



VICTOR TREATMENT CENTERS and NORTH VALLEY SCHOOL

COVID-19 Student and Family Handbook

April 2, 2021

OVERVIEW

The goal of VTC/NVS is to ensure a safe program environment for all children and staff. We have implemented enhanced health and safety practices and protocols, which includes intensifying cleaning and disinfecting of common spaces, restrooms, and frequently touched surfaces throughout our school, maintaining physical distancing and stable classroom groups, and increasing personal protective behaviors (e.g., handwashing, and face coverings) based on guidance from Sonoma County Office of Education (SCOE), California Department of Public Health (CDPH), and the Centers for Disease Control (CDC).

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

- Work with your child on thorough and frequent hand washing and respiratory etiquette.
- Avoid unnecessary travel and self-quarantine if you have been in contact with someone who has or is likely to have the virus.
- Limit participation in group activities and gatherings with mixed households.
- Maintain physical distance and wear face coverings.
- Instruct your child in safely wearing and taking off face covers.
- Ensure your child arrives to school with a face-covering.
- Review North Valley School's site-specific safety protection plan (SSSPP) located on Victor website at www.victor.org/santa-rosa
- Check your household and child each morning for signs of illness.
- Do NOT send your child 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 my symptoms to severe illness.
- Contact your healthcare provider immediately to discuss testing for appropriate household members.

Test or 10: Children with the following more common symptoms of COVID-19 must be tested for COVID-19 or stay home and isolate for at least 10 days:

- Fever (100.4 F/38C 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.
- Children may return to school after they test negative for COVID-19 with a copy of the negative test and/or after their healthcare provider provides an alternative 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.
- Children who exhibit the following less common symptoms must be evaluated by a healthcare provider to determine if COVID-19 testing is necessary/ recommended: New onset of stuffy or runny nose (different from pre-existing allergies) Body aches, Fatigue, or Lethargy.
- School must receive communication from the healthcare provider that the child may return to school. (e.g., doctor's note)

Notify Program Immediately if:

- If your child is being evaluated for COVID-19, they may return to program if they test negative with a copy of a negative test.
- If a household member is being evaluated for COVID-19 exposure, the household member must isolate/quarantine as appropriate. Your child must stay home until the household member tests negative for COVID-19. If the household member tests positive for COVID-19, your child must quarantine for 10 days from their last contact with the household member must isolate/quarantine as appropriate.
- If your child has had a close contact with someone who has tested positive for COVID-19, they should get tested 8 days or later after their last contact with the person who has COVID-19. Your child must stay at home and quarantine for 10 days after their last contact with the person who has COVID-19. They may not return to program even if they test negative for COVID-19. They must complete their quarantine.

- If your child has had close contact with someone who has tested positive for COVID-19, and they do not get tested for COVID-19. Your child must stay at home and quarantine for 14 days after their last contact with the person who has COVID-19.

This handbook includes the following:

- **Parent/Guardian Community Health Agreement**
- **Health and Hygiene Practices**
- **Preventative Measures at School**
- **Isolation Protocol: If a Child Develops Symptoms at School**
- **Protocol for When to Stay Home from School**
- **Protocol for When to Return to School**

Parent/Guardian Community Health Agreement

In order to nurture the safety of our students and employees, and as consideration for participation at NVS, I agree to comply with the following requirements:

- Conduct daily home symptom screening of my child.
- Keep my child home when they are sick or if a household member exhibits any symptoms of COVID-19.
- Schedule COVID-19 testing and/or visit with a healthcare provider if my child has any of the following more common symptoms of COVID-19/
- Contact my health care provider if my child has any of the following less common symptoms of COVID-19.
- **Notify NVS immediately if:**
 - My child or a household member has any symptom of COVID-19
 - My child or a household member has a known COVID-19 exposure.
 - My child or a household member is being tested for COVID-19.
- Follow Sonoma County Public Health's isolate/quarantine orders if indicated.
- Limit my family's travel and social activity to reduce possible exposure to COVID-19.
- Limit my family's participation in group activities and gatherings with mixed households.
- Read and agree to follow the SSSPP on the Victor website, this COVID-19 Student and Family Handbook, and other policies that VTC/NVS may adopt throughout the program year.
- I agree to use my best efforts to have my child comply with the policies. I understand that the plans and policies may be updated through the year as public health information develops, and I agree to review and comply with updates.

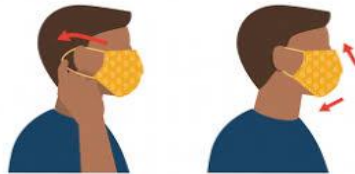
*Please note that the protocols and procedures are subject to change in accordance with updated Public Health guidelines.

Health and Hygiene Practices

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 children unless exempt for medical reasons, or children with disabilities who do not tolerate face coverings.

Face coverings may be removed for, snacks, or when it needs to be replaced.



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 outperforms low thread count and synthetic material. Examples include: a cloth face or surgical masks.

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 children 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 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.

- 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

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 during all program hours. Hand hygiene stations will be accessible on campus.

Students and staff will be required to wash or sanitizes their hands upon arrival to program 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 outside break/playtime.

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 soap.
3. Lather the back of your hands, between your fingers, and under your nails.
4. Scrub your hands for at least 20 second.
5. Rinse your hands well under clean, running water.
6. Dry your hands using a clean towel or air dry them.

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

- 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
- Maintain 6 feet physical distance from others outside your home. Keeping distance from others is especially important for individuals at higher risk for severe illness.
- Please discuss, as appropriate, the importance of physical distancing measures while not at school, including discouraging children from gathering elsewhere.

Preventative Measures at School

Daily Home Symptom Screening

Sonoma County Public Health requires daily home symptom screening before sending your child to school.

Symptoms

- If your child has any of the following more common symptoms of COVID-19 he/she must be tested for COVID-19 or stay home and isolate for at least 10 days (**Test or 10**). Children should not be re-tested for COVID-19 within 3 months of initial COVID-19 infection.
 - Fever (100.4 degrees 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
- Children may return to program after they test negative for COVID-19 (with a copy of a negative test) and/or after their healthcare provider provides an alternative 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.
- Children who exhibit the following less common symptoms of COVID-19 must be evaluated by a healthcare provider to determine if COVID-19 testing is indicated:
 - New onset of stuffy or runny nose (different from pre-existing allergies) body aches, fatigue or lethargy

Close Contact/Potential Exposure

- If a household member is being evaluated for COVID-19 or has a known COVID-19 exposure, the household member must isolate/quarantine as appropriate. Your child must stay home until the household member tests negative for COVID-19. If the household member tests positive for COVID-19, your child must quarantine for 10 days from their last contact.
- If your child had close contact (within 6 feet of an infected person for at least 15 minutes) with a person 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. Your child should be tested for COVID-19 8 days or later after their last exposure. If they do not get tested for COVID-19, your child must stay at home and quarantine for 14 days after their last contact with the person who has COVID-19

Arrival at School and Departure from School

Parent/Guardians/Friends transporting students to school will pull around and circle the parking lot and drop students off at the South-end double doors to the gym no earlier than 8:20am. There will be signage and NVS staff will greet you and escort your student into the gym for their screening and check-in. Parents/Guardians/Friends will need to stay in the car when they drop off their student. Physical distancing protocols will be followed to minimize contact between students, families, and staff. District transportation will be coordinated with the transportation agency.

Pick up will be at 12:00pm and drivers will circle around the parking lot for a dismissal from the gym area. There will signage and staff to assist with dismissal/pick up.

Physical Distancing

Sonoma County Public Health recommends physical distancing of six feet is maintained between adults and children; four to six feet distance is permissible between children within a classroom or instructional area:

- 6 feet floor tabs as reminders are placed around the school
- Signage on walls
- Designated entrances and exits for classrooms
- Protective shield barriers between teacher work areas and students
- Extra classrooms and work stations set up around school for break-out groups

Gatherings, Visitors, and Field Trips

We are not doing any assemblies, pot lucks, field trips, or large gatherings at this time. Students will be staying in their stable groups all day. Generally, visitors (including parents) are not allowed in the buildings at this time. Please contact the North Valley School office if you need to schedule an appointment.

Water Access

North Valley School will provide each student with a plastic water bottle for their own use at school that they can refill at the water-filling stations as all of our drinking fountains are closed at this time.

Food/Snacks/Handwashing

North Valley School is not serving breakfast or lunch at this time. We will have some individual breakfast or snack items that can be services to students if they arrive and are hungry. We will also provide one mid-morning individually packaged snack to be eaten in the classroom or outside. Students will be required to wash hands and/or use hand sanitizer after any snack time.

Isolation Protocol: If a Child Develops Symptoms at School

If a child 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. Children 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. If a child starts exhibiting symptoms, staff will assure, if practicable, the child is wearing a mask.
- Symptomatic children should be picked up within 30 minutes by their parent or guardian (or an authorized individual if a parent/guardian is unable to be reached within 5 minutes). **The child cannot wait in an isolation area for the rest of school day.**
- When the parent arrives to pick up their child, call the office, and wait for the child to be escorted outside. Parents and others visitors are not allowed on campus during this time.
 - **NVS Office Phone 523-2334**
- Please contact your child's healthcare provider to schedule an appointment and/or schedule COVID-19 testing. Your child will not be allowed to return to school until symptomatic child has been without fever for at least 24 hours without the use of fever reducing medication AND tests negative for COVID-19 or completes 10 days of isolation (Test or 10)
- Please inform the school office #523-2334 if your child is diagnosed with COVID-19.

When to Stay Home From School

Children and staff should NOT come to program:

- If they have a fever off 100.4°F or higher or any symptoms of illness.
 - Parents/guardians should check their child for symptoms of illness every morning before bringing them to school. If your child has any of the following more common symptoms of COVID-19, they must be tested for COVID-19 or stay at home and isolate for at least 10 days (Test or 10).
 - Fever (100.4°F/38°C 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
 - Children who exhibit the following less common symptoms of COVID-19 must be evaluated by a healthcare provider to determine if COVID-19 testing indicated:
 - New onset of stuffy or runny nose (different from pre-existing allergies)
 - Body aches
 - Fatigue or lethargy
- If a household member (incl. caregiver) has symptoms of COVID-19. They should contact their healthcare provider to schedule testing immediately. Children 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.
- If they had close contact with a person who tested positive for COVID-19 (e.g., relative, friend). If your child has had close contact with someone who has tested positive for COVID-19, they must stay at home a quarantine for 10 days and get tested 8 days or later after their last contact with the person who has COVID-19.
- Children with known underlying health conditions may be at increased risk of severe illness. These health conditions may include Diabetes (Type 1 and 2), 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 child 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 guidance. Parents/guardians must notify program immediately if their child or household member tests positive for COVID-19 or if a household member may have been exposed to COVID-19.

When to Return to School

“My child tested positive for COVID-19 but had no symptoms.”

If your child continues to have no symptoms, they can return to school after 10 days have passed since they had a positive viral test for COVID-19. Retesting is not required and not advised. If your child develops symptoms after testing positive, contact your health care provider.

“My child tested positive for COVID-19 and had symptoms.”

A child who tested positive for COVID-19 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 program 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 children do not get tested or do not have an alternative diagnosis, they must isolate for at least 10 days and be fever-free for 24 hours without the use of fever-reducing medication before returning to school (Test or 10). Other household members attending school must also stay at home until symptomatic child tests negative for COVID-19 or for at least 10 days after last contact with a symptomatic person.

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

If your child or household member was exposed to COVID-19, they must stay at home and quarantine for 10 days after their last contact with COVID-19 positive person. Your child/children should be tested for COVID-19, 8 days or later after their last exposure. They must complete a 10-day quarantine and may not return to school even if they test negative for COVID-19. Contact your healthcare provider to review isolation and quarantine orders. If they do not get tested for COVID-19, your child must stay at home and quarantine 14 days after their last contact with the person who has COVID-19.

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.