



2021-2022 COVID POLICIES AND PRACTICES

~ A supplement to the Ellis Family Handbook ~

Updated February 2022

This document may also be accessed on the Ellis website – www.EllisEarlyLearning.org



Important Notes:

- This supplement has been updated again in February 2022 to reflect the Department of Early Education and Care's "Testing for Childcare Program," in collaboration with Neighborhood Villages.
- Information is now separated into 4 distinct categories: Under age 2; Ages 2 and older; School Age; Vaccinated Individuals.
- Rapid tests at Ellis will only be used if exposures happen *at Ellis*
- All rapid tests conducted through "Testing for Childcare" will take place on site at Ellis
- In certain instances outlined below, Ellis reserves the right to make recommendations to help ensure the safety of our community
- **Consent forms will need to be signed for all children ages 2 and older** to participate in our new (rapid) "Testing for Childcare" program, which is an adaptation of the "test and stay" protocol many K-12 schools use.
- Weekly pooled PCR testing remains available for children ages 3 and up, and their family members, and is highly recommended. **Pooled 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 Dasilva (jdasilva@ellisearlylearning.org) or Gladys Barboza (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 / cmcnally@ellisearlylearning.org)

Ellis is gratefully accepting donations of KN95 or N95 masks for our teachers and/or students to wear in classrooms for an additional measure of protection. KN95 masks are also recommended for children ages 2 and up. If any families would like to help organize a "drive" for these items, we would appreciate that support. Please contact Natalie Dumart at ndumart@EllisEarlyLearning.org if you would like to help.



CHILDREN UNDER 2

COVID EXPOSURE PROTOCOL FOR INFANTS AND TODDLERS UNDER 2 (QUARANTINE)

- Because the FDA has not approved rapid antigen tests for children under 2, Ellis will no longer accept rapid test results for this age group
- Following exposure, stay home for 5 days (exposure date is Day 0)
- On Day 5 or later, take a PCR test and report the results to Ellis via email to Lauren, Claire and/or Julia
- Stay home on Days 6 and 7 to monitor for developing symptoms
- If Day 5's test was negative and your child has no new symptoms, our little friends are welcome back to care on Day 8

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

- Report the positive case to Ellis **via email** to Lauren and/or Claire (LaurenCook@EllisEarlyLearning.org or Cmcnally@EllisEarlyLearning.org)
- Stay home for 5 days (two days prior to asymptomatic test date is Day 0 **OR** day symptoms start is Day 0)
- On Day 5 or later, take a PCR test
- If the test is positive, continue to isolate until a negative test is obtained and the child 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, your child may return to Ellis

CHILDREN AGES 2 AND UP

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, 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
- 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 or Cmcnally@EllisEarlyLearning.org)
- Stay home for 5 days (two days prior to asymptomatic test date is Day 0 **OR** day symptoms start is Day 0)
- On Day 5, at home take a rapid or PCR test (for families who would like more assurance, Ellis recommends a PCR test)
- If the test is positive, continue to isolate until a negative test is obtained and the child 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



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.
- Unvaccinated School Age 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 or Cmcnally@EllisEarlyLearning.org)
- Stay home for 5 days (two days prior to asymptomatic test date is Day 0 **OR** day symptoms start is Day 0)
- On Day 5, at home take a rapid or PCR test (for families who would like more assurance, Ellis recommends a PCR test)
- 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 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

FULLY VACCINATED CHILDREN AND ADULTS

PROTOCOL FOR EXPOSURE FOR FULLY VACCINATED INDIVIDUALS

- According to the CDC, 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 or Cmcnally@EllisEarlyLearning.org)
- Stay home for 5 days (two days prior to asymptomatic test date is Day 0 **OR** day symptoms start 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 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 who have been exposed at Ellis

- 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 age 2 and older should be closely monitored for symptoms and, Ellis strongly recommends they participate in rapid testing between days 3-6 when at Ellis.
- Vaccinated siblings should monitor for symptoms, and Ellis strongly recommends they participate in rapid testing at Ellis between Days 5-7.

ELLIS POOLED PCR TESTING

- Ellis children ages 3 and up and their family members are encouraged to participate in Ellis's weekly pooled PCR testing as an additional measure of protection against asymptomatic cases
- Per the testing lab's guidelines, Ellis children under 3 are only permitted to participate in pooled 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 to register or to volunteer.

END OF UPDATED INFORMATION

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)
- Classroom visitors (e.g. early Intervention clinicians, Jump Start volunteers, etc.) are required to take a rapid test at every visit prior to entering classrooms
- Ellis will ensure all other 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

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 2 – 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 and outside (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 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 and rapid tests, though PCR tests are noted for their superior reliability
- A negative test result (PCR or rapid) 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
- 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,
or bring it to your Ellis front desk.**

Thank you!