

Foothill COVID-19 Safety Plan for In-Person Instruction

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K-6 student enrollment: 50
7-8 student enrollment: 15
Teachers and support staff: 8

Version: 01/28/2021

Families are **required** to report any known cases or contacts of COVID-19 within their household to the school immediately. The school will report all known COVID-19 cases to the Santa Clara Public Health Department.

Non-essential travel is highly discouraged at this time. Per Santa Clara County mandate, if traveling further than 150 miles, we ask that students and families quarantine for 10 days after return.



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In-Person Classroom Education Plan

Five-day (weekday) in-class instruction with rigorous precautions.

Health & Safety—General & Physical Distancing

- Parents will be expected to perform wellness and temperature checks of their child(ren) each day prior to coming to school. Temperatures should be below 100.0°F. Parents will log the results of the students' wellness checks in a FACTS management form survey sent by the school. Screening reminders will be sent periodically throughout the school year.
- Wellness and temperature checks will be performed on all staff and students upon entry to the classroom using contactless thermometers. In other words, all staff and students are being screened daily for COVID-19 symptoms.
- Faculty and staff will log their daily temperature (should be below 100.0°F) in FACTS management form survey.
- Students of all grade levels will be taught procedures to ensure
 - Proper hand washing (20 seconds with soap and water) done frequently
 - Avoiding contact with eyes, nose, and mouth
 - Covering coughs and sneezes
 - Social distancing of at least 6 feet

Students will be kept in stable cohorts

Each class, along with its teacher, will be a stable cohort. There will be no mixing or mingling of students, including (but not limited to) recess, lunch, extracurricular activities, chapel/assemblies, morning and after school care.



Health & Safety—General & Physical Distancing (continued)

- Signage reminding students and staff about physical distancing is prominently displayed in various locations around campus.
- Markings on the ground have been placed to facilitate physical distancing at entrances and exits, in classrooms, and elsewhere on campus where students or staff are expected to cluster or form lines.
- Staff is required to maintain six feet or more distance between one another while on campus.
- Only necessary visitors will be allowed on campus. Necessary visitors, including parents and volunteers, will check in at the office (a separate building from the main school building) and wait in the breezeway. No visitors, including parents or volunteers, will be allowed inside the main school building, which includes the classrooms and gym.
- There will be regular communication and training with staff and Foothill families regarding physical distancing and other health and safety procedures for the school. Both the principal and teachers will communicate with families in this regard.
- Students and staff will receive ongoing instruction and training regarding health and safety protocols, including physical distancing.

Arrival and Dismissal

- To prevent congregating, we recommend parents drop off their children as follows:
 - Grades K-2--7:45 am
 - Grades 3-6--7:30 am
 - Grades 7-8--7:15am
- Drivers are to remain in their vehicles when dropping off or picking up students. When in-person drop-off or pick-up is needed, only a single parent or caregiver, who is wearing a mask, should escort the child to the office building. A member of the staff will escort the child to his/her classroom in the main school building.
- Students will enter and exit the school via their classroom entrance/exit. 5th & 6th will use the main school doors. 7th & 8th will use the gym doors.
- Staff will monitor arrival and dismissal to prevent congregating.
- When entering or leaving campus, all people must wear a cloth face mask, including students in grades Kindergarten and above.
- At dismissal, students will remain in their cohorts inside their classrooms. Parents will remain in their cars, parking near the closest entrance to their child's cohort. When the teacher sees the parent, the teacher will dismiss the child to the parent, exiting from the classroom door.
- In order to prevent congregating and to maintain the stable cohort, dismissal times will be as follows:
 - Grades K-4--3 pm. On Fridays, 12 pm.

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- Grades 5-8—3:15 pm. On Fridays, 12:30
- For the safety of our students, gates in the parking lot will be closed at 3:30 pm when afterschool daycare will begin.
- During afterschool daycare, parents will be required to check in at the office (not a part of the main school building) when picking up their children.

Classroom Setting

- Classroom set up has been reconfigured (including removal of furniture) to ensure 6 feet of space between students.
- Desktop barriers for teachers and students will be used in the classrooms.
- Stable seating arrangements for students will be assigned.
- Teacher and student desks will be 6 feet away from each other to minimize adult-to-child disease transmission.
- Doors and windows will remain open as much as possible to increase air flow inside the classrooms.
- Singing, chanting, or other aerosol-producing activities are not allowed.
- Students and teachers will eat lunch the classrooms, and students will be encouraged to bring a cold lunch in order to reduce microwave use in the classrooms. Because there is no staff room, teachers will remain with their students in the classroom for lunch.
- We have created an outdoor “classroom” area for use by teachers and their cohort who may desire to conduct class outdoors. This area will be available by appointment through the principal, and it will be cleaned and disinfected between each use.

Non-Classroom Setting

- Water fountains will not be in use; however, water bottle filling stations will remain on. Students will be required to bring water bottles from home.
- Recesses, breaks, and lunch times will be staggered in order to maintain the integrity of the stable cohorts and prevent mixing of cohorts. Cohorts will remain stable, even when outside. No two cohorts will be outside at the same time.
- At recess or other break times, students will enter and exit their classrooms via their outside classroom doors, following the same protocols as arrival and dismissal.
- The schedule for recess will be as follows:

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Morning Recess	Class
9:00-9:15	Kindergarten
9:20-9:35	1 st /2 nd
9:40-9:55	3 rd /4 th
10:00-10:15	5/6 th
10:20-10:35	7 th /8 th
Lunch Recess	Class
11:50-12:05	Kindergarten
12:10-12:25	1 st /2 nd
12:30-12:45	3 rd /4 th
12:50-1:05	5 th /6 th
1:10-1:25	7 th /8 th
Afternoon Recess	Class
1:30-1:45	Kindergarten
1:50-2:05	1 st /2 nd
2:10-2:25	3 rd /4 th
2:30-2:45	5 th /6 th

- During afterschool daycare, stable cohorts will continue to be maintained inside the gym with areas marked to indicate where cohorts are to remain and 25 feet distance kept between cohorts.

Hygiene Measures--Face Coverings

- Face masks are the preferred and expected covering worn

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- All students, regardless of grade level are required to wear a face mask, both inside and outside.
- Face masks are not required during activities requiring heavy exertion.
- All students and staff must wear a cloth face covering at all times when on campus, except:
 - When eating or drinking
 - Those who require respiratory protection or who qualify for an exemption are excluded from this requirement according to the California Department of Health list of exemptions and according to Cal/OSHA standards.
 - Teachers may consider using face coverings with clear inserts during instruction if a regular face mask inhibits communicating with students.
 - Staff who are unable to wear a face mask due to medical reasons will not be assigned duties that require close contact with students.
 - Students who may have trouble breathing or are unconscious, incapacitated, or otherwise unable to remove a covering without assistance.
 - Students with special needs who are unable to tolerate a face covering. A doctor's note will be required.
- All students K-8 are required to wear face coverings:
 - While arriving and departing from school campus
 - In any area outside the classroom (except when eating, drinking, or engaging in physical activity)
- All students who are not exempt from wearing a face mask **MUST** wear one. If a student chooses not to wear a face mask, he or she will be excluded from campus.
- If a student or staff member forgets, loses or breaks their face mask, Foothill will provide a replacement.
- When not in use, face masks should be placed in a clean paper bag or Ziplock plastic bag, clearly marked with the student's or staff member's name until it is to be put on again.
- Masks should be cleaned regularly, in accordance with CDC guidelines.
- Signage is posted throughout the school reminding students and staff of when and where face coverings are required and the appropriate use of face coverings.
- Training on the rationale, proper use and care of face masks for students and staff is ongoing.
- Requests for exemptions to wearing a face mask will be taken on a case-by-case basis for students and staff. CDC guidelines for alternatives to face masks will be followed.



Hygiene Measures—Handwashing and other Hygiene Measures

- Hand washing and sanitizing stations are strategically placed throughout the school, including the classrooms. Foothill will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings and hand sanitizers (minimum 60% ethyl alcohol).
- Foothill is minimizing the sharing of supplies and equipment among staff and students. When items must be shared, those items will be cleaned and disinfected between uses.
- Foothill is minimizing staff and student contact with high-touch surfaces, e.g. doors will be propped open at arrival and departure times.
- Students and teachers will wash hands before and after breaks (recess, lunch, etc.)

Cleaning and Maintenance

- Daily cleaning and disinfection of classrooms will take place. This will include frequently touched hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy machines, bathroom surfaces, drinking fountains, playground equipment and toys. This will be done in accordance with CDC guidelines.
- Shared surfaces (e.g., door knobs, faucets, etc.) will be cleaned daily.
- Training and personal protective equipment has been provided to protect custodial staff who will be cleaning and disinfecting areas used by any sick person. To reduce exposure, staff will wait 24 hours before cleaning and disinfecting an area exposed to a sick person. If not possible, staff will wait as long as practicable.

School Events

- Class snack sales will be discontinued.
- All school programs where there is a general assembly of people will be held online. Cohorts will not mix during assembly times.
- All off-campus field trips for the first semester of 2020 are canceled. This will be re-evaluated after Christmas break.
- Attendance at school events will be limited to students and staff or those participating in a presentation only (no visitors).
- All extramural programs will be suspended for the first semester. This will be reevaluated after Christmas break.

Other

- Outside organizations utilizing school facilities outside of school hours are required to follow all health and safety measures.
- Rental of the school gym is suspended until further notice.



Curriculum & Instruction

- Curriculum and instruction guidelines as set forth in the Pacific Union Conference of Education Code for 2020-2021 will be followed.
- A standards-based curriculum will be followed, with the required minutes of instruction as set by the education code being utilized.



Easy Guide—Steps to take in response to Confirmed or Suspected COVID-19 Cases and Close Contacts

Scenario	Immediate Actions	Communication
<p>Scenario 1:</p> <p>A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.0 or above</p>	<ul style="list-style-type: none"> • Student/staff sent home • School administration notified • Student/staff instructed to get tested • Classroom remains open 	<p>No action is needed</p>
<p>Scenario 2:</p> <p>A family member or someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19</p>	<ul style="list-style-type: none"> • Student/staff sent home • School administration notified • Student/staff instructed to get tested around day 7 after exposure to COVID-19 case • Student/staff instructed to quarantine, even if they test negative, for a full 10 days after date of last exposure to COVID-19 case. • Classroom remains open • If student/staff tests positive during quarantine, see Scenario 3 below 	<p>Template Letters:</p> <p>Letter to student/staff member who is a close contact of a COVID-19 case</p> <p>AND</p> <p>Letter to Cohort Members (in Cohort Settings)</p>
<p>Scenario 3:</p> <p>A student or staff member tests positive for COVID-19</p>	<ul style="list-style-type: none"> • Student/staff home if not already quarantined • School administration notified • Public Health Department notified • Student/staff instructed to isolate for at least 10 days after symptom onset AND at least 24 hours after resolution of fever AND improvement of symptoms (if never symptomatic, isolate for 10 days after date of positive test). • School-based close contacts identified and instructed to test and quarantine for 10 days--in stable elementary classroom cohorts: entire cohort 	<p>Template Letters:</p> <p>For Cohort Settings:</p> <ul style="list-style-type: none"> • Letter to the student/staff member who is a COVID-19 case <p>AND</p> <ul style="list-style-type: none"> • Letter to cohort Members <p>For Non-Cohort Settings:</p> <ul style="list-style-type: none"> • Letter to the student/staff

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	--in cohort settings, classroom closes	member who is a COVID-19 Case AND <ul style="list-style-type: none">• Letter to close contacts AND <ul style="list-style-type: none">• Letter to all other community members
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Easy Guide—Steps to take in response to negative test result

Scenario	Immediate Action	Communication
A student or staff member tests negative for COVID-19 after Scenario 1 above – symptomatic	<ul style="list-style-type: none"> Student/staff may return to school 24 hours after resolution of fever and improvement in other symptoms 	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed.
A student or staff member tests negative after Scenario 2 above—close contact	<ul style="list-style-type: none"> Student/staff must remain in quarantine for a full 10 days after date of last exposure to COVID-19 case If a close contact continues to be exposed to a case during their isolation (e.g., a household member), quarantine ends 10 days after the case's isolation period ends 	No action is needed
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	<ul style="list-style-type: none"> Can return to school/work immediately 	No action is needed

Protocol Addressing COVID-19 Symptoms

Established with guidance from California Department of Public Health—if a student, teacher, or staff member exhibits COVID-19 symptoms (e.g., fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea). All students and staff who develop COVID-19 symptoms or come in contact with a household member or non-household close contact who has tested positive for COVID-19 will be required to get tested as soon as possible.

Any COVID-19 case will trigger a thorough review of all safety procedures and protocols to identify and rectify any potential areas that could have led to exposure. It is possible that new protocols would then be developed and shared with all concerned parties.

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- With onset of symptoms at school, any student or staff member exhibiting symptoms should immediately put on a face mask. Individual will be separated from the class and taken to the office building, where they will wait in the designated isolation room to await pickup.
- If a fever is suspected, contact thermometers may be used. Appropriate PPE will be used (face mask, eye protection, disposable gloves). Contact thermometers will be properly cleaned and disinfected after each use.
- Send home or to a healthcare facility immediately until testing and/or medical evaluation has been conducted.
- Testing required, done as soon as possible after developing one or more COVID-19 symptoms (if positive, see Protocol Addressing Positive COVID-19 Cases)
- For the rest of the class: school officials will contact parents in order for students in that cohort to be picked up.
- Prepare for distance learning. Teachers will work closely with students and their families to address any necessary adjustments to the requirements.

If a student, teacher or staff member has had close contact (exposure) with a confirmed COVID-19 case

- Notify school administration of possible exposure to a confirmed COVID-19 case
 - Contact Mrs. Patricia Carpio, Principal, at principal@foothilladventistschool.org or at 669-214-7161.
- Send home, if student, teacher, or staff member is on campus.
- Quarantine for 10 days from last exposure
- Testing required (but will not shorten 10-day quarantine). Testing should occur a minimum of 6 days from known exposure.

If a student, teacher, or staff member tests negative after having symptoms

- May return to school 3 days after symptoms resolve.
- Provide school administration with documentation of negative test results.

Protocol Addressing Confirmed Positive COVID-19 Cases

Established with guidance from California Department of Public Health—if a student, teacher, or staff member or a member of their household tests positive for COVID-19 and has exposed others at the school.

School Protocol

- Isolate case and exclude from school for 10 days from symptom onset or test date
- Identify contacts, quarantine and exclude exposed contacts (including the entire cohort) for 10 days after the last date the case was present at school while infectious

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- Principal will notify the County of Santa Clara Public Health Department immediately, including providing information on close contacts.
- While maintaining confidentiality, staff and families connected with the positive case will be notified.
- All students and staff within the cohort of the infected person will be sent home right away and instructed to get COVID-19 tested around 7 days after the last exposure to the case and remain quarantined for 14 days.
- Close contacts (household or non-household) of confirmed COVID-19 cases will be sent home immediately and instructed to get COVID-19 testing, immediately and on day 6 of the last day of exposure. These individuals will remain quarantined at home for 10 days from the last day of exposure and 10 days from the date the positive-testing household member completed his/her isolation.
- Areas used by a positive COVID-19 person will be closed off and not used. Cleaning and disinfecting will occur after a 24-hour wait, or as long as practically reasonable.
- Principal will notify the County of Santa Clara Public Health Department of the positive case and all possible close contacts to the person infected.
- In consultation with public health officials and the Central California Conference Education Department, determine whether school should remain open
- Distance learning education plan will be implemented
 - If it is decided to close Foothill for a period of time
 - For students that have to be quarantined for whatever reason
 - For teachers that have to be quarantined for whatever reason

Parent (Student), Teacher, Staff Member Protocol (What You Should Do if You or Your Student Tests Positive for COVID-19)

- Parents/guardians and staff must notify school administration immediately if the student or staff member tested positive for COVID-19.
 - Contact Mrs. Patricia Carpio, Principal, at principal@foothilladventistschool.org or at 669-214-7161.
- Seek medical care from your healthcare provider in accordance with CDC and County guidelines.
- Isolate in accordance with CDC and County guidelines
- Prepare for distance learning.



Protocol for Negative Test Results

- Students or staff who have symptoms but who test negative for COVID-19 should stay home until a minimum of 72 hours have passed since resolution of fever (if any) and the symptoms have improved.
- If the student or staff member continues to be exposed to a positive case during his/her isolation (e.g., if the positive case is a member of his/her household), the quarantine ends 10 days from when the positive case's isolation ends.
- Asymptomatic non-household close contacts of a COVID-19 case should remain at home for a total of 10 days from the last date of exposure, even if they test negative.
- Asymptomatic household contacts should remain at home until 10 days after the COVID-19-positive household member completes his/her isolation.
- Documentation of negative test results must be provided to school administration.

Protocol for Returning to Campus

- Individuals with symptoms
 - Documentation of a negative COVID-19 test result must be provided to school administration.
 - In place of a negative result, symptomatic students and staff may return to school with a medical note from a physician that provides an alternative explanation for the symptoms and the reason for not ordering COVID-19 testing.
 - Symptomatic individuals who test positive for COVID-19 can return to school 10 days after the onset of symptoms OR 3 days after the resolution of fever and improvement of other symptoms, whichever is longer.
- Individuals without symptoms
 - Those who test positive for COVID-19 but are asymptomatic can return to school 10 days after their positive test result.
 - Any close contacts who test positive for COVID-19 can return to school after completing the required isolation period.
 - Any close contacts who test negative can return to school 10 days after
 - Date of last exposure to COVID-19-positive non-household contact
 - Date that the COVID-19-positive household member completes his/her isolation
- Negative test results
 - Symptomatic individuals, who are not close contacts and who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement of symptoms

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- Documentation of a negative test result should be provided to school administration.
- In lieu of a negative test result, students and staff may return to work with a doctor's note that provides alternative explanation for symptoms and a reason for not ordering COVID-19 testing.
- Asymptomatic individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 6 days after exposure and remain asymptomatic, can return 10 days after the date of last exposure to the case. If a close contact continues to be exposed to a case during their isolation (e.g., a household member) quarantine ends 10 days after the case's isolation period ends.

Protocol Addressing Possible Asymptomatic COVID-19 Cases in Staff

- All staff will undergo COVID-19 testing every two months, regardless of whether symptoms are present, per the recommendation of the California Department of Public Health. If a staff member's results come back positive, protocols for a confirmed positive case will be instituted.
- Testing will be conducted on a rotating basis, and staff members will be given a two-week window to complete their test.
- Staff are encouraged to seek testing from their health care provider first. If that is unavailable, the staff have been given the addresses of testing centers and told to schedule an appointment with a drive-through testing site in the area.

Distance-Learning Education Plan

State or county health department mandates distance learning.

Health & Safety

- The school facility will continue to be cleaned and disinfected frequently and regularly until in-person classes resume per state or county health department guidelines.
- Access to the school facility will be severely limited in order to maintain cleanliness, health, and safety standards in preparation for in-person classes to resume.
- All on-campus extramurals and extracurricular activities will be canceled.

Curriculum & Instruction

- Distance-learning will be conducted five days per week.
- The minimum instruction time per day will be conducted as follows:
 - Grades K-2—2.5 hours per day

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- Grades 3-4—3 hours per day
- Grades 5-8—3.5 hours per day
- Instruction may include the use of technology as well as delivering instruction and check-in time with the teacher. It may include video or audio instruction in which the primary mode of communication between the student and instructor is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology. It may also include the use of print materials incorporating assignments that are the subject of written or oral feedback.
- Student Chromebooks for at-home use will be provided for students in need of computer access at home.
- Weekly packets, books, supplies, and other work will be prepared for students and ready for parent pickup on Mondays (or Tuesdays if Monday is a holiday). This will allow students to carry out lesson plans for each week.



Modified In-Person/Distance-Learning Education Plan

County grants Foothill a waiver to conduct in-person education (at the moment, only available for K-6)

If granted a waiver, Foothill will provide parents with the option to choose in-person or distance-learning for their child(ren) until the county or state health departments determine that schools can resume in-person instruction. This will be an either/or situation. The integrity of the stable cohort must be maintained, so students will not be allowed to transition from distance-learning to in-person learning until health orders have been lifted.

For the 2020-2021 school year, parents may choose to continue distance learning for the duration of the school year, even if health orders have been lifted.

Health & Safety

- See guidelines as set forth in the in-person education plan and distance-learning education plan. Those guidelines will be in place and followed.

Curriculum & Instruction

- Curriculum & instruction will follow the in-person guidelines as set forth in this document.
- Teachers will instruct in class and conduct the lesson via online meeting application. The teacher will regularly check for understanding, especially for those learning online.
- Students at home will be given the opportunity to ask questions and interact with the teacher just as students within the classroom do so.

Protocol Addressing Triggers to Switch to Distance Learning

Foothill is prepared to quickly change from in-person learning to distance learning.

- Foothill will close the campus if the following should happen:
 - 5% or more of the population on campus test positive for COVID-19 over a 14-day period
 - The local, state, or federal government or other health agencies mandate a switch to distance learning.

Other

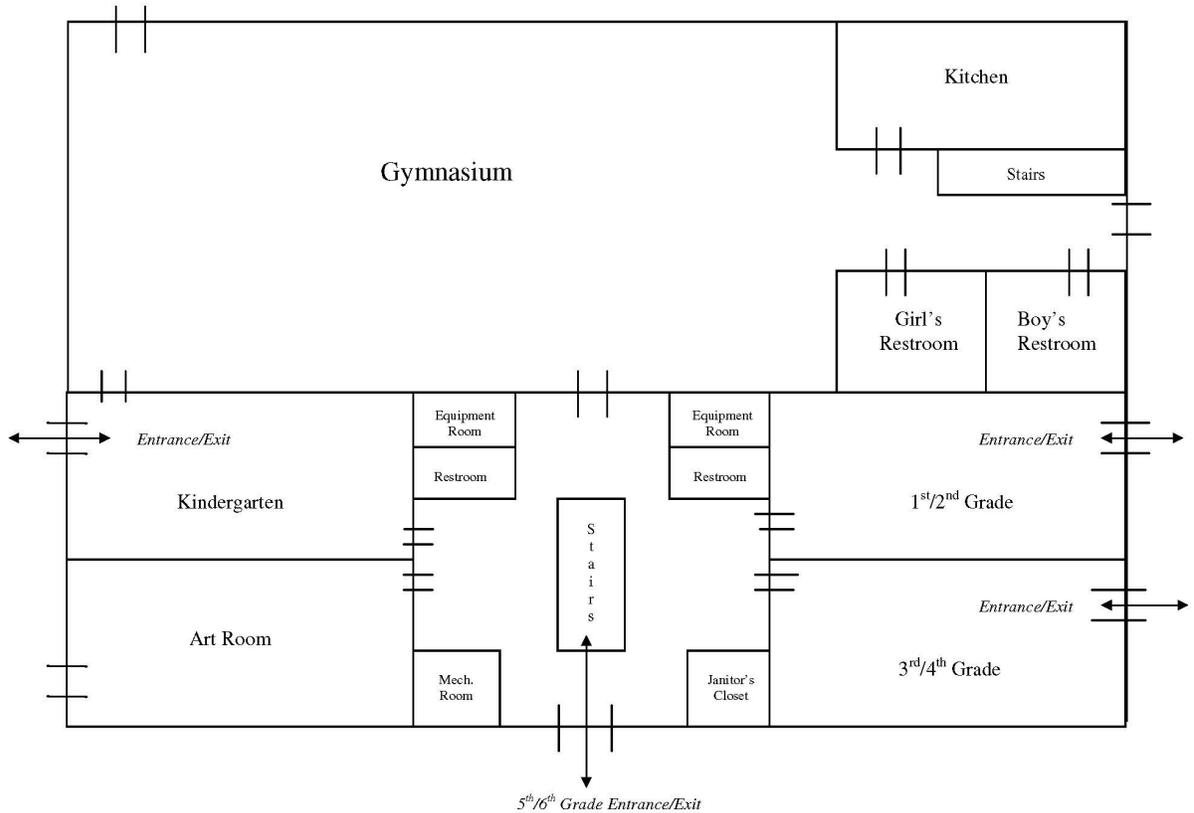
- Health and safety protocols will continually be under review.
- Training of staff will be ongoing.
- Teachers will review and practice health and safety procedures with students on an ongoing basis.

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- Substitute teachers will be trained in all health and safety protocols and procedures. Substitutes will undergo all the same screenings and other health and safety expectations in place for the regular staff.
- Attendance will be closely monitored on a daily basis. School officials will call a student's home for any absence in order to track any illness and potential exposure issues.

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Faculty and staff training regarding these protocols was conducted on 8/10/2020. Ongoing training is taking place, along with review of protocols and procedures at weekly staff meetings.

Foothill families were educated on the application and enforcement of these protocols via virtual Back to School Night on 8/13/2020 and will be instructed again before school's official opening date (set for 9/23/2020).

Foothill voluntarily closed campus on November 13, 2020. Campus remained closed to in-person instruction until January 19, 2021.

Travel is highly discouraged at this time. Foothill is requesting that families who travel beyond 150 miles outside Santa Clara County quarantine for 10 days after their return. Students were allowed to return to in-person learning on January 19, 2021, unless they are still on quarantine after traveling farther than 150 miles.

On-site person responsible for contact tracing: Principal Patricia Carpio