



## **Reopening Protocol for Pasadena Waldorf School Summer Care**

The reopening protocols below are specific to lower risk settings and activities that are permitted to reopen by the County Health Officer Order issue on May 26, 2020. In addition to the conditions imposed on these specific settings and activities by the State Public Health Officer, these settings and activities must also follow the conditions laid out by the Department of Public Welfare for the licensing of Child Care settings.

This checklist covers steps required to assure the safe reinstatement of childcare for children enrolled in the Early Childhood Program at Pasadena Waldorf School. All classes engaging in activities covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the setting.

Facility Number: 198019903

Facility Address: 209 E. Mariposa St., Altadena, CA 91001

Maximum Occupancy, per Fire Code: 30

Approximate total square footage of space of facility: At least 1,050 square feet indoor space and at least 2,250 square feet outdoor space.

### **A. POLICIES AND PRACTICES TO PROTECT PARTICIPANT HEALTH**

Promote Health screening to identify signs of illness and infection before students or care givers enter the camp setting.

#### Daily Health Screening Procedures:

- Parents have been instructed to screen their children and themselves before leaving home. Anyone with symptoms consistent with COVID-19, including the child, should remain at home in isolation for a minimum of 10 days plus at least 3 days after the resolution of fever (without fever-reducing medication) and improvement in other symptoms.
- In addition to encouraging parents to take their children's temperature at home, camp staff will be checking children's temperature with a no touch thermometer at the designated drop-off area every morning.

- If anyone has a temperature of 100.4°F/38°C or higher they will be excluded from the facility and will be allowed to return after 72 hours of being free of fever without fever-reducing medication and free from any symptoms consistent with COVID-19.
- Daily morning procedures for health screening for all staff and children working/attending Summer Care will be implemented. This should include taking temperatures with a no-touch thermometer which needs to be wiped with an alcohol wipe after each use – Camp Staff has been trained to follow the new health screening procedures.
- **As part of the morning health screening at drop-off, staff members and parents will be asked if anyone in their household has had fever in the last 24 hours, or if anyone has been in contact with a person with COVID-19, if so, they will not be admitted in the facility and will be asked to follow the 72 hours fever free and/or quarantine protocols.**
- Children and staff will be monitored throughout the day for any signs of possible illness or COVID-19 symptoms.
- If a staff member or child shows symptoms of COVID-19, they may not remain at the site. Staff members will be sent home immediately and asked to get tested. Parents of children with COVID-19 symptoms will be asked to pick-up their children from the isolation room. Testing and/or quarantine requirements are to be met before returning to Summer Care.
- Symptoms of COVID-19 may include some combination of fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or loss of taste or smell as well as diarrhea and vomiting. (The first three symptoms listed are the most common signs of COVID-19 infection.) Parents are encouraged to contact the child's health provider if their child does not have any of these symptoms but does have at least one symptom on the list.
- Staff, children, parents/caregivers, and visitors should be reminded regularly that they should stay home if they are ill, even with mild symptoms.
- All parents of participants are asked to keep their children home if sick or if they have been exposed to a person who has COVID-19 and to follow Department of Public Health guidance concerning isolation or quarantine, as applicable.
- Participants are not penalized or denied from returning to Summer Care if required to miss one or more classes due to illness or exposure. They will be admitted once they have complied with the illness protocols.

- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19, PWS Summer Care has a plan or protocol in place to keep the case(s) contained.
- If a staff or group member shows symptoms consistent to COVID-19, this member will be sent home and required to get tested. The group will be kept contained until receiving test results, if positive the classroom will close for a maximum of 14 days after the last contact with a person infected which is the suggested quarantine period. Classroom will be cleaned and disinfected before resuming Summer Care.
- PWS Summer Care has a plan that considers a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival, departure, and throughout the day.
- A copy of this completed protocol has been uploaded to the parent/employee portal of each participant.
- Strict handwashing guidelines for all staff and children are implemented.
- Proper handwashing techniques will be modelled to the children and a poster is posted at children's eye level in each bathroom.
- An additional emergency contact will be required in case parents are unable to pick-up their child in a timely manner when ill.

## B. MEASURES TO ENSURE PHYSICAL DISTANCING

- The total number of participants in each group, including participants and group facilitators/leads, may not exceed the licensing ratio of 10 students to 1 teacher and an assistant teacher. The participant's total is 2 adults and 10 children in each classroom.
- To the extent feasible, groups are scheduled at times that will not lead to overcrowding as participants arrive at site entryways and exits.
- Windows will be open to ventilate the classrooms before and after children arrive.

- To the extent feasible, entry to the class or program space is limited to participants and teachers. Parents and visitors are not allowed in the Summer Care Site.
- All group participants must comply with site guidance concerning occupancy limits in restrooms and in any common areas.
- Campers will be kept in small groups of 10 children or less with the same teacher(s) for the maximum extent of time.

#### Indoor Play:

- Developmentally appropriate activities will be provided, and the furniture will be rearranged to adhere to social distancing recommendations.
- During indoor activities teachers will promote physical distancing in a reasonable manner.
- During seated or movement activities teachers will designate a spot for each student to sit/stand or move as much as practicable to promote adequate distancing.
- Circle time and other activities that bring children close together and prevent the sharing of toys and materials as much as possible will be reconsidered.
- Activities that model and reinforce good hygiene and social(physical) distancing practices will be implemented.
- Individual activities will be encouraged whenever possible (i.e., drawing, coloring, and other manipulatives).

#### Outdoor Play:

- Outdoor time will be extended weather permitting.
- During outdoor activities teachers will promote the use of the wide area of play or workspace and help group or spread students as much as is practicable.

- Staggered indoor and outdoor play and schedules to reduce the number of children in the same area will be adjusted.

#### Napping and Rest Time:

- Nap mats will be placed 6 feet apart from each other alternating head to foot to lessen the possible spread of illness between children from coughing or sneezing.
- Nap mats will be sanitized before and after each use.
- Nap sheets, blankets, pillows, etc. will continue to be stored in a plastic bin to avoid contact and will be sent home on Fridays to get them laundered.
- Student belongings will be spaced at an adequate distance in the cubby area outside the classroom and belongings will be limited to a list of materials outlined by the teacher. Contain belongings from home to a backpack or a large Ziplock bag for each child. Personal toys should be kept at home.

#### C. MEASURES FOR INFECTION CONTROL AND HANDLING OF MATERIALS AND EQUIPMENT

- Summer Care Staff will wear cloth face coverings during care hours. It is recommended that a face covering is also worn by Summer Care participants, however it is not a requirement.
- All parents/care givers are required to sign students in and out using their own pens or using a pen that is sanitized between users.
- Parents are to pack their children with lunch and a morning and afternoon snack.
- No food or drink is prepared within the class spaces. When provided by school, student snacks and meals are served at their individual spaces directly by the student or by a teacher who uses gloves and or uses hand sanitizer before touching the belongings of another student.
- Hand sanitizer, tissues and trash cans are available to the public at or near the entrance and exits of the facility and in prominent locations within the class spaces.
- A station for hand washing/sanitizing or a hand sanitizer is placed in drop-off area and any outdoor play area and students are directed and supervised in the use of the station as needed during play periods.

- There is adequate staffing so that an adult can monitor handwashing and sanitizing of high touch surfaces in the bathroom areas during each use of the facilities.
- Teachers will wash their hands after assisting any student in the bathroom, changing soiled clothing, helping to open or serve food or drinks, handling student belongings or bedding, helping to wipe noses or having had direct physical contact with students.
- Toys will be sanitized regularly using products recommended by the County Department of Public Health. Washable toys or play clothes will be laundered daily. Toys that cannot be sanitized by this method will be rotated in circulation allowing for a number of days between use by students.
- Outdoor toys and tools will be cleaned after use and sanitized regularly by staff members.

#### D. DROP-OFF AND PICK-UP PROCEDURES:

##### Drop-off Procedures – bring your own pen for signing-in:

- Drive-thru gate will open from 8:30 to 8:45 AM.
- Parents pull up to the drop-off area by the Wishing Well. Please do not get out of your car.
- Camp teacher will take your child's temperature, unload camper/s from backseat along with their items.
- Children will be directed to wash/sanitize their hands and then sit on a designated spot until every child is ready to walk up to the classroom.

##### Pick-up Procedures – bring your own pen for signing-out:

- Drive-thru gate will open from 3:15 to 3:30 PM.
- Children will be walked down to the Wishing Well area at 3:15 PM.
- Parents pull up to the pick-up area by the Wishing Well. Please do not get out of your car.
- Children will wash or sanitize hands before getting in their parents' car.
- Camp teacher/staff will help children get in their car seat.

OPTIONAL – DESCRIBE OTHER MEASURES TO AVOID SPREADING:

Health and Safety Practice:

- Frequent handwashing will be practiced by teaching a child-friendly song or counting to 20 (handwashing should last 20 seconds).
- Children will be encouraged to use tissue to wipe their nose and to cough inside their elbow.
- Handwashing practices will be implemented before and after eating, after coughing or sneezing, after playing outside, after using the restroom, etc.
- Staff members will wear a face covering during Summer Care hours.

Keeping a Healthy Environment:

- Procedures to frequently clean most frequently used and touched surfaces will be implemented.
- Soft toys that cannot be disinfected after each use will be removed.
- Toy sharing will be limited.
- A washing station will be designated for toys that need to be cleaned/disinfected after each use.
- In addition to cleaning and disinfection most frequently used and touched surfaces, a thorough cleaning will be performed by the cleaning crew every day.

Mealtimes:

- To avoid contact and spreading, parents are required to provide Lunch as well as a morning and afternoon snack.
- Social distancing will be practiced during mealtimes by providing adequate spacing of children during meals.
- Proper handwashing before and after eating will be practiced.

- Tables and chairs will be cleaned and disinfected immediately after meals.
- Plates, utensils, and serving bowls will be run in the dish washer if used in Summer Care.

#### Bathroom

- Healthy habits and proper handwashing will be reinforced after each bathroom use or bathroom transition.
- Sink, toilet handles, toilet seats, doorknobs, and light switches will be sanitized before and after each child's use.
- Children will be taught/encouraged to use a tissue when using the handle to flush the toilet.
- Washing hands for 20 seconds and the use of paper towels to dry hands thoroughly will be implemented.

#### Emergency Pick-up:

- Please stay within one-hour radius of school should your child need to be picked-up.
- In addition to parents, please add at least one emergency contact that is available to pick-up your child within an hour in case of an emergency.

#### Late Drop-offs and Pick-ups:

- Please aim for drop-offs and pick-ups on time.
- Call front desk @ (626) 794 9564 or text (603) 361-6889 if extenuating circumstances cause you to be late. Please do not rely on this as Camp Staff needs to go back to the Camp site to clean and disinfect for the following day.
- If needed to be picked up earlier, we will walk your child to the pedestrian gate near Mariposa entrance.

### PASADENA WALDORF SCHOOL SUMMER CARE COVID-19 PREPAREDNESS

<b>TASK</b>	<b>PERSON ASSIGNED</b>	<b>NOTES</b>
PREPAREDNESS PLAN	PA, SD, AND SUMMER CARE STAFF	
COMMUNICATION PLAN	TESS PARKER	
UPDATES ABOUT COVID-19	LAURA CABRAL	
SYMPTOMS/CASE FOLLOW-UP	TESS PARKER	
REQUIREMENTS TO RETURN TO SUMMER CARE	TESS PARKER, LAURA CABRAL, AND/OR ROSA BALDERRAMA	
UPDATED CHILDREN'S ROSTER	TESS PARKER	
ISOLATION ROOM	TESS PARKER OR PAM FORREST	
NOTIFY CDSS OR CDPH IF A CASE OR EXPOSURE	LAURA CABRAL AND ERIN SEMIN	
CLEANING AND DISINFECTING	ROSA BALDERRAMA, LAURA CABRAL & CLEANING CREW	
HYGIENE SUPPLIES AND PROTECTIVE EQUIPMENT	TESS PARKER AND PAM FORREST	
POSTING SIGNS	LAURA CABRAL	
SUMMER CARE STAFFING	TESS PARKER	
OTHER		

PASADENA WALDORF SCHOOL SUMMER CARE COVID-19 PROTOCOLS

CHILDREN AND STAFF:

- DAYLY HEALTH SCREENING
- TEMPERATURE CHECK
- MONITORING ILLNESS THROUGHOUT THE DAY

PHISYCAL DISTANCING:

- 10 CHILDREN MAXIMUM IN EACH GROUP
- EXTENDED OUTDOOR PLAY
- DEVELOPMENTALLY APPROPRIATE ACTIVITIES
- PARENTS AND VISITORS NOT ALLOWED ON SITE
- PLAY AREAS MARKED ACCORDINGLY
- MORE INDIVIDUAL ACTIVITIES
- LIMITED TOY SHARING

INFECTION CONTROL:

- TEACHERS/STAFF WEAR FACE MASKS
- MEALS ARE NOT PROVIDED
- FREQUENT HANDWASHING
- FREQUENT CLEANING AND SANITIZING OF FACILITY, EQUIPMENT, AND TOYS.
- EXCLUDING ILL GROUP MEMBERS FROM FACILITY
- IMPLEMENTING COVID-19 AND

**PROTOCOL FOR COVID-19 SYMPTOMS AND CASE**

SYMPTOMS PROCEDURE

- TEMPERATURE CHECK
- STAFF WILL BE SENT HOME IMMEDIATELY
- CHILDREN WILL BE SENT TO ISOLATION ROOM
- PARENTS WILL BE CALLED
- PARENTS ARE REQUIRED TO PICK-UP WITHIN AN HOUR
- CHILDREN AND STAFF ARE TO RETURN AFTER 72 HOURS THEY ARE FEVER FREE WITHOUT FEVER-REDUCING MEDICINE AND FREE FROM SYMPTOMS CONSISTENT WITH COVID-19

COVID-19 POSITIVE TEST

- NOTIFY THE DEPARTMENT OF PUBLIC HEALTH AND FOLLOW DIRECTIONS
- NOTIFY CDSS – CHILD CARE DIVISION
- INFORM OTHER GROUP MEMEBERS TO IMPLEMENT TESTING AND QUARENTINE REQUIREMENTS
- FOLLOW QUARENTINE PROTOCOLS BEFORE RETURNING TO SUMMER CARE
- CLOSE CLASSROOM FOR QUARANTINE, CLEANING, AND DESINFECTING.
- FOLLOW CDSS AND CDPH GUIDANCE FOR REOPENING CLASSROOM