



## ITC and Preschool 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 only 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 a distance of 3 feet remain between students and adults at all times. For this reason, rooms will be set up to accommodate no more than 16 students.
- When eating or napping, students should be 6 feet apart, and when possible for eating, students should be outdoors. No face coverings are used when eating or napping.
- 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 final 2 hours.
- Visitors/volunteers are not currently allowed on campus. This practice helps to minimize exposure for both staff and students.

### 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/>
- Parents/Guardians will wear a mask when dropping off or picking up.
- Parents/Guardians will not expect/plan to be on campus at all and will 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.



### **Student Expectations**

- Students older than 2 years of age will wear a face covering at all times (except while eating or napping).
- Students must be respectful of all safety protocols, including keeping appropriate distance from and not touching other students.
- Students will be redirected and reminded of social distancing protocols. If issues arise, teachers will work with students, and have conversations with parents/guardians; if needed, a conference may be held with the student and family to determine if the class is the appropriate location for the student.

### **Screening Process**

- Each family MUST complete a daily health screening with Lintelio. Please enroll at: <https://smmusdstudentcovidscreen.lintelio.com/> Make sure to select CDS-Your school site as the location to enroll. For example, at Edison, it would be CDS-Edison. Once registered, you will need to complete the screening daily and show your “green” screen (which is the “pass” screen) every day to the person checking you in.
- (PK Only) - We are requiring weekly COVID-19 tests of all students in Preschool and above. Please register at your site (if you are on an elementary campus, you will register under their name; if you are at a middle school campus you will register under their name):  
[https://docs.google.com/document/d/12Q8cDtALHdXR4XMvAxs\\_O25Plm-vP6KA564KVFRVG0/edit](https://docs.google.com/document/d/12Q8cDtALHdXR4XMvAxs_O25Plm-vP6KA564KVFRVG0/edit)
- Each preschool classroom is assigned a day/time to test, and this will occur weekly.
- If you prefer your child be tested with a saliva test instead of a shallow nose swab, you may request an exemption from the nasal swab here and request the saliva test: <https://www.smmusd.org/cms/lib/CA50000164/Centricity/Domain/2885/COVID-19RelatedStudentExemptionRequestAccommodation.pdf>
  - PLEASE NOTE: the saliva test requires a child to spit into a tube to fill about an inch of fluid. This can be challenging for young children to do; we recommend discussing this with your child’s teacher and/or the test administrators before committing to this collection type.
- If you prefer not to have your child tested on site, you may test weekly offsite and submit results to [ssamarge@smmusd.org](mailto:ssamarge@smmusd.org).

REMEMBER - Do not bring your child to school, if anyone in your household has 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 in the past 14 days

### **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.



## SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

- Anyone coming up to the entrance must have a face covering on.
- Students will be given a health check prior to the parent/guardian leaving, and before the student may be accepted for entry. This will include a daily temperature check. ***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.
- Students will remain in assigned locations until such time as the class is prepared to go inside. If the weather is inclement, the students will be assigned to a new waiting location.
- Upon entrance to the classroom, students will be required to wash their hands and go directly to their assigned work locations (these will remain the same unless altered by the teacher/staff).
- Frequent hand washing will take place throughout the day.
- For pickup, please ensure anyone picking up is also wearing a mask.
- Pickup locations will vary, depending on site location, so please ensure you speak with a staff member regarding pick up times/locations.

### **Student Grouping in class**

- Students will remain in groups of sixteen (16) or fewer.
- Students will report to the same room/location each day and with the same staff.
- We will do our best to create and maintain three (3) feet of physical distance both within the classroom and outdoors.
- While physical distance is to be respected as much as possible, there are many times in our early learning environments where students are engaged and forget the 'guidelines'. When this occurs, staff will encourage students to find their spacing again. Should this happen multiple times, over a long period, the teacher may set up a time to talk with family members about best ways to support students.

### **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.



### **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 and to assist in person if needed.
- Both indoor and outdoor environments will be used. Social distancing will be maintained.
- Whenever possible individual materials will be utilized when students are indoors. In a situation where an item must be shared (i.e. manipulatives), it will be disinfected between usage.
- SMMUSD will provide each student with a basket/tub/cubbie in which to put items.
- Students will be asked to not share their own materials with others.

### **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 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 have a daily health check upon arrival at work.
- Staff will be required to wear a face covering at all times.
- Staff will use frequent hand washing as hand washing is more effective in combating germ exposure.
- Staff will use gloves for all food services as well as when interacting with bodily fluids.
- Staff will be assigned to a classroom and 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.
- Staff are required to be COVID-tested weekly.



### **Illness**

- If a student becomes ill, that student will be sent to an isolation location 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.
- 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.

### **Quarantine**

- If anyone (staff or student) has a confirmed case of COVID-19, the entire classroom will then remain at home under quarantine until notified of clearance
- Distance Learning will be provided during this time. Families may choose to participate, or not, but live instruction will occur, and packets will be emailed and/or sent home for students.
- Refunds will not be provided if a class is quarantined as the teacher will still provide learning opportunities. If a quarantine occurs multiple times for one classroom, a discussion of monthly fees will occur.

### **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 is quarantined, families may be contacted for further information depending on the classroom situation.



### **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.

### **Techniques to support healthy habits:**

#### **Wearing a Face Covering**

- CDC recommends people wear a face covering in public settings, and anywhere where they will be around people who are not a part of their household
- Wash your hands before putting on your covering; put it over your nose and mouth and secure it under your chin; make sure you can breathe with the face covering on.
- Don't put the covering around your neck or on your forehead.
- Do not touch the covering – and if you do, wash your hands or use hand sanitizer to disinfect.
- 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).
- Hands must be washed after any outdoor usage, indoor usage with materials not your own, before/after eating, after blowing your nose, coughing or sneezing.
- 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>



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

### Sneezing and Coughing Techniques

- Cover your mouth and nose with a tissue or into your elbow when you cough or 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 immediately afterwards.
- Specific sneezing and coughing information:  
[https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](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, please see follow the CDC link:

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



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

### 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: