

STUDENT & FAMILY HANDBOOK COVID-19 SAFETY



SEBASTOPOL CHARTER
A Public Waldorf School

OVERVIEW

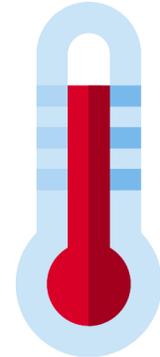
The goal of Sebastopol Charter School is to ensure a safer return to school for all students and staff. This handbook was developed in partnership with the Sonoma County Office of Education (SCOE) and reviewed by the Sonoma County Department of Health Services (SCDHS) to support a healthier school environment during the COVID-19 pandemic. We are implementing enhanced health and safety practices and protocols, which includes intensifying cleaning and disinfecting of common spaces, restrooms, and frequently touched surfaces throughout our schools, 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:

- ❑ Instruct your child / children in proper hand hygiene 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.
- ❑ Wear face coverings in any indoor setting.
 - ❑ Face coverings are required for all students in any indoor setting and highly recommended for outdoor spaces.
 - ❑ Instruct your child in safely wearing and taking off face covers. Ensure your child arrives at school with a face covering daily (pack a back-up face covering in their backpack).
- ❑ Plan for possible class or school closures.
- ❑ Review the site-specific protection plan (SSPP). Talk to your child about precautions to take at school.
- ❑ Instruct your child to visit the school office only if they feel sick. It is a high-risk area.
- ❑ Check your household and child / children each morning for signs of illness. Do not send your child if they show any symptoms.
 - ❑ 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 school if they 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.
- ❑ Students with the following more common symptoms of COVID-19 must be tested for COVID-19 *or* provide a healthcare providers note clearing the student of COVID-19 *or* stay at home and isolate for at least 10 days:
 - Fever (100.0° 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
 - Students may return to school after they test negative for COVID-19 (PCR test only) 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.
- ❑ Students who exhibit the following less common symptoms *must be evaluated* by a healthcare provider to determine if COVID-19 testing is required:
 - New onset of stuffy or runny nose (different from pre-existing allergies)
 - Body aches
 - Fatigue or lethargy.
 - Our school must receive communication from the healthcare provider that the student may return to school (e.g., doctor's note, fax, phone call).
- ❑ **Notify the school** immediately if:
 - If your child is being evaluated for COVID-19, they may return to school with a negative test or if they have received an alternate diagnosis made by their healthcare provider and followed any criteria for returning to school related to that diagnosis.
 - If a household member is being evaluated for COVID-19, the household member must isolate / quarantine as appropriate.
 - ❑ If you have been exposed to a COVID-19 person and are **vaccinated (student, staff, parent)**: There is no need to quarantine. It is highly recommended to be tested after the third day of being exposed to the person. Monitor for symptoms for 14 days after exposure and test immediately if you experience any symptoms.
 - ❑ If you have been exposed to a COVID-19 person and are **unvaccinated (staff, parent)**: You must quarantine for 10 to 14 days depending on COVID-19 testing. If you test negative during your quarantine period on day 8, you can return on day 11. If you



do not test during your quarantine period, you may return on day 15. Monitor for symptoms for 14 days after exposure and test immediately if you experience any symptoms.

- ❑ If you are an **unvaccinated student** and have a **mask-on-mask exposure**: Mask-on-mask exposure means both students were wearing masks the entire time of exposure. This only applies to students, not adults. This situation is called a Modified Quarantine. Students may come to school if they are a) asymptomatic; b) continue to mask at all times; c) undergo twice weekly testing during the 10 days of quarantine; d) may not attend after-school activities. Monitor for symptoms for 14 days after exposure and test immediately if you experience any symptoms.
- ❑ If you are an **unvaccinated student** and have a **partially masked or no mask exposure**: You must quarantine for 7 to 10 days depending on COVID-19 testing. If you test negative during your quarantine period on day 6, you may return on day 8. If you do not test during your quarantine period, you may return on day 11. Monitor for symptoms for 14 days after exposure and test immediately if you experience any symptoms.

More resources can be found at:

[Sonoma County Emergency and Preparedness Information](#)
[Coronavirus Information for Schools and Families](#)

For questions about COVID-19, please call the Sonoma County Health and Human Services phone call center at (707) 565-4400.

PREVENTATIVE MEASURES AT SCHOOL

When to Stay Home from School

1. If they have a **fever of 100.0°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 school. 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.

- Fever (100.0°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



Students 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
2. If a household member (incl. caregiver) has symptoms of COVID-19. They should contact their healthcare provider to schedule testing immediately. If the household member tests positive for COVID-19, your family must [quarantine](#) for 14 days from their last contact.
 3. 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 14 days after their last contact with the person who has COVID-19.
 4. Students 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 school.

Any student or staff member who has tested positive for COVID-19 or who has been exposed to COVID-19 must stay home from school and follow Sonoma County Public Health's [At Home Quarantine & Isolation Safety Guidance](#). Parents / guardians must notify Carrie Vazquez, Operations Manager, at the school immediately if their child or household member tests positive for COVID-19 or if a household member may have been exposed to COVID-19. You can contact her through phone, 707-824-9700 x 302 or email, cvazquez@sebastopolcharter.org. This information will be kept confidential.

Arrival at School and Departure from School

Families will be required to do self health checks at home for each child prior to the beginning of school. Do not send your child if they exhibit any symptoms or have a fever.

- Parents will need to stay in the car when they drop off their child / children for Grades 1-8.

- Kindergarten parents can park and walk their kindergartner to the back gate. Once you have dropped your child off, please walk immediately back to your car. This is not the time to socialize with other families.
- Students will need to go directly to their designated classroom.

HEALTH AND HYGIENE PRACTICES

Gatherings, Visitors, and Field Trips



Generally, visitors (including parents) will not be allowed on campus. Parent volunteers (pre-scheduled) will be allowed on-campus with proof of vaccination or a negative COVID-19 test within 72 hours.

Day field trips will be allowed this school year. Overnight field trips are being halted until a further date.

We are halting large scale events with public participation until we feel it is safer to offer these types of gatherings. We will send further information as it becomes available.

Shared Objects

The following guidelines will be followed regarding shared objects:

- Discourage students 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 students 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 student 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

Students should bring a **personal labeled water bottle of their own from home that they do not share**. Drinking fountains have been turned back to refill water bottles.

Food Guidelines and Food Services

Sebastopol Charter plans to adhere to the following guidelines:

- We will be offering free breakfast meals for anyone who qualifies.
- Students should bring hearty snacks and lunches to sustain them throughout their day at school.
- Students will be required to wash hands or use hand sanitizer before and after any snack/meal time.
- We will continue to use our outdoor shelters for snack and meal times as much as possible.



Face Coverings

California has mandated that face coverings are required in indoor settings and highly recommended in outdoor 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 students unless exempt for medical reasons, **in which case a healthcare provider's note is required**. An exempt student may be encouraged to wear a plastic face shield if doing so is appropriate for their age and/or medical or mental health condition. If a student does not have a face covering or has lost theirs, one will be provided. Students who refuse to wear their face covering will be sent home. See the [CDPH Guidance for the Use of Face Coverings](#) for more information.



Face coverings may be removed for meals, snacks, when it needs to be replaced, or outdoors. When a face covering is temporarily removed, it should be placed in a sealable plastic container or bag provided by parents (clearly marked with the student's name).

[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, 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 students must be appropriate and meet district dress code requirements (*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

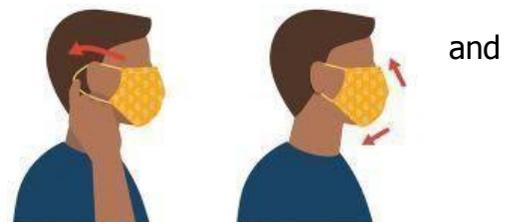
Be careful not to touch your eyes, nose, and mouth when removing. Wash hands immediately after removing. CDC How to Safely Wear and Take Off a Cloth Face Covering ([English](#)) ([Spanish](#))

- 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 (learn more about [how to wash face coverings.](#))

Hand Hygiene

Frequent hand hygiene is one of the most important preventative practices to help slow the spread of COVID-19 will be encouraged at school.

Students and staff will be required 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 eating and before returning to the classroom after recess.



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.

[Handwashing is a Family Activity](#)



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.

Encourage your child to ask questions and express their feelings with you and their teachers. Remember that your child may have different reactions to stress; be patient and understanding. Prevent stigma by using facts and reminding students to be considerate of one another.



Immunizations

Immunization requirements for admission to school remain unchanged for the 2021-2022 school year. According to the California Department of Public Health's Shots for School website <https://www.shotsforschool.org>

SCHOOL OFFICE

If a child develops symptoms at school, parents / guardians will be contacted to pick up their child within 30 minutes. If the school is unable to reach the child's parents within 10 minutes, the emergency contact will be called to pick up the child. The student cannot wait in an isolation area for the rest of the school day.

Parents / guardians, teachers, and staff should instruct students to visit the school office only if they are sick or injured. The school office is a high-risk area that should only be used if medical assistance is necessary. If the health concern is not urgent, teachers and staff will attempt to resolve the matter with first aid interventions before sending a student to the school health office.

If you or your children are feeling worried or anxious, they can sometimes present with physical symptoms (e.g., headache, abdominal pain). Help your child learn how to deal with that anxiety in a healthy way.

Isolation Protocol: If a Student Develops Symptoms at School

If a student develops a fever of 100.0°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. Students 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 school must also be picked up.
- If a student starts exhibiting symptoms, staff will assure the student is wearing a mask. If not, the student will have a mask placed on them and isolated.
 - Symptomatic students should be picked up **within 30 minutes** by their parent or guardian (or the emergency contact if the school is unable to reach the parent after 10 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, stay in the car, call the office, and wait for the child to be escorted outside. Parents and other visitors are not allowed on campus during this time. Please call 707-824-9700 x 300
- 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 school will not be allowed to return to school until the symptomatic child has been without fever for at least 24 hours AND tests negative for COVID-19 or completes 10 days of isolation.
- Please contact **Carrie Vazquez, Operations Manager**, at your school as soon as possible if your child / children are diagnosed with COVID-19. You can reach her at 707-824-9700 x 302 or cvazquez@sebastopolcharter.org.
- ***Important Note:*** Children who are [isolating](#) or [quarantining](#) at home cannot participate either in in-person instruction or in any extra-curricular activities (incl. youth sports).
 - 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 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.

ATTENDANCE POLICIES

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

- For regular absence, please leave a message on the school attendance line. Please specify the student name, date, and reason for absence.
- Parents / guardians should inform the school 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.

Contact the Operations Manager at 707-824-9700 x 302 or cvazquez@sebastopolcharter.org. This information will be kept confidential.

- Student absences related to illness or quarantine are considered excused absences (Ed Code 48205).

Community Clinics

You can find a list of community health centers and clinics in Sonoma County on the [Redwood Community Health Coalition's website](#). These health centers and clinics are dedicated to providing high quality, affordable health services to families and children and will serve uninsured/underinsured families.

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 school after 10 days have passed since they had a positive viral test for COVID-19. 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 school 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 school 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 students 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 school.

“My child or a household member was exposed to COVID-19 (at school or at home).”

If you have been exposed to a COVID-19 person and are vaccinated (student, staff, parent):

There is no need to quarantine. It is highly recommended to be tested after the third day of being exposed to the person. Monitor for symptoms for 14 days after exposure and test immediately if you experience any symptoms.

If you have been exposed to a COVID-19 person and are unvaccinated (staff, parent):

You must quarantine for 10 to 14 days depending on COVID-19 testing. If you test negative during your quarantine period on day 8, you can return on day 11. If you do not test during your quarantine period, you may return on day 15. Monitor for symptoms for 14 days after exposure and test immediately if you experience any symptoms.

If you are an unvaccinated student and have a mask-on-mask exposure:

Mask-on-mask exposure means both students were wearing masks the entire time of exposure. This only applies to students, not adults. This situation is called a Modified Quarantine. Students may come to school if they are a) asymptomatic; b) continue to mask at all times; c) undergo twice weekly testing during the 10 days of quarantine; d) may not attend after-school activities. Monitor for symptoms for 14 days after exposure and test immediately if you experience any symptoms.

If you are an unvaccinated student and have a partially masked or no mask exposure:

You must quarantine for 7 to 10 days depending on COVID-19 testing. If you test negative during your quarantine period on day 6, you may return on day 8. If you do not test during your quarantine period, you may return on day 11. Monitor for symptoms for 14 days after exposure and test immediately if you experience any symptoms.

If your child develops symptoms during quarantine, they may not return to school 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 student’s healthcare provider will be required for return to school after illness.

Reference: Sonoma County Public Health [At Home Quarantine & Isolation Safety Guidance](#).

COMMUNICATIONS

School Actions and Communications in Case of Possible Exposure at School

Families will be notified of school or cohort closures and any restrictions in place to prevent COVID-19 exposure (*e.g.*, limited hours of operation) as soon as possible, per the charts outlined below. [These charts can also be accessed online.](#)

Designated COVID-19 Contacts

The designated person at each site listed on the following page 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, including materials in Spanish as needed
- Responding to COVID-19 concerns

Sebastopol Charter Contacts		
Contact:	Phone:	Email:
Chris Topham, Executive Director	707-824-9700 x 306	ctopham@sebastopolcharter.org
Carrie Vazquez, Operations Manager *	707-824-9700 x 302	cvazquez@sebastopolcharter.org
Jeff Lough, Director of Student Services	707-824-9700 x 117	jlough@sebastopolcharter.org
Emily Cortes, School Secretary	707-824-9700 x 300	ecortes@sebastopolcharter.org

* For COVID-19 concerns or reporting, please contact Carrie Vazquez.