



# **2021-2022 COVID POLICIES AND PRACTICES**

**~ A supplement to the Ellis Family Handbook ~**

*Updated September 2022*

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



### **Important Notes:**

- New mask policies have been included in the following document
- Rapid testing will continue to be required at Ellis prior to entering the classroom (when applicable)
- No testing is required following air travel
- Consent forms will need to be signed for all children ages 2 and older to participate in our (rapid) “Testing for Childcare” program
- Adult caregivers/parents are required to conduct rapid tests on children under 2 *at Ellis* (when applicable)
- 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 Stephanie Li ([sli@ellisearlylearning.org](mailto:sli@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 outside Ellis 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
- All rapid tests must be conducted at Ellis in the presence of Ellis testing champion

### **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 they are 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



## **MASKING: ADULTS (ELLIS TEAM/CAREGIVERS/VISITORS, ETC.)**

- While masks are strongly recommended, adults **are now only required to wear masks in classrooms and in common areas wherever children are present.**
  - All adults should have a mask on hand for when children are present.
- When in the presence of children, masks should be worn properly (securely covering your nose and mouth) when in the presence of children. 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 pick up or drop-off need support obtaining masks, or if you need an accommodation for a documented health condition, please do let us know.*

## **CHILDREN AGES 2 AND UP**

### **UPDATED MASK GUIDANCE**

- Effective September 12<sup>th</sup>, Ellis will adopt a Mask Flexible Policy (meaning, at times masks will be optional for children, and at times they may be required.)

**For children 3 years old and up in preschool classrooms, masks are optional but recommended**, with the exception of the following circumstances in which **masks are required**:

- In the event a classroom community member tests positive.
- If student(s) or staff feel ill or exhibit symptoms while at Ellis.
- When student(s) or staff are exposed to an individual who tested positive for COVID-19. Individuals with known exposures must wear a mask for 10 days after exposure.
- When student(s) or staff return to school from isolation within 10 days following their first positive test.
  - Important Note: Ellis community members must test negative prior to returning to Ellis, unless it's been 11 days since the first positive test.
- *Parents/Caregivers should notify their teachers if they would like mask-wearing enforced for their child in preschool classrooms*

### **Masks will remain optional in two-year old classrooms**

- *Parents/Caregivers should notify their teachers if they would like mask-wearing enforced for their child in two-year old classrooms*

As the city continues to track local data on infections, Ellis may adjust our mask policies accordingly. Depending on Ellis's COVID-19 positivity rate, there is a possibility that we may need to reintroduce a mask mandate.



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

- With a signed consent form on file per child, following an exposure to COVID at Ellis or elsewhere, a student may opt-in to daily, on-site morning rapid testing beginning on Day 4 following exposure through Day 6. **Any children with symptoms following exposure will be tested for 6 consecutive days.**
  - 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.*)
- All rapid tests must be conducted at Ellis with an Ellis testing champion

#### 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. Please note, children ages 2 and are required to wear a mask until Day 11.

#### **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 exhibits a combination of COVID symptoms, the child must stay home for 10 days and return on Day 11 following the onset of symptoms

#### **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 properly masked while at Ellis in the presence of children

### COVID Testing and Symptomatic Children

- Ellis now accepts results from PCR, molecular, and rapid tests, though PCR tests are noted for their superior reliability
- 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 is not to RSV or croup)

— Sore throat, when in combination 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 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!**