

## **PELC COVID-19 Protocol** **Rev. 10.29.21**

PELC COVID-19 Protocol refers to everyone in your student's household and is based on the guidelines from the Center for Disease Control and Prevention, CA Department of Public Health, Santa Clara County Department of Public Health, CA Department of Social Services, and Community Care Licensing. The PELC staff is trained to ensure the best practices in health screening, healthy hygiene, cleaning, and disinfecting to maintain a safe school environment.

### **Safety and Health Measures**

- PELC is an Outreach Program of the Sunnyvale Presbyterian Church and follows the guidelines of the Church. Small gatherings of any kind on campus (Trinity Court, grass areas, and parking lots) must be brief.
- Face coverings are required for everyone 2 years of age and older when on the church campus regardless of vaccination status. The only exceptions are when students/staff are eating and when students are napping.
- To help mitigate COVID-19, parents/caregivers are allowed in the classroom and on the playground under special circumstances only. They are to meet the teacher at the classroom door to sign students in and out during pick-up and drop-off.
- Practice social distancing to reduce contact between families during pick-up and drop-off.
- Field trips are canceled until further notice.

## **Health Screening**

- Have you or a household member had one or more of these symptoms today or within the past 3 days?  
Are these symptoms new or not explained by another reason?
  1. Fever or chills
  2. Cough
  3. Shortness of breath or difficulty breathing
  4. Fatigue
  5. Muscle or body aches
  6. Headache
  7. New loss of taste or smell
  8. Sore throat
  9. Nausea or vomiting
  10. Diarrhea
  11. Congestion
  12. Runny nose with colored/thick mucus

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

- Upon arrival, the parent/caregiver's and student's temperature will be taken. If the parent/caregiver **OR** student has a temperature of 100.0 degrees or higher, the student will not be admitted to the classroom.
- Upon arrival, a visual wellness check will be done for each student and questions will be asked if there is a health concern.
- Students and staff will be monitored throughout the day for signs of illness. We will send home students and staff with a fever of 100.0 degrees or higher, and/or other COVID-19 symptoms.

## **Group Size and Staffing**

- A class will consist of a stable group of no more than 16 students with 2 primary teachers.
- The primary teachers will remain with the stable group of students in the classroom and on the playground.
- A floater teacher will join the stable group and provide assistance to the primary teachers when needed.

### **Classroom Space/Physical Distancing**

- There will be no mixing of students with other classes on or off the playground.
- There are times when students and staff may engage in physical contact given the needs of preschool-age children.
- Individual activity areas will be located throughout the classroom.
- We will increase opportunities to bring indoor activities outside, weather permitting.
- The classrooms are well ventilated to increase circulation of air from outside (e.g., by opening windows and doors) while students are in the classroom.
- 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.

### **Mealtimes**

- We are not able to heat student lunches brought from home in the classroom microwave. Food can be heated at home and put in a thermos.
- Reusable food containers can be used for lunches.
- Each student will have their own designated seating area during mealtimes.
- Students will not be allowed to share each other's food.
- Staff 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, and countertops will be 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.
- Staff using a cleaning or disinfecting product will wear gloves.
- A professional cleaning company will clean and disinfect the classroom every evening.

## **Hygiene**

- Hand hygiene stations will be located at each classroom door. It is necessary to disinfect the student's hands before entering the classroom.
- All students and staff will follow strict handwashing guidelines and wash hands thoroughly for 20 seconds with soap and water.
- Staff will model and practice handwashing with students 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.

## **Programs That Include Naptime**

- The students will nap in their classroom, with cots or mats placed 3 feet apart and heads in opposite directions.
- Each student's bedding will be kept separate and stored individually. Bedding will be sent home to be laundered.

## **Communication:**

- If the student is to be sent home, they will be isolated in the classroom, and the parent/caregiver will be called to pick them up within 30 minutes.
- PELC shall require parents and staff to immediately report to administration if student, 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 report confirmed cases of COVID-19 in a classroom to the County of Santa Clara Public Health Department through the SPOT Portal.
- PELC will notify all families by email of any positive COVID-19 case in a classroom and will maintain confidentiality as required by state and federal laws.
- PELC will notify each family by phone if there is a positive COVID-19 case in their student's classroom.
- PELC will notify all families by email of any changes regarding procedures and protocols.
- You may contact your teachers or the office staff by calling the PELC preschool office at 408-245-2253 or email [pelc@svpc.us](mailto:pelc@svpc.us).

## COVID-19 Scenarios

### **If a PELC Student Has COVID-19 Symptoms:**

1. The student is to get a PCR COVID-19 test from a lab, pharmacy, or medical clinic (not an at-home/rapid test) as soon as possible.
2. The student is to stay home while awaiting the test result.
3. Email a copy of the student's lab report to the school.

### **If the student's test result is negative:**

- ❖ the criteria for returning to school:
  - No symptoms AND
  - No fever in the past 72 hours without use of fever reducing medication AND
  - No diarrhea or vomiting in past 24 hours AND
  - Normal energy and able to fully participate in class.

### **If the student's test result is positive:**

- ❖ The student is to stay home.
- ❖ Contact your personal physician or local public health department.
- ❖ The criteria for returning to school:
  - At least 10 days after the student's symptoms first appeared AND
  - No symptoms AND
  - No fever for 24 hours without the use of fever-reducing medication AND
  - No diarrhea or vomiting in past 24 hours AND
  - Normal energy and able to fully participate in class AND
  - Medical clearance from personal physician or public health department.

### **If a PELC student does not have COVID-19 symptoms and tests positive:**

- ❖ Email a copy of the student's lab report to the school.
- ❖ The student is to stay home.
- ❖ The criteria for returning to school:
  - At least 10 days after the first positive test was collected.
  - Normal energy and able to fully participate in class.
  - Medical clearance from personal physician or public health department.

**If a household member has COVID-19 symptoms:**

1. The household member should get a PCR COVID-19 test from a lab, pharmacy, or medical clinic (not an at-home/rapid test) as soon as possible.
2. The PELC student is to stay home while awaiting the test result.

**If the household member's test result is negative:**

- The PELC student may return to school.

**If the household member's test result is positive and the PELC student CAN isolate from them:**

- The student is to get a PCR COVID-19 test from a lab, pharmacy, or medical clinic (not an at-home/rapid test) on or after Day 5 after their last exposure.
- The student is to stay home while awaiting the test result.
- Email a copy of the student's lab report to the school.

**If the PELC student's test result is negative:**

- ❖ The student may return to school.

**If the PELC student's test result is positive:**

- ❖ The student is to stay home.
- ❖ Contact your personal physician or local public health department.
- ❖ The criteria for the student's return to school:
  - At least 10 days after the student's positive test is collected AND
  - No symptoms AND
  - No fever for 24 hours without the use of fever-reducing medication AND
  - No diarrhea or vomiting in past 24 hours AND
  - Normal energy and able to fully participate in class AND
  - Medical clearance from personal physician or public health department.

**If the household member's test result is positive and the PELC student CANNOT isolate from them:**

- The student is to get a PCR COVID-19 test 5 days after the COVID-19 positive person finishes their isolation.
- The student is to stay home during the COVID-19 positive person's isolation and while awaiting their own test result.
- Email a copy of the student's lab result to the school.

**If the PELC student's test result is negative:**

- ❖ The student may return to school 7 days after the COVID-19 positive person completes isolation.

**If the PELC student's test result is positive:**

- ❖ Stay home at least 10 days after the COVID-19 positive person completes isolation.
- ❖ Contact your personal physician or local public health department.
- ❖ The criteria for the student's return to school:
  - At least 10 days after the student's positive test is collected AND
  - No symptoms AND
  - No fever for 24 hours without the use of fever-reducing medication AND
  - No diarrhea or vomiting in past 24 hours AND
  - Normal energy and able to fully participate in class AND
  - Medical clearance from personal physician or public health department.

**If a household member has close contact with a COVID-19 positive person outside the home:**

Close contact means you were within 6 feet of the person for at least 15 minutes at any time beginning 2 days before they had symptoms or tested positive. Individuals who are not fully vaccinated must quarantine after a recent exposure to someone with COVID-19.

**If the exposed household member is fully vaccinated:**

1. The exposed household member should get a PCR COVID-19 test from a lab, pharmacy, or medical clinic (not an at-home/rapid test) 5-7 days after exposure.
2. The PELC student may come to school.

**If the exposed household member's test result is negative:**

- The exposed household member should continue to monitor for symptoms.

**If the exposed household member's test result is positive:**

- See the section labeled "If a household member has COVID-19 symptoms/If the household member's test result is positive".

**If the exposed household member is unvaccinated:**

1. The exposed household member should get a PCR COVID-19 test from a lab, pharmacy, or medical clinic (not an at-home/rapid test) 5-7 days after last exposure.
2. The PELC student is to stay home while awaiting the test result.

**If the exposed household member's test result is negative:**

- The PELC student may return to school.

**If the exposed household member's test result is positive:**

- See the section labeled "If a household member has COVID-19 symptoms/If the household member's test result is positive".

**If a PELC student has close contact with a COVID-19 positive person:**

1. The student is to get a PCR COVID-19 test from a lab, pharmacy, or medical clinic (not an at-home/rapid test) 5 days after their last exposure.
2. The student is to stay home while awaiting the test result.
3. Email a copy of the student's lab report to the school.

**If the student's test result is negative:**

- ❖ The student may return to school 7 days after their last exposure.

**If the student's test result is positive:**

- ❖ The criteria for the student's return to school:
  - At least 10 days after the student's positive test is collected AND
  - No symptoms AND
  - No fever in the past 24 hours without use of fever reducing medication AND
  - No diarrhea or vomiting in past 24 hours AND
  - Normal energy and able to fully participate in class AND
  - Medical clearance from personal physician or local public health department.



## Travel

CDC recommends delaying travel until you are able to get fully vaccinated. If you are traveling with children who cannot get vaccinated at this time, please follow the recommendations for unvaccinated people.

**As you plan for a trip, refer to the CDC's travel guidelines and the PELC protocol. Please be mindful as you travel and reenter the PELC community after travel.**

### **If the PELC student travels by public transportation (ex. plane, train, bus, etc.)**

#### **DOMESTIC OR INTERNATIONAL:**

1. The student is to get a PCR COVID-19 test from a lab, pharmacy, or medical clinic (not an at-home/rapid test) 3-5 days after travel.
2. The student is to stay home while awaiting the test result.
3. Email a copy of the student's lab report to the school.

#### **If the student's test result is negative:**

- ❖ The student may return 7 days after travel (include the 3-5 days before testing as part of the 7 days).

#### **If the student's test result is positive:**

- ❖ The student is to stay home for at least 10 days after the student's positive test is collected
- ❖ The criteria for the student's return to school:
  - No symptoms AND
  - No fever in the past 24 hours without use of fever reducing medication AND
  - No diarrhea or vomiting in past 24 hours AND
  - Normal energy and able to fully participate in class AND
  - Medical clearance from personal physician or local public health department.

**If a household member or visiting friend/relative travels via public transportation (ex. plane, train, bus, etc.)**

**DOMESTIC:**

**If the traveler is fully vaccinated:**

1. The traveler should self-monitor for symptoms.
2. The traveler can come on campus.
3. The PELC student may come to school.

**If the traveler is NOT vaccinated:**

1. The traveler is to get a PCR COVID-19 test from a lab, pharmacy, or medical clinic (not an at-home/rapid test) 3-5 days after travel.
2. The traveler is to stay home.
3. The PELC student is to stay home while awaiting the traveler's test result (unless they can quarantine from the traveler).

**If the traveler's test result is negative:**

- ❖ The traveler is to stay home for 7 full days (include the 3-5 days before testing as part of the 7 days). During this time the traveler may not be on campus.
- ❖ The PELC student may return to school.

**If the traveler's test result is positive:**

- ❖ See the section regarding "If a household member has COVID-19 symptoms/If the household member's test result is positive".

**If a household member or visiting friend/relative travels via public transportation (ex. plane, train, bus, etc.)**  
**INTERNATIONAL:**

**If the traveler is fully vaccinated:**

1. The traveler is to get a PCR COVID-19 test from a lab, pharmacy, or medical clinic (not an at-home/rapid test) 3-5 days after travel.
2. The PELC student is to stay home while awaiting the test result (unless they can quarantine from the traveler).

**If the traveler's test result is negative:**

- ❖ The traveler can come on campus.
- ❖ The PELC student can come to school.

**If the traveler's test result is positive:**

- ❖ See the section regarding "If a household member has COVID-19 symptoms/If the household member's test result is positive".

**If the traveler is NOT vaccinated:**

1. The traveler is to get a PCR COVID-19 test from a lab, pharmacy, or medical clinic (not an at-home/rapid test) 3-5 days after travel.
2. The PELC student is to stay home while awaiting the test result (unless they can quarantine from the traveler).

**If the traveler's test result is negative:**

- ❖ The traveler is to stay home for 7 full days (include the 3-5 days before the test). They may not be on campus during this time.
- ❖ The PELC student can come to school.

**If the traveler's test result is positive:**

- ❖ See the section regarding "If a household member has COVID-19 symptoms/If the household member's test result is positive".

If you have any questions about requirements regarding your travel arrangements, please consult with the school Director in advance.

## **Resources**

Santa Clara County Public Health Department:

<https://covid19.sccgov.org/home>

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/child-care-guidance.html#staying-home>

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-COVID19.html>

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html>

California Department of Public Health:

<https://www.cdph.ca.gov>

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Child-Care-Guidance.aspx>

Free COVID-19 testing in Santa Clara County:

<https://covid19.sccgov.org/covid-19-testing>

Vaccinations:

<https://covid19.sccgov.org/covid-19-vaccine-information>

**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 10/29.21.

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

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

\_\_\_\_\_  
Date

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