



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

Family Handbook Addendum

Santa Monica-Malibu Unified School District has added this addendum of safety protocols and guidelines to protect staff, students, and families during these unprecedented times. All safety protocols are noted below and may change if the Los Angeles County Department of Public Health (LACDPH) and then SMMUSD adjust the guidelines.

Social and Physical Distancing Guidelines

- Current guidelines recommend that measures to provide distancing be implemented when feasible.
- When eating, implement measures to increase physical distancing.
- Nap or rest areas in classrooms have students placed an increased distance apart and typically alternating feet to head.
- Staff members will be assigned to, and remain with a specified class to the greatest degree possible; for extended day classes, students from two rooms may co-mingle with one teacher and assistant for the afternoon.
- Visitors/volunteers are not currently allowed on campus. This practice helps to minimize exposure for both staff and students. Families will be notified as this changes.

Parent/Guardian Expectations

- Parents/Guardians shall review the guidelines found in this handbook, and share any pertinent information with family members and/or the children. This includes handwashing techniques, sneezing or coughing techniques, how to wear face coverings, and practicing social distancing.
- Parents/Guardians shall review the Guidance for Masks at: <http://publichealth.lacounty.gov/acd/ncorona2019/masks/>
- It is highly recommended that parents/guardians wear a mask when dropping off or picking up.
- Parents/Guardians must follow all protocols for dropping off and picking up students.
- If the Parents/Guardians are not able to drop off or pick up, they will only allow someone 18 years of age or older, who is on a newly completed emergency card to drop off and pick up students. ***Students will only be released to someone on the emergency card.***
- Someone will be available at all times to pick up a sick child **within 15 minutes** of notification.
- Although not required, we recommend limiting travel outside of the state or country whenever possible.



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Student Expectations

- When a school exposure has occurred, students older than 2 years of age will wear a face covering indoors and outdoors for 10 days from the date of exposure (except while eating or napping).
- Students must be respectful of all safety protocols.
- Students will be redirected and reminded of social distancing protocols as needed.

REMEMBER - Do not bring your child to school, if they have had:

- Any COVID-19 symptoms in the last 10 days (refer to list in Illness section)
- Fever in the last 24 hours (do not send after giving Tylenol or Advil)
- Exposure to someone with COVID-19 and are exhibiting symptoms

COVID-19 Testing

- As of August 9, 2022 SMMUSD is still determining what form (if any) of testing process we will require for COVID-19 for the 2022-23 school year. As soon as this information is made available, we will notify families.

Drop off and Pick Up Expectations

- Upon arrival, a staff member will meet the students/parents at the designated entrance. We recommend the same adult drop off and pick up whenever possible.
- Students will be given a health check prior to the parent/guardian leaving, and before the student may be accepted for entry. ***It is important that you do NOT give your child any medication to mask the symptoms of illness before coming to school.***
- Parents will be allowed to sign their child into the class after the health check is cleared. Official school attendance will be taken by the teacher.
- Upon entrance to the classroom, students will be required to wash their hands prior to joining the class.
- Frequent hand washing will take place throughout the day.

Attendance Expectations

- Students should be in attendance daily.
- If there is a need for a planned absence, the family needs to notify the teacher as early as possible so this can be noted.
- If there is an unexpected absence, it is a requirement that the family call and leave a message in the classroom (phone numbers will be provided at each site) explaining the reason for the absence, and a phone where the teacher can reach you must be provided.
- If there is an absence without a phone call, the teacher will call once. If this occurs again, the teacher will report this to administrators who will speak with the family to remind them of the requirement.



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Student Supervision

- Every class will have at least two (2) adults in the classroom to provide supervision.
- District administrators will be available while students are on campus.
- School Nurses and Health Office Specialists will be available for consultation.
- Both indoor and outdoor environments will be used.
- SMMUSD will provide each student with a cubby in which to put personal items.

Meals

- SMMUSD is providing meals/snacks for students (depending on the length of class).
- Students will have assigned lunch spaces and may remove their face coverings while eating.
- If families choose to “opt-out” of meals, **they will need to complete an “opt-out” form** and provide their own snacks and/or meals daily.

Staff Safeguards

- Staff will have been trained in health and safety protocols for COVID-19.
- Staff will use frequent hand washing.
- Staff will use gloves for all food services as well as when interacting with bodily fluids.
- Staff will be assigned to a classroom and a specific group of students.
- Staff will remain home if they or anyone in their household is ill. They will not return until cleared by the School Nurse.
- Staff are required to be vaccinated unless exempted by the district.

Illness

- If a student becomes ill, they will be moved to an isolation spot with a staff member.
- If a student has symptoms of COVID-19, that student will be provided a surgical mask. The symptoms can include:
 - Fever of 100°F or higher or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headaches
 - Sore Throat
 - Congestion/runny nose
 - Nausea or vomiting
 - Diarrhea
 - New loss of taste or smell
- A parent/guardian will be notified immediately. The parent/guardian must provide the name of the adult who will pick up. This person **MUST** be on the emergency card and must be available to pick up within 15 minutes of the phone call.



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- Students who exhibit symptoms of COVID-19 may not return to the class until cleared by a School Nurse. This process may take some time, and families should not expect immediate responses as the Nurse is working with multiple sites.

Exposure/Isolation

- If anyone (staff or student) has a confirmed case of COVID-19, they will need to go into isolation as determined by LACDPH guidelines.
- If a confirmed case of COVID-19 has occurred in a classroom, all members of the classroom will be notified and will need to maintain an in-school quarantine, which means they will need to remain masked at all times (except for napping and eating) for 10 days from the day of exposure.

Contact Tracing

- Staff shall maintain a daily log of the members of each group who are present.
- Parents/guardians must immediately notify the district if their child (or someone in their household) tests positive for COVID-19.
- District staff will contact the Los Angeles County Department of Public Health (LACDPH) to follow any required protocols for tracing and notification.
- If a classroom exposure has occurred, families may be contacted for further information depending on the classroom situation.

Allergies

- If students have allergies, it is imperative that they get a doctor's note indicating the allergy and the symptoms that might occur as a result of the allergies. Otherwise, students will be sent home when symptoms occur.
*If a student continues to exhibit symptoms and/or is not acting like him/herself, the teacher may contact the family to determine if the child needs to go home (and possibly be tested for COVID-19).

Medication

- If students have required medication, families will need to fill out a medication form and provide the medication along with directions from the doctor in original packaging.
- The medication will remain in a locked/safe location in the classroom unless the doctor's note indicates it must remain with the child. When the school closes, the medication will be returned to the parent.

Refunds

- Refunds will not be provided for a student who must remain in isolation.
- Refunds will not be provided if a class is quarantined at home since the teacher will still provide learning opportunities.



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Techniques to support healthy habits

Wearing a Face Covering

- CDC recommends people wear a face covering in large/crowded public settings
- Place your face mask over your nose and mouth and secure it under your chin
- Specific Face Covering-wearing information from the CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

Practicing Social or Physical Distancing

- It is safest to avoid crowded places – and when you are in a location with more than just family members to wear a face covering.
- Stay at least 3 - 6 feet (about 2 adult arms' length) from other people
- Specific information about the reason for social or physical distancing:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

Handwashing Techniques

- Everyone must wash their hands frequently throughout the day.
- Hands must be washed for at least 20 seconds with soap and water (typically singing the 'happy birthday' song twice reaches this number).
- When hand washing is not possible, hand sanitizer may be used (it must be Ethyl Alcohol-based at least 60%).
- Specific hand-washing instructions from the CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/global-covid-19/handwashing.html>

Sneezing and Coughing Techniques

- Cover your mouth/nose with a tissue or into your elbow when you cough/sneeze.
- If you used a tissue, throw it immediately in the trash.
- If you coughed or sneezed into your elbow, you should still wash your hands
- Specific sneezing and coughing information:

https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

To protect yourself and others everyone should:

- Wash your hands often
- Avoid close contact
- Cover your mouth and nose with a mask when around others
- Cover coughs and sneezes
- Clean and disinfect
- Monitor your health daily

For more information on how to help stop the spread of COVID-19 in children, follow the CDC link:

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children/protect-children.html>



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Handbook Acknowledgement

We have access to and have read the Child Development Services (CDS) and California State Preschool Program (CSPP) Family Handbook and Addendum located on the SMMUSD website at <https://www.smmusd.org/Page/5435>. We agree to follow all guidelines and expectations stated in both documents.

Student Name:	Home School:
Parent Name:	
Signature:	Date: