

PELC COVID-19 Protocol

Safety and Health Measures

- Face coverings are required for everyone 2 years of age and older when on the church campus. However, according to Community Care Licensing there will be flexibility for young children who, at times, will need to remove their masks.
- Teachers are required to wear face masks covering their nose and mouth. They can wear a full clear face shield in addition if they desire.
- Maintain social distance of 6 feet from others during drop-off and pick-up times.
- Parents are not allowed in the classroom - only teachers and children.
- Field trips and school tours are canceled until further notice.

Arrival Procedures

- Parents/caregivers are to meet the teacher at the classroom door by the grassy area for child pick-up and drop-off.
- Hand hygiene stations will be located at each classroom door. It is necessary to disinfect your hands and your child's hands upon arrival.
- Parents/caregivers are to use their own pen when signing children in and out. When that is not possible, we will provide the pen and after using it please deposit it in the "to be sanitized" bin.
- Practice social distancing to reduce contact between children and adults, including other children's parents during pick-up and drop-off.
- If possible, the same parent/caregiver should drop off and pick up their child every day. Avoid designating those at high risk.

Health Screening

PELC will implement screening procedures for all staff, parents, and children before they can enter the facility. Daily COVID-19 symptom screening will be required upon arrival.

A person who answers "Yes" to any one of these questions will not be allowed to enter the school facility.

1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
If Yes – STAY HOME and seek medical care.
2. Do you live in the same household with, or have you had close contact with someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.
If Yes – STAY HOME and seek medical care and testing.
3. Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?
 - Fever

- Cough
- Shortness of breath/trouble breathing
- Chills
- Night sweats
- Sore throat
- Muscle/body aches
- Loss of taste or smell
- Headache
- Confusion
- Vomiting
- Diarrhea

If Yes – STAY HOME and seek medical care and testing.

- Upon arrival, the parent/caregiver and child's temperature will be taken. If the parent/caregiver and/or child has a temperature of 100.0 degrees or higher, the child will not be admitted to the classroom.
- Upon arrival a visual wellness check will be done for each child and health questions will be asked if there is a health concern.
- Staff and children will be monitored throughout the day for signs of illness. We will send home children with a fever of 100.0 degrees or higher, cough, or other COVID-19 symptoms.
- If your child is to be sent home, they will be isolated in the classroom and the parent will be notified for pick-up.
- If a child goes home with a fever, they are allowed back to school if the child has had no fever and no medication has been taken in the last 72 hours.
- Staff and children with COVID-19 may not return until they meet the Santa Clara County Public Health Department's criteria to discontinue home isolation.

Group Size and Staffing

- Children will be in small stable groups of no more than 12 children with 2 teachers.
- The same 2 teachers will remain with the same group of children in the classroom and on the playground.
- There will be no mixing of children and teachers with other classrooms on or off the playground.

Outside Programs

- Children may attend only one childcare program at a time

Classroom Space/Physical Distancing

- Individual activity areas will be located throughout the classroom.
- Each child will have their own designated seating area within the classroom.
- Classroom furniture and play spaces will be arranged with 6 feet of separation when possible.

- The children will nap in their classroom, placing cots or mats 6 feet apart with heads in opposite directions.
- We will increase opportunities to bring indoor activities outside, weather permitting, while maintaining physical distancing.

Meal Times

- Food can be heated at home and put in a thermos. We will not heat food in the school microwave.
- Reusable food containers can be used for lunches.
- Children will be distanced apart to ensure adequate spacing during meals.
- Children will not be allowed to share or touch each other's food.
- Teachers will wear gloves when handling food.
- Tables will be immediately cleaned and disinfected after each meal.

Cleaning

- The classrooms will be well ventilated by opening windows and doors while children are in the classroom, weather permitting.
- All high-touch surfaces such as tables, doorknobs, countertops, and light switches will be disinfected throughout the day. Toilet handles, toilets, and sinks will be disinfected after each use.
- Easy to clean toys and manipulatives will be accessible to the children and disinfected throughout the day.
- Cleaning products used in the classroom are approved for use against COVID-19 and are on the Environmental Protection Agency (EPA) approved list.
- We use a two-step cleaning procedure recommended by CDC: teachers will clean off the dirty surface first and follow up with a disinfectant.
- Teachers using a cleaning or disinfecting product will wear gloves.
- All cleaning and disinfecting products will be kept out of children's reach.
- On-site cleaners will clean the classroom every evening ie: bathrooms, floors, carpets.

Hygiene

- All staff and children will follow strict handwashing guidelines and wash hands thoroughly for 20 seconds with soap and water.
- Teachers will model and practice handwashing with children before and after eating, after coughing or sneezing, after playing outside, and after using the bathroom.
- All personal items should be labeled and kept in a separate bag to ensure personal items are separate from others.
- Please provide a change of clothes, label each item, and transport in a separate bag.
- Personal toys should be kept at home – no sharing is allowed at this time.
- Each child's bedding will be kept separate and stored individually. Bedding will be sent home at the end of the week to be laundered and brought back to school on the next school day.

- Each child must wear socks or slippers or some type of indoor shoes inside the classroom.

COVID-19 Testing and Reporting

- PELC shall require children, parents, and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.
- In lieu of a negative test result, PELC may allow symptomatic children and staff to return to work/school with a medical note from a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- PELC shall require parents/caregivers and staff to immediately report to administration if child, parent, or staff test positive for COVID-19 or if one of their household members or non-household close contacts test positive for COVID-19.

Confirmed COVID-19 Case(s)

- Any child, parent, or staff who learns they have tested positive for COVID-19 while at PELC will immediately be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- PELC administrators will immediately notify the County of Santa Clara Public Health Department of any positive COVID-19 case by emailing coronavirus@phd.sccgov.org and calling (408) 885-4214.
- PELC will notify all families of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
- Classrooms used by any COVID-19 positive person will be immediately closed off, cleaned and disinfected.

Return to Program

- Symptomatic individuals may return 14 days after symptom onset OR 7 days after resolution of fever and improvement in other symptoms, whichever is longer.
- Asymptomatic individuals who test positive for COVID-19 may return after 14 days if they they continue to have no symptoms and provide 2 negative tests in a row at least 24 hours apart.

Close contact to confirmed COVID-19 cases

- Close contact is defined as being within six feet for at least 15 minutes of a person who tested positive.
- All children, parents, and staff who have had close contact with a COVID-19 positive person will be sent home and instructed to get COVID-19 testing and remain quarantined at home as follows:

1. If they do not live in the same household, they will stay home even if they test negative, and will remain in quarantine for a full 14 days after the date of last exposure to the COVID-19 positive person.
2. If they live in the same household, they will stay home for 14 days after the date that the COVID-19 positive household member completes their isolation.

Communication:

- Limit direct contact with the teachers. All conversations should be as brief as possible.
- Communication with teachers will be done through classroom email: sunshine@svpc.us or rainbow@svpc.us. The teachers will respond by email, phone, or a Zoom conference can be scheduled.
- PELC office will be closed indefinitely and the office staff is working remotely. You may contact the office staff at 408-245-2253 or email pelc@svpc.us.

Travel Criteria

- If your child or a family member has traveled internationally or to a domestic hot spot in the past 14 days: stay home, monitor your health, and practice social distancing. After 14 days without any signs of sickness, you may bring your child to school.

Resources

Santa Clara County Public Health Department www.sccgov.org

California Department of Social Services, Community Care Licensing, Child Care Page:
<https://www.cdss.ca.gov/inforesources/child-care-licensing>

California Division of Occupational Safety and Health (Cal/OSHA):
<https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Childcare-Programs-Guidance.pdf>

California Coronavirus (COVID-19) Resources:
<https://covid19.ca.gov/>

California Department of Pesticide Regulation Health Schools Act information:
<https://apps.cdpr.ca.gov/schoolipm/>

Centers for Disease Control and Prevention (CDC):
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

7/30/20

PELC
COVID-19 Protocol
Signature Page
The protocol is available on our website www.pelc.us

I, _____, agree to abide by all the policies and procedures stated in the Protocol dated 7/30/20.

Print Child's Name

Parent Signature

Date

PELC (Presbyterian Early Learning Center) is an outreach of the
Sunnyvale Presbyterian Church

7/30/20