



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

November 21, 2022 - **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.
  - Staff, students, parents and trusted adults are not required to wear masks during carline, or while in the building for drop-off and pick-up.
  
- **COVID-19 Vaccination Policy**
  - All Temple Beth El employees must get vaccinated against Covid-19 (including the booster) as a condition of their employment unless they request an exemption for any one of the reasons allowed under Florida law and such request is approved. Those employees who wish to apply for an exemption must submit a request in writing which will be reviewed by a Task Force comprised of medical professionals and certain senior staff members.
  
- **Therapists/Shadows/Specialists**
  - Therapists, shadows, and specialists coming into the building must be fully vaccinated and boosted, unless they apply for a medical exemption. Any request must be

submitted in writing and approved by a Task Force comprised of medical professionals and certain senior staff members.

- If a therapist, shadow or specialists can show proof of testing positive for Covid-19 within the past 90 days, they are exempt from the booster requirement until the expiration of the 90 days.
- Fully vaccinated and boosted 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 “bubble.”
  - Students from different classrooms may be combined.
  - 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 are optional for all staff and students while indoors at the Beck Family Campus.

- There may be times, due to the nature of an experience or event that we would require face coverings of staff, students and visitors.
    - Children under 2 are not permitted to wear masks at any time.
    - Children, staff, and guests do not need to wear masks outdoors, during mealtimes, or naptime.
    - Children should bring a mask to school daily in their backpack in the event that circumstances arise that would require one be worn.
    - Parents are responsible for providing clean masks daily and laundering them.
  - 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**
    - Tot Shabbat will be held in our Big Backyard or Kehillah Center.
    - 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 and boosted) will be visiting with individual classes in their classrooms. Some specials will take place outdoors in the backyard and garden, and others in assigned “specialty rooms.”
    - Guests are allowed into the classrooms in person to celebrate birthday parties, Shabbat, mystery reader, etc. Classroom visits must be planned ahead and have the approval of the classroom teacher. Individuals should speak with their classroom teachers to make arrangements. While we do not require guests provide proof of vaccination, we strongly encourage individuals entering the classrooms be fully vaccinated. Masks are optional for guests while in the classroom.
- **Lunches/Water Bottles**
    - Our hot lunch program catered by Artisan Foods. This is an optional program during the school year and for Childcare students and there is an additional charge. Lunch is included in Summer Adventure Camp tuition. Food is delivered daily.
    - 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.
- **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.
- **Updated Illness Policy** – In response to the COVID-19 Pandemic, we have modified 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, and/or screenshot with date/time stamp (for over the counter results).

**OR**

- 10 days have passed since symptom onset AND are at least 24 hours fever free without medication AND have improved symptoms.
- Documentation of a negative Covid test is not required with a physician's diagnosis of pink eye, skin conditions or other illnesses that **do not** present with symptoms associated with Covid-19, but we do require documentation from the physician stating the established diagnosis to clear the student to return to school.
- Parents and staff are required to contact the school within 24 hours of finding out a medical diagnosis.
- **If there is a Covid-19 Direct Exposure at school in the classroom:**
  - If any staff member or student has a positive COVID-19 diagnosis, the Beth El Early Learning Center must be notified immediately.
  - We will not immediately close classrooms in the event of a positive diagnosis of Covid-19 in a student or staff member so long as we can adequately staff the classroom and there are not multiple positive cases of Covid-19 in the same classroom.
  - If a positive case of COVID-19 is diagnosed in a classroom:
    - Parents will receive notification via email alerting you to the positive case.
    - It will be up to the parents' discretion to have their child continue to attend school or quarantine at home.
    - **For those that choose to attend class, masks will be OPTIONAL for all staff and students in the affected classroom (for children 2 and older) for 10 days following the exposure to the individual testing positive.**
    - We will strictly be enforcing our illness policy. Any staff or student that develops any visible Covid-19 symptoms will not be allowed to attend school or will be sent home immediately if symptoms develop during the school day. Please refer to our "Returning to School After Illness" guidelines above.
  - 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.
  - We will no longer offer virtual learning options during classroom closures.
  - If multiple students and/or teachers test positive in the same classroom, we reserve the right to close the classroom and send everyone home to quarantine to prevent the virus from continuing to spread.

- Our ability to keep the classrooms open is dependent on the Beth El Early Learning Center being able to adequately staff the classrooms.
- **If there is a Covid-19 Direct Contact Outside of School:**
  - **Students that:**
    - Are unvaccinated **OR** Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted **OR** Completed the primary series of J&J over 2 months ago and are not boosted
      - Quarantine at home for 5 days. Get tested with a PCR or Antigen Test on Day 5.
      - Can return to school with negative results
  - **Students and Staff that:**
    - Have been boosted **OR** Completed the primary series of Pfizer or Moderna vaccine within the last 6 months **OR** Completed the primary series of J&J vaccine within the last 2 months
      - May continue to attend school, but must get tested with a PCR or Antigen Test on Day 5
      - If symptoms develop, the individual must stay home.
  - If individuals live in the same household and have continuous exposure, the quarantine period would begin on the last day of the self-isolation of the positive individual.
  - 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.
- **Returning to School for unvaccinated children after a confirmed positive case of COVID-19:**
  - **Option 1** – 10 days of isolation 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 day of symptom onset is counted as “Day Zero.” If the individual is asymptomatic, “Day Zero” is the day the positive test is received.
  - **Option 2** - 5 days of isolation from symptom onset or, if asymptomatic, the day the positive test is received. On the morning of Day 6 or after, an antigen test may be administered. If the test result is negative AND the child is asymptomatic, they may return to school. Test results, with a date and time stamp, must be provided to the administration prior to the child returning. Children returning to school on days 6-10 will need to wear a mask when indoors if they are two years old or older.
- **Returning to School for fully vaccinated children and staff:**
  - 5 days of isolation from symptom onset or, if asymptomatic, the day the positive test is received. If symptoms have resolved, the individual may return to school on Day 6 or later, but must continue to wear a mask at all times while indoors through Day 10 if they are two years old or older.
- **In accordance with CDC guidelines, staff and students who have had a positive diagnosis of Covid-19, quarantined for the appropriate length of time and have 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.
  - We do require an Antigen test with negative results to return to school if they should develop an illness with cold-like symptoms after fully recovering from Covid-19. They also 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 12<sup>th</sup>, 30 consecutive calendar days would end on March 10<sup>th</sup>. 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 11<sup>th</sup>, 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 11<sup>th</sup>, 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.

- **Students over 6 months old are strongly recommended to receive an influenza vaccine for the 2022-23 school year and 2023 Summer Adventure Camp. We will require updated immunization forms (Form DH 680) from all registered students upon enrollment. Staff are required to receive an influenza vaccine and 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.
- Isolation – relates to behavior after a confirmed infection.
- 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 –When the term "fully vaccinated" is used in this document, it means an individual who has completed their primary Covid-19 vaccination series and has also received the recommended booster shots. A vaccine booster dose is mandatory for all employees unless they request an exemption in writing for any one of the reasons allowed under Florida law and such request is approved. At the present time, a second booster dose is not mandatory for employees; however, we strongly encourage everyone to stay up to date with their Covid vaccines."