

PASITOS SCHOOL ~ PANDEMIC ACTION PLAN

Planning and Responding to Coronavirus & Other Severely Infectious Disease

Updated September 2020

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Introduction

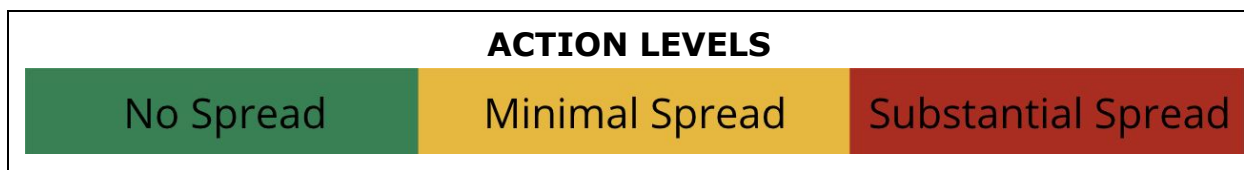
This document serves as guidance and expectation for practice and implementation, in addition to our emergency plans, and specifically relates to how we respond to the current community needs due to Covid-19.

Preparing for an Outbreak ~ General Guidelines

In the event of the Coronavirus, or other severely infectious disease, we will:

1. Consider our local community situation
2. Reinforce healthy practices among all staff and students
3. Designate a Communications Director
4. [Regularly monitor postings](#) from: The CDC, Santa Clara County Department of Public Health, Santa Clara County Office of Education, California Department of Public Health, Department of Social Services and Community Care Licensing,
5. Share alerts with the Pasitos Leadership Team

6. Determine essential information to share with families and staff
7. Work with health officials and organizations to determine the most appropriate plan and actions.



No spread of Coronavirus in the community
<p>Operations</p> <ul style="list-style-type: none"> • Review and update our Pandemic Master Plan monthly (or as needed) • Test information-sharing systems monthly (Google groups, Shutterfly, I-contact, phone numbers) • Update parent/guardian emergency information (monthly checks, annual review) • Update partners' information (teachers, districts, other schools, subsidy programs) • All staff current in IPM training, CPR, and cleaning protocols • Each classroom has a GermGaurdian 4-in-1 HEPA air purifier • Each classroom is sanitized and disinfected using EPA registered PURTABS • Electrostatic Sprayer (Information to follow, estimated arrival late OCT/early NOV)
<p>Health & Wellness</p> <ul style="list-style-type: none"> • Teach and reinforce health and hygiene practices • Instruct children and staff to stay home when sick • Instruct children and staff to cover coughs and sneezes • Instruct children and staff to wash their hands often with soap and water or with an alcohol-based hand sanitizer with at least 60% alcohol, if soap and water are not readily available (we will supervise young children when using hand sanitizer to prevent swallowing alcohol). Hand-washing at minimum will take place upon entry to the facility, after using the restroom, when entering from outside, before eating, after using a tissue, or touching your face, or assisting a child with any of the above. • Implement our regular cleaning and disinfecting procedures. These guidelines are implemented daily and are included in staff checklists for daily routines and cleaning. Classroom daily responsibilities <ul style="list-style-type: none"> ○ Central ○ West

Teaching & Learning

- Curriculum and learning model (in person) remain the same

Resources

- [Handwashing](#) Spanish poster to use in group times
- [Poster](#) about washing hands
- [Lávate las manos con Elmo](#) song
- [Protexus/Purtab Staff Training](#)
- [IPM Training](#)

Minimal to moderate spread of Coronavirus in the community (in addition to the steps implemented above)

Operations

- Monitor and plan for absenteeism; follow-up with absent staff and children to avoid potential exposures
- Assess group gatherings and events (and follow current guidance)
- Prepare, post, implement, and distribute Social Distancing Protocol
 - [West](#)
 - [Central](#)
- Review the procedures for students and staff who are sick at school
- Post our social distancing protocol PDF in each classroom and on site
- All staff attend a two hour protocol and outbreak prevention and preparation training. Guidelines, social distancing, daily operations, and safety is further discussed.
- Birthday policy: Changes due to Covid19
 - parents cannot stay sing and celebrate
 - teachers can take photos and videos and share with parent (check restrictions)
 - no snacks or baggies for sharing
 - other possibilities: individual craft/art kits (i.e. Kiwi kit?)- order in advance
 - Preference continues to be creating a birthday poster with pictures of child and family

Health & Wellness

- Intensify general daily cleaning and disinfection efforts.
- Clean and disinfect all frequently touched surfaces several times throughout the day
- Communicate with Central and West professional janitorial crews to intensify cleaning and disinfecting
- Avoid mixing groups of students in common areas. For example, in the

playground or at nap time.

- Teach staff, students, and their families to maintain a safe distance (6 feet) from each other at the school

Teaching & Learning

- Develop contingency plans for potential hybrid or distance learning models and practices
- Provide limited onsite and virtual options for preschool families; provide on-site support for school-age families

Resources

- The [Centers for Disease Control & Prevention](#) ~ Phone Number: 1-800-232-4636
- [Santa Clara County Departments of Public Health](#) ~ Phone number: (408) 792-5040
- [Santa Clara Office of Education](#) ~ Phone number: (408) 453-6500
- [Community Child Care Licensing](#) ~ Phone number: (408) 324-2148
- [Pasitos Covid Guidelines Flyer](#)
- COVID Hotline~ Phone number: (408) 885-3980
- [Outbreak Staff Training](#)
- [Entering & Delivery Protocol](#)
- [Protexus/Purtab Staff Training](#)
- [IPM Training](#)

Substantial spread of Coronavirus in the community (in addition to all steps implemented above)

Operations

- Limit hours of operation to 8am-5pm to maintain stable groups.
- Limit enrollment to a max of 16 children per preschool classroom (two groups of 8) and max of 12 children per school age classroom in the mornings or less depending on current regulations. Limit enrollment to 8 children per classroom for nap.
- Encourage teachers and students to remain 6 feet apart from each other at all times.
- Children and teachers in each class will not commingle with any other classes, including outside playtime.
- Children attending Pasitos will not be allowed to attend any other in-person childcare, camp, school or event simultaneously.
- Cancel field trips and other large gatherings
- Cancel or modify classes where students are likely to be in very close contact
- Allow ONLY staff and children inside our classrooms and facilities. Parents and guardians are NOT permitted inside the classrooms, bathrooms, etc.

- Minimize in person grocery shopping and choose curbside grocery pick up and/or delivery as much as possible (Instacart, Thrive Market, Whole Foods curb pick up, etc)
- Drop-Off & Pick-Up Procedures, including sign-in and sign-out procedures *Upon entering Pasitos School, Parents/Guardians will be asked to...*
 - Implement staggered arrival and/or dismissal times. Families will be assigned a drop-off and pick-up time
 - Remain in their vehicle until the entrance to the classroom is clear.
 - Hand washing/sanitizing stations available upon arrival
 - Only 1 adult per child, for families with multiple children, please drop off one child at a time.
 - Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for [severe illness from COVID-19](#)
 - Walk the child to the gated entry area, using a face mask. ONLY one family at a time should enter the gate area.
 - Walk the child to their classroom only when no children are in the front play area. Wait at the gate if children are outside, Maestras will come to you near the entrance.
 - Implement a no contact, limited contact sign-in, sign-out procedure. Sign the child in, using own pen or a clean and sanitized Pasitos pen, place the soiled pen in the soiled cup.
 - Please keep drop off transition to a maximum of 5 minutes, talk to your child about the new drop off process on the way to school so they are alert and aware.
 - Maestras will place lunch boxes and items near the gate for pick up.
 - Parents should completely change their child's clothes upon arriving at home and place clothes in laundry. All water bottles and lunch boxes should be taken home to be cleaned and disinfected daily.
 - Please keep the pickup transition to a maximum of 5 minutes, talk to your child about the new pick up process on the way to school so they are alert and aware.
- In addition to having classrooms socially distant, teachers should also prep their classrooms spaces as follows:
 - designated/assigned chairs, tables for all student (no more than 3-4 children at a table)
 - designated/assigned nap time areas and cots (no sharing of cots) 6 feet apart, unless siblings
 - designated/assigned cubby space for children's belongings

- Kitchen/dramatic play area (1-2 friends)
- library/reading area (1-2 friends)
- all circle times should be outside whenever safe to do so
- all circle times and activities should allow for safe distance between students and teachers
- all children will have designated hand washing and toilet areas
- all teachers will have their own cubby and designated bathroom
- all students will have their own playdough/sensory items that will not be shared
- when outside children/classrooms will have designated areas permitted to their group only
- All students will have access to classroom supplies, toys, books, and materials
- all shared play areas and items will be disinfected between use

Health & Wellness

- Staff is responsible for self symptom and temperature checks upon arrival and throughout the day.
- Staff are required to stay home if they are feeling sick or becoming sick.
- Staff are responsible for checking children into all classrooms by conducting health screenings for all children.
- Health screening will be taken by staff when children arrive at the school (temperature + symptoms check).
 - Staff will take the child's temperature using a no touch thermometer. If around 98.6 F (37 C), the child can proceed into the classroom. If at 100.4°F / (37.8°C) or higher, your child will be asked to seek testing or seen by a physician.
 - Additional temperature reading can be performed by staff if uncertain of first results.
 - Additional temperature reading requested by parents should be performed if allowed. Parents must return to the vehicle with the child and wait at least 5 minutes before returning to the door.
 - In addition, teachers and staff will also be doing symptom checks. Teachers will be looking for any of the following: vomiting, fever, flushed cheeks, fatigue, sore throat, diarrhea, flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Cough, shortness of breath, chills, night sweats, sore throat, nausea, vomiting, diarrhea, tiredness, muscle or body aches, headaches, confusion, or loss of sense of taste/smell.
- *Asks parent/guardian/caregiver the following questions:*
 - a. How is your child this morning?
 - b. Has your child had any signs of a fever?

- c. Have you given any fever-reducing medication in the last 24 hours?
- d. Does the child have any symptoms such as cough, shortness of breath, or difficulty breathing or any other signs of illness in the past 24 hours?
- e. Has anyone in the household had any symptoms such as cough, shortness of breath, or difficulty breathing or any other signs of illness in the past 24 hours?
- f. Has anyone in the household recently tested positive for Covid-19, is suspected of having Covid-19, or has symptoms of Covid-19?
 - i. If the answer is "yes" to any of the questions above, the child will be asked to be taken to testing, or Dr's recommendation.
- Provide staff and children with PPE (personal protective equipment, such as masks and gloves).
 - Staff are required to wear cloth face coverings while inside the classrooms and at school.
 - Pasitos masks are made from a cotton/polyester blend.
 - They are dry cleaned weekly,
 - All staff and children are required to wear a new, clean mask everyday
 - A new mask will be given if mask becomes dirty, wet, etc
 - Children under the age of 6 are encouraged to wear masks as much as possible.
 - Children age 6 and up should be wearing masks inside the classrooms.
 - Gloves are available inside each classroom, near first aid kit, toilets and diaper changing areas in all preschool classrooms
- Open outside doors and windows to increase air circulation. Front doors of all classrooms to remain closed and locked during the day. Back doors in preschool classrooms at Central and West should remain open during the day, as possible. All classrooms and the office should open windows.
 - Central: G1-G4 can have classroom front doors open if there is a group playing in front
 - Central: G3 and G4 do not have second doors with outside access. Connecting classroom door should be open if the front door is closed. If the front door is open, the rear door should be closed.
 - Close doors, as necessary, due to poor air quality. Use of air purifiers is required when doors and windows are closed.
- Refrigerators will only contain school supplies, no personal items such as lunch boxes or bags, other food items or other belongings from home.
- Napping mats/cots are placed at least 6 feet apart and children are encouraged to sleep head to toe.
 - Siblings are typically placed within 6 feet, usually within 2-3 feet of each other for naptime.

- Encourage staff and children to limit the amount of personal belongings being brought from home each day. All staff is encouraged to keep personal items in personal cubby space. Any items brought from home should be cleaned and disinfected daily. Teachers and assistants should wear an apron or waist pack at all times containing the following items: hand sanitizer, pen, notebook, keys, gloves, bandaids, alcohol prep pads. Limit items being brought from home: 1 pair of socks, 1 shirt, 1 pant/shorts, non-toxic sunblock stick, lunchbox, and water bottle. Toothbrushing at school will not be allowed at this time. Toothbrushes will be sent home. Leave all items labeled with the child's name and leave on top of green tables.
- Snacks and meals times are staggered, if possible, to limit the amount of children in the eating area at the same time.
 - Snacks and meals are encouraged to be taken and eaten outside, weather permitting.
 - Children are instructed to wash their hands before and after all meal times. Snacks will be provided and individually served to each child. Children will not be allowed nor encouraged to serve themselves.
 - Brita water filters are placed out of reach of preschool children.
 - Children will have assigned indoor seating for snack and meal times. All dishes and utensils will be washed and sanitized in the dishwasher, whenever possible. Three step cleaning and sanitizing process must be followed when washing dishes by hand.
- Children and staff will be encouraged to use designated handwashing stations and toilets. Toilets should be disinfected after each use.
- Remaining soft materials, such as stuffed animals, pillows, dress-up clothes, etc., are monitored daily and removed if in contact with bodily fluid. All soft materials dry cleaned weekly.
- Parents are requested to send an oversized, button-down shirt, for use by staff in order to provide physical support to children. This is strongly recommended for all children under 36 months and for children who tend to need physical, emotional support.
- Parents should completely change their child's clothes upon arriving at home and place clothes in laundry. All water bottles and lunch boxes should be taken home to be cleaned and disinfected daily. All bedding is sent home weekly, or immediately if soiled.

Teaching & Learning

- Implement contingency plans for potential hybrid or distance learning models and practices
- Help children make sense of what we have been going through in a way that is honest, accurate, and minimizes anxiety or fear (Ex. social stories)
- Make time to talk about coronavirus, in a developmentally appropriate way

- Remain calm and reassuring
- Teach children everyday actions to reduce the spread of germs
- Teach children to refrain from hugging, touching, “keeping their bubbles/bodies safe from germs” offer alternatives like happy dance, wave, “blow” a kiss, air hugs, etc.
- Promote healthy habits through stories, songs, games, etc.
 - Remind children to stay away from people who are coughing or sneezing or sick
 - Remind them to cough or sneeze into a tissue or their elbow, then throw the tissue into the trash
 - Practice and model all actions above
 - Talk about social distancing.
 - Avoid water fountains
 - Teach children to flush the toilet using toilet tissue.

Resources

- Social Stories: [My Name is Coronavirus](#), [Me Llamo Coronavirus](#), [Coronavirus, Covid-19](#).
- [Social Story, Back at Pasitos](#)

If a child or staff member has Covid-19 symptoms, has experienced a close contact exposure, or has recently traveled by air or to an area with Covid-19.

Operations

- No refunds or make-ups
- Staff eligible to work from home
- Child will be invited to participate in virtual classes, while recovering, while awaiting test results while away from school.

Health & Wellness

- **Scenarios:**
 1. *A child/staff member has traveled by air or to an area with Covid-19.*
Ask the child/staff member to stay home for 14 days after arriving from their trip.
Recommend child/staff to get tested for COVID-19.
Ask the child/staff member to monitor their health.
 2. *A child/staff member had a close exposure to a confirmed positive case*
Child/staff member is instructed to get tested and quarantine for 14 days, even if they test negative, for a full 14 days after (1) date of last exposure to COVID-19 positive for non-household contact or (2) COVID-19 positive for household member.

3. *A child/staff member has COVID related symptoms*

If a child/staff member has COVID related symptoms, the child/staff member **MUST** be sent home immediately and recommended to get tested. Child/staff member can return to school only after a negative test and must be symptom free at least 72 hours before returning to work/school or must stay home for 14 days.

If a staff member develops any symptoms while at home and/or overnight the staff member must let the director/site supervisor know immediately. Please notify so the director/site supervisor can plan coverage.

Teaching & Learning

- Children will be invited to participate in virtual storytimes and virtual classes.

Resources

- [Traveling during the COVID-19 Pandemic](#)
- [FREE Testing Sites](#)

If a Confirmed Case Enters the School. If a child, staff, or parent/guardian is confirmed to have a positive Covid19 test results.

Operations

- Immediately isolate the individual, if onsite, and send home as soon as possible.
- Immediately notify local health officials and follow their recommended course of action
- Call and immediately send home families from the affected classroom
- Communicate with staff, parents and partners regarding dismissal decisions, the possible coronavirus exposure and the next steps
 - Exposure Notice
- Maintain confidentiality of the student, family member or staff as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act

Health & Wellness

- Implement short-term closure. Dismiss students and staff for 2-5 days to allow health officials to gain a better understanding of the situation and for cleaning and disinfecting the classroom thoroughly
- Schedule deep cleaning of the classroom environment, manipulatives, and toys

- Child/parent/staff who got a positive result is instructed to isolate for 14 days after symptom onset OR 7 days after resolution of symptoms, whichever is longer.
- If asymptomatic, the person is instructed to isolate for 14 days.
- Program-based close contacts are identified and instructed to get tested and quarantine for 14 days.

Teaching & Learning

- Provide support and additional training, as necessary, for staff and families

Resources

- [10 Things to manage your Covid at Home](#)
- [What To Do if You Are Sick](#)

Closing the School (short or extended closure)

Operations

- Communicate with staff, parents, and partners regarding the closure
- No refunds issued for the current month. 50% tuition for next month to guarantee your child's place upon reopening.
- Changes and stops to payroll will be announced as necessary, with the goal to maintain payroll and health insurance as is, with no change.
- Staff hours will be shifted to virtual engagement, may be reduced and attempts will be made to keep as many employees on payroll for as long as possible.
- Employees remaining on payroll will be engaged in projects and assignments to support the children, the families, the school and their continued professional growth.
- Submit [LIC 624](#) to notify licensing of closure to do the following:
 - Notify health department
 - Notify licensing analyst
 - Inform Amy Rufo
 - Follow up with staff and families

Health & Wellness

- Immediately notify local health officials and follow their recommended course of action
- Call and immediately send home families from the affected classroom
- Wait 24 hours before entering affected classroom/area
- Communicate with staff, parents and partners regarding dismissal decisions, the possible coronavirus exposure and the next steps

- Maintain confidentiality of the student, family member or staff as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act

Teaching & Learning

- Implement virtual learning opportunities to ensure the continuity of engagement and support through videos, resource guides, blogs, social media posts, zoom classes, etc.

Resources

- [Exposure Notice Letter Template](#)
- [SCC Letter Templates](#)

Reopening the School after extended closure

Operations

- Work closely with local health officials to review and update our school emergency operation plan
- Provide the staff with training, protocols, and expectations regarding PPE, health checks, etc before returning to work

Health & Wellness

- Clean and disinfect the entire school thoroughly
 1. Open outside doors and windows to increase air circulation
 2. Use detergent or soap and water prior to disinfection.
 3. Use [EPA-registered household disinfectants](#) for disinfection
 - a. PURTABS EPA#71847-6-91524
 - b. Clorox Disinfecting Wipes EPA#5813-79
 4. Follow [guidelines for cleaning and sanitizing](#)
- Ensure adequate supplies are available to support healthy hygiene practices, and to routinely clean and disinfect objects and surfaces that are frequently touched
 1. hand soap- 1 bottle in each classroom dispenser and near sinks.
 2. hand sanitizer- 1 bottle available in each classroom and two extra bottles available onsite per classroom.
 3. Clorox disinfecting wipes- 1 open canister available in all classrooms, one refill available in each classroom and 3 extra canisters available onsite per classroom.
 4. Gloves- one box open in each classroom in each size (S,M,L), extra box refill in classroom, and 4 extra boxes available onsite.
 5. Food, snacks, and beverages are checked for expirations

6. Each classroom is sanitized and disinfected using EPA registered PURTABS

- Each classroom has a GermGaurdian 4-in-1 HEPA air purifier
- Electrostatic Sprayer(Information to follow, estimated arrival late OCT/early NOV)

Teaching & Learning

- [Outbreak Staff Training](#)
- [Entering & Delivery Protocol](#)
- [Protexus/Purtab Staff Training](#)
- [IPM Training](#)