



# **STUDENT & FAMILY HANDBOOK COVID-19 SAFETY**



**REVISED AUG 2021**

# OVERVIEW

The goal of Live Oak is to ensure a safe return to in-person instruction for all students and staff starting in August 2021. We continue to implement and enhance COVID health and safety practices and protocols 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). The purpose of the handbook is to provide you with updated information and practices for the 2021-2022 school year.

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.
- Wear face coverings
  - Face coverings are required for all students and staff
  - 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 school closures.
- Talk to your child about precautions to take at school.
- Instruct your child to visit the school office only if they feel sick.
- Check your household and child/ren 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*

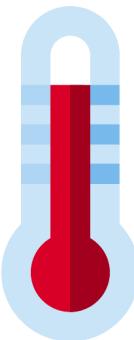
If a child has symptoms (even mild ones) it is recommended they test right away for COVID. Per [CDC](#), people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

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* stay at home and isolate for at least 10 days:

- Fever (100.4° 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 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
  - Schools must receive communication from the healthcare provider that the student may return to school (e.g., doctor's note)
- 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.

## Quarantine and Testing

### Fully Vaccinated Students:

Students who are considered fully vaccinated ([COVID-19 Public Health Regulations for Fully Vaccinated Persons](#)) can refrain from quarantine and testing following a known exposure if they are asymptomatic.

### Unvaccinated Students

#### **Exposure of Unvaccinated Student when Wearing a Mask:**

Students who are not vaccinated or not fully vaccinated and had an exposure in an (indoor) in-class setting when both individuals were wearing masks may undergo a modified 10-day quarantine. They may continue to attend school for in-person instruction if they are:

1. Asymptomatic;
2. Continue to appropriately mask, as required;
3. Undergo at least twice weekly testing during the 10-day quarantine period; and

## **Exposure of Unvaccinated Student when Not Wearing a Mask:**

Students who are not vaccinated or not fully vaccinated and had an exposure in an (indoor) in-class setting when one or both individuals were NOT wearing masks, quarantine is required; however, a full 14 day quarantine may not be required. In this circumstance, parents/guardians should contact their healthcare professional for guidance about questions regarding options for testing, monitoring of symptoms and length of quarantine.

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 Keep Children Home from School**

The Center for Disease Control and Prevention (CDC) recommends that people stay home when they are sick and get tested [CDC Guidelines for Staying Home When Sick and Getting Tested](#).

Parents / guardians should check their child / children for symptoms of illness **every morning** before bringing them to school. If your child, or any other family member of your household, has any of the following more common symptoms of COVID-19, contact a health professional regarding testing for COVID-19 before bringing your child to school:

- Fever of 100.0°F or higher
- Cough
- Sore throat
- Shortness of breath or difficulty breathing
- Not being able to taste or smell
- Headache
- Diarrhea
- Nausea or vomiting

Getting tested for COVID-19 when symptoms are consistent with the COVID-19 infection will help with rapid contact tracing and prevent possible spread at schools.

Students who exhibit the following less common symptoms of COVID-19 should 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

## **Arrival at School and Departure from School**

We will have two designated areas for drop off. The first one will be a drop off only zone that will be marked by signage. If you pull into an area marked with signage, then that is a drop off only area where your car stays running, your children exit safely by using caution when opening the doors, and you say good bye without walking them onto campus. The other area will not have

cones. If you go next to the curb and there are no signs, then you may park your car and turn off your engine and walk students onto the campus. There are three parking areas you may use instead of going into the Fairgrounds Concourse.

1. You may park in Airporter parking lot and by the Java Hut.
2. You may park on the street by the Petaluma library.
3. You may park on Payran Street.

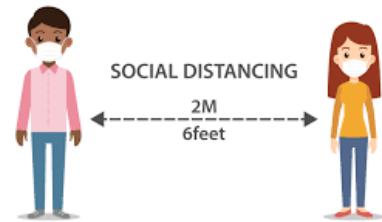
- Parents must complete the [Symptom Tracker](#) before students arrive to campus

- Parents who are dropping off or picking up students before and after school will be asked to remain outdoors and not go past any fence area or walkways.

## Visitors

All visitors on campus are required to follow CDPH guidance.

Visitors will be required to wear a mask indoors when entering any school building and required to wear a mask outdoors on campus.



All campus visitors must be pre-approved by an Admin 24-hours prior to on campus visit and will be required to certify their COVID-19 vaccination status. Only vaccinated volunteers will be permitted to work with students in classrooms.

## Field Trips

School field trips will not be allowed at this time.

## Restrooms

Students will have access to campus restrooms. Protocols for COVID safety will be followed.

## Water Access

Students should bring a personal labeled water bottle of their own from home that they do not share. Bottle filling stations have been returned to classrooms.

## Food Guidelines and Food Services

Live Oak in collaboration with PCS will provide food services for students in accordance with the CDPH guidelines. We will arrange for outdoor eating as much as possible.

School lunch for all students will continue to be completely free of charge. Hot lunch will be served at regular lunch times. Advanced registration for lunch is required.

Please feed your student breakfast prior to arriving at school.

## Face Coverings

Students, staff, and parents are required to mask indoors and outdoors during drop off/pick up and recess, with exemptions per CDPH face mask guidance. Adults and students are required to wear masks indoors at all times. Per CDPH guidance dated August 2, 2021, *"Masks are one of the most effective and simplest*

safety mitigation layers to prevent in-school transmission of COVID-19 infections and to support full-time in-person instruction in K-12 schools. SARS-CoV-2, the virus that causes COVID-19, is transmitted primarily by aerosols (airborne transmission), and less frequently by droplets." The health and safety of our students and staff is our highest priority. Personal Protective Equipment, including masks, will be made available to all students and staff.

People who are exempted from wearing a face covering due to a medical condition or disability must wear a non-restrictive alternative, such as a face shield with a drape bottom edge, as long as their condition permits it. Please check in with the office for proof of medical exemption as well as so we may ensure proper covering.

**Students who come to school with unacceptable face coverings will be provided with an acceptable face covering. Also, we will work with any student to help them understand why masking is required at school.**

## Gatherings, Visitors, and Field Trips



Generally, visitors (including parents) will be allowed on campus during drop off/pick up and drop off with restricted access to the black top only. For parents of students in grades 1-5, the wooden fence will be the boundary where parents will not be able to cross. For grades 6-8, parents will stay by their car and not be able to go up the walkways towards the main doors. For Kinder parents, the teachers/aides will greet you on the Kinder lawn and you may meet them there. Please remember masks are currently required when outside on campus, especially when within 6 feet of another person. Student assemblies, parent meetings, field trips, and special performances will be conducted with special COVID considerations with specific guidelines provided by the school. All class/teacher meetings will be planned to be accessible via a virtual platform whenever possible. Social distancing is no longer a requirement as in the past when schools did promote distancing of at least 6 feet between people in person and limit the size of groups.

## Shared Objects

Students will be allowed to share items within the classroom like scissors, crayons or other classroom materials. However, musical instruments will be assigned to individual students and students will not be allowed to pass around or share musical instruments in their classroom or during music class.



## Water Access

Students should bring a **personal labeled water bottle of their own from home that they do not share**. All drinking fountains will be disabled in order to reduce virus transmission.

## Food Guidelines and Food Services

Live Oak plans to adhere to the following guidelines:



- We will be offering **free** lunch to take home for anyone during the 2021-22 school year.
- Students should bring a hearty snack to sustain them throughout the morning. Students will eat outside whenever possible and be allowed to take off their masks. The safety of children with food allergies will be ensured. Students will not be allowed to share food with friends.
- Students will be required to wash hands or use hand sanitizer before and after snack time.

## 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 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.



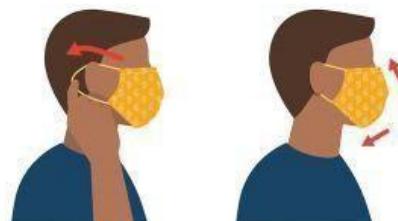
Face coverings may be removed for snacks, or when it needs to be replaced. When a face covering is temporarily removed, it should be placed in a sealable plastic container or bag provided by parents (clearly marked with the student's name).

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 (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 an important preventative practice to help slow the spread of COVID-19 and will be encouraged at school. Hand hygiene stations will be accessible on campus.

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.

### **5 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.
- Be aware of your surroundings and practice observing others' personal space three (3) to six (6) feet physical distance from others outside your home.



*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> “Even with current school closures, immunization requirements for admission to school or child care in California for the 2020-2021 school 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.

## COVID-19 Vaccine

The California Department of Public Health and the Sonoma County Public Health Department strongly recommend that all eligible students, parents/guardians, and staff get their COVID-19 vaccine.

## **New State Health Order Regarding School Staff Vaccination**

On Wednesday, August 11, 2021 all California public and private schools were provided with a new State Public Health Officer Order directing vaccine verification for workers in schools. All public and private schools providing instruction in grades transitional kindergarten through 12th grade are subject to the Order. The information contained in the Public Health Officer Order identifies the following actions:

All schools identified in this Order must verify vaccine status of all workers (both paid and unpaid).

- A. Pursuant to the [CDPH Guidance for Vaccine Records Guidelines & Standards](#), only the following modes may be used as proof of vaccination:
  1. COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
  2. a photo of a Vaccination Record Card as a separate document; OR
  3. a photo of the client's Vaccination Record Card stored on a phone or electronic device; OR
  4. documentation of COVID-19 vaccination from a health care provider; OR
  5. digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR
  6. documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

In the absence of knowledge to the contrary, a school may accept the documentation presented as valid.

- B. Schools must have a plan in place for tracking verified worker vaccination status. Records of vaccination verification must be made available, upon request, to the local health jurisdiction for purposes of case investigation.
- C. Workers who are not fully vaccinated, or for whom vaccine status is unknown or documentation is not provided, must be considered unvaccinated.

Testing requirements:

- A. Asymptomatic unvaccinated or incompletely vaccinated workers are required to undergo diagnostic screening testing.
- B. Workers may be tested with either antigen or molecular tests to satisfy this requirement, but unvaccinated or incompletely vaccinated workers must be tested at least once weekly with either PCR testing or antigen testing. Any PCR (molecular) or antigen test used must either have Emergency Use Authorization by the U.S. Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.
- C. Unvaccinated or incompletely vaccinated workers must also observe all other infection control requirements, and are not exempted from the testing requirement even if they have a medical contraindication to vaccination, since they are still potentially able to spread the illness. Previous

history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, do not waive this requirement for testing.

- D. Schools with workers required to undergo workplace diagnostic screening testing should have a plan in place for tracking test results and conducting workplace contact tracing, and must report results to local public health departments.

## SCHOOL HEALTH 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 5 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 health office only if they are sick or injured. The school health 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 office.

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

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

If a student 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. 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 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 come to the office, and wait for the child to be brought to the front door of the office. Parents and other visitors are not allowed past the fencing on campus during this time.
- 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 the **Office Manager, Kim Anderson** at school as soon as possible if your child/ren are diagnosed with COVID-19. You can reach the Office Manager at (707) 762-9020.
- ***Important Note:*** Children who are isolating or quarantining at home cannot participate either in in-person instruction or in any extra-curricular activities.
  - **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 the school office.

- 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 Kim Anderson at (707) 762-9020. This information will be kept confidential.

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

## Community Clinics / Testing Locations

You can find a list of community health centers and clinics in Sonoma County on the [Redwood Community Health Coalition's website](#). AND  
<https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>

These health centers and clinics are dedicated to providing high quality affordable health services to families and children and serve uninsured/underinsured families.

## WHEN TO RETURN TO SCHOOL

Students who are ill may not return to in-person instruction until they have met CDPH criteria to return to school for those with symptoms. In general, these guidelines are:

1. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND
2. Other symptoms have improved; AND
3. Student tests negative for SARS-CoV-2 OR healthcare provider has provided documentation that symptoms are typical of an underlying chronic condition (e.g., allergies or asthma) OR healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus) OR at least 10 days have passed since symptom onset.

### **"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. 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 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. *Sibling and other household members attending school must also stay at home until the symptomatic child tests negative for COVID-19 or stay home for at least 10 days (with option for early release on day 8 if PCR is negative on day 6 or later)* after last contact with a symptomatic person. *Continue to monitor*

*symptoms for 14 days.* All household members must follow Sonoma County Public Health's [At Home Quarantine & Isolation Safety Guidance](#).

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

There have been several updates to this section in the Department of Health Services guidance, including scenarios of: 1. Child with COVID symptoms and waiting for test results, 2. A fully vaccinated child in close contact with a confirmed case of COVID, 3. Mask on Mask exposure, and 4. Unmasked or partially-masked exposure. For these scenarios and more, please see the Quarantine Guidelines below.

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 may be required for return to school after illness.

[SCOE August - Quarantine Guidelines](#)

Reference: Sonoma County Public Health [At Home Quarantine & Isolation Safety Guidance](#) and [SCOE - Emergency](#)

## Scenario-based COVID-19 Guidance for Schools, Childcare, and Youth Programs

Updated August 2021

| Scenario   | Action   | Communication   |
|--|--|---|
| <b>Child or staff has symptoms of COVID-19</b>   | <b>Send home and recommend testing ASAP</b><br><br><b>Cohort remains OPEN</b>  | Reinforce importance of <b>hand hygiene and facial coverings</b>  |
| <b>Someone has a negative PCR result after symptoms of COVID-19</b>                      | <b>To determine when they can return to campus, follow your site's policy for non-COVID illnesses, e.g.:</b> <ul style="list-style-type: none"> <li>✓ No fever for 24 hours without use of fever-reducing medication</li> <li>✓ No vomiting or diarrhea for 24 hours</li> <li>✓ Any other criteria determined by the site</li> </ul>   | If <b>symptomatic and received negative antigen result</b> , recommend confirming results by PCR before allowing to return  |
| <b>A symptomatic person declines to get tested</b>                                       | Must provide proof of <b>alternate diagnosis</b> from their healthcare provider (and meet site's illness policy criteria before returning) <b>OR</b> they should complete <b>10 days of isolation</b> (beginning the day after symptom onset) and meet <b>Isolation Release Criteria</b> (below) prior to returning  | Encourage testing to confirm <b>COVID-19 status</b> , so that they may be exempt from future quarantine if exposed during the following 90 days <sup>1</sup>  |
| <b>Child or staff has been confirmed positive for COVID-19, with or without symptoms</b> | <ul style="list-style-type: none"> <li>• Keep home with instructions to <b>isolate for at least 10 days</b>, beginning the day after the first symptoms occurred, or beginning the day following their positive test if they have no symptoms</li> <li>• They may return on Day 11 or later, when they meet the <b>Isolation Release Criteria</b>: <ul style="list-style-type: none"> <li>✓ Symptoms have improved</li> <li>✓ They have been fever-free for at least 24 hours, without using medication (such as Tylenol or Motrin)</li> </ul> </li> <li>• If the COVID-19 case was present on site within the last 24 hours, <b>clean and disinfect spaces occupied by that person</b></li> <li>❖ Identify any individuals who may have been <b>close contacts</b><sup>2</sup> to the COVID-19 case on site during their infectious period, including students, staff, or visitors</li> <li>❖ Follow the current close contact guidelines (next page) to determine who needs to <b>quarantine</b>, for how long, when they should get <b>tested</b><sup>3</sup>, and <b>when they can return</b> on site<sup>4</sup></li> </ul> | <p><b>Report confirmed COVID-19 case to Public Health:</b><br/>Send completed "Case Info Gathering Tool" form to:<br/>SoCo.Schools@sonoma-county.org</p> <p><b>Notify Close Contacts</b> about the exposure, using the "Close Contact Advisory" template. Be sure to include details about when they should get tested, and when they may return on site</p> <p><b>Optional:</b> Notify all other staff and families of children about the COVID-19 case using the "General Exposure Advisory" template</p> |

<sup>1</sup> After testing positive for COVID-19, it is not advised for individuals to test again for the following 90 days. It is possible that they may continue to test positive as their bodies shed dead viral fragments, and some tests may pick up on this genetic material.

<sup>2</sup> See CDC definition of "close contact": <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#Key-Terms>

<sup>3</sup> In certain circumstances, it is strongly advised that close contacts do an initial test immediately after exposure to prevent further spread within the group, especially if there are 3 or more positive cases identified. If negative, testing should be repeated later in the quarantine period, based on current quarantine guidelines and recommendations. A negative result on an early test does not guarantee that they will not develop COVID-19 later in their quarantine period.

<sup>4</sup> They must have developed no symptoms and test negative on/after the proper day to be released early from quarantine. Close contacts who are tested too soon (or not at all) after an exposure will not be released early from quarantine. They should continue to monitor for symptoms for the full 14 day period. If symptoms develop and no test is completed, an additional 10 days of isolation must be completed before returning on site.

Adapted from San Francisco Department of Public Health

## Quarantine Guidelines for children and staff in schools, childcare, and other youth settings

| Scenario  | Criteria  |
|---|---|
| <b>Child or staff has symptoms of COVID-19 and was tested, but is still waiting for the test result</b>   | <p>Stay home until the person has received their test result and a determination can be made as to how to proceed.</p> <p><b>Their cohort can remain OPEN</b></p>   |
| <b>A fully-vaccinated person (student or staff) was in close contact with a confirmed COVID-19 case</b>   | <p><b>No quarantine required</b> - may continue returning to school and/or work</p> <p><b>Recommend testing 3-5 days after last exposure, or ASAP if symptoms develop</b></p> <p><b>Monitor for symptoms</b> for 14 days following last exposure</p>  |
| <b>A Pre-K student or unvaccinated staff member was determined to be a close contact to a confirmed COVID-19 case</b>   | <p>They must <b>quarantine at home for 10-14 days</b></p> <p><b>If they remain asymptomatic:</b></p> <ul style="list-style-type: none"> <li>• May discontinue quarantine after Day 10 if tested negative on/after Day 8</li> <li>• May discontinue quarantine after Day 14 if declined testing</li> </ul> <p><b>Monitor for symptoms</b> through Day 14</p> <p>➤ Begin Isolation and get tested ASAP if symptoms develop</p>  |
| <b><u>Mask on Mask exposure:</u></b><br><br><b>K-12 Student (not vaccinated) was a close contact to a COVID-19 case. Both the case and contact were wearing masks during the exposure</b>                     | <p>They qualify for <b>Modified Quarantine</b></p> <ul style="list-style-type: none"> <li>• They <b>must quarantine from extra-curricular activities</b> for 10 days, including sports and other activities in the community</li> <li>• They <b>may continue returning to school for in-person instruction</b> if: <ul style="list-style-type: none"> <li>○ They remain asymptomatic, monitor for symptoms for 14 days</li> <li>○ They test 2x weekly (PCR or antigen), or ASAP if symptoms develop</li> <li>○ They continue to appropriately mask and use proper hand hygiene</li> </ul> </li> </ul> |
| <b><u>Unmasked or partially-masked exposure:</u></b><br><br><b>K-12 Student (not vaccinated) had close contact with a confirmed COVID-19 case, and either the case or the contact were not wearing a mask</b> | <p>They do <b>NOT</b> qualify for Modified Quarantine</p> <p>They must <b>quarantine at home for 7-10 days</b></p> <p><b>If they remain asymptomatic:</b></p> <ul style="list-style-type: none"> <li>• May discontinue quarantine after Day 7, if tested negative on/after Day 5</li> <li>• May discontinue quarantine after Day 10, if declined testing on/after proper day</li> </ul> <p><b>Monitor for symptoms</b> through Day 14</p> <p>➤ Begin Isolation and get tested ASAP if symptoms develop</p>  |

Adapted from San Francisco Department of Public Health

## Frequently Asked Questions

| Scenario   | Recommendation   |
|--|--|
| <p>A student at our school has a sibling who has been exposed to COVID-19 and is in quarantine.</p> <p>Can our student continue coming to school?</p>  | <p>It is best for the exposed sibling to <b>separate</b> from others in the home (separate bedroom and bathroom), in case the sibling becomes infectious during their quarantine. The student who is not quarantining may continue coming to school.</p> <p>If their sibling begins developing symptoms, they should be tested ASAP. If the sibling is confirmed positive, and has been in close contact with your student within 2 days of when their symptoms started, your student should stay home and not return to school until after completing quarantine.</p>   |
| <p>A student at our school has tested positive for COVID-19, and they were in multiple classes during their infectious period. Do all of the students in those classes need to quarantine?</p>   | <p>Only the individuals who were in <b>close contact</b> to the COVID-19 case will be required to quarantine (if not vaccinated). This may not be the entire classroom if strict classroom seating charts have been maintained. The COVID Coordinator should work with the teachers to determine if they can <b>confidently confirm</b> who may have been a close contact. If this cannot be confidently confirmed, it may be best to consider the entire class as close contacts, as a precaution.</p>  |
| <p>An athlete at our school tested positive during routine testing for their sports team. The day they got their result, they went and got re-tested at their primary care provider's office, which has come back negative.</p> <p>Do they still need to continue isolation?</p> | <p><b>Generally, negative results cannot supersede a recent positive result - meaning, yes, they should continue isolation.</b></p> <p>For more details on this topic, please refer to our Testing Algorithm, found on our COVID-19 Testing Fact Sheet.</p> <p>Additionally, it is not recommended for people to re-test after receiving a positive result, for the next 90 days.</p>  |
| <p>An athlete at our school tested positive for COVID-19, and was at practice all week. Does their entire team need to quarantine?</p>   | <p><b>Not necessarily.</b> For both classroom settings as well as sports settings, schools should consider the CDC's definition of a "close contact" when determining who needs to quarantine.</p> <p>Different sports have different levels of risk depending on if they are played indoors and if they are moderate-to-high contact. In high-contact activities, such as a soccer scrimmage or basketball game, the entire team may have had direct contact and therefore are considered exposed. When investigating exposure, schools should consider if players congregated on sidelines, in locker rooms, and before/after practice. Any player(s) who meet the criteria to be considered a close contact should quarantine (modified or at home) unless fully-vaccinated and asymptomatic.</p> |

Adapted from San Francisco Department of Public Health

## Frequently Asked Questions (2)

| Scenario   | Recommendation  |
|--|---|
| <p><b>A student at our daycare has tested positive for COVID-19, and they were present while infectious. Do all of the kids in their cohort need to quarantine?</b></p>                          | <p>In the daycare setting, proper mitigation measures (masking, distancing, ventilation) and strict classroom seating charts are not always maintained.</p> <p>Because of the nature of the setting, it is not common for the site to be able to <b>confidently confirm</b> who was and was not in close contact to the infectious case, unless the case is an infant who had minimal contact with others during the day. It may be best to quarantine the entire stable group, as a precaution.</p>  |
| <p><b>A student at our school has a parent who is positive for COVID-19.</b></p> <p><b>When can they come back to school?</b></p>  | <p>If the student has had <b>close contact</b> to their parent during the parent's infectious period, the student must <b>quarantine</b>. Please refer to current guidelines for specific duration and testing recommendations.</p> <p>If they are <b>continually being exposed</b> to the parent in the home (if the parent is providing care for the child, or is in direct or close contact with the child), then the child's quarantine "clock" does not begin until after their <b>final exposure</b> during the parent's infectious period.</p>   |
| <p><b>A student at our site has sniffles or sneezing (mild symptoms)</b></p> <p><b>Do we send them home?</b></p> <p><b>Do they need to be tested?</b></p> <p><b>When can they come back?</b></p> | <p>When addressing children onsite with mild symptoms, an informed decision about whether to send the child home should be made on a <b>case-by-case basis</b>.</p> <p>Schools should consider if the child in question has a <b>documented health history of allergies</b>, regularly experiences seasonal allergies and has <b>symptoms that match their typical allergy symptoms</b>, if their symptoms are resolved by taking their usual allergy medications, etc.</p> <p>However, if the child has <b>any other COVID-19 symptoms</b> in addition to the runny nose/allergy symptom, a possible <b>recent exposure</b> to COVID-19, or the runny nose fluid is not clear, then staying home, monitoring, and testing are recommended.</p> <p>If a child is sent home with symptoms (even mild ones), it is recommended they <b>test right away</b> for COVID-19. Those who do not test or receive an alternate diagnosis from a primary care provider will need to complete a minimum 10 day isolation as described in scenarios above.</p> <p><b>Those who test negative</b> after symptom onset can return onsite when they meet the site's non-COVID illness criteria. Please note that other certain infectious diseases (like <b>Norovirus</b>) still need to be reported to Sonoma County Department of Public Health.</p> <p>Please report other infectious diseases to:<br/> <a href="mailto:PHNurse@sonoma-county.org">PHNurse@sonoma-county.org</a></p> |

Adapted from San Francisco Department of Public Health

## CASE INFORMATION GATHERING TOOL

### When Staff or Student Tests Positive For COVID-19

The purpose of this form is to gather information to help prevent or mitigate the spread of COVID-19 in schools, childcares, and programs for children and youth. Upon learning that a staff, student, or visitor has tested positive for COVID-19:

1. Fill out the form below to help you organize necessary information about the positive COVID-19 Case.
2. Call Sonoma County Public Health, or email [SoCo.Schools@sonoma-county.org](mailto:SoCo.Schools@sonoma-county.org) to report the positive Case.
3. After consulting with Sonoma County Public Health, you may be asked to help identify close contacts and notify them of the exposure. See the sample advisory letter templates.

**Please note:** When conducting interviews with possible close contacts, and explaining that they may have been exposed to COVID-19, **do not disclose the identity of the person who tested positive**, as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act (FERPA).

|   |  |  |       |
|---|--|--|-------|
| Name of positive Case or suspected Case:  |  | Date of Birth:   |       |
| Person is a: <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer <input type="checkbox"/> Visitor                                  |  |  |       |
| Parent/Guardian Name and number:  |  | Phone #:   |       |
| Role/Position: (if not a student)   | Site - School/Office/Department:   |  |       |
| <b>First Day Symptoms Appeared:</b>   |  |  |       |
| Type of Symptoms: (check all that apply)  |  | <input type="checkbox"/> NO SYMPTOMS   |       |
| <input type="checkbox"/> fever greater than 100.4 F/38 C<br><input type="checkbox"/> cough<br><input type="checkbox"/> sore throat<br><input type="checkbox"/> shortness of breath<br><input type="checkbox"/> chills | <input type="checkbox"/> headache<br><input type="checkbox"/> body aches<br><input type="checkbox"/> fatigue<br><input type="checkbox"/> loss of smell or taste<br><input type="checkbox"/> Other: | <input type="checkbox"/> nausea/vomiting<br><input type="checkbox"/> diarrhea<br><input type="checkbox"/> runny nose<br><input type="checkbox"/> congestion  |       |
| Last Days on site:  |  | Was a mask worn during close contact with others? <input type="checkbox"/> Yes, masked 100% of the time<br><input type="checkbox"/> May have exposed others w/o a mask on  |       |
| Location of the COVID-19 Test?  | Date of COVID-19 test?   | <b>COVID-19 Test Results:</b><br><input type="checkbox"/> Positive <input type="checkbox"/> Negative<br><input type="checkbox"/> Presumptive <input type="checkbox"/> Pending <input type="checkbox"/> PCR<br><input type="checkbox"/> Antigen |       |
| Person Who Completed This Form/Position:  |  | Contact Info (phone/email):  | Date: |

Adapted from San Francisco Department of Public Health

### What does it mean to be isolated?

#### **Stay at home except to get medical care.**



You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Do not use public transportation, ride-sharing, or taxis. You will need to make arrangements to have groceries and household items delivered to your home. If you need help with this, please let us know.

#### **Separate yourself from other people in your home.**

As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.



#### **Wear a facemask.**

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

#### **Cover your coughs and sneezes.**

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can and wash your hands with soap and water for at least 20 seconds. If soap and water are not available, immediately clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.



#### **Clean your hands.**



Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

#### **Avoid sharing personal household items.**

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, they should be washed thoroughly with soap and water.



#### **Monitor your symptoms.**



Seek prompt medical attention if your symptoms worsen. Before seeking care, call your healthcare provider and tell them that you have, or may have, novel coronavirus infection. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people from getting infected or exposed. Ask your healthcare provider to call the Sonoma County Public Health Department (707-565-4566). **If you need emergency medical care call 911** and tell them you have, or may have, novel coronavirus infection.

**If you have questions or are having difficulty maintaining your isolation, please contact the Sonoma County Public Health Department at 707-565-4566.**

# COMMUNICATIONS

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

Families will be notified of school or stable group 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.

[The 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.
- Responding to COVID-19 concerns

| Name          | Position       | Phone        | Email                            |
|---------------|----------------|--------------|----------------------------------|
| Justin Tomola | Director       | 707-762-9020 | justin.tomola@liveoakcharter.org |
| Kim Anderson  | Office Manager | 707-762-9020 | officemanager@liveoakcharter.org |
|               |                |              |                                  |
|               |                |              |                                  |