



## **Pacific Oaks Children's School Re-Opening Operations Plan**

Due to the current global health crisis (COVID-19 Pandemic), Pacific Oaks Children's School has been closed since mid-March, 2020. All administrative staff, faculty, and support staff have been furloughed during the closure.

A team of Pacific Oaks College administration, faculty and staff have been carefully monitoring the Center for Disease Control (CDC) Childcare Guidance, Department of Social Services (DSS) Community Care Licensing Support, California Department of Education (CDE), Cal/OSHA, State (CDPH), County and local health guidelines and regulations. The transition team works daily on this and checks in with each other three times a week. Additionally, the Advisory Board meets biweekly to discuss the different measures necessary in order to safely reopen. A biweekly Family Town Hall meeting is held to keep the families updated on the team's work and the President and Associate Vice President of Human Resources are in frequent contact with the Children's School's furloughed employees.

The Children's School plans to re-open on September 8, 2020. As the Children's School navigates this pandemic, it is understood that health and safety regulations and recommendations are consistently changing. These will continue to be monitored on a daily basis. The Re-Opening Operations Plan is outlined below, keeping in mind that this a fluid plan, as it may change due to current regulations and recommendations.

### **Capacity/Ratio**

Before the COVID-19 Pandemic, Pacific Oaks Children's School operated at a capacity of 144 children. Upon re-opening for the Fall, 2020 term, the Children's School will operate at a maximum capacity of 80. As the Children's School follows current guidelines, children will be enrolled by term rather than by school year. This will help minimize the risk of parents' commitment to the 10-month enrollment during this highly uncertain time.

### **Grouping**

Based on DSS guidelines, children will be grouped in pods of ten with siblings grouped together whenever possible. Each pod will remain together with the same adults for the duration of their school day. There will be a pod assigned to each yard/house with children spending the majority of their time in the yard.

### **Ratio**

In keeping with the Children's School's commitment to maintaining a low ratio, a ratio of 1:5 (2 adults/10 children) will be maintained. Currently DSS requires a ratio of 1:6 for toddlers 18-36 months old and 1:10 for children 3 years- Kindergarten. The adults may be a combination of Master Teacher/ Teacher and/or a combination of Lead Teacher/ Teacher.

One pod will include a psychologist who is assigned to work one-on-one with a child diagnosed with Autism. To decrease the possibility of cross contamination, the psychologist will remain



with that child's pod while present on campus. Additional personnel to accommodate a child will be approved on a case-by-case basis.

### **Drop-off /Pick-up Procedure**

To ensure the utmost safety for Children's School families, the DSS, CDPH, CAL OSHA, and CDE requirements and recommendations were utilized to create the Drop-off/Pick-up Procedures. While this looks much different than what families were accustomed to before the closure, following these procedures will aid in keeping parents, children and staff safe and healthy.

#### **Signing in and Out**

When dropping off and picking up a child, families will adhere to the scattered drop off and pick up schedule. Children will be signed in/out and dropped off/picked up outside the gate in the designated area for their yard. Parents may bring their own pen for signing in and out, or use one of the sanitized pens provided by the school.

#### **Hand Washing**

Parents and children are to wash their hands before coming to school. Hand sanitizer will be available in the sign in/out station, as well as near all entry doors and other high traffic areas. Children must sanitize their hands at arrival, and must wash their hands once inside their yard/house.

#### **Face Coverings and Physical Distancing (during drop off/pick up)**

Per Los Angeles County Health Department regulations, parents must wear a face covering at drop-off and pick-up. Children over two years old will also wear a face covering while in the designated sign in/out area. Families are required to adhere to physical distancing procedures and stay at least six feet from others (except their child) during drop off and pick up times.

#### **Health Screening**

Parents will stay with their child until the child's health screening is completed. The health screening includes taking the child's temperature, as well as asking pertinent health related questions. These include inquiring if the child has taken fever-reducing medication within the past 24 hours, asking about symptoms the child or family members may have exhibited in the past 24 hours, and whether anyone in their home has had a positive COVID-19 test. Additionally, a visual wellness check will be conducted. Anyone with a fever of 100.4 or higher must be fever-free for 72 hours before returning to school.

Personal items, such as a change of clothes are to be brought in a backpack or sealed/labeled plastic zipper bag and will be taken home daily.



## **Face Coverings**

### **Adults**

Current Los Angeles County regulations require that face coverings be worn when in places of business. Additionally, the CDE and CDC recommend face coverings for all employees. Therefore, teachers and staff will wear a face covering throughout the day while in the yards/houses. Parents are required to wear face coverings while in the designated drop off/pick up locations.

### **Children**

The CDPH advises to “never place face coverings on babies or children under two because of danger of suffocation”. As Los Angeles County requires face coverings in places of business; (e.g. child care facilities), children over two must wear a face covering while in the designated drop off/pick up locations and as much as feasible while in the yards/houses. It is recommended that each day, the family provide several face coverings for their child to enable changing them throughout the day. Children 2-5 years will be supervised when wearing one. Sleeping children will never wear a face covering.

## **Physical Distancing**

As previously mentioned, parents must follow physical distancing protocols (6 feet apart) at drop-off and pick-up times. All Children’s School employees will use physical distancing when entering and leaving the school, and teachers will stay with their pod of children throughout the day. In keeping with DSS guidelines, no volunteers or tours will be permitted at this time.

Teachers will use creative ways to create physical distancing within their pod of children. Many activities will remain the same; however, the space will communicate to children that they have their own space in which to play. Additionally, children will spend as much time as possible outdoors in their yard (weather permitting).

## **Health and Safety**

During this unprecedented time, the health and safety of the Pacific Oaks Children’s School community is of utmost importance. It is both a challenging and fluid situation; as such, the following handwashing, mealtime/toileting and cleaning, disinfecting and sanitizing protocols will be in place.

### **Handwashing**

All teachers and children will engage in handwashing (a minimum of 20 seconds) throughout the day at the following times:

- Upon arrival and departure
- Before and after eating, toileting, and transitioning from yard to house and vice versa
- After coming in contact with bodily fluid (wiping noses, etc.)



Teachers will supervise children during the handwashing process and will wash their hands after assisting children. Administrative and support staff will follow CDC guidelines for handwashing while at school.

### **Mealtimes/Toileting**

In keeping with CDC and DSS regulations, all children/teachers are required to wash hands before and after eating. The tables will be cleaned and disinfected both before and after mealtimes.

As much as possible, individually packaged snacks and utensils will be provided for snack time. Children eating lunch will bring food from home and due to cross contamination issues, staff will be unable to heat up a child's lunch. Additionally, children will be spaced away from other children, as much as feasible, during mealtimes.

Children are required to wash hands after toileting and sinks/toilet handles will be sanitized after each use.

### **Cleaning, Disinfecting and Sanitizing**

During the break, the Children's School was deep cleaned. When the school reopens, the teachers and staff will sanitize high surface areas such as door knobs and light switches, as well as materials and toys used by the children throughout each day. When cleaning, the houses will be aired out each morning before the children arrive. As children use toys/materials, they will be placed in a designated container and will not be available for use until they have been cleaned, sanitized, and disinfected. Toys that are difficult to clean will be removed from the yards/houses.

Additionally, houses with communal bathroom space will be sanitized between pod use to prevent cross contamination. The custodial crew will clean and disinfect each house and office every evening. Only cleaning products approved by the Environmental Protection Agency (EPA) will be used.

## **COVID-19 Procedures**

While the Children's School is following federal, state and local regulations and recommendations; the possibility of a COVID-19 exposure is ever present. The following procedures will be followed in the event of an exposure at the school.

### **Ill Children and Employees**

Children and employees will be monitored throughout the day. Anyone with a fever of 100.4 or higher will be sent home and not permitted to return to school until they have been fever-free for 72 hours. If any child or staff member shows symptoms of COVID-19, they will be excluded from the school. Infected employees and/or an infected child may not return to school until they have met the CDC criteria to discontinue home isolation. CDC criteria for home isolation may be found at the link below:



[https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fif-you-are-sick%2Fquarantine-isolation.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fif-you-are-sick%2Fquarantine-isolation.html).

### **Confirmed Case of COVID-19**

If a case of COVID-19 is confirmed at the Children's School, we will contact the Los Angeles Public Health Department and follow their direction. Minimally, this includes identifying those who have had close contact with the infected person and excluding them from school for a quarantine period of 14 days. The Children's School will close until otherwise directed by the Public Health Department. Pods remaining closed during the quarantine period will receive virtual instruction. In keeping with the Children's School's commitment to Progressive Education, virtual experiences will align with developmentally appropriate pedagogy. Intensified cleaning and disinfection will be maintained, while continuing to follow all CDC recommendations.

### **Teachers, Administrative and Support Staff**

Pacific Oaks Children's School is committed to keeping children, families, and employees safe and healthy. Therefore, employees will maintain 6 feet physical distancing when entering and leaving the school. Additionally, all employees must wash their hands and have their temperature taken upon arrival. As previously mentioned, teachers will stay with their pod of children throughout the day.

To potentially slow the spread of virus transmission, employees must wear face-coverings throughout the day. Gloves will be worn when serving food, handling trash and when cleaning/disinfecting. Furthermore, frequent and consistent hand hygiene practices will be maintained.

Pacific Oaks Children's School understands that the COVID-19 pandemic is fluid and ever changing. With that in mind, the Children's School Re-opening Operation Plan remains flexible and may change as new regulations and recommendations are put forth. The safety of the Children's School community is of the utmost importance and the Children's School is committed to providing the safest environment possible for the families enrolled in the program.



## References/Resources

California Department of Education

*COVID-19 Resources and Guidance for Early Learning and Care Programs*

<https://www.cde.ca.gov/sp/cd/re/elcdccovid19.asp>

California Department of Public Health, California Department of Social Services and CAL OSHA *COVID-19 Updated Guidance: Childcare Programs and Providers*

<https://files.covid19.ca.gov/pdf/guidance-childcare.pdf>

California Department of Social Services; Community Care Licensing Division

*PIN 20-06-CCP Social and Physical Distancing Guidance for Healthy Practices for Childcare Facilities in Response to the COVID-19 Pandemic Written in Collaboration with the California Department of Education*

<https://www.cdss.ca.gov/inforesources/community-care-licensing/policy/provider-information-notices/child-care>

Centers for Disease Control and Prevention

*Coronavirus Disease 2019 (COVID-19)*

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

Every Child California

*A Guide for ECE Programs in California: Opening and Re-Opening*

<https://www.everychildca.org/assets/docs/EveryChild%20CA%20opening%20and%20re-opening%20publication.pdf>

Every Child California

*COVID-19 Resource Page*

<https://www.everychildca.org/assets/docs/EveryChild%20CA%20opening%20and%20re-opening%20publication.pdf>

Los Angeles County Early Childhood Education COVID-19 Response Team

*Side by Side Summary of Public Official COVID-19 Guidance for Early Childhood Education Providers*

<https://prekkid.org/wp-content/uploads/2020/06/Side-by-Side-Summary-of-Public-Official-COVID-19-Guidance-for-Early-Childhood-Education-Providers.pdf>