



<https://www.aap-oc.org/wp-content/uploads/2021/09/StudentSymptomDecisionTree8.31.2021.pdf>

BTEE Early Childhood Center

Parent Handbook Supplement, September 2021

COVID-19

Table of Contents

Promoting Healthy Hygiene Practices	1
Protective Equipment	1
Face Masks Requirements	1
Starts at Home	1
Drop Off Procedures	2
Traveling	2
Classroom Guidelines & Protocols	3
Bathrooms	3
Household Contact or Close Contact with COVID-19 Cases	4
Two-Way Communication	4
Testing and Vaccinations	4

For parent signature:

[Assumption of the Risk Relating to COVID-19](#)

[Policy Agreement](#)

BTEE ECC Supplement for Preschool Parent Handbook COVID-19

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 all contagious illnesses in our programs.

Promoting Healthy Hygiene Practices

- Staff will teach and reinforce [washing hands](#), avoiding [contact with one's eyes, nose and mouth](#), and [covering coughs and sneezes](#) 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.



Protective Equipment

Face Masks Requirements

Face masks that cover the nose and mouth are required to be properly worn while on the BTEE campus, including the parking lot, under the following [guidelines](#):

- Adults and children 2 years of age and older are required to wear a face mask at all times.
 - The face mask is to be worn at all times during the work day except when eating or drinking.
 - People who have been instructed by their medical provider that they should not wear a mask should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred.
 - Masks with one-way valves should not be used.
 - Employees will wear a mask at all times, except when alone in a private office. Employees in cubicles, including cubicles with partitions, must wear a mask
 - Teachers may also be eating with students during lunch. While eating, teachers will maintain distance from students.
- Reasonable accommodations will be made for families who require special consideration per the ADA.
- Face masks must be worn by parents and caregivers during drop-off and pick-up.



Up to date information about wearing masks can be found on the [CDC](#) and [California Department of Public Health](#) websites.

Drop off and Pick Up Procedures

Starts at Home

Parents should check their child(ren) for symptoms before leaving the house for school:

- Fever and/or chills
- Shortness of breath
- Persistent cough



- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Vomiting, unusual nausea or diarrhea
- Temperature of 100.4 or higher

You must self-screen for symptoms **each** day your child attends the ECC. You can find the overall policy on our ECC [website](#):



Notify the school if your child has any of the symptoms listed above and will not be coming to school. **Do not** bring your child to school if any of the family members in your home have COVID-19 symptoms.

- If your child has been exposed to someone with COVID-19 within the last 14 days, do not bring them to school and notify the ECC office immediately.
- If anyone in the home tests positive for Covid-19, please alert the ECC office immediately (preschooldirector@btee.org; 818-845-1743).
- Contact your doctor for further direction if your child is showing symptoms.
- Parents/guardians or authorized adults, who are in self-quarantine due to household contact or close contact with a COVID-19 positive individual, should NOT drop-off or pick-up a child from ECC.

Drop Off Procedures

- Arrive at your designated drop off time.
- Take your child to the assigned drop off and pick up area.
- Wait at your assigned area, staying 6 feet apart from others.
- Staff will conduct a wellness check on your child and confirm that there are no symptoms.
- Staff will check your child's temperature to ensure that it is below 100.4 degrees.
- Upon clearing the wellness check, staff will take your child to their classroom.

Pick Up Procedures

- Pick up your child at your designated time and place.
- 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.

In case of illness

- Staff will monitor children throughout the day for signs of illness.
- If a child has a fever of 100.4 or higher, or is exhibiting COVID-19 symptoms or other illness, a parent or authorized adult must pick up the child as soon as possible.
- Children exhibiting symptoms will wait in an area separated from others until they can be picked up.

Traveling

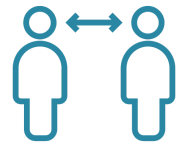
Families, teachers, and staff are encouraged to avoid nonessential travel. If you do travel, however, please follow these guidelines:

- No matter your vaccination status, wear a mask indoors while on public transportation or in a transportation hub. Wearing a mask outdoors while traveling is no longer required, but still recommended for unvaccinated individuals.
- *COVID-19 Test:* When returning from any location outside of California (domestic or international), persons who are not fully vaccinated should quarantine for **seven full days** after return, provided they have a **negative** COVID-19 test taken three to five days after return.
- *No COVID-19 Test:* When returning from any location outside of California (domestic or international), persons who are not fully vaccinated must quarantine for **ten full days** after return if they **do not** get tested after arrival.
- All individuals (vaccinated or not) should self-monitor for symptoms consistent with COVID-19 for 14 days after arrival, avoid being around people who are at increased risk for severe illness, and should get tested if symptoms develop.

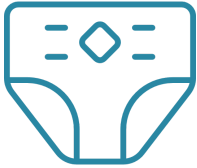
Classroom Guidelines & Protocols

Each class will have two teachers with a maximum of 12 students. Wherever possible, the same staff will remain with the same group of kids each day. Other physical distancing practices will include:

- Children will be kept in small groups, 3 feet apart, in a single classroom or care area, including staff, as much as possible.
- Increased distance between children during classroom activities; minimizing face-to-face contact; at least 3 feet away as practicable.
- Activities will be held outside as much as is practical.
 - Each outdoor play area will be used for one class at a time, on a rotational basis.
- At nap or rest time, staff will place children at least 6 feet apart. Staff will place resting or napping children head to toe to further reduce the potential for viral spread.
 - Children will not wear masks while napping.
 - 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. No pillows please.
 - 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.
- Please keep a full change of clothes in your child's cubby at all times, including extra face masks.
- Although parents have the right to enter the facility without notice, due to COVID-19, we are asking parents to call first. Parents must self-screen for symptoms prior to entering the campus and **wear a mask at all times**. Please limit visits to <15 minutes and stay physically distanced from students.
- Anyone visiting ECC campus, including vendors, volunteers, congregants, staff, and parents will need to prescreen for symptoms, check-in with the office, and **wear a mask at all times**.



Bathrooms



A maximum of two children will be allowed in the restroom at any given time. The middle stall of each bathroom has been blocked off.

When diapering a child, staff will wash their hands before they begin. Staff will follow safe diaper changing procedures. After diapering, staff will wash their hands (even if wearing gloves) and the hands of the child. They will also clean and disinfect the diapering area.

After washing, feeding, or holding very young children, staff will wash their hands, face or neck, anywhere that came into contact with the secretions of a child.

Water & Food Preparation

- Drinking fountains will 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 (handled by staff only).
- Except for water bottles, all food items need to be brought to school in disposable bags or reusable containers. Parents will be required to send lunch with their child. BTEE will provide individually packaged snacks for morning and afternoon. Alternatively, parents can provide their own snack. We are currently not using our school microwave or appliances to heat or store children's food. Please use ice packs or warm thermoses to keep food at the desired temperature.
- Adults preparing children's food will wash their hands before handling a child's meal, and wash or use hand sanitizer between the handling of the next child's food.
- 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). Meals and snacks will be eaten outside, weather permitting.



Cleaning & Disinfecting (including bathrooms, toys & bedding)

Staff will engage in frequent, thorough cleaning each day. Common spaces, such as frequently touched surfaces and doors, will be cleaned and disinfected at the middle and end of each day. Restrooms will be cleaned and disinfected, as needed, throughout the day. Staff will follow the guidance established by the [CDC](#) regarding cleaning, sanitizing, and disinfecting.



Close Contact with COVID-19 Cases



If an unvaccinated child, or parent/caregiver has been identified as a household or [close contact](#) to someone who has tested positive for the virus that causes COVID-19, they should self-quarantine and stay home for 14 days, as per federal, state and local guidelines.

Fully vaccinated staff may be allowed to return to work after a close contact or household exposure, per CDC guidelines, as long as they are asymptomatic and test negative on day 3 and 5 after exposure.

Close contact is currently defined as *within 6 feet for a total of 15 minutes or more*, with or without a mask. When there is a confirmed case of COVID-19 in the childcare, summer, or afterschool program, BTEE will consult with the Los Angeles County Health Care Agency for next steps. In addition, rooms will be deep cleaned and families will be informed that there is a COVID-19 case.

Refer to this [flowchart](#) for the process that the ECC will follow if a child tests positive for COVID-19. ECC should be considered an “extracurricular” activity for the purposes of scenario planning.

Staff or children with [COVID-19 symptoms](#) will not return to school until they have met the CDC criteria to discontinue [home isolation](#), including 24 hours with no fever, symptoms have substantially improved, and 10 days since symptoms first appeared.

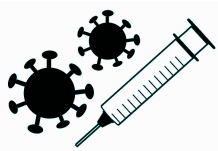
Preschool Director will be responsible for responding to COVID-19 concerns. She will document and track possible exposure in order to notify the Los Angeles County Health Care Agency, and to respond to staff and families in a prompt and responsible manner. In addition, BTEE has a cross-functional Covid Task Force that is constantly reviewing the latest guidelines. This handbook is subject to change as guidelines evolve. To learn more, please contact the ECC director of the office staff.

Two-Way Communication

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.



Vaccinations and Testing



All teachers and staff at BTEE are required to provide proof of being **fully vaccinated**. Vaccination continues to be the best way to prevent serious infection and hospitalization.

As the prevalence of the Delta variance rises, we will be testing teachers for COVID-19 infection regularly. We will continue to monitor the situation and testing process is subject to change.

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 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.

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 ____/____/____

Parent/Guardian’s Name (please print)

Parent/Guardian’s Signature

Date

Parent/Guardian’s Name (please print)

Parent/Guardian’s Signature

Date

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 ____/____/____

Parent/Guardian's Name (please print)

Parent/Guardian's Signature

Date

Parent/Guardian's Name (please print)

Parent/Guardian's Signature

Date

ECC Director's signature _____ Date _____