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COVID-19 PARENT HANDBOOK ADDENDUM

**CONGREGATION  
BETH EL  
ECC**

All You Need to Know

*Please note that this is a fluid document, ever-changing to reflect all new guidance and protocols from the state.*



**This guidebook has been compiled to update all Beth El ECC staff and families about many of the changes being made to our Early Childhood Center due to the COVID pandemic.**

**We have combined our ECC Mission and current best practices in order to bring your children an uncompromised school experience.**

**In order to ensure that all important and relevant policy and procedure information is in one place, we've created this presentation to answer as many questions as possible.**

**All of our planning, protocols and procedures are informed by the NJ Department of Children and Families (DCF), the Center for Disease Control (CDC) and the NJ Department of Health (NJDOH).**



## Class Sizes and Social Distancing

The guidance from the NJ Department of Children and Families (DCF) restricts capacity of a group of children to fifteen. The majority of our classrooms can accommodate ten children, a few can accommodate up to twelve, given their square footage, with built partitions, in line with these guidelines.

If the children are napping, there is a six-foot requirement from head to toe in placement of rest mats or cots.

In addition, we endeavor to promote small group work and maintain distance during snack and meal times by encouraging the children to be as separate as possible.

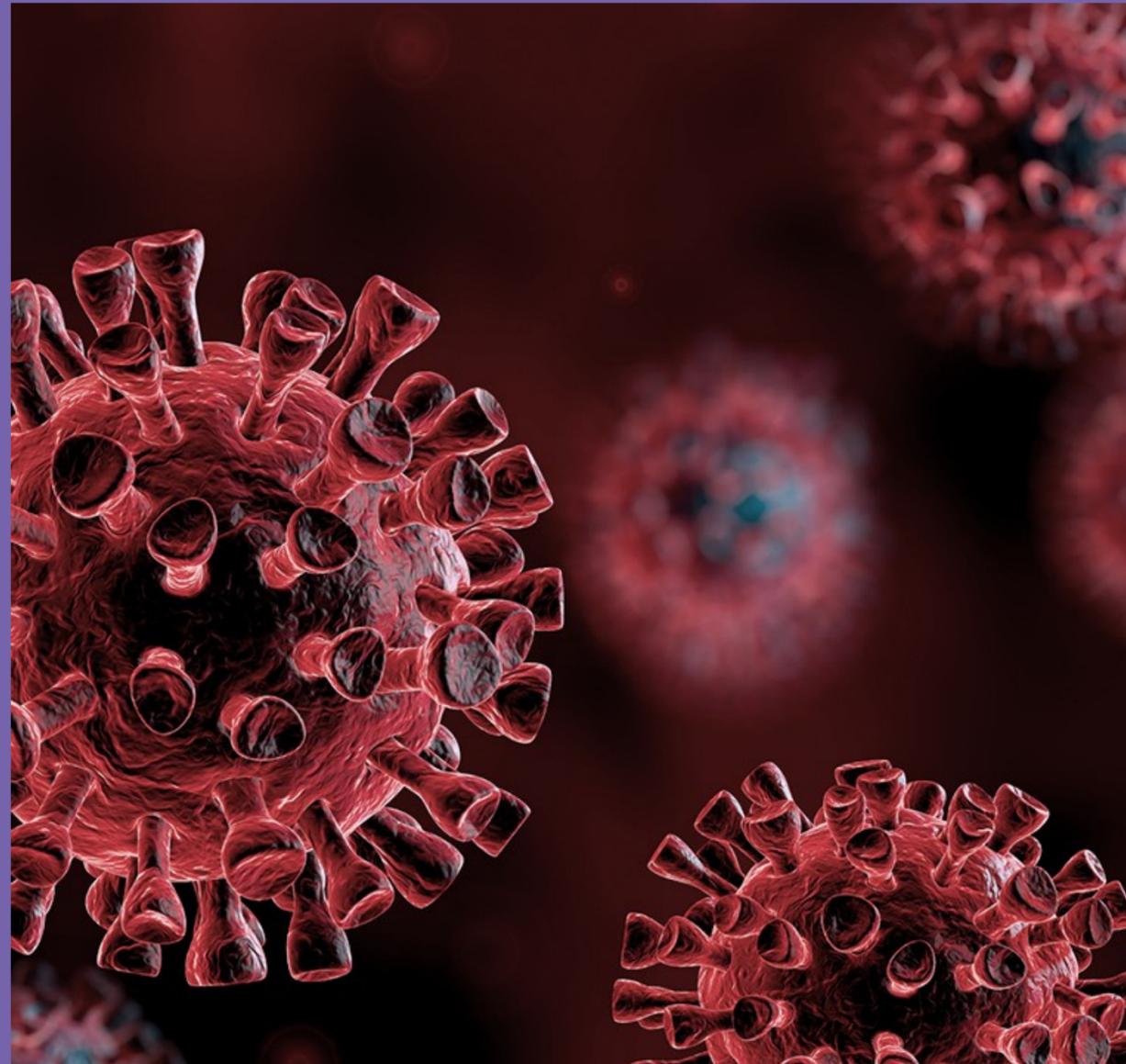
## Screening and Temperature Checks

All children and staff will be required to have their temperature checked DAILY prior to entering the Beth El facility.

Each parent will be asked to complete a state mandated health survey every morning that the child attends the school.

A staff member will take each child's temperature, upon entry to the building, using a no-touch forehead thermometer.

If a child has a fever of 100° or greater, they will not be allowed to attend school. If you have more than one child, and a sibling has a temperature of 100° or greater, none of the children will be admitted to school that day.



**Children showing the following signs of illness will not be admitted to school:**

- **Fever (100°+) or chills**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fatigue**
- **Muscle or body aches**
- **Headache**
- **Loss of taste or smell**
- **Sore throat**
- **Congestion or runny nose**
- **Nausea or vomiting**
- **Diarrhea**

# Face Masks/Coverings

All staff are required to wear cloth masks during the school day unless doing so would inhibit the individual's health.

Based on current recommended guidelines, children who are two and older are required to wear cloth face masks/coverings within the facility to the greatest extent possible and where feasible. If there is a medical or sensory challenge prohibiting the use, the child will not be asked to wear a mask.

Our staff will be trained to make this an empowering, safe experience with the understanding that masks are not going to be easy with all children. If a child is having difficulty wearing the mask, we will try again at a different time.

- Children will NOT wear masks during nap time.
- Children under two years old will not wear masks.
- Children should bring masks from home and leave additional masks (two-three recommended) in school at all times.
- Any masks worn during the day will be sent home. Please wash them before returning them with your children.

# Personal Items

Most items that come to the school with the child will be sent home with them at the end of the day.

That includes lunch boxes, water bottles, drinking cups or Thermos containers, etc. Cups and Thermos containers must come with a lid.

Bedding will be sent home daily for cleaning.

If your child uses a “lovey” to nap, it must be sent in daily and washed each night. Your child may use it only at nap time.

Please do **NOT** send in any toys from home.



# Protection and Hygiene

1

## GLOVES

As always, we will continue to follow NJDOH guidelines regarding glove usage. Our staff will wear gloves when assisting children in the bathroom, when in contact with bodily fluids, when feeding children and during diaper changing.

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## HAND WASHING

Children and adults must perform proper hand hygiene frequently and will wash their hands many times throughout the day, including:

- when entering classrooms
- returning from the playground
- before and after eating
- after using the bathroom

3

## PPE

All teachers will be wearing masks and gloves. Toddler and Infant teachers will also be wearing gowns, in order to protect them from the children's bodily fluids which can transmit the disease.

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## Sanitization

Each bathroom, playground, indoor shared play space, and classroom toy will be sanitized thoroughly between each and every use.



# Visitor Policy

We will be adhering to a strict NO visitor policy this year. Please note that there will be limited foot traffic coming in and out of the Beth El building, but the children will not be in those areas at all during the school day.



## Shabbat, Havdalah, Extra Curriculars and Special Assemblies

Our weekly Shabbat parties, Havdalah services and special assemblies will be ZOOM'ed into the classrooms for the children.

# Facility Sanitization



Our maintenance staff has established sanitization protocols and procedures based on regulatory guidelines. Additionally we will be using EPA-listed COVID-19-killer cleaning products.

All school classrooms, shared spaces and playground areas will be sanitized before, during and after school on regular schedules by trained staff.

All activity areas and high touch equipment will be sanitized after each use.

New technologies will be used to fight germ transmission, including disinfectant sprayers.

# HVAC and Sanitizing

We are working closely with our VAC contractor to follow best practices for air quality. All HVAC system filters have been upgraded to allow for a higher efficiency of filtration in all spaces of Beth El, including the classrooms. Wherever possible, our HVAC unit settings will be set to increase outdoor intake. We also have the benefit of windows that open in our classrooms. Whenever possible, we will have our windows open to allow for outdoor air in the classroom.

All chemicals used for disinfecting are approved for commercial and school settings. The chemicals we are using to disinfect our school are EPA recognized as effectively disinfecting COVID-19 along with many other viruses. All staff are trained in cleaning and disinfecting protocols. They will be following strict guidelines to maintain their classrooms. Our maintenance staff will provide additional cleaning throughout that will include use of disinfectants.



## WHAT HAPPENS IF THERE IS A CASE OF COVID-19

The Beth El Early Childhood Center will maintain the confidentiality of the individual at all times while mitigating the situation. We will report the case to the NJDOH and follow the guidelines that are in place at the time of reporting.

We will notify all parents and staff in the affected classroom and any other known contacts. All facilities that the individual came in contact with will be vacated, deep cleaned and disinfected per CDC guidelines. Those guidelines for handling exposure and mitigating risk of exposure will be strictly followed.

Parents are required to pick up ill children immediately. If you are not able to pick up your child within 45 minutes, or we can't get in touch with you, we will call emergency contacts. Please check with the office staff to ensure that your emergency contacts are up-to-date. Similar to our late pick-up policy, there will be a \$20 charge for every ten minute block past the 45 minute pick-up time frame.

Parents are required to contact the preschool as soon as they are instructed by their pediatrician/physician to have a COVID-19 test, or if they have received a COVID-19 diagnosis for any child or anyone in the home who has direct contact with the child. The Health Department must also be notified immediately.

## Return to School Policy

If there is a confirmed case of COVID-19, the affected individual must be completely symptom-free for 14 days, with a doctor's note, or present a negative test to return.

If a child is sent home due to any of the symptoms listed on page 5 of this presentation, but does not have COVID-19, the child will still need a doctor's note and need to be fever-free for 24 hours without fever-reducing medicine to return to school.

Per updated NJDOH guidelines, individuals who are identified as a close contact with someone who is confirmed positive with COVID-19 should self-quarantine and monitor for symptoms for 10 days from the last date of exposure with that person. (This includes exposure both within and outside of school.)

If a student or immediate family member has a pending COVID-19 test due to an illness concern and not due to a known exposure, the student and their sibling(s) must remain home until the COVID-19 test results return. If the results are positive, the family must quarantine for 14 days from the positive result and may only return when symptom/fever-free (for 24 hours without fever-reducing medication) and with a negative test. If the test result is negative, the child who was tested must stay home until symptom/fever-free (for 24 hours without fever-reducing medication), and the sibling(s) may return when the negative results are presented. In all cases a negative test and a doctor's note are needed to return.

# Travel Restriction Policy

Should you travel out of state, to any state or country, you must be aware of, adhere to and follow the current state guidelines.

If the current state guidelines require self isolation or quarantine, you will be required to self/family quarantine for a minimum of a two week period, before returning your children to the center.

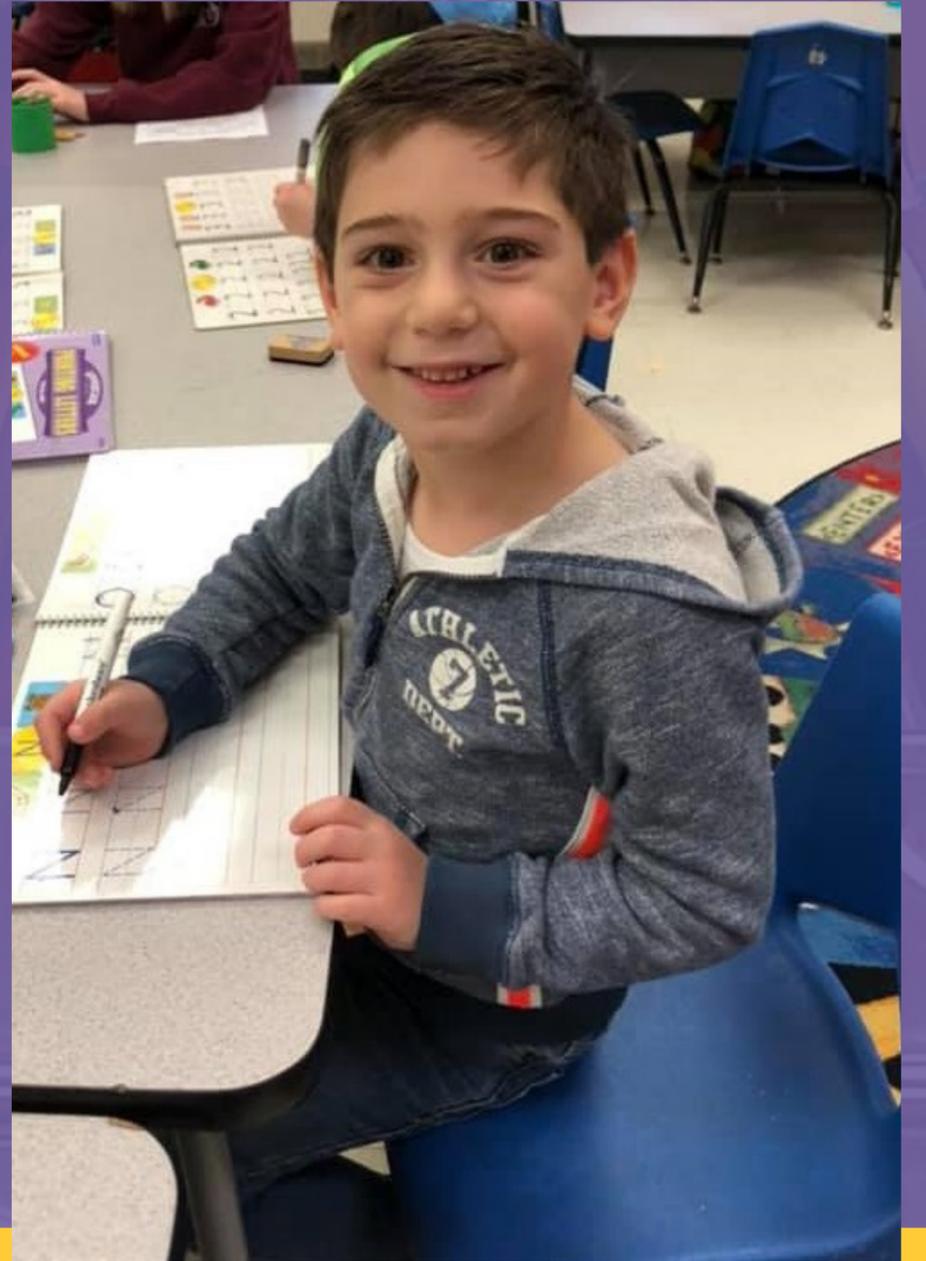
This policy stands for both domestic and international travel.



Thank you so much for taking the time to read through this informative addendum. If we all work together, err on the side of safety and caution, keep ourselves accountable and stay as informed as possible, we will have a safe and wonderful year at our beloved Beth El ECC.

Let's make sure to keep our children, our families, our staff, congregation and community healthy and safe.

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The Early Childhood Center  
of Congregation Beth El

