



# COVID Family and Staff Handbook

Updated 1/10/22

We are absolutely committed to the health and safety of our school community. As long-time educators, we know that learning and skills acquisition often comes from the personal and dynamic interactions between students and educators - something that was reaffirmed in this past year of distance learning for so many students. To this end, the Leadership Team and Sycamore staff have all committed to doing our best to ensure that we uphold the standards set forth by the California Department of Public Health, the Los Angeles County Department of Public Health, and the CDC so that we may continue to offer in-person learning for the 2021-2022 school year. These measures include:

- Daily health screening verified upon arrival at school.
- Ensuring that students and staff exercise proper social distancing practices, where applicable, while on campus.
- Requiring that face coverings will be worn indoors and outdoors at all times by students and staff.
- Staff will wear surgical grade (non-cloth) masks. Students are strongly encouraged to do so as well.
- Following cleaning, disinfecting, and sanitizing protocols for all campus spaces.
- Providing multiple hand-sanitizing and handwashing stations around campus.

## SECTION 1: What is our community's responsibility in helping to stop the spread of COVID-19 and allow us to remain on campus?

We simply can't keep kids and staff healthy and safe and remain on campus without a true commitment from each of our families. School remaining open is more dependent upon community behavior and activity outside of school than it is on our activity here on campus. It is critical that we have the community's support in helping us to remain open for in-person learning. We ask these essential actions from our parents to help us in our efforts:

- First and foremost, we highly recommend that ALL students and family members get tested for COVID before coming onto campus, regardless of the presence of symptoms and/or vaccination status. Our staff *will be*

tested prior to in-person instruction and after long school breaks. In addition, it is strongly suggested that each family get tested regularly, as there is currently a sharp uptick in symptom-free COVID positive cases. See Section 5 for more information about free testing through Los Angeles County.

- We would ask that your family follow all State and County mandates and recommendations to limit the exposure to the COVID-19 virus. This includes but is not limited to regular hand washing and wearing face coverings where required.
- If you or anyone in your household is not feeling well OR has any symptoms associated with COVID-19, please inform Tedd and Christy of your situation immediately and DO NOT send your child to school. Typical COVID-19 related symptoms include:
  - Fever and/or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- Please follow our student drop-off and pick-up procedures and assigned time slots. We ask that you remain in your vehicle and refrain from coming onto campus unless it is absolutely necessary. Any parent needing access to campus will be required to wear a mask and practice social distancing.

## SECTION 2: What will happen if a student or staff member has symptoms consistent with COVID-19 while on campus?

**Students** will immediately be separated from the rest of the school community, given a medical grade mask, and be isolated in the Front Office. Parent(s) will be called to immediately pick up the student. Karla, Molly, or Tedd will stay with the student until a parent arrives. If it is determined that a student's symptoms are consistent with COVID, or if it is determined that the student has had close contact with someone known to have COVID-19, the student is asked to seek testing. (N-95 mask and gloves will be available for any staff member that cares for a sick student.)

If a positive test result is confirmed, students and/or staff members must stay home until:

- At least 5 days have passed since symptoms first started and
- A negative viral COVID-19 test collected on day 5 or later and
- No fever is present for at least 24 hours and
- Symptoms are improving

-OR-

Student/Staff must stay home until:

- At least 10 days have passed since symptoms first started and
- No fever is present for at least 24 hours and
- Symptoms are improving

Note that Day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed.

Students should not come to school if they are sick, if there is a family member in the home that is sick, or if they have been exposed to a person who has COVID-19.

A modified quarantine option is available IF the student's exposure was identified as happening at school while under the supervision of school staff. Christy or Tedd will determine if a student was exposed while at school and give parent(s) or guardian(s) the necessary instructions and next steps for a modified school quarantine.

**Staff member** will be asked to go home immediately and seek testing. If a positive test result is confirmed, staff member should follow procedures listed above. All employees should not come to work if they are sick, if there is a family member in the home that is sick, or if they have been exposed to a person who has COVID-19.

### SECTION 3: What to do if a student or staff member tests positive for COVID-19? (Exposure Management Plan)

If a Sycamore staff member or student tests positive for COVID-19, the Leadership Team should be notified immediately (Tedd's and Christy's emails can be found in Section 11 of this document). A member of the COVID Compliance Team is required to report to the County any individual that has been on our school campus up to **10 days** prior to a diagnosis of COVID-19. The Department of Public Health will contact the identified individual to collect additional information and will begin to generate a list of students and/or employees with possible exposure to the identified case. A member of the COVID Compliance Team will also send an email out to the school community notifying all families and staff that a member of the community has tested positive for COVID-19. Further instructions for community quarantine and possible shift to online learning will be provided at that time.

Clusters of 3 or more confirmed cases within 14 days will immediately be reported to the Department of Public Health, (888) 397-3993, (213) 240-7821) by Christy Durham, Sycamore's Compliance Coordinator. She will send out further instructions for community quarantine and a possible shift to online learning will be provided at that time.

## SECTION 4: What happens if a parent, student, or staff member has been in close contact\* with a person diagnosed with COVID-19?

### Persons Who MUST Quarantine Following Exposure:

- **Persons who are not fully vaccinated (includes persons previously infected with SARS-CoV-2, including within the last 90 days)**
- **Persons who are fully vaccinated and booster-eligible but have NOT yet received their booster dose.**

### Persons Who Are EXEMPT from Quarantining Following Exposure:

- **Persons who are boosted**
- **Persons who are fully vaccinated but not yet booster-eligible**

**Unvaccinated AND/OR vaccinated+no booster** students and staff must self-quarantine (stay in their home or another residence, separate from others) and monitor for symptoms.

Close contacts\* who are required to quarantine must self-quarantine (stay in their home or another residence, separate from others) and monitor for symptoms. As long as symptoms of COVID-19 are not present they may end quarantine either:

- After 10 full days have passed from their last known contact to the infectious case. Activities may resume starting on Day 11 provided they are asymptomatic.
- After 5 full days have passed from their last known contact to the infectious case if they have a negative viral test result from a specimen collected on Day 5 from the date of last exposure to the case. Activities may resume starting on Day 6.
  - The test must be a COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH ORDER OF THE HEALTH OFFICER COVID-19 Exposure Management Plan in TK-12 Schools Revised 12/31/21 v2 Page 4 of 8 FDA-authorized viral COVID-19 test (e.g., NAAT or Antigen test); use of an FDA authorized Over-the-Counter test is acceptable for testing out of quarantine. If the test is positive, follow Home Isolation Instructions for COVID-19 ([ph.lacounty.gov/covidisolation](https://ph.lacounty.gov/covidisolation)). Exposed persons who were previously infected with SARS-CoV-2 within the past 90 days should test using an Antigen test.
- Regardless of when quarantine ends, close contacts must continue to monitor their health and upgrade their masks for 10 days from the date of last exposure: adults should wear a surgical grade (also referred to as medical procedure) mask or higher level personal protective equipment (PPE) such as a KN95, KF94, or N95 respirator mask;

children should wear a non-cloth mask of multiple layers of non-woven material with a nose wire.

The most up-to-date Quarantine Guidance for COVID-19 is available [here](#).

**Fully vaccinated+booster** staff and students who are asymptomatic are recommended to test for COVID-19 as a result of their exposure but are not required to quarantine. However, they should monitor for symptoms of COVID-19 for 10 days following an exposure. Persons who have recovered from laboratory-confirmed COVID-19 within the last 90 days AND who are a close contact to a confirmed case are not required to quarantine or test for COVID-19.

\*Close contact is defined as contact with an infected individual within 6 feet for a total of 15 minutes or more over a 24-hour period.

SECTION 5: What is the current County recommendation for staff to receive COVID-19 testing? What is the recommendation for students?

All Sycamore staff members are encouraged to get tested and get results back prior to returning to campus for in-person instruction and after a long break (ie. winter break, spring break, etc.), regardless of their vaccination status. In the event that a community member becomes infected or a staff member has been exposed to someone with COVID, the school will follow the protocols listed in Section 4. Employees that are not vaccinated AND/OR are exempt from wearing a face covering will be asked to seek twice weekly testing, per the Department of Public Health's protocols. Screening testing is not recommended for persons who have recovered from laboratory confirmed COVID-19 within the past 90 days and are asymptomatic.

Staff should call their medical insurance provider to arrange for testing, visit a local, insurance approved urgent care center, OR access free testing at Los Angeles County COVID-19 testing sites. Employees can refer to the County's website for the nearest testing location - <https://covid19.lacounty.gov/testing>. Paid time off will be provided to all staff members in the event that testing for COVID-19 is required by the school.

Currently, the State of California and the Los Angeles County Department of Public Health are not requiring that students show proof of testing prior to attendance on school campuses; however, the Leadership Team reserves the right to require testing if conditions indicate that testing is the safest course of action. If a school

community member tests positive for COVID-19, Tedd or Christy should be notified immediately.

## SECTION 6: What is the procedure for entering campus?

**Parents and Visitors** Students and school employees are welcome on campus during school hours. Campus visits by parents and outside community members will be limited and must be prearranged. Anyone entering school property is required to wear a mask and observe social distancing guidelines. Masks must cover both mouth and nose and should be washed or swapped out for a clean mask daily.

**Student** Upon arrival, one car will be greeted at a time. Parents will show proof that the “Health Screening Questionnaire” was completed (ie. show Sycamore staff member the “green check” screen as proof of completion). Waiting cars should form a line through the parking lot located in front of the school and along the shoulder of the road. Students should not exit the vehicle until they are told to do so by Sycamore staff. Parents or siblings who do not attend Sycamore School should remain in the vehicle at all times.

Upon entry onto campus, students will wash their hands at their designated washing station and will report immediately to their classroom space.

Students who report close contact with an infected person or show symptoms of illness will not be permitted on campus, should return home, and follow the procedures in Sections 3 & 4 above.

Parents should provide their child(ren) with at least two clean face coverings daily. It is strongly recommended that students wear medical grade (non-cloth) face coverings.

**Staff member** Screenings, including Health Screening Questions and temperature check, will be conducted upon entering the campus.

Any staff member who reports close contact with an infected person should leave the school and follow the procedures in Sections 3 & 4 above.

## SECTION 7: What type of safe learning spaces will be provided for students?

Sycamore School will continue to follow all County protocols and mandates for indoor and outdoor activities. We will utilize both indoor and outdoor learning spaces. While inside, doors and windows will be kept open to allow for maximum air flow and ventilation. Students and staff will wear a mask and maintain a distance of 3 feet.

## SECTION 8: How will social distancing be maintained on campus?

Sycamore has always been committed to small class sizes, as we believe that students deserve an individualized and personalized experience. Each of our cohorts will not exceed a 20:2 student to teacher ratio.

- Each cohort will have their own designated handwashing station (one station per cohort) to avoid overcrowding in the bathrooms.
- Each cohort will use a separate entrance to their indoor learning space.
- When learning indoors, all classroom doors and windows will be kept open to allow for maximum air flow and ventilation. We also have HEPA air purifiers in each of the learning spaces on campus, as well as fresh air filters in our HVAC units.
- Physical distancing of 3' between students will be maintained while in our indoor spaces.
- Whether indoors or outdoors, students will have a designated spot and will have access to chairs, desks, and materials. We will adhere to safe practices at all times.
- Staff members will utilize their classroom spaces as offices. If staff are going to congregate in a shared office space, they must wear masks and maintain a distance of 3', regardless of vaccination status.
- Work stations of administrative personnel have been arranged to permit 3 feet between individuals.

## SECTION 9: How will snack, lunch and free play times be handled on campus?

At Sycamore, we value free play and communal eating times to help students develop important social connections. For the time being, we will need to limit interactions between cohorts to ensure that we are able to meet the recommendations set by the Department of Public Health.

- Cohort groupings will be designated specific times to enjoy morning snack, free play, and lunch at the lunch pavilion on a rotating schedule.

- The lunch pavilion will be cleaned before and after use by students.
- In order to avoid students congregating in the kitchen, our hot lunch program will individually package each student's meal and these meals will be delivered to the student.
- Students must bring their own water bottles (clearly labeled with their name), as we will not be able to provide reusable cups, plates, and utensils.
- We will closely monitor free play and help the kids to understand the current limitations without creating a feeling of anxiety or fear around their interactions.

## SECTION 10: Other important notes...

- All Sycamore faculty and staff are CPR and First Aid certified.
- All staff have been allowed PTO in order to test for COVID-19 and to receive the vaccination.
- All faculty, staff, and contractors that work with students on Sycamore's campus have participated in a rigorous background check to ensure the safety of our students.
- Sycamore School follows all city and county safety requirements for property owners, conducts yearly campus inspections with various health and safety agencies, and maintains brush clearance requirements for fire prevention.

## SECTION 11: Who should I contact if I have questions or concerns?

The COVID Compliance Team (Tedd, Christy, Molly, and Karla) has been working diligently to be sure that we are following all recommended protocols from the California Department of Public Health and the Los Angeles County Department of Public Health. Please reach out to any of us if you have questions, concerns, or need clarification.

Tedd - [twakeman@sycamore-school.org](mailto:twakeman@sycamore-school.org)

Christy (COVID Compliance Coordinator) - [cdurahm@sycamore-school.org](mailto:cdurahm@sycamore-school.org)

Karla - [kcooper@sycamore-school.org](mailto:kcooper@sycamore-school.org)

Molly - [mripton@sycamore-school.org](mailto:mripton@sycamore-school.org)

**Carefully read The Sycamore School COVID Handbook. If you have any questions, please talk to the Leadership Team. Your signature acknowledges that you are agreeing to the terms of the handbook. This page must be signed and returned to the school office no later than September 1st.**

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**Print Name(s) of Student(s)**

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**Print Name of Parent or Guardian**

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**Signature of Parent or Guardian**

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**Date**



## 2021 – 22 Health Waiver and Assumption of Risks

I, \_\_\_\_\_, for myself and my child/children:  
(referred to hereinafter individually and collectively as “my Child”), understand and agree as follows:

I understand that Sycamore School (the “School”) located at 3504 Las Flores Canyon Rd, Malibu, CA offers and/or may host both educational and extracurricular services and programs (“Activities”). In addition to the School’s existing health and safety rules and procedures outlined in the Sycamore School Student Handbook and the Sycamore COVID Faculty, Staff, and Family Handbook, the School has reasonably implemented, to the best of its ability, specific COVID-19 related additional rules and procedures based on guidance from the Centers for Disease Control (CDC), California Department of Public Health (CDPH), and the Los Angeles County Department of Public Health (LACDPH). I have received (on-line or in hard copy), read, and understand that the School can only be responsible for maintaining compliance with such guidance, that such guidance continues to evolve from the various public health agencies, that no amount of instruction, precaution, guidelines, rules, procedures or supervision can or will totally eliminate the risk of sickness, including COVID-19. I understand and agree that my child’s participation in the activities contemplated by this document are optional at my discretion and totally a matter of my choice. The importance of this choice cannot be overstated and that no statement has been made by the School which may be construed as a guarantee regarding the health or safety of my Child or myself, including, without limitation, exposure to or transmission of SARS-CoV-2 (Coronavirus), the virus that causes COVID-19 nor any other communicable disease.

I understand and acknowledge that my Child’s or my own participation in the Activities provided by the School is for my student’s benefit and convenience, and affirm that any and all such participation is undertaken in my voluntary discretion, and we have reviewed and understand the risks and are assuming all risks associated with such Activities. I am aware of the risks associated with participating in the Activities provided by, or hosted by, the School, which may include, but are not limited to, physical injury, pain, suffering, transmission of communicable diseases, illness, temporary or permanent disability, economic loss, and death (“Risks”). I understand that these injuries, outcomes and Risks may arise in whole or in part from my own or others’ negligence or just because of the nature of communicable diseases. With that understanding, I nevertheless assume all related risks, both known and unknown to me, of my Child’s or my own participation in the Activities at the School.

I also understand that the School and/or its agents shall not be liable for any claim or potential claim for damages or other benefits in connection with any injury or illness suffered or contracted by my Child or myself in connection with my Child’s or my own participation in the Activities provided by the School. I further agree, for myself, my heirs, executors, administrators, successors, assigns, or personal representatives, knowingly and voluntarily to enter into this health waiver, and assumption of Risks. I hereby waive any and all rights, claims or causes of action of any kind whatsoever arising out of my Child’s or my own participation in the Activities to indemnify and hold the School, its affiliates, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors and assigns, in their official and individual capacities, harmless for any

injuries sustained and any illnesses contracted by my Child or myself in connection with the School's provision of Activities, to the fullest extent permitted by law.

I agree that I am in the best position to assess and understand the health and physical condition of my Child and of myself, and the risks of Covid-19 and other communicable diseases and I understand that it is my responsibility to consult with a physician prior to and regarding my Child's or my own participation in the Activities offered by the School. I affirm that my Child is fit and healthy enough to participate in School Activities and that my Child will refrain from engaging in such Activities if my Child is not physically fit enough to participate. I affirm that I am aware that the School's COVID- 19 and other communicable disease specific procedures and policies will be guided by the CDC, California Department of Public Health, and the Los Angeles County Department of Public Health, as they evolve, and I agree to abide by those procedures and policies. I assume all liability and take full responsibility for my actions, safety and welfare, and for my Child's actions, safety and welfare. If my Child or I should require medical care or treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry health insurance for myself and my Child.

Parent / Guardian Signature: \_\_\_\_\_

Parent / Guardian Print Name: \_\_\_\_\_

Parent / Guardian Date Signed: \_\_\_\_\_

Name(s) of Child/Children covered above:

Child #1: \_\_\_\_\_

Child #2: \_\_\_\_\_

Child #3: \_\_\_\_\_