

**Bonita Unified School District  
School Age Care (SAC) Program  
Fall Full Day School 2020 Guidelines, Protocols, and Processes**  
Updated September 2020

**2020-21**



**School Age Care Office Address and Phone Number:  
115 W. Allen Avenue  
San Dimas, CA 91773  
(909) 971-8330  
Ext. 5361, 5362**

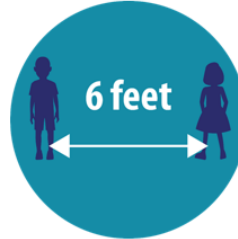


**WELCOME**

In order to ensure the safety and health of our students and staff, please:



**Wear a Face Covering**



**Keep Your Distance**



**Wash Your Hands Often  
& Well, or Use Hand Sanitizer**



**Cough or Sneeze into Your  
Elbow, or a Tissue, and  
Dispose in a Bin**

**PLEASE DO NOT ENTER IF YOU ARE SICK!**  
(Symptoms include coughing, fever, and shortness of breath)

For more information on BUSD's response to the pandemic, go to: [DO.Bonita.k12.ca.us](http://DO.Bonita.k12.ca.us)

**The following operating processes are required to ensure compliance with COVID-19 protocols. Processes and protocols may change at any time according to District and Los Angeles County Public Health orders.**

**District Office Contact Information:**

School Age Care (SAC) District Office		(909) 971-8330
Nancy Sifter, Coordinator:	sifter@bonita.k12.ca.us	Ext. 5360
Patti Eide, Secretary:	eide@bonita.k12.ca.us	Ext. 5361
Sue Gribbon, Account Technician:	sgribbon@bonita.k12.ca.us	Ext. 5362

**Elementary School Site Contact Information:**

Allen Avenue	Nicole Robison, Site Supervisor	(909) 971-8362
Ekstrand	Jannette Kalar, Site Supervisor	(909) 971-8363
Gladstone	Vivian Randall, Site Supervisor	(909) 971-8364
Grace Miller	Ashley Hernandez, Site Supervisor	(909) 971-8366
La Verne Heights	Yadira Lara, Site Supervisor	(909) 971-8365
Oak Mesa	Nicole Carone, Site Supervisor	(909) 971-8369
Roynon	Lilliana Garcia, Site Supervisor	(909) 971-8367
Shull	Susy Griffith, Site Supervisor	(909) 971-8368
Lone Hill	Bonnie Perez, Site Supervisor	(909) 971-8370
Ramona	Alex Hudson, Site Supervisor	(909) 971-8360

**Communication:**

Our primary form of communication is by email. Due to safety precautions, the School Age Care office will be closed to the public. However, we are available by phone and email.

- Email [eide@bonita.k12.ca.us](mailto:eide@bonita.k12.ca.us) or [sgribbon@bonita.k12.ca.us](mailto:sgribbon@bonita.k12.ca.us)
- Phone 909-971-8330 ext 5361 or ext 5362

Please alert the SAC office to any changes in home and email addresses as well as phone numbers.

**Registration:**

Student to staff ratio is 12:1, unless otherwise specified by the Los Angeles County Department of Public Health. Enrollment is limited due to COVID-19 restrictions set by Los Angeles County Department of Public Health.

Registering your child(ren):

- Complete the online SAC registration form through Community Pass.
- Registration will be cancelled if registration fees/tuition are not paid within 3 (three) calendar days of registering.
- Registration is a **non-refundable** fee:
  - \$20 for each child, not to exceed \$60.00 per family in the program.
  - Checks or money orders are to be made payable to BUSD for the exact amount due.
  - Cash is acceptable in the exact amount owed. No change will be provided.
  - **All previous balances incurred and due to the SAC program must be paid in full before a student will be allowed to register or enroll in any SAC program (past due tuition, late payment fees, NSF and/or late pick-up fees, etc.).**
  - Priority will be given to essential workers of Bonita Unified School District.

**Hours:**

School Age Care hours are 7:15am – 4:30pm, Monday - Friday

**Tuition and Fees:**

Weekly tuition: \$125.00 per week, paid monthly  
 Hours: 7:15am – 4:30pm, Monday – Friday

**School Sites:**

Students will attend daycare where they attend school as feasible and will be determined by availability.

**All fees are paid monthly in advance on either the 1<sup>st</sup> or 15<sup>th</sup> of the month.**

- All fees are based on a weekly rate and are paid monthly in advance based upon the payment option selected at registration. Prorated weekly tuition is not offered.
- Children must attend daycare every week unless ill.
- Unpaid balances will result in a suspension of daycare services until all charges are paid in full.
- Tuition must be paid by cash, check or money order made payable to BUSD. If paying by personal check, blue or black ink if required. If paying by cash, the exact amount must be submitted.
- All checks must indicate the child's name and school of attendance.
- All payments are made directly to the district office SAC location. Payments are not accepted at the schools.
- A drop box is available at the SAC office. Drop your payment in the drop box; a receipt will be emailed to you within 3 work days.
- All returned checks will be assessed a fee of \$20.00 plus the amount of the check.
- Only cash, money orders/cashier's checks will be accepted after two or more returned checks from the bank.

### **Late Fees/Non-Payment**

Fees are considered delinquent and a late fee will be assessed if tuition is paid on the 6<sup>th</sup> or 20<sup>th</sup> of any given month, or as otherwise noted on the fee schedules.

For example:

- Tuition due on the 1<sup>st</sup>: Late fee will be assessed on the 6<sup>th</sup>.
- Tuition due on the 15<sup>th</sup>: Late fee will be assessed on the 20<sup>th</sup>.
- More than three (3) late payments, may result in suspension from the program.

Please call our office if your payment will be late. Communication with us in these matters is crucial.

Tuition not received within eight (8) days of the due date will result in the suspension of program services until fees are paid in full.

### **Attendance:**

- Due to the high need for daycare, students admitted to the program must attend on a weekly basis. If a student cannot attend daycare for reasons outside of illness or family emergency, enrollment will be suspended to allow another family the opportunity to enroll.
- It is required that parents notify School Age Care in all instances when we should not expect to receive their child in our care at the time that he/she is scheduled to attend. This notification is crucial to ensuring the safety of each and every child.
- If a child is signed out of School Age Care, the child may not be signed back in that same day.

Each site has voicemail to report an absence. If there is an emergency and you are unable to reach the school site, call the School Age Care office at (909) 971-8330 ext. 5361 or 5362.

### **Parent/Guardian Sign-in Sign-out Procedures:**

Staff, Students, Parents/Guardians, Visitors must wear a face covering that covers the nose and mouth at all times when on campus.

Children must be signed in and signed out of the program each day by an authorized parent or guardian. Students may not sign themselves into the program without an adult.

Sign-in/Sign-out will occur at separate tables OUTSIDE of the School Age Care room to promote physical distancing. Parents/guardians will line up at the sign-in/out table while adhering to the required 6 (six) distance rule.

Upon arrival, parents/guardians will have access to a touchless method (i.e.: QR Code provided by SAC) for the sign-in sign-out process. They will also have access to a touchless method (method to be determined) to complete the check-in screening questionnaire. If completing these processes digitally is not possible, another method will be provided (i.e.: Chromebook).

Parents are asked to allow ample time for the sign-in and sign-out process to accommodate COVID-19 requirements. Onsite SAC staff can answer brief questions; however, to preserve onsite staff time, all other questions and concerns must be referred to the School Age Care office at (909) 971-8330 ext. 5361 or 5362.

#### Sign-in Sign-out Process:

- Parents/guardians and children 2 (two) years of age or older must wear face coverings and practice 6 (six) feet physical distancing at all times when on school grounds. Parents/guardians and siblings not enrolled in the program will be restricted from entering any daycare buildings or areas to reduce contact with other students.
- Staff and student screenings are conducted before staff and students may enter program rooms and areas. Staff screenings may be done remotely. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee or student has had contact with a person known to be infected COVID-19 in the last 14 days.
  - When parents/guardians sign-out student(s), they will wait at the designated sign/out table while maintaining physical distancing. Parents/guardians will show staff original photo identification. Release authorization will be verified by staff. Parents/guardians will then scan a QR code located at the sign-out table.
  - 6 (six) feet of physical distancing must be maintained at all times when in school. Flooring marked with tape/paint/adhesives will assist students in maintaining their distance while waiting to sign-in/out students.

#### PLEASE NOTE:

- Original picture identification of parents or other adults is required in order to sign-out a student from School Age Care. There are NO exceptions. For your child's safety we reserve the right not to release a child without proper picture identification.
- Only those listed on a child's emergency contact list or who have written permission signed by a parent or guardian on file will be allowed to sign a student in or out of the program. Please keep your child's emergency contact list current. Call the SAC office with any changes.

#### **Delayed Pick-Up Time:**

**Parents must pick up their child(ren) before the 4:30pm closing time. Should a parent be delayed and unable to reach the school by 4:30pm he/she must arrange for one of the adults listed on the emergency section of the enrollment card to pick up their child.**

If parents do not reach the school by 4:30pm and have not contacted the school by telephone, staff will contact the person(s) listed on the emergency section of the enrollment card. **If staff is unable to locate anyone to pick up the child, the Sheriff's Department/La Verne Police Department will be notified at 5:30pm.**

**Parents will be billed \$1.00 per minute for each child remaining after the 4:30pm closing time. Three (3) or more late pick-ups may result in dismissal from the program.**

## **Students Leaving the Program**

- Notify the SAC office and your school SAC supervisor immediately if your child will no longer attend the program. Fees and tuition continue to accrue if no notification is received.

## **Termination of Service**

SAC reserves the right to terminate service at any time.

- Reasons for termination can include but are not limited to the following:
  - Required partial or full closure of school or program due to possible cluster of COVID-19 cases
  - Behavior that inhibits the ability for staff and/or other students to adhere to preventive measures related to COVID-19
  - Late payment (more than 3) and/or non-payment of tuition or fees
  - Repeated late pick-up of child(ren)
  - Non-attendance for more than two consecutive weeks
  - Repeated suspensions from the program based on behaviors

Bonita Unified School District reserves the right to remove a participant from the program, with a pro-rated refund, if applicable, if the participant becomes ill during school.

## **Curriculum Grade Level Scheduling**

Academic scheduling will be posted in each room.

**School Supplies:** School supplies lists will be distributed to all students. These supplies must be maintained in a plastic bag/tub/box supplied by the family and kept separate from other students' belongings.

- Students will transport their district distributed Chromebook (or own laptop device) to and from daycare on a daily basis in order to participate in distance learning.
- District supplied or personal headphones will not be shared with any other person.
- Students will not share any supplies/devices with any other person.

**Crafts:** Students will be given pre-bagged craft supplies for each craft activity. Students will remain 6 (six) feet apart while engaging in crafts. Supplies will not be shared by students.

## **Equipment – toys and games:**

All toys/games whether indoor or outdoor will be played while maintaining 6 (six) feet apart. Toys and equipment will not be shared by students except for those students who share a household.

- Equipment and games should be disinfected frequently at the beginning of the day, end of the day and when used by different students. It is advised not to plan program and activities that require shared use of equipment.
- If games, equipment, or personal devices are brought from home, they must be brought in a re-sealable bag and disinfected prior to entering any daycare room or designated area. It must be clearly labeled with student's information.
  - Name
  - Room number
  - Parent phone number

## **Lunch, Snack and Consumption Requirements:**

Students may bring their own sack lunch and snacks; however, breakfast and lunch will be provided to all students by the district's central kitchen.

If students bring their own snack and/or lunch, heating and refrigeration will not be provided.

If your student has food allergies; please inform the School Age Care office at 909-971-8330. Physical distancing will be ensured when lining up for food or snack. Handwashing will be built into the schedule for before and after mealtimes.

**Minor Release Form:** The Bonita Unified School District recommends against allowing a child to be released from the School-Age Care Program to the care of an individual under the age of 18 years; however, should you find it necessary to do so, you must complete the minor release form before your child will be released to a minor of at least 14 years of age. No exceptions will be made to this requirement. Please email [sgribbon@bonita.k12.ca.us](mailto:sgribbon@bonita.k12.ca.us) to obtain a Minor Release Form.

**Custody Alert:**

Educational Rights: Biological parents hold educational rights for a student unless those rights have been specifically limited or removed by the court; this is true even when a custody order is in place. Unless the order states one parent has sole educational rights, both parents still hold rights.

In the event a child's parents are divorced and have joint custody, children may be released to either parent. A parent will be denied access to that child only when a signed court order that states one parent has the right to see and/or pick up the child.

Parents are to provide the SAC Office a copy of any custody papers or court orders for our files to ensure those papers/orders are followed.

Per Ed Code 51101(d):

“A parent may not exercise “bill of rights” when those rights conflict with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.”

**Medication:**

Parents/guardians are to hand any medications directly to school health clerk in a re-sealable clear bag. Medication will be stored in a designated locked cabinet in the health office.

The Education Code, Section 49423 allows school personnel or program staff to administer medication if the following steps are taken:

1. Authorization for Medication form is completed and signed by the child's physician and parent(s), and the form is kept on file in the health office and School Age Care room if necessary. (see the last page of this handbook)
2. Medication is in the original container labeled with the child's name, name of medication, name of prescribing physician and the physician's instructions. The instructions on the container must match the physician's written instructions.

If a child is on a continuous, regular medication, new medication orders must be filled out annually or as necessary.

**Personal Articles:**

The program is not responsible for any personal articles brought from home—including portable games, electronic devices, toys, etc. which may be damaged or lost. All left items will be disposed of after 5 days of the conclusion of the program.

**Photograph Permission:**

We may have the opportunity to use child's likeness in newspaper articles or presentations to the BUSD Board of Education. Please complete the photo authorization form and return it to the SAC site with your registration materials.

### **Movie Permission Slips:**

Occasionally, movies may be shown at School Age Care. Please see the site Supervisor for a permission slip.

### **Student Supports/Conduct Expectations:**

All students are expected to conduct themselves appropriately and follow school/district rules while in the School Age Care program. Disruption of the program may result in suspension or dismissal from the SAC program. During any suspension, tuition is will not be refunded.

- Students are expected to follow all behavior rules of the District and School Age Care, including safety protocols set by County of Los Angeles Public Health by:
  - Maintaining 6 (six) feet of physical distance with other individuals;
  - Wearing a face covering at all times unless otherwise allowed as prescribed by County Health;
  - Wash hands often for at least 20 seconds and once every 60 minutes;
  - Maintaining a hands-off policy at all times;
  - Use of appropriate language at all times;
  - Appropriate dress according to school dress codes;
  - Respect for all people by maintaining appropriate behavior at all times;
  - Respect for all property. If equipment or property is destroyed or damaged as a result of inappropriate behavior, parent may be held responsible for all costs incurred;
  - Gum is prohibited.

The following are the progressive discipline guidelines in the event a student does not demonstrate appropriate behavior or is disruptive to the program:

- Verbal notification to parent/guardian
- Written warning
- One to five-day suspension from the program
- Suspension for the remainder of the semester and/or school year from the program

Bonita Unified School District reserves the right to remove students from the program if the participant's behavior becomes disruptive or inhibits the ability for staff and/or other students to adhere to preventive measures related to COVID-19 as outlined in the registration materials. Parents/guardian's must agree to help with all behavior management protocols so students and others can safely participate in recreation programs. Guidelines for removing a participant are outlined in the program participant guidelines.

One or more steps in the progressive discipline guidelines may be skipped at the discretion of the program site supervisor and/or coordinator in situations that are considered an emergency or extreme disruptions to the program.

### **Illness and Prolonged Illness non-COVID-19 related:**

Bonita Unified School District reserves the right to remove a participant from the program, with a pro-rated refund, if applicable, if the participant becomes ill during school.

Sick children must be excluded from the program until they are no longer contagious so as not to expose other children. Parents are asked to exercise good judgment and keep children at home while ill and seek medical attention as appropriate. Symptoms which are signs of possible impending infection or disease include:

- Fever over 100 degrees F
- Signs of a new cold, cough, sore throat, watery eyes, etc., green mucus



- Headache or head pain
- Loss of appetite
- Excessive irritability or unusual passivity
- Vomiting
- Diarrhea
- Inflammation of the eye (conjunctivitis)
- Abscess or draining sores
- Rash, unless the cause is determined to be non-contagious
- Behavior not normal for the child
- Head Lice (please contact your child's school health office)

To protect the health of your child and others, if a child arrives at the program with a contagious condition or symptoms of possible illness we will contact you immediately. If we are unable to contact you or you cannot pick up your child, we will phone the person(s) you list as alternates for us to call in an emergency. In the event of a serious or life threatening emergency, we will seek emergency services by calling 911 first, then attempt to contact you.

In the case of prolonged illness, please contact the SAC Office immediately. A credit and/or refund may be issued after five (5) consecutive days of absence due to illness. A request for credit/refund must be submitted within five (5) working days of the child's return to the SAC program. A doctor's note may also be required.

### **School Related Injuries:**

Bonita Unified School District carries insurance that pays for the cost of treatment for students injured on school grounds while under school supervision or while participating in school sponsored activities, including the SAC program. This insurance is a secondary insurance that will cover any out of pocket expenses parents or guardians may incur as a result of such injuries. Parents may have private insurance that provides such coverage or parents may wish to purchase student accident medical insurance. An insurance brochure/application is available in your child's school office.

### **Emergencies non-COVID-19 related:**

If, in the opinion of the staff, a child needs immediate medical attention, the following steps will be taken:

1. If deemed necessary by staff:
  - a. Call 911
2. Child will be taken by emergency vehicle to a hospital upon recommendation of paramedics. If a child needs to be transported to the hospital by an emergency vehicle, it will be at the parent's expense.
3. Attempt to contact parent or guardian
4. Attempt to contact parent through persons listed on child's emergency information form.

### **Dates to Remember 2020-21:**

- |                                       |                              |
|---------------------------------------|------------------------------|
| • First day of school                 | Wednesday, August 26, 2020   |
| • Labor Day - SAC Closed              | Monday, September 7, 2020    |
| • Veteran's Day - SAC Closed          | Wednesday, November 11, 2020 |
| • Thanksgiving Break (11/23-11/27)    | SAC services TBD             |
| • Winter Break (12/21-1/1)            | SAC services TBD             |
| • Martin Luther King Day - SAC Closed | Monday, January 18, 2021     |
| • Lincoln's Birthday - SAC Closed     | Monday, February 8, 2021     |
| • President's Day - SAC Closed        | Monday, February 15, 2021    |
| • Spring Break (3/29-4/2)             | SAC services TBD             |
| • Memorial Day - SAC Closed           | Monday, May 31, 2021         |
| • Last Day of School – SAC Open       | Thursday, June 10, 2021      |
| • No School/SAC Closed                | Friday, June 11, 2021        |



**BUSD Uniform Complaint Procedures:**

If parent wishes to appeal a decision made by the SAC site supervisor or principal, appeals shall be made to the Coordinator of the SAC program at the District Office. If the parent wishes to appeal a decision made by the Coordinator, the appeal shall be made to the Assistant Superintendent of Educational Services or designee. Appeals will be heard and a decision rendered within ten working days.

Bonita Unified shall not discriminate against students/parents, or community on the basis of gender, race, color, religious creed, ancestry, age, marital/parental status, mental/physical disability, or sexual orientation.

\*\*\*Please refer to the example below when paying tuition and fees by check.

**CHECK EXAMPLE: Please follow the format below for ANY check submitted for tuition.**

**Postdated checks are not accepted.**

**The amount paid must match the amount due.**

**Today's Date**

**BUSD - SAC**

**244.00**

**Memo: Donald Duck, Shull; Daisy Duck, Lone Hill**

**Your signature**

**In the memo section of your check, please include your child(ren)'s name(s) and school name(s).**

**Please make your check out to: BUSD - SAC**

**Partici**  
Student

olic Health

**Student and Staff Screenings.**

Staff and student screenings are conducted before staff and students may enter program rooms and areas. Staff screenings may be done remotely. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee or student has had contact with a person known to be infected COVID-19 in the last 14 days.

**Facility Requirements:**

Staff will conduct a pre-assessment of facilities to ensure that proposed programs and activities can be conducted with necessary physical distancing prescribed by the County of Los Angeles Department of Public Health protocols, along with adhering to published maintenance and 6 (six) feet physical distancing guidelines for established groups.

- Staff are assigned at school entry or in hallways or other common areas to reinforce physical

distancing and to remind student of rules concerning use of face coverings.

- Activities will be conducted only in spaces where physical distancing requirements can be maintained.
- Staff breakrooms and other common areas will be disinfected frequently.
- Staff and student restrooms will be disinfected frequently.
- Soap and water will be available to students and staff in selected rooms and restrooms.
- Entrance and exits to programs and activities will be clearly marked.
- Entrance and Exit traffic flow will be marked to assure physical distancing as students move between classrooms and other school locations.
- Table, chair, floor seating and other activity arrangements will be clearly marked and spaced 6 (six) feet apart for physical distancing and arrange to reduce face-to-face contact.
- Restrooms will be available for staff and students only. Signage will be posted at restrooms to notify the public.
- Employees engaged in activities which may not permit physical distancing are equipped with appropriate PPE.

An area(s) must be identified, and signage posted in the event a program participant or staff person becomes ill or exhibits COVID-19 symptoms. At a minimum the following signage must be posted:

- COVID-19 information
- Handwashing and cough etiquette
- Symptoms associated with COVID-19 Stop the spread of germs
- Physical distancing

Clearly visible signage will be posted at all entrance points to advise staff, visitors and students that they must:

- avoid entering the facility if they have a cough or fever;
- wear face coverings;
- maintain a minimum of 6 (six) feet distance from one another;
- not engage in any unnecessary physical contact;
- Only students and BUSD staff may enter the daycare room and designated outside areas.

All staff/employees must wear a face covering at all times and are directed to wash or replace their face coverings daily. All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19.

Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves shall not be used. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.

All on-site contractors, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use of face covering when around others.

All students, parents/guardians and visitors with children 2 years of age or older are required to wear cloth face coverings at all times when on school property, except when eating or taking breaks, and students must provide their own personal protective equipment (PPE) in order to participate in programs/activities.

Children with breathing problems may not wear a face covering but instead a facial shield, however, staff should consult with the parent/guardian and the participant must adhere to all COVID-19 sanitizing and physical distancing restrictions.

Parents/Guardians arriving at the school with non-enrolled children must ensure that these children stay next to the adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 (two) years of age or older.

Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings

Parents are instructed to ensure that children have clean face coverings. Parents are encouraged to provide a second face covering in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.

Students will remain in their assigned program group throughout the day, and there will be no interaction between groups. All groups will remain 6 (six) feet apart to prevent groups from mixing. When possible, students will be grouped by household.

Indoor/outdoor facilities for each group will be pre-designated. Outdoor activities areas will be designated with cones or other delineators. Floor plans will be provided to students to illustrate areas that will be used for each group at a school site.

Each school grouping will remain in a separate indoor/outdoor area; rotation of areas can only be performed if the area is cleaned, sanitized and disinfected prior to a new program group using. Group rotations must always adhere to the 6 (six) feet physical distancing.

Students must wash or use hand sanitizer to clean their hands every 60 minutes and between programs and activities.

### **Maintenance of Program School Sites:**

District maintenance staff will regularly clean and disinfect all indoor/outdoor spaces and public areas and all other frequently used spaces and surfaces throughout the day, and after each use by trained camp staff. Each School Age Care site and affiliated spaces will be sanitized daily Monday through Friday prior to daycare opening at 7:15am and after daycare closes at 4:30pm.

- Maintenance staff will adhere to all COVID-19 safety protocols and properly sanitize all surfaces, including door handles that they came in contact with.
- Maintenance will open windows and doors before and after students arrive to ventilate facilities, unless this poses a health risk or compromises the effectiveness of the operating system.
- Personal Protective Equipment (PPE) face covering must be worn by all staff.
- During operating hours, School Age Care staff will routinely clean and disinfect all frequently touched surfaces and objects, such as doorknobs, countertops, faucet handles, physical education equipment and manipulatives, and phones.
- Each site will have the following maintained:
  - spray bottles of disinfectant that is monitored by staff to ensure it never runs out
  - paper towels
  - paper face masks in case staff or students forget theirs or it gets soiled
  - caution tape (in case area is contaminated by sick child or participant)
  - hand sanitizer for staff and general use

### **Hand Washing:**

- Wet your hands with clean, running water. Turn off the tap and apply soap.
- Lather your hands by running them together with the soap. Make sure to lather the back of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds (about the time it takes to sing the “Happy Birthday” song twice.)
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or an air dryer.

### **Using Alcohol-Based Hand Sanitizer:**

- Hand sanitizers should contain greater than 60% ethanol or greater than 70% isopropanol. Hand sanitizers are not a substitute for handwashing for staff serving lunch.
- Apply the product to the palm of one hand.
- Rub your hands together.
- Make sure the product contacts the back of your hands, palms, between your fingers, and fingertips.
- Continue to rub your hands together until your hands are dry (about 20 seconds).

### **What is Physical Distancing and How to Create Physical Distancing:**

Physical distancing is deliberately increasing the physical space between people to avoid spreading illness. A distance of at least 6 feet is required to prevent the spread of COVID-19.

- Limit the number of students in a single classroom to not more than 12. This will minimize cross-contagion and promote distancing between students and staff.
- Organize rooms and outdoor areas to put 6 (six) feet between activity area, tables, and chairs.
- Use a backpack or a large re-sealable bag for each individuals’ materials.
- Develop activities that model and reinforce good hygiene and physical distancing practices.
- Stagger activities such as outdoor time or other breaks so no two groups are in the same place at the same time.
- Make use of outdoor space for activities.

### **Monitoring:**

- Schools will be monitored regularly for compliance with COVID-19 guidelines.
- All staff will be trained in COVID-19 operating guidelines.
- Administration will monitor Health Department updates as they relate to COVID-19.
- Instructional and informational signage will be posted at rooms and outdoor area regarding infection control, physical distancing and the use of face coverings.
- Updated signage will be maintained at all entry points.
- Staff will remain with their assigned group.
- Non-essential visitors and volunteers will be restricted.
- In the event staff calls out sick, a backup of trained staff will be available to maintain the safe operations of the program.
- The District will maintain a team who are trained to address issues and respond to concerns related to COVID-19.

### **Important Terms Related to COVID-19:**

**Personal Protective Equipment (PPE):** defined as special equipment work to create a barrier between a person and germs. This barrier reduces the chance of touching, being exposed to, and spreading germs.

PPE can include but are not limited to:

- Face coverings
- Gloves
- Gowns

**Close Contact for COVID-19:** defined as any individual who was within six feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection until the time the patient is isolated).

- You were within six feet of someone who has COVID-19 for at least 15 minutes.
- You provided care at home to someone who is sick with COVID-19.
- You had direct physical contact with the person (touched, hugged, or kissed them).
- You shared eating or drinking utensils.
- They sneezed, coughed, or somehow got respiratory droplets on you.

**Quarantine:** defined as keeping someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.

- People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department (CDC, 2020). This is applied to scenarios where there is a direct close contact indicated in the contact tracing or someone who is presumed positive or is whose COVID-19 tests results are positive.
- Stay home for 14 days after your last contact with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19.
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.

**Presume Positive:** is used when a staff or child exhibits one or more the classic COVID-19 symptoms but has not been tested. An ill staff member or student could be determined to be presumed positive by a district nurse if he/she presents with any of the classic COVID-19 symptoms.

- A presumed positive case will be handled the same as a positive case.

### **What to do if a student or employee is positive or presumed positive?**

Parents are asked to contact a SAC site supervisor with questions regarding School Age Care and COVID-19.

### **Steps for Responding to a COVID-19 Positive or Presumed Positive Incident**

To limit the spread of the virus, the District is adhering to protocols from the California Department of Public Health and LA County Public Health Department regarding contact tracing, quarantining, and home isolation.

If you have a confirmed diagnosis of COVID-19 or have been in **close contact** with a person with a confirmed diagnosis of COVID-19, the general rule is that you will be quarantined and unable to report to a school site or other district facility for a minimum of fourteen (14) days.

This number may be lessened or extended depending upon your personal circumstances.

Close contact is defined as being within six feet of a person with a confirmed diagnosis of COVID-19 for more than 15 minutes. This includes people in your household, people at your

workplace, and people you socially interact with.

To limit the spread of COVID-19, please limit the amount of close contact you have with others in the workplace. Avoid congregating. Limit interactions with others. Hold a virtual meeting or conversation rather than in-person to the extent possible.

All employees are required to self-screen before reporting to a school site or any district facility and adhere to the directions on the form if you have had any recent close contact with a person with a confirmed COVID-19 diagnosis, or are currently having any COVID-19 like symptoms. The self-screening may be done at home prior to coming to school.

All students are required to self-screen upon arrival to any school site or any district facility and adhere to the directions on the form if they have had any recent close contact with a person with a confirmed COVID-19 diagnosis, or are currently having any COVID-19 like symptoms.

## Bonita Unified COVID-19 Self- Screening Form Student version



**You are required to screen yourself for symptoms on a daily basis prior to reporting to the school site or district facility.**

Have you been in close contact (defined as within 6 feet for more than 15 minutes) with anyone with a *confirmed COVID-19 diagnosis* in the last 14 days?

Yes

No

Do you have any of the following symptoms?

Fever greater than 100 degrees

Shortness of breath or difficulty breathing (not attributed to any other health factors)

Cough (not attributed to any other health factors)

Sore throat (not attributed to any other health factors)

New muscle pains (not from recent exercise or other physical activity)

New loss of taste or smell

Gastrointestinal issues (not attributed to any other health factors)

If you answer yes to any of these questions, do not report to the school site or any other district facility. Please contact your primary health care provider immediately. Please also notify the School Age Care office.



## Bonita Unified COVID-19 Self- Screening Form School Staff

(Staff is not required to turn this in)



**You are required to screen yourself for symptoms on a daily basis prior to reporting to the school site or district facility.**

Have you been in close contact (defined as within 6 feet for more than 15 minutes) with anyone with a *confirmed COVID-19 diagnosis* in the last 14 days?

Yes

No

Do you have any of the following symptoms?

Fever greater than 100 degrees

Shortness of breath or difficulty breathing (not attributed to any other health factors)

Cough (not attributed to any other health factors)

Sore throat (not attributed to any other health factors)

New muscle pains (not from recent exercise or other physical activity)

New loss of taste or smell

Gastrointestinal issues (not attributed to any other health factors)

If you answer yes to any of these questions, do not report to the school site or any other district facility. Please contact your primary health care provider immediately.

Additionally, please notify your direct supervisor via a phone call or email and contact Jane Bruyninckx for classified at [bruyninckx@bonita.k12.ca.us](mailto:bruyninckx@bonita.k12.ca.us) or Delores Carone for certificated at [carone@bonita.k12.ca.us](mailto:carone@bonita.k12.ca.us) to discuss leave options available to you **if needed**.

**Bonita Unified School District**  
**Office of Health Services**  
**Authorization for Medication to be Given During School Hours**

**Parent Section:**

STUDENT'S LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_

I hereby give my permission for school personnel to give the medication listed below as directed. I also give the school nurse permission to contact the physician regarding the child's reaction to the medication or if there is a change in the child's health status.

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

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

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**Physician Section:**

Medical Diagnosis: \_\_\_\_\_

Medication Name / Generic Name: \_\_\_\_\_

Dose: \_\_\_\_\_ Time: \_\_\_\_\_

How soon can it be repeated? \_\_\_\_\_

Discontinue date: \_\_\_\_\_

List significant side effects: \_\_\_\_\_

*Due to the student's health condition of asthma, migraines, and/or anaphylaxis, student must carry medication on his/her person:  Yes  No (not recommended for elementary aged students)*

Physician's Signature: \_\_\_\_\_ Address: \_\_\_\_\_

Physician's Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

**All medication authorizations are good for the current school year only**

## Medication Administration in School

### A. GENERAL POLICY

1. Education Code Section 49423 and 49423.5 (Board Policy 5220) states that any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel.
2. No student shall be given medication during school hours except upon written request from a California licensed physician/healthcare provider who has the responsibility for the medical management of the student. All such requests must be signed by the parent or guardian.
3. A new form is required for each prescription change and at the beginning of each school year.

### B. RESPONSIBILITY OF THE PARENT OR GUARDIAN

1. Parents/guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medications at school will be minimized or eliminated.
2. Parents/guardians will assume full responsibility for the supply and transportation of all medications. Controlled medications, when delivered to school, will be jointly counted by partner and health office designee.
3. Students are not permitted to carry prescribed or over-the-counter medication on a school campus. Exception noted on medication form.
4. Parents/guardians may pick up unused medications from the school office during and at the close of the school year. Medication remaining after the last day will be discarded.

### C. RESPONSIBILITY OF THE PHYSICIAN AND PARENT OR GUARDIAN

1. A request form for prescribed medication must be completed by the pupil's physician, signed by the parent or guardian, and filed with the school administrator or his designated representative.
2. The container must be clearly labeled by the physician or pharmacy with the following information:
  - a. Student's name
  - b. Physician's name
  - c. Name of medication
  - d. Dosage and schedule
  - e. Date of expiration of prescription
3. Each medication is to be in a separate pharmacy container prescribed for the student by a California licensed healthcare provider.

### D. RESPONSIBILITY OF SCHOOL PERSONNEL

1. The school administrator/designee will assume responsibility for placing medication in a locked cabinet.
2. Students will be assisted with taking medications according to the physician's instructions and the procedure observed by a school staff member.

### E. RESPONSIBILITY OF STUDENT

1. Students will come to the Health Office for medication at prescribed times.
2. Students will not share an over-the-counter or prescription medication with anyone else.

*If you have any questions or concerns, please do not hesitate to call your school health office.*