

# COVID

# Parent & Student Handbook

Updated April 6, 2021



# Reopening in the Time of COVID

Our entire staff have been working around the clock to ensure our campus is safe, sanitized, and prepared to have students return.

Any scenario in which many people gather together poses a risk for COVID-19 transmission. Therefore, families, staff, and students and staff should use this guidance to understand what health practices will be in place when students return to Da Vinci schools. All public schools will be required to follow certain health practices.

These practices are essential baseline actions in order to minimize risk of exposure to COVID-19 for students, staff, and families.

- (1) Mandatory use of masks for all staff and students on campus as well as additional PPE (personal protective equipment)**
- (2) Measures to ensure physical distancing such as modified entry and exit locations, re-configured spaces, floor marking, and staggered entry times**
- (3) Measures to ensure infection control such as a wide range of increased cleaning and sanitizing protocols and extra hand washing and hand sanitizing stations**
- (4) Stable groups of students and consistent supervising adults**

## At-Home Screening for Potential COVID Symptoms

We thank you for taking an active role in keeping everyone on campus safe and healthy, and keeping children home if they are sick and/or experiencing any of these potential COVID symptoms.

Potential COVID symptoms in children include a fever greater than 100.4° F, , a new uncontrollable cough (that cannot be attributable to another condition), vomiting, and/or diarrhea. ([About COVID-19 - LA County Department of Public Health](#))

Students/Families will engage in a daily symptom screener prior to entering any DV campus.

**Screening system is called Facilitron. Links to register are coming soon!**

An accompanying guide will explain the entry protocols all students and families need to enter campus, starting April 12th. Questions about Facilitron can be directed to Vicente Bravo, and questions about a student's schedule on campus can be directed to school principal.

## Entrance Procedure: Symptom Screening

- Check for symptoms prior to coming to school
  - Complete symptom screening using Facilitron system
  - DV staff will check for completed screening by viewing the green checkmark on your smart phone at entry
  - QR code to complete screening will be available at school for those who are unable to complete at home or forget
  - Paper copies will also be available if needed
- 
- DV will conduct daily temperature screenings for all people entering a school facility. Fever is determined by a temperature of 100 °F or greater on touchless screening



Individuals reporting a symptom, experiencing a fever, or who have tested positive or been a close contact of someone testing positive will not be allowed in a DV facility and will be escorted to a designated quarantine area to gather more information and possibly parent contacted for pick up.

# Entry Protocols

- Students will be allowed to enter campus/classrooms no earlier than 5 minutes prior to their start time.
- Students will line up 6' apart along sidewalks nearest to the assigned entrance (with everyone wearing a mask).
- Once on campus, students will move to their classroom/assigned space, wearing their mask.
- Students will be monitored to maintain a safe 6' distance from each other.

**No adults outside of DV staff will be permitted on campus,  
offices remain closed**



# Face Masks

- Da Vinci will supply students with 2 reusable cloth face coverings
- A face covering of student's choice must be worn at all time when on DV campuses
- Extra masks are available if a student should forget
- Students need not wear a cloth face covering when alone in a private space or restroom stall.
- Wear correctly and wash daily
- Students who become ill on campus will wear a medical grade mask until they are picked up
- Teachers, staff and students may wear a face shield *in addition* to a mask



\*\* Alternative protective strategies may be adopted to accommodate students who cannot use or tolerate cloth face coverings. For more information or if you believe your child needs an alternative, please contact your site administrator or school nurse.

## Physical Distancing and Minimizing Exposure

Students and staff must maintain at least six (6) feet distance from others. Employees and students may not congregate in any area.

- If required, staff may momentarily come closer and will wear enhanced PPE if appropriate.

School staff will monitor arrival, dismissal, and common areas to discourage congregating and ensure students maintain physical distance.



Students not complying with physical distancing requirements will be reminded and if needed a parent meeting will be held to discuss their ongoing participation on campus.

**Students and teachers will be placed in smaller stable groups that stay together during the day, and from day to day**

# School Environment Modifications

- Doors/gates **designated for entry and exit** to buildings, classrooms, yards and restrooms to reduce face to face interactions
- Physical distancing **floor/seating markings** are visible
- Hallways have adequate space and are designated as one-way, posting directional reminders on the walls and/or floors if appropriate
- **Plexiglass** for protection at high frequency areas
- Desks/seating arranged so that students are **separated by 6 feet**
- Furniture designed for group activities that bring students closer than 6 feet have been **reconfigured or removed** from the classroom
- Individual employee workstations set up to allow for separation of at least 6 feet
- Acquisition of additional **outdoor canopy coverings** for outdoor use





# Healthy Hygiene Habits

- **Adequate supplies** on school sites to support healthy hygiene behaviors (e.g. handwashing stations, soap, hand sanitizer with at least 60% alcohol, paper towels, and tissues).
- Healthy Hygiene habits are incorporated into educational settings to increase these preventative habits.
- **Increase monitoring** to ensure adherence among students (before and after meals, restroom use, etc.)
- Reinforced handwashing during key times such as: Before, during, and after preparing food; Before eating food; After using the toilet; After blowing nose, coughing, or sneezing; After touching objects with bare hands which have been handled by other individuals.
- Frequent handwashing and sanitation **incorporated into schedule.**
- Supervised use of hand sanitizer by younger students.



## Student Materials

### Sharing of any materials will be limited.

- Shared use of soft or other items that cannot be easily cleaned and disinfected (e.g., stuffed toys, clay) are discouraged.
- Sharing of personal items and supplies such as writing utensils are limited.
- Use of classroom materials are **limited to small groups and disinfected between uses** or provide adequate supplies to assign for individual student use.



# Cleaning Procedures

Enhanced cleaning procedures are implemented at every Da Vinci School.

- Each classroom, including all high-touch areas, will be **cleaned between groups**, as well as each evening in preparation for the next day.
- Enhanced schedule for ongoing and routine environmental cleaning and **disinfection of high-touch areas** (e.g., door handles, stair rails, faucet handles, toilet handles, playground equipment, drinking fountains, light switches, desks, tables, chairs, kitchen countertops, cafeteria and service tables, carts, and trays)
- Teachers and other staff members are also taking an active role as part of the cleaning and sanitizing team.
- **Deep cleaning and sanitization companies** will be utilized in the event widespread disinfection is required
- Schedules are designed to allow time between activities for proper cleaning of high-touch surfaces.
- Exclusive use of **EPA approved disinfectants** for SARS-CoV-2 (the virus that causes COVID-19)
- Paper-based materials, such as books and loose-leaf paper, are not considered high-risk for COVID-19 transmission, and do not need additional cleaning or disinfection procedures.



# Ventilation

Measures are in place to promote optimal ventilation in the school.

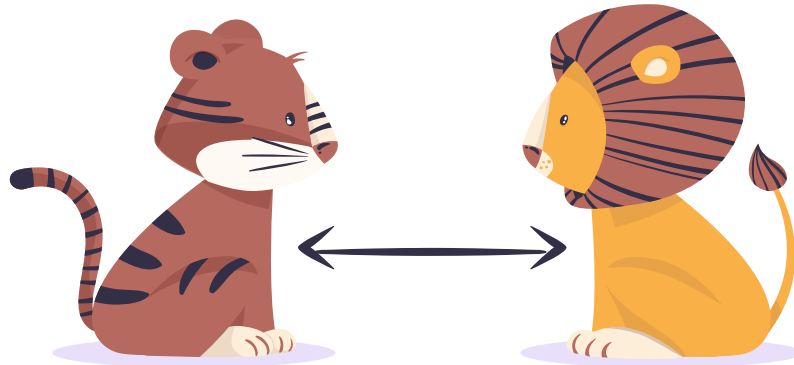
- **Air filters have been upgraded** to the highest efficiency possible.
- The school **HVAC system is in good, working order.**
- HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
- Doors and windows will be **kept open during the school day** as much as possible.
- Use of fans may be integrated to promote air exchange.



## On Campus Opportunities

Many factors will be taken into consideration in the on campus opportunities and stable group composition, including restrictions from LA County on the number of students and staff allowed in a space together at one time with physical distancing, teacher input, existing learning groups in the classroom and other special factors.

Unfortunately, we are unable to take parent requests regarding groups at this time. Your student's on campus opportunities will be communicated to you directly by your Principal.



## Symptomatic at School- What Happens Next

Students who report or are seen to have COVID-like symptoms at any point during the school day are given a medical grade mask and accompanied to a preselected isolation space where they can remain while arrangements are made for their immediate return home.

- Da Vinci will ensure symptomatic student remains under visual supervision of a staff member who is at least 6 feet away. The supervising adult will wear a surgical mask.
- Parent commit to picking up student in a timely fashion.
- Da Vinci Schools will provide information about local testing facilities, management of illness at home, quarantine and isolation guidelines, and when they can return to school.
- Spaces and classes symptomatic student has been in will be closed and DV will follow a cleaning and disinfecting procedure following CDC guidelines.
- If your child is sent home with a COVID like symptom, please contact your medical provider for further evaluation and possible COVID testing. If you need help finding a doctor, call 2-1-1.

# Return to School

Please follow the below protocol for returning to school in accordance with the most recent direction from the Los Angeles Department of Public Health (4/2/2021).

- **If your provider diagnoses the illness as something other than COVID**, your child may return to school with a health care provider's note, and after they are symptom and fever free for 24 hours without fever reducing medication.
- **If your provider cannot give an alternative diagnosis to COVID**, or if you choose not to see your health care provider, your child must remain in isolation for 10 days. Your child can return to school after 10 days isolation and if symptoms are improved. A physician note is not required upon return.
- **If your child receives a COVID test and the result is negative**, your child may return to school after 1 day of being fever free and has improved symptoms.
- **If your child tests positive for COVID please notify the school**. Keep your child isolated at home for 10 days from symptom onset. Your child may return to school after the 10 day isolation, after your child has a reduction of symptoms, and is fever free for 24 hours without the use of fever reducing medication. A doctor's note or negative test result is not required upon return.

**Please keep siblings home while you are awaiting results of a COVID test.** If your ill child tests negative, the sibling can return to school if they are feeling well. Students should continue to engage in remote learning if they are feeling well.

## How Will I Know if my Student was Exposed?

- If a person with COVID-19 was in the school setting while infectious, school administrators coordinate with local health officials to notify staff and families within 24 hours if there was a confirmed case in the school and/or cohort and if your child is considered a “close contact” requiring home quarantine.
- For students who were near or exposed to symptomatic individual but are not “close contacts” parents may determine whether they continue to attend school or choose to quarantine at home. Enhanced screening of symptoms is recommended.
- DV will maintain confidentiality in all communications in accordance with FERPA, NCGS 130A-143, and all other state and federal laws. (No names will be listed).





## Re-cap: COVID Scenarios

1. A child is exposed to a confirmed case of COVID at home. That child should not come to school, should be tested for COVID, and should quarantine at home for 10 days from last exposure.
2. A child in their on campus group with whom they have been in the classroom tests positive for COVID. Families of that group are notified, students & teacher/adults will be sent home to quarantine for 10 days, and should be tested for COVID.
3. A child has illness symptoms not consistent with COVID (potential COVID symptoms are fever, new uncontrollable cough, vomiting, diarrhea). Parents will be notified and student will either return to class or will need to be picked up, depending on symptoms and their severity.
4. A staff member tests positive for COVID. The school COVID Compliance Team convenes to determine who, if anyone, was a close-contact (“exposed”) to this individual. The confirmed case and all close-contacts are sent home to quarantine and should get tested for COVID.

# Compliance with COVID Safety Protocols

With health and safety as our top priority, and with the utmost respect for the families, students and staff affected by COVID, we are excited to move into the next phase of reopening Da Vinci Schools.

We are committed to a slow and steady increase in staff and student interaction and ask that you commit to all the safety measures the County and now Da Vinci Schools requests of you. We request that you support our protocols and safety measures and promote them with your children.

**Will there be consequences for students and/or families who do not follow safety protocols?**

**Efforts will be made to teach, reteach, and to communicate expectations regarding COVID related safety protocols. Failure to follow protocols will be dealt with on a case by case basis and ultimately their may be an option to place a child into distance learning for a designated period of time.**

# Travel Quarantine

The Los Angeles County Department of Public Health orders state that **Los Angeles County residents should continue to avoid all non-essential travel**. As such, we are asking all families and staff members to adhere to the mandate. **If you do travel out-of-state, please report your travel to your school principal to determine return to campus date.** We will require any students or staff who travel outside of the state to follow quarantine guidelines prior to returning to a school site in person.

## Updated travel quarantine guidance:

- Travelers who are fully vaccinated will not be required to test or quarantine upon their arrival in Los Angeles County if they do not have any symptoms of illness.
- Travelers who are not fully vaccinated must quarantine for seven full days after travel if they receive a negative COVID-19 test result taken three to five days after their arrival.
- If a traveler does not get tested after they arrive in Los Angeles County, they must quarantine for a full 10 days.
- All travelers, regardless of their vaccination status, must self-monitor for symptoms for 14 days after their arrival, and should get tested and isolate if they develop symptoms.

## COVID Compliance Team and Concerns

Da Vinci has established a COVID Compliance Team that manages infection prevention protocols, containment, and response to COVID-19 changes and events that impact the Da Vinci Community.

Our [COVID Safety Plan](#) outlines how the team (in collaboration with public health officials) will minimize risk to staff and students and manage case notifications, cleaning, and closures if required.

COVID Compliance concerns should be directed to Vicente Bravo, Chief Administrative Officer, Operations, Equity and Compliance [vbravo@davincischools.org](mailto:vbravo@davincischools.org)



## Other Important Information

What are the restroom procedures during class time? Students should wash their hands before and after using the restroom. Restrooms will be sanitized between groups. Hand sanitizer is also available in all classrooms as well as other locations around campus.

Will food be served on campus for snack or lunch? Grab-and-Go food pickup is still available Monday- Friday morning and midday, and will be available to students on campus during that time.

Should my student bring a water bottle? Yes please! Multi-user drinking fountains have been removed or covered. Students should bring a refillable water bottle from home each day, and refill it as needed.

Previously, I was able to walk my child to their classroom. Can I still do this? Unfortunately, no. Goodbyes will need to be said at the entry doors/gate each morning. Only DV students and staff will be permitted on campus.

Will my student need to bring their Chromebook or iPad to school each day? Your teacher will communicate the individual expectations for their on campus activities.

My student or a member of our family has tested positive for COVID. Please do not bring your child to school, and please inform your site principal.

**We thank you in advance for your collaboration and support in reopening Da Vinci Schools.**

Prioritizing the health and safety of our community is our top priority.

## More Questions?

Visit us at [www.davincischools.org](http://www.davincischools.org)

As always, you can find the latest reopening information and resources on our [COVID-19 planning webpage](#).

COVID Compliance questions? Email Vicente Bravo: [vbravo@davincischools.org](mailto:vbravo@davincischools.org)

Health questions? Email Emily Green: [egreen@davincischools.org](mailto:egreen@davincischools.org)

