Grade Families

School Year 2021/2022- Revised 05/06/2022

1522 Lewiston Drive, Sunnyvale, CA 94087 – (408) 746 - 0460 – www.fassv.org

The Important Roles That Families Play

The partnership between FASSV and our families is critical to keeping our community healthy and safe. Families play a vital role in maintaining safety on campus. **The number one safety measure is to keep a child home if he/she is sick.**

We want to work with families to support their child's adherence to safety measures while they are on campus as well as at home.

Here is how you can help at home:

- Monitor your child for symptoms
- Encourage frequent handwashing and healthy hand washing techniques
- Avoid large-group gatherings
- Continue regular visits to your pediatrician or healthcare provider
- Practice wearing face coverings during family outings and activities in public
- Monitor your child's mental health by talking freely about COVID-19 and other concerns



We understand that there are families with higher risk members in their households. As a community which prioritizes health and safety, we must all do our part to adhere to state and local health recommendations to control transmission and potential future outbreaks.

There may be times when we ask families to comply with more stringent safety measures and we greatly appreciate your cooperation.

Physical Distancing, Social Connection, and the Mitigation of Risk

The physical and emotional health and well-being of children, staff and communities are dependent on relationships and connections. While physical distancing is ideal for lowering the risk of the spread of COVID-19, there is an inherent conflict between an optimal academic, social, and emotional learning environment and physical distancing.

In developing policies and practices, we are attempting to balance safety needs of our community, required adherence to federal, state, and local orders with what we know about how students thrive.



Community Expectations

All members of the FASSV community have a shared responsibility to prevent the spread of illness. It is imperative that we remain committed to the safety policies and procedures listed in this handbook to help keep students, staff, and faculty safe. By bringing your child on campus, you agree to the requirements listed below:

- **Follow Federal, State, and Local Orders:** All families are expected to adhere to the directives of applicable federal, state, and local government health departments, regarding social distancing in public and other measures to reduce the spread of COVID-19.
- **Stay Home if Sick:** If your child is sick, we expect you to keep him/her at home.
- If your child or someone in your household tests positive for COVID-19, **you must notify the school as soon as possible** by calling Martine Trusz, Head of School at (408) 505 4641 or Tiffany Hartdegen, Assistant Head, at (214) 354 1343, or sending an email to martine@fassv.org **and** tiffany@fassv.org.
- If anyone in your household has been notified by an individual, an organization, or the County or State Health Department that they were in contact with an individual infected with COVID-19, **you are asked to notify the school** by calling Martine Trusz, Head of School at (408) 505 4641 or Tiffany Hartdegen, Assistant Head, at (214) 354 1343, or sending an email to martine@fassv.org **and** tiffany@fassv.org.

COVID-19 Testing and Reporting

A. Indications for testing:

- i. All students and staff will be required to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.
- ii. A list of nearby testing sites is available through the [Santa Clara County's Emergency Operations Center](#).

B. Positive test results:

- i. All parents and staff should notify the school immediately if a student or staff member tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.

C. Negative test results:

- i. Symptomatic individuals not identified as a close contact who test negative for COVID-19 can return to school/work after at least 24 hours from fever resolution (if any) and improvement in other symptoms.
- ii. Documentation of negative test results must be provided to school administration.

Response to Suspected or Confirmed Cases and Close Contacts

A. Suspected COVID-19 case(s) response:

- i. Any students or staff exhibiting symptoms will immediately be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, 9-1-1 will be called without delay.
- ii. A list of nearby testing sites is available through the [Santa Clara County's Emergency Operations Center](#).

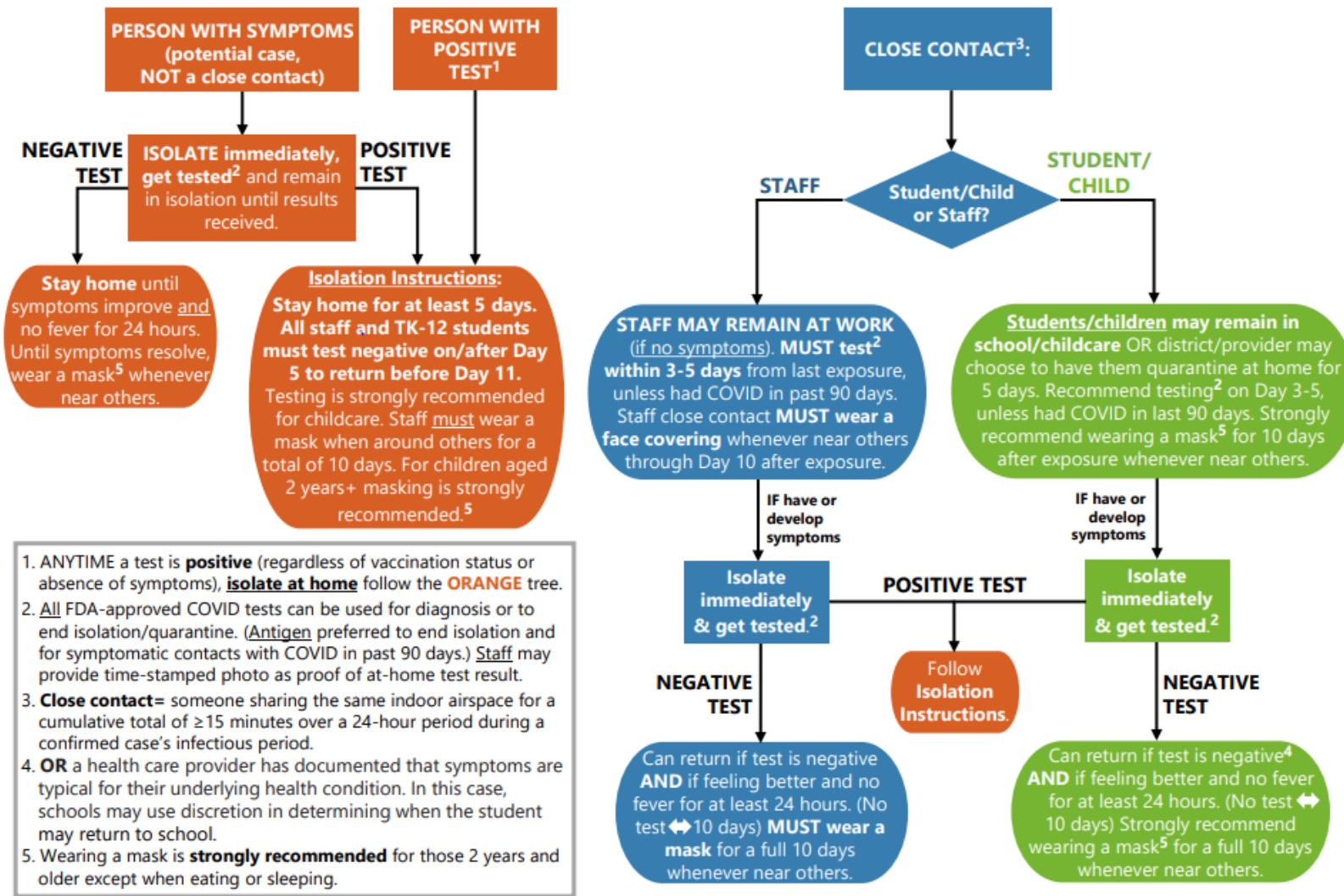
B. Confirmed COVID-19 case(s) response:

- i. The School will notify all families and personnel in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws (information concerning confidentiality can be found [here](#)).
- ii. All communication to parents and staff will be pursuant to the guidelines as laid out by State and County guidelines; and any confirmed cases will be reported to the California Department of Public Health through the agency's online School Portal of Outbreak Tracking (SPOT).
- iii. Areas used by any COVID-19 positive person will be immediately closed off. Such areas may not be re-opened until they have been cleaned and disinfected.

C. Close contacts to confirmed COVID-19 case(s) response:

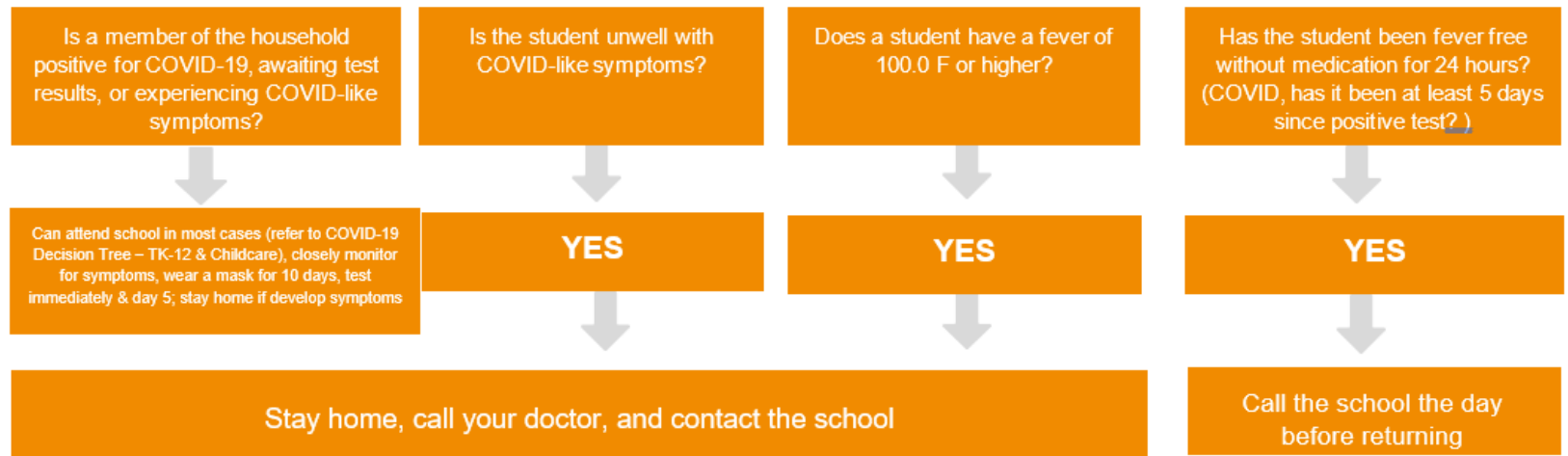
- i.** Students or personnel who had close contact with a COVID-19 positive person (including all members of a stable group with the COVID-19 positive person) can remain at school in most cases (see *Santa Clara Public Health COVID-19 Decision Tree TK-12 and Childcare*). Individuals must test on day 3- 5, wear a mask and continue to monitor for symptoms for 10 full days. If symptoms develop, students and personnel will be sent home immediately. They will be asked to test for Covid-19 and stay home until test results are received and until symptoms improve.
- ii.** A **close contact** is defined as someone who was in contact with an infected person for more than 15 minutes over a 24-hour period within 0-6 feet indoors.

COVID-19 DECISION TREE – TK-12 & CHILDCARE (5.6.22) to Determine Isolation or Quarantine for Staff & Children



1. ANYTIME a test is **positive** (regardless of vaccination status or absence of symptoms), **isolate at home** follow the **ORANGE** tree.
2. All FDA-approved COVID tests can be used for diagnosis or to end isolation/quarantine. (Antigen preferred to end isolation and for symptomatic contacts with COVID in past 90 days.) Staff may provide time-stamped photo as proof of at-home test result.
3. **Close contact**= someone sharing the same indoor airspace for a cumulative total of ≥15 minutes over a 24-hour period during a confirmed case's infectious period.
4. **OR** a health care provider has documented that symptoms are typical for their underlying health condition. In this case, schools may use discretion in determining when the student may return to school.
5. Wearing a mask is **strongly recommended** for those 2 years and older except when eating or sleeping.

When to Stay home



Travels



Please avoid unnecessary travels. Travel restrictions are frequently changing. Check the [Centers for Disease Control and Prevention](#) website for the most up to date information.

School Policy: If you **OR** your child are not up to date with your **COVID-19 vaccines**, we are recommending you and your child:

- Get tested for COVID-19 3-5 days after travel.
- Stay home and quarantine for a full 5 days after travel



Classroom settings

- **Students** will remain in classroom cohorts. Students will mix with other stable classroom cohorts during outside time and during afterschool programs. It is highly recommended that students wear face coverings both inside and outside of the classroom, except while eating and drinking.
- **Spacing** between student desks will be maximized, to the extent practicable.
- **Stable seating** arrangements will be assigned to students to ensure that close contacts within classrooms are minimized and easily identifiable.
- **Teacher desks** will be at least six feet away from the students' desks to minimize the risk of adult-to-child transmission.
- **The School** will limit to the greatest extent possible, the number of personnel interacting with each cohort of students.



Face coverings

- **All personnel** are currently required to wear a mask, covering the nose and mouth at all times, while on campus except when eating or drinking.
- **All adults** picking up or dropping off students should wear a mask.

- **It is highly recommended that students wear face masks:**
 - Face masks are required for individuals who have been in close contacts with an individual who has tested positive for COVID-19 within 10 days
 - Masks with exhalation valve will not be allowed on campus.
- **Students are excluded from face covering requirements for:**
 - Anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
 - Students with special needs who are unable to tolerate a mask.



Drop-Off & Pick-Up

- **Drop offs and pick-ups** will take place at the playground's gates. No parents or guardians will be allowed on campus.
 - **K, 1st & 2nd grade:** main playground
 - **3rd, 4th & 5th grade:** portable courtyard
- **Only one single adult** is allowed to drop off or pick-up a student. Spaces will be marked six feet apart for adults waiting outside to drop off or pick up students.
- **Only late arrivals or early pick-ups** will be allowed at the school front door.



Daily Symptom Checking

- **For Staff:**
 - All personnel will be screened for symptoms each day.
 - All FASSV's personnel are currently vaccinated against COVID-19. Staff will be tested for COVID-19 before the start of the school year and will test on campus weekly.

- **For Chaperones / Volunteers:**
 - All personnel will take a daily health screening and temperature check before coming on campus to volunteer.
 - All chaperones / volunteers are to be fully vaccinated against COVID-19 (primary-series completed). Chaperones / volunteers will test for COVID-19 the morning of their volunteer shift.

- **For Students:**
 - Students will be screened for symptoms daily on-site upon arrival at school, which will include temperature screening performed with contact-less thermometers. K-5 students are currently tested on campus weekly. Parents with children in K-5 who choose not to have their children tested on campus must provide a weekly test result to Student Affairs.

- **Students or staff** with any identified COVID-19 symptoms and/or temperature of 100.0 or higher will be sent home immediately until testing and/or medical evaluation has been conducted.

Daily Health Screening Questions for Students

1. Have you been diagnosed with COVID-19 symptoms or had a test confirming you have the virus?

YES – STAY HOME and seek medical care.

2. Do you live in the same household with, or have you had close contact with, someone who has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.

YES – Follow the *Covid-19 Decision Tree – TK-12 and Childcare*

3. Have you had any one or more of these symptoms today or within the past 3 days?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Loss of taste or smell

YES – STAY HOME and seek medical care and testing.

3. Have you had any one or more of these symptoms today or within the past 3 days and that are new or not explained by another reason?

- Fatigue
- Runny nose
- Sore throat
- Headache
- Muscle or body aches
- Nausea, vomiting, or diarrhea

YES – STAY HOME and seek medical care and testing.



Cleaning, Hygiene, and Other Measures

Cleaning

Our cleaning staff has implemented additional disinfection measures with EPA approved disinfectant for SARS-CoV-2, the virus that causes COVID-19, throughout the school day.

- Special attention will be paid to **high-touch areas** such as door handles, faucet handles, toilet handles, playground equipment, light switches, desks, tables, chairs, and shared objects.
- Enhanced **nightly sanitation and disinfection protocols** have also been instituted, in compliance with the Santa Clara County Health Department's directives.
- **Sanitation and Disinfection Protocols** have been instituted in compliance with the Santa Clara County Health Department's directive, in the event the SARS-CoV-2 virus enters the school facility.

Handwashing

- All students will be instructed in **proper handwashing techniques**.
- **Handwashing will be required at numerous times** during the day such as upon arrival, before and after eating, after using the bathrooms, sneezing, or coughing, before and after outside break times and as needed.
- **Hand sanitizers** with at least 60% alcohol will be available at gates, building entrances, and in every classroom. Handwashing will be prioritized over hand sanitizing and the use of hand sanitizers by students will be carefully monitored to avoid any misuse or accident.

Hallways and Common Spaces

- Playground signage will be provided regarding physical distancing in common spaces.

Restrooms

- Designated bathrooms will be assigned for scheduled bathroom breaks and unscheduled bathroom access/needs.

Personal Items

- Limit the items your child brings onto campus each day and reinforce policies around the sharing of food, supplies, and other items with other students.

Information for parents

Hours of Operation

- 8:00 AM to 8:30 AM – Morning Welcome
- 8:30 AM to 3:30 PM – Class Time
- 3:30 PM to 3:45 PM – Dismissal
- 3:45 PM to 4:30 PM – Aftercare (Kindergarten) or Study Hall (1st-5th) or Afterschool Program
- 4:30 PM to 6:00 PM Afterschool on the main playground, weather permitting

Access

- Checkpoint and access to the campus at the playground gates:
 - **K-2nd grade:** main playground
 - **3rd-5th grade:** portable courtyard
- Daily health screening and temperature check will be done at the checkpoints.
- From the checkpoints, students will walk to their classroom.
- No parent allowed on campus.

Students' Belongings

- **Please mark your student's mask with his/her name.**
- **Remember to pack the following:**
 - **Cold lunch and snacks**
 - **Plenty of water in water bottles labelled with your child's name**

Note: the School has a no candy policy; snacks can be fruits, cheese, crackers, etc.

Thank you!

We look forward to seeing you and your child on campus.



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