



French American School

Sunnyvale-Silicon Valley

COVID-19 Parent Handbook For Preschool & Pre-K Families

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

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.

Prior to returning on campus for the 2021-2022 academic year, **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 **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.

When To Stay Home

Is a member of the household positive for COVID-19, awaiting test results, or experiencing COVID-like symptoms?

YES

Is the student unwell with COVID-like symptoms?

YES

Does a student have a fever of 100.0 F or higher?

YES

Has the student been fever free without medication for 24 hours? (COVID, has it been at least 10 days since positive test?)

YES

Stay home, call your doctor, and contact the school

Call the school the day before returning

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.

COVID-19 Testing and Reporting

A. Students and staff will be required to be 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 contact tested positive for COVID-19 testing.

- i. In lieu of a negative test result, we may allow symptomatic students and personnel to return to school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

B. Confirmed COVID-19 Case(s):

- i. Any student or personnel who learns they have tested positive for COVID-19 while at school 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.
- ii. 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](#).)
- 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.

Return to Program:

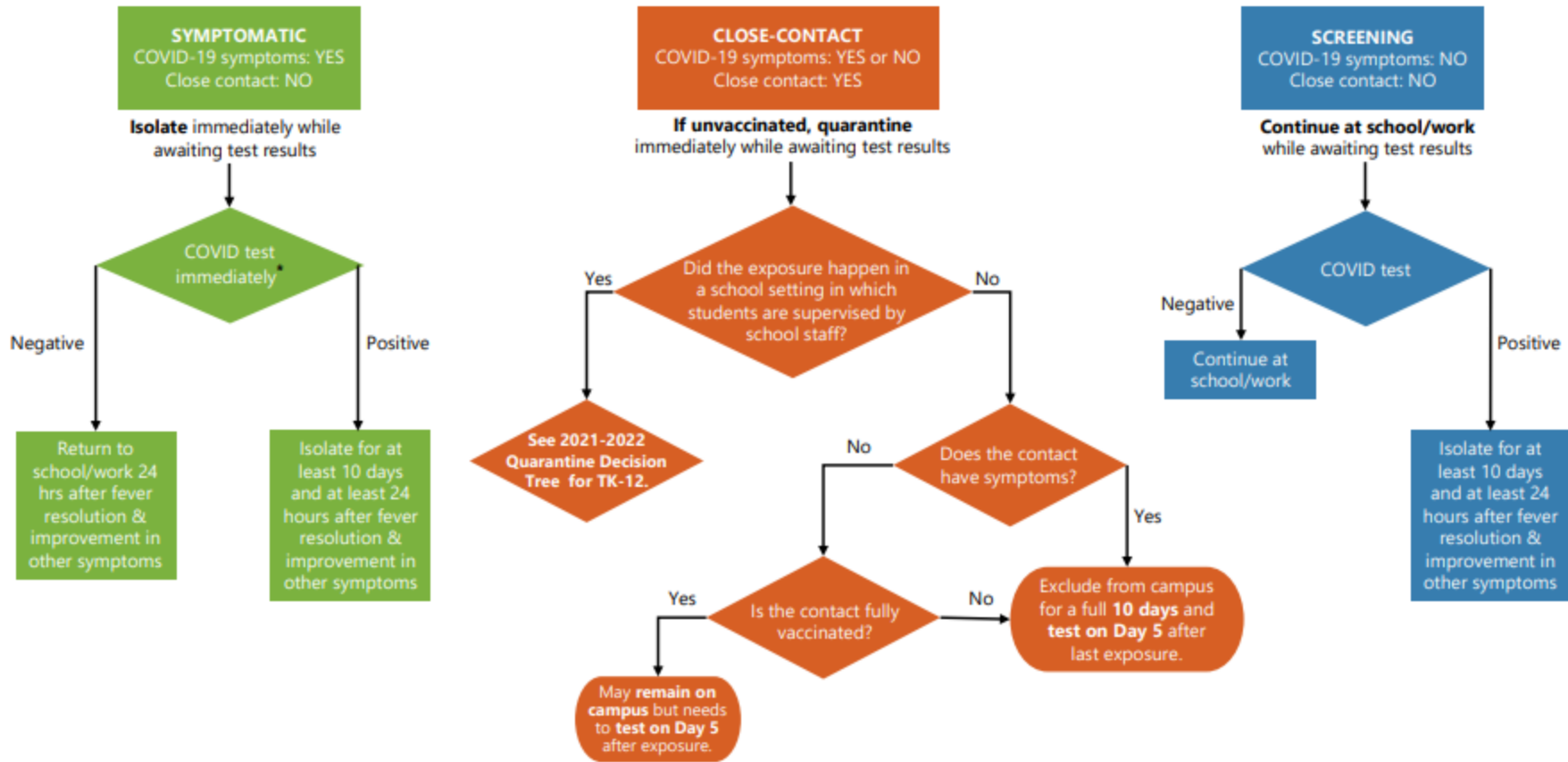
- i. Symptomatic individuals may return 10 days and at least after 24 hours after fever resolution and improvements in other symptoms
- ii. Asymptomatic individuals who test positive for COVID-19 may return 10 days after their positive test result BUT must continue monitoring for symptoms for a full 14 days.

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

- i. All 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) will be sent home and instructed to get COVID-19 testing and remain quarantined at home for 10 days.
- 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.

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:

- the symptoms experienced are identical to those of a *documented underlying chronic condition* (e.g., asthma or diabetes); or
- 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.

Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts

Scenario	Immediate Steps	Interpreting Results	Return to School/Work
<p><u>Scenario 1:</u> Individual exhibits one or more COVID-19 symptoms</p>	<ul style="list-style-type: none"> Send student/staff home. Recommend immediate testing. Notify school administration and COVID-19 Designee. Classroom remains open. <i>If student/staff is not tested, must obtain medical note (explaining why not tested) OR follow instructions for positive case.</i> 	<ul style="list-style-type: none"> If test is <u>negative</u>, stay at home until 24 hours after resolution of fever and other symptoms improve. If test is <u>positive</u>, 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. Send out letters. 	<ul style="list-style-type: none"> If <u>negative</u>, return to school 24 hours after resolution of fever and improvement in other symptoms; provide evidence of negative test <u>or</u> medical note explaining why testing was not performed. If <u>positive</u>, can return once full isolation period is completed.
<p><u>Scenario 2:</u> Student or staff identified as a Close Contact* to a person who has tested positive for COVID-19</p> <p>A close contact is someone who was within 6 feet of the infected person for at least 15 minutes at any time beginning 2 days before the infected person had symptoms or tested positive.*</p>	<ul style="list-style-type: none"> Send home with instructions to quarantine for 10 days after last exposure. Recommend testing around day 6 after last exposure or, if symptomatic, test immediately. If test done earlier than day 6, repeat test towards end of quarantine. Notify school administration and COVID-19 Designee. Send out appropriate letters. Classroom remains open. All test results should be reported to the school. 	<ul style="list-style-type: none"> If test is <u>negative</u>, quarantine for 10 days and monitor symptoms for 14 days after last exposure to COVID-19 case. If continuously exposed to a case during the case's isolation (e.g. household member), quarantine ends 10 days after the case's isolation period ends. If test is <u>positive</u>, isolate for at least 10 days after symptom onset AND at least 24 hours after resolution of fever AND other symptoms improve. (If <u>never symptomatic</u>, isolate for 10 days after date of positive test.) 	<ul style="list-style-type: none"> Return to school/work once full 10-day quarantine is completed (or if contact became positive, full isolation period is completed). No medical note is needed. NOTE: Contacts must <u>self-monitor for symptoms for a full 14 days</u> from last exposure to case. If <u>symptoms develop</u> during the 14-day monitoring period, see Test Result Decision Tree for guidance.
<p><u>Scenario 3:</u> A student or staff member tests positive for COVID-19 in a cohort or non-cohort setting</p>	<p style="text-align: center;">COHORT – Classroom closes</p> <p><u>Case:</u></p> <ul style="list-style-type: none"> Send home with instructions to isolate. <p><u>Contact:</u></p> <ul style="list-style-type: none"> Send home all members of the class cohort and any other campus close contacts. Then follow SCENARIO 2. Notify school administration and COVID-19 Designee Notify Public Health Department <hr style="border-top: 1px dashed #000;"/> <p style="text-align: center;">NON-COHORT – Classroom remains open</p> <p><u>Case:</u></p> <ul style="list-style-type: none"> Send home with instructions to isolate. <p><u>Contact:</u></p> <ul style="list-style-type: none"> Use seating chart/roster & staff/student input to determine close contacts to send home. Then follow SCENARIO 2. 	<p><u>Case:</u></p> <ul style="list-style-type: none"> For student/staff whose test is <u>positive</u>, isolate for at least 10 days after symptom onset AND at least 24 hours after resolution of fever AND other symptoms improve. (If <u>never symptomatic</u>, isolate for 10 days after date of positive test.) <p><u>Contact:</u> FOLLOW SCENARIO 2</p>	<p><u>Case:</u></p> <ul style="list-style-type: none"> Return to school/work once full isolation period is completed. No medical note needed. <p><u>Contact:</u> FOLLOW SCENARIO 2</p>
<p><u>Scenario 4:</u> Routine COVID-19 screening (no symptoms, not a close contact)</p>	<ul style="list-style-type: none"> Continue at school/work until results are available. 	<ul style="list-style-type: none"> If <u>negative</u>, no action needed. If <u>positive</u>, FOLLOW SCENARIO 3. 	<ul style="list-style-type: none"> If <u>negative</u>, continue at school/work. No documentation needed. If <u>positive</u>, FOLLOW SCENARIO 3.

*Close contact can be 15 minutes of continuous contact OR repeated short-duration interactions with the infected person. Being considered a close contact does not depend on whether the contact or the infected person was wearing a face covering during their interaction.



Stable cohorts of students

- **Students** will be assigned to stable groups to the extent possible.
- **Currently, students** will be allowed to attend more than one after-school program, or other child/youth activity, where appropriate. This could potentially change, as state and local COVID-19 guidelines change.
- **Personnel** may engage in any physical contact as necessary given the needs of the students.
- The **School** will limit to the greatest extent possible, the number of personnel interacting with each cohort of students.



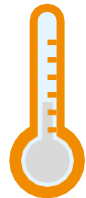
Face coverings

- **All personnel** are required to wear a mask, covering the nose and mouth at all times, while at work except when eating or drinking.
- **All adults** picking up or dropping off students should wear a mask.
- **Students ages 2 and up** need to wear a mask when inside (except when eating, drinking, and napping), as well as outside during aftercare if mixed with another cohort.
- Masks with exhalation valve will not be allowed on campus.



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.
- **Only one single adult** is allowed to drop off or pick-up a student.
- **Only late arrivals or early pick-ups** will be allowed at the school door.



Daily Symptom Checking

- **For Staff:**
 - All personnel will take a daily health screening and temperature check.
 - 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:**
 - **Families will be required to provide a daily health screening on-site.**

Note: Any student exhibiting symptoms will be required to wait in an isolation area until he/she can be transported home or to a healthcare facility.

Daily Screening Questions for Families

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. Within the past 10 days, 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 – 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 resume the Hot Lunch Program.**



Cleaning, Hygiene, and Other Measures

Cleaning

Our cleaning staff has already 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.

Preschool & Pre-K

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 5:30 PM - Aftercare

Access

- Checkpoint and access to the campus at the **playground gates**.
- Daily health screening and temperature check will be done at the checkpoints.
- From the checkpoints, students will be taken to their classroom by a staff member.
- No parent allowed on campus.

Students' Belongings

- All students' belongings will be dropped off by the parents in labelled bins.
- **Remember to pack the following:**
 - **Cold Lunch**
 - **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.

- Nap mats will be sent home every Friday to be washed.
- Remember to bring your child's mat back the following Monday.

Thank you!

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

