

SANTA ROSA CITY SCHOOLS

# STUDENT & FAMILY HANDBOOK

## COVID-19 SAFETY



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**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.**

# Overview

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*The goal of Santa Rosa City Schools 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).*

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

- ❑ Instruct your child / children in proper hand washing and mask wearing.
- ❑ Limit travel and social activity to reduce possible exposure to COVID-19.
- ❑ Limit participation in group activities and gatherings with mixed households.
- ❑ Participation in multiple stable groups should be minimized. A stable group is a group of children who stay together to minimize COVID-19 exposure by limiting cross-over. Examples include elementary school class, aftercare, youth sports club, recreational class. Your household and transportation group (e.g., bus) are not considered stable groups.
- ❑ Maintain physical distance and wear face coverings.
  - ❑ Face coverings are required for all students, staff and public while in Santa Rosa City Schools offices and school campuses.
  - ❑ Instruct your child in safely wearing and taking off masks. Ensure your child arrives at school with a face covering daily (pack a back-up face covering in their backpack).
- ❑ Plan for possible cohort or school closures.
- ❑ Check your household and child / children each morning for signs of illness.
  - ❑ Confirm the daily health screening via the Daily Health Screener on ParentSquare (app or website platforms available). See ParentSquare Support information on p. 3 and p. 9.
  - ❑ 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; such as seasonal allergies, sinusitis.*
  - ❑ Do NOT send your child / children to school if they or anyone in the household (e.g., caregivers, siblings) exhibit any symptoms of COVID-19. Per [CDC](#), people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.
- ❑ **Notify the school** immediately:
  - ❑ If your child has symptoms of COVID-19.
  - ❑ If your child has had close contact with someone who has tested positive for COVID-19.
  - ❑ If a household member has symptoms of COVID-19 or has a known exposure to COVID-19.

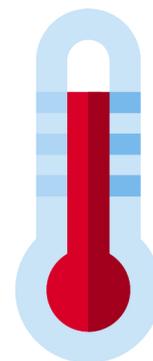
# Promoting Behaviors to Reduce the Spread of COVID-19 at School

*These are our expectations for overall safety for students, staff, parents, and the community. Together, we can lower the risk of the spread of COVID-19 and promote a positive and nurturing learning environment for our students.*

## When to Stay Home from School

1. **If your child has a fever of 100.4°F or higher or any symptoms of illness.** parents/guardians should check their child / children for symptoms of illness **every morning** before bringing them to school. If your child has any of the following symptoms of COVID-19, they must NOT come to school and you should consult your healthcare provider about testing.

- Fever (100.4°F or higher) or chills
- Cough
- Sore throat
- Shortness of breath or difficulty breathing
- Not being able to taste or smell
- Headache
- Diarrhea
- Nausea or vomiting
- New onset of stuffy or runny nose
- Body aches
- Fatigue or lethargy



**Prior to your return to school, you must provide your school with a negative COVID-19 test result.**

Testing is one of the most important ways to keep everyone in our schools safe. Per Public Health guidance, students who decline testing must complete a 10 day quarantine period, with day 1 starting the day after the symptoms first started and be fever-free for 24 hours without the use of fever-reducing medications before returning to school.

2. **If a household member, including a caregiver, has symptoms of COVID-19.** They should contact their healthcare provider to schedule testing immediately. Students and staff must stay home until their household member tests negative for COVID-19. If the household member tests positive for COVID-19, your family must quarantine for 10 days from their last contact.
3. **If your child had close contact with a person who tested positive for COVID-19 (e.g., relative, friend).** If your child has had close contact with someone who has tested positive for COVID-19, they must stay at home and quarantine for 10 days after their last contact with the person who has COVID-19. **Prior to your return to school, you must provide your school with a negative COVID-19 test result.** Testing is one of the most important ways to keep everyone in our schools safe. For a close contact, testing is recommended on day 8-10 of quarantine. Per Public Health guidance, those who decline testing must complete an additional 10 days of isolation after the 10 day quarantine (for a total of 20 days away from school).
4. **If your child has tested positive for COVID-19 within the past 10 days.** They should stay home for a 10-day isolation period starting from the date of the onset of symptoms or the date the test was taken.

5. **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 Guidance](#).

**Parents/guardians must notify 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.** This information will be kept confidential. School phone numbers are available on our website at [srcschools.org/ourschools](https://srcschools.org/ourschools).

### ParentSquare Daily Health Screener



Families will review the [Santa Rosa City Schools COVID-19 Screening Tool](#) to check for symptoms and risk factors each day **before leaving for school** and confirm that they do not have symptoms of COVID-19 and have not had close contact with a known case. Confirmation of this daily health screening must be captured via the Daily Health Screener on ParentSquare, and families may be asked to present the digital daily clearance badge upon arrival to campus.

This handout ([English](#) / [Spanish](#)) includes simple instructions to fill out the health screening form via web or mobile. You must be logged into your ParentSquare account to access this feature.

For more information about ParentSquare and how to activate your account, visit the district [website](#) or contact your school.

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

- Parents/guardians should keep their child home and inform the school immediately if their child *or a household member* (including a babysitter or caregiver):
  - is being evaluated for COVID-19; or,
  - has tested positive for COVID-19; or,
  - may have been exposed to COVID-19.
- This information will be kept confidential.
- Student absences related to illness or quarantine are considered excused absences (Ed Code 48205).
- School phone numbers are available at [srcschools.org/ourschools](https://srcschools.org/ourschools).

### Arrival at School and Departure from School

There will be designated areas for entry to and exit from the school. Your school will provide information on their specific protocols for the drop-off and pick-up process.

- Parents will need to stay in the car when they drop off their child / children. If parents walk their child to school, they should drop them off at the entrance to the school and not enter the school campus.
- Students will need to go directly to their designated classroom or meeting location.
- Physical distancing protocols will be followed to minimize contact between students, families and staff.

## Gatherings, Visitors, and Field Trips



Parents and other visitors are not allowed on campus. Student assemblies, parent meetings, field trips, and special performances will be conducted via a virtual platform whenever possible. Schools will promote distancing of at least 6 feet between people in person and limit the size of groups.

## 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

When possible, students should bring **a personal labeled water bottle of their own from home that they do not share**. Refilling stations will be available. There will be bottled water for students who do not have a bottle. Drinking fountains may be disabled in order to reduce virus transmission.

## Food Guidelines and Food Services

Santa Rosa City Schools plans to adhere to the following guidelines:



- We will be offering free "grab and go" meals to take home.
- Breakfast bags will be served on campus to be eaten in a socially distanced manner.
- Students may bring snacks, but should not share them with other students.
- Students will be required to wash hands or use hand sanitizer before and after eating.

# Health and Hygiene Practices

Everyone at school will be expected to follow good health and hygiene practices so that we can keep our campus safe. In addition to daily health screening, we can also promote safe and healthy schools by wearing a mask, keeping physical distance, practicing excellent hand hygiene and participating in asymptomatic testing.

## Face Coverings

Face coverings are **required** to be worn by everyone on campus unless exempt for medical reasons. 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 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 should:

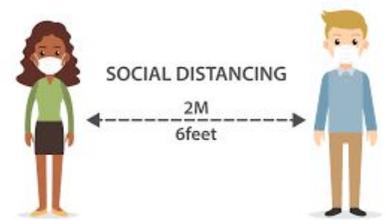
- be well-fitting (covers only the nose and mouth and surrounding areas of the lower face)
- have no valves
- if cloth, have at least two layers of fabric
- be appropriate and meet district dress code requirements (e.g. no inappropriate fabric patterns, no Halloween masks, no hate symbols, etc.)

When putting on or removing your mask, make sure your hands are clean and try not to touch the mask itself, but rather the earloops. For a demonstration, watch [CDC How to Safely Wear and Take Off a Cloth Face Covering \(English\)](#) [\(Spanish\)](#).

## Physical Distancing

Sonoma County Public Health recommends physical distancing of six feet is maintained between adults and students. Santa Rosa City Schools have the following measures in place to ensure students stay at least 6 feet apart while in lines, hallways, and at all other times:

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



## Hand Hygiene

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

### Five steps to proper handwashing

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



### How to use hand sanitizer

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

## Cough Etiquette and Other Important Health and Hygiene Practices

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

- Even while wearing a mask, cough and sneeze away from other people.
- Wash or sanitize your hands frequently.
- Avoid touching the eyes, nose, and mouth with unwashed hands.
- Avoid close contact with anyone who is sick.
- Maintain six (6) feet physical distance from others outside your home.
- Please discuss the importance of physical distancing measures while not at school, including discouraging students from gathering elsewhere.

*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.*

## Asymptomatic Testing for Staff and Students

Asymptomatic testing is an additional safety measure that the district will use to identify individuals who are infected with COVID-19 but are not showing symptoms. This will help keep our schools safer by excluding people that might otherwise contribute to in-school transmission. You will be informed when regular testing of students and/or staff will take place.

Testing is expected to involve a PCR nasal swab, in which the swab should not go further than ½ inch into the nostril. Testing will be self-administered while a trained observer monitors.

Families are encouraged to practice swabbing their nostrils at home to familiarize students with this practice. Practicing at home will allow students to accurately perform collection without assistance. Using a cotton swab, follow these [directions](#) (steps 5 and 6).

## Immunizations

Immunization requirements for admission to school remain unchanged for the 2020-2021 school year. According to the California Department of Public Health's Shots for School website: <https://www.shotsforschool.org>.

# Isolation Area

*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.***



If a student becomes ill or develops symptoms of COVID-19 while on campus, they will be required to wait in an isolation area until they can be transported home or to a healthcare facility, depending on severity of symptoms.

The isolation area is separate from the regular health office on campus. Students with non COVID-19 health needs may continue to use the health office when necessary.

## 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, the student will be placed in an isolation area and observed until they are picked up. **Students must be picked up within 30 minutes by a parent/guardian or an emergency contact.**

- Parents/guardians must always have a plan for picking up their child. **IMPORTANT: Siblings and/or other household members attending school must also be picked up at that time.**
- When the parent arrives to pick up their child(ren), 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 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 tested negative for COVID-19 and their symptoms are improving *and* they are fever-free for 24 hours without the use of fever-reducing medications.
  - has received an alternate diagnosis (migraine, strep throat, etc.) from a healthcare provider *and* their symptoms are improving *and* they are fever-free for 24 hours without the use of fever-reducing medications.
  - has tested positive for COVID-19 and has completed the 10 day isolation period *and* their symptoms are improving *and* they are fever-free for 24 hours without the use of fever-reducing medications.

- Per Public Health guidance, students who decline testing must complete a 10 day quarantine period, with day 1 starting the day after the symptoms first started *and* be fever-free for 24 hours without the use of fever-reducing medications before returning to school.
- Please call your school as soon as possible if your child is diagnosed with COVID-19.

**IMPORTANT:** *Children who are isolating or quarantining at home cannot participate either in in-person instruction or in any extra-curricular activities (including child care, athletics, clubs, etc.).*

## When to Return to School

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*The information below is guidance from Public Health regarding quarantine and isolation requirements.*

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**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.

### Common Scenarios

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

If your child continues to have no symptoms, they can return to school 10 days after the COVID test was taken. Retesting is not required and not advised. If your child develops symptoms after testing positive, contact your healthcare provider. *Siblings and other household members attending school must also stay at home until the diagnosed child is cleared to return to school.*

#### **"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. *Siblings and other household members attending school must also stay at home until the diagnosed child is cleared to return to school.*

#### **"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 (migraine, strep throat, etc.) *and* their symptoms are improving *and* they are fever-free for 24 hours without the use of fever-reducing medications. *Siblings and other household members attending school must also stay at home until the symptomatic child is cleared to return to school.*

Per Public Health guidance, students who decline testing must complete a 10 day quarantine period, with day 1 starting the day after the symptoms first started *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 your child or household member was exposed to COVID-19, and deemed a close contact, they must stay at home and quarantine for 10 days after their last contact with the COVID positive person. Your child should be tested for COVID-19 about 8-10 days after their last exposure. Prior to returning to school, they must complete the full 10-day quarantine and provide the school with a negative test result.

Per Public Health guidance, students who decline testing must complete an additional 10 days of isolation after the 10 day quarantine (for a total of 20 days away from school) and be fever-free for 24 hours without the use of fever-reducing medications before returning to school.

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.”**

Follow normal procedures for return to school after illness. Contact your school for more information.

## Communication Plans

*Communication will play a vital role as we return to in-person learning. The primary communication platform will continue to be ParentSquare. All staff and families are encouraged to activate their account to receive timely and important information. The district and school sites will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.*

### ParentSquare

Santa Rosa City Schools uses ParentSquare for school communication, primarily with email, text and app notifications. ParentSquare automatically generates an account for each parent, using their preferred email address and phone number originating in the student information system. For email or cell phone number changes, please contact your student's school. ParentSquare can only recognize you as a parent/guardian if your school has the same email and/or textable cell phone information for you in our system.



We encourage parents to access their accounts so they can download the mobile app and update their preferences on when and how they are notified. Log into [ParentSquare](#) today. If you are new to ParentSquare, [click here for instructions](#).

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

The district and school sites will continue to communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA. Families will be notified of school or cohort closures and any restrictions in place to prevent COVID-19 exposure (for example: limited hours of operation) as soon as possible, via ParentSquare.

In the event that an individual at school has a confirmed case of COVID-19, SRCS will:

- Contact Sonoma County Public Health Department.
- In consultation with Sonoma County Health Department, school officials will decide if closure of a stable group/classroom or the entire school is required.
  - in consultation with Public Health, we will consider closing a class/stable group if one or more students or staff members are confirmed to have COVID-19
  - in consultation with Public Health, we will close our entire school if multiple cohorts or classes/stable groups have confirmed cases of COVID-19 OR 5% of all students/staff have confirmed cases
- We will reopen in consultation with Public Health, typically after 10 days have passed and:
  - we have cleaned and disinfected all classrooms
  - we have consulted with Sonoma County Health Department
- We will communicate in writing with parents/guardians and staff to notify of any exposure or confirmed case(s) of COVID-19, maintaining the privacy of the individual(s). You can read our [sample letters](#) for communicating with parents/guardians of a class or school closure as well as notification when a student or staff member has been exposed to COVID-19.

## **Parent/Guardian Health & Safety Agreement for In-person Instruction**

SRCS requires that all families choosing hybrid (in-person learning) take actions that demonstrate their responsibility for their own wellness and the wellness of others, and sign a "Health & Safety Agreement" in the Parent Portal (Illuminate Ed). You can read the agreement here: [Parent/Guardian Health & Safety Agreement for In-person Instruction for the 2020-21 School Year](#). Families that need help accessing their Parent Portal should call their school.

# Site Specific Hybrid Information (KA-6)

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*In addition to this COVID-19 Safety Handbook, each school has specific information for their families about returning to school and hybrid learning. Please click on the links below for your school(s).*

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## Abraham Lincoln Elementary

- [Video \[English\]](#)
- [Video \[Spanish\]](#)
- [Hybrid Information](#)

## Albert F. Biella Elementary

- [Video \[English\]](#)
- [Video \[Spanish\]](#)
- [Hybrid Information](#)

## Brook Hill Elementary

- [Video \[English\]](#)
- [Video \[Spanish\]](#)
- [Hybrid Information](#)

## Helen Lehman Elementary

- [Video \[English\]](#)
- [Video \[Spanish\]](#)
- [Hybrid Information](#)

## Hidden Valley Elementary

- [Video \[English\]](#)
- [Video \[Spanish\]](#)
- [Hybrid Information](#)

## James Monroe Elementary

- [Video \[English\]](#)
- [Video \[Spanish\]](#)
- [Hybrid Information](#)

## Luther Burbank Elementary

- [Video \[English\]](#)
- [Video \[Spanish\]](#)
- [Hybrid Information](#)

## Proctor Terrace Elementary

- [Video \[English\]](#)
- [Video \[Spanish\]](#)
- [Hybrid Information](#)

## Steele Lane Elementary

- [Video \[English\]](#)
- [Video \[Spanish\]](#)
- [Hybrid Information](#)

## Cesar Chavez Language Academy

- [Video \[English\]](#)
- [Video \[Spanish\]](#)
- [Hybrid Information](#)

## Santa Rosa Accelerated Charter

- [Video \[English\]](#)
- [Video \[Spanish\]](#)
- [Hybrid Information](#)

## Santa Rosa Charter School for the Arts

- [Video \[English\]](#)
- [Video \[Spanish\]](#)
- [Hybrid Information](#)

## Santa Rosa French-American Charter School

- [Video \[English\]](#)
- [Video \[Spanish\]](#)
- [Hybrid Information](#)