



**French American School**

*Sunnyvale-Silicon Valley*

**COVID-19 Parent Handbook**  
**For K-5<sup>th</sup> Grade Families**

School Year 2021/2022- Revised 08/12/2021

1522 Lewiston Drive, Sunnyvale, CA 94087 – (408) 746 - 0460 – [www.fassv.org](http://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.

Prior to resuming on-campus instruction, **all families will be asked to complete a COVID-19 Assumption of Risk Waiver.**

## 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. Santa Clara County Health Department guidelines for returning to school are listed in this document. Please note that if a student is sent home with a fever or other symptoms that are on the COVID-19 symptoms list, siblings will be sent home too.
- 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](mailto:martine@fassv.org) and [tiffany@fassv.org](mailto: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](mailto:martine@fassv.org) and [tiffany@fassv.org](mailto: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 who are not in close contact to a person who has tested positive for COVID-19, and who test negative for the virus, 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. Quarantine recommendations for unvaccinated students** - for exposures when both parties were wearing a face covering, as required in K-12 indoor settings.
  - When both parties were wearing a face covering in any school setting in which students are supervised by school staff (including indoor or outdoor school settings and school buses, including on buses operated by public and private school systems), unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified quarantine as follows.
    - They may continue to attend school for in-person instruction if they:
      - Are asymptomatic
      - Continue to appropriately wear a face covering, as required
      - Undergo at least twice weekly testing during the 10-day quarantine; and
      - Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.
- ii. Quarantine recommendations for: unvaccinated close contacts who were not wearing face coverings and for whom the infected individual was not wearing a face covering during the indoor exposure.**
  - For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:
    - Quarantine can end after Day 10 from the date of last exposure without testing, OR
    - Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
    - To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
      - Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND

- Follow all recommended non-pharmaceutical interventions (e.g., wearing a face covering when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.
- If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.
- 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.

#### **D. Return to program after testing:**

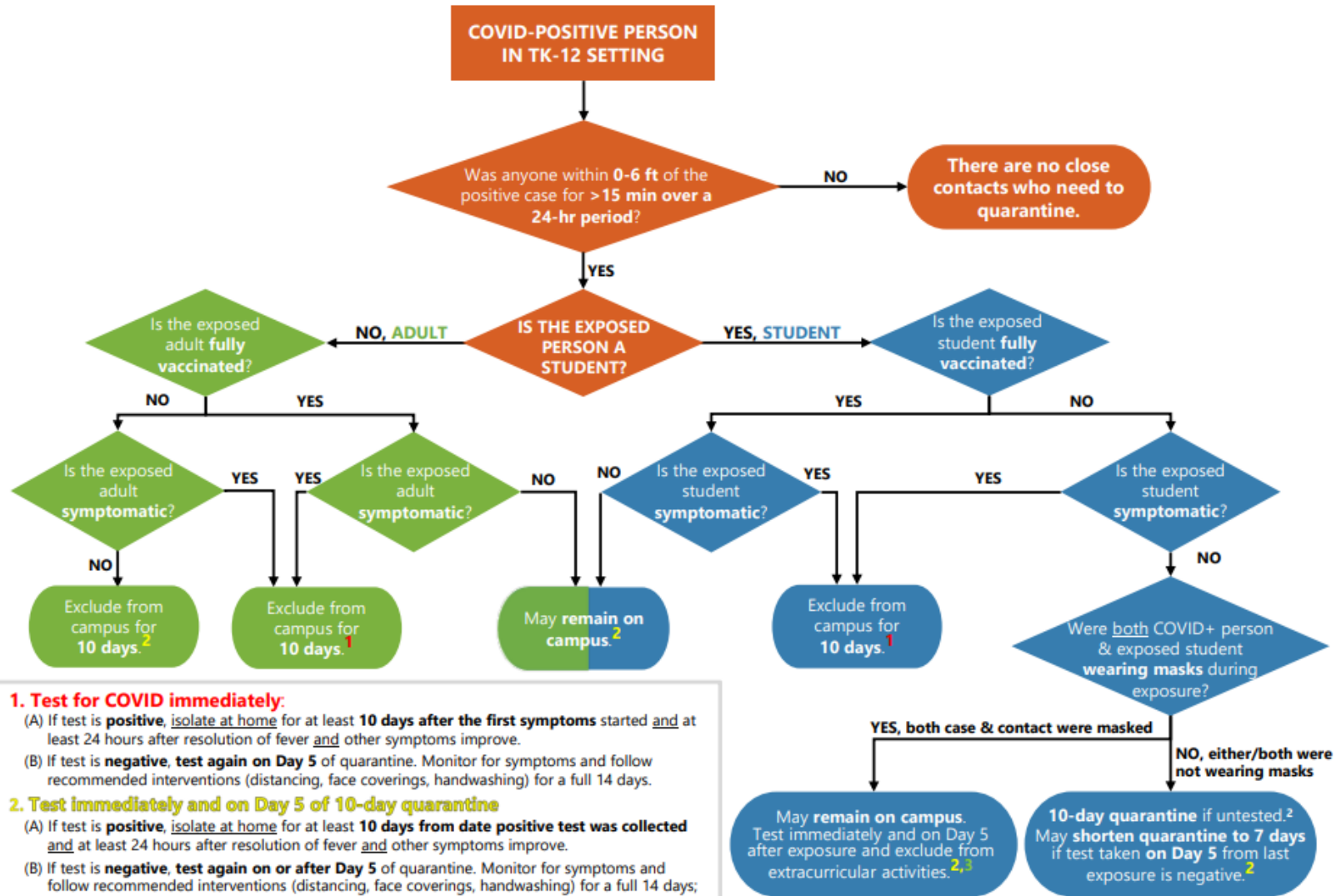
##### **i. Positive test results:**

- Symptomatic individuals who tested positive for COVID-19 can return after a minimum of 10 days have passed since symptoms first appeared AND must pass at least 24 hours with no fever AND improvement in other symptoms.
- Asymptomatic individuals who tested positive for COVID-19 can return 10 days after their positive test result was collected. Individuals should continually monitor for symptoms through day 14, continuing to mask while on campus.

##### **ii. Negative test results:**

- Symptomatic individuals, who are not close-contacts and who test negative for COVID-19 can return 24 hours after resolution of fever (if any) and improvement in symptoms.
  - Documentation of a negative test result should be provided to the school.
  - In lieu of a negative test result, students and staff will be allowed to return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

# 2021-2022 Quarantine Decision Tree for TK-12 School Settings



**1. Test for COVID immediately:**

- (A) If test is **positive**, isolate at home for at least **10 days** after the **first symptoms** started and at least 24 hours after resolution of fever and other symptoms improve.
- (B) If test is **negative**, **test again on Day 5** of quarantine. Monitor for symptoms and follow recommended interventions (distancing, face coverings, handwashing) for a full 14 days.

**2. Test immediately and on Day 5 of 10-day quarantine**

- (A) If test is **positive**, isolate at home for at least **10 days** from **date positive test was collected** and at least 24 hours after resolution of fever and other symptoms improve.
- (B) If test is **negative**, **test again on or after Day 5** of quarantine. Monitor for symptoms and follow recommended interventions (distancing, face coverings, handwashing) for a full 14 days; if symptoms develop, isolate and test for COVID immediately.

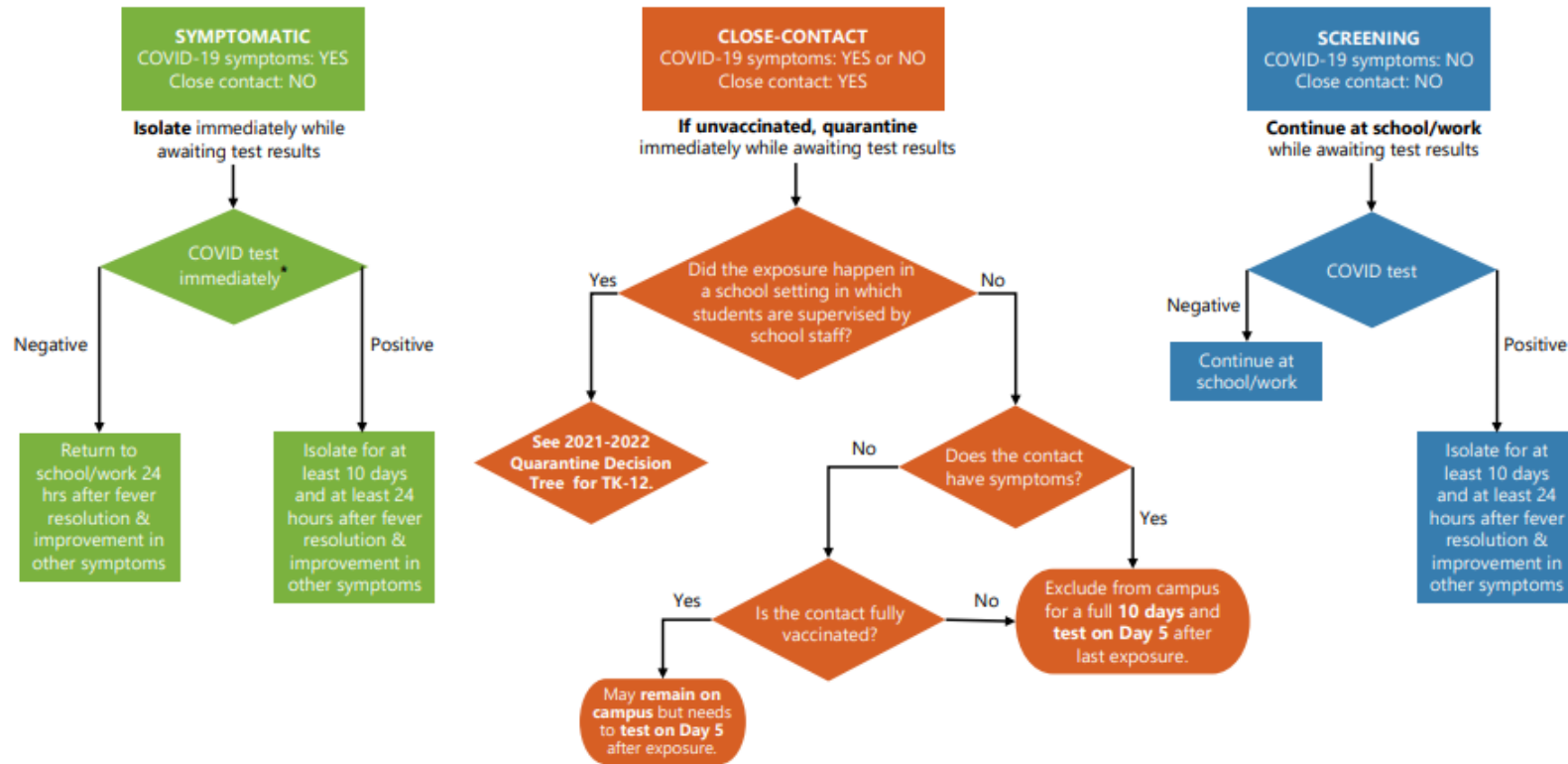
- 3. If test taken **on or after Day 5** from last exposure is **negative**, student may **resume extracurricular activities on Day 8**.



## Outside of TK-12 School Setting

# 2021-2022 TEST RESULT DECISION TREE

**Isolation and Quarantine Recommendations While Awaiting and After Receiving COVID-19 Test Results**

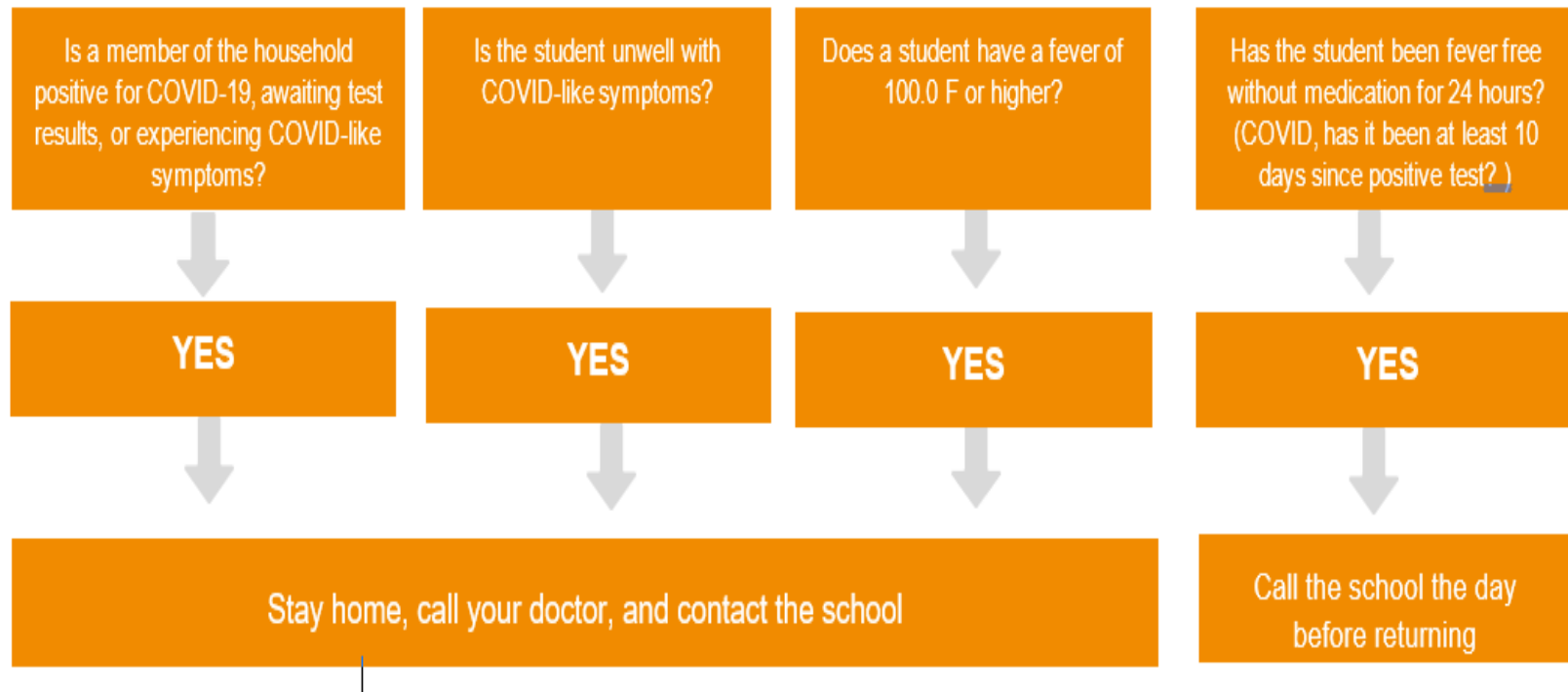


\* If a student or staff person (who is not a close contact) has any COVID-like symptoms that are common to a variety of illnesses, the person should get tested. Student/staff may return to campus if 24 hours after fever resolves, symptoms improve, and a negative test result is given to the school.

A doctor's note can only be used in place of a negative test to return to school if:

- a. the symptoms experienced are identical to those of a *documented underlying chronic condition* (e.g., asthma or diabetes); or
- b. the healthcare provider determined, through medical evaluation of the person, that there is an *alternative, named diagnosis* (e.g., streptococcal pharyngitis or coxsackievirus) that explains the symptoms experienced.

# 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** travel out of the country, we are recommending **you and your child** to either:

- Stay 10 days in quarantine
- OR Stay 7 days in quarantine AND provide proof of a negative COVID-19 test.



## Classroom settings

- **Students** will remain in classroom cohorts. Students will mix with other stable classroom cohorts during outside time and during afterschool programs. Children will use 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 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.
- **All students are required to wear masks:**
  - While arriving and departing from school campus.
  - In any area outside the classroom, except when eating, drinking, or engaging in a physical activity.
  - When in the classroom even if they are in a classroom cohort.
  - 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-2<sup>nd</sup> grade:** main playground
  - **3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> 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 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 then bi-monthly.
- **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.
- **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. Within the last 10 days, 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 in the past 14 days 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 – STAY HOME and seek medical care and testing.

3. a. 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. b. 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.



## Lunch

- The School **will be offering its Hot Lunch Program.**



## 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 and hallway signage and information 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 (1<sup>st</sup>-5<sup>th</sup>) or Afterschool Program
- 4:30 PM to 5:00 PM Afterschool on the main playground, weather permitting

## Access

- Checkpoint and access to the campus at the playground gates:
  - **K-2<sup>nd</sup> grade:** main playground
  - **3<sup>rd</sup> - 5<sup>th</sup> 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.

