



PACIFIC POINT

PRESCHOOL

Preschool Campus - The location (8095 Kelton Drive, Gilroy)

Pacific Point's Action Plan

1. GENERAL MEASURES PRESCHOOL/TK CAMPUS

- All students and staff with fevers will be immediately quarantined to the office and sent home.
- All students and staff must be screened for symptoms each day. Staff and students' parents or guardians can conduct symptom screening at home, prior to arrival. Alternatively, symptom screening can occur on-site via self-reporting, visual inspection, or a symptom screening questionnaire. Symptom screenings do not need to be performed by a nurse or other health professional.
- Students and staff with fevers will not be permitted back on campus until 24 hours after the fever broke. Students with fever must have a negative COVID test or a doctor's note in addition to 24 hours of fever resolution to return to school.
- Sick students cannot return until 24 hours after their fever breaks. Students with fever must have a negative COVID test or a doctor's note in addition to the 24 hours of fever resolution in order to return to school.
- Students with COVID positive relatives within the home will be transitioned to distant learning and will be encouraged to get tested. If the test is negative, they will remain in distance learning for 14 days of self-quarantine.

Drop-off and Pick up

- These times are naturally staggered. Staff will administer specific times if a problem arises.

2. PROMOTE HEALTHY HYGIENE PRACTICES PRESCHOOL/TK CAMPUS

- **Hand Hygiene and Respiratory Etiquette** - Hand sanitizer entering and exiting the classroom.
- Handwashing before and after all food handling (snack and lunch)
- Hand sanitizer pumps on campus
- Touchless handwashing sinks are in a student bathroom
- Bottle fill stations replace water fountains
- Students will be taught via creative measures how to wash hands and the appropriate time for handwashing (singing the birthday song for 20 seconds). Likewise, students will be taught how to sneeze and cough into tissues. Teachers and staff will have a plethora of tissue available for classroom use.

Food Service

- All students will wash their hands before snack and lunch
- No students or staff will share food.
- Lunches will be either inside or outside unless inclement weather. Students will remain in their own pod at all times.

3. FACE COVERINGS PRESCHOOL/TK CAMPUS

- Staff will wear face coverings.
- Staff who are unable to wear a face-covering for medical reasons shall not be assigned duties that require close contact with students.
- Staff will encourage students to keep their hands away from their mouths and will enforce hand washing after sneezing, coughing, and if students are seen with their hands in their mouth.
- Under 2 years old - face masks not required
- 2-year-olds to grade to high school - face masks are required unless exempt

4. ENSURE TEACHER AND STAFF SAFETY PRESCHOOL/TK CAMPUS

- Staff will all be point people and trained in COVID concerns.
- The director will work directly with staff and faculty regarding COVID concerns
- The director will help ensure faculty and staff are wearing face coverings
- Administrative staff will cover for teachers who require extra sick days due to COVID illness
- All students and staff within the same classroom cohort as the confirmed COVID-19 case should be instructed to get COVID-19 testing around 6 days after the last exposure to the case and remain quarantined at home for 10 days.
- As per the CA state mandate, teachers will either be vaccinated or tested weekly.
- All students and staff must be screened for symptoms each day. Staff and students' parents or guardians can conduct symptom screening at home, prior to arrival. Alternatively, symptom screening can occur on-site via self-reporting, visual inspection, or a symptom screening questionnaire. Symptom screenings do not need to be performed by a nurse or other health professional.
- Teachers will either eat in their rooms or outside.

5. INTENSIFY CLEANING, DISINFECTION, AND VENTILATION PRESCHOOL/TK CAMPUS

Sanitization- hand sanitizer stations are located around the campus and in classrooms

- Hand Sanitizer in all classrooms and office building
- Paper towel dispensers and soap in all bathrooms
- Lysol wipes in every classroom
- Lysol wipes in maintenance office for outside table sanitation
- Open barrel trash cans/no-touch trash cans
- Classroom desks, tables, chairs, light switches, keyboards, Chromebooks, and doorknobs will be disinfected daily
- Lunch tables and food service stations will be disinfected after each snack/lunch period.
- Push bars on office doors and campus gates will be wiped down immediately after students arrive on campus, and throughout the day, and when in use.
- Bathrooms will be disinfected several times throughout the day and students will be reminded to WASH and disinfect their hands after each use; encouraged to use the hand sanitizer when re-entering the classroom
- Bathrooms stall handles, toilet handles, and sinks will be sanitized after every recess or lunch period, with a full bathroom deep clean at the end of the day.
- All staff will wash or disinfect their hands upon arriving on campus, prior to leaving the classroom, upon returning to the classroom, and throughout the day.

Ventilation

- HEPA air purifiers installed in all classrooms
- Classroom air filters are replaced
- Whenever possible, classroom doors and windows will be propped open
- Classes (pods) conducted outside as much as possible
- Emergency water bottles will be kept in the office for students in need.

6. IMPLEMENTING DISTANCING INSIDE AND OUTSIDE THE CLASSROOM PRESCHOOL/TK CAMPUS

Modified Layouts

- Teachers and students are encouraged to hold classes outside.

Gatherings, Visitors, and Field Trips

- All visitors will not be permitted on campus at this time.
- Field Trips will not be held until the 2nd quarter and then re-evaluated based on recommendation and safety.

7. LIMIT SHARING PRESCHOOL/TK CAMPUS

- **Shared Objects** - All students will have their own hooks, cubbies, and desk spaces to store their personal items separately.
- All students will bring their own water bottles on campus, with no shared drinking fountains.
- No shared food at anytime
- Shared computers, Chromebooks, art supplies, legos, PE and recess equipment, music, and e-care equipment will be sanitized after each use.
- Playground equipment will be closed before and after school and sanitized once a day.

Communal Spaces

- Additional snacks and recess have been added to minimize the number of students out at a time.
- Students will follow pre-marked social distancing spaces when waiting in line for lunch.

Physical Barriers and Guides

- No parents in classrooms and on campus until further notice

Pods

- Classrooms will not change, and the same group of students for classes and recess/lunches will stay in place.

8. TRAIN ALL STAFF AND EDUCATE FAMILIES PRESCHOOL/TK CAMPUS

- We will start by training our students in a measured way by rolling out live instruction by grade levels, beginning with the younger students (kindergarten) who will need more attention and training, and who are in greater need of being in the classroom sooner than older students.
- Signs will be posted on gates, food service areas, and within all bathrooms
- Morning announcements, district emails, and newsletters will help inform families.
- Staff meetings and staff newsletters will keep staff informed of current procedures
- Faculty and staff will have mandatory participatory training the first week of August to go over COVID-19 training, signs, and symptoms.

9. CHECK FOR SIGNS AND SYMPTOMS PRESCHOOL/TK CAMPUS

- Teachers will have daily check-ins with students and discuss their well-being or concerns
- Faculty and staff meetings will discuss with Admin as appropriate or necessary
- All students and staff must be screened for symptoms each day.
- Staff and students' parents or guardians will conduct symptom screening at-home, prior to arrival
- Also, symptom screening will occur on-site via self-reporting, visual inspection, or a symptom screening questionnaire.
- Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher must be sent home immediately until testing and/or medical evaluation has been conducted.
- Contactless thermometers are used if fever is suspected.

Return to Campus after Testing:

Positive test results

- Symptomatic individuals who test positive for COVID-19 can return at least 10 days since symptoms first appeared AND at least 3 days with no fever AND improvement in other symptoms.
- Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result.

Negative test results

- Symptomatic individuals, who are not close-contacts and who test negative for COVID-19 can return 24 hours after resolution of fever (if any) and improvement in symptoms.
- Documentation of a negative test result should be provided to school administrators.
- In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides alternative explanations for symptoms and reasons for not ordering COVID-19 testing.
- Individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 7 days after exposure, and remain asymptomatic, can return 14 days after the date of last exposure to the case. If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 14 days after the case's isolation period ends

10. PLAN FOR WHEN A STAFF MEMBER, CHILD, OR VISITOR BECOMES SICK PRESCHOOL/TK CAMPUS

- Students and staff will be required 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.
- Positive test results:
 - Require that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
 - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, take actions as required
- Negative test results:
 - Symptomatic students or staff who test negative for COVID-19 should remain home until at least 24 hours after resolution of fever (if any) and improvement in other symptoms.
 - Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 10 days from the date of last exposure even if they test negative.
 - Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation.

- Documentation of negative test results must be provided to school administration.
- If a student appears to have COVID-19 symptoms, the student will be isolated and a parent/guardian will be called to pick up the student immediately
- If a staff person appears to have COVID-19 symptoms and is able to drive him/herself home, he/she is to leave immediately. The work area of the person is to be closed down until sanitized.
- If a student or staff is in distress, 911 will be called to assist the individual
- The isolation area is located in a separate office area across from the district office manager. This area is separated from common traffic and distinctly remote from daily activities. The district office manager's office and the "COVID room" are separated by a window and a door for safe monitoring of the student. There is a separate egress/ingress for the parent to safely pick up the child.
- Infected rooms will be closed off when possible until disinfecting is possible and safe for the person cleaning the area.
- Classrooms or cohorts where a COVID-19 positive individual was in attendance must undergo deep cleaning and sanitation and will remain closed for the entirety of the 10-day quarantine.
- Students and staff considered close contact by the CDC standards will be required to self-quarantine for a full 10 days and may return to school on the 11th day as long as no symptoms Arose. Any symptoms or changes in symptoms that arise during the 10-day quarantine, must be Communicated to the school Director immediately.
- The CDC considers close contact to be defined as within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24 hour period.

11. MAINTAIN HEALTHY OPERATIONS PRESCHOOL/TK CAMPUS

- The administration will continue to participate in SCC, CDC, CDPH, and county guideline information sessions and town halls to stay as current as possible.

12. CONSIDERATIONS FOR REOPENING AND PARTIAL OR TOTAL CLOSURES PRESCHOOL/TK CAMPUS

- If a student becomes ill during school, we will separate the ill student and isolate the student in a separate room until the parent is able to pick the student up.
- PPCS will notify families in the cohort and if the ill student tests positive, the entire cohort will begin Distance Learning for the quarantine period or until the COVID test is negative.
- Distance Learning can commence immediately per our LMS and SIS already in place.
- PPCS administration and staff will continue to communicate with local public health officers and families if a student/staff person tested positive for COVID-19