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March 13, 2020

Re: Coronavirus Disease 2019-COVID-19
Updated School Policy

Dear Parents & Staff:

We are continuing to monitor the rapidly evolving public health situation around COVID-19. Please inform our office manager and/or director if **you**, or any **family member** or **staff member** has traveled or has plans to travel to or from a CDC Level 3, or CDC Level 2 area as designated by the Centers for Disease Control: (<https://www.cdc.gov/coronavirus/2019-ncov/travelersindex.html>)
[As of 3/11/20 CDC LEVEL 3 includes: China, Iran, South Korea & 29 European Countries; CDC Level 2 includes Japan]

RETURNING TRAVELERS: Any individual returning from any Level 3 or Level 2 area must remain out of our school building for 14 days after returning to the U.S. This includes any individual with pick-up and/or drop-off privileges at our school. If at the end of this 14 day period, the traveler has not experienced any symptoms, a return to the center is allowed. If any symptoms are experienced, you will need to obtain medical clearance before a return to the school can be allowed.

CLOSE CONTACTS: Individuals in the same household, including individuals who may not live in the household but may be staying there or are otherwise present in the household are considered to be close contacts.

- A. Individuals who are in close contact with **Returning Travelers** must also remain out of the school for 14 days after the traveler's return to the U.S. If, after the 14 day period, the traveler has not experienced any symptoms, these individuals will need to obtain medical clearance before they can return to the center.
- B. Individuals who are in close contact with anyone having a suspected/confirmed case of COVID, must remain out of our school for 14 days after the contact ceases. If after 14 days, these individuals have not experienced any symptoms, these individuals may return to the center. If these individuals have experienced symptoms, you will need to notify our office manager or director and these individuals will need to obtain medical clearance before they can return to the school.

OUR REGULAR CHILD ILLNESS POLICY remains in place and states exclusion from the school to reduce the transmission of illness may be necessary. Please ask for our communicable diseases policy dated 2019.

CLOSING OF OUR SCHOOL due to COVID-19 will be determined by the number of cases in our community and the Ocean County Health Dept.

Tina Newman, Director

Accredited by the National Academy of Early Childhood Programs; a division of NAEYC

BEACHWOOD NURSERY SCHOOL & EARLY LEARNING CENTER

Policy on illness/Communicable Diseases:

Our school serves well children and **cannot permit a child who has any type of illness** or symptoms of illness to attend or continue attending school. If symptoms occur after the daily health check, the child will be isolated from others, and a parent will be called and informed that the child must be picked-up within the hour. It is important for parents who work to make advance arrangements for back-up care for situations such as this. **If after one hour**, the child has not been picked up, licensing requires our school to call all the emergency contacts listed until someone is able to come for the child. Please keep your child home if he or she has been ill during the night or early morning and has had any of the symptoms listed:

| | |
|--|---------------------------------------|
| Fever (oral temperature of 101 degrees) | Weeping blisters or skin patches* |
| Fever of 100.5 w/symptoms of illness (or an infant) | Undiagnosed skin rash* |
| Diarrhea at school-defined by watery stools | Impetigo* |
| Vomiting at school or 2 times within 24 hours | Coughing w/yellow-green discharge* |
| Lethargy that is more than tiredness | Strep throat/streptococcal infection* |
| Difficulty breathing, wheezing, uncontrolled coughing | Pink Eye* |
| Abdominal pain and/or headache | <u>Any communicable illness*</u> |
| Mouth sores with drooling | |
| Head Lice (until after the 1 st treatment & must be louse & Nit free to be re-admitted to child care) | |

***Within 48 hours, the parent must provide a signed, dated physician's release note expressly stating that the child was examined by a physician, and is well enough to attend licensed child care and poses no risk of contagion to other children and adults at school.**

The child may return to school once he/she is symptom-free, or has a **physician's release note** for the **symptoms*** indicated above. Our school must be **notified** of any **communicable disease** so we may alert parents to possible exposures. Excludable communicable illnesses such as measles must be reported to the Ocean County Health Department. **(Illnesses that have blisters containing fluid must be dried and crusted before returning to school.)**

***ReferenceGuide:**http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf

Policy on Medication Administration: 3A:52-7.5

Parents need to administer all medication to their children at home to see if the child has any type of reaction. Many medications can be administered in 12 hour intervals thus relieving us of this responsibility. Medication poses an **extra burden** on staff & having medication in the facility is a safety concern, although we do have lock boxes for medication. Medication will only be administered to a child in our care more than 4 hours and for whom a CARE PLAN or other written consent with specific instruction for the administration of prescription medication has been provided to the Lead Teacher or an Administrator. **Non-Prescription medication must be authorized in writing by a Health Care Provider.**

Prescription medications must be in an **original container** that is labeled by a pharmacist with the child's first & last name, the name & strength of the medication, the date the prescription was filled, the name of the health care provider, the medication's expiration date & instructions for the **dose, time, method & duration** of administration. **Parents must provide the appropriate measuring spoon.** A more in depth policy is available upon request.