



## **Policies and Procedures for COVID-19**

November 15, 2021 - **UPDATED**

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.

- **Daily Health Check for Children and Staff Upon Arrival**
  - The health of our staff members will be assessed upon arrival to school.
  - Daily Questionnaire - Must be completed as part of the check in process on the Brightwheel App – 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 a QR code.
  
- **COVID-19 Vaccination Policy**
  - All Temple Beth El employees must get vaccinated against Covid-19 as a condition of their employment unless they have a sincerely held religious belief or a legitimate medical condition which precludes them from receiving the vaccine. Those employees who wish to apply for an exemption because of a sincerely held religious belief or a legitimate medical condition must submit a request in writing which will be reviewed by a Task Force comprised medical professionals and certain senior staff members.
  - Notwithstanding the foregoing, there will be no exemptions granted for employees who have continuous, ongoing contact with children who are not eligible to be vaccinated due to their age.

- **Therapists/Shadows/Specialists**
  - Therapists, shadows, and specialists 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.
  - All visitors, regardless of vaccination status, must be wearing face coverings at all times while on campus, except outdoors in the backyard as long as social distancing is possible.
  
- **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 “bubble.” There will be no combining of students for early care or our afternoon program.
  - 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 –

- Face coverings, which cover the nose and mouth are required for all staff, regardless of vaccination status at carline drop off and pick up and when in any indoor spaces including Kehillah Center, Courtyard, Breezeway, staff lounge, welcome center, front office, and classrooms.
    - Children ages 2 and older, are required to wear masks during carline drop off and pick up times. Masks are required in all indoor common spaces and in the Breezeway.
    - Children ages 2 and older are strongly recommended to wear face coverings when students are in their individual classroom spaces (“bubbles”). Parents who DO NOT want their children to wear face masks while in individual classroom spaces may opt out of the mask requirement by notifying their child’s Lead Teacher in writing via email.
    - Teachers (all of whom are fully vaccinated) may choose to opt out of wearing a mask while in their individual classroom “bubble.” All substitutes, floaters, and specialists must wear masks while in individual classrooms.
    - Children will 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 providing clean masks daily and laundering them.
    - Children under age 2 are not permitted to wear masks at any time.
    - 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.
    - We know that some students face developmental challenges that prevent them from successfully wearing a mask throughout the day. We require documentation from a medical professional explaining the need for an exemption. Exemption requests will be reviewed individually by the medical professionals on our Covid Task Force and must meet our criteria of a qualifying medical condition which are limited to:
      - Autism
      - Tracheostomy
      - Severe respiratory condition
      - Mental Illness

- 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.
  - 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.
  - Some “specialists” (fully vaccinated) will be visiting with individual classes in their classrooms, but remain socially distant from the children. Some specials will take place outdoors in the backyard and garden. All specialists are required to wear face coverings.
  - The staff lounge will remain closed for teachers for eating lunch and congregating. Teachers are welcome to store their lunches in the refrigerator or use the microwave, but should use Room 117/118 for eating. All individuals should wear face coverings at all times while in the staff lounge.
  - There will be no in-person tours for prospective families during Early Learning Center operating hours.
  - Guests are allowed into the classrooms in person to celebrate birthday parties, Shabbat, mystery reader, etc. Guests are limited to two individuals. Classroom guests must be fully vaccinated. Classroom visits must be planned ahead and have the approval of the classroom teacher. Guests must show proof of vaccination at the front desk prior to going to the classroom. Individuals should speak with their classroom teachers to make arrangements.
- **Lunches/Water Bottles**
    - Our 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 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.
    - 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.
  
- **Returning to School after International Travel** – In accordance with the CDC guidelines we require the following for any student (unvaccinated individual) 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, runny nose, 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.
  - Parents will be notified and required to pick up their child immediately. Emergency contacts will be called if we are unable to reach a parent within 30 minutes.
  - 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.
  - 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 (regardless of vaccination status) 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 documentation of negative COVID-19 Rapid (Antigen) test or PCR test results.** Tests may be administered by a testing site, lab, doctor's office, or over-the-counter. Acceptable documentation of results includes lab statement, signed doctor's note on letterhead, screenshot with date/time stamp (for over the counter results) and/or our Clearance to Return to School Form.

**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 for an alternative diagnosis.** 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 a 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 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 if they are tested for COVID with a **PCR test** on day 6 or later and do not test positive. With this testing regimen, the student can return on day 8 or later.
- If individuals live in the same household and have continuous exposure, the 10 or 8-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](#).
- Staff and students may continue to attend school if someone in their household has a confirmed direct contact with someone that is positive for Covid-19, provided the household member that is the direct contact remains asymptomatic.
- Siblings of students who are quarantining due to a positive case of COVID-19 in their cohort may continue to attend school as long as their sibling remains asymptomatic.
- No staff member or student may attend school if they or anyone in their household is awaiting results of a COVID-19 test due to the onset of cold/flu like symptoms.

- Requirements for staff members (fully vaccinated individuals) – in accordance with the CDC guidelines: “If you’ve been around someone who has COVID-19, you should get tested 3-5 days after your exposure, even if you don’t have symptoms. You should also wear a mask indoors in public for 14 days following exposure or until your test result is negative.”
- **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:
    - Students will be dismissed immediately and must be picked up as soon as possible. Parents will receive notification via text message, Brightwheel, and email.
    - Staff and students must follow the quarantine guidelines stated above. If any staff 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 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 accordance with CDC guidelines, staff and students who have had a positive diagnosis of Covid-19, quarantined for 10 days and completely recovered are eligible for the following exemptions for 90 days following their positive Covid-19 diagnosis:**
  - They do not need to quarantine following a direct contact with someone that has tested positive for Covid-19.
  - They do not need a negative PCR test to return to school if they should develop an illness with cold-like symptoms after fully recovering from Covid-19. However, they do need to be symptom free without medication for at least 24 hours before returning 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 2021-22 school year and 2022 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 follow CDC guidelines 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.
- 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>