



## Policies and Procedures for COVID-19

July 12, 2021

With the health and safety of our students, staff, and families as our number one priority we have established the following policies and procedures. The Beth El Early Learning Center will continue to monitor the latest CDC recommendations, medical guidelines, state mandated policies, and Palm Beach County Health Department regulations to update these protocols as it becomes necessary.

Our families are critical partners in the success of this health and safety plan. All families and staff will be required to read and agree to abide by these guidelines prior to attending the Beth El Early Learning Center.

- **Drop Off and Pick Up Procedures**

- All children will be required to utilize carpool for arrival and pickup.
- Parents may not enter the school, except for approved programs and events.
- Signs noting your child's name and class will be provided and must be displayed in your driver's side window.
- Only staff and authorized vendors will be allowed inside the building. Any vendors or authorized visitors will need to complete Temple Beth El's screening questionnaire before entering the building.
- We will implement drop off and pick up process utilizing carpool line(s) to limit individuals entering the building.
  - Childcare and Early Care drop off for full time students will be from 7:30am-8:30am.
  - Students enrolled in 9:00am-1:00pm and 9:00am-3:00pm programs may be dropped off between 8:45am-9:15am.
  - Pick up times will be 1:00pm-1:15pm and 3:00pm-3:15pm for students enrolled in our part-time (9-1) or full day (9-3) programs.
  - Pick up windows for children in our extended day program and Childcare will be 4:30pm-5:00pm and 5:30pm-6:00pm.
  - If children need to be dropped off or picked up at other times, the parent must call the front desk and wait for someone to come out to perform the health check and get their child or bring their child out to them at the end of the day.
- Parents will be required to take their child out of their vehicle for the morning health screen and check in. Parents can then say their good-byes and the child will be escorted to their classroom by a staff member.
- Unvaccinated adults dropping off children are required to wear masks. Masks are optional for fully vaccinated adults at drop-off and pick-up.
- All staff, regardless of vaccination status are required to wear masks when in indoor common areas (when children are present) and during drop off and pick up.
- Children ages 2-5, are required to wear masks when in indoor common areas and during drop off and pick up. Children's face coverings will be provided by the parent. They

should be clearly labeled with the child's name. They should be laundered between uses at school.

- Children under age 2 are not permitted to wear masks at any time.
  - Ideally the same parent or designated person should do drop off and pick up.
  - Parents or other designated persons who are self-quarantining due to close contact with a COVID-19 positive individual should not do drop off or pick up. Parents who are ill should not do drop off or pick up.
  - "Burp" cloths will be used to protect staff members from bodily fluids when carrying infants to their classrooms. Cloths will be changed between each infant. The burp cloth will be laundered between uses.
  - Staff assisting with carpool will take the students from individual families to their classrooms. Staff may escort more than one unrelated child if they are in the same classroom.
  - Staff are required to sanitize hands between each child they escort. Hand sanitizing stations will be set up in the front lobby and outside by the drop-off/pick up area.
  - Children and staff will wash hands immediately upon entering their classroom.
  - Parents will be required to buckle children into their car seats at pick up. Staff members are not allowed to buckle children.
  - Please limit items brought to school – no toys please, with the exception of those for show and share
- **Daily Health Check for Children and Staff Upon Arrival**
    - Staff will be checked before entering the building.
    - Daily Questionnaire – If you answer yes to any of the following questions, your child will not be admitted to school.
      - Has your child or anyone in your family been in close contact with a person who has Covid-19? – with the exception of parents who are medical professionals and use the proper PPE and precautions while seeing patients
      - Does your child have a cough, shortness of breath, difficulty breathing, sore throat, chills, muscle pain, headache, a rash, abdominal pain, diarrhea, vomiting, and/or lethargy?
      - Have you administered medication to your child in the past 24 hours?
    - Any child or staff member who displays visible symptoms of illness will not be accepted to school that day. This includes, but is not limited to coughing, sneezing, abdominal pain, rash, and lethargy.
    - Parent will use the Brightwheel App to check in their child with contactless check in by scanning barcode.
  - **Therapists/Shadows**
    - Therapists and Shadows coming into the building must be fully vaccinated.
    - Fully vaccinated therapists are able to see students individually from different "bubbles" It is our strong preference that therapists work with students in an outdoor setting if possible.
    - We strongly recommend that children continue therapy in a private setting whenever possible. Our administrative team and teachers will continue to communicate regularly with therapists to implement classroom strategies to insure students' classroom success.

- **Social Distancing**
  - We will be limiting class sizes to the following: Infants – 10 children, Toddlers – 12 children, 2 year olds- 15, 3 and 4 year olds – 17 children.
  - The same staff and children will be grouped together every day forming a “cohort.” There will be no combining of students for early care or our afternoon program.
  - We will only use fully vaccinated substitutes or floaters and will only allow fully vaccinated staff to enter classrooms other than their own.
  - We will space children out when doing table top centers, serving snack and lunch, and during circle time as best as possible.
  - Whenever possible, we will limit walking in the Courtyard/Breezeway to one class at a time.
  - At naptime, cots will be spaced as far apart as possible and placed head to toe. Bedding will continue to go home weekly for laundering.
  - Parents should limit nap supplies to a sheet, small blanket, and one small stuffed animal. All items must be clearly labeled with the child’s name.
  - Parents should limit items sent from home. Please do not send in toys, books, large stuffed animals, dolls, etc. except for show and share or if requested.
  - We will utilize Brightwheel for communication between teachers and parents.
  
- **Handwashing** – All children and staff will wash hands at the following times and whenever they are soiled:
  - Arrival at school
  - After staff breaks
  - Before and after preparing food or drinks
  - Before and after eating or handling food (and feeding children)
  - Before and after administering medication
  - After diapering
  - After toileting or helping a child use the bathroom
  - After coming in contact with bodily fluids
  - After playing outdoors
  - After playing with sand or sensory play (sensory play must be in individual bins and changed after each child)
  - After handling garbage or cleaning
  -
  
- **Protective Equipment**
  - Face Covering
    - All fully vaccinated staff will be wearing face coverings, which cover their nose and mouth at drop off and pick up and when in indoor common spaces with children. Any unvaccinated staff members are required to wear face coverings at all times except for outdoors on the playgrounds and Splash Pad.
    - Fully vaccinated staff do not need to wear face coverings when in common areas of the building, including Courtyard, Breezeway, and front office when students are not present.
    - Children ages 2-5, are required to wear masks during drop off and pick up. Masks are also required in indoor common spaces and in the Breezeway when more than one class “bubble” is present. Face coverings are optional when students are in their individual classroom spaces. Parents who want their

children to wear face masks while in individual classroom spaces should notify their Lead Teacher using the message feature on the Brightwheel App.

- We know that some students face developmental challenges that prevent them from successfully wearing a mask throughout the day. We will address these exceptions on an individual basis in consultation with the parents of the student in question.
  - Children should not wear masks during outdoor play, mealtimes, or naptime. Children should bring an extra mask to school daily in their backpack in the event that one gets soiled.
  - Parents are responsible for laundering masks.
  - Children under age 2 are not permitted to wear masks at any time.
  - Gloves – We will continue to follow the Health Department requirements regarding the wearing of gloves including when in contact with any bodily fluids, preparing food and feeding children, assisting with toileting, and diaper changing.
  - All students are required to have extra clothing at school in case they get soiled.
- **School Gatherings**
    - We will not have multi-class or whole school gatherings indoors.
    - Tot Shabbat will be virtual and streamed in the classes or held our Big Backyard. Some specials will take place outdoors in the backyard and garden.
    - Playgrounds will be used by one class at a time. High touch surfaces will be cleaned frequently.
    - Splash Pad will be used by one class at a time. Chlorinated water constantly circulates through its filtration system. High touch surfaces will be cleaned frequently.
- **Lunches/Water Bottles**
    - We launched a new hot lunch program catered by Artisan Foods. This is an optional program and there is an additional charge. Food is packaged in individual servings and delivered daily. Click [here](#) for more details and registration information are available on our website. You can also find out more about Artisan Foods [food safety protocols](#).
    - Lunches packed from home may be sent in a reusable lunchbox. We will dispose of any leftover food.
    - Parents may send a LABELLED thermos for keeping foods hot. It will not be cleaned before being sent home daily.
    - Parents should continue to send in a LABELED water bottle for drinking water throughout the day. They will be sent home daily to be sanitized.
    - Water bottles will be stored separately in the classroom rather than together on a tray.
    - Water fountains will be turned off.
- **Classroom/Beck Family Campus Enhanced Cleaning, Sanitizing, and Disinfecting**
    - Our maintenance team will clean and disinfect frequently touched objects and surfaces including tables, bathrooms, frequently used equipment including electronic devices, door handles and handrails in all common areas.
    - We will use “yuck” buckets to remove toys that have been in a child’s mouth for cleaning, sanitizing and disinfecting following Health Department Guidelines.
    - High touch surfaces on playgrounds and splash pad cleaned frequently.
    - We will remove toys that cannot be easily cleaned and sanitized such as soft toys, dress up clothes, and soft puppets (unless they are specifically for teacher use in circle time).

- Cots will be labeled for use by an individual child and be cleaned and sanitized with a bleach-water solution spray daily.
  - Children’s books, art supplies and other paper based materials are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.
  - We have purchased electrostatic sprayers with approved cleaning solutions to disinfect classrooms each evening. The sprayer provides complete disinfectant coverage on all hard and soft surfaces.
- **Special Procedures for our Infants and Toddlers** – We know how important it is to comfort crying, sad, and/or anxious infants and toddlers and they often need to be held. These enhanced procedures for our youngest children will help keep everyone safe.
    - Soiled clothing from both infants and staff will be placed in a Ziploc bag to avoid cross contamination and be sent home for laundering.
    - Teachers are required wash their hands, neck, and anywhere touched by a child’s secretions.
    - Infant clothing/bibs must be changed whenever soiled with secretions, including drool. Parents will be required to provide a sufficient amount of clothing and bibs to allow for frequent changes.
    - Teachers are required to wash hands before and after handling infant bottles prepared at home. Bottles, bottle caps, nipples, sippy cups, and other equipment used for bottle-feeding will be rinsed and sent home daily for cleaning. Spoons and bowls will also be sent home daily for cleaning.
    - Furniture will be arranged to social distance children when possible.
    - Parents are requested to bring 5 burp cloths for their child to be used throughout the day, as necessary while teachers are holding babies. They will be sent home in a Ziploc bag for laundering when soiled and should be replaced the following day.
- **Returning to School after International Travel** – In accordance with the CDC guidelines we require the following for any student or unvaccinated staff member upon return from an international destination.
    - Get tested with a PCR test 3-5 days after travel and stay home and self-quarantine for a full 7 days after travel. Getting tested is especially important if you engaged in high-risk behaviors while away.
    - If you don’t get tested, stay home and self-quarantine for 10 days after travel.
- **Updated Illness Policy** – In response to the COVID-19 Pandemic, we are modifying our normal sick policies to take special consideration in an effort to reduce the risk of possible infection. **We cannot emphasize enough the need for our parents to keep children home when they are sick.** We will require the following protocols be adhered to by all staff and families.
    - Any sick children and staff are required to stay home if they have any of the following symptoms: temperature of 100.4 or higher, coughing, sneezing, shortness of breath, difficulty breathing, sore throat, loss of smell or taste chills, muscle pain, headache, rash, abdominal pain, diarrhea, vomiting, or lethargy.
    - If a child begins to display symptoms of illness while at school including, but not limited to fever, coughing, sneezing, sore throat, runny nose, abdominal pain, diarrhea, vomiting, lethargy, and rash s/he will be removed from the classroom.
    - Isolation Room – a designated room with staff supervision for children identified with any signs of illness. – Staff supervising ill child will wear masks and gloves.

- Parents will be notified and required to pick up their child immediately. Emergency contacts will be called if your child is not picked up within 30 minutes. Parents should call the front desk when they arrive and the child will be brought out.
  - Parents are responsible for keeping emergency contact list up to date.
  - Materials, furniture, and toys used by the ill child must be cleaned and sanitized. Isolation Room must be thoroughly cleaned and disinfected.
  - If a child suffers from a chronic condition such as asthma or allergies that presents with “cold-like” symptoms, a note from their pediatrician must be provided testifying to the diagnosis and symptoms. However, if a child with pre-existing conditions becomes ill at school we will notify the parent that they need to be picked up.
- **Returning to School after Illness**
    - Any child or staff member showing any symptoms of COVID 19 (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, or diarrhea) may not return until the following criteria have been met:
      - 24 hours being symptom free without fever reducing medication, AND with physician documentation of negative COVID-19 PCR test results. While rapid tests are helpful because results are given quickly, they are not as accurate as PCR tests, results of which are usually received a few days after the test is administered. Because the PCR test is more accurate, we require a negative PCR test to return to school. A doctor’s note saying, “ \_\_\_\_\_ received a negative PCR COVID-19 test result on \_\_\_\_\_.” is acceptable.

**OR**

    - 10 days have passed since symptom onset AND are at least 24 hours fever free without medication AND have improved symptoms.

**OR**

    - They may return to school prior to the 10-day exclusion period if a physician establishes an approved alternative diagnosis. Parents must have their child’s doctor complete the Beth El Early Learning Center “Clearance to Return after Illness” form. We will not accept any other documentation. Please click here to access the form.
  - Parents and staff are required to contact the school within 24 hours of finding out a medical diagnosis.
  - Classroom Closures -When a child or staff member is sent home ill the Beth El Early Learning Center will make decisions on closures and quarantining on a case by case basis with guidance from medical professionals and the Florida Department of Health.
- **Quarantining Requirements**

- If an unvaccinated staff member or student has had direct contact (been within 6ft. for longer than 15 minutes within 48 hours prior to developing symptoms) with a person who has a positive COVID-19 diagnosis, the unvaccinated staff member or student may not return to school for 10 days from the last day of exposure to the individual testing positive, even if they remain asymptomatic. The quarantine period can be reduced to 7 days if they are tested for COVID with a PCR test on day 5 or later and do not test positive. If individuals live in the same household and have continuous exposure, the 10 or 7-day quarantine period would begin on the last day of the self-isolation of the positive individual. For further explanation of the CDC guidelines on quarantining please click [here](#).
  - If anyone in a household of an unvaccinated staff member or student has a confirmed direct contact with someone that is positive for Covid-19, all family members should follow quarantine guidelines as outlined by the CDC before returning to school. Unvaccinated staff members and students will not be permitted to return, to school until the household member with the direct contact finishes their quarantine period.
  - Siblings of students who are quarantining due to a positive case of COVID-19 in their cohort may not attend school.
  - No staff member or student may attend school if they are awaiting results of a COVID-19 test due to the onset of cold/flu like symptoms, or due to direct contact with someone who has tested positive for Covid-19.
- **If COVID-19 is confirmed in a staff member or student**
    - If any staff member or student has a positive COVID-19 diagnosis, the Beth El Early Learning Center must be notified immediately. We will notify the Health Department and follow their guidance on action and closures.
    - All families will be notified immediately via text and email if there is a positive case of COVID-19 at the Early Learning Center.
    - If a positive case of COVID-19 is diagnosed in a classroom:
      - Unvaccinated staff and students will be dismissed immediately and must be picked up as soon as possible. Parents will receive notification via text message, Brightwheel, and email.
      - Unvaccinated staff and students should get tested as soon as possible and notify the school with the results so we can continue to contract trace.
      - Unvaccinated staff and students must follow the quarantine guidelines stated above. If any staff (vaccinated or not) or students develop symptoms during the quarantine period, please refer back to our “returning to school after illness” policy for further guidance.
    - Siblings of students who are quarantining due to a positive case of COVID-19 in their cohort may not continue to attend school.
    - We will provide ongoing communication with updates and other important information via email. We will always maintain confidentiality and be as transparent as possible.
  - **Returning to School for Staff and Students after a confirmed positive case of COVID-19** – Any staff or child who tests positive for COVID-19 will be excluded for at least 10 days from symptom onset or from the date the positive diagnosis is received (if asymptomatic) AND only allowed to return 24 hours after fever resolution AND improved respiratory symptoms without medication.

The Beth El Early Learning Center must receive clearance from the Health Department before an individual that has tested positive for COVID-19 may return to school.

- **In the Event of a Closure**

- Closures for 30 consecutive calendar days or less - We will retain 100% of tuition for that period of time up to and including day 30. We will provide virtual learning during the time that our building is closed during the first 30-day period.
  - For example, if we have to close on February 12th, 30 consecutive calendar days would end on March 10th. A closure could be only a few days. Or it could be a few weeks. So long as the closure lasts 30 consecutive calendar days or less, there will be no tuition refunds and no deposit refunds.
- Closures for 31-90 consecutive calendar days - you will be charged only 10% of your monthly tuition for days 31 to 90 to offset some of our basic operational costs. In other words, there will be no refunds or credits for the first 30 days we are closed, but then we will discount your tuition rate by 90% for calendar days 31 through 90. If you paid in full at the beginning of the year, you will receive 90% of the monthly tuition payment as a credit on your account to be used towards future obligations. If you prefer a refund, you may contact the Temple and we will handle your request individually. During this time, our lead teachers will continue to conduct virtual programming.
  - For example, if we have to close on February 12<sup>th</sup> for more than 30 days but less than 90 days, beginning on March 11th, you will only be required to pay 10 % of your monthly tuition for the period of time beginning on March 11<sup>th</sup> and extending until the closure is over, so long as the closure does not last longer than 90 days.
- Closures for more than 90 consecutive calendar days - We will no longer charge tuition for any days beginning on the 91<sup>st</sup> day and continuing until we are able to reopen. We will retain the \$700 tuition deposit, which will be applied to the last month of school for which tuition is collected (April for 9-month students and July for 12-month students). If you paid in full at the beginning of the year, you will receive 90% of the monthly tuition payment as a credit on your account to be used towards future obligations for days 31 to 90. Beginning on day 91, you will receive a 100% credit. If you prefer a refund, you may contact the Temple and we will handle your request individually. If the shutdown lasts more than 90 days, we do not anticipate providing virtual classes after 90 days.
  - For example, if we have to close on February 12<sup>th</sup> for more than 90 days, you will be charged full tuition for the period of time from February 12<sup>th</sup> up to and including March 10<sup>th</sup>. Beginning on March 11th, you will only be charged 10 % of your monthly tuition for the period of time beginning on March 11<sup>th</sup> and ending on May 9, 2021. Beginning on May 10, 2021, there will be no further tuition charges until the closure ends and we are able to reopen.

- **All Staff and Students over 6 months old will be required to receive an influenza vaccine for the 2020-21 school year and 2021 Summer Adventure Camp. We will require updated immunization forms (Form DH 680) from all registered students upon enrollment. Staff will**



**need to provide documentation from a medical professional.** Exceptions will only be made for individuals with medical contraindications for vaccination and must be accompanied by a physician's note.

- All staff and parents of students registered in our program will be required to sign a liability waiver and sign off that they have read, understood, and will abide by the policies and procedures that have been put in place to minimize the risk of transmission of Corona Virus.
- **We strongly encourage our staff, students, and families to practice social distancing, follow CDC guidelines and wear masks in public when not at school.**

**Definitions:**

- Social Distancing - Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. **To practice social or physical distancing stay at least 6 feet (about 2 arms’ length) from other people.**
- Quarantine - The separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease.
- Shelter in Place - An official order, issued during an emergency, that directs people to stay at home and not leave unless absolutely necessary.
- Direct Contact - an individual within 6 feet of an infected person for a total of 15 minutes or more within 48 hours of developing symptoms or testing positive for Corona Virus
- Fully Vaccinated – people are considered fully vaccinated for COVID-19 at least 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or at least 2 weeks after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen).

**Some Helpful Resources:**

**CDC: What you should know about COVID-19 to protect yourself and others**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

**CDC: If You Are Sick**

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

**CDC: Talking with Children about Coronavirus**

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>