



# BHPCNS COVID-19 Enhanced Protocols

Bradley Hills Presbyterian Church Nursery School (BHPCNS) last updated these protocols on 11-6-2020. The information is subject to change as BHPCNS deems necessary. BHPCNS will alert you of any substantive changes to the document to ensure you are aware of the most up-to-date information at all times. Your review and acceptance of these policies and the policies in the BHPCNS Parent Handbook, as documented by your signature on the BHPCNS Acceptance of Policies form, are required before your child(ren) may enter the BHPCNS program.

Working together, parents, BHPCNS administration and staff can create a safe return to school for everyone. Cooperation by abiding to these protocols will be necessary to provide a program where children can play, grow, and learn, while protecting their health and the health of the teachers, staff, and administration who will be caring for them.

## **Background Information on the COVID-19 Protocols for the Community at 6601 Bradley Blvd.**

Since the outbreak of the COVID-19 coronavirus, the building users at 6601 Bradley Blvd., including the Bradley Hills Presbyterian Church (BHPC), BHPCNS, Bethesda Jewish Congregation (BJC) and Friends Club, have worked to ensure the safety of our community through appropriate pandemic responses and protocols. On March 13, 2020, BHPCNS closed its doors to students and staff (teachers and administrators) in response to Governor Hogan's stay-at-home mandate. Since then the building has been closed to all but essential staff.

In response to COVID-19, BHPC has upgraded its air handling system to increase air flow throughout the building and is employing the use of ionic air filters in the building to create as sterile an environment as possible. BHPC cleaning crews have cleaned and disinfected the building using chemical cleaners and disinfectants approved by the CDC.

The BHPCNS community commits to following the CDC recommendations, guidelines by local and state authorities, Maryland Department of Education, and best practices as identified by the child care safety experts, such as the American Academy of Pediatrics, to keep building users and their families healthy and safe.

Currently, Montgomery County is operating under "Phase II" guidelines for which the protocols in this document have been created. When Phase III begins, BHPCNS may modify its COVID-19 protocols to align more closely with those newer guidelines and recommendations or may choose to operate under Phase II guidelines as described in this document.

BHPCNS is licensed to operate by the Maryland State Department of Education (MSDE) through their Office of Child Care (OCC). In late June, BHPCNS submitted their Verification for Reopening paperwork to OCC. Once OCC approved the paperwork, a virtual inspection of the BHPCNS school space was completed and permission to reopen was approved on June 30, 2020.

BHPCNS is obligated to follow the protocols as established by BHPC. BHPC has mandated the building be closed to all building users until the spring of 2021.

The information included in this document supersedes information the Parent Handbook. BHCNS will return to normal operating procedures when the pandemic crisis has safely ended in our community.

### **What are the BHCNS reopening plans?**

BHCNS plans to begin the school year on April 6, 2021, pending any changes in guidance from BHPC, local, state, federal governments or OCC. Current Phase II guidance dictate only 15 people be allowed in a classroom. To comply with this guidance, no more than 13 children will be assigned to a class. 2-year-old class sizes will be capped at 12 children.

Stay & Play, Early Morning Drop-off and Lunch Bunch are expected to be offered, starting Monday, April 12. For children in the 2-year-old programming, teachers, parents, and the Director will work together to determine a child's readiness to participate in Early Morning and/or Lunch Bunch.

All staff members will be required to sign a COVID-19 Work Condition Acknowledgement and Disclosure before they will be allowed to work at BHCNS. (Appendix A)

All families will be required to sign a COVID-19 Family Acknowledgement and Disclosure before their child(ren) will be allowed to participate in BHCNS activities. (Appendix B)

## **BHCNS Protocol Details**

### **Daily Arrival Staff (Teachers and Administrators):**

- Prior to arriving at school, each BHCNS staff member is to take their temperature at home.
- BHCNS administrators, wearing appropriate PPE will conduct a daily health questionnaire (Appendix C) and temperature check for each staff member upon their arrival which will include recordation of the staff member's temperature and health questionnaire responses. Responses to the health screening will be logged and kept in a private, restricted file following privacy guidelines.
- Any staff member with a temperature at or above 100.4, or any other indication of potentially contagious illness, will stay home and call BHCNS to report their symptoms. If, during the school day, a staff member develops a fever or becomes unwell with COVID-19 like symptoms, they will be sent home and the Montgomery County Health Department (MCHD) will be contacted for next steps.
- BHCNS will encourage staff to bring only what they need each day into the building and to bring lunches in disposable lunch bags or be willing to subject reusable lunch bags to disinfectant. All staff lunches requiring refrigeration will stay in a staff-only refrigerator.
- Once cleared to enter the school building, staff members must wash their hands, put on any additional PPE as necessary and prepare classrooms for the child(ren)'s arrival.
- Staff will be advised to not to come to work if they do not feel well or have any indication that they may have been exposed to an individual with COVID-19.
- BHCNS reserves the right to request that staff retake their temperature while they are in the building.

### **Daily Drop-off and Pick-up of Child(ren)**

Parents/care-givers or any other persons will generally not be allowed inside the school building.

### Procedures for both Drop-off and Pick-up

- Only one parent/care-giver should drop off and pick up their child(ren). Ideally, this person would be the same person daily for both drop-off and pick-up.
- Upon arrival and parking their car, adults should sanitize their hands and must don a face covering.
- Children will be required to wear a face covering upon leaving the car and throughout the school day, where possible.
- Children are to be dropped off or picked up from their outdoor designated classroom area. Outdoor classroom areas will be clearly marked and communicated to families before the start of school. Each classroom area will have a pop-up canopy cover to keep children, staff, and care-givers out of inclement weather.
- Social distancing of 6 feet or more between families waiting to drop off or pick up should be maintained.
- In the event a child needs to be picked up early from school, the child will be picked up from the entry door assigned to their classroom.

### Additional Drop-off Procedures as Required by the Office of Child Care:

- A daily health screening (Appendix D) of all children will be conducted to consist of a:
  - Temperature check by the parent of caregiver using their own thermometer. It is recommended that a temporal or infrared or no touch thermometer be used as they are more expedient in taking a child's temperature. Ask your pharmacist or pediatrician for guidance selecting a thermometer.
    - In the event there is not a family provided thermometer, BHPCNS will provide one that will be sanitized before and after each use. Families using BHPCNS supplied temporal thermometers will need to sanitize their hands and wear gloves (provided by school).
  - Health questionnaire
  - Responses to the health screening will be logged and kept in private, restricted file following privacy guidelines.
- A child who does not pass the health screening (as determined by answering 'yes' to any questions on the health questionnaire and/or having a temperature of 100.4 degrees or higher) will not be allowed to attend school. Additionally,
  - If there are multiple children attending BHPCNS in the same family, all the children's temperatures will be taken at the first child's drop-off location. If one child does not pass the health screening, all children from the family will need to return home, until such time as they are cleared by a medical professional to return to programming.
- Upon successful completion of the health screening, children will be accompanied by one of their teachers either into the building using their classroom's assigned entry door to wash hands, put away personal items, and join their class or will remain to play outdoors until such time as the whole class enters the building together. When entering the building children will wash hands, put away personal items, and begin classroom activities.
- Children's lunches will be placed in sanitized bins and placed in refrigerators.

### Arrival and Dismissal Times:

- **Early Bear Arrival:** Children will arrive at their assigned entry door and ring the bell for a staff member to administer the daily health screening. The staff member will take the child to their Early Morning classroom.
- **Arrival:** Children may arrive by 8:55 am and proceed to their classroom's outdoor designated area. If a class is indoors, children arriving after 9:20 am will be required to ring the bell at their assigned entry door for admittance to the school.
- **Dismissal:** Dismissal will be from each classroom's outdoor designated area.
  - **2s' Program dismissal** will be at 11:30 am.

- **Lunch Bunch dismissal** will be at 12:30 pm.
- **3s' and Pre-K dismissal** will be at 12:30 pm.
- **Stay and Play dismissal** will be at 2:30 pm.

### **Children Returning From Vacation or Family Travel**

The Maryland Department of Health and the CDC recommends avoiding international travel and a 14-day quarantine for anyone returning from international travel. Children cannot attend child care while quarantined. Quarantine will be required for families travelling to “hot spots” within the US. Hot spots will be determined using data from the Harvard Global Health Institute.

Parents are expected to inform BHCNS of any travel plans for any family members or the entire family.

### **What Items May a Child(ren) Bring Back and Forth to School?**

Only essential items from home should be brought to school on a daily basis. Tote bags, water bottles, lunches, school folders and Show & Tell items are permissible for children to bring to school each day.

- **Toys and Lovies:** Families must place lovies in a sealed plastic bag with the child’s name on it. Child(ren) should not bring toys or other items from home unless they are absolutely necessary for their well-being, such as a security blanket or stuffed animal to comfort a child as needed.
- **Daily Snack:** BHCNS will provide a daily snack to the children. Snack schedules will be available on the school website and posted in the hallway on the bulletin board across from the office.
- **Lunch at BHCNS:** A child who eats lunch at school may bring their lunch in a disposable paper or plastic bag, or in a small soft-sided reusable lunch bag clearly labeled with the child’s name. Lunches should contain all necessary items, such as napkins and any eating utensils. The child should be able to manage their lunches by themselves, including opening Ziploc bags, yogurts, etc. BHCNS will throw out leftover lunches. BHCNS will serve water and organic milk at lunch time in small paper cups to the children. Lunches will be refrigerated.
- **Face Coverings:** Children will be required to wear face coverings throughout the day at school, when possible. If a child wearing a face covering cannot successfully wear their covering, BHCNS reserves the right to remove the covering and safely store in a paper bag to go home with the child.
  - Face coverings from home must be clearly labeled with each child’s name.
  - Face coverings must be washed between uses.
  - Each child is to bring at least 1 extra face covering to school each day. Their extra mask is to be sent to school in a paper bag, clearly labeled with the child’s name.

### **Items from Home to Remain at School:**

- **Extra Clothing:** Each child is to have a complete set of additional clean clothes at school at all times. A complete set of clean clothes includes an extra face covering, pants, shirt, underwear, and socks. All items must be labeled with the child’s name and stored in a large Ziploc bag that is also labeled with the child’s name. Unlabeled clothing will be labeled by BHCNS. The child’s parent/caregiver is to give their child(ren)’s teacher the extra set of clothing on the first day of their child attends school. BHCNS will store the extra set of clothing in the child’s classroom. If a child requires changing at school, BHCNS will send home the dirty clothes and a parent/caregiver must bring a new or laundered set of clean clothes to school the next time the child has class.
- **Rain Boots and Rain Pants or Waterproof Pants:** Each child is to have rain boots and rain pants that remain at school. Boots and pants must be labeled with a child’s name. Children will sometimes sit on the grass for circle times, singing, story times, etc. If the ground is wet, rain pants will make the child more comfortable. On damp or rainy days, we will put on rain boots to explore how the rain changes the campus. Unlabeled clothing or boots will be labeled by BHCNS.

- **Diapers and Wipes:** For children who are not potty trained, parents must provide a packet of wipes and additional diapers for their child in a clear Ziploc bag that is clearly labeled with the child's name. Families will be notified when additional supplies are needed.

### **Maintaining a Healthy Environment**

BHPCNS recognizes that the children in our program are too young to maintain social distances from their classmates and teachers throughout the school day. In turn, BHPCNS will employ the following policies to maintain as safe a space as possible:

- BHPCNS will maintain "classroom cohorts," meaning BHPCNS will assign each child to a specific classroom that will contain a set group of classmates and teachers, as much as possible, throughout the school year. The children and the teachers will stay in their assigned indoor classroom/exterior classroom throughout the day, with the exception of bathrooms and outdoor play.
  - Supplemental programming such as, but not limited to, Spanish, singing with Ms. Casey, on-site cultural event and offsite field trips, will be suspended for the foreseeable future. BHPCNS may offer some of these programs in an online format for viewing during non-school hours.
  - Communal spaces of the Church building such as, but not limited to, the Sanctuary, Library, 2<sup>nd</sup> & 3<sup>rd</sup> floor restrooms will be restricted from use by students, parents, or staff.
  - Inter-group, whether class, or otherwise, activities will be suspended for the foreseeable future.
- Teachers will not move in and out of classrooms that are not assigned to them.
- Siblings and friends may not visit each other's classrooms.
- BHPCNS will stagger playground times to allow only one classroom on a playground at a time.
  - High touch areas of playgrounds will be disinfected in between classes
- Face coverings will be required of all adults when social distancing cannot be maintained.
- BHPCNS will have a heightened focus on teaching children about personal hygiene, such as hand washing, avoiding touching of the face, safe bathroom habits, and to sneeze and cough into their elbows.
- Handwashing will occur at a minimum of every two hours, following the "20 second rule," and whenever coming in from outdoors, before eating snack or lunch, after eating, or using the bathroom.
- Inside the Classrooms
  - Increased routine cleaning and disinfecting of high touch areas will occur.
  - Toys & Supplies will be cleaned and disinfected between users.
    - Toys not easily cleaned and disinfected after each use will be set aside after one use to be cleaned or laundered at the end of the school day.
    - Note that paper books and puzzles are not considered to be at high risk for transmission and do not require additional cleaning or disinfecting.
  - Group water and sand play will be suspended. Sensory boxes for individual use will be created.
  - Toys may be shared among classrooms only when adequately cleaned and disinfected.
- Inside the Bathrooms
  - All children will be escorted to the bathrooms at all times.
  - When diapering a child, staff will wear appropriate PPE including a face shield, a N95 or surgical mask, and protective gloves.
  - Bathrooms will be disinfected after each use.
- Throughout the School
  - High touch areas such as, but not limited to, door knobs, railings will be routinely cleaned and disinfected.
  - At the end of the school day all areas will be cleaned and disinfected, then sterilized.
- Enhanced Outdoor Learning

- Each class cohort will have a designated outdoor classroom area. Pop-up canopies will be placed around the campus to allow typical indoor classroom activities to be done outside. This includes activities such as circle times, drama, story time, etc.
- Outdoor learning may occur during inclement weather. It is imperative that children and staff have the appropriate clothing to facilitate this (i.e. rain suits and boots, jackets and mittens when cold, etc.).

**Isolation Room:**

- A dedicated room/infirmarium, located on lower school level, has been created for any child or staff member who feels ill. Should a child become sick during the school day, the child will be cared for in this room by one of their teachers while their parent/caregiver is contacted.
- The isolation room will be cleaned, disinfected and sanitized after each use.

**Guests, Volunteers, Specialists, and Others in the Building:**

- Parents, care-givers, special guests, outside specialists, and prospective parents will be restricted from entering the building. Should parents/care-givers, and/or consultants, work personnel, need to enter the school area, they will have to pass a health screening, similar to staff and children, wear a protective face covering and maintain proper social distancing.

**Children’s Health:**

- All staff have passed MSDE’s mandatory COVID-19 training. The training provided education on COVID-19 symptoms in adults and children, methods of the virus’s spread, and preventive measures to prevent and reduce incidences of COVID-19 or related illnesses such as Multisystem Inflammatory Syndrome in Children in an educational setting.
- BHCPCNS will provide continuous training to staff and cleaning personnel on proper cleaning and sanitation techniques.
- BHCPCNS will isolate a child who begins to experience or has symptoms of respiratory illness, including a fever of 100.4 or above, or symptoms of other infectious diseases until a parent/caregiver is able to pick them up.

**Staff Health:**

- Staff will receive additional training and updates as necessary.
- Staff will not share their phone or other personal devices with one another or children.
- Staff will take all necessary and reasonable precautions throughout the day, including limited access to storage areas, supplies, other people in the building, etc.
- Staff will keep extra clothes at school to be used when needed. In addition any clothing worn during a shift at school is to be washed before being used at school again.
- Staff face coverings are to be washed between scheduled days at BHCPCNS.
- Staff will wash hands for 20 seconds under running water with soap, at least once every hour while at BHCPCNS.

For children and staff who become ill at school a Health Log (Appendix E) must be completed and filed following all privacy guidelines.

**Guidelines for Onset of Any Illness at School:**

- If a child becomes sick during the school day, a parent or designated care-giver will be contacted to pick-up the child as soon as possible. If a family has multiple children in the program, and one child becomes ill, all

siblings will be sent home with the ill child. Child(ren) will not be permitted back in school until cleared by a medical professional to return.

- BHPCNS will perform a temperature check, using a no touch thermometer, on any child that feels ill.
- Staff will notify the administration if any signs of illness develop during the school day (cough, shortness of breath or difficulty breathing and other respiratory symptoms like fever, chills, shaking with chills, muscle pain, headache, sore throat, or loss of taste or smell) and will isolate in the on-site isolation room until arrangements can be made to safely transport the staff member home or seek care.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms or if someone in their household has COVID-19 symptoms or screens positive for COVID-19.
- Staff will not be allowed to work while awaiting COVID-19 screenings results for themselves or for a family member.

#### **Guidelines for Onset of Any Illness at Home**

- If a child or staff member becomes sick while at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that parents/care-givers/staff notify the school office and to remain at home until all symptoms have subsided and the child or staff member is free of any ailments without the use of medications for 48 hours.
- Children and staff are not to have had any fever reducing or pain reducing medications before coming to school in the morning or returning to school after an absence.
- If a child or staff member's symptoms are consistent with COVID-19, parents/care-givers/staff are to contact the child's pediatrician or their primary care-giver for guidance. BHPCNS should be notified under such circumstances. We ask that you share that guidance so we will know how to proceed with our next steps of notifying the proper and required people and/or Montgomery County Health Department, MCDH.

#### **COVID-19 Illness Specific Guidelines**

- Children or staff who are well and live in a home where someone has symptoms or a diagnosis of COVID-19, must notify BHPCNS immediately and stay home until further guidance from MCDH is received and enacted.
- In the event that someone in the school community receives a positive COVID-19 test result for themselves or a family member, the school will contact the MCHD and, if indicated, the OCC. MCHD will review the situation and advise the school about procedures to follow and if necessary, the length of closure of the facility and any quarantine requirements for staff, child(ren), and/or families. Parents and staff will be notified immediately of any such directive.
- BHPCNS will inform all building users, families, and staff of possible exposure to COVID-19 while in the building. Confidentiality, as required by law, will be maintained.

#### **Requirements for Returning to BHPCNS after a Confirmed COVID-19 Illness**

Children and Staff may return to school upon:

- Being fever free (without the use of medications)  
**AND**
- Other symptoms have improved (for example, shortness of breath, coughing)  
**AND**
- Receiving two negative tests results in a row, done 24 hours apart.  
**AND**
- A doctor's note confirming that they are healthy enough to participate in the typical school day.

## **Emergency Closure of BHCNS**

### **Due to a case of COVID-19 in the BHCNS community:**

Any closures, either of a classroom or the school, will be determined by the MCHD. Should a classroom have to be closed while waiting for COVID-19 test results or for a 2 week quarantine period because of a positive COVID-19 test in the community, BHCNS will maintain a home-school connection by:

- Providing Zoom circle times regular school days, lasting 20-30 minutes. Zoom circle times will be class specific, led by that class' teachers and will follow the typical circle time pattern that has been established for that class.
- Activity packets including the lessons that would have happened in the classroom were the class in session will be sent home or be made available to be collected from school. The activity packets will include art and craft projects, science and cooking activities, music and songs, stories, and more.
- Teachers and administration will be available to parents and child(ren) as needed through the use of phone calls, email, Zoom, Facetime, and other virtual methods.

### **Closure Due to a Church, State, County, Federal or MSDE/OCC Mandate:**

Should BHCNS be forced to close because of a mandate issued by the federal, state or local authorities, our licensing agency, and/or the BHPC, BHCNS will maintain a home-school connection as outlined above.

### **Tuition Payment Policy in the Event of Unplanned Closures:**

It is our greatest hope to have an uninterrupted school year. However, should we be forced to close tuition modifications will be made as follows:

- Short-Term or Intermittent Closures: No refunds or prorating of tuition payments.
- Long Term Closures:
  - In the event of a whole school closure, lasting more than 10 weeks, monthly tuition payments, after the 10 week period, will be reduced by 25% for the remainder of the closure.
  - Stay & Play, Lunch Bunch, Early Morning fees will be charged for the remainder of the month of the closure, i.e. school closed on February 19, fees would be collected for the remainder of February. Going forward, no fees would be charged until such a time as the program resumes.



**Appendix A: Staff COVID-19 Work Condition Acknowledgement and Disclosure**

**BRADLEY HILLS PRESBYTERIAN CHURCH NURSERY SCHOOL  
COVID-19 WORK CONDITION ACKNOWLEDGMENT AND DISCLOSURE**

Bradley Hills Presbyterian Church Nursery School Employees

Please read and initial each statement below.

1. \_\_\_\_\_ I understand that to enter Bradley Hills Presbyterian Church, BHPC, property, where the Bradley Hills Presbyterian Church Nursery School, BHPCNS, is located, I must be free from COVID-19 symptoms. If, during the course of the day, any of the following symptoms appear I must immediately notify a member of BHPCNS administration.

Symptoms include,

- Fever of 100.4 degrees Fahrenheit or higher
- Dry Cough
- Shortness of Breath
- Chills
- Loss of Taste or Smell
- Sore Throat
- Muscle Aches

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. Symptoms typically appear 2-14 days after being infected so please take them seriously. You will need to be symptom free for 48 hours before returning to the facility.

2. \_\_\_\_\_ I understand that my temperature is to be taken at home daily, may be taken upon arrival at school, and may be taken at any time during the day while on school premises.
3. \_\_\_\_\_ I understand that I will need to complete a health questionnaire upon arrival each day.
4. \_\_\_\_\_ I understand that I must wear a mask when social distancing protocols cannot be complied with while on the BHPC property and within the confines of the BHPCNS program space.
5. \_\_\_\_\_ I understand that BHPCNS has adopted enhanced cleaning procedures and I will comply with and complete all cleaning and disinfecting tasks as assigned each day.
6. \_\_\_\_\_ I will wash my hands using CDC recommended handwashing procedures throughout the day, and at least once an hour, using warm running water and rubbing with soap for at least 20 seconds.
7. \_\_\_\_\_ I understand that inside and outside of work I will comply with any and all federal, state, and local guidelines in order to control my exposure to COVID-19 in the community.
8. \_\_\_\_\_ I will immediately notify BHPCNS administration if I become aware of any person, with whom I have had contact, exhibits any of the symptoms listed in Number 1 above, or is advised to self-isolate, quarantine, has tested positive, or is presumed positive for COVID-19.
9. \_\_\_\_\_ I understand that while working at BHPCNS each day I will be in contact with children, families, and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone at BHPCNS safe and reducing the risk of exposure by following the practices outlined herein.

I, \_\_\_\_\_ certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by BHPCNS will result in disciplinary action up to and including termination. I acknowledge that my employment will be terminated if it is determined that my actions, or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Appendix B: BHCNS Family COVID-19 Acknowledgement and Disclosure:**

**BRADLEY HILLS PRESBYTERIAN CHURCH NURSERY SCHOOL  
COVID-19 FAMILY ACKNOWLEDGMENT AND DISCLOSURE**

Both parents are to read and initial each statement below, before a child(ren) may attend BHCNS.

1. \_\_\_\_\_ I/we/or any caregiver we authorize, understand that during this COVID-19 Public Health Emergency I/we will NOT be permitted to enter Bradley Hills Presbyterian Church Nursery School, BHCNS, beyond the designated drop-off and pick-up area. I/we understand that this procedure change is for the safety of all persons present in the school and to limit to the extent possible everyone's risk of exposure. I/we understand that it is my/our responsibility to inform any Emergency Contact persons of the information contained herein.
2. \_\_\_\_\_ I/we/or any caregiver we authorize, understand that IF there is an emergency requiring one of us to enter BHCNS beyond the designated drop-off and pick-up area I/we MUST wash our hands before entering and wear a mask. While in BHCNS I/we must practice social distancing and remain 6ft. from all other people, except for my/our own child(ren.)
3. \_\_\_\_\_ I/we/or any caregiver we authorize, understand that to enter the BHCNS premises my/our child(ren) must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear my/our child(ren) will be separated from the rest of the people at BHCNS. I/we will be contacted, and my/our child(ren) MUST be picked up from BHCNS within 60 minutes of being notified.

Symptoms include,

- Fever of 100.4 degrees Fahrenheit or higher
- Dry Cough
- Shortness of Breath
- Chills
- Loss of Taste or Smell
- Sore Throat
- Muscle Aches
- Diarrhea or Vomiting or Stomach Aches

While I/we understand that many of these symptoms can also be related to non-COVID-19 related issues BHCNS must proceed with an abundance of caution during this Public Health Emergency. Symptoms typically appear 2-14 days after being infected so please take them seriously. Your child(ren) will need to be symptom free without any medications for 48 hours before returning to BHCNS.

4. \_\_\_\_\_ I/we/ or any caregiver we authorize, understand that my/our child(ren)'s temperature is to be taken by a parent or designated care-giver, in front of a BHCNS staff member, each day upon arrival at BHCNS. My/our child(ren)'s temperature may be taken throughout the day while at BHCNS.
5. \_\_\_\_\_ I/we/or any caregiver we authorize, understand that my/our child(ren) will be required to pass a daily health screening administered upon arrival at BHCNS each day. If my/our child(ren) fails the health questionnaire, my/our child(ren) will be denied entry to BHCNS until such time the child(ren) passes the health screening.
6. \_\_\_\_\_ I/we/or any caregiver we authorize, understand that my/our child will be required to wash their hands using CDC recommended handwashing procedures upon arrival each day and throughout the day using warm running water and rubbing with soap for at least 20 seconds.
7. \_\_\_\_\_ I/we/or any caregiver we authorize, understand that inside and outside of school my/our family will comply with any and all federal, state, and local guidelines in order to control my/our exposure to COVID-19 in the community.
8. \_\_\_\_\_ I/we/ or any caregiver we authorize, will immediately notify BHCNS administration if I/we become aware of any person with whom my/our child(ren) or I/we have had contact with exhibits any of the symptoms listed in Number 1 above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19. Further, I/we will immediately notify BHCNS administration if anyone from my/our place(s) of employment is presumed positive or tests positive for COVID-19 whether or not I/we have had direct contact with that person.

9. \_\_\_\_\_ I/we/or any caregiver we authorize, understand that while present in the facility each day my/our child(ren) will be in contact with other children, families, and other employees who are also at risk of community exposure. I/we understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I/we understand that I/we play a crucial role in keeping everyone at BHPCNS safe and reducing the risk of exposure by following the practices outlined herein.

I/we/or any caregiver we authorize, \_\_\_\_\_ certify that I/we have read, understand, and agree to comply with the provisions listed herein. I/we acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by Bradley Hills Presbyterian Church Nursery School will result in termination of services. I/we acknowledge that care for my/our child(ren) will be terminated if it is determined that my/our actions, or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19.

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent Name Printed: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Parent Name Printed: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Appendix C: Staff Daily Arrival Health Questionnaire:**

**Health Screening Log—Staff Member**

Record staff members' responses to the screening questions upon arrival

Date \_\_\_\_\_

Staff Member's Name	Feverish or measured temperature of 100.4 since yesterday OR in the past 14 days if new or returning from absence? (Yes/No)	Symptoms (e.g., sore throat, nasal congestion, runny nose, new or worsening cough, shortness of breath, fatigue/malaise, headaches, body aches, nausea, vomiting, diarrhea, loss of taste or smell) not attributable to a known condition (e.g. asthma, allergies) since yesterday OR in the past 14 days if new or returning from absence? (Yes/No)	Close, prolonged contact with anyone known to have COVID-10 or who has symptoms of COVID-19 (e.g. fever, sore throat, nasal congestion, runny nose, cough, headaches, body aches, fatigue/malaise, nausea, vomiting, diarrhea, loss of taste or smell) since yesterday OR in the past 14 days if new or returning from absence? (Yes/No)	Travelled or been in close, prolonged contact with anyone who has travelled outside of the DMV area since yesterday OR in the past 14 days if new or returning from absence? (Yes/No)	Recorded Temperature taken by staff at home	Admitted to Work?  (Yes/No)

**Appendix D: Child Daily Arrival Health Questionnaire:**

**Health Screening Log—Child**

Record the parent/guardian's responses to the screening questions at drop off

Date: \_\_\_\_\_

Child's Name	Feverish or measured temperature of 100.4 since yesterday OR in the past 14 days if new or returning from absence?  (Yes/No)	Symptoms (e.g., sore throat, nasal congestion, runny nose, new or worsening cough, shortness of breath, fatigue/malaise, headaches, body aches, nausea, vomiting, diarrhea, loss of taste or smell) not attributable to a known condition (e.g. asthma, allergies) since yesterday OR in the past 14 days if new or returning from absence? (Yes/No)	Close, prolonged contact with anyone known to have COVID-10 or who has symptoms of COVID-19 (e.g. fever, sore throat, nasal congestion, runny nose, cough, headaches, body aches, fatigue/malaise, nausea, vomiting, diarrhea, loss of taste or smell) since yesterday OR in the past 14 days if new or returning from absence? (Yes/No)	Travelled or been in close, prolonged contact with anyone who has travelled outside of the DMV area since yesterday OR in the past 14 days if new or returning from absence? (Yes/No)	Recorded Temperature taken by parent on site	Admitted to School?  (Yes/No)

**Appendix E:**



**COVID-19 Incident Reporting Prepared for  
Montgomery County Health Department**

**DATE:** \_\_\_\_\_

**BHPCNS Contact Name:** \_\_\_\_\_

**BHPCNS Contact Phone Number:** \_\_\_\_\_ **BHPCNS Contact Email:** \_\_\_\_\_

**Name of Staff Member or Child with Possible COVID-19 Symptoms:** \_\_\_\_\_

**Symptoms, including Temperature:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Actions Taken: (placed in isolation room, parents called, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Health Department Contact Name:** \_\_\_\_\_ **Time of Contact:** \_\_\_\_\_

**Health Department Recommendation:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Information: (i.e. the names of anyone who was in contact with the ill child or staff member)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact at Office of Child Care:** \_\_\_\_\_ **Time of Contact:** \_\_\_\_\_

## Sources:

### **CDC - Center for Disease Control:**

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

### **Maryland Public Schools:**

<https://earlychildhood.marylandpublicschools.org/covid-faqs>

<http://marylandpublicschools.org/newsroom/Documents/MSDEChildCareRecoveryPlan.pdf>

[https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/final\\_child\\_care\\_face\\_covering\\_guidance\\_4.23.20.pdf](https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/final_child_care_face_covering_guidance_4.23.20.pdf)

<https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/generalsanitationguidelines.pdf>

### **Maryland Department of Health**

<https://health.maryland.gov/pages/home.aspx>

### **Harvard Global Health Institute:**

<https://globalepidemics.org/key-metrics-for-covid-suppression/>

### **Child Care Aware:**

<https://info.childcareaware.org/hubfs/Health%20And%20Safety%20Measures%20For%20Families.pdf>

### **AAP - American Academy of Pediatrics:**

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

### **NPR – National Public Radio:**

[https://www.npr.org/2020/06/24/882316641/what-parents-can-learn-from-child-care-centers-that-stayed-open-during-lockdowns?utm\\_source=npr\\_newsletter&utm\\_medium=email&utm\\_content=20200628&utm\\_term=4641384&utm\\_campaign=ed&utm\\_id=39574268&orgid=](https://www.npr.org/2020/06/24/882316641/what-parents-can-learn-from-child-care-centers-that-stayed-open-during-lockdowns?utm_source=npr_newsletter&utm_medium=email&utm_content=20200628&utm_term=4641384&utm_campaign=ed&utm_id=39574268&orgid=)