

## **PELC COVID-19 Protocol**

### **Rev. 7.29.22**

PELC's COVID-19 Protocol refers to everyone in the student's household and is based on the guidelines from the Centers for Disease Control and Prevention, California Department of Public Health, Santa Clara County Department of Public Health, California Department of Social Services, and Community Care Licensing. The PELC staff is trained to ensure the best practices in daily health screening, healthy hygiene habits, cleaning, disinfecting, and ventilating classrooms to maintain a safe school environment. PELC encourages families to use multiple layers of mitigation, such as wearing a well-fitted, high-quality mask, testing, vaccinations, and booster shots. Everyone age 6 months and older is eligible for the COVID-19 vaccine and ages 5 and older are eligible for the booster.

This protocol reflects the current COVID-19 status while accounting for the population of our school's community. Our COVID-19 policies are subject to change during the school year as conditions change.

### **Safety and Health Measures**

- PELC strongly recommends gatherings of any kind on campus (Trinity Court, grass areas, and parking lots) be brief.
- Face coverings are required for everyone 2 years of age and older indoors and outdoors while on the PELC campus, regardless of vaccination status. The only exceptions are when students/staff are eating or children are sleeping. If you do not want your child to be without a mask at school, you may pick them up before snack time, lunch time, or nap time. Masks and all our COVID-19 policies are subject to change during the school year as conditions change.
- We strongly recommend that students use the KF94 and KN95 masks as they are the most effective.
- Parents/caregivers are to meet the teacher at the classroom door to sign students in and out during drop-off and pick-up. Parents/caregivers will be allowed inside the classroom and on the playground upon request.
- Practice social distancing to reduce contact between families during drop-off and pick-up.
- PELC requires daily health and temperature checks, as well as routine COVID-19 antigen testing for all staff. All staff are vaccinated.
- If a PELC student is fully vaccinated please provide a copy of the vaccination record to the office.
- At-home COVID-19 testing will be required for students the first day of school, when coming back after being sick, extended trips, or school breaks. We strongly recommend at-home testing after attending a large gathering.

## **Group Size and Staffing**

- A class will consist of a stable group of no more than 18 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 groups and provide assistance to the primary teachers when needed.

## **Classroom Space/Physical Distancing**

- There are times when students and staff may engage in physical contact given the needs of preschool-age children.
- Individual activity areas are 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 (for example, by opening windows and doors) while students are in the classroom.
- Portable medical grade HEPA-13 filters are used in each classroom.

## **Mealtimes**

- The children will wash their hands before and after each meal
- Staff will wear gloves when handling food.
- Tables will be cleaned and disinfected before and after each meal.

## **Cleaning**

- Staff will wear gloves when disinfecting high-touch surfaces such as tables and countertops 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.
- A professional cleaning company will clean and disinfect the classrooms and bathrooms daily.

## **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 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.

## **Health Screening**

The following are some COVID-19 symptoms:

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 or runny nose

- Upon arrival, a visual wellness check will be done for each student. The parent/caregiver's and student's temperature will be taken. If the parent/caregiver **OR** student has a temperature of 100.4 degrees or higher, the student will not be admitted to the classroom.
- Students and staff will be monitored throughout the day for signs of illness. We will send home students and staff with a fever of 100.4 degrees or higher, and/or other COVID-19 symptoms.
- A medical clearance from a physician is needed only if a student has an underlying chronic condition that may mimic COVID-19 related symptoms.

## **Types of Testing:**

- All FDA approved COVID-19 tests will be accepted.
- Antigen tests are recommended for those who have tested positive for COVID-19 in the past 3 months.

## **Classroom Exposures**

- The COVID-19 positive individual will remain home. See the section “If a PELC Student Has COVID-19 Symptoms” and tests positive
- We consider an individual contagious 2 days before symptoms start or before a positive test, if they do not have symptoms.
- If the students in a classroom are exposed to a COVID-19 positive individual:
  - Exposed students in the classroom may continue coming to school
  - A negative antigen test is required every day through day 5
  - Email negative test result to the office each day before the student comes to school
- All teachers who have direct contact with a COVID-19 positive individual in a classroom will provide a negative antigen test each day through Day 5.
- If you feel it is in your family’s best interest to keep your child home when there is an exposure, we will fully support your decision but no tuition refund/credit will be issued.

## **Communication:**

- If the student is to be sent home due to illness, 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. Email [pelc@sunnyvalepres.com](mailto:pelc@sunnyvalepres.com)
- PELC administrators will report confirmed cases of COVID-19 to the California Department of Public Health and Community Care Licensing.
- All families will be emailed a weekly update of any positive COVID-19 case involving our students or staff. PELC will maintain confidentiality as required by state and federal laws. This update will go out even if there are no cases to report.
- 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 COVID-19 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@sunnyvalepres.com](mailto:pelc@sunnyvalepres.com). The office staff monitors emails and voice messages 7 days a week.

## COVID-19 Scenarios

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

1. The student is to stay home, take a rapid test immediately and email the results to the school  
(If a rapid test is not available, please contact the office)

#### **If the student's rapid test is negative**

- ❖ Criteria for returning to school
  - No symptoms AND
  - Normal energy and able to fully participate in class AND
  - Take a rapid test **the morning** the student returns to class and email the negative results to the school

#### **If the student's rapid test is positive**

- ❖ The student is to stay home
- ❖ Email the school a photo of the positive rapid test results with student name, date, parent signature
- ❖ Criteria for returning to school
  - Stay home for at least 5 full days after the student's symptoms first appeared AND
  - A negative antigen test is required and is to be emailed to the school the morning the student returns to class (The return date may not be earlier than Day 6) AND
  - No symptoms AND
  - Normal energy and able to fully participate in class

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

1. The student is to stay home
2. Criteria for returning to school
  - Stay home for at least 5 full days after the initial positive test was taken AND
  - A negative antigen test is required and is to be emailed to the school the morning the student returns to class (The return date may not be earlier than Day 6) AND
  - No symptoms AND
  - Normal energy and able to fully participate in class

#### **If the student develops symptoms during the 5 days at home**

1. The student is to stay home.
2. Criteria for returning to school
  - Stay home for at least 5 full days after the symptoms began AND
  - A negative antigen test is required and to be emailed to the school the morning the student returns to class (The return date may not be earlier than Day 6) AND
  - No symptoms AND
  - Normal energy and able to fully participate in class

**If a PELC student (regardless of vaccination status) has close contact with a COVID-19 positive person**

1. The student is to stay home, take a rapid test immediately and email the test results to the school  
(If a rapid test is not available, please contact the office)

**If the student's rapid test is positive**

- ❖ Criteria for the student's return to school
  - Student is to stay home for at least 5 full days after the positive test AND
  - A negative antigen test is required and is to be emailed to the school the morning the student returns to class (The return date may not be earlier than Day 6) AND
  - No symptoms AND
  - Normal energy and able to fully participate in class

**If the student's rapid test is negative**

- ❖ The student may continue coming to school
- ❖ A negative antigen test is required every day through day 5
- ❖ Email negative test result to the office each day before the student comes to school

**If at any point the student does test positive**

- ❖ Criteria for the student's return to school
  - Student is to stay home for at least 5 full days after the positive test AND
  - A negative antigen test is required and is to be emailed to the school the morning the student returns to class (The return date may not be earlier than Day 6) AND
  - No symptoms AND
  - Normal energy and able to fully participate in class

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

1. The household member is to take a rapid test immediately and notify the school of the test result

### **If the household member's rapid test is negative**

- ❖ Criteria for the student's return to school
  - Both the household member **and** the student test and email the negative result before every class until the household member's Day 5 negative test result AND
  - No symptoms AND
  - Normal energy and able to fully participate in class

### **If the household member's rapid test is positive**

- ❖ See section: If a Household Member Tests Positive and Can/Cannot Isolate

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

### **If the household member is fully vaccinated**

- ❖ It is recommended that the household member rapid test immediately and again on Day 5
- ❖ The household member should self-monitor for symptoms
- ❖ The student may come to school

### **If the household member is unvaccinated**

- ❖ The household member should rapid test immediately and notify the school
  - ❖ The household member should self-monitor for symptoms
  - ❖ The household member should retest on Day 5
  - ❖ The student may come to school, as long as they test negative and email the results before every class until the household member has a negative Day 5 result
- If the household member develops symptoms, see section: If a Household Member has COVID-19 symptoms
  - If the household member tests positive, see section: If a Household Member Tests Positive for COVID-19
  - If the student develops symptoms, see section: If a PELC student has COVID-19 symptoms

## **If a household member tests positive for COVID-19 and the student CAN ISOLATE from them**

1. The student is to take a rapid test and notify the school of the results
2. The student is to stay home for 5 full days

### **If student's rapid test is negative**

- ❖ Criteria for student's return to school is
  - A negative test is required and is to be emailed to the school the morning the student returns to class (The return date may not be earlier than Day 6) AND
  - Continue to isolate from the COVID-19 positive household member AND
  - No symptoms AND
  - Normal energy and able to fully participate in class

### **If the student's rapid test is positive**

- ❖ Criteria for student's return to school is
  - Student is to stay home for at least 5 full days after the positive test AND
  - A negative antigen test is required and is to be emailed to the school the morning the student returns to class (The return date may not be earlier than Day 6) AND
  - No symptoms AND
  - Normal energy and able to fully participate in class

## **If a household member tests positive for COVID-19 and the student CANNOT ISOLATE from them**

1. The household member is to notify the school
2. The student is to stay home until the COVID-19 positive person finishes isolation
3. The student is to test on Day 5 after the COVID-19 positive person's isolation ends

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

- ❖ Criteria for student's return to school is
  - A negative test is required and is to be emailed to the school the morning the student returns to class (The return date may not be earlier than Day 6 after the COVID-19 positive person's isolation ends) AND
  - No symptoms AND
  - Normal energy and able to fully participate in class

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

- ❖ Criteria for student's return to school
  - Student is to stay home for at least 5 full days after the positive test AND
  - A negative antigen test is required and is to be emailed to the school the morning the student returns to class (The return date may not be earlier than Day 6) AND
  - No symptoms AND
  - Normal energy and able to fully participate in class

## Travel

CDC recommends delaying travel until you are able to get fully vaccinated.

### **If the PELC student is NOT fully vaccinated and travels DOMESTIC/INTERNATIONAL via public transportation (ex. plane, train, bus, etc.)**

1. The student is to stay home, take a COVID-19 test 5 full days after returning and email the results to the school

#### **If the student's Day 5 test is negative**

- ❖ Criteria for returning to school
  - The earliest a student may return is Day 6
  - No symptoms AND
  - Normal energy and able to fully participate in class

#### **If the student's Day 5 test result is positive**

- ❖ The student is to stay home
- ❖ Criteria for returning to school
  - Student is to stay home at least 5 full days after positive test AND
  - A negative antigen test is required and is to be emailed to the school the morning the student returns to class (The return date may not be earlier than Day 6) AND
  - No symptoms AND
  - Normal energy and able to fully participate in class

### **If the PELC student is fully vaccinated and travels DOMESTIC/INTERNATIONAL via public transportation (ex. plane, train, bus, etc.)**

1. On the morning they return, the student is to take a COVID-19 test and email the results to the school

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

- ❖ Criteria for returning to school
  - No symptoms AND
  - Normal energy and able to fully participate in class

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

- ❖ The student is to stay home
- ❖ Criteria for returning to school
  - Student is to stay home at least 5 full days after positive test AND
  - A negative antigen test is required and is to be emailed to the school the morning the student returns to class (The return date may not be earlier than Day 6) AND
  - No symptoms AND
  - Normal energy and able to fully participate in class

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

**If the traveler is fully vaccinated**

1. It is recommended that the traveler self-monitor for symptoms
2. The traveler may be on campus
3. The PELC student may come to school

**If the traveler is NOT vaccinated**

1. The traveler may not be on campus for a full 5 days after travel
2. The traveler is to take a COVID-19 test 3-5 days after returning
3. If the traveler **cannot** quarantine from the PELC student then the student needs to stay home while awaiting the traveler's test result
4. If the traveler **can** quarantine from the PELC student then the student may come to school

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

- ❖ The PELC student may return to school

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

- ❖ If the household member tests positive, see section: If a Household Member Tests Positive for COVID-19

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

**If the traveler is fully vaccinated**

1. It is recommended that the traveler self-monitor for symptoms and test 3-5 days after travel
2. The traveler may be on campus
3. The PELC student may come to school

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

- ❖ The traveler may be on campus
- ❖ The PELC student may come to school

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

- ❖ See the section: If a Household Member Tests Positive for COVID-19

**If the traveler is NOT fully vaccinated**

1. The traveler is to stay home, self-quarantine and test a full 5 days after travel
2. If the traveler **cannot** quarantine from the PELC student then the student needs to stay home while awaiting the traveler's test result
3. If the traveler **can** quarantine from the PELC student then the student may come to school

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

- ❖ The PELC student may come to school

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

- ❖ See the section: 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.

## **COVID-19 Terms**

Day 5: For the purpose of determining testing or date to return we calculate 5 full days after an individual's symptoms began **OR** the day of last known contact with an exposed COVID-19 positive person **OR** the day an individual returns from travel **OR** the date the positive test was collected. The day an individual is exposed, begins having symptoms, returns from travel, or tests positive is day 0.

Close contact: For COVID-19 purposes, close contact is anyone who was less than 6 feet away from you for a combined total of 15 minutes or more over a 24-hour period. An infected person can transmit the virus that causes COVID-19, starting 48 hours (2 days) before they have symptoms or before they were tested.

## **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>

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's COVID-19 Resource List with mask recommendations from our parents is on our website:

[www.pelc.us](http://www.pelc.us) the link is on the welcome page.

**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 7.29.22.

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

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

\_\_\_\_\_  
Date