

Family Handbook FOR Campus Reopening



2020-2021

Guidelines, Resources, and Best Practices for
the Safe Campus Reopening of Alum Rock Union
Schools in COVID-19 Conditions

TABLE OF CONTENTS

1.	Reopening Response to COVID-19.....	1
2.	How Families can help?.....	2
3.	How to Talk to Kids about Face Mask.....	6
4.	Health & Safety Procedures at School.....	8
5.	School Settings.....	12
6.	Watch out for Symptoms.....	16
7.	COVID-19 Testing.....	17
8.	SEL (Social Emotional Learning) & Mental Health Counseling.....	19
9.	Appendix.....	20
	○ Daily Screener Form	
	○ Infectious Disease/COVID-19 Health Policy	
	○ Home Isolation & Quarantine Guidelines	

Reopening Response to COVID-19

As the events surrounding COVID-19 continue to evolve rapidly, we remain fully dedicated to the safety, health, and well-being of our students, teachers, and staff at the Alum Rock School District.

This guide provides you with safety protocols and steps to take to help keep both you and the school community safe.

We intend that these policies will lessen, not eliminate, risk. While no single action or actions completely eliminate the risk of COVID-19 transmission, implementing several coordinated interventions can greatly reduce that risk.



How Families can help?

A safe school environment begins at each student's home, each day. We rely on **YOU** to help us out by keeping an eye on your child's health and by explaining and supporting the systems and methods we have put into practice here at school so that we can continue to remain open and provide in-person instruction in the safest way possible.

Health and Safety at Home

Each morning:

- ✓ Check in with your child each morning for signs of illness, including taking their temperature. If your child has a temperature of 100°F or higher, they may not attend school. You will need to keep your child home until they have had 24 hours without any fever-reducing medication (i.e., Tylenol, Advil, etc.) and/or until public health has determined that it is safe for your child to return to school.
- ✓ Make sure your child does not have a sore throat or other signs of illness, like a cough, diarrhea, severe headache, vomiting, loss of taste or smell, or body aches. If they do, they should not attend school.
- ✓ To assist you with this, we have created a Daily Screening questionnaire for you to use as a guide.
- ✓ Watch for other signs of possible illness such as flushed cheeks, rapid or difficulty breathing, unusual fatigue, and/or irritability, sneezing, or frequent use of the bathroom.
- ✓ Plan for your student to wear a face covering on the bus, and when on routes walking to school. Please talk to your child about the importance of following bus rules and any spaced seating rules.








Be Prepared, Be Preventive

- ✓ Students who have had close contact with someone who has or is suspected of having COVID-19 should not go to school. Contact your health-care provider or county Department of Health for guidance on how to proceed. It's a good idea to locate the contact information for these ahead of time and keep it handy—just in case you need it.
- ✓ Be familiar with local COVID-19 testing sites in the event you or your child develops symptoms. Many sites offer free testing.
- ✓ If your child gets sick, please contact their clinician and the school health office to keep us informed.
- ✓ Make sure your child is up-to-date with all recommended vaccines, including for flu. All school-aged children should get a flu vaccination every season with few exceptions. This is especially important this year because we do not yet know if being sick with COVID-19 at the same time as the flu will result in more severe illness.
- ✓ Review and practice proper hand-washing techniques at home, especially before and after eating, sneezing, coughing, and adjusting a face cover. Be sure to thoroughly explain to your child why this is important.
- ✓ Develop daily routines before and after school—for example, things to pack for school in the morning (such as an additional—back-up—face covering) and things to do when you return home (such as washing hands immediately and washing face coverings that have been worn).








- ✓ Talk to your child about precautions to take at school. Remind them to:
 - Wash and sanitize their hands often.
 - Keep at least 6 feet of physical distance from other students.
 - Wear a face covering.
 - Do not sharing objects with other students, including water bottles, electronic devices, pens and pencils, and books.
- ✓ Consider limiting your child's interactions outside of school to people in the same group consistently or to activities where physical distancing can be maintained.






ARUSD COVID-19 CLASSROOM REQUIREMENTS

FACE COVERING  <small>Mask • Bandana • Scarf • Neck Gaiter When you are in school or public places, wear a face covering over your nose and mouth.</small>	SOCIAL DISTANCE  <small>6 ft STAY SAFE Maintain at least six feet of physical distance apart.</small>	WASH HANDS  <small>20 sec Wash hands often with soap and water for at least 20 seconds, if not possible use an alcohol-based (60%+) hand sanitizer.</small>	COUGH INTO YOUR ELBOW  <small>Cover your mouth and nose when you cough or sneeze.</small>	FEEL SICK? STAY HOME  <small>If you feel sick, it is best to stay home until you are well again.</small>
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NỘI QUI TRONG LỚP CỦA ARUSD COVID-19

CHE MẶT BẮT BUỘC PHẢI LÀM  <small>Khẩu Trang • Vải Che Mặt • Khăn Quàng Cổ Khăn Che Mũi, Miệng và Cổ Khi ở trường học là nơi (công cộng), mang khăn để che mũi và miệng.</small>	GIỮ KHOẢNG CÁCH VỚI NHAU  <small>ĐỪNG CÁCH XA 6 FEET Giữ khoảng cách ít nhất là 6 feet đối với người khác.</small>	THƯỜNG XUYÊN RỬA TAY CỦA MÌNH  <small>20 giây Thường xuyên rửa tay của mình với xà phòng trong vòng 20 giây và rửa lại với nước. Nếu không làm được như vậy, dùng nước khử trùng để rửa tay có chứa cồn với lượng cồn không được dưới 60%.</small>	HỌ VÀO CÙI CHỖ CỦA BẠN  <small>Che miệng và mũi của bạn khi ho hoặc hắt hơi.</small>	CẢM THẤY BỊNH? Ở NHÀ  <small>Nếu bạn cảm thấy bệnh, tốt nhất là ở nhà đến khi thấy khỏe lại.</small>
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REQUISITOS PARA LOS SALONES DE CLASES DE ARUSD SOBRE COVID-19

USO OBLIGATORIO DE UN CUBREBOCAS  <small>Mascarilla • Paliacato • Bufanda Braga de cuello (Bufanda tubular) Cuando usted esté en espacios (públicos) de la escuela, tiene que usar un tipo de cubrebocas sobre su nariz y boca.</small>	MANTENER DISTANCIA FÍSICA  <small>6 PIES DE DISTANCIA Mantener un mínimo de seis pies de distancia entre usted y las otras personas.</small>	LAVARSE FRECUENTEMENTE LAS MANOS  <small>20 segundos Lavarse frecuentemente las manos con agua y jabón por lo menos 20 segundos. Cuando no pueda lavarse las manos, use un desinfectante de manos que contenga un mínimo de 60% de alcohol.</small>	CUBRIR LA TOS CON LA PARTE INTERNA DEL CODO  <small>Cubrir la boca y la nariz al toser o estornudar.</small>	¿SE SIENTE ENFERMO? QUÉDESE EN CASA  <small>Si se siente enfermo, lo mejor se quedarse en casa hasta que se sienta mejor.</small>
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Face Coverings

Alum Rock School District requires all students, teachers, and staff to wear face coverings, which we discuss later in this handbook. Because we recognize this may be difficult for some students, parents can do the following things to make this a better situation for everyone.

- ✓ Have multiple face coverings available so you can wash them daily and have back-ups ready. Choose face coverings that not only fit snugly but comfortably against the side of the face, but also:
 - Completely cover the nose and mouth
 - Are secured with ties or ear loops
 - Include multiple layers of fabric
 - Allow for breathing without restriction
- ✓ Label your student's face coverings clearly in a permanent marker so they are not confused with those of other children.
- ✓ Practice with your child putting on and taking off face coverings touching only the straps.
- ✓ As a family, model wearing face coverings, especially when you are in situations where physical distancing is difficult or impossible to maintain.
- ✓ Allow your child to choose their face covering that meets our dress code, which we discuss later in this handbook.
- ✓ Consider providing your child with a container (e.g., a labeled, re sealable bag) to bring to school to keep the face covering when not wearing it (e.g., when eating).
- ✓ Explain the importance of wearing a face covering and the way it protects other people from getting sick.
- ✓ Consider talking to all of your children about other people who may not be able to wear face coverings for medical reasons (e.g., asthma). This can help prevent problems that may arise if they see others not wearing a mask and do not understand why they still have to.



How to Talk to Kids about Face Mask

Explaining why and when we should cover our face is an important step to get kids to wear masks—and it's more effective when you use age-appropriate messages. What you say and how you say it will depend on the age and maturity level of your child, but here are some general guidelines. With all children, be honest and direct and explain that people sometimes wear masks when they are sick or when they are trying to keep from getting sick. Explain that some people may be sick without realizing it and could spread the disease to others if they are not wearing a mask.

- ✓ **Preschoolers:** Keep the conversation simple and concrete, saying something like “We are washing our hands, wearing masks, and not getting too close to others so that we can keep the germs away.”
- ✓ **Grade K - 8th:** For elementary school- and middle school aged kids, use a more visual medium, such as showing them videos of how respiratory droplets leave the mouth and spread through the air to demonstrate how masks protect people.

Families can be more direct and detailed, saying, for example, “People can spread the virus without feeling sick. Wearing a mask helps ensure we don't spread the virus to other people who could get seriously sick from it.” If teens want to learn more, tell them they can find more information at the Center for Disease Control and Prevention website, www.cdc.gov.

Tips for Helping Kids Wear Masks When They Don't Want To

Some children will not want to wear a mask at first. When that happens, give them a chance to practice at home, letting them pick out or decorate their own masks, and make mask-wearing fun can help encourage mask wearing when the time comes.

Model the Behavior

Be consistent, and incorporate wearing a mask into your family's routine. Seeing other people wearing masks can help make it seem less scary or strange, especially for young children. In addition to wearing a mask yourself, you could try putting a face covering on your child's favorite

stuffed animal or showing them pictures of other kids their age wearing them.

Practice Wearing Masks Properly at Home

Younger children might need a little practice wearing a mask before they feel comfortable wearing them outside the home. Give them a chance to master how to wear the mask properly—completely covering the nose and mouth—without fiddling with it, as well as taking the mask on and off correctly (by the loops or ties) and washing your hands before and after handling the covering.



Shared School Supplies

- ✓ In an effort to maintain school safety, we do not permit shared school supplies from being brought in.
- ✓ All schools will have hand sanitizers available for use by all staff and students.

Health & Safety Procedures at School

Temperature checks for students and adults:

- ✓ Staff and students are required to complete a Daily Screening every day, before coming to the campus.

For Bus Arrivals

- ✓ All buses will be sanitized daily.
- ✓ Designated staff members will greet students who arrive on buses.
- ✓ If any student on your child's bus has a temperature of 100°F or greater, no students from that bus will be permitted to enter the school building.
- ✓ If this occurs, school staff will notify you right away to let you know that your student needs to return home and what needs to happen in order for them to return to school.
- ✓ We will also notify your school district's student services department to inform them of the situation and keep them updated on an ongoing basis.



For Bus Departures

- ✓ We will announce to the classes about the buses as they arrive. All students will remain in their classrooms until their teacher releases them from the classroom. Doing so will reduce congestion in the hallways and limit direct contact between students and staff to help us maintain social distancing and keep everyone healthy.

No Visitor Policy

- ✓ Adult access to the building will be limited. We will not allow unauthorized visitors until further notice.
- ✓ We encourage parents and other family members to call the school office or other appropriate staff person with any questions or concerns they may have.
- ✓ We will conduct all family sessions, IEPs and SST meetings, reinstatement meetings following suspension, and any other meetings via Zoom videoconferencing or conference call until further notice.
- ✓ If you must drop off or pick up your student at school, you must first call to arrange this.
- ✓ When you arrive at the school, please call the main office to let us know you have arrived. Someone will come to the parking lot to escort your student in or out of the building.



Access to the School Sites

- ✓ Adult access to the building will be limited.
- ✓ Daily health screenings are required for everyone prior to coming to campus and those with a temperature of 100°F or higher should not come to campus.
- ✓ We will allow therapists (e.g., speech, language, PT, OT) to provide services on-site as required by students' individualized education programs (IEPs).

Masks and Face Coverings

- ✓ Face coverings may slow the spread of the virus and help prevent people who may have the virus but not know it from transmitting it to others.
- ✓ Staff and other adults in the building are required to wear masks and/or face shields.
- ✓ ***All students are required to wear face coverings while at school.*** If a medical reason exists and your student cannot tolerate a mask, please contact the school office / Principal to discuss alternatives. Each classroom will provide opportunities for students to take a break from wearing their masks in a safe way.
- ✓ Face coverings must meet the same guidelines for “appropriateness” as other attire. Specifically, they may not contain pictures, logos, or other designs that could disrupt the educational process. They must not reflect themes about profanity, drugs, alcohol, gang symbols, sexuality, violence, race, gender, religious insults, or prejudicial verbiage.
- ✓ Students who continue to demonstrate unsafe behavior regarding wearing masks and/or not following other safety measures may be placed on virtual learning at least until a meeting with school administrator is scheduled.

Social Distancing

- ✓ Social distancing is required.
- ✓ Social distancing, also called “physical distancing,” means keeping at least 6 feet of space between yourself and other people who do not live with you.
- ✓ To practice social or physical distancing, stay at least 6 feet (about 2 arms’ lengths) from other people.
- ✓ We have reconfigured all areas of the building (including all classrooms, meeting rooms, cafeteria, etc.) to allow for appropriate social distancing.
- ✓ Students will remain in the same classroom throughout the day to avoid large numbers of people in the hallways as a way to promote social distancing. Their academic teachers will move from one classroom to the next, with the exception of specialty classes. Students will move as a group to these rooms (e.g., gym, art, music, tech, etc.).



Cleaning and Sanitizing throughout the Day

- ✓ We will spray all classrooms, gym, cafeteria, and all common areas with an EPA approved disinfectant after each use. We will allow adequate time daily to ensure that the disinfectant is applied and dries.
- ✓ We will disinfect student and staff restrooms daily.
- ✓ We will disinfect frequently touched/used items (e.g., doorknobs, light switches, faucets, toilets, sinks, etc.) daily.



School Settings

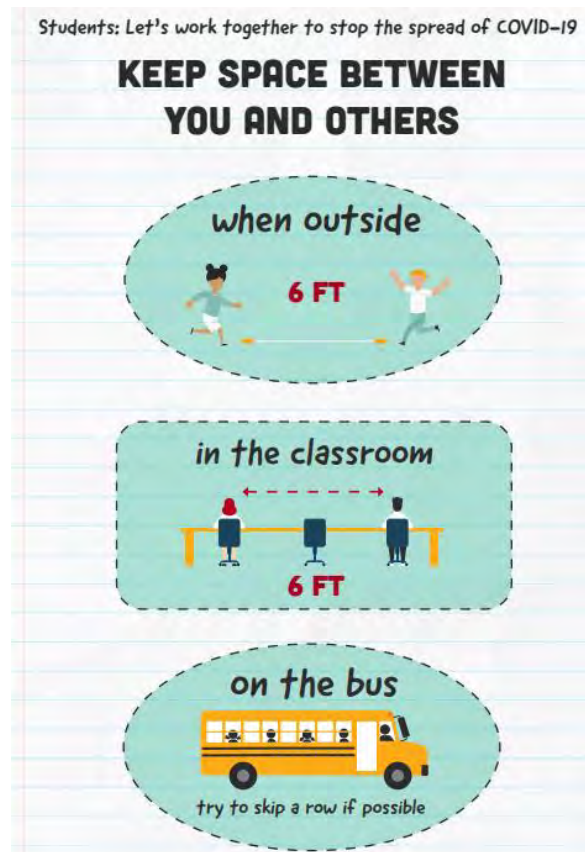
How might students' experiences on campus change?

Common strategies to reduce the risk of disease transmission in schools and other community settings include:

- ✓ minimizing the number of people who come into contact with each other,
- ✓ maximizing the physical distance between people,
- ✓ reducing the time that people spend in close proximity to others,
- ✓ Adopting measures to minimize dispersion of droplets and aerosols (e.g., using face coverings and covering coughs and sneezes).

Student Arrival and Departure

- ✓ Schools will implement procedures to limit the contact between students, families, staff, and the broader community during pick-up and drop-off.
- ✓ Parents or caregivers dropping off students will generally be asked to remain in their vehicles.
- ✓ When it is necessary for a parent or caregiver to accompany a student onto campus, only one parent or caregiver should enter the school with the student. Adults entering campus for pick-up or drop-off must wear a face covering. This must be planned ahead of time with the front office / Principal.
- ✓ Students will be assigned entry and exit routes.
- ✓ Schools will be utilizing as many entrances and exits to campuses as possible to minimize crowding.
- ✓ Schools will mark spaces six feet apart for adults waiting outside to drop off or pick up students on foot, by bicycle, or other means of active transportation.



Elementary Schools

- Physical Distancing
 - ✓ Classrooms: Students and staff will remain in a stable cohort for the entire day to avoid mixing with other students or staff, with limited exceptions to allow for students with disabilities and staff providing special education and related services to rotate into stable classroom cohorts (or into a separate student cohort to receive special education services) and for specialist teachers (e.g., adaptive physical education teacher) to provide in-person instruction.
- Face Coverings
 - ✓ All students are required to wear face coverings while arriving and departing from school campus, in any area outside of the classroom where they may come into close contact with someone outside of their stable classroom group, and while waiting for or riding on a school bus.
 - ✓ Students must use face coverings when in the classroom even if they are in a stable classroom cohort.
 - ✓ All staff must wear face coverings, unless they are eating or drinking, or it is medically inadvisable for them to do so.
 - ✓ Teachers may wear face coverings with clear windows or face shields with an appropriate seal during phonological instruction to allow students to see the teacher's mouth and when wearing a face covering would pose a barrier to communicating with a student who is hearing impaired or a student with a disability.
 - ✓ Teachers and staff who are exempt from the face covering requirement cannot be assigned to duties in which they will have close contact with students.

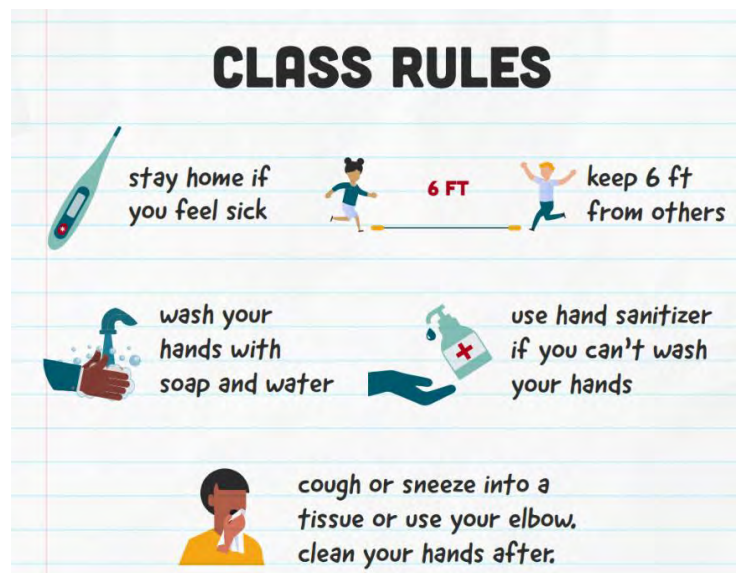
Middle schools

- Physical Distancing
 - ✓ Classrooms: Students' desks must be at least six feet away from each other. Some schools may decide to separate students with barriers.

- ✓ Schools may also decide to keep students in more stable cohorts, which may impact course offerings and students' class schedules.
- Face Coverings
 - ✓ All students are required to wear face coverings while arriving and departing from school campus, in any area outside of the classroom where they may come into close contact with someone outside of their stable classroom group, and while waiting for or riding on a school bus.
 - ✓ Middle school students must use face coverings when in the classroom even if they are in a stable classroom cohort.

Classrooms

- ✓ Teacher's desks will be at least six feet away from students to reduce the risk of adult-to-child transmission. Teachers and students should be trained to maintain six feet of distance from each other as much as possible.
- ✓ Students will be assigned specific, consistent seats to reduce close contacts within classrooms.
- ✓ Student's belongings will be kept separate from other student's belongings.



During non-instructional activities

- ✓ Meals: Schools may serve meals in outdoors, instead of cafeterias or group dining rooms.
- ✓ Playgrounds and Recess: Students may be assigned playground areas to keep them apart from other stable classroom groups. Recess

and playground use will be staggered throughout the day to limit mixing of students from different classrooms. Schools will limit playground use in favor of physical activities that require less contact with surfaces and allow for greater physical distancing.

Electives and Extracurricular Activities

- ✓ Schools will only allow elective classes and extracurricular activities in which physical distancing (at least six feet) and face covering use can be maintained at all times.
- ✓ Students will not be allowed to participate in in-person activities that produce high levels of aerosols, including in-person choir, band, and vocal cheerleading activities (cheers and chants) due to increased risk of disease transmission. Choir and band classes and cheerleading activities may be held if they do not include aerosol-generating activities such as singing, playing of wind or brass instruments, cheering, or chanting. In person class time can be used for non-aerosol generating activities, such as rhythm study, music theory, music history, composition, analysis, and more.

Athletics

- ✓ School athletics may only occur in compliance with the California Public Health Department's August 3, 2020 memorandum on [youth sports questions and answers](#).



Watch out for Symptoms

People with COVID-19 have reported a wide range of symptoms, ranging from mild to severe illness. Symptoms may appear 2 to 14 days after exposure to the virus. People with these symptoms may have COVID-19:

- ✓ Cough
- ✓ Fever
- ✓ Chills
- ✓ Muscle pain or body aches
- ✓ Fatigue or inability to wake up/stay awake
- ✓ Shortness of breath or difficulty breathing
- ✓ Sore throat
- ✓ New loss of taste or smell
- ✓ Nausea or vomiting
- ✓ Diarrhea

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

If you, a household member, or your child has any of the symptoms above, please keep them home until they are symptom-free for 24 hours. For fevers, children must be fever-free for 24 hours without the assistance of fever-reducing medication unless a different amount of time is specified by the department of health.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Inability to wake or stay awake
- Persistent pain or pressure in the chest
- Bluish lips or face
- New confusion

If your student develops any of these symptoms while at school, we will isolate them from the group, and call you. Please have a plan in place to have your child picked up within one hour of receiving the phone call. Adults who are ill should not drop off or pick up students. Adults who are ill should not be assigned to drop off or pick up children. Depending on the symptom(s), a note from your child's doctor may be required for your child to return to school.

Developing Symptoms While at school

If a staff or student presents with symptoms consistent with COVID-19 during the school day, we will isolate them from the rest of the school, and

they will need to leave within one hour. That person will need to follow the recommendations of the California State Department of Health before we allow them to return to school. We will close off all areas used by the sick person until cleaning and disinfecting is completed. We may send students and staff home early if we are unable to remain safely in the building. Additionally, we may have to temporarily close the school the next day to properly clean and disinfect the building. If this happens, we will contact you as soon as possible so you can make arrangements for your student.

Communicating Urgent Matters

If we need to communicate with all parents regarding an urgent matter, such as a temporary school closure, we will use our messenger system which allows us to send an email, text, and/or call to everyone at the same time, resulting in the timeliest notification. Because the need to communicate this way could happen at any time, it is extremely important that you let us know if your phone number or email changes so we can update our school database.

COVID-19 Testing

Schools recommend students and staff to get tested for COVID-19 as soon as possible after they develop one or more COVID-19 symptoms or one of their household members or non-household close contacts tests positive for COVID-19.

✓ Positive test results:

- Parents/guardians and staff must notify school administration immediately if a student or staff tests positive for COVID-19 or one of their household members or non-household close contacts tests positive for COVID-19.

✓ Negative test results:

- Students or staff with COVID-19 symptoms who test negative for COVID-19 should remain home until at least 24 hours after resolution of fever (if any) and improvement in other symptoms.
- Students or staff who have contacts to a confirmed case but don't have symptoms should remain at home for 10 days from

the date of last exposure even if they test negative. If the confirmed case is a household member, the quarantine period would start when the positive household member completes their isolation.

- Students and staff who have COVID-19 symptoms or who are close contacts of a COVID-19 case must provide school administration with documentation of a negative test result before returning to school.
 - In the place of documentation of a negative test result, a symptomatic student or staff member may return to school after providing a medical note that provides an alternative explanation for symptoms and reasons for not ordering COVID-19 testing.
- ✓ Information regarding testing sites is available at www.sccfreetest.org
 - ✓ Schools will strongly encourage staff to get routine COVID-19 testing on a monthly basis or every two weeks.

How will schools respond to suspected or confirmed COVID-19 cases and close contacts?

Response to Suspected or Confirmed Cases and Close Contacts

The Public Health Department provided detailed guidance to schools regarding steps to take in response to suspected or confirmed COVID-19 cases and close contacts with someone who tested positive for COVID-19. Families should closely monitor school communications related to COVID-19, prepare for the possibility that students may need to isolate or quarantine for specified periods of time, and plan to provide evidence of a negative test result before returning to school. If students or staff are identified as having COVID-19 or as close contacts of a COVID-19 case, the affected staff and families will be contacted about any necessary testing and isolation or quarantine.

SEL (Social Emotional Learning) & Mental Health Counseling

Social and emotional learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

A systemic approach to Social and emotional learning (SEL) intentionally cultivates a caring, participatory, and equitable learning environment and evidence-based practices that actively involve all students in their social, emotional, and academic growth. This approach infuses social and emotional learning into every part of students' daily lives—across all of their classrooms, during all times of the school day, and when they are in their homes and communities.

If you have any concerns or need help, please call 408-928-6945 or contact your School Link Coordinator for more support.

