**BTEE Early Childhood Center**

**Parent Handbook Supplement – COVID 19**

**Updated: August 2022**

**INTRODUCTION**

The health and well-being of Burbank Temple Emanu El (BTEE) Early Childhood Center’s (ECC) children, families, and staff is our highest priority, and we want to share with you the precautions we are taking to reduce the transmission of COVID-19 in our program. Our guidelines follow the [LA County Department of Public Health Guidelines for Early Childhood Education Centers](http://www.ph.lacounty.gov/media/Coronavirus/docs/education/GuidanceEarlyChildhoodEducation.pdf) and we will continue to monitor COVID-19 trends in the area.

Given the ongoing community transmission of COVID-19 and the predominant presence of variants, a layered approach to prevention that includes vaccinations, promoting healthy hygiene practices, good ventilation, symptom screenings and regular cleaning/disinfection of each environment is essential to slowing the spread of COVID-19 at the facility, and in the community. To best prevent any surges in COVID-19 cases, it is important for us to diligently follow the requirements and best practices described in this supplemental handbook.

**FACE MASK REQUIREMENTS**

The following masking guideline is based on the current health officer order. We will continue to monitor the trends in LA County and adapt our policies according to the LACDPH assessments and public health orders.

* **Children & ECC Staff**: As of Monday August 22, 2022, we will no longer require that children and staff wear a mask in both indoor and outdoor settings.  If you wish to have your child remain masked while indoors and/or outdoors, please alert the Director and/or Temple Administrator immediately so that our teaching staff can be informed and ready to assist your child’s needs.
* Children and ECC Staff who continue to mask (or if an exposure occurs; see below) must wear an upgraded face mask (KN95 or KN94) which at a minimum are well-fitting, non-cloth masks of multiple layers of non-woven material with a nose wire (see [ph.lacounty.gov/masks](http://publichealth.lacounty.gov/acd/ncorona2019/masks/) for more information). Masks with one-way valves should not be used.
* Masks will be removed during nap time or when children are eating and drinking.
* Any parent/guardian who opt to keep their children masked — indoors and/or outdoors — will have that decision respected and enforced by the ECC staff.
* **Visitors**: It is strongly recommended that all visitors, including parents and caregivers, regardless of vaccination status, [bring and wear masks](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx) when they are indoors at their facility. The office administration will make upgraded face masks available to those who arrive without them.

**OTHER PERSONAL PROTECTIVE EQUIPMENT (PPE)**

* All ECC Staff will use durable, Nitrile exam gloves for tasks such as serving food, diapering, handling trash, or using cleaning and disinfectant products throughout the day.

**ACTIONS FOR COVID-19 PREVENTION**

Prevention of COVID-19 and other infectious diseases at the school starts at home and is the most common-sense approach to promoting a safe and healthy ECC community. We too will do our part to prevent the risk of contracting/spreading COVID-19. The following actions are how we together can better ensure the health and safety of our community.

**Vaccination - Children:** COVID-19 vaccines are now available for anyone 6 months and older. The vaccines are [safe and effective](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/safety.html) at preventing serious illness from COVID-19 and are the best way to prevent COVID-19 outbreaks at the school and in the community. COVID-19 vaccine is free and [widely available](http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/hcwsignup) in every community. Parents and guardians can protect children from getting very sick from COVID-19 by following the [vaccine schedule for children](http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/schedules/) and making sure they are up-to-date on vaccines and boosters. To learn more about COVID-19 vaccines and to schedule an appointment, visit [VaccinateLACounty.com](http://www.publichealth.lacounty.gov/media/Coronavirus/vaccine/index.htm) or call the COVID-19 information line at (833) 540-0473 from 8am-8:30pm seven days a week. *Please note that vaccinations for children are not a requirement for enrollment, but strongly recommended as a means to prevent/reduce risk of severe illness from COVID-19.*

**Vaccination - ECC Staff:** All staff are currently fully vaccinated and boosted at least once. ECC staff are strongly encouraged to maintain regular booster shots according to their own personal schedules and health status. Factors for when they receive their recommended booster shots include, age, type of vaccine received, time since last dose/infection and availability of newer boosters that are developed in response to the latest strain of the virus.

**Testing-Children:** All children entering for their first day of school, must show proof of negative COVID-19 test prior to entering the facility. Additionally, all children returning after an extended break/travel (winter/spring/summer for example), a long holiday weekend, or after a quarantine due to exposure/contraction of COVID-19 are required to show proof of negative COVID-19 test upon returning to school.

* Rapid at-home antigen tests or PCR test results are both acceptable means of showing proof.
* Proof of negative tests can be photographed and submitted via email to: [covid@btee.org](file:///C%3A%5CUsers%5CDirector%5CDocuments%5CCOVID%2019%5CCOVID%20Policies%5Ccovid%40btee.org%C2%A0)no later than one hour prior to their arrival at school. Please make sure you have your child’s name, and the date that the test was taken included in your photo.
* Proof of negative test will also be required before returning if your child is determined to have been exposed to an individual who has tested positive for COVID-19 (see Close Contact/Exposures below).

**Testing-ECC Staff:** All ECC staff will test at the beginning of each work week prior to beginning their shift. Additionally, all ECC staff will test upon returning from and extended breaks/travel, etc. as set forth above.

**Symptom screening**: All parents/guardians should conduct symptom screenings on their child before leaving the house for school in order to limit spread of COVID-19 and other infectious diseases that are common in childcare settings. If your child feels sick and has symptoms of COVID-19, they should stay home in order to further monitor symptoms and get tested.

* Keep your child home if they are showing any signs or symptoms of sickness or symptoms associated with COVID-19 or any other illness. A list of symptoms associated with COVID-19 include:
* Fever and/or chills
* Temperature of 100.4 or higher
* Shortness of breath
* New/persistent cough (different from baseline)
* Muscle pain/body aches
* Headache
* Sore/Scratchy throat
* New loss of taste or smell
* Vomiting, unusual nausea, or diarrhea
* New nasal congestion and/or runny nose (not due to chronic condition)
* If your child tests positive for COVID-19, please isolate at home following Home Isolation Instructions for COVID-19 ([www**.**](http://www.)[ph.lacounty.gov/covidisolation](http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/)) and notify us. When you notify us, we can take additional steps to keep our community safe.
* Children must be symptom/fever free for 24 hours before returning to school (without the aid of a fever reducing medication) and test negative for COVID-19.
* If you, your spouse, other members of your family or others residing in or otherwise regularly present in your home have a temperature, or any other known symptoms of COVID-19, or are showing symptoms of illness, we expect that you keep your child home.

**Symptoms presenting while at school:**

* Teaching staff will monitor children throughout the day for signs of illness.
* If your child shows known symptoms of COVID-19 while at school, he/she will be isolated from the rest of the children, and you will be contacted to pick him/her up within 30 minutes.
* Isolated children will continue to receive adequate supervision and the health of the child will be continually observed until they are picked up by parent/authorized person.
* If your child has an excessive runny nose, is coughing and/or sneezing persistently, we will ask you to pick up your child and keep them home until he/she is without symptoms or symptoms have decreased and are manageable for teaching staff.

**OTHER PREVENTATIVE MEASURES**

**Hand Washing**: Our hand washing policies and other practices follow the applicable guidelines and rules proposed by the LA County Health Department, CDC and the State of California Child Care Licensing guidelines. We will continue to follow those guidelines, including increased frequency of hand washing throughout the day.

* All children will practice healthy hand hygiene.
* Children will be required to wash hands during transitions between indoor/outdoor play, after each restroom use and as otherwise necessary, before and after eating, and before leaving for home.
* All children are recommended to wash their hands with soap and water for 20 seconds (the length of singing the ‘Happy Birthday’ song) at each handwashing.
* Staff will teach and reinforce [washing hands,](https://www.cdc.gov/handwashing/index.html) avoiding [contact with one’s eyes, nose and mouth,](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf) and [covering coughs and sneezes](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html) among children and adults.
* Staff will teach children and remind adults to use tissue to wipe their nose and to cough/sneeze inside of their elbow.

**Cleaning & Disinfecting:**

* Staff will engage in frequent, thorough cleaning each day. Common spaces, all high touch surfaces, classroom materials, etc. will be cleaned and sanitized as needed in addition to our regular janitorial services done throughout the day.
* Restrooms will be cleaned and disinfected, as needed, throughout the day. Staff will follow the guidance established by the [CDC](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) regarding cleaning, sanitizing, and disinfecting.

**Ventilation:** Ventilation is important for COVID-19 prevention. To optimize ventilation: classroom doors and windows are opened throughout the day to bring in outside air and Heating, Ventilation and Air Conditioning (HVAC) systems are serviced regularly to maximize ventilation. Additionally, each classroom is equipped with an air purifier in order to improve air filtration.

* Activities will continue to be held outside as much as practical throughout the day.

**Naptime:**

* At nap or rest time, staff will place children at least 3 feet apart in a well-ventilated space that includes both an air purifier and HVAC system.
	+ In the nap room, staff will place napping children head to toe to further reduce the potential for viral spread.
	+ Children will not wear masks while napping/resting.
	+ Children who nap will have a labeled cot to use with their own labeled bedding. Parents will send bedding to keep at school, including one fitted sheet and one light blanket.
	+ Children’s bedding must be washed by families on a weekly basis.
	+ If your child brings a lovey or small stuffed animal to nap with, it will be sent home to be washed with the bedding each week or more frequently, if necessary.

**Water & Food Preparation:**

* Drinking fountains will continue to be inaccessible until further notice.
* Parents should send labeled water bottles for their child daily.  Pitchers of water and disposable cups will also be available for the children throughout the day.
* BTEE will provide individually packaged snacks for morning and afternoon sessions. Alternatively, parents can provide their own snack if desired.
* Children will eat their snacks and meals with their respective classrooms on a staggered basis (i.e., one classroom, per area, at any given time).

**DROP OFF/PICK UP PROCEDURES:**

Families, including guardians, siblings, parents, and caretakers, will not be allowed in the building during drop off/pick up in order to minimize contact and gathering. The building will only be open to Temple staff, teaching staff and essential building staff.

**Drop off Procedures:**

* Arrive at your designated drop off time.
* Take your child to their room’s sign in/out table located outside the main gate.
* Sign in your child, time of arrival, indicate who will be picking up your child and include estimated time of pick up.
* Wait with your child until contact is made with their classroom teacher or assisting staff.
* Staff may conduct a wellness check if your child has been absent or known to have symptoms while in our care.
* Once your child is received, staff will take your child to their classroom.
* If you arrive to school later than your assigned drop-off, please ring the bell or call the office at (818) 845-1734 and a staff member will come to meet you at the front gate, get your signature and escort your child to class.
* Late arrivals for either pick-up or drop off will necessitate families to wait until a teacher/staff member can be called and can safely leave their classroom to go to the front gate to pick up or bring your child to you. Wait times can run as long as 5 minutes or more depending on what is happening in the classroom.

**Pick up Procedures:**

* Pick up your child at your designated time.
* Find you child’s sign in/out sheet according to their classroom assignment.
* Please do not enter the school; staff will bring your child to you.
* If you cannot pick up your child at your designated time, please call (818) 854-1743.
* If you child is in the aftercare program, please ring the doorbell and a teacher/staff member will greet you and deliver your child to you at the front gate.
* Sign out your child and include time of departure.

**Close Contact/Exposure to COVID-19:**  **A close contact is defined as someone sharing the same indoor airspace (e.g., home, classroom) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during an infected person's infectious period. If it is determined that your child has been in close contact (exposed) to a person who has tested positive for COVID-19 (whether at home or at the school), the following guidelines apply:**

**NOT REQUIRED TO QUARANTINE**

Close contacts (both children and staff) are NOT required to quarantine\* and may return to the facility if they meet the following requirements:

1. Monitor for symptoms for 10 days following the exposure.
2. Wear a highly protective mask around others indoors and outdoors, except when eating, drinking or napping, for 10 days after the last exposure date.
3. Test with an FDA-authorized viral COVID-19 test (e.g., PCR or Antigen test, including at-home tests) within 3-5 days since the last date of exposure. You may be asked to submit additional tests during the 10-day period.
4. Submit proof of negative test. Proof of negative test can be photographed and submitted via email to: covid@btee.org no later than one hour prior to their return to school.  Please make sure you have your child’s name, and the date that the test was taken included in your photo.

\*If your child was previously infected with SARS-CoV-2 within the last 90 days prior to the exposure and do not have any symptoms, they are not required to quarantine and do not need to test but mask around others for 10 days after the last date of exposure, for children aged 2 years and older and all ECC employees.

**COVID-19 POSITIVE:** If your child tests positive for COVID-19, please isolate at home following Home Isolation Instructions for COVID-19 ([www**.**](http://www.)[ph.lacounty.gov/covidisolation](http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/)) and notify us immediately. When you notify us, we can take additional steps to keep our community safe. Isolation instructions include:

* Your child must isolate for at least 5 days.
* Day 0 is your child’s first day of symptoms (or the day positive test was taken if no symptoms).
* Day 1 is the first full day after symptoms developed (or first full day after positive test was taken if no symptoms).
* You may end isolation after Day 5 ONLY if you:
* Take a COVID test on or after Day 5 and it is negative, AND
* Have been fever free for 24 hours (without fever-reducing medicines, AND
* Have no symptoms or existing symptoms are improving
* FDA Authorized, Antigen test is preferred after Day 5 of isolation (At home self-tests acceptable).
* If your child is immunocompromised or had severe COVID-19, they may need to isolate longer. Talk with their pediatrician about when they can be around others.

**NOTIFICATION/COMMUNICATION:**

The ECC Director will be responsible for responding to COVID-19 concerns. The ECC Director will document and track possible exposure in order to notify the Los Angeles County Department of Public Health, and to respond to staff and families in a prompt and responsible manner.  If an exposure to COVID-19 at the school occurs, the ECC Director will take the following steps:

* Instruct family of positive individual to follow Home Isolation Instructions.
* Determine close contacts to positive case (see definition of close contacts above).
* Send email notification to parents/guardians whose children have been exposed to the positive individual that include timelines and instructions on next steps.
* Send email notification to the parents/guardians of the non-exposed students informing them that there was a positive case at the school, including timelines and instructions on next steps.
* Submit report to the Department of Health with information on the confirmed case and close contacts.

In addition to the ECC Director, BTEE has a cross-functional Covid Task Force that is regularly reviewing the latest guidelines. In case of an emergency or possible school closure, it is extremely important that two-way communication be established between the ECC, staff, and the families of the children participating in our program. Staff and families must keep their emergency cards up-to-date and have a current phone number on file.

Ensuring that you and our educational environment is safe is of greatest importance to us. For additional questions about Coronavirus in Los Angeles County, please visit the LA County Department of Public Health coronavirus webpage at [ph.lacounty.gov/coronavirus](http://www.publichealth.lacounty.gov/media/Coronavirus/).

**This handbook is subject to change as guidelines evolve. To learn more, please contact the ECC Director.**

Assumption of the Risk Relating to COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization**. COVID-19, is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend masking, social distancing and have, in many locations, prohibited the congregation of groups of people.

         **Burbank Temple Emanu El (“BTEE”)** has put in place preventative measures to reduce the spread of COVID-19; however, BTEE **cannot guarantee** that you or your child(ren) will not become infected with COVID-19. Further, **attending BTEE could increase** your risk and your child(ren)’s risk of contracting COVID-19.

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By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending BTEE and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at BTEE may result from the actions, omissions, or negligence of myself and others, including, but not limited to, BTEE employees, volunteers, and program participants and their families.

Child’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Child’s DOB \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_

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Parent/Guardian’s Name (please print)                    Parent/Guardian’s Signature                       Date

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Parent/Guardian’s Name (please print)                    Parent/Guardian’s Signature                       Date

COVID-19 Policy Agreement

**ACKNOWLEDGEMENT**

Please read, initial, and sign the affidavit below. Your child cannot be enrolled in the BTEE Early Childhood Center until it is signed and returned to the preschool Office. There can be **no** exceptions to having your signature on file.

\_\_\_\_\_\_\_ I have read the BTEE Early Childhood Center Supplemental COVID-19 handbook.

\_\_\_\_\_\_\_ I have read, signed and returned the Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19.

\_\_\_\_\_\_\_ I understand that failure to meet any of these requirements may result in the termination of my child from BTEE Early Childhood Center.

\_\_\_\_\_\_\_ I understand that as COVID-19 guidelines change, so too will the policies set forth in this handbook. Our website (ecc.btee.org) will have the most up-to-date policies.

I acknowledge that I have read BTEE’s ECC Parent Handbook COVID-19 Supplement and I agree to follow its policies and procedures.

Child’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Child’s DOB \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_

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Parent/Guardian’s Name (please print)                    Parent/Guardian’s Signature                       Date

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Parent/Guardian’s Name (please print)                    Parent/Guardian’s Signature                       Date

ECC Director’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_