

## **PCS LEARNING POD AND PARENT RESOURCE CENTER POLICY**

The PCS Learning Pod and Parent Resource Center pilot was launched to provide a safe, nurturing, and supportive environment to Philadelphia children in grades K-5. We understand that we are operating while our city and nation are in the midst of a global pandemic due to the Coronavirus also known as COVID-19. Therefore, we have established the following policy to protect our students, staff, families, and the general public to the greatest extent possible. This policy is guided by the Philadelphia Health Department, the Pennsylvania Health Department, and the Center for Disease Control (CDC) and may be updated or changed to remain in compliance with any new guidelines or policies implemented by these agencies.

### **General Guidelines: For PCS Pod Staff, Bible Way staff, Consultants, and Visitors**

1. Face masks that cover the nose and mouth must be worn at all times while in the facility. The only exception is during meals.
2. Persons entering the site are to use hand sanitizer located at the entrance, Center Desk, or material table located in each pod.
3. Staff and students are to wash/sanitize their hands upon arrival, before each meal, after each meal, before exiting the restroom, and after each recreation break.
4. A social distance of six feet should always be maintained between all individuals.
5. Students and instructors must stay in the pod that they have been assigned. There should be no commingling of students or staff.

### **Guidelines for Pod Staff**

1. Every new staff hire will be required to submit the results of a COVID-19 test that was taken within 7-days of hire confirming he/she/they are COVID-19 negative before beginning their first shift.
2. Upon arrival for each work shift, every staff person will
  - a. Have their temperature check and administered an oximeter test. A staff member will be sent home if his/her/their temperature exceeds 100.4° F and/or his/her/their oximeter reading is less than 95%.
  - b. Be asked if he/she/they is/are experiencing any flu like symptoms? If yes, the staff member will be sent home and advised to seek medical advice.
  - c. Be asked if he/she/they have had close contact (within 6 feet for 15 minutes or more) with anyone with COVID-19 since their last shift. If yes, the staff member will be sent home and advised to follow PHD and CDC guidelines regarding primary and secondary contact.
3. If a staff member is exhibiting symptoms, has been tested, and/or has a positive test result, he/she/they should notify the Site Director or Project Director immediately. They should also decline from participating in an on-site work activities.
4. **Based on new PA Department of Health guidelines, pod staff who travel outside of Pennsylvania will have to take a COVID-19 test or voluntarily quarantine for 14 days prior to coming back to**

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**work.** This does not apply to people who commute to and from another state for work or medical treatment.

## Guidelines for Pod Students and Families

1. Prior to acceptance, prospective families will complete a questionnaire regarding recent travel history, COVID-19 status, COVID-19 testing, and COVID-19 exposure of the prospective student and household members.
2. Upon arrival for each day of attendance,
  - a. The parent/caregiver must sign student in and answer the following questions:
    1. Has the student had closed contact (within 6 feet for 15 minutes or more) with anyone with COVID-19? If yes, the student will be sent home and the parent/caregiver will be advised to follow PHD and CDC guidelines regarding primary and secondary contact, which can be found on the Parent Resource Page of our website at [www.pcslearningpods.com](http://www.pcslearningpods.com)
    2. Is the student experiencing flu-like symptoms? If yes, the parent/caregiver, advised to seek medical advice and visit the Children's Hospital link found on our website at [www.pcslearningpods.com](http://www.pcslearningpods.com)
  - b. The student will undergo a temperature check. If the student's temperature exceeds 100.4° F the student will not be allowed to enter the site and parent/caregiver will be advised to seek medical advice.
3. If a student or household member is exhibiting symptoms, has been tested, and/or has a positive test result, parent/caregiver must notify the Site Director or Program Coordinator immediately by calling 267.702.3448.
4. **Based on new PA Department of Health guidelines, pod students or staff who travel outside of Pennsylvania will have to take a COVID-19 test or voluntarily quarantine for 14 days prior to coming back to the program.** This does not apply to people who commute to and from another state for work or medical treatment.

## Guidelines for Pod Sanitation and Cleanliness

1. The pod floor and surfaces (desks and tables) are cleaned and sanitized on a daily basis.
2. Students and staff will wash or sanitize their hands upon entering the facility or their respective pod.
3. Meals and snacks will be eaten at assigned desks that are at least six feet apart
4. Before each meal or snack, students will wash hands in the bathroom or use hand sanitizer
5. Before each meal or snack, Instructors will wipe down each desk and discard the wipe after wiping down desks
6. Students will place their trash in the trash can after each meal **BEFORE** they wash their hands.
7. After each meal or snack, students will wash hands in the bathroom or use hand sanitizer
8. After each meal or snack, Instructors will wipe down the desk and discard the wipe
9. Instructors and students will wash or sanitize their hands after each recreation break

## **Guidelines for Pod Facility Sanitation and Disinfecting**

The PCS Learning Pod and Parent Resource Center follows Philadelphia Health Department (PHD) and CDC guidelines on cleaning, sanitizing and disinfecting childcare and learning facilities. The products used are CDC approved.

1. Restrooms will be cleaned and disinfected two-times per day.
2. The individual pods, common areas, and Annex will be cleaned and disinfected on a daily basis.
3. The restrooms, pods, common areas and Annex will be sanitized and disinfected with a CDC approved fogger on a weekly basis.
4. Two medical grade air purifiers will be operated during program hours to maintain adequate air flow.

A detailed list of tasks, along with product details will be available upon request.

## **GUIDELINES FOR DEALING WITH COVID-19 EXPOSURE**

In the event a PCS student or staff member has been exposed to someone who is COVID-19 positive or who has tested positive for COVID-19 they are to immediately inform PCS staff.

1. Upon being informed that a student or staff member has been exposed or has tested positive for COVID-19, PCS staff shall immediately send the impacted individual home.
  - a. In the case of a student, the parent/caregiver will be notified and must pick the child up within an hour of notification. The student shall be moved to a separate waiting room until the parent arrives.
2. PCS staff will contact the Philadelphia Health Department within 30 minutes of being made aware of the situation. PCS staff will describe the nature of the exposure and follow Philadelphia Health Department guidelines.
3. Confidentiality – PCS staff will share the name and health status of a COVID-19 positive or COVID-19 exposed staff member or student with PCS administration, Philadelphia Health Department, and in the case of a student, the caregiver. This information will not be shared with PCS staff, PCS parents, or the public.
4. PCS staff will cooperate fully with PHD on contact tracing and other public health measures.
5. PCS staff will notify staff, families, and other relevant parties, in writing, of the nature of the exposure, PHD guidelines, and actions taken and intended. Notice will be provided as soon as possible, but not later than 6 hours from the time of being informed.
6. PCS staff will follow the most current PHD guidelines regarding directives given to staff, students and families regarding testing, isolation, quarantine, and facility closing.
7. In the event the facility is closed for 14-days or longer, due to an exposure, holiday, or interruption in program, all staff will be required to produce evidence of a negative COVID-19 test taken within 7-days of reopening. Staff will not be permitted to return to work until the test results are received by PCS administration.