

Children & Family Handbook COVID-19 Safety



Overview

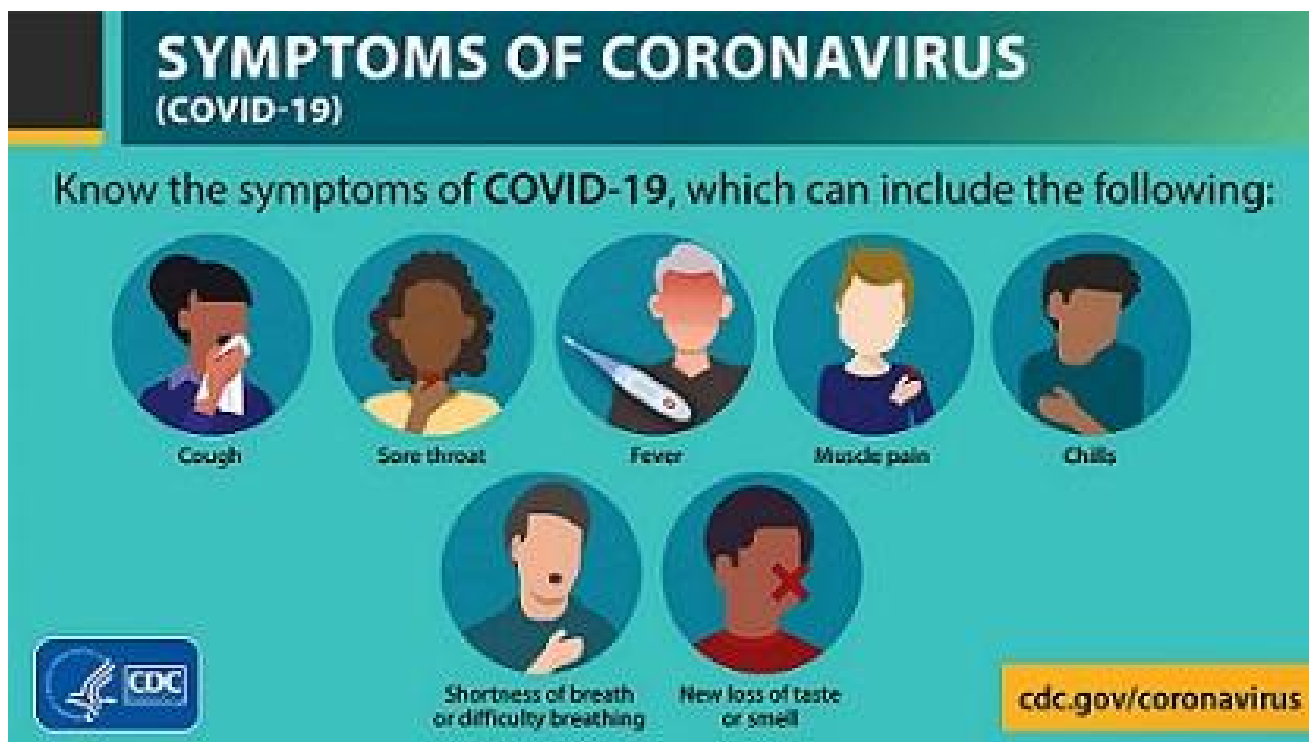
The goal of New Directions School is to ensure a safer program environment for all children and staff. We have implemented enhanced health and safety practices and protocols, which includes intensifying cleaning and disinfecting of common spaces, restrooms, and frequently touched surfaces throughout our programs, maintaining physical distancing and stable classroom cohorts, and increasing personal protective behaviors (e.g., handwashing and face covering) based on guidance from the Sonoma County Office of Education (SCOE), Sonoma County Department of Health Services (SCDHS), California Department of Education (CDE), the California Department of Public Health (CDPH), and the Centers for Disease Control (CDC).

Please follow these guidelines to help us maintain a safe and healthy learning environment:

- Work with your child on thorough and frequent hand washing and respiratory etiquette.
- Limit travel and social activity to reduce possible exposure to COVID-19.
- Limit participation in group activities and gatherings with mixed households.
- Children should not participate in more than two (2) cohorts.
 - What is a cohort? A cohort is a group of children who stay together to minimize COVID 19 exposure by limiting cross-over. Examples include program class, aftercare, group recreational activities/classes. Your household and transportation group (e.g., bus) are not considered cohorts.
- Maintain physical distance and wear face coverings.
 - As applicable to individual children, instruct your child in safely wearing and taking off face covers. Ensure your child arrives at the program with a face covering daily (pack a back-up face covering in their backpack).
- Plan for possible cohort or program closures.
- Review program's site-specific protection plan (SSSPP) available on the New Directions School's website www.calparents.org/newdirections.
- Check your household and child/children each morning for signs of illness.
 - Do not pre-medicate your child with symptomatic relief medications (e.g., ibuprofen [Motrin], acetaminophen [Tylenol], pseudoephedrine/Sudafed, diphenhydramine [Benadryl]) unless for known, chronic conditions; e.g., seasonal allergies; sinusitis)
 - DO NOT send your child/children to the program if they or anyone in the household (e.g., caregivers, siblings) exhibit any symptoms of COVID-19. Per CDC, people with COVID 19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.
 - Contact your healthcare provider immediately to discuss testing for appropriate household members.

- **Test or 10:** Children with the following more common symptoms of COVID-19 must be tested for COVID-19 or stay at home and isolate for at least 10 days:
 - Fever (100.4°F/38°C or higher) or chills
 - Cough sore throat
 - Shortness of breath or difficulty breathing
 - Not being able to taste or smell
 - Headache
 - Diarrhea
 - Nausea or vomiting
- Children may return to the program after they test negative for COVID-19 with a copy of the negative test and/or after their healthcare provider provides an alternate diagnosis - e.g., migraine, strep throat - and their symptoms are improving and they are fever-free for 24 hours without the use of fever reducing medications.
- Children who exhibit the following less common symptoms must be evaluated by a healthcare provider to determine if COVID-19 testing is necessary/recommended: New onset of stuffy or runny nose (different from pre-existing allergies)
 - Body aches
 - Fatigue or lethargy.
- School must receive communication from the healthcare provider that the child may
- return to the program (e.g., doctor's note).
- **Notify program immediately if:**
 - If your child is being evaluated for COVID-19, they may return to the program if they test negative with a copy of a negative test.
 - If a household member is being evaluated for COVID-19, the household member must isolate/quarantine as appropriate.
 - Your child/children must stay home until the household member tests negative for COVID-19.
 - If the household member tests positive for COVID-19, your child/children must quarantine for 10 days from their last contact with the household member. They may not return to the program even if they test negative for COVID-19. They must complete their quarantine.
 - If a household member has a known COVID-19 exposure, the household member must isolate/quarantine as appropriate.
 - If your child has had close contact with someone who has tested positive for COVID-19, they should get tested 8 days or later after their last contact with the person who has COVID-19.
 - Your child must stay at home and quarantine for 10 days after their last contact with the person who has COVID-19. They may not return to program even if they test negative for COVID-19. They must complete their quarantine.

- If your child has had close contact with someone who has tested positive for COVID-19, and they do not get tested for COVID-19.
 - Your child must stay at home and quarantine for 24 days after their last contact with the person who has COVID-19.



Parent/Guardian Community Health Agreement

In order to foster the safety of our children, staff, and parents, and as consideration for participation in this program, I agree to comply with the following requirements:

Conduct daily home symptom screening of my child/children.

- Abstain from pre-medicating my child/children with symptomatic relief medications unless for known, chronic conditions; e.g. seasonal allergies; sinusitis
- Keep my children home when they are sick or if a household member exhibits any symptoms of COVID-19.
 - Schedule COVID-19 testing and/or visit with a healthcare provider if my child/children have any of the following more common symptoms of COVID-19.
 - Contact my health care provider if my child/children have any of the following less common symptoms of COVID-19.
- Notify program immediately if:
 - My child/children or a household member has any symptoms of COVID-19.
 - My child/children or a household member has a known COVID-19 exposure.
 - My child/children or a household member is being tested for COVID-19.
- Follow Sonoma County Public Health's isolate/quarantine orders if indicated.
- Limit my family's travel and social activity to reduce possible exposure to COVID-19.
- Limit my child's/children's participation to two (2) cohorts.
- Limit my family's participation in group activities and gatherings with mixed households.
- Read and agree to follow the School Site Specific Protection Plan (SSSPP), this COVID-19 Safety Child and Family Handbook, and other policies that Lattice Educational Services may adopt throughout the program year, and I agree to use my best efforts to have my child(ren) comply with the policies. I understand that the plans and policies may be updated through the year as public health information develops, and I agree to review and comply with updates.

I acknowledge participation in person program based activities includes a risk of exposure and illness from infectious diseases, including COVID-19. While rules and personal discipline may greatly reduce this risk, the risk of serious illness does exist. I understand that in enrolling my son/daughter in the program, I am accepting responsibility for his/her health and well-being. We knowingly and freely assume all such risks, both known and unknown, and assume full responsibility for my child's participation.

Parent/Guardian Name

Parent/Guardian Signature

Date

Please note that the protocols and procedures are subject to change in accordance with updated Public Health guidelines.

Preventive Measures at School

Daily Home Symptom Screening

Sonoma County Public Health requires daily home symptom screening before sending your child/children to program.

Symptoms

- If your child has any of the following more common symptoms of COVID-19 and must be tested for
- COVID-19 or stay at home and isolate for at least 10 days (Test or 10). Children should not be re-tested for COVID-19 within 3 months of initial COVID-19 infection.
 - Fever (100.4°F/38°C or higher) or chills
 - Cough
 - Sore throat
 - Shortness of breath or difficulty breathing
 - Not being able to taste or smell
 - Headache
 - Diarrhea
 - Nausea or vomiting
- Children may return to program after they test negative for COVID-19 (with copy of a negative test) and/or after their healthcare provider provides an alternate diagnosis - e.g., migraine, strep throat - and their symptoms are improving and they are fever-free for 24 hours without the use of fever-reducing medications.
- Children who exhibit the following less common symptoms of COVID-19 must be evaluated by a healthcare provider to determine if COVID-19 testing indicated:
 - New onset of stuffy or runny nose (different from pre-existing allergies)
 - Body aches
 - Fatigue or lethargy

Close Contact/Potential Exposure

- If a household member is being evaluated for COVID-19 or has a known COVID-19 exposure, the household member must isolate/quarantine as appropriate. Your child/children must stay home until the household member tests negative for COVID-19. If the household member tests positive for COVID-19, your child/children must quarantine for 10 days from their last contact.
- If your child/children had close contact (within 6 feet of an infected person for at least 15 minutes) with a person who has tested positive for COVID-19, they must stay at home and quarantine for 10 days after their last contact with the person who has COVID-19. Your child/children should be tested for COVID-19 8 days or later after their last exposure. If they do not get tested for Covid-19, your child home and quarantine for 24 days after their last contact with the person who has COVID-19.

Arrival at School and Departure from School

Schedules for arrivals have been strategically coordinated to prevent mixing of cohorts. There will be designated areas for entry to and exit from the program. Your Program Director will provide information on their specific protocols for the drop-off and pick-up process.

- Parents will need to stay in the car when they drop off their child/children.
- Physical distancing protocols will be followed to minimize contact between children, families and staff.
- Drop off and pick up procedures for students arriving via district transportation will be coordinated with the transportation agency.
- Children will need to go directly to their designated meeting location for daily child health check in.
- Physical distancing protocols will be followed to minimize contact between children, families and staff.

Speech Therapy Services

- Children will need to go directly to their designated classroom or meeting location for daily child health check in.
- Physical distancing protocols will be followed to minimize contact between children, families and staff.

Physical Distancing

Sonoma County Public Health recommends physical distancing of six feet is maintained between adults and children; four to six feet distance is permissible between children within a classroom or instructional area. Lattice Educational Services have the following measures in place to assist children in staying 6 feet apart:

- Tape on floors and sidewalks to indicate 6 feet distance
- Signs on walls to serve as a reminder to stay 6 feet away from others
- One-way routes in some hallways
- Classroom seating/desks spaced 6 ft apart
- Plexiglass barriers on desks, as appropriate
- Outdoor learning spaces utilized when practicable

Gatherings, Visitors, and Field Trips

Generally, visitors (including parents) will not be allowed inside the campus.

Shared Objects

- The following guidelines will be followed regarding shared objects:
- Discourage children from sharing items that are difficult to clean, sanitize or disinfect.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies or other areas.
- Limit sharing of supplies between children and disinfect between uses if sharing is unavoidable.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each child their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.



Water Access

Children will be provided a **personal labeled water bottle of their own that they do not share**. All drinking fountains will be disabled in order to reduce virus transmission.

Food Guidelines and Food Services

New Directions School plans to provide pre packed lunch and individually wrapped snacks to students.

Health and Hygiene Practices

Face Coverings

California has mandated that face coverings will be required in indoor settings for everyone over age two. This is part of a statewide effort to help stop the spread of COVID-19. Face coverings are **required** to be worn by all staff and children unless exempt for medical reasons, or children with disabilities who do not tolerate face coverings.

Face coverings may be removed for meals, snacks, or when it needs to be replaced.



Face coverings should not be placed on:

- Children younger than 2 years old
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the face-covering without assistance

Acceptable Face Coverings

A face covering means: a covering made of fabric that covers only the nose and mouth and surrounding areas of the lower face. Early research shows a high thread-count cotton outperforms low thread count and synthetic materials. Examples include: a cloth face cover, homemade ear loop mask, neck gaiter, or surgical mask

Unacceptable Face Coverings

Halloween or plastic masks, ski masks with holes for the nose or mouth, or masks that have a one-way valve designed for easier breathing (the valves are often a raised plastic disk about the size of a quarter, on the front or side of the mask) Face coverings worn by children must be appropriate. (e.g. no inappropriate fabric patterns, no Halloween masks, no hate symbols, etc.)

Wearing face coverings correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin . Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Avoid touching the face-covering while it is on. If you do need to touch or adjust the face covering, wash your hands right away.

Removing face coverings correctly

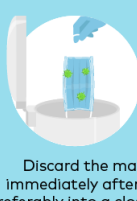
Be careful not to touch your eyes, nose, and mouth when removing. Wash hands immediately after removing.

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine

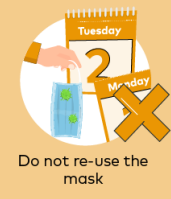
HOW TO WEAR A MEDICAL MASK SAFELY

who.int/epi-win

Do's →



Don'ts →



Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

EPI·WIN



Hand Hygiene

Frequent hand hygiene is one of the most important preventative practices to help slow the spread of COVID-19 and will be encouraged during all program hours. Hand hygiene stations will be accessible on campus.

Children and staff will be required to wash or sanitize their hands upon arrival to program each day before entering the classroom. Time for hand hygiene will be scheduled throughout the day including before eating and before returning to the classroom after outside break/playtime.

Five steps to proper handwashing

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap.
3. Lather the backs of your hands, between your fingers, and under your nails.
4. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
5. Rinse your hands well under clean, running water. 6. Dry your hands using a clean towel or air dry them.

How to use hand sanitizer

- Apply the hand sanitizer to the palm of one hand (read the label to learn the correct amount).
- Rub the sanitizer over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Cough Etiquette and Other Important Health and Hygiene Practices

Please help us teach your child/children these important preventative measures to reduce the spread of COVID-19 and other illnesses.

- Cough and sneeze away from other people, and into a tissue or into the crook of the elbow, throw the tissue into the trash right away and wash hands.
- Avoid touching the eyes, nose, and mouth with unwashed hands.
- Avoid close contact with anyone who is sick.
- Maintain six (6) physical distance from others outside your home. Keeping distance from others is especially important for individuals at higher risk for severe illness.
- Please discuss, as appropriate, the importance of physical distancing measures while not at the program, including discouraging children from gathering elsewhere.

Immunizations

Immunization requirements for admission to program remain unchanged for the 2020-2021 program year. According to the California Department of Public Health's Shots for School website <https://www.shotsforschool.org> "Even with current program closures, immunization requirements for admission to program or child care in California for the 2019-2020 and 2020-2021 program year remain in place."

Flu Vaccine

Sonoma County Public Health strongly recommends that all Sonoma County residents 6 months and older get their seasonal flu vaccine.

Isolation Protocol: If a Child Develops Symptoms at School

If a child develops a fever of 100.4°F or higher and/or symptoms consistent with COVID-19, your child will be placed in an isolation area and observed until they are picked up. Children must be picked up within 30 minutes by you or your identified emergency contact.

- Parents/guardians must always have a plan for picking up their child. Siblings and/or other household members attending the program must also be picked up.
- If a child starts exhibiting symptoms, staff will assure, if practicable, the child is wearing a mask.
 - Symptomatic children should be picked up within 30 minutes by their parent or guardian (or the emergency contact if the program is unable to reach the parent after 5 minutes).

The child cannot wait in an isolation area for the rest of program day.

- When the parent arrives to pick up their child, call the office, and wait for the child to be escorted outside. Parents and other visitors are not allowed on campus during this time.
 - **LEAP/LIFT 707-571-8125 GBMP/SDC 707-571-1234**
- Please contact your child's healthcare provider to schedule an appointment and/or schedule COVID-19 testing. Your child, their siblings, and other household members attending the program will not be allowed to return to the program until the symptomatic child has been without fever for at least 24 hours without the use of fever reducing medication AND tests negative for COVID-19 or completes 10 days of isolation (**Test or 10**).
- Please inform your Program Director as soon as possible if your child/children are diagnosed with COVID-19. Important Note: Children who are isolating or quarantining at home cannot participate in in-person instruction
 - Isolation (Separating from others if you have COVID-19): People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).
 - Quarantine (Staying home if exposed to COVID-19): People in quarantine should stay



NEW DIRECTIONS

home, separate themselves from others, and monitor their health.

Multisystem Inflammatory Syndrome in Children (MIS-C)

Some children infected with COVID-19 develop an extremely rare condition called Multisystem Inflammatory Syndrome in Children (MIS-C). Children with MIS-C may have a fever and various symptoms, including abdominal (gut) pain, vomiting, diarrhea, neck pain, rash, bloodshot eyes, or fatigue. Contact your healthcare provider immediately if your child has any of these symptoms.

When to Stay Home from School

Children and staff should **NOT** come to program:

- If they have a fever of 100.4°F or higher or **any symptoms of illness**.
 - Parents/guardians should check their child/children for symptoms of illness **every morning** before bringing them to the program. If your child has any of the following more common symptoms of COVID-19, they must be tested for COVID-19 or stay at home and isolate for at least 10 days (**Test or 10**).
 - Fever (100.4°F/38°C or higher) or chills
 - Cough
 - Sore throat
 - Shortness of breath or difficulty breathing
 - Not being able to taste or smell
 - Headache
 - Diarrhea
 - Nausea or vomiting
 - Children who exhibit the following less common symptoms of COVID-19 must be evaluated by a healthcare provider to determine if COVID-19 testing indicated:
 - New onset of stuffy or runny nose (different from pre-existing allergies)
 - Body aches
 - Fatigue or lethargy
- If a household member (incl. caregiver) has symptoms of COVID-19. They should contact their testing immediately. Children and staff must stay home until their household member tests negative for COVID-19. If the household member tests positive for COVID-19, your family must quarantine for 10 days from their last contact.
- If they had close contact with a person who tested positive for COVID-19 (e.g., relative, friend). If your child has had close contact with someone who has tested positive for COVID 19, they must stay at home and quarantine for 10 days and get tested 8 days or later after their last contact with the person who has COVID-19.
- Children with known underlying health conditions may be at increased risk of severe illness. These health conditions may include Diabetes (Type I and II), immune system deficiencies, or chronic respiratory conditions. If your child has a chronic health condition, please consult with your child's healthcare provider to determine if/when it is safe to attend the program.

Any child or staff member who has tested positive for COVID-19 or who has been exposed to COVID-19 must stay home from the program and follow Sonoma County Public Health's guidance. Parents/guardians must notify the program immediately if their child or household member tests positive for COVID-19 or if a household member may have been exposed to COVID-19. This

information will be kept confidential.

When to Return to School

"My child tested positive for COVID-19 but had no symptoms."

- If your child continues to have no symptoms, they can return to the program after 10 days have passed since they had a positive viral test for COVID-19. Retesting is not required and not advised. If your child develops symptoms after testing positive, contact your healthcare provider.

"My child tested positive for COVID-19 and had symptoms."

- A child who tested positive for COVID and had symptoms can return to the program 10 days after their symptoms first appeared and their symptoms have been improving and they have been fever-free for 24 hours without the use of fever-reducing medications.

"My child stayed home or was sent home because of COVID-19 symptoms."

- If your child stayed home or was sent home for COVID-19 symptoms, they may return to program after they test negative for COVID-19 and/or after their healthcare provider provides an alternate diagnosis - e.g., migraine, strep throat - and their symptoms are improving and they are fever-free for 24 hours without the use of fever-reducing medications.
- If children do not get tested or do not have an alternate diagnosis, they must isolate for at least 10 days and be fever-free for 24 hours without the use of fever-reducing medications before returning to program (Test or 10). *Sibling and other household members attending program must also stay at home until the symptomatic child tests negative for COVID-19 or for at least 10 days after last contact with a symptomatic person.*

"My child or a household member was exposed to COVID-19 (at program or at home)."

- If your child or household member was exposed to COVID-19, they must stay at home and quarantine for 10 days after their last contact with the COVID positive person. Your child/children should be tested for COVID-19 8 days or later after their last exposure. They must complete a 10-day quarantine and may not return to the program even if they test negative for COVID-19. Contact your healthcare provider to review isolation and quarantine orders. If they do not get tested for Covid-19, your child must stay at home and quarantine for 24 days after their last contact with the person who has COVID-19.
- If your child develops symptoms during quarantine, they may not return to the program until 10 days after their symptoms first appeared and their symptoms have been improving and they have been fever-free for 24 hours without the use of fever-reducing medications.

"My child was diagnosed with another illness/communicable disease."

- Depending upon the illness, a clearance from the child's healthcare provider may be required for

return to the program after illness.

Attendance Policies

To report an illness or absence, please contact your program office.

Parents/guardians should inform the program immediately if their child/children or household member (incl. caregiver):

1. Is being evaluated for COVID-19; or,
2. If they test positive for COVID-19; or,
3. If they may have been exposed to COVID-19.

Communications

School Actions and Communications in Case of Possible Exposure at School

- Families will be notified of program or cohort closures and any restrictions in place to prevent COVID 19 exposure (e.g., limited hours of operation) as soon as possible.

New Directions Service Protocols on the Onset of Symptoms

	Scenario	Action	Communication
1.	A Student or Staff member, or anyone in their household, either exhibits COVID-19 symptoms or has a temperature of 100.4 degrees or above.	<ul style="list-style-type: none"> Report information to administrator, send home Contact Healthcare provider (recommend testing) See COVID-19 Handbook for return to school protocols School/Classroom OPEN 	TO: Family of Symptomatic Student NOTIFICATION: Symptom Notification Letter: Instructions for Families
2.	A family member or someone in close contact with a student or staff member tests positive for COVID-19	<ul style="list-style-type: none"> Report information to administrator, send home Contact Healthcare provider (recommend testing) See COVID-19 Handbook for return to school protocols School/Classroom OPEN 	To: Student Families and Staff Template Letter: Household Member or contact w/ C19+
3.	A Student or Staff member test positive for COVID-19	<ul style="list-style-type: none"> Report information to administrator, send home, isolate as per Public Health Families of Student and Staff: quarantine and contact Healthcare provider/Public Health (recommend testing 8 days later) Classroom CLOSED for 10 days from last exposure School Remains OPEN 	To: Student Families and Staff <ul style="list-style-type: none"> Phone Call and Template Letter: Confirmed C19+ in Cohort General Exposure
4.	A Student or Staff member tests negative for COVID-19 after symptoms or confirmed close contact	<ul style="list-style-type: none"> May return to school 24 hours after symptoms resolve and fever free without medication for 24 hours 10 day quarantine required for close contact with COVID-19 positive case School/Class Remain OPEN 	Consider notification to families and staff if prior awareness of testing Template Letter: Negative Test Cohort Member
5.	A Staff member is in close contact with someone who has been exposed to someone who tests positive for COVID-19	<ul style="list-style-type: none"> Staff report information to administrator Follow Health and Safety protocol Monitor for signs/symptoms of COVID-19 	TO: Staff Template Letter: Staff Monitor Letter



NEW DIRECTIONS

		<ul style="list-style-type: none">• Notifies administrator in friend/family member tests positive for COVID-19• School/Class Remain OPEN	
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Public Health (707) 565-4566