



## **Palo Alto Friends Nursery School - COVID-19 Guidelines**

*This Friends Nursery School document outlines procedures and protocols to help ensure the safety of children, families, and teachers during the COVID-19 pandemic. The Friends teachers will continue to provide a safe, warm, and nurturing preschool experience for preschoolers aged 2 years 9 months through 5 years using the following guidelines. **These guidelines will be updated as new public health information becomes available and may be amended, as needed, at the discretion of the staff at PAFNS.** This document serves as an addendum to the **Parent Handbook.***

### **A Reminder to all Parents:**

Due to COVID-19, **if your child is absent from school, we need to be notified before the end of the school day as to why they are absent, even if it is not illness-related.** Please email [info@pafns.org](mailto:info@pafns.org) or call 650-856-0819, to share the reason for your child's absence. If you do not notify the school, someone will be following up with you at the end of the school day as to why your child did not attend.

## If Your Child Has a COVID-19 Symptom

Please do not bring your child to school if they are not feeling well, even if they do not have a fever. Children who have exhibited one of the symptoms mentioned below, with no known exposure to someone with COVID-19, may return to school when symptom-free for 24 hours, without the use of fever-reducing medication, and with either a negative COVID-19 test result or a note from the doctor confirming that they do not suspect the symptoms are COVID-19 related.

You must submit your child's test results before their return to school or they will not be admitted to school. You can email the test results prior to 9 am to [info@pafns.org](mailto:info@pafns.org) or bring proof to show at the gate.

If your child has one or more of the following symptoms, they may not return to school without a negative antigen COVID-19 test result submitted to the director first.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose(not related to allergies)
- Nausea or vomiting
- Diarrhea

If your child or someone in your household tests positive for COVID-19 please let the director know immediately. If your child has been exposed to someone with COVID-19 please let the director know immediately. We will go over the next steps with you about your child's individual case but you can also find more information in the Close Contact and Positive Cases sections.

## If Your Child is a CLOSE CONTACT to Someone With COVID-19

- **Please contact the Director immediately if your child or anyone living in your household has been in close contact with someone with a positive COVID case.**
- If the positive case is living in the household, your child will be required to quarantine for 5 days. If they are without symptoms and test negative on day 5 (day of exposure is day 0), they may return to school on day 6. **Your child will not be admitted to school on day 6 without showing proof of a negative COVID-19 test.** They must wear a well-fitting mask while at school for the next 5 days. A timeline will be given to you by the director with these dates.
- **\*This option is at the discretion of the director and lead teachers:** If the positive case is not in your household and exposure was minimal, we may allow your child to “test to stay” for the first 5 days of their quarantine, as long as they are able to wear a well-fitting mask for the duration of their quarantine period. If your child is without symptoms, they must take a rapid antigen test each morning before attending school. **Your child will not be admitted to school each day without making prior arrangements with the director and showing proof of a negative COVID-19 test.**
- A close contact is defined as someone who was inside for a cumulative total of 15 minutes or more within a 24-hour period, from the person who tested positive.

## If Your Child is Positive With COVID-19

- **Please contact the Director immediately if your child or anyone in your household tests positive for COVID-19. For the Department of Social Services and Santa Clara County reporting requirements, we will need to know the date your child tested positive, if they currently have symptoms, and if they received care from a doctor.**
- Your child will need to isolate for 5 days (the date of positive test results is day 0). If they test negative on day 5 and have been fever free for 24 hours without the use of medication and with other symptoms improving, they may return to school on day 6, while wearing a well-fitting mask until they end their 10-day period. If they test positive on day 5, then they need to isolate for the full 10 days and can return to school on day 11, with a negative Antigen test.
- **The school administration has the right to make the final decisions regardless of doctor’s notes or recommendations when it comes to a child returning to school.**

## International and Domestic Travel

After international or domestic travel we ask that all families watch their children closely for symptoms of COVID-19. Please be especially vigilant if your travel involved situations with a greater risk of exposure, such as being in crowded places while not wearing a well-fitting mask.

**We request that you take and submit the results of a rapid at-home COVID test on the morning of your child's intended return to school and for the next 5 days.** Parent volunteers should follow the same protocols ahead of their planned volunteer hours. Please submit all test results to the director at [info@pafns.org](mailto:info@pafns.org).

## Masks/Face coverings

**Children, parents, caregivers, and teachers will wear masks while indoors unless eating snack or lunch. Children, parents, and teachers may drop their masks outdoors at their own discretion. Exceptions will be made on a case-by-case basis where there are specific medical considerations.**

Children should bring two extra masks to keep with their extra clothes. In order to facilitate transitions from indoors to outdoors, Friends will supply breakaway mask lanyards. If your child requires a break from wearing their mask at any time, we will encourage them to go outside or stay distanced from their peers and teachers. Our fully vaccinated teachers may also drop their masks during times when it can be challenging for the children to hear and understand what the teachers are saying, like when reading a story or giving directions, etc.

## COVID-19 Reporting

Friends Nursery School will document/track incidents of exposure and confirmed cases of COVID-19. If there is a confirmed case of COVID-19 at PAFNS, the Director will immediately contact our local State Licensing office and the Santa Clara County Public Health Department.

The following steps outline the procedure for dealing with COVID-19 positive test results:

- We require that parents/caregivers and/or teachers notify the PAFNS Director immediately if a child or teacher tests positive for COVID-19, or if one of their household members or non-household close contacts tests positive for COVID-19.
- Upon receiving notification that a child or teacher has tested positive for COVID-19 or has been in close contact with a COVID-19 infected person, the Director will take actions as described below.

## Steps That Are Taken After Positive Cases at School

- The Director will notify the County of Santa Clara Public Health Department immediately of any positive case of COVID-19 through their online SPOT system. All teachers and families in the preschool community will be notified of any positive COVID-19 case while maintaining confidentiality as to the name of the infected person, as required by state and federal laws. The Director or Site Supervisor will also contact, within twenty-four hours, our Community Care Licensing Regional Office. Further, within seven days, the Director or Site Supervisor will complete an unusual incident report and send it to [CCLOaklandSouthChildCare@dss.ca.gov](mailto:CCLOaklandSouthChildCare@dss.ca.gov). Areas will be closed off that were used by the individual(s) with COVID-19, until they can be properly disinfected.
- Outside doors and windows will be open to increase air circulation in the affected area(s). Air purifiers will be running in the classrooms and multi-purpose rooms. These purifiers are higher grade than consumer-grade purifiers. They are equipped with commercial-grade HEPA filters that are rated to capture 99.99% of particles larger than 0.1 microns and will be in the classrooms and the multi-purpose room, which will recirculate air every 15 minutes.
- The indoor areas will be cleaned and we will disinfect classrooms, bathrooms, offices, and common areas used by the COVID-19 positive person(s) focusing especially on frequently touched surfaces.
- In the event of a confirmed case of COVID-19, positive and close contacts may be required to isolate or quarantine for up to 10 days. **Santa Clara Public Health authorities make the final decisions about how long isolation or quarantine should last, based on local conditions and needs.** We will follow the recommendations of our local public health department if we need to isolate or quarantine. In the event of an outbreak, we may need to close the school until directed to reopen by the local public health department.

## Vaccinations

All staff members at PAFNS are fully vaccinated. **We ask that all parent volunteers who will be working at the school provide proof of COVID-19 vaccination before their start in the classroom** in order to protect our community. The COVID-19 vaccination is now available for children 6 months and older. The CDC and CDPH currently recommend that everyone aged 6 months and older get a COVID-19 vaccine, and everyone aged 5 and older gets a booster dose when eligible, to help protect against severe outcomes of COVID-19.

## Arrival and Departure Procedures

- We ask that parents/ caregivers please park in the parking area and walk their child to the entry gate. Teachers, parents, and children inside the front gate must wear masks (with possible exceptions for children) during arrival and dismissal. Please give other families space while waiting for a sink to wash hands. Once a sink is available, your child may wash their hands with soap and water before entering the school.
- A teacher or program director will be at the gate. They will receive each child and perform a visual wellness check of each child, looking for signs of illness which could include flushed cheeks, rapid breathing, difficulty breathing, fatigue, or extreme fussiness. **Children with visible signs of illness will not be admitted to school.**
- Parents will use the touchless sign-in and out through the Jovial System using their phones. **Parents are also, with their signature at drop-off time, confirming that no one in their immediate household has tested positive for COVID-19 within the past 24 hours.**
- If you do not sign your child in at drop-off, consent is given to teachers to sign your child in for you. Parents/caregivers will be allowed to enter the gate on a limited basis and will be required to exit the campus immediately after their child's class arrival and dismissal.

## Outdoor Learning Environment/Physical Distancing

Weather permitting, our class will mostly be held outside. Children will be encouraged to be outdoors as much as possible. When inside, we will provide adequate ventilation with ceiling fans, open windows/doors, and air purifiers. The air purifiers used in the classrooms are higher grade than consumer-grade purifiers. They are equipped with commercial-grade HEPA filters that are rated to capture 99.99% of particles larger than 0.1 microns and will be in the classrooms and the multi-purpose room, which will recirculate air every 15 minutes.

## COVID-19 Testing

We plan to resume our optional weekly PCR Testing Program back this Fall. We may require mandatory testing during extreme surges of COVID-19 cases and after holiday breaks.

If you require access to PCR testing right now please reach out to your child's pediatrician or go to the following link to find a testing site near you.

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

## Health Screening

A masked teacher/director will initiate wellness checks for each child and adult at the gate before entering the front yard. The teachers will continue to monitor children and each other throughout the day for signs of illness.

- If your child has been out sick with any of the symptoms mentioned earlier or just returned from traveling out of the state or country, **we cannot admit your child into the program without a negative antigen covid test result.** Check our international and domestic travel policy section for more details if your child has been traveling.
- If a child presents with a fever of 100 degrees or higher, a cough, or other COVID-19-type symptoms while at school, we will isolate them from the general classroom population by placing them in a quarantine room with a staff member. We will then notify parents/emergency contacts to pick up the child. Teachers will also be sent home with a fever of 100 degrees or higher, a cough, or any other COVID-19 symptoms.
- Children with a medical history of allergies are required to provide a written doctor's note confirming the allergy with associated symptoms.

## Daily Cleaning

All classrooms will be cleaned thoroughly and disinfected daily when children are not present. The school employs a professional cleaning service who cleans every afternoon. All high-touch surfaces such as sink knobs, toilet handles, tables, and door handles will be cleaned and sanitized with approved EPA-registered disinfectants for use against COVID-19, as described on the EPA website at [www.epa.gov](http://www.epa.gov). All cleaning products and/or disinfectants will be stored in areas where they are out of the reach of children. All teachers will be trained on using the manufacturer's directions for the safe use of all cleaning and disinfecting products as required by the Healthy Schools Act.

## Cough and sneeze protocol

Children will be taught to avoid contact with one's eyes, nose, and mouth, and to use a tissue to wipe their nose and cough/sneeze inside their elbow. Teachers will model and practice handwashing after coughing/sneezing.

## **Hand Hygiene**

Sinks for hand washing are located right outside the front gate/entrance to the front yard and hand sanitizer dispensers will be located on top of outdoor cubbies. Parents visiting the classroom must also adhere to the same hygiene protocols as the staff and students.

Friends Nursery School will adhere to strict handwashing guidelines for all teachers and children and will use children's bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.

All children and teachers will engage in hand hygiene which will include appropriate handwashing with soap and water for twenty seconds and/or hand sanitizer which is at least sixty percent alcohol, at the following times:

- Arrival each day
- Before and after assisting children with bathroom needs
- Before and after snack/lunch
- After any contact with bodily fluid

Children will be supervised when they use hand sanitizer to prevent inadvertent ingestion. Teachers will also assist children with the best hand washing techniques when needed. Signage depicting and describing the best handwashing techniques will be displayed in appropriate areas.

**Thank you for your support and cooperation in keeping our school safe!**