



BHPCNS COVID -19 Enhanced Protocols

The BHPCNS COVID-19 Protocols are subject to change as BHPCNS deems necessary. BHPCNS will alert you of any substantive changes to this 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 will continue to clean and disinfect 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, MSDE, the Office of Child Care, OCC, the Maryland Department of Health, MDH, 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.

BHPCNS is licensed to operate by the Maryland State Department of Education (MSDE) through their Office of Child Care (OCC). In late June 2020, 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. BHPCNS 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 BHC, local, state, federal governments or OCC. Programming will, weather permitting, be held primarily outdoors throughout the day. Current Montgomery County guidance dictates only 15 people be allowed in a classroom. To comply with this guidance, no more than 13 children will be assigned to a class. Two-year-old class sizes will be capped at 12 children.

Stay & Play, Early Morning Drop-off and Lunch Bunch will 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 Statement 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 Statement 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.
- 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 Arrival/Drop-off and Pick-up of Child(ren)

Daily Arrival/Drop-off and Pick-up will take place at each child's assigned outdoor classroom, weather permitting. 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, with the exception of eating.

- 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.
- 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.
- In the event that the weather precludes outdoor programming pick-up and drop-off for outdoor drop-off will occur inside the building at your child(ren)'s classroom and/or other designated area using assigned entry doors.

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 or caregiver
 - Using their own thermometer in front of a member of BHCNS.
 - The parent/caregiver is to show the temperature readout to the BHCNS staff member to be recorded on the child's health screening log, while maintaining social distancing.
 - In the event there is not a family provided thermometer, BHCNS will provide one that will be sanitized before and after each use. Families using BHCNS 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 BHCNS in the same family, all the children's temperatures will be taken at the first child's drop-off location. If one child from a family 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 to sanitize their hands, put away personal items, and join their classmates to play. In the event programming needs to be moved indoors because of weather children will be administered their health screening at their classroom door or other designated area.
- 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. Children arriving after 9:20 am will be required to ring the bell at their assigned entry door, go through the daily health screening with an administrator, before joining their class.
- **Dismissal:** Dismissal will be from each classroom's outdoor designated area or indoor classroom, or other designated area, if programming has moved indoors.
 - **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.

General Face Covering Protocols for all Children and Adults:

A cloth face covering should:

- Be worn to cover the nose and mouth.
- Never be worn around the neck or over the head.
- Never be shared with other children/adults.
- Never be reused between uses unless it has been properly stored and can be replaced safely.
- Be removed or replaced if becomes wet or soiled.
- Be removed by the wearer for meals and snacks.
- Face coverings may be removed during outdoor play if social distancing can be maintained.
- Children should be able to put on and take off a face covering by themselves.

Use of Cloth Face Coverings in Adults:

MDH/MSDE require the following:

- Child care staff must wear cloth face coverings/masks throughout the work day.
- Child care staff and parents must wear cloth face coverings/masks during drop-off and pick-up when parents are performing, and staff are observing, temperature checks.
- Parents and any other adults who must enter the child care area related to essential operations must wear a cloth face covering/mask.

Use of Cloth Face Coverings in Children:

Montgomery County requires:

- Children age 2 and above who can wear a cloth face covering/mask safely and consistently wear a cloth face covering/mask while in care.

Children will be required to wear parent provided, face coverings/masks throughout the day at school. Parents should provide a sufficient supply of clean/unused face coverings/masks for their child each day to allow replacing of face masks as needed and have a routine plan for the washing of face masks. Each child is to bring at least 1 extra face covering/mask to school each day. Their extra masks are to be sent to school in a paper bag, clearly labeled with the child's name.

If a child wearing a face covering/mask cannot successfully wear their covering/mask and it presents a safety hazard, BHP CNS reserves the right to remove the covering/mask and safely store in a paper bag to go home with the child. The school will work with the child and the child's family to teach the child to successfully wear a face covering/mask while at school. The goal is to have all children wearing a face covering/mask every day while in the school's care.

- Face coverings/masks from home must be clearly labeled with each child's name.
- All face coverings/masks need to be clearly labeled to distinguish which side of the covering should be worn facing outwards so they are worn properly each day.
- Face coverings/masks should not have any attachments, i.e. buttons or stickers that could cause a choking hazard.
- Children should have their face coverings/masks on a break-away lanyard.
- Face coverings/masks must be washed between uses.

Trips, Travel, and Hosting House Guests

MD State Travel Emergency Order: On December 10, 2020, Gov. Larry Hogan issued an emergency order requiring Marylanders to limit all travel to essential purposes only. All Marylanders who do travel outside of Maryland or any individuals who do travel to Maryland must either obtain a negative COVID-19 test result or self-quarantine. This applies to all states, with the exception of Delaware, Pennsylvania, Virginia, and Washington, DC. Read the [governor's order](#) and the [MDH health directives](#).

After traveling and upon your return to MD, you must follow one of the 2 options listed below, before your child may return to programming.

Option 1: Your child(ren) must:

1. quarantine for 4 days
2. be tested for COVID on their 5th day home, with a PCR test
3. have their results shared with the school prior to returning to campus
 - a. If the results are negative, the child(ren) may return to programming.
 - b. If the results are positive, the child(ren) will not be allowed to return to programming until their doctor provides written notice the child(ren) may return to school.

Option 2: Your child(ren) must:

1. quarantine at home for 14 days.
After 14 days if your child has not experienced any symptoms of COVID-19, parents are to contact the office and you child may return to programming.

Child(ren) will not be allowed to return to BHPCNS programming during their quarantine period.

Hosting Out-of-Town Guests:

We ask if you are hosting out-of-town guests or family members visit your home, you apply the same level of caution as outlined in either Option 1 or Option 2.

Parents are expected to inform BHPCNS of any travel plans for any family members or the entire family, including date of departure, date of return, and destination.

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. All items brought to school MUST be labeled with the child(ren)'s name.

- **Tote Bags**
- **Water Bottles**
- **School Folders**
- **Extra Face Coverings/Masks**
- **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.
- **Lunch at BHPCNS:** 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. BHPCNS will throw out leftover lunches. BHPCNS will serve organic milk at lunch time in small paper cups to the children. Children who choose water will drink from their water bottles. Lunches will be refrigerated.

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 BHP CNS. 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. BHP CNS will store the extra set of clothing in the child's classroom. If a child requires changing at school, BHP CNS 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 may remain at school or go back and forth between school and home. 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 BHP CNS.
- **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.

All items MUST be labeled with the child(ren)'s name.

Items BHP CNS will Supply:

- **Daily Snack** BHP CNS will provide a daily snack to the children. Snack schedules will be available on the school website.
- **Extra Diapers and Wipes** if needed
- **Extra Clothes** for accidents
- **Extra Disposable Masks** for adults and children

Maintaining a Healthy Environment

BHP CNS 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, BHP CNS will employ the following policies to maintain as safe a space as possible:

- BHP CNS will maintain "**classroom cohorts**," (also referred to as "**Pods**") meaning BHP CNS will assign each child to a specific **outdoor and indoor** classroom space 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 outdoor classroom or indoor classroom throughout the day, with the exception of bathrooms and assigned play spaces.
 - 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. BHP CNS 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, 3rd 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 interior classrooms that are not assigned to them.
- Siblings and friends may not visit each other's classrooms.
- BHP CNS will stagger playground times to allow only one classroom on a playground at a time.
 - High touch areas of playgrounds will be disinfected as necessary throughout the day.
 - Playground toys will be assigned to each pod and will be cleaned daily.
- BHP CNS 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 – both interior and exterior 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.
- Toys may be shared among classrooms only when adequately cleaned and disinfected between classrooms.
- 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/infirmary, 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.
- BHCPS will provide continuous training to staff and cleaning personnel on proper cleaning and sanitation techniques.
- BHCPS 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 BHCNS.
- Staff will wash hands for 20 seconds under running water with soap, at least once every hour while at BHCNS.

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.
- BHCNS 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. BHCNS 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 BHCNS immediately and quarantine at home until further guidance from MCDH is received and enacted, typically 14 days without the onset of any COVID-9 symptoms.
- 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 classroom, or classrooms, or entire facility, and any quarantine requirements for staff, child(ren), and/or families. Parents and staff will be notified immediately of any such directive.

- BHCNS 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 BHCNS 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 on 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.

Definitions

Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a separate “sick room” or area and using separate bathroom (if available).

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of the disease that can occur *before* a person knows they are sick or if they are infected by the virus without symptoms. People, in quarantine, should stay home, separate themselves from others, monitor their health, and follow directions from their state and local government.

Close contact relates to exposure to individuals with COVID-19 and is defined by the Centers for Disease Control and Prevention (CDC) as being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24 hour period, regardless of whether face coverings are worn.

COVID-19-like illness is when a person has **ANY 1** of the following: cough, shortness of breath, difficulty breathing, new loss of taste or smell, or **ANY 2** of the following: fever of 100.4 or higher (measured or subjective), chills or shaking chills, muscle aches, sore throat, headache, nausea or vomiting, diarrhea, fatigue, and congestion or runny nose. Identification of persons with COVID-19 like illness is used to exclude persons from child care, to determine who should be tested for COVID-19, and to identify persons who may need close contacts quarantined.

A **probable case** of COVID-19 is a person with COVID-19 like illness who has had close contact with a person with COVID-19 in the past 14 days per CDC guidance.

For Frequently Asked Questions: go to [COVID-19 Guidance for Child Care Facilities](#) updated January 11, 2021 by MSDE and MDH. BHCNS will be relying on the information found in this document when/if there is a COVID-19 exposure or diagnosis of a child, staff member, parent, or other caregiver.

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

**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
- Cough
- Shortness of Breath
- Difficulty Breathing
- Chills
- New Loss of Taste or Smell
- Sore Throat

- Muscle Aches
- Chills or Shaking Chills
- Headache
- Nausea or Vomiting
- Diarrhea
- Fatigue
- Congestion or Runny Nose

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 , with the exception of eating or drinking, 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 Statement

**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 will be required to wear a cloth face covering/mask at all times when we are on the BHCNS campus, indoors, and in all outdoor spaces including playgrounds, and parking lots.
3. _____ 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 sanitize 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.)
4. _____ 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
- Cough
- Shortness of Breath
- Difficulty Breathing
- Chills
- New Loss of Taste or Smell
- Sore Throat

- Muscle Aches
- Chills or Shaking Chills
- Headache
- Nausea or Vomiting
- Diarrhea
- Fatigue
- Congestion or Runny Nose

5. _____ 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.
6. _____ 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.
7. _____ 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.
8. _____ 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.
9. _____ I/we or any caregiver we authorize, understand that my/our child will be required to wear a cloth face covering/mask while participating in, both indoor, and outdoor BHCNS programming.

10. _____ 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.
11. _____ 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.
12. _____ 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 BHCNS 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	Recorded Temperature taken by staff at home. Record Result	Symptoms (e.g., sore throat, nasal congestion, runny nose, cough, shortness of breath, difficulty breathing, fatigue/malaise, headaches, sore throat, muscle aches, chills, muscle aches, nausea, vomiting, diarrhea, new 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)	In the last 14 days, close contact, (within 6 feet for a total of 15 minutes or more in a 24 hour period) with anyone diagnosed with COVID-19 or suspected of having COVID-19 ? (Yes/No)	Waiting for a COVID-19 test result? Have been diagnosed with COVID-19? Or have you been instructed to isolate or quarantine by any health care providers or the health department? (Yes/No)	Admitted to Work? (Yes/No)	Staff Member Conducting Screening

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	Child’s Temperature taken by parent on site	Symptoms (e.g., sore throat, nasal congestion, runny nose, cough, shortness of breath, difficulty of breathing, chills or shaking chills, fatigue/malaise, headaches, sore throat, muscle aches, nausea, vomiting, diarrhea, new loss of taste or smell, fever of 100.4 or higher) not attributable to a known condition (e.g. asthma, allergies) since yesterday? (Yes/No)	Waiting for a COVID-19 test result, diagnosed with COVID-19, or instructed by any health care provider or the health department to isolate or quarantine? (Yes/No)	In the past 14 days, close contact (within 6 feet for a total of 15 minutes or more) with anyone diagnosed with COVID-19 or suspected of having COVID-19? (Yes/No)	Admitted to School? (Yes/No)	Staff Member Conducting Screening

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 State Department of Education:

<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/general-sanitation-guidelines.pdf>

<https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/covid-guidance-full-080420.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=