

# PELC COVID-19 Protocol for Part-time Programs

rev. 5/31/21

## Safety and Health Measures

- The Sunnyvale Presbyterian Church campus is currently closed due to the pandemic. Gatherings of any kind on campus (Trinity Court, grass areas, and parking lots) are not allowed.
- PELC is allowed to use the 503, 505, 506, 801, 802, 901, 902, 904 classrooms, the gym, and playgrounds for classes.
- 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 coverings at all times while at work. They can wear a full clear face shield in addition if they desire.
- All adults picking up or dropping off children must wear face coverings.
- 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.
- Special Events and field trips are canceled until further notice.

## Arrival Procedures

- Parents/caregivers are to meet the teacher at the classroom door 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 has implemented screening procedures for all staff, parents, and children before children and staff can enter the classroom. 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 10 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. Within the last 10 days, have you had close contact with someone who 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 3 days? Are these symptoms new or not explained by another reason?
    - Fever
    - Cough
    - Shortness of breath
    - Difficulty breathing
    - Fatigue
    - Chills
    - Sore throat
    - Muscle or body aches
    - Recent loss of taste or smell
    - Headache
    - Nausea
    - Vomiting
    - DiarrheaIf Yes – STAY HOME and seek medical care and testing.
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- 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 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 16 children with 2 teachers.
- The same 2 teachers will remain with the same group of children in the classroom and on the playground.
- A teacher joining a stable group to provide a break to teachers will maintain at least six feet of distance from other staff and children in the group when practicable.
- There will be no mixing of children with other classrooms on or off the playground.
- There are times when children and staff may engage in physical contact given the needs of children under age 5.

### Outside Programs

- Children may attend only one childcare program at a time. This means children cannot attend any other childcare program, after-school program, or other child activity while attending PELC.

### 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.
- We will increase opportunities to bring indoor activities outside, weather permitting, while maintaining physical distancing.

- The classrooms are well ventilated to increase circulation of air from outside (e.g., by opening windows and doors) while children are in the classroom, weather permitting.
- Portable HEPA filters are used in each classroom and the Heating, Ventilation, and Air Conditioning (HVAC) system will be evaluated by an HVAC professional on a consistent basis.

### 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

- All high-touch surfaces such as tables, doorknobs, countertops, and light switches will be disinfected throughout the day.
- 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.
- A professional cleaning company will clean and disinfect 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.
- Personal toys should be kept at home – no sharing is allowed at this time.
- All personal items should be labeled and kept in a separate bag to ensure personal items are separate from others.

## COVID-19 Testing, Reporting, and Response

- 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.
- PELC shall require parents and staff to immediately report to administration if a 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. This holds true even if PELC is on holiday break.
- 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](mailto:coronavirus@phd.sccgov.org) and calling (408) 885-4214.
- PELC will notify families if someone in your child's class has tested positive for COVID-19. Confidentiality will be maintained as required by the county and state.
- Children and staff who had close contact with a COVID-19 positive person must be sent home and quarantine at home for 10 days after their last exposure to the positive case.
- Classrooms used by any COVID-19 positive person will be immediately closed off and will not be re-opened until the classroom is well ventilated, cleaned, and disinfected.

## Close Contact to Confirmed COVID-19 Cases

- Close contact is defined as being within six feet of a person infected with COVID-19 for at least 15 minutes, beginning two days before the infected person had symptoms or tested positive.

- All children, parents, and staff who have had close contact with someone who has COVID-19 will be sent home and instructed to get COVID-19 testing even if there are no symptoms of COVID-19.
- While waiting for COVID-19 test results, stay home and away from others (self-quarantine) and monitor health for symptoms of COVID-19 to protect friends, family, and others from possibly getting COVID-19.

#### Return to Program for Symptomatic Individuals

- **Negative test results for COVID-19 and ARE NOT close contacts** of confirmed COVID-19 cases should remain at home until at least 72 hours after resolution of fever and improvement in other symptoms. Documentation of the negative test result must be provided to PELC.
- **Negative test results for COVID-19 and ARE close contacts** to a confirmed case may end quarantine as early as Day10 from last exposure. However, anyone experiencing COVID-19 symptoms who tests negative for COVID-19, must stay home until 72 hours after fever resolution and improvement in other symptoms.
- **Positive test results for COVID-19** may return if it has been at least 10 days since their symptom onset AND at least 72 hours have passed since their last fever without the use of fever-reducing medications AND their other symptoms have improved. Individuals who test positive for COVID-19 and have completed their isolation shall be required to provide a medical note prior to returning to school.

#### Return to Program for Asymptomatic Individuals

- Asymptomatic children who have been in direct contact with a COVID-19 positive person should isolate for 10 days. Testing should be on Day 6 or later from last exposure to the COVID-19 positive person. If symptoms develop any time during Days 0-14 the child should get tested immediately.
- **Positive test results for COVID-19** may end quarantine after Day 10 from last exposure if they remain asymptomatic, but must continue monitoring for symptoms for a full 14 days.
- Individuals who test positive for COVID-19 and have completed their isolation shall be required to provide a medical note prior to returning to the school.

#### Communication:

- Limit direct contact with the teachers. All conversations should be as brief as possible.

- You may contact your teachers by calling the PELC preschool office at 408-245-2253 or email [pelc@svpc.us](mailto:pelc@svpc.us). The teachers will respond by email, phone, or schedule a social distanced conference.
- PELC office staff will be on campus starting June 1. You may contact the office staff at 408-245-2253 or email [pelc@svpc.us](mailto:pelc@svpc.us).

### Travel Criteria

- Before you travel, check the Santa Clara County Public Health directive for the current travel restrictions and notify the school of any travel plans.

<https://covid19.ca.gov/travel/#current-travel-recommendations>

### Resources

Santa Clara County Public Health Department, <https://www.scc.gov.org>

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

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

California Department of Public Health: <https://www.cdph.ca.gov>

**PELC**  
**COVID-19 Protocol**  
**Signature Page**  
**The protocol is available on our website [www.pelc.us](http://www.pelc.us)**

I, \_\_\_\_\_, agree to abide by all the policies and procedures stated in the Protocol dated 5/31/21.

\_\_\_\_\_  
Print Child's Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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