



COVID-19 HEALTH & SAFETY  
STUDENT & FAMILY HANDBOOK

UPDATED 08/21/2023

Anova Center for Education, Sonoma

50 Mark West Springs Rd.

Santa Rosa, Ca. 94520

# OVERVIEW

The goal of Anova is to ensure a safe campus for all students and staff. This handbook was developed in partnership with the Sonoma County Office of Education (SCOE) and reviewed by Contra Costa County Health Services (CCHS) to support a healthier school environment while COVID-19 is present in our community. We are continuing to implement enhanced health and safety practices and protocols. These include, but are not limited to, thorough cleaning and disinfecting of common spaces and frequently touched surfaces throughout our school and enforcing personal protective behaviors (e.g., handwashing and face covering) based on the current guidance from 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:**

## PREVENTATIVE MEASURES AT HOME

Please help us teach your child these important preventative measures to reduce the spread of COVID-19 and other illnesses. All staff are also asked to follow these guidelines for safety.

### Hand Hygiene

Teach your child how to properly wash their hands.

#### [Handwashing is a Family Activity](#)



### 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. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song

- from beginning to end twice.
4. Rinse your hands well under clean, running water.
  5. Dry your hands using a clean towel or air dry them.

## Cough Etiquette and Other Important Health and Hygiene Practices

Teach your child cough etiquette and hygiene practices.

- 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.



## Every Morning Before School

Check your child and everyone in your household for signs of illness.

- Do NOT pre-medicate your child with symptomatic relief medications (e.g., ibuprofen[Motrin], acetaminophen [Tylenol], pseudoephedrine / Sudafed etc. prior to sending them to school, *unless for known, chronic conditions, e.g., seasonal allergies; sinusitis etc.*).
- Observe for any cold or flu-like symptoms.
- Pack a personalized water bottle for your child.
- Have a face covering ready if applicable.
- Always follow the guidelines for when to stay home.

## Plan and Prepare

- Review Anova's COVID-19 Prevention Plan.
- Talk to your child about precautions to take at school.
- Teach and encourage your child to tell teachers and staff if they feel sick.

*Encourage your child to ask questions and express their feelings with you and their teachers.*

**More up-to-date resources can be found at:**

[Sonoma County Emergency and Preparedness Information](#)

[Coronavirus Information for Schools and Families](#)

**Parents / guardians must be available, or have an emergency contact available, to pick up their student within 30 minutes from school if they develop COVID-19 symptoms at school. If the school is unable to reach the child's parents within 5 minutes, the emergency contacts will be called to pick up the student. The student cannot wait in an isolation area for the rest of the school day.**

## WHEN TO STAY HOME

### For students and staff

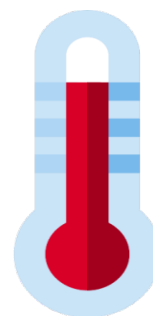
Students and Staff must **NOT** come to school, if they exhibit **any** of the key symptoms of COVID-19. Details are provided below.

- 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.
- Have your child tested immediately if symptoms are present.
- Adhere to [Isolation](#) procedures while symptoms are present.
  - Isolation (separating from others if you have COVID-19): People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others, even others in the home, by staying in a specific "sick room" or area and using a separate bathroom (if available).
- **Notify the school immediately if:**
  - Your child is being evaluated for COVID-19.
  - Your child or a household member (incl. any caregivers) becomes a confirmed COVID-19 case.
  - This information will be kept confidential.

#### **1. More Common Symptoms:**

If your child, or a staff member, or anyone in the household has a **fever of 100.4°F** or higher **or any** of the following **more common symptoms** of COVID-19, they must **stay at home** and **isolate** for 5 - 10 days, 5 being the minimum.

- Fever (100.4°F 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

The presence of any of the symptoms above generally suggests a student or staff member has an infectious illness and should not attend school, regardless of whether the illness is COVID-19. **For students and staff with chronic conditions, symptoms presence should represent a change from their typical health status to warrant exclusion from school.**

- Cough (for students with chronic cough due to allergies or asthma, a change in their cough from baseline)
- Shortness of breath or difficulty breathing (for students with asthma, a change from their baseline breathing)
  - Return to School when:
    - Students/Staff may return to school after they have isolated for a minimum of 5 days **and** they have been fever-free for 24 hours without the use of fever-reducing medications **and** their symptoms have improved **OR**
    - Students/Staff may return to school after their healthcare provider provides an alternate diagnosis (e.g., migraine, strep throat) **and** their symptoms have improved, **and** they are fever-free for 24 hours without the use of fever-reducing medications.

## **2. Less Common Symptoms:**

If your child, or a staff member, has **any** of the following **less common symptoms** of COVID-19, they must be tested or **evaluated** by a healthcare provider to determine if COVID-19 testing is advised.

- New onset of stuffy or runny nose (different from pre-existing allergies)
- Body aches
- Fatigue or lethargy
- Return to School when:
  - Students/Staff may be cleared to return to by school administration (w/ negative test result); **OR** when the healthcare provider provides notification to the school that they are safe to return (e.g., doctor's note, phone call).

### 3. Household Members and Student/Staff

- If a household member (incl. caregiver) has symptoms of COVID-19, they should contact their healthcare provider to schedule testing immediately.
  - The household member should **isolate** as appropriate until they test negative for COVID-19.
- If a household member tests positive for COVID-19, the household member should isolate as appropriate.
  - Students/Staff and household members must monitor closely for symptoms for 10-14 days from their last contact with the symptomatic household member.
  - Students/Staff should get tested 3 – 5 days after their last contact with the symptomatic household member.
  - Students should wear a face covering for 10 days following the last exposure when around others.
  - Staff **must** wear a face covering for 10 days following the last exposure when around others while working.

### 1. Student/Staff Who Are Close Contacts†

- In most cases, individuals who are exposed can refrain from quarantine of any kind if asymptomatic, regardless of vaccination status, per the CDPH.
- Close contacts should monitor for symptoms for 10-14 days following the exposure. It also strongly recommended to test 3-5 days after exposure, or ASAP if symptoms develop.
  - Students should wear a face covering for 10 days following the last exposure when around others.
  - Staff **must** wear a face covering for 10 days following the last exposure when around others while working.

†Close contact is now defined as "someone sharing the same indoor airspace, e.g., home, classroom, airplane etc., for a cumulative total of 15 minutes or more over a 24-hour period up to 2 days before illness onset (or, for asymptomatic clients, 2 days prior to positive specimen collection).

## PREVENTATIVE MEASURES AT SCHOOL

### Arrival at School and Departure from School

Parent and bus drop-off will occur on the west side of the campus. You will be provided with more specific information regarding protocols for the drop-off and pick-up process, and whether physical distancing procedures will be implemented.

- Parents are asked to stay in the car when they drop off their child.

- Students will go directly to their designated classroom or meeting location upon drop-off.
- Physical distancing protocols between classroom groups will be followed as appropriate, per the current public health guidance.

### Gatherings, Visitors, and Field Trips



Non-essential visitors (including parents) will be permitted per the campus visitor policy. Student assemblies, parent meetings, and campus tours will be limited. Such gatherings will be conducted via a virtual platform whenever possible. Field trips are permitted to both indoor and outdoor venues as long as the current CDPH guidance is maintained.

### Shared Objects

The following guidelines will be followed regarding shared objects:

- Anova discourages sharing of personal items.
- Limit sharing of supplies between students to the extent possible.



### Water Access

Students should bring **a personal labeled water bottle of their own from home that they do not share**. Staff will assist students with refilling their bottles as needed.

### Food Guidelines and Food Services

Anova will adhere to the following guidelines:

- Students receiving a hot lunch through the school will be provided a pre-packaged, “grab and go” meal.
- Proper disinfection will occur after each use of lunch tables or desks for eating.
- Students will be required to wash hands or use hand sanitizer before and after snack and lunch times.



# HEALTH AND HYGIENE PRACTICES

## Face Coverings

CDPH currently **strongly recommends** that individuals in K-12 school settings continue to mask in indoor settings. Masking will continue to be an important layer of protection along with the continued recommendations around vaccinations, testing and ventilation, to keep schools a safe environment. Face coverings are optional when outdoors but are strongly recommended when physical distancing is not able to be maintained. If a student does not have a face covering or has lost theirs, one will be provided upon request.

CDPH is maintaining the requirement that businesses, including K-12 school and childcare settings, must allow any individual to wear a mask if they desire to without retaliation.



## Hand Hygiene

Frequent hand hygiene is one of the most important preventative practices to help mitigate exposure to COVID-19 and will be encouraged at school. Hand hygiene stations will be accessible on campus.

Students and staff will be encouraged to wash or sanitize their hands upon arrival to school each day before entering the classroom. Time for hand hygiene will be scheduled throughout the day including before and after eating and breaks outside of the classroom.

### 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. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them. How to use hand sanitizer

### 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 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.



## Immunizations

Immunization requirements for admission to school remain unchanged for the 2023-2024 school year. According to the California Department of Public Health's Shots for School website <https://www.shotsforschool.org>

## Isolation Protocol: If a Student Develops Symptoms at School

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

- Parents / guardians must always have a plan for picking up their child.
  - If a student starts exhibiting symptoms, staff will assure the student is wearing a mask and they remain in supervised isolation until picked up. Symptomatic students should be picked up **within 30 minutes** (or reasonable amount of time given proximity from campus) by their parent or guardian (or the emergency contact if the school is unable to reach the parent after 5 minutes). **The student cannot wait in an isolation area for the rest of the school day.**
- When the parent arrives to pick up their child, they must stay in the car, call the office, and wait for the child to be escorted to the car. Parents and other visitors are not allowed on campus during this time. **School office phone number: (925) 687-9616**
- Please contact your child's health care provider to schedule an appointment or schedule COVID-19 testing.
  - Your child will not be allowed to return to school until they have been fever-free for at least 24 hours without fever-reducing medications, all other symptoms are improving **and** tests negative for COVID-19 **OR**
  - Completes 5 days of isolation **and** their symptoms have improved, **and** they are fever-free for 24 hours without the use of fever-reducing medications.

- Please **inform the school's point of contact** as soon as possible if your child is diagnosed with COVID-19.
- **Important Note:** Children who are [isolating](#) at home will be unable to participate in in-person instruction or therapy services.
  - Students unable to attend in-person instruction will be offered instruction and related services through an independent study model as determined by the student's IEP team.

## ATTENDANCE POLICIES

**To report an illness or absence, please contact the school office at (925) 687-9616.**

- Parents / guardians should inform the school immediately if their child:
  - 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.
- School staff will provide guidance to families after being notified of student illnesses and COVID-19 exposures.
- Student absences related to illness or quarantine are considered excused absences (Ed Code 48205).

### County Testing Resources

<https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>

### Designated COVID-19 School Contact

The designated person(s) listed below is responsible for:

- Maintaining communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.
- Providing impacted individuals with family-student guidance documents.
- Responding to COVID-19 concerns.

### COVID-19 Point of Contact:

**Name: Heidi Adler**

**Email: [Hadler@anovaeducation.org](mailto:Hadler@anovaeducation.org)**

**Phone: (707) 527-0183**

## **School Actions and Communications in Case of Possible Exposure at School**

Families will be notified of classroom or campus exposures within 24 hours of being made aware of the positive case. Any updated restrictions put in place to prevent COVID-19 exposure will be communicated to families as soon as possible.