

# SUNSHINE SCHOOL

## COVID-19 SOP Protocols

Sunshine School will be following the guidelines set by the [California Department of Public Health](#) for Childcare & K-12 Schools. Any additions to those guidelines will be listed below.

### **Everyday Prevention:**

- Students are required to mask indoors, with exemptions per CDPH face mask guidance. Adults in school settings are required to mask when sharing indoor spaces with students regardless of vaccination status.
  - Persons exempted from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
  - Never place face coverings on babies or children under 2 years of age because it poses a danger and risk for suffocation.
- Temperature checks on arrival
- Wash hands often with soap and water
- Use an alcohol-based hand sanitizer with at least 60% alcohol
- Remind students to cover cough and sneezes.
- Students and staff with symptoms such as fever, coughing, sneezing, runny nose will be sent home until symptoms are no longer present for 24 hours without the use of medication.
- Clean and disinfect frequently touched surfaces.

### **Social Distancing:**

- As stated by the California Department of Public Health, “Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented.” However, physical distancing will be encouraged where practicable, such as while eating.
- Parents are not permitted on Sunshine and Ruskin campuses at this time to minimize the number of adults in close contact with children/youth and personnel. However, personnel are allowed to enroll their children in the Programs for which they work.
- Tours are by appointment only and face masks are required. Requests for tours will be limited in compliance with Social Distancing requirements.

- Stable groups must be kept apart from each other (if indoors, in different classrooms).
- Extend the indoor environment to outdoors, and bring the class outside, weather permitting.

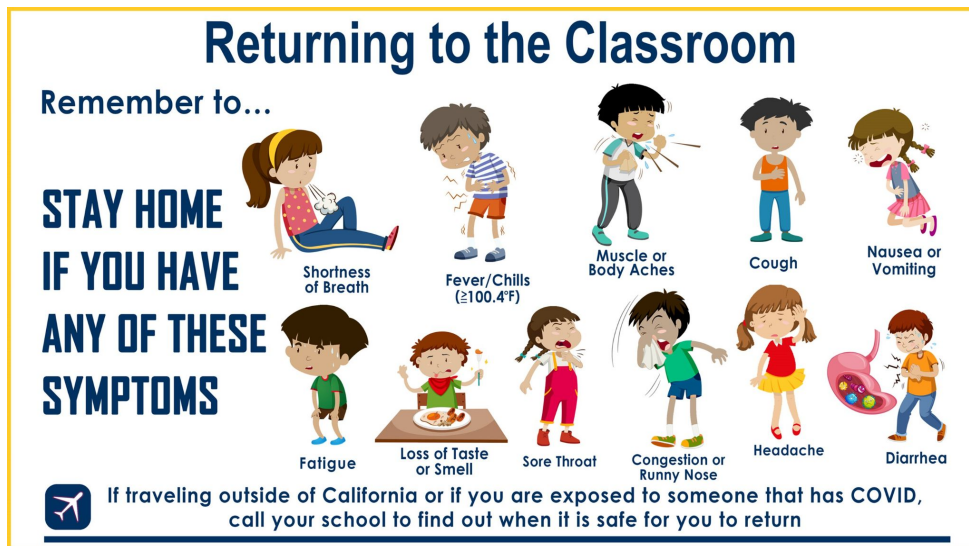
### **Drop-off / Pick-up Procedures:**

- Preschool drop off and pick up times
  - Drop off times will be 8:30am to 9:30am
  - Pick up times will be 5:30pm to 6:00pm
  - Please call location director if dropping off or picking up students before or after the designated times
- After School drop off and pick up times
  - Drop off times will be 12:00pm - 1:00pm (Kindergarten) or 2:30pm - 3:00pm (1st Grade & up)
  - Pick up times will be 6:00pm to 6:30pm
  - Please call location director if dropping off or picking up students before or after the designated times
  - Please note that only staff and students are allowed on the Ruskin Campus during After School hours. Families with students in the Ruskin Classrooms are not permitted on campus and must wait at the Gate during pick-up.
- Follow social distancing signs on parking lots, buildings, and meet staff at entryway/gate
  - Parents are required to wear face masks when dropping off and picking up children
- Parents/guardians should bring their own pen for sign-in and sign-out sheet, or fill out an Authorization Form to allow staff to sign children in and out of the program
- Have one designated parent/guardian for drop-off and pick-up. (We would like to limit the amount of people in contact with our facility as much as possible)
  - Elders (such as grandparents or individuals over 55) or those with serious underlying medical conditions should not drop off or pick up children

### **Screening:**

- Persons who have a fever of 100.40 (38.00C) or above or other signs of illness should not be allowed into the facility. This includes fever, cough, difficulty breathing or other signs of illness within the last 24 hours. Staff and children who have been exposed to individuals with the symptoms listed are also not permitted to enter the facility. A negative COVID test or doctor's note is required before returning to Sunshine.
- Students and staff who have been out sick for more than three days must provide a doctor's note or negative COVID test before returning to Sunshine, and must be symptom free for at least 24 hours without the use of medication.

- **Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.**



- Screen children upon arrival
  - Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
  - Take the child's temperature and record the temperature on the sign-in sheet. Thermometers must be properly cleaned and disinfected after each use.

### **COVID-19 Testing, Reporting, & Quarantine for Positive and Close Contact Cases**

- Encourage children/youth and personnel 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.
  - In lieu of a negative test result, may allow symptomatic children/youth and personnel to return to work/school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Require parents/guardians and personnel to immediately report to Program administration if Program participants or personnel test positive for COVID-19 or if one of their household members or non-household close contacts test positive for COVID-19.
- Confirmed COVID-19 Case(s):
  - Any child/youth or personnel who learns they have tested positive for COVID-19 while at the Program should immediately be required to wait in an isolation area

until they can be transported home or to a healthcare facility, as soon as practicable.

- Program administrators must immediately notify the County of Santa Clara Public Health Department of any positive COVID-19 case by emailing [coronavirus@phd.sccgov.org](mailto:coronavirus@phd.sccgov.org) and calling (408) 885-4214.
- Program administrators must notify all families and personnel in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
- Areas used by any COVID-19 positive person must be immediately closed off. Such areas may not be re-opened until they have been cleaned and disinfected. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.
- **Return to Program after Positive COVID-19 Test:**
  - Both symptomatic and asymptomatic individuals may return after isolating for at least 10 days and at least 24 hours after fever resolution and improvement in other symptoms without the use of medication
  - Individuals who tested positive for COVID-19 do not need to retest in the next 90 days as those who have tested positive and have recovered will likely test positive as they shed the virus.
- Close contacts to confirmed COVID-19 case(s):
  - All children/youth or personnel who had close contact with a COVID-19 positive person (including all members of a stable group with the COVID-19 positive person) must be sent home and instructed to get COVID-19 testing and remain quarantined at home for at least 8 days.
    - A close contact is defined as someone who was within six feet from the person who tested positive for at least 15 minutes.
  - **Return to program after Close Contact:**
    - Close contacts who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:
      - Quarantine can end after Day 10 from the date of last exposure without testing; OR
      - Quarantine can end after Day 7 if a diagnostic specimen is collected on Day 5 or later from the date of last exposure and tests negative.
    - Individuals who tested positive after a close contact must isolate for at least 10 days from last exposure and at least 24 hours after fever

resolution and improvement in other symptoms (if any) without the use of medication

- Individuals who tested negative after a close contact must quarantine for at least 8 days from last exposure and at least 24 hours after fever resolution and improvement in other symptoms (if any) without the use of medication
  - If test done earlier than 6 days after last exposure to case, repeat testing towards the end of the quarantine period before returning to school
- No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

### **Hygiene, Cleaning, and Other Measures:**

- Minimize sharing of materials to the extent feasible, and any toys/materials used by multiple children should be cleaned between uses. Programs shall limit use of supplies and equipment to one group of children/youth at a time and clean and disinfect between uses pursuant to CDC guidance.
- At least daily, and more frequently if feasible, clean and disinfect frequently touched hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets), drinking fountains, and playground equipment) and shared objects (toys, games, art supplies, books) pursuant to CDC guidance.
- Make available adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizer (with at least 60 percent ethyl alcohol) for personnel and children/youth.
- Serve food individually plated or bagged.
- Children's Toys and Books:
  - Toys that cannot be cleaned and sanitized should not be used.
  - Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry.
  - Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
  - Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.

- Set aside toys that need to be cleaned.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

### **Washing, Feeding, or Holding a Child**

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children:

- Child care providers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
- Child care providers should wash their hands, neck, and anywhere touched by a child's secretions.
- Child care providers should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child care center or home-based child care.
- Child care providers should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

### **Talk to Young Children about Social Distancing**

- Implement strategies to model and reinforce social and physical distancing and movement.
- Use carpet squares, mats, or other visuals for spacing.
- Model social distancing when interacting with children, families, and staff.
- Role-play what social distancing looks like by demonstrating the recommended distance.
- Give frequent verbal reminders to children.
- Create and develop a scripted story around social distancing, as well as hand washing, proper etiquette for sneezes, coughs, etc.
- Send home a tip sheet for parents and caregivers to also learn about social distancing.

### **Practice Healthy Hygiene**

- Ensure children/youth wash their hands or use hand sanitizer upon arrival, after using the restroom, after playing outside, before and after eating, and after coughing or sneezing.

- Teach, model, and reinforce healthy habits and social skills.
- Explain to children why it's not healthy to share drinks or food, particularly when sick.
- Practice frequent handwashing by teaching a popular child-friendly song or counting to 20 (hand washing should last 20 seconds).
- Teach children to use tissue to wipe their nose and to cough inside their elbow.
- Model and practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.

**Last updated: October 6, 2021**