



Pasadena Christian Preschool COVID-19 Response Policy 2020/2021 AS OF August 5, 2020

The following COVID-19 policies are subject to change as informed by CDC and Health Department updates.

Welcome PCS Families!

We are excited to welcome you to the start of our 2020/2021 school year!

This policy is to address the guidelines that PCS has implemented in response to COVID-19. We want to reassure you that everyone at Pasadena Christian School and Preschool are continually working diligently to increase preventative measures in response to this virus. We realize that we cannot guarantee the prevention of COVID-19 at our schools, but we can do our part to prevent further spread of the virus. We also firmly believe that prayer and preparation is our best defense in response to COVID-19.

Below you will find the updated COVID-19 safety protocols that we will be implementing this school year. These health and safety protocols are in alignment with the latest guidance and direction from the Center for Disease Control (CDC), California Department of Public Health (CDPH) and Department of Children and Child Services (CDSS) Title 22.

**All families must read and acknowledge understanding of the preschool's protocol by signing and returning the Pasadena Christian Preschool Parent Handbook / COVID-19 Response Policy.*

NEW HEALTH & SAFETY PROTOCOLS

DROP OFF & HEALTH SCREENING

- Please health screen your child at home before arriving to school. If your child has a fever or shows any signs of sickness please keep your child at home.
- Please wash your child's hands before coming to school.
- Parents will not be entering the facility, but a mask is still required for drop-off at the entry door.
- Please follow the social distancing guides placed outside.

- Children will be health screened, including a temperature check, at the entry door during drop off.
- Children will be sent home if exhibiting any signs of illness or a fever of 100.4 or higher.
- Children will not be able to return to school until they have been fever-free or symptom free without medication for a total of 72 hours.
- Parents will check in their child through the Procare App on their phone. Parents will be given instructions on how to download and set-up the app.
- Your child is **REQUIRED** to bring a small backpack, daily, to transport all of their belongings to and from home. All belongings need to be inside the backpack. No loose items. All items need to be labeled with child's name.
- Your child will be escorted into the school and classroom by designated staff.

PICK UP TIME

- Follow the social distancing guides in place outside.
- Parents, please use our hand washing stations before going to your child's classroom door.
- A mask is required for pick up at the classroom door.
- Parents will use their Procare App to check out their child.
- Show the staff your check-out confirmation.
- A staff member will bring your child to you.
- Ring the doorbell if staff is not available at the door.

VISITORS

- A mask & health screening is required for all essential visitors.
- Non-essential visitors will not be permitted into the facilities. Deliveries will be received at the door and all packages disinfected before being brought into the facilities.
- Tours will be given by appointment only.

LUNCH ORDERS

Hot Lunch Orders will be delayed until a further notice. Once re-starting, we will use the following guidelines.

We have a lunch catering service available through The Only Place in Town.

- Lunches are served in individual containers/packages for each child.
- All lunches must be ordered ONLINE ONLY. Day of cash/card orders will *not* be available. Lunch orders can be ordered at the latest by 9:00pm the night before *or* in advance monthly.
- You will need to create an account via orgsonline.com

- New families, please contact Tim Gray (tgray@pcs.school) for school ID# to create account.
- For questions or concerns, please contact the Restaurant directly through email at eclub@theonlyplaceintown.com or 626.355.3502
- Teachers are not responsible to order student lunches.

CLASSROOM PROTOCOLS

- Children have been placed in classrooms by age and limited to smaller class sizes.
- Children wash their hands immediately upon entering their classroom, before and after snack, lunch, recess, nap time and drop-off/pick-up time.
- Hand sanitizer is available for Adult use ONLY, as needed throughout the day. Children will only use soap and water to wash hands.
- Teachers will wear an apron and mask in the classroom.
- Teachers will reinforce healthy hygiene practices daily.
- Teaching the children to keep their hands away from their face is part of our healthy hygiene reinforcement.
- Mask wear is **optional** for students due to the fact that it will cause them to play with or touch their face more frequently.
- Teachers will encourage social distancing within the classroom, as much as possible.
- Children will stay with their classroom “family group” and teachers throughout the entire day, including outside play time, as much as possible.
- The children will have very limited exposure, if any, to other staff or classrooms aside from their own group and teacher.
- The Outdoor Classroom has been changed to provide “designated” play zones.
- Toys and stuffed animals from home will not be allowed into the classroom.
- All child belongings such as lunch bag, water bottle (no taller than 7 inches), blanket, pillow, jacket, crafts, classwork & extra clothes shall be transported inside a backpack to and from home. No loose items to be brought into the school or classroom.
- At nap time cots will be placed within a safe distance from each other in a head to toe layout.
- Blankets and pillows will stay on child’s personal cot and sent home weekly to get washed. Cot area will be cleaned with disinfectant spray at the end of the day.
- Cleaning & disinfecting of tables, chairs, door handles, bathrooms & toys used will be done daily throughout the day.
- If a student shows signs of any type of illness, a health assessment will take place, parents will be contacted, and child will be isolated in sick room until they are picked up.

STAFF PROTOCOLS

- Staff will be given facial masks, face shields, gloves, and aprons for use during the workday.
- Staff will be health screened for illness, including a temperature check, and must sign a daily health questionnaire before clocking in to work.
- Frequent hand washing and social distancing is required for all staff.
- Staff showing symptoms of any illness or fever will not be allowed to work.
- Extra staff is assigned to clean frequently touched areas throughout the school, inside & out at least twice each day.
- A cleaning crew will come in after school each day to clean throughout the school as well.

COVID-19 RESPONSE POLICY

Child-care is a critical and essential part of the public health emergency response team.

SPREAD OF COVID-19

- COVID-19 is thought to primarily spread from person-to-person.
- Spread between people who are in close contact with one another.
- *Close contact* is defined as any individual who was within 6ft of an infected person for at least 15 minutes starting 2 days before illness onset (OR, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- Studies suggest that the virus may spread by people who are not showing symptoms.

COVID-19 SYMPTOMS

- Fever, dry cough, shortness of breath, sore throat, muscle aches, chills, headache, possible diarrhea, and vomiting. Symptoms may appear 2 to 14 days after exposure.

*Knowing these facts, PCS has implemented new safety guidelines for families, children, and staff to follow to do our part in reducing the spread and keeping everyone as healthy and safe as possible. *PCS has implemented all guidelines using CDC and CDSS resources.*

SOCIAL DISTANCING STRATEGIES

- Classroom group sizes are 6/1 ratio for all of our classrooms with a maximum of 12 students in each classroom per day.
- Classes include the same group of children and same staff each day, as much as possible.
- Nap time cots are spaced as much as possible and head to toe layout.

- Limited mixing of children and designated separate play zones in the outdoor classroom and patio spaces.
- All special events and group activities have been cancelled until further notice.
- Social distancing guides placed on floor for parents, inside & outside.
- Parents are not allowed to enter the school; children will enter and exit facility through their classrooms exterior doorways.
- Staff distancing guidelines are placed throughout the facility.
- Spacing guides designated for the children in the classroom.

Guidelines for onset of illness at school/work for student or staff:

STUDENT

- If a student becomes sick during the day they will be removed from the classroom, placed into the sick room and be kept comfortable until a family member picks them up, as soon as possible.
- Parents should contact their pediatrician to receive guidance and keep the school administration informed.

STAFF

- Staff who appear to have symptoms upon arrival to work or who become sick during the day will immediately be separated from students/co-workers and be sent home. They should contact their medical provider for guidance and keep school administration informed.

Guidelines for onset of illness while at *home*:

STUDENT

- If a student becomes sick at home with any symptoms such as cough, fever, sore throat, muscle aches, generally not feeling well, we ask that you notify us and ***keep your child home*** to monitor.
- Contact your Pediatrician to ask for guidance and notify the school administration. We will proceed with appropriate measures according to the information that you give us.

STAFF

- If a staff member is experiencing illness symptoms such as cough, fever, sore throat, muscle aches, generally not feeling well, we ask that they *stay home* and self-isolate. Most people with COVID-19 symptoms have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care.
- Contact your medical provider for guidance and notify the school administration immediately.

- Staff members have been advised to seek medical attention and call 911 if the following emergency warning symptoms for COVID-19 develop:
 - Trouble breathing
 - Persistent chest pain or pressure
 - Confusion or inability to wake
 - Bluish lips

Guidelines for students/staff who have had *close contact* with a person with symptoms or diagnosed with COVID-19:

- Students with illness symptoms (who have had close contact with a person with symptoms or diagnosed with COVID-19) **must stay home**, quarantine 14 days, contact their medical provider and notify school administration.
- Staff who have any illness symptoms (who have had close contact with a person with symptoms or diagnosed with COVID-19) **must stay home**, quarantine 14 days, contact their medical provider and notify school administration.
- Staff or students who are well **BUT** have had a confirmed close contact with a COVID-19 positive person, should quarantine for 14 days, and notify school administration before coming in. The school will take all necessary precautions case by case, following CDC/Health Department guidelines.
- If staff or student have taken a COVID-19 test and are waiting for results you will **have to stay home** and isolate until you get your test results. Contact the school administration to notify and receive further instructions.

PLAN for PCS to receive children and staff back at school after quarantine:

Students/Staff with COVID-19 symptoms who have home isolated, can stop isolation when these conditions have been met:

If a **test will NOT** be administered to determine if you are still contagious, children and staff can return to school/work after these three things have happened:

- No fever for at least 72 hours (3 full days fever free without medication) **AND**
- Symptoms have ceased (fever, cough, shortness of breath, etc.) **AND**

- At least 10 days have passed since symptoms **first** appeared.

If a **test IS required** to determine if person is contagious, children or staff can return to school/work after these three things have happened:

- No fever for at least 72 hours (3 full days fever free without medication) **AND**
- Symptoms have ceased (fever, cough, shortness of breath, etc.) **AND**
- Received two negative tests in a row, 24 hours apart. (For initial positive results only)

Persons with laboratory confirmed **POSITIVE COVID-19** who have **NOT** had any symptoms may discontinue isolation when at least 10 days have passed since the date of their **first positive** diagnostic test and have had **NO** subsequent illness; provided they remain asymptomatic.

If PCS has a case of COVID-19:

- We will report the confirmed case to the Pasadena City Health department and follow their specific guidelines.
- We will notify the Department of Social Services/Child Care Licensing of incident.
- We will determine date of symptom onset for the student/staff.
- We will determine if the student/staff attended or worked at the school while symptomatic or during the 2 days before symptoms began.
- We will determine any *close contact* with the student/staff at the school.
- We will **only notify** families who have had *close contact* with the affected student/staff.
- We will notify all school families of a “case”, in the school, keeping details minimal and maintaining confidentiality as mandated by law.
- We will close off areas used by the individuals with symptoms.
- We will disinfect all contact areas after 24 hours from exposure.
- We will further clean all areas after first disinfection.

Possible 2-5 Day School/Classroom Closure

- This initial short-term school closure allows time for the health officials to gain a better understand of the COVID case impacting the school.
- This time allows health officials and school administration to determine the appropriate next steps, including whether an extended closure is needed to stop or slow further spread of COVID-19.
- Local health official’s recommendation for the scope and duration of center closure will be made on a case by case basis using the most up to date information in the community.

- We will communicate with PCS families regarding the situation.
- During closure all students, families and staff are discouraged from socializing anywhere.
- This closure will also allow time to properly clean and disinfect the areas affected, if needed.
- A short-term closure will not include the stopping or reduction of tuition.
- Classroom specific online content will be made available to quarantined students/families.

Possible 14 Day School/Classroom Closure

- If we have a positive COVID-19 case in the school, we will quarantine classroom(s) or school for 14 days to stop or slow further spread of the virus.
- We will have a cleaning team come out to the school and disinfect affected areas.
- We will inform all school families through Procure and personally call those *directly* affected through close contact.
- A short-term closure will not include the stopping or reduction of tuition.
- Classroom specific online content will be made available to quarantined students/families.

HOW PARENTS CAN HELP

- Have a conversation with your children (age appropriate) to help them better understand the importance of these new rules or guidelines.
- Teach them the importance of healthy hygiene at home and school.
- Reassure them that school is a safe, fun, and loving environment in which they can learn and make friends while you are at work.
- Help keep our administration staff safe and healthy by limiting communications through phone calls and email.
- Help keep our Teachers/Staff safe by using the Procure app, email and/or phone communication as much as possible.
- Keep in mind that changes are being made locally and statewide regularly according to CDC, CDPH & government officials. We will abide accordingly.
- Be understanding and flexible with us as we navigate through these challenging times.
- Partner with us in prayer and support. We are in this together!

As everyone speaks of uncertainty, we speak of the CERTAINTY that we have in our MIGHTY GOD! As believers in Jesus Christ we are promised a new life covered under His protection in which we are convinced that nothing can separate us from His love (Romans 8:38-39). Rest assured knowing that

no matter what hardships or challenges we face, “God is our refuge and strength, an ever-present help in trouble” (Psalm 46:1).

Please reach out to us and let us know how we can help you get through this challenging time; we are here for you. We appreciate all the love and support that you have shown to us during this time. Continue to pray with us for God’s leading, guidance, and protection.

Sincerely,
Pasadena Christian Preschool