COVID-19 Levis JCC Zale Policies & Procedures

Updated August 15, 2020

Levis JCC Zale will continue to monitor the latest health guidelines, state mandated policies, CDC and PBC Health Department recommendations to make adjustments to our programming policies and procedures. Safety will always be our number one priority for our children, staff and families.

These procedural guidelines will be provided for, and agreed to, by all families and staff prior to the start of school. We will continue to review safety protocols and procedures on a regular basis.

There have been no significant updates to the Governor’s Executive Order 20-131 dated May 22, 2020 which lifted the capacity and group size limitations; however Levis JCC Zale will continue to consider CDC recommendations to keep group sizes small and there will be no mixing of one class with another until further recommendation. Class sizes will be guided by Governor’s Executive Order updates and CDC guidelines and we will update class sizes and staff accordingly.

Parent Drop-Off and Pick-Up Procedures
- All children will be required to utilize carpool for arrival and pickup.
- No parents will be permitted to enter the building until further notice. We have carefully considered young children and separation and have developed a plan for supporting their transition into school. (Refer to the Levis JCC Zale Separation Plan).
- Adults dropping off/picking up children must wear masks and will be required to buckle their child in at pickup. Ideally that person should remain consistent. Signs noting child’s name and class will be provided and must be displayed in your passenger side window.
- Staff will greet students at their cars and temperatures will be taken daily prior to their removal from the parent’s vehicle. If a child has a temperature of 100.4 or higher, they will not be able to attend school that day.
- Staff assigned to your classroom will escort children to and from the parent’s vehicle during drop-off/pick-up times. Staff will sanitize their hands between each child.
- We cannot accommodate therapy visits at this time. Shadows that work one on one with only one student exclusive to our program will be permitted.

Physical Distancing Strategies
- Class sizes will be smaller to facilitate physical distancing and alterations will be made to large whole group circle times. Currently our class sizes are as follows:
  - Twos: 8 children in a classroom
  - Threes: 11 children in a classroom
  - PreK: 13 children in a classroom
• Classes will not interact with other classes for group activities. Support staff will be assigned to specific classrooms.
• The administration team will restrict visits to rooms and observe by standing at the doorway so they are not working with multiple groups of children.
• Playground times will be staggered so as not to mix classes and allow for proper cleaning to occur. Some areas may be off-limits depending on the cleaning process needed.
• One way traffic flow will be implemented in all buildings and schedules will be adjusted so that classes will not be mixed with other classes.
• Visual signs and reminders in buildings adhering to Florida Departments of Health and Education guidelines.

**Daily Health Check and Temperature Screening Upon Arrival**
If you answer yes to any of the following questions, you must stay home from school. Any child or staff member who displays visible symptoms of illness will not be accepted to school that day.

1. **Have you, your child or anyone in your home been in close contact with a person who has COVID-19 (defined by the CDC as being within 6 feet of someone for 15 minutes or more)?**
2. **Do you, your child (or anyone in your home who hasn’t been in quarantine) have a fever, cough, shortness of breath, difficulty breathing, sore throat, loss of smell or taste, chills, muscle pain, headache, a rash, diarrhea, vomiting or lethargy?**
3. **Have you administered medication for fever to your child (or yourself) in the past 24 hours?**

• Taking daily temperature of all children and staff upon arrival using a no-touch forehead thermometer. (Staff when entering the building, students before exiting their vehicle). Temperature results will be logged daily.
• Any child or staff who has a temperature of **100.4** or higher will not be able to attend school that day.
• Any child or staff with a headache, rash, diarrhea, vomiting or lethargy or showing signs of respiratory issues: coughing, tugging in the chest, wheezing or shortness of breath will be sent home.

**Wearing Masks at School**
• Please note that currently, Palm Beach County Health Department requires wearing a mask when social distancing is not possible (until at least August 23rd). The CDC recommends that when feasible, face coverings should be worn. Face coverings will NOT be put on children under age two (danger of suffocation).
• Levis JCC Zale staff will wear masks in common areas and when indoors and within 6 feet of another person to protect themselves and others. Face coverings will not be required outdoors.
• **Due to increases in Florida COVID cases, until further notice, children are required to wear masks when in common areas and during drop off and pick up. We strongly encourage them to wear them throughout the rest of the day.** Parents will provide face coverings that should be clearly labeled with child’s name and should be laundered daily. We will do our best to keep the masks on those children. Face coverings are most essential when physical distancing is difficult. Since face coverings are a challenge for young children, it may be discouraged if it causes a child to touch their face frequently.
Illness at School and Updated Sick Policy
As a direct response to the COVID-19 pandemic, we are modifying our normal sick policies to take special consideration in an effort to reduce the risk of possible infection. We cannot emphasize enough the need for our parents to keep children home when they are sick. We will require the following protocol to be adhered to by staff and families. The following policies supersede any information in our Zale Parent Handbook concerning illness:

- Any sick children and staff are required to stay home; this includes children and staff who have a temperature of 100.4 F or higher, or who are displaying symptoms including coughing, sneezing, shortness of breath, difficulty breathing, sore throat, loss of smell or taste, chills, muscle pain, headache, a rash, diarrhea, vomiting or lethargy.
- Any person who is confirmed to have COVID-19 within the last 14 days of being at Zale must notify us immediately.
- Persons with known close contact* to a person who is confirmed to have COVID-19 may return following a 14 day self-quarantine period from the last date of exposure.

If a child or staff shows signs of illness at school
- If a child or staff displays symptoms of illness while at school including, but not limited to fever, coughing, sore throat, runny nose, diarrhea, vomiting, lethargy, and rash s/he will be isolated in our supervised, designated area.
- Parents will be notified and required to pick up their child immediately. Emergency contacts will be called if your child is not picked up within 30 minutes. Parents should call the school (561-852-3286) when they arrive and the child will be brought to your car.

Returning to School after Illness
- Any child or staff showing signs of respiratory issues (including coughing, tugging in the chest, wheezing or shortness of breath) or other COVID-19 symptoms including fever, abdominal pain, diarrhea, vomiting, sore throat, or lethargy may return to school based upon the following criteria:
  - 48 hours after being symptom free, without fever reducing medication AND with lab/physician documentation of negative COVID-19 test results
  OR
  - They must be excluded for 10 days from symptom onset AND are only allowed to return 72 hours after fever resolution without medication AND improved respiratory symptoms.
  OR
  - They may return to school prior to the 10 day exclusion period if a physician establishes an alternative diagnosis and they present a doctor’s note that states: “I examined ___________ in my office on ______________ and evaluated for ______________. S/He does not have COVID-19 and is able to return to school without placing others at risk.”
If a staff member or child is suspected of/or diagnosed with COVID-19

1. Parents/staff must contact the preschool within 24 hours of finding out a medical diagnosis of COVID-19.

2. If any staff, child or anyone they have been in direct contact with has a positive COVID-19 diagnosis, Zale Early Childhood Learning Center must be notified immediately. We will notify the PBC Department of Health and follow their guidance on action and closures. If this should occur, we will notify families immediately.

3. We will make decisions on closures and quarantining on a case by case basis with guidance from medical professionals and the Florida Department of Health. Those actions may include:
   a. If we are notified that a staff member or a child in our school is suspected of and being tested for COVID-19 with symptoms, anyone considered in close contact (all other children and staff who have been in contact with that class) must quarantine for 48 hours or until test results come back. The classroom may reopen after 48 hours or when permission is granted by regulatory agencies.
      ▪ Areas used by the child or staff member will be closed off from the rest of the building and disinfected.
      ▪ Families will be notified that a positive case has been in the school via email and parents from the affected class will be called. Confidentiality will be maintained while communicating with parents and staff about the situation.
   b. If an immediate family member of either a staff member or student has a positive COVID-19 diagnosis, the staff or student exposed may not return to school for 14 days AND with lab/physician documentation of negative COVID-19 test results.
   c. Siblings of students who are quarantining due to a positive case of COVID-19 in their class may continue to attend school as long as they remain asymptomatic. (Contacts of contacts are not considered in the quarantining process)

Returning to School for Staff and Students after a confirmed positive case of COVID-19

Staff/children who test positive for COVID-19 will be excluded for 10 days from symptom onset AND only allowed to return 3 days after fever resolution without medication AND improved respiratory symptoms AND a negative test.

In the Event of a Closure

Less than 30 days
Classroom learning will move to remote learning from home. Classroom activity bags will be sent home to facilitate daily activities and interaction will include whole and small group Zoom sessions with individual guidance from teachers.

More than 30 days
School will close indefinitely and your tuition will be pro-rated and refunded. One month of your paid tuition will be held as a deposit in a restricted fund, set aside for tuition reimbursement in the event Zale needs to close due to a pandemic for 30 consecutive days or more.

While we currently have no plans for virtual learning with closures extending over 30 days, we will respond accordingly to requests from our families. Any virtual learning plan would be strictly optional and priced separately.
Cleaning and Disinfection
Levis JCC Zale is adding a number of protocols to keep our children and staff safe. Including:

- Classroom materials will be sanitized before each use.
- Classes will utilize individual activity boxes of supplies and trays for individual sensory activities.
- Staff and children will wash their hands upon arrival and after each activity or transition in addition to meal and bathroom time.
- Chairs, tables, doors and common areas will be wiped down frequently throughout the day.
- During nap time, children’s naptime mats will be placed head to toe and spaced out 6 feet apart.
- Discontinued use of soft toys, sensory bins, and dramatic play costumes indefinitely.
- Regular deep cleaning of the entire building at night and regular cleaning throughout the day.

What is the plan for cleaning throughout the day and in the evenings?
Facilities will have expanded cleaning and disinfecting each night and additional staff present throughout the day for consistent sanitizing of door handles, tables, chairs and other high contact surfaces.

Classroom/Facility Cleaning & Disinfecting: The rooms have been thoroughly cleaned and sanitized and we will continue to maintain the new cleaning procedures. The Jewish Federation of South Palm Beach County has implemented the following enhanced cleaning and disinfection protocols in response to Covid-19 as per recommendations from the Center for Disease Control (CDC).

Additional janitorial personnel are assigned to the Levis JCC/Zale to disinfect common areas with a professional Electrostatic Sprayer utilizing Aero Rough and Ready RTU disinfectant cleaner throughout the preschool buildings every evening. The sprayer provides complete disinfectant coverage on all hard and soft surfaces. The disinfectant used is Aero Rough and Ready RTU Disinfectant Solution, a US EPA registered broad-spectrum disinfectant. It is safe to use in schools.

Travel Policy for Levis JCC Members and Staff
With the health and safety of ALL of our community members as a priority, the Levis JCC has implemented the following travel policy, effective August 15, 2020:

If you have recently traveled (inside or outside the State of Florida), you may have been exposed to COVID-19. Please monitor your health for symptoms. If you have symptoms, please stay home. Even with no symptoms, you can still spread the virus to others if you have it.

If you think you may have been exposed while travelling, please use extra caution for 14 days after travel:

- Stay at home as much as possible
- Consider getting tested for COVID-19
- Avoid being around people, especially those at higher risk for severe illness from COVID-19

Source: www.cdc.gov/COVIDtravel
**Additional Resources:**

**CDC: What you should know about COVID-19 to protect yourself and others**

**CDC: If You Are Sick**

**CDC: Talking with children about Coronavirus**
Levis JCC Zale Early Childhood Learning Center
Separation Plan for Easing Anxiety and Ensuring a Smooth Transition Back to School

Due to the unusual circumstance of children being home for many months, we know that even our most seasoned students will face a period of adjustment returning to school. Many will have a hard time separating from parents outside the school building, even if they had little trouble separating previously. Some students will have a hard time adjusting to masks or other program changes. Our Zale teachers will be attentive and sensitive to the emotional needs of your children. Warmth and compassion, patience and love will be the basis of our professional response. Teachers will model and work to develop flexibility and resiliency skills in all students. Our thoughtful plan includes the following:

We encourage you to introduce your child to wearing a mask now so they will build a comfort level and be used to it before the first day. All of our staff will wear badges showing their smiling face so children can recognize the person behind the mask.

Monday, August 31  Welcome Back to School (video greeting for families via Zale Mail)

Tues-Thurs, September 1-3  Individual Scheduled Virtual Teacher Meet & Greet
(see summer mailing for your time)
Children join teachers “virtually” in their classroom via Zoom to say hello and see the classroom!

Tuesday, September 1  Storytime: Lucy’s Mask (video greeting for families via Zale Mail)

Wednesday, September 2  Welcome to Zale! (A peek at our school video via Zale Mail)

Thursday, September 3  6:00 Zale Early Childhood Committee Family Welcome
Parents only social hour and questions for our Zale ECC via Zoom

Thursday, September 3  7:15 Parent Orientation
Parents only join teachers in their classroom via Zoom to learn about our curriculum and what to expect this year!

Friday, September 4  5:00 pm Rockin’ Shabbat Pajama Party
Back to School Sing-A-Long Shabbat and Dance Party via Zoom

Friday, September 4  9:30 am Zale Welcome Parade
Drive through Zale carpool line and meet your teachers!!

Tuesday, September 8  Welcome Visit
Children join teachers in the classrooms for 45 minutes. Children arrive at scheduled time via carpool (see summer mailing for your time)
FAQs:

Will you still be offering lunch for purchase?
Until further notice, we will not be offering a hot lunch option or challah for purchase at Zale in the fall. We continue to evaluate our hot lunch option with our campus caterer, FLIK Food Services, and will have more information soon about the possibility of resuming in January.

Who will be allowed in the building?
The only adults permitted in Levis JCC and Zale buildings will be JCC Zale staff and authorized cleaning staff.

If there is a second wave and we have to close, will refunds be provided?
If school is unable to open in August, you will receive a 100% refund of tuition paid prior to the opening of school. In addition, one month of your paid tuition will be held as a deposit in a restricted fund, set aside for tuition reimbursement in the event Zale needs to close due to a pandemic for 30 consecutive days or more.

What are the changes to payment plans for the 2020-21 school year?
Your 10 equal payments will start in July and run through April (not June-March as stated currently on the registration form). Note that your $250 security fee will also be charged on July 1, 2020. Based on state funding of the program, VPK credits will continue to be applied to your 10 monthly payments.

If someone at school contracts COVID-19, how will we handle?
If we learn about a positive case in our school community we will evaluate via contact tracing how wide the exposure is and make cleaning and closure decisions based on those findings, in consultation with health experts.

Are we aware of and or concerned about the new “Kawasaki-like disease” (MPIS) affecting children?
We are. The negative outcomes per research indicate complications are due to children having the symptoms go untreated for a week to ten days. Our staff will look for these signs and symptoms on a daily basis. It is believed to be a reaction to a virus (not always COVID-19) that causes an over-reaction in children’s immune systems. It is highly detectable with signs being: rash on hands and or feet, fever, gastrointestinal issues, among others. Finally, and very reassuring, it is not communicable. Children do not give it to other children.
Levis JCC Zale COVID-19 Policies Agreement

All staff and parents of students registered in our program will be required to sign the following liability waiver and sign off that they have read, understand, and will abide by the policies and procedures that have been put in place to minimize the risk of transmission of COVID-19.

Levis JCC Zale COVID-19 Policies and Procedures Waiver and Agreement

I acknowledge that I have fully read, understood, and will abide by the policies and procedures (above) that have been put in place to minimize the risk of transmission of COVID-19. Failure of a family to adhere to these policies may result in exclusion from the program.

I acknowledge and agree that this Release and Waiver of Liability is intended to be, and is, a complete release of any responsibility of the Adolph and Rose Levis Jewish Community Center for any and all illness, including COVID-19 or other communicable disease or illness.

Child’s Name _________________________________________

Parent 1 Signature ________________________________________  Date_______________

Parent 2 Signature ________________________________________  Date_______________