



PACA'S COVID-19 SAFETY & PROTOCOLS

Version 3.0

SUMMARY OF PREVENTIVE MEASURES

Health experts learn more about COVID-19 every day and as information becomes available, they are updating recommendations. As our knowledge and understanding of COVID-19 develops, our Safety & Protocols may change. PACA's COVID-19 Safety & Protocols handbook has been developed based upon information from the Center for Disease Control (CDC) and the Brazilian Ministry of Health. PACA will continue to offer distance learning to support students who are unable to return to campus.

Below is a summary of the health, safety and preventive measures PACA has implemented to help ensure the wellbeing of our school community as we re-open our campus.



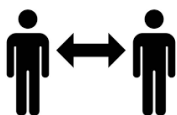
Controlled access to campus (for example, temperature checking).



Implementation of cleaning, sanitizing and hygiene protocols.



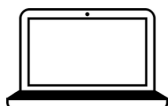
Mandatory use of masks by staff, students and visitors while on campus.



Communication and enforcement of social distancing measures of 1 meter (3 feet).



Modification of events and activities to limit crowd sizes and enforce social distancing measures.



Continued use of online and virtual platforms in conjunction with on-campus instruction.

Student Schedule

School hours will be from 8:00 am to 3:25 pm, Monday through Friday. We plan for 100% in-person student attendance beginning August 2, 2021. While we are eager to end the wait and the return to a more normal teaching and learning environment, we are aware that parents may still opt for their child(ren) to continue in hybrid learning (under a previous decree) until December 2021. While we would love to have all students take advantage of in-person learning, PACA is committed to supporting this choice.

Parent's Responsibility

- Families are encouraged to check their child's health and keep students home when they are sick.
- Parents must notify the school (marcia.kunihiro@paca.com.br) if:
 - a child or household family member has been exposed or had close contact with someone with COVID-19 (close contact is determined to be within 3 feet for a total of 15 minutes or more),
 - a child or family member has a confirmed case of COVID-19.

School's Responsibility

- Provide a safe learning environment for on-campus learning:
 - Temperature checks upon school arrival.
 - Mandatory facial masks while on campus.
 - Encourage the practice of social distancing of 1 meter (3 feet).
 - Provide hand sanitizer stations in each classroom and at key campus locations.
 - Maintain natural ventilation in classrooms by keeping open windows and doors.
- Offer distance learning to support students who are unable to return to campus.
- Receives information from the family and notifies the school nurse, Marcia Kunihiro (marcia.kunihiro@paca.com.br), to begin Contact Tracing.
- Notifies members of the community/class with whom the individual has been in contact.
- Communicates to affected members of the community/class:
 - Quarantine expectations,
 - Safe return to school expectations,



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- Acceptable testing protocols,
- Date that the class will reopen.

Note: The date a class will be reopened is dependent on allowing relevant staff members to receive test results.

- Notify the state and educational authorities about confirmed cases in our community, as mandated by government authorities (SIMI).

COVID-19 Symptoms

According to the CDC, people with COVID-19 have a wide range of reported symptoms – from mild symptoms to severe illness. **Symptoms may appear 2-14 days after exposure** to the virus that causes COVID-19.

Any student, faculty and staff member that exhibits one of the symptoms below will be required to remain home or will be sent home if they are on campus:

- Fever or chills of 37.5 C (99.5 F) or higher
- Cough
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Muscle or body aches

Or has a combination of two or more of the following:

- Fatigue
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Loss of appetite

This list does not include all possible [COVID-19 symptoms](#). People with the virus that causes COVID-19 may experience some, all, or none of these symptoms.



Acceptable Testing Protocols

Following CDC recommendations, PACA accepts the following tests:

1. Saliva-based PCR test from a pharmacy or laboratory (least invasive; based on saliva; results in 15 min-24 hrs),
2. Nasal Antigen from a pharmacy (less invasive; involves nasal smear; results in 15-90 min),
3. Deep Nasal Smear PCR from a laboratory (this is most invasive; involves deep nasal smear, results in 2-3 days).

Exposed Students & Siblings

If students have been exposed at school, the school will call the parents to arrange for immediate pickup of the student and siblings. These students and siblings are not allowed to return home by bus, Uber or taxi.

Students exposed to COVID-19 may be able to return to school under one of these two options:

1. Quarantine at home for 14 days OR
2. Complete one of the acceptable testing protocols 5 days after exposure, **AND** with a negative COVID-19 test result.

Students will continue their learning via distance learning (Seesaw for Preschool and Elementary students; Canvas for Secondary students).

In the case of siblings, PACA will allow siblings to return to school once the exposed sibling returns to school (after 14 days of quarantine or exposed individual negative test 5 days after exposure). The school reserves the right to provide direction on acceptable return to school.

Negative testing results must be communicated to the school (marcia.kunihiro@paca.com.br) 24 hours before the expected return to school. Once the school receives the negative test results, we will confirm with parents and notify all pertinent parties that the individual and/or siblings have permission to return to campus.



Symptomatic Student & Siblings

If a student exhibits COVID-19 symptoms at school, the school will call the parents to arrange for immediate pickup of the student and siblings. Symptomatic students and siblings are not allowed to return home by bus, Uber or taxi.

Symptomatic individuals may return to campus under one of these two options:

1. Quarantine at home for 14 days **AND** symptom free for 48 hours without any fever reducing medication. The school reserves the right to provide direction on acceptable return to school.
2. Complete one of the acceptable testing protocols 5 days after exposure, **AND** has a negative COVID-19 test result.

They will continue their learning via distance learning (Seesaw for Preschool and Elementary students; Canvas for Secondary students).

In the case of siblings, PACA will allow siblings to return to school once the exposed sibling returns to school (after 14 days of quarantine or exposed individual negative test 5 days after exposure). The school reserves the right to provide direction on acceptable return to school.

Negative testing results must be communicated to the school (marcia.kunihiro@paca.com.br) 24 hours before the expected return to school. Once the school receives the negative test results, we will confirm with parents and notify all pertinent parties that the individual and/or siblings have permission to return to campus.

Confirmed COVID-19 Individual & Family Members

All PACA families, students, employees, and staff members are legally responsible to notify the school (marcia.kunihiro@paca.com.br) if they or a person who lives with them is diagnosed with COVID-19, or has had contact with a person who has been diagnosed with COVID-19.

Parents/guardians of students will be notified in the event of a confirmed case of COVID-19. A confirmed COVID-19 case may lead to a self-quarantine of the grade level but may not be a schoolwide closure. PACA will provide direction regarding any next steps.



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If a COVID-19 case is confirmed in any member of PACA's community, all people who had close contact with the infected person (close contact is determined to be within 3 feet for a total of 15 minutes or more), must remain in self-quarantine at home for 14 days or test negative 5 days after exposure.

Any individual or household family member who tests positive for COVID-19:

1. They and their family members will not be allowed on campus and should be quarantined at home for 14 days from the date the first symptoms began.
2. They will continue their learning via distance learning (Seesaw for Preschool and Elementary students; Canvas for Secondary students).
3. They may return to on-campus learning under these three conditions:
 - Quarantine at home for 14 days, **AND**
 - Symptom free for 48 hours without any fever reducing medication, **AND**
 - If the COVID-19 test results are negative or written documentation from a doctor, affirming that the individual can return to regular school activities without risk to others.
4. In the case of siblings, PACA will allow siblings to return to school once the COVID-19 positive sibling returns to school **AND** all siblings tests results are negative or with written documentation from a doctor, affirming that the individual can return to regular school activities without risk to others.

The school reserves the right to provide direction on acceptable return to school.

Negative testing results or a doctor's note must be communicated to the school (marcia.kunihiro@paca.com.br) 24 hours before the expected return to school. Once the school receives the negative test results, we will confirm with parents and notify all pertinent parties that the individual and/or siblings have permission to return to campus.

Communication

Direct notifications will be provided to families by email using the PlusPortal communication platform. It is important for families to keep their contact information up-to-date with the school.



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The school will inform parents of:

- Quarantine expectations,
- Safe return to school expectations,
- Acceptable testing protocols,
- Date that the class will reopen.

Note: The date a class will be reopened is dependent on allowing relevant staff members to receive test results.

To learn more about getting set up on PACA's PlusPortal, please contact cintia.kuhn@paca.com.br.

On Campus (Arrivals, Classrooms, Activities, Etc.)

Arrival

- Individuals entering the bus or arriving by car will have their temperatures checked.
- Individuals on campus are expected to wear masks at all times.
- Individuals will use hand-sanitizer when entering the school and classrooms.
- Individuals will walk on shoe sanitizing mats in key areas around the campus, especially at the entrance of each classroom and offices.
- Individuals will be encouraged to keep social distance of 1 meter (3 feet).
- There will be designated drop off and pick up locations for students by parents/guardians.

Classrooms

- Desks are placed according to social distance protocols and configured so that all students are facing the same direction. Attempts will also be made to move activities outdoors where possible.
- Personal belongings brought to school should be minimized. Personal belongings may include a backpack, clothing, sun protection, water bottle, and food in a paper bag.
 - Elementary and Middle School students will be allowed to use their lockers and cubbies to store their personal belongings.
 - High School students will not be allowed to use their lockers due to lack of social distancing for the lockers.
 - Backpacks and personal belongings must not rest on the floor in the school bus or in classrooms.



Cleaning & Hygiene

- The cleaning crew follows strict cleaning and sanitation protocols for all classrooms, bathrooms, cafeteria and common areas.
- Signs are posted at all key areas:
 - COVID-19 symptoms and self-assessment; and appropriate physical distancing
 - Hand hygiene and respiratory etiquette signs posted in all washrooms, classrooms, and meeting rooms
 - Appropriate hand sanitizing protocols posted at all hand sanitizing stations
 - Physical distancing decals placed on the floors of entry points with high traffic

Snacks, Breaks & Lunches

- Snack breaks/lunch schedules and associated routines were developed by the school to ensure that the chances for contact and transmission are minimized. We encourage all students to bring their snacks in disposable bags.
- Lunches:
 - Student may purchase a lunch and the cost of the meal will be added to next month's tuition bill.
 - Students can bring their lunch in a disposable bag.
 - Students are not authorized to order food from outside sources.
 - The cafeteria tables and chairs will be arranged for staggered seating and social distancing.
 - The cafeteria will be cleaned between each group of students before they arrive for lunch.
- Preschool and Elementary students will have recess. PACA has a plan to minimize the number of student contacts on the playground.
- Students should bring a water bottle from home. Water fountains were modified to allow filling up individual water bottles only.
- Playground equipment are open to the students with staggered playground times and monitors will orient students to keep social distancing protocols.

Group Activities

- Assemblies may be held following proper social distancing protocols.
- Gymnasiums will be used with physical distancing rules. Physical Education classes are held outside on the soccer field whenever possible.
- Curricular field trips or sporting events are cancelled and will not be scheduled until further notice.

Masks

All students will wear masks while on campus. Students need to bring 2 sealed plastic bags and 2 clean masks. One bag labeled “clean” to store the extra two masks. The other bag labeled “used mask” to store the used mask. After lunch, students will change their masks and place their used mask in the “used mask” plastic bag. Each bag and mask should be labeled with your child’s name on it.

Since masks come in a variety of sizes and fit, parents are responsible for ensuring their children’s masks fit properly. Following CDC guidelines, PACA recommends that masks:

- Have two or more layers of washable, breathable fabric.
- Completely cover an individual’s nose and mouth.
- Fit snugly against the sides of your face and don’t have gaps.
- Have a nose wire to prevent air from leaking out of the top of the mask.
- Reusable cloth masks must be washed after each use (can be included with regular laundry).

Reasonable exceptions on the requirement to wear masks will apply. Students with sensory or breathing difficulties may be exempted by the school principal based on health protocols and a note doctor’s note.

Faculty and staff are required to wear masks in accordance with Ministry of Education, Ministry of Health and CDC guidelines. Faculty and Staff with sensory or breathing difficulties may be exempted by their supervisor based on health protocols but must wear some type of PPE (face shield).



Temperature Monitoring

All PACA students, staff, and essential visitors must have their temperature checked on a daily basis. Following CDC recommendations, a fever is a temperature of 37.5°C (99.5°F) or higher.

- If coming by bus, students will have their temperature checked by the bus monitor. Students with a fever will not be allowed on the bus.
- If coming by car, all occupants will have their temperature checked by the guards at the front gate. If any of the occupants have a fever, they will be asked to return home.

Bus Transportation

Each student coming by bus will have their temperature checked by the bus monitor before entering the bus. If a student has a fever, they will not be allowed on the bus and must stay home.

Students entering the bus will use hand sanitizer and shoe disinfectant mats. Masks must be worn at all times. Students that are siblings will be allowed to sit together. All other students will be encouraged to sit with appropriate social distancing if possible. No eating will be allowed on the bus. Students must keep their backpacks and personal belongings in their laps.

The buses will be thoroughly be cleaned and disinfected after students are dropped off at PACA and after returned home.

Distance Learning

According to the local authorities, the physical return to school at 100% is voluntary and based on parent/guardian choice, especially for those considered high risk. For parents/guardians who choose not to send their children back to school, distance learning is provided.

The expectation of students engaging in distance learning will be that they are online, engaged, and present with parent supervision.

PACA will be using Seesaw for Preschool through Elementary classes, Canvas for Middle and High School classes, PlusPortals as the Academic Portal and Office 365 platforms for online learning.



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Other important links for ongoing communication include the following:

COVID-19 Updates web page: <https://www.paca.com.br/covid-19.html>
(parent/guardian letters and updates specific to COVID-19)

Distance Learning web page: <https://www.paca.com.br/students.html> (virtual learning portal and resources for families engaged in distance learning)

Parents/guardians are encouraged to direct any inquiries to the school's leadership team through this email: covidinfo@paca.com.br.

