



# 2021-2022 COVID POLICIES AND PRACTICES

~ A supplement to the Ellis Family Handbook ~

*Updated June 2022*

This document may also be accessed on the Ellis website – [www.EllisEarlyLearning.org](http://www.EllisEarlyLearning.org)



### **Important Notes:**

- New protocols for children under two and for two year olds have been added to this document
- For children over 2, rapid tests at Ellis will only be used if exposures happen *at Ellis*
- **Consent forms will need to be signed for all children ages 2 and older** to participate in our (rapid) “Testing for Childcare” program, which is an adaptation of the “test and stay” protocol many K-12 schools use.
- Weekly, now individual, PCR testing is available for children ages 3 and up, and their family members, and is highly recommended. **PCR testing for children under 3 will be available for those who have registered, based on the availability of medical volunteers. See below for more information.**
- If your family hasn’t signed any version of this supplement already, please sign the **required Family Acknowledgment Form** at the end of this document and email or submit it to any Ellis front desk. If you need a form printed for you, please let Jennifer Da Silva ([jdasilva@ellisearlylearning.org](mailto:jdasilva@ellisearlylearning.org)) or Gladys Barboza ([gbarboza@ellisearlylearning.org](mailto:gbarboza@ellisearlylearning.org)) know.
- All information provided is subject to change, based on evolving public health information.
- Please feel free to contact CEO, Lauren Cook, or VP of Programs, Claire McNally, with questions ([laurencook@ellisearlylearning.org](mailto:laurencook@ellisearlylearning.org) / [cmcnally@ellisearlylearning.org](mailto:cmcnally@ellisearlylearning.org))

## **CHILDREN UNDER 2**

### COVID EXPOSURE IN THE HOME PROTOCOL – ONGOING EXPOSURE (QUARANTINE)

- If the exposure is in the household (e.g. a family member), notify Ellis immediately via email\*
- Children with positive household members must quarantine for a minimum of 5 days, and test (PCR or molecular) on the 5<sup>th</sup> day or later before returning to Ellis
- If Day 5’s or later test was negative and your child has **no COVID symptoms**, and the symptoms of the positive person(s) in the home are subsiding, the child may return to Ellis with submission of their negative test
- If your child tests negative, but is exhibiting COVID symptoms, the child must stay home for 10 days and return on Day 11 following the onset of COVID symptoms

### COVID EXPOSURE OUTSIDE THE HOME PROTOCOL (TEST AND STAY)

- If a child under 2 is exposed to COVID outside the home (Ellis or elsewhere), EEC has approved “off-label” use of rapid antigen tests for children under 2, when administered by the parent or caregiver
- Exposed children must participate in daily rapid testing before entering the classroom for 5 days after exposure
- Tests may be taken at home, with photo proof of the test result, or at Ellis with an Ellis test

### COVID POSITIVE PROTOCOL FOR INFANTS AND TODDLERS UNDER 2 (ISOLATION)

- Report the positive case in the household to Ellis **via email** to Lauren and/or Claire ([LaurenCook@EllisEarlyLearning.org](mailto:LaurenCook@EllisEarlyLearning.org) or [Cmcnally@EllisEarlyLearning.org](mailto:Cmcnally@EllisEarlyLearning.org))
- Stay home for 5 days (positive test or symptom onset is Day 0)
- On Day 6 or later, take a rapid test to determine if still positive
- If the test is positive, continue to isolate until a negative test is obtained and the child is asymptomatic or symptoms subside through day 10, returning to care no later than day 11
- If a test on Day 6 or later is negative and your child is **asymptomatic**, your child may return to Ellis

\*Submit negative test results **via email** to Lauren and/or Claire ([LaurenCook@EllisEarlyLearning.org](mailto:LaurenCook@EllisEarlyLearning.org) or [Cmcnally@EllisEarlyLearning.org](mailto:Cmcnally@EllisEarlyLearning.org)) to return to Ellis



## CHILDREN AGES 2 AND UP

### UPDATED MASK GUIDANCE FOR TODDLERS IN FROGGIES, BEARS, BUTTERFLIES, & CEDAR CLASSROOMS

- Masks for children in 2-year-old classrooms are optional, effective June 13th
  - Parents/Caregivers should notify their teachers if they would like mask-wearing enforced for their child
  - Because many of our two-year-old friends have difficulty wearing their masks properly and for a long duration, we believe a mask option will support our teachers so they can better focus on social emotional development and the curriculum

### COVID EXPOSURE PROTOCOL FOR THOSE OVER 2 (QUARANTINE)

- With a signed consent form on file per child, and with adherence to [EEC's general mask-wearing policy](#), following an exposure to COVID at Ellis or elsewhere, a student may opt in to daily, on-site morning rapid testing for 5 consecutive days to avoid quarantine
  - Those who opt out will need to quarantine for at least 5 days from the point of exposure and must submit a negative test on day 5 or later
- With a signed consent form on file, a child can also participate in rapid testing when symptomatic at Ellis to stay in the program when symptoms don't contradict our existing health policy (Of note, regardless of COVID, children may not attend Ellis with a fever of 100.0 degrees Fahrenheit or higher, or with gastrointestinal issues (nausea, vomiting, and diarrhea). *To return to Ellis following these symptoms, your child must be symptom-free without the aid of medications for at least 24 hours.*)

### COVID POSITIVE PROTOCOL FOR THOSE OVER 2 (ISOLATION)

- Report the positive case to Ellis **via email** to Lauren or Claire ([LaurenCook@EllisEarlyLearning.org](mailto:LaurenCook@EllisEarlyLearning.org) or [Cmcnally@EllisEarlyLearning.org](mailto:Cmcnally@EllisEarlyLearning.org))
- Stay home for 5 days (exposure date is Day 0)
- On Day 6, begin taking a rapid test daily (at home or Ellis) to determine when negative
- If the test is positive, continue to isolate until a negative test is obtained and the child is asymptomatic or symptoms subside through day 10, returning to care no later than day 11
- If a test on Day 6 or later is negative and your child feels well/has subsiding symptoms, you may return to Ellis to take an on-site rapid test to stay

**SPECIAL SCENARIO- ONGOING HOUSEHOLD EXPOSURE** (for families who cannot ensure 100% isolation from a positive individual in the home):

### HOUSEHOLD EXPOSURE PROTOCOL FOR CHILDREN 2 AND UP

- Report the positive household case to Ellis **via email** to Lauren or Claire ([LaurenCook@EllisEarlyLearning.org](mailto:LaurenCook@EllisEarlyLearning.org) or [Cmcnally@EllisEarlyLearning.org](mailto:Cmcnally@EllisEarlyLearning.org)) and keep your child home until you've communicated with Claire or Lauren
- Children with positive household members must quarantine for a minimum of 5 days, and test (PCR or molecular) on the 5<sup>th</sup> day or later before returning to Ellis
- If Day 5's or later test was negative and your child has **no COVID symptoms**, and the symptoms of the positive person(s) in the home are subsiding, the child may return to Ellis with submission of their negative test
- If your child tests negative, but is exhibiting a combination of COVID symptoms, the child must stay home for 10 days and return on Day 11 following the onset of symptoms



## SCHOOL AGE PROGRAM CHILDREN

### SCHOOL AGE PROGRAM EXPOSURE PROTOCOL (applies to all unvaccinated School Age friends)

- School Age children participating in a DESE-approved testing program in local schools will not be required to participate in rapid testing at Ellis, though a rapid test at Ellis may be requested by Ellis if concerning symptoms are exhibited following an exposure.
- School Age, unvaccinated children who are exposed at Ellis will be required to rapid test daily for 5 days from exposure, or quarantine if not participating in our test and stay program

### SCHOOL AGE COVID POSITIVE PROTOCOL (ISOLATION)

- Report the positive case to Ellis **via email** to Lauren or Claire ([LaurenCook@EllisEarlyLearning.org](mailto:LaurenCook@EllisEarlyLearning.org) or [Cmcnally@EllisEarlyLearning.org](mailto:Cmcnally@EllisEarlyLearning.org))
- Stay home for 5 days (exposure date is Day 0)
- On Day 6, take a rapid test at home to determine if still positive
- If the test is positive, continue to isolate until a negative test is obtained or through day 10, returning to care no later than day 11
- If a test on Day 6 or later is negative and your child feels well/has subsiding symptoms, you may return to Ellis the following morning to take an on-site rapid test to stay

## FULLY VACCINATED CHILDREN AND ADULTS

### PROTOCOL FOR EXPOSURE FOR FULLY VACCINATED INDIVIDUALS

- All fully vaccinated individuals are exempt from quarantine requirements, provided they adhere to strict mask-wearing.
- Testing is not required following an exposure. However, because Ellis has observed a number of “breakthrough” cases in vaccinated individuals, Ellis will encourage exposed, vaccinated individuals to take a rapid test around Day 5 following exposure, and test at any point if any symptoms develop.

### FULLY VACCINATED INDIVIDUALS COVID POSITIVE PROTOCOL (ISOLATION)

- Report the positive case to Ellis **via email** to Lauren or Claire ([LaurenCook@EllisEarlyLearning.org](mailto:LaurenCook@EllisEarlyLearning.org) or [Cmcnally@EllisEarlyLearning.org](mailto:Cmcnally@EllisEarlyLearning.org))
- Stay home for 5 days (exposure date is Day 0)
- On Day 5, at home take a rapid or PCR test
- If the test is positive, continue to isolate until a negative test is obtained and the child is asymptomatic or symptoms subside through day 10, returning to care no later than day 11
- If a test on Day 5 or later is negative and your child feels well/has subsiding symptoms, you may return to Ellis the following morning to take an on-site rapid test to stay



## ELLIS TEAM PROTOCOLS

- Unvaccinated team members should follow the protocols for those over age 2
- Vaccinated individuals should follow the protocols for vaccinated individuals outlined above

## ELLIS SIBLING POLICY

*A policy for kiddos who have siblings that have been exposed to COVID*

- Siblings under the age of 2 should be *closely* monitored for symptoms and, ideally, take a PCR test between Days 5-7. Ellis has observed transmission between siblings occur after a number of days.
- Unvaccinated siblings over the age of 2 should be closely monitored for symptoms and, ideally, participate in rapid testing between days 3-6 when at Ellis
- Vaccinated siblings should monitor for symptoms and ideally take a rapid test at Ellis between Days 5-7

## ELLIS PCR TESTING

- Ellis children ages 3 and up and their family members are encouraged to participate in Ellis's weekly (now individual) PCR testing as an additional measure of protection against asymptomatic cases
- Ellis children under 3 are only permitted to participate in PCR testing if a medical professional conducts the nasal swab. Ellis will have a series of volunteers to provide this testing to little ones, based on their availability. Therefore, PCR testing may not be provided weekly for those under 3, but as often as we have a volunteer scheduled, those under 3 who are registered will be welcome to test.
- Please email Laura at [lgosenca@ellisearlylearning.org](mailto:lgosenca@ellisearlylearning.org) to register or to volunteer.

## VISITOR POLICY

- Families should continue to pick up and drop off their children as swiftly as possible to minimize exposure (under 10 minutes for pickup and drop-off)
- Ellis will ensure non-direct service visitors (e.g. contractors, vendors, etc.) remain socially distant from children and do not meet the definition of exposure, which is defined as being within 6 feet of someone for 15 minutes or more, cumulatively, over a 24 hour period
- All visitors and volunteers are required to be vaccinated and properly masked while at Ellis

**END OF UPDATED INFORMATION** 

## **Ellis Health and Safety Practices and Policies**

### Facial Coverings/Masks

- All adults, staff and families, are required to wear masks inside Ellis buildings.
  - Staff are also required to wear masks outside when with Ellis children
- All children ages 3 – 4 will be strongly (and lovingly) encouraged to wear a mask regularly (with the exception of naptime and mealtimes)
- All children ages 5 and up (including siblings) are required to wear a mask inside only (with the exception of naptime and mealtimes)

**Related policy for adults:** During your time inside Ellis, masks should be worn properly (securely covering your nose and mouth) at all times. Unfortunately, **failure to comply with our mask policy may result in termination of childcare services at Ellis.** When adults are seen out of compliance, they will receive a friendly reminder, which will be followed by an issued written reminder if there is a need. Ellis will document who receives written reminders to



ensure accountability. Adults will receive three warnings (one verbal reminder and two written notices), at which point childcare services will be terminated. *If you or others who handle pickup or drop-off need support obtaining masks, or if you need an accommodation for a documented health condition, please do let us know.*

#### COVID Testing and Symptomatic Children

- Ellis now accepts results from PCR, molecular, and rapid tests, though PCR tests are noted for their superior reliability
- A negative test result is required for all children and staff returning from trips involving air travel, regardless of vaccination status
- All Ellis staff members are required to participate in required weekly, onsite COVID testing (PCR)
- Families are welcome and encouraged to register for weekly PCR testing at Ellis (for children 3 and older, and family members)
- The bolded and underlined COVID-19 symptoms below (when they occur alone) require immediate exclusion from care. The non-bolded symptoms will be managed on a case-by-case basis.
  - **Fever (100.0 degrees Fahrenheit or higher,) child, or shaking chills**
  - **Difficulty breathing or shortness of breath**
  - **New loss of taste or smell**
  - **Muscle aches or body aches**
  - Cough (not due to other known cause, such as chronic cough. For persistent coughs, Ellis may request a doctor's note to confirm it's not to RSV or croup)
  - Sore throat, when in combinations with other symptoms
  - Nausea, vomiting, or diarrhea when in combination with other symptoms
  - Headache when in combination with other symptoms
  - Fatigue, when in combination with other symptoms
  - Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms
- Regardless of COVID, children may not attend Ellis with a fever of 100.0 degrees Fahrenheit or higher, or with gastrointestinal issues (nausea, vomiting, and diarrhea). *To return to Ellis following these symptoms, your child must be symptom-free without the aid of medications **for at least 24 hours.***
  - Please note, Ellis will be taking a cautious approach to all symptomatic cases during the pandemic.

#### Classroom Modifications

- Ellis will continue to keep classrooms separate (in "cohorts") for the foreseeable future
  - Ellis will do our best to keep teachers assigned to their specific classrooms, when possible
  - Ellis hours will remain 8am – 5:30pm to accommodate our cohort structure and are also based on staffing availability
- Tooth brushing will not take place during the pandemic
- Meals will remain packaged individually (rather than pre-pandemic family style)



**ELLIS EARLY LEARNING FAMILY ACKNOWLEDGEMENT FORM (REQUIRED)**

I hereby certify I have read and understood the updated COVID policies and practices document. As is true for all group settings within the current pandemic landscape, I understand there is risk of exposure to COVID-19 at Ellis Early Learning.

Ellis reserves the right to supplement, modify, amend, or terminate any policies or procedures, at any time.

NAME: \_\_\_\_\_  
*Please print clearly*

SIGNATURE: \_\_\_\_\_

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

**Please sign, scan and email this acknowledgement form to Laura at [lgosenca@ellisearlylearning.org](mailto:lgosenca@ellisearlylearning.org), or bring it to your Ellis front desk.**

**Thank you!**