



**BEVERLY LEVY**  
**Early Learning Center**  
JCC OF GREATER NEW HAVEN

# **JCC COVID-19 PLANS & PROTOCOLS**

## **AUGUST 2020**

## **Introduction**

We did it! We flattened the curve in Connecticut and are looking forward to finally reuniting our Beverly Levy ELC Family. We have developed the following protocol and programmatic changes to help protect the health and safety of the kids, their families and our teachers during the COVID-19 pandemic. All aspects of our reopening plan have been based on the careful consideration of recommendations and guidelines issued by the CDC, the State of CT, our local health department, the CT Office of Early Childhood (OEC), and our school nurse, as well as valuable input from several other medical professionals. In addition, all of our new policies and protocols have been reviewed and approved by our JCC reopening committees.

As the pandemic continues and new information about the virus evolves, our protocols will be subject to change. The Beverly Levy Early Learning Center will continually reevaluate all guidelines and new information as it becomes available. Any changes of our policies will be immediately communicated to all of our families and teachers.

We want to emphasize that despite the inconveniences and changes COVID-19 has imposed, our mission statement remains the same. We will continue to communicate traditional Jewish values, a love of learning, and a respect for nature and beauty to all the children in our program.

Current research indicates that during the pandemic, it is proven safest for everyone to be outside in the fresh air as much as possible. We are fortunate to have an extensive outdoor landscape of over 54 acres to allow the kids and teachers to spread out and to explore our beautiful natural environment. We will be spending as much of our day outside as possible. Exceptions will be made for extreme heat or cold, heavy rain or rain accompanied by thunder and lightning.

We believe in encouraging children to explore freely while focusing on mindfulness, awareness, observation, and empathy. Our philosophy is built around a connection to both the natural and man-made worlds. We have been expanding and developing a nature-based outdoor curriculum and the teachers are all looking forward to it. The teachers attended several workshops over the summer and will use those experiences to enrich our program. The kids will also be offered the same opportunities to play, explore and learn. Paint, legos, magnatiles, dolls, blocks etc. will still all be available.

Our play-based and emergent curriculum will allow for the ongoing twist and turns of the kids interest as their outdoor world changes around them.

All of our programs and outdoor commitments will be based on what is developmentally-appropriate for that age group. For example, we will take the lead from our youngest kids regarding their eating and nap schedules.

We have combined our early learning philosophy and best practices with these new procedures to bring your children an uncompromised school experience. This document will consolidate all new relevant policy and procedural information with the protocols and procedures with our traditional policies.

### **Groups Sizes/Staffing/Center Hours**

We will start our year with four classrooms that will include two Infant/Toddler classes and two pre-school classes:

Infant/Toddler Group 1 will be a combination of the former Red/Rose/Rainbow/Orange Rooms.

Infant/Toddler Group 2 will be a combination of the Yellow/Green Rooms.

Our two preschool classes will remain separate and consist of the Blue and Violet Rooms.

While the extra space is available, each Infant/Toddler group will use two adjoining classrooms, which will create more space. Each of the four classrooms will function independently and the staff and kids will not interact with other groups at any time. School toys and materials will be restricted to one classroom to limit the chances of cross-contamination.

The OEC has changed the preschool group size maximum to 14 children. We will maintain a group size of no larger than twelve kids with two teachers. There have not been any changes to the Infant/Toddler group sizes, which remain at no more than eight children per class. Our Infant/Toddler classes will each have three teachers.

During the pandemic, the center will have reduced hours from 8:30-5:30. This will allow us to keep each class intact as a separate entity that won't require any additional staffing. In case of staff absence, each class will be assigned their own sub which will only be available to their group. There will not be any mixing of children or staff.

### **Arrival and Dismissal Policies:**

Each class will have a separate area designated for both drop-off and pick-up. We ask that if possible, only one parent drop-off and pick-up their child. We are still working on finalizing the exact plans for each class and the specifics for your class will be available soon and emailed to you.

### **Morning Arrival:**

The beginning of the day is important for the kids and can set the tone for the rest of their day. Unfortunately, COVID-19 has also interfered with our open door policy and, at this time, parents, guardians, and visitors will not be allowed to enter the classrooms. One idea to help your child during this time would be to develop a daily routine or ritual that you create together that you can do every day at both drop-off and at pick-up. The teachers will also help make the transition as smooth as possible and will call you if your child has difficulty settling in for the day.

Our school day will start at 8:30. It would be helpful if the children can arrive no later than 9:15 to maximize the efficiency of our drop-off procedures and health check screenings. Families may need to wait in line in marked areas to ensure everyone remains at a socially safe distance. Please let your teacher know if you need to arrive at a later time.

One teacher per classroom will conduct a brief health screening for each child upon arrival. The health screening process will consist of a temperature check with a non-contact, infrared thermometer and the following series of questions:

- Does anyone in your family have any symptoms of COVID-19?
- Is any member of your household being evaluated for COVID-19?
- Has any member of your family tested positive for COVID-19?
- Has your child had Tylenol or Motrin in the last 24 hours?
- Has any member of your household traveled to a designated COVID-19 hot spot within the last 14 days? If so, the family will be asked to quarantine for 14 days before returning to the center. **Please reference the CT Travel Policy listed on page 16.**

After completing the screening, teachers will sign your child in. If your child's classroom is outdoors, we will use hand sanitizer to disinfect their hands. If the drop-off is indoors, we will escort your child to the sink to wash their hands with soap and water for at least twenty seconds.

**Dismissal:**

Weather permitting, children will be picked up in the same location as they were dropped off in the morning. If there will be any changes to this on a particular day, you will be notified during drop-off or a teacher will contact you to update you of the change. If we need to be indoors due to bad weather, we ask you to call your child's classroom to arrange for one of the teachers to bring your child to your car. Please allow for time, as we will only be able to escort one child at a time. It is important to pick your child up by 5:30. The teachers are working long hours and their day also ends promptly at 5:30.

**Facial Covering and Masks Policy:**

The CDC and AAP have recently recommended that everyone should wear a mask in settings where social distancing measures are difficult to maintain. Masks slow the spread of the virus by blocking and containing the wearer's respiratory droplets, preventing them from spreading to others.

**Adults:**

All staff and parents are required to wear a mask that will completely cover their noses and mouths. Teachers will be wearing masks both inside and outdoors and only will briefly remove their masks when they are outdoors more than six feet from other staff and children, when they feel the need for a mask break.

**Children:**

At this time of uncertainty and ongoing changing information, we feel it's best to err on the side of caution. In light of the recent information that children can possibly spread COVID-19 as effectively as adults, we are asking that all children the age of two and older wear masks while indoors. Their teachers will help them learn to acclimate to this new practice and we ask that you do the same at home. Kids really like to fit in with their peers and we're confident with a little practice, they will master this new skill quite well. [More Information Here](#)

Masks will be removed for meals and naps.

The following guidelines on the proper use of masks will be required of the teachers and will be modeled for the children:

### **To wear a mask:**

- Wash your hands before applying your mask.
- The mask should cover your mouth, nose and chin.
- Ensure that the top edge of the mask is gently pressed against the bridge of your nose.
- The mask can be worn for the entire day, unless it becomes soiled or damaged.
- Wash hands often especially after touching or adjusting your masks.

### **To remove a mask:**

- Wash hands.
- Remove it by the straps.
- Do not touch the inner surface of the mask.
- Fold the mask carefully so the outer surface is folded against itself.
- Place cloth masks in a clean bag to send home for washing.
- Dispose of used paper masks in a closed trash can.

More Information on CDC Mask Wearing [Here](#)  
[Ways to Help Your Child Adjust to Wearing a Mask](#)

### **Hand/Respiratory Hygiene**

- Children will be taught proper handwashing techniques, washing hands for a minimum of 20 seconds each time they wash their hands.
- Hand sanitizer will be available for the teachers and children throughout the school, both inside and outside. The children's use of hand sanitizer will **always** be under supervision of their parent or teacher.
- Regular hand washing and/or hand sanitizing by staff and children will be done on a frequent basis including:
  - At arrival
  - Before and after eating or using items shared by group

- When transitioning between indoors and outdoors
- After sneezing, coughing or nose blowing
- After using the restroom
- Before and after handling of face masks

### **Cleaning and Disinfecting:**

The Beverly Levy ELC will be assigned a full-time person to help maintain all of the necessary cleaning, sanitizing and disinfecting procedures in accordance with recommendations of The National Association for the Education of Young Children (NAEYC) and the CDC. We will have a schedule to ensure all high touch areas are thoroughly cleaned and disinfected between groups.

- In addition to following our regular cleaning schedule, we will have enhanced cleaning of restrooms, classrooms, high touch surfaces and hallways at regular intervals throughout the day.
- Children's bedding, transitional objects and cloth masks will be sent home every Friday to be laundered and need to be returned the following Monday.
- If children have an accident at school and need to change their clothing, that clothing will be sent home to be cleaned. Please make sure to replenish their extra clothes supply at school the next day.

### **Lunch and Snacks**

- As to avoid any unnecessary handling of food, we are asking for you to provide a morning and an afternoon snack for your child in addition to their lunch. There will be no sharing of food or drink. We will absolutely help your child manage their lunch and snacks. Teachers will wash their hands and will wear gloves while doing so.
- Snack and lunch-time are fun, social times for kids. It's often a time when children have engaging conversations with their friends. If we have snack and lunch outside, groups may eat together, with each child well spaced from one another. If meal time must be indoors, we will have staggered times so that only a few kids with one teacher will sit at a table at any time.

- We strongly recommend investing in a bento box, which is a compact container with multiple compartments. One benefit of using a bento box is that many are made from double-insulated stainless steel. Hot foods will remain hot and cold foods will stay cold without the temperature transferring to the outside of the box. An additional benefit of using a bento box is to support our ongoing efforts for a sustainable school and to minimize waste of paper products.
- We will not be able to heat up food in the microwave. Please use a bento box or a thermos to keep food warm.
- Please send a water bottle every day that we will refill on a regular basis.
- Please also include any utensils your child will need, as well as an ice pack. This is a state licensing regulation.
- Please, please, please make sure to clearly label all of your child's lunch and snack items.
- We will continue to provide Challah and grape juice for Shabbat every Friday.

**ALLERGIES-** Each class will be notified if there are any allergies in their child's class. Allergens will be banned from the classroom as a safety precaution. We will notify you of any given allergies before the start of school.

### **COVID-19 Illness and Exclusion Policy for Children and Staff**

One of our greatest concerns for childcare providers is how to keep everyone healthy, safe, and to minimize the spread of illness. Though a lot has been learned about COVID-19, new information is being continuously updated. Our exclusion policy is based on the most recent CDC information, the American Academy of Pediatrics, our pediatric Nurse Consultant, Anisha Dinsmore, and several physicians who have served on our reopening committees.

### **COVID-19 Exclusion Policies:**

In the event a member of our Beverly Levy community is diagnosed with COVID-19, local and state agencies will be notified. We will follow all mandates from the local health department regarding classroom or building closure, notifications, cleaning and

disinfecting. Unless otherwise instructed by health authorities, we will follow the following protocols:

If a child develops the following symptoms during the day, parents/guardians will be notified immediately and **MUST** pick up their child as soon as possible, but within 30 minutes of being notified. Children who become ill at school will be made comfortable in the main Beverly Levy office which will serve as our isolation room. A teacher or the director will stay with your child until a parent or emergency contact arrives. The isolation room will immediately be disinfected once the child is picked up. If a staff member develops these symptoms during the day, they will be sent home immediately.

- Fever of 100 degrees or higher
- 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
- Diarrhea

Your child's primary care provider should be notified immediately to determine if they feel your child's symptoms may be consistent with COVID-19 and if testing is necessary.

Anyone with these symptoms **may return after 72 hours if they are completely symptom-free without the aid of medicine** or documentation of a negative COVID-19 test.

**If a child or teacher tests positive for COVID-19:**

- Please notify the director immediately if your child tests positive for COVID-19. Upon being notified of a positive test, all of the parents/guardians of the children in that classroom will be immediately notified by the director. The

names of the child will not be disclosed unless the involved family makes the decision to do so. All of the other families in the center will be notified that the classroom has been closed.

- Unless otherwise directed by our local Health Department, children and teachers in the classroom where the positive test was confirmed will be excluded for 14 days.
- The classroom will be immediately closed off and cleaned and sanitized according to the recommended CDC protocols.
- In the event that the director or a non-teaching staff member tests positive, we will notify our local health department and follow their instructions regarding whether any portion of the center needs to close down.

**If a staff/child's family member (who lives with them in the same household) tests positive for COVID-19:**

- We are mandated to report all positive cases of COVID-19 to the Health Department and to follow their directives.
- The teacher or the child will be excluded from school and will be asked to quarantine for a minimum of 14 days from the start of family member's symptoms.
- Positive diagnosis of household contact will be disclosed to the individual classroom.
- The classroom will not be shut down and the decision to exclude children will be up to individual families.

**Exposure is defined by the CDC as 15 minutes or greater in direct contact within six feet, with or without a mask. If a child/teacher is exposed to a known or suspected positive COVID-19 person:**

- The individual shall be excluded and monitored for 14 days for symptoms.

- If a teacher/child's family member is exposed to another person who tests positive (for example at his or her place of employment) the family is not required to report this to Beverly Levy, but in the interest of transparency and protecting our community, we encourage families to inform the director.

### **Widespread outbreak involving more than two classes of positive COVID-19:**

- We will follow the recommendations of our local health department.

### **Multisystem Inflammatory Syndrome in Children (MIS-C):**

- MIS-C has some of the same symptoms as Kawasaki disease and inflammatory syndrome:
  - Fever
  - Rash
  - Fatigue
  - Swollen, red tongue
  - Severely enlarged lymph nodes
  - Multisystem involvement
- Because some children with MIS-C test positive for COVID-19, all children with a diagnosis of MIS-C must also adhere to all the COVID-19 exclusion criteria.
- 911 will be called for the following severe symptoms for anyone presenting with the following symptoms:
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - Confusion or inability to arouse
  - Bluish lips or face
  - Loss of circulation to the feet

### **Criteria for Health Related Exclusion other than COVID-19:**

The State of Connecticut requires our program to maintain current immunization records for the children in our care. Please make sure your child is up to date with their vaccines. When your child visits your healthcare provider, please ask them for a

copy of their immunization record. **Please note:** we do not accept religious exemptions.

A copy of your child's current physical exam is required to be updated annually. Children will not be able to start the program without records of a current physical exam (within the year of their last exam) and immunizations. **Please note:** parents must complete and sign the first page of the Early Childhood Health Assessment Record.

The State of Connecticut DPH requires all children, six months and older, attending a licensed childcare program to receive the annual influenza vaccine between August and December 31 of every year.

### **Illness Policy**

We do our utmost to maintain a healthy environment for the children in our care. We follow the latest recommendations distributed by the Center for Disease Control, the State of Connecticut Department of Health & Human Services and by our nurse consultant.

These recommendations include careful washing of hands, disinfecting toys and play and eating surfaces, strict diapering and toileting procedures, and routine inspection of the environment to ensure safety and cleanliness. The Center's staff also help the children to learn good health habits that include washing hands and face, grooming, covering coughs, blowing noses, and an overall respect for their bodies.

We also ask parents to exercise good judgment and keep children home when ill, seeking medical attention when appropriate. The following symptoms are signs of possible impending illness:

- Fever over 100 with or without symptoms;
- Signs of a new cold; cough, sore throat, watery eyes, etc.
- Headache or head pain
- Loss of appetite
- Excessive irritability or unusual passivity
- Vomiting
- Diarrhea
- Impetigo
- Inflammation of the eye (conjunctivitis)

- Abscess or draining sores
- Rash, unless the cause is determined to be non-contagious\*\*
- Behavior not typical for the child

Children should stay home until they feel well enough to participate in all activities. Some exceptions may apply- please consult with the Director. Below is a list of conditions in which children must stay home until they are no longer contagious.

### **Fever-**

If your child has a fever of 100 or above, they can return to the Beverly Levy Early Learning Center when they are fever free for 72 hours without the help of medication such as Tylenol or Motrin.

### **Diarrhea-**

Abnormal bowel behavior, involving three or more loose bowel movements in a day or the presence of blood or mucous. If your child has had diarrhea, they should stay at home until they look and act healthier and more energetic, and the bowel movements have begun to return to normal and are regularly formed. Please understand that it may require a few days at home before the child has recovered sufficiently to return to the Beverly Levy Early Learning Center.

### **Impetigo-**

Impetigo is highly contagious. Children can return when the lesions are no longer spreading and are drying up.

### **Conjunctivitis-**

If your child is diagnosed as having conjunctivitis or “pink eye” he/she should be on “eye-drop medication only” for at least 24 hours or for 3 doses and should have no mucus drainage from the eye in order to return to school with a doctor’s note.

### **Scabies and Head Lice or other infestations-**

Children must be treated to return. May need to consult with our school nurse for return determination.

### **Pertussis (whooping cough)-**

Children can return after five days of antibiotics have been completed.

**Strep throat-**

Children should be kept at home until they have received antibiotics for at least a full 24 hour period. (If medication is begun in the afternoon or evening, the child must remain at home the following day.)

**Chickenpox-**

Children with chickenpox must be kept at home until no new spots appear and all pox have dried up, usually between 7-10 days.

**Pertussis-**

Children can return after their fifth day of antibiotics.

**Hepatitis A-**

Children will need to stay home until one week after onset of illness or as directed by the health department when passive immuno-prophylaxis has been administered to appropriate children and staff.

**Tuberculosis-**

Children's return date will need to be determined by your pediatrician.

**Measles-**

Children can return four days after the onset of rash.

**Mumps-**

Children can return after nine days of onset of parotid gland swelling.

**Rubella (German Measles)-**

Children can return seven days after the onset of the rash.

Please contact us if your child will not be coming to the center and indicate the reason so we can be aware of any contagious illnesses and can pass the information on to other parents as necessary.

In the event that a child is not feeling well enough, even without observable symptoms, to participate in activities, is not eating or requires prolonged one-on-one care that affects the smooth running of the classroom, parents will be asked to pick up their child.

If a child is sent home by a teacher with a request (that is supported by the director) that he/she needs to be seen by a pediatrician, the child may not return to school without a pediatrician's note, that must include the following: authorization to return to school, the date of return, the diagnosis and determination of contagion. This note must have the child's regular pediatrician's signature. If the child's parent/guardian are pediatricians, they cannot sign the note.

We are fortunate to have a caring and loving nurse to help keep us all healthy. .If you have any health questions regarding your child you can email Anisha Dinsmore directly at: [Anishadinsmorejccrn@yahoo.com](mailto:Anishadinsmorejccrn@yahoo.com)

### **Transition Back to School and Separation**

Children and parents' feelings about returning to school during the pandemic will vary greatly. Everyone's reaction to being at home for this prolonged period of time is also different. Some kids may return to school with great enthusiasm, excited to be reunited with their friends again, while some may be very reluctant and have a lot of anxiety. We want to assure you we will do everything we can to help ensure your child's transition back to school will be positive and successful.

During the week of August 24th, your child's teacher will call you to discuss any concerns you may have about your child's return to school or any other specific issues. You can work together to find ways to help your child have a successful transition back to school. Teachers will be available to FaceTime and/or Zoom with you and your child.

They will also assign you a time during the first week in September for one parent (best if it's the parent who will be dropping off in the morning) to bring your child to their classroom playground for about 30 minutes to meet all their teachers. The teachers will also have a photo of themselves to show your child what they look like without their masks.

The teachers will also bring your child to their classroom to show them their cubby and the classroom. Unfortunately, parents will need to remain outside the classroom, but can observe and speak to their child from the door. If your child is not comfortable entering the class, please try not to worry. This will all take some time.

As all of our schedules and routines have shifted from being home for the past six months, now is a good time to start getting your child ready for their back to school routine. (Consistent bedtime, breakfast etc.)

Because we are returning to school later than usual, we will be running a full day program from 8:30-5:30 on our first day September 8th. If you prefer for your child to attend an abbreviated part of the day, please let your child's teacher know.

### **Transitional Objects and Toys from Home**

At this time no toys or objects from home will be allowed. If your child has a transitional object, please send a duplicate that can be kept at school for the week. We will send it home on Fridays with their bedding for cleaning.

### **Communication to Parents**

At dismissal, the teachers will be able to give you a quick synopsis of your child's day and will inform you of any important happenings. The Infant/Toddler kids will receive a written daily report of when they ate, needed diaper changes, etc. The teachers will also be available to arrange for a phone call if more time is needed. At the end of each week, you will receive an email with more detailed and specific classroom happenings. We will also continue to use the Homeroom app to share pictures of your kids in action.

### **Travel Policy**

The State of Connecticut Executive Order-7BBB states that anyone traveling into Connecticut from a state that has a new daily positive test rate higher than 10 per 100,000 residents or a state with a 10% or higher positivity rate over a 7-day rolling average is directed to self-quarantine for a 14-day period from the time of last contact within the identified state. While this Order is advisory and strongly urges visitors to Connecticut from an identified state and residents returning to Connecticut from an identified state to self-quarantine, it is up to individuals to abide by the advisory. In accordance with Executive Order-7BBB, Beverly Levy families and teachers will be asked questions regarding travel upon arrival at the screening station. All families and teachers must report any plans for travel to the director. Families and staff should refer to the Travel In or Out of CT website here that provides daily updates of which states are identified as high risk and would require self-quarantine upon return. If a family or teacher travels to any state identified in the advisory, they will not be permitted to return to Beverly Levy until the self-quarantine period ends. This policy

will be in effect until Executive Order-7BBB expires. For more information on Connecticut's COVID-19 Response, visit their website here. The CDC guidance for travelers is available here.

### **Other Important Information**

We are asking that all the teachers and children have two pairs of shoes; one for outside and one for inside the classroom. Outside shoes should be comfortable sneakers, or when needed, rain boots. While the weather is still warm and the kids may play in the sprinkler and the waterwall, waterproof crocs or sandals with backs will be allowed. Inside shoes should be non-slip and have backs. All shoes should be easy to put on and remove, allowing children to practice independence and to mindfully participate in this transition between spaces.

Please have your child arrive at school with sunscreen already applied. The teachers will reapply sunscreen as needed and after rest time when they return outdoors.

### **List of Necessary Items** (Infant list will be sent in a separate email)

- Children ages two and up should have a minimum of five masks for the week. Masks will go home daily and five clean masks should be replaced on Monday morning with their bedding.
- Children should have at least three changes of clothes on hand including socks & underwear. Please know that your kids clothes will get dirty. We don't want to inhibit their play or creativity by worrying about their clothes.
- Brimmed sun hat
- Raincoat and rain boots
- Refillable water bottle that is easy for your child to manipulate
- Sheet and blanket for their cot
- Bento Box or similar lunch container
- Ice pack as required by the state of CT (Please label the ice pack as well)

### **ALL PERSONAL ITEMS MUST BE LABELED**

## **School Forms & Paperwork:**

We are in the process of arranging to have all the license-mandated school paperwork available to be filled out and returned online. All forms must be completed before the first day of school, with no exceptions. Online signatures will be accepted.

All families will need to sign and return the attached waiver before the start of school on September 8, 2020. [JCC COVID-19 Waiver](#)