



## Health and Safety Policies and Procedures

Your child's health and safety is extremely important to us. The following policies are in place to keep all members of our community healthy and safe. These policies will be added to our Parent Handbook.

### Medical Forms

Each family must submit appropriate medical forms before their child may begin school. Each child must have a current Health Inventory Form completed by both the parent (Part I – Child's Health and Individual Needs Information) and a physician or health care professional (Part II – Medical Information). A "Record of Immunizations" must be completed (Part II) in order for the child to attend school. The Health Inventory Form must be completed annually, before the start of school, and is kept on file in the BEPS office. All medical forms are due by August 1.

### Health Conditions and Allergy Alerts

It is essential that the school be kept informed of any health conditions that may require emergency action or care while at school. The child's physician must note these health findings on the child's Health Inventory Form. If a child has food allergies or sensitivities or is allergic to insects or other environmental allergens, it is important that BEPS has clear instructions from the physician and the parents as to how to care for the child should an emergency arise.

If a child is asthmatic or has an allergy to a specific food or substance, parents are required to have their child's health care professional complete an Allergy Action Plan as well as the Medication Administration Authorization Forms. Detailed instructions for emergency action must be specified on the form. A picture of the child must be provided and will be attached to the form. A copy of this form will be kept in the BEPS office and posted in the child's classroom. A list of all children in BEPS with allergies will be compiled and posted in each classroom. **If a child needs any medication due to an allergy (i.e. Epi-pen or Benadryl), parents should supply the school with two (2) medications.** One medication will be securely stored in the BEPS office, one in the child's classroom/emergency tote bag. If an allergy emergency occurs, BEPS will follow the directions listed on the Allergy Action

Plan/Medication Administration Authorization Form. Please be sure to keep BEPS up-to-date regarding your child's allergies and health condition.

## Allergy Policy and Classroom Management

The following allergy policy has been adopted to promote the health and safety of all BEPS children.

1. Protecting children with food allergies:
  - a. BEPS has an "Allergy List" sign posted in every classroom. This sign includes all children at BEPS with allergies and has their photo and allergies listed.
  - b. Each child's medication will be stored in two locations (when possible): the classroom/teacher's emergency class bag and the BEPS office.
2. Communication about the child with the allergy:
  - a. Parents should confer with the office administrator and their child's teacher before school starts to discuss any food allergies.
  - b. The Director or teacher will notify the other families in the class that there is a child with food allergies and what the specifics are, with permission from the child's parent.
  - c. The parents of the child will provide a written list of what foods their child cannot eat for the teacher and the classroom. This list is a part of the Allergy Action Plan.
  - d. Parents may review the school's snacks and approve snacks that his/her child may eat.
3. Classroom management:
  - a. Cleanliness
    - i. The teacher/assistant is responsible for the day-to-day disbursement of the snack for the child with the allergy.
    - ii. The teacher is responsible for keeping the classroom clean and the children's hands clean.
    - iii. All children will clean their hands before and after snack and before and after lunch.
    - iv. Teachers will make every effort to seat children separately at lunch if there are allergy concerns.
    - v. BEPS policy is that we do not share foods. We minimize the risk, but cannot control all foods that are brought into the school.
  - b. Snack
    - i. The parents of the child with the allergy may provide a back-up snack for the classroom.
    - ii. If the child is allergic to the snack the school is providing, the teacher is responsible for providing the child with the allergy with a back-up snack and ensuring that the child does not come into contact with the allergen to the best of their ability.

- iii. In some cases, we try to find certain foods that don't contain the allergen and use this for the snack in the classroom.
- iv. We try to find foods that everyone can eat. In certain cases, however, it depends on how many allergies a child has. The child with an allergy may eat a snack that is different than the snack that the rest of the class is eating, if necessary.
- c. School-wide events or celebrations
  - i. BEPS sometimes provides food and treats at holiday celebrations and events. We will do our best to communicate to the families that have children with allergies the foods that we will be providing and if any of those foods contain certain allergens or are made on equipment that contains the allergen. Parents may always ask what is being served and we will be happy to share that information.
  - ii. *All BEPS events at Beth El will honor the school's kashrut and nut-free policies.*
  - iii. *All BEPS events outside of Beth El will be dairy or pareve.*

## **Medication**

If a child requires medication, the parent and physician must complete a Medication Administration Authorization Form (sent to families in May and available in the BEPS office). Prescription medications must be in an original container, labeled by the pharmacy or physician, with the child's name and expiration date. Staff members are not allowed to administer any prescription or non-prescription drug without this form. The child may receive medication only according to the written instructions of the physician. A physician must approve the medication and dosage for the child to receive. In such cases, medication should be brought to the preschool office, not to the child's classroom.

## **TB Test for Co-oping Adults**

All adults who visit the school must have signed evidence of a negative TB test on file. Adults will not be permitted to co-op in the classroom without documentation of this test. BEPS only requires parents to be tested for TB upon the family's entry to the school, however this year we required all parents to participate due to updating our records. The results of the TB test do not expire. If a family has more than one child who matriculates at BEPS, the parent does not need to be re-tested as long as the family's enrollment in the school is continuous. If a family has multiple children who matriculate at the school, but because of the children's ages, the family has a break in enrollment, the parent(s) needs to be re-tested before the next child matriculates at the school.

## General Health Policies

### Immunizations

All children enrolled at BEPS must have up to date immunizations or they will not be admitted to care. Please follow the immunization guidelines set forth by the Maryland Department of Health - [MDH Immunization Requirements](#). **Please send all HEALTHFORMS and IMMUNIZATION RECORDS to the office administrator if you have not already done so.**

### Flu Shots

**All BEPS students and staff members must get a flu shot by November 1.** *If your child has a birthday in November or December and you would like to wait until their Wellness Visit, please let the office administrator know so she can make a note of it.*

### Sick Policy

**It is BEPS policy that a child/staff member must be fever free (without the use of fever reducing medication), as well as vomit-, and diarrhea-free for 24 hours before returning to school.** In addition, a child who has tested positive for strep must be on antibiotics for a full 24 hours before returning. Defer to your pediatrician's recommendation regarding your child's return to school. **If your child gets sent home sick from school, they may not return the following day.**

Keeping our school a healthy place requires your cooperation, understanding and compliance with our health standards. We are not equipped to care for children who are not well, nor do we have extra staff to stay for long periods of time with children who are not well enough to participate in regular school activities. In an effort to safeguard the health of your child and all of our preschoolers, we ask that you please keep your children at home if they are not well enough to participate in regular classroom activities.

BEPS will not permit a child who has any of the illnesses or symptoms of illnesses specified below to attend school unless medical diagnosis from a physician in writing indicates that the child poses no serious health risk to himself or other children. Such illnesses or symptoms of illnesses shall include, but not be limited to:

- Fever of 99.9 or more; (please note this is lower than the CDC recommended temperature)
- diarrhea;

- thick, colored nasal discharge;
- yellow eyes or jaundiced skin;
- infected, untreated skin patches; weeping and/or bleeding skin lesions;
- stiff neck; swollen joints;
- skin rashes (with the exception of diaper rash and chronic, but not infectious, skin conditions lasting more than one day);
- severe pain or discomfort;
- vomiting;
- sore throat or severe coughing;
- pink or red eyes with discharge;
- difficult or rapid breathing;
- visibly enlarged lymph nodes;
- lice.

**Please note that your child must be fever and vomit free for 24 hours without the aid of a fever reducing medication before returning to school.**

If your child has been exposed to or becomes ill with a communicable disease it is imperative that you inform the BEPS office as soon as possible. Examples of communicable diseases include coronavirus, chicken pox, conjunctivitis, impetigo, fifth disease and strep throat. Failure to report exposure or a confirmed case, may result in termination from the program.

It is also important that you let us know if your child has head lice. An email or letter will be distributed to families in the school informing them of the situation in order to avoid a lice epidemic.

### **Illness at School**

If a child becomes ill or displays any of the symptoms listed above during school hours, the child will be removed from the class and a staff member will wait with them until a parent/guardian arrives. In event this happens the following procedure will take place:

- **The parent/guardian will be notified immediately and asked to pick up the child within 30 minutes of notification.**
- Please keep emergency phone numbers current in order for the school to reach you in an emergency. At least 2 emergency contacts are required (other than parents). Please be sure that

your emergency contacts know that they may be called in an emergency and are available, if needed, to pick up your child when contacted by the school.

- The school will contact the Department of Health for further guidance if needed and follow their recommendations.

## **Injuries at School**

If your child is injured at school and the injury is not a serious one, you will receive a written “Incident Report” in your child’s tote bag. This “Incident Report” will provide information on what the injury was, how it occurred and what type of care was administered. If your child should become seriously injured at school (e.g., injury to the head, any injury resulting in vomiting, dizziness, suspected broken bone) the parent will be called and notified of the situation. If any injury is identified as potentially life threatening (e.g., results in loss of consciousness, trouble breathing, profuse bleeding), 911 will be called immediately.

## **Vision and Hearing Screening**

BEPS offers vision and hearing screening at school for all three-, four-, and five-year-old children. There is a nominal charge for this optional screening. Payment is made directly to the Hearing and Vision Screening Service. Parents will be notified, in advance, of the dates of the screening and may choose to have their children participate.

## **COVID-19 Health Policies**

We understand that the practices listed below can be an inconvenience, but they are necessary to minimize the spread of Covid-19. We know that Covid-19 is transmittable even when mild or no symptoms are present. Therefore, we ask that you take even the slightest sign of illness seriously out of an abundance of caution.

If your child is sick please:

- 1) Keep your child home.
- 2) Email the teachers and copy [BEPSCOVID@gmail.com](mailto:BEPSCOVID@gmail.com).
- 3) Follow the guidance in the chart below.
- 4) If testing is required, email results to [BEPSCOVID@gmail.com](mailto:BEPSCOVID@gmail.com).

<b>MY CHILD HAS THIS SYMPTOM</b>	<b>DOES MY CHILD NEED TO STAY HOME?</b>	<b>DOES MY CHILD NEED A COVID TEST TO RETURN?</b>	<b>WHEN CAN MY CHILD RETURN TO SCHOOL?</b>
Runny Nose	No! You may send your child to school as long as their runny nose is clear and they are willing and able to comfortably wear a mask.	NO	Your child may continue to come to school with a runny nose as long as it's clear they are willing and able to wear their mask.
Congestion	Yes! A stuffed-up nose is a symptom of COVID. It should be taken seriously and your child should stay home.	YES	Your child may return to school with some mild congestion once we have received a negative PCR test AND as long as they are willing and able to wear their mask.
Cough	Yes! This is a symptom of COVID. It should be taken seriously and your child should stay home.	YES	Your child may return to school with a mild cough once we have received a negative PCR test AND as long as they are willing and able to wear their mask.
Sore Throat	Yes! This is a symptom of COVID. It should be taken seriously and your child should stay home.	YES	Your child may return to school once the sore throat is better AND we have received a negative PCR test.
Fever	Yes! This is a symptom of COVID. It should be taken seriously and your child should stay home.	YES	Your child may return to school once they are fever-free for 24 hours without the aid of medicine AND we have received a negative PCR test.
Stomach Ache	No! Unless it is accompanied by vomiting, nausea or diarrhea.	NO	Your child may continue to come to school with complaints of a mild stomach ache, as long it's not accompanied by vomiting, nausea or diarrhea AND they are not upset by it during school.
Diarrhea or Vomiting	Yes! This is a symptom of COVID. It should be taken seriously and your child should stay home.	YES	Your child may return to school once they are diarrhea- and vomit-free for 24 hours AND we have received a negative PCR test.
Headache	No!	NO	Your child may continue to attend school with complaints of a mild headache, as long as they are not upset by it during school.

If you suspect an exposure to Covid-19, alert the BEPS Director who will follow necessary actions in alerting members of the preschool community. If it is on a day when school is not in session (i.e.,

weekend, holiday), email the Director as soon as possible. Failure to report known symptoms or exposure to BEPS will result in termination from the program.

BEPS is committed to taking the necessary steps we feel are appropriate to keep our students and staff safe; please note that we are doing the best we can to mitigate risk but until there is no community transmission the risk will not be zero. We will be implementing layered prevention strategies to ensure the safety and well being of our children, staff and community.

*Please note that the health and safety policies included in this handbook may change, in accordance with updated guidance from applicable government health and safety agencies (i.e., Centers for Disease Control and Prevention (CDC), Maryland Department of Health (MDH) and Maryland State Department of Education (MSDE)). If any changes are made, you will be notified via email.*

## **Mask Wearing**

- **Children:** All children 2 and older will be required to wear masks indoors at all times, unless eating or drinking. Masks are optional outside. Teachers will develop a system for their class that ensures all masks are put into an appropriate location when they are not in use.
  - **Special Circumstances:**
    - Children in Mazel Tots will not be required to wear masks, as they are not 2 years old and masks are not recommended for children under 2.
    - Children in Transitional 2s will begin wearing masks after Winter Break, as most of them will be 2 at that point in the year.
  - Parents must provide **several labeled clean masks** If a child soils all of their masks, BEPS will provide a disposable mask for the child to wear and notify the parent that more masks are needed.
  - Children will not wear masks while eating. During this time, children will maintain proper distancing, when possible.
- **Staff:** All BEPS teachers and staff will wear masks indoors, unless eating or drinking. Masks are optional outside.
- **Parents/Caregivers:** Masks must be worn at all times in the building (drop off, pick up, co-oping or dropping things off in the main office). Masks are optional outside.

## **Daily Health Screening**

Before arriving at school, all staff members and parents (on behalf of their child) are required to complete a daily health screening via the Remini App. These questions will determine if the individual is eligible to attend school. All co-ops will be asked to fill out a health screening questionnaire and sign into the preschool office prior to going to the classrooms.



## **Handwashing**

Staff members and children will wash hands as per MSDE guidelines for hand washing; posters with visual cues will be posted in all school bathrooms and at all classroom sinks. Teachers will closely monitor children's hand washing.

Handwashing and/or the use of hand sanitizer or wipes will take place:

- When entering the classroom;
- Before and after snack;
- Before the playground;
- After using the bathroom;
- After changing a diaper (staff) or having their diaper changed (child);
- After returning from the playground or any auxiliary space;
- After blowing their nose, coughing, or sneezing.

## **Social Distancing**

Children and staff will social distance to the best of their ability during the school day. Markers have been placed in the classrooms to provide visual reminders to students. Children will be distanced during snack and lunch time, as well as during Circle Time on the carpet.

## **Classroom and Building Cleaning**

- Classrooms will be cleaned and sanitized at the end of every school day by our maintenance staff, following CDC/EPA guidelines for cleaning & disinfecting.
- Teachers will wipe down surfaces in the classroom during the school day.
- Frequently touched surfaces will be cleaned, sanitized, and disinfected daily and routinely. These include light switches, door handles, handrails and all dispensers (i.e. paper towel, soap)

## **Bathroom Cleaning**

Toilet and faucet handles and high touch bathroom surfaces will be cleaned periodically throughout the day. All bathrooms will be sanitized at the end of every school day.

## **Cohorting**

Throughout the school day, students will primarily remain with their classes while indoors. Classes are permitted to join together on the playground and for special activities in the social halls. We will offer two enrichments daily that are age specific and the rest will be mixed. We will not be cohorting as defined by the CDC.

## **Testing**

Children must provide a negative PCR test weekly. Testing may be done onsite or offsite.

Any child who has symptoms of COVID must stay home from school and will need to provide a negative COVID PCR test prior to returning to school.

Parent co-ops must provide proof of a negative PCR test completed within 72 hours prior to their co-op day.

Test results should be emailed to [BEPSCOVID@gmail.com](mailto:BEPSCOVID@gmail.com).

## **Co-op/Volunteering**

All parents and caregivers participating in co-oping or in Mazel Tots/Transitional Twos classes must be fully vaccinated against Covid-19 and the flu. All participants must provide proof of vaccination prior to October 1st in order to enter the classrooms. Additionally, all co-ops must provide a negative PCR test within 72 hours prior to their co-op date. Test results should be emailed to [BEPSCOVID@gmail.com](mailto:BEPSCOVID@gmail.com).

## **Communication in response to COVID Exposure, Positive Case or Illness in the classroom**

If a child or staff member at BEPS comes in to direct close contact (defined as closer than 3' with no mask for a time period of 15 minutes or longer indoors) with a person with a confirmed case of Covid-19, BEPS will follow the following guidance:

1. Contact Beth Task Force;
2. Consult with Beth El Task Force to determine appropriate course of action for the student or the class which may be but is not limited to moving to virtual learning for a period of time;
3. Communicate with staff and parents regarding the confirmed case and exposure;
4. Clean and disinfect the school as recommended by the CDC; and
5. Determine the duration of quarantine and/or program closure.

If a child or staff member at BEPS is exposed to Covid-19, those exposed should monitor carefully for Covid-19 symptoms. All fully vaccinated people who have a known exposure to someone with suspected or confirmed COVID-19 must be tested 3-5 days after exposure, regardless of whether they have symptoms. All children should be tested after 72 hours of last known exposure and must remain home until test results are provided.

If a child in a class tests positive and has exposed the class, all families in that class will be notified and all children will be required to quarantine and get tested after 72 hours. That class will be held virtually throughout the quarantine. As information is given to us, we will assess the situation and provide guidance to the teachers and parents.

If a child in a class tests positive but has NOT been in school, no actions will be taken UNLESS it is advised by the Task Force to do so. That child will remain home for 10 days and be permitted back into school with a doctor's note stating that it is safe for that child to return to school.

If a child is sent home from school due to fever or other possible covid symptoms, we will notify the class. The child will need to be tested before returning to school, and we will update the class as soon as we have the results. Please note that if a child stays home sick, we will only alert the class if the family suspects covid or a covid exposure.

If a child has been diagnosed with a contagious illness that is NOT covid (flu, strep throat, hand foot and mouth, etc.) we will alert the class as soon as we have all of the information.

### **Travel & High Risk Event Policy**

As a member of our community, we are asking that you let us know when you travel to a high risk location or attend a high risk event (indoors, large crowds, unmasked people). Please email [BEPSCovid@gmail.com](mailto:BEPSCovid@gmail.com) if you participate in a high risk event or travel to a high risk area. If you travel or attend a high risk event, you must submit a negative PCR test prior to your child returning to school.

### **Ventilation and Air Flow**

The ventilation and air flow system is high quality and meets all standards, however as an extra precautionary measure, each classroom will have an Air Purifier with true HEPA, PlasmaWave and AOC Carbon Filter.

### **Community Contract**

Our community contract ensures that we all do our part to keep our community safe and healthy. Please click here for our community contact.

### **Important changes to previous health policies:**

- We ask that families and staff take all necessary precautions when participating in activities or socializing outside of school. This includes social distancing, wearing masks and proper hand washing. We know that we cannot mandate what families and staff do outside of school, but we believe that taking these proper precautions when not in school will help mitigate the spread of Covid-19 in both the school and greater communities.
- Children with a runny nose may attend school as long as the mucus is clear and they are able to keep a mask on during the school day.
- Children or staff with fever of 99.9 or more should remain at home for at least 24 hours fever free without the aid of fever reducing medication. Please note that we have made the decision to exclude children or staff with a fever of 99.9, not 100.4 as listed on documents found on the CDC, MDH and MSDE websites.

- If a child exhibits symptoms of COVID, a negative PCR test must be provided prior to the child returning to school.
- Other families in the class or school (if necessary) will be notified should there be a suspected or confirmed case of Covid-19.
- If a family knowingly exposes the class to Covid-19, the child will be removed from the school and no tuition refunds will be provided. Behavior that knowingly exposes a class to risk of Covid-19 infections, includes, among other things:
  - Knowingly sending a sick child to school.
  - Knowingly reporting false information on the daily health questionnaire.
  - **Sending a child to school while ANY household member is awaiting results of a symptomatic Covid-19 test.**
- Please keep your child home if they have any covid-19 or flu symptoms. This will reduce the spread of germs among the class. While we understand it can be inconvenient to keep your child home with mild symptoms, we are asking that you err on the side of caution when making these decisions. If your child has covid-19 or flu symptoms, they will need a negative covid test to return to school.
  - **If you have another child who attends BEPS, you must keep both children home from school while one of them awaits test results.**