



BNS ENHANCED COVID-19 PROTOCOLS

Bannockburn Nursery School is committed to protecting the health of our children, families, staff, and community. The following policies were designed in response to guidance from the Maryland State Department of Education and Maryland Department of Health (MSDH), in accordance with best practices from the Centers for Disease Control and Prevention (CDC), the Maryland Office of Childcare (OCC) and with everyone's well-being in mind. To limit the potential spread of COVID-19, we will be making some temporary changes to our programming that include robust cleaning and disinfecting procedures and minimizing opportunities for person-to-person exposure. These enhanced protocols will take precedence over other BNS policies and procedures to the extent that there is any conflict.

The following plan outlines the recommended practices and strategies we will use to protect the health of our children, staff, and families while at the same time ensuring that children are experiencing developmentally appropriate and responsive interactions and environments. These temporary policies are subject to change, in accordance with MSDH, CDC and OCC recommendations and requirements.

All staff members will be required to sign a COVID-19 Work Condition Acknowledgement and Disclosure Statement (Appendix A) and Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19 (Appendix C) before they will be allowed to work at BNS.

All families will be required to sign a COVID-19 Family Acknowledgement and Disclosure Statement (Appendix B) and Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19 (Appendix C) before their child(ren) will be allowed to participate in BNS activities.

BNS Protocol Details

ARRIVAL AND DROP-OFF PROCEDURES/SCREENING FAMILIES & STAFF FOR COVID-19 SYMPTOMS AND EXPOSURE

Daily Arrival Staff (Teachers and Staff):

- Prior to arriving at school, each BNS staff member is to complete a daily health questionnaire online.
- If staff member did not complete the daily health questionnaire prior to arrival, BNS staff, wearing appropriate PPE will conduct a daily health questionnaire (Appendix D) and temperature check for each staff member upon their arrival which will include recordation of the staff member's temperature and health questionnaire responses. Responses to the health screening will be logged and kept in a private, restricted file following privacy guidelines.
- Any staff member with a temperature at or above 100.4, or any other indication of potentially contagious illness, will stay home and call BNS to report their symptoms. If, during the school day, a staff member develops a fever or becomes unwell with COVID-19 like symptoms, they will be sent home and the Montgomery County Health Department (MCHD) will be contacted for next steps.
- BNS will encourage staff to bring only what they need each day into the building.
- Once cleared to enter the school building, staff members must wash their hands, put on any additional PPE as necessary and prepare classrooms for the child(ren)'s arrival.
- Staff will be advised to not to come to work if they do not feel well or have any indication that they may have been exposed to an individual with COVID-19.
- BNS reserves the right to request that staff retake their temperature while they are in the building.

Daily Arrival/Drop-off and Pick-up of Child(ren)

Daily Arrival/Drop-off and Pick-up will take place outside the main BNS entrance, weather permitting.

Parents/caregivers or any other persons will generally not be allowed inside the school building.

Only one parent/caregiver should drop off and pick up their child(ren). Ideally, this person would be the same person daily for both drop-off and pick-up.

Procedures for both Drop-off and Pick-up

Prior to arriving at school, parents are to complete a daily health questionnaire online. If the online questionnaire has not been conducted, BNS staff will conduct a health screening outside BNS (Appendix D). In addition, BNS staff will conduct a daily temperature check and visual inspection for all children. Both the questionnaire and temperature check must be successfully completed before any child is cleared to enter the building or classroom.

Walkers:

Families who arrive on foot to drop off their children must follow the following procedures:

- Upon arrival and parking their car on the street at the bottom of the BNS gravel driveway, adults should sanitize their hands and must wear a face covering.
- Parents may not park in the BNS parking lot. Walkers are to walk alongside the parked cars in the lot. Walkers may not walk down the center of the parking lot or around the playground side of the parking lot.
- Children will be required to wear a face covering upon leaving the car and throughout the school day, apart from eating.
- Sprouts and Saplings students should be brought to their outdoor classroom doors for check-in. Mighty Oaks students should be brought to the main BNS entrance for check-in with a BNS staff member.
- Social distancing of 6 feet or more between families waiting to drop off or pick up should be maintained.
- In the event a child needs to be picked up early from school, the child will be picked up outside the main entrance to BNS unless otherwise communicated.
- In the event that the weather precludes outdoor programming pick-up and drop-off, those procedures will occur inside the building at the main BNS entrance unless otherwise communicated.

Carpool Drop-Off:

Families who use the drive-up carpool lane to drop off their children must follow the following procedures:

- All cars should arrive between 9:25 and 9:35 a.m.
- Drivers and children are required to wear a face covering during the drop-off process.
- Children will be required to wear a face covering upon leaving the car and throughout the school day, apart from eating.
- Drivers will proceed up the gravel driveway and must stay in the car until reaching the cones located in front of the BNS front door.
- When the driver's car reaches the "drop-off location", located at the BNS front door, in between two parking cones, the driver must put the car completely in park and turn off the car engine.
- The driver will exit the car and unbuckle the child(ren) from his/her car seat(s).
- The driver will walk the child to their outdoor classroom door (Sprouts and Saplings students should be brought to their outdoor classroom doors for check-in with a BNS staff member. Mighty Oaks students should be brought to the main BNS entrance for check-in with a BNS staff member).
- If the child's online health questionnaire has not been completed, BNS staff will conduct a health screening outside BNS (Appendix D). In addition, BNS staff will conduct a daily temperature check and visual inspection for all children. Both the questionnaire and temperature check must be successfully completed before any child is cleared to enter the building or classroom.

- Once cleared for entry into the school, children arriving by car will then be taken to their classrooms by BNS staff.
- The driver will return to their car and exit the BNS parking lot, allowing the next driver to proceed to the drop-off location.
- Only one driver will exit their car at a time to drop off their child(ren).
- Drivers may not put their vehicles in reverse in the parking lot.

Additional Drop-off Procedures as Required by the Office of Child Care:

- A daily health screening (Appendix D) of all children will be conducted to consist of a temperature check by a BNS staff member.
- Health questionnaire
 - The health screening will be available online for parents to complete prior to bringing children to BNS each day. Responses to the health screening will be logged and kept in private, restricted file following privacy guidelines.
 - A child who does not pass the health screening (as determined by answering ‘yes’ to any questions on the health questionnaire and/or having a temperature of 100.4 degrees or higher) will not be allowed to attend school. Additionally
- If there are multiple children attending BNS in the same family, all the children’s temperatures will be taken at the first child’s drop-off location. If one child from a family does not pass the health screening, all children from the family will need to return home, until such time as they are cleared by a medical professional to return to programming.
- Upon successful completion of the health screening, children will be accompanied by one of their teachers to sanitize their hands, put away personal items, and join their classmates to play with their class in their designated area.
- Children’s lunches will be placed in sanitized bins and placed in refrigerators.

Arrival and Dismissal Times:

Arrival: Beginning at 9:25 am, following the health screening and approval to enter, children may arrive proceed to their classroom’s designated area. Children arriving after 9:45 am will be required to ring the bell at their assigned entry door, go through the daily health screening with an administrator, before joining their class.

Dismissal: Dismissal will be from directly outside the BNS main entrance, or other designated area, if programming has moved indoors.

Sprouts, Saplings and Mighty Oaks dismissal will be at 12:00pm.

Lunch Bunch Lite dismissal will be at 1:30 pm. Lunch Bunch will be at 2:30pm.

BNS Spring Session dismissal will be at 12:00pm.

BNS Summer Fun dismissal will be at 1:30pm.

HEALTHY HYGIENE PRACTICES

General Face Covering Protocols for all Children and Adults:

A cloth face covering should:

- Be worn to cover the nose and mouth.
- Never be worn around the neck or over the head.
- Never be shared with other children/adults.
- Never be reused between uses unless it has been properly stored and can be replaced safely.
- Be removed or replaced if becomes wet or soiled.
- Be removed by the wearer for meals and snacks.
- Face coverings may be removed during outdoor play if social distancing can be maintained.
- Children should be able to put on and take off a face covering by themselves.

Use of Cloth Face Coverings in Adults:

MSDH and the OCC require the following:

- Childcare staff must wear cloth face coverings/masks throughout the workday.
- Childcare staff and parents must wear cloth face coverings/masks during drop-off and pick-up when parents are performing, and staff are observing, or while staff are performing, temperature checks.
- Parents and any other adults who must enter the childcare area related to essential operations must wear a cloth face covering/mask.

Use of Cloth Face Coverings in Children:

Montgomery County requires:

- Children age 2 and above who can wear a cloth face covering/mask safely and consistently wear a cloth face covering/mask while in care.

Children will be required to wear parent provided, face coverings/masks throughout the day at school. Parents should provide a sufficient supply of clean/unused face coverings/masks for their child each day to allow replacing of face masks as needed and have a routine plan for the washing of face masks. Each child is to bring at least one extra face covering/mask to school each day. Their extra masks are to be sent to school in a paper bag, clearly labeled with the child's name.

If a child wearing a face covering/mask cannot successfully wear their covering/mask and it presents a safety hazard, BNS reserves the right to remove the covering/mask and safely store in a paper bag to go home with the child. The school will work with the child and the child's family to teach the child to successfully wear a face covering/mask while at school. The goal is to have all children wearing a face covering/mask every day while in the school's care.

Face coverings/masks from home must be clearly labeled with each child's name.

- All face coverings/masks need to be clearly labeled to distinguish which side of the covering should be worn facing outwards, so they are worn properly each day.
- Face coverings/masks should not have any attachments, i.e. buttons or stickers that could cause a choking hazard.
- Children should have their face coverings/masks on a break-away lanyard.
- Face coverings/masks must be washed between uses.

TRIPS, TRAVEL, AND HOSTING HOUSE GUESTS

Prior to travel outside of Maryland, DC or Virginia, we ask that BNS families and staff notify the Director and teachers of travel plans. In addition, after traveling and upon your return to MD, we ask that families get tested for COVID-19 upon their return from out-of-state travel and share the results with the school prior to returning to school.

Hosting Out-of-Town Guests

We ask if you are hosting out-of-town guests or family members visit your home, you apply the same level of caution as outlined in the recommendation above.

Parents are asked to inform BNS of any travel plans for any family members or the entire family, including date of departure, date of return, and destination.

MAINTAINING A HEALTHY ENVIRONMENT

What Items May a Child(ren) Bring Back and Forth to School?

Only essential items from home should be brought to school on a daily basis. All items brought to school **MUST** be labeled with the child(ren)'s name.

- Tote Bags
- Water Bottles
- School Folders
- Extra Face Coverings/Masks
- Show & Tell items are permissible for children to bring to school each day as directed by BNS teachers and staff.
- Lunch at BNS: A child who eats lunch at school may bring their lunch in a disposable paper or plastic bag, or in a small soft-sided reusable lunch bag clearly labeled with the child's name. Lunches should contain all necessary items, such as napkins and any eating utensils. The child should be able to manage their lunches by themselves, including opening Ziploc bags, yogurts, etc. BNS will throw out leftover lunches. Children who choose water will drink from their water bottles. Lunches will be refrigerated.

Items from Home to Remain at School:

- Extra Clothing: Each child is to have a complete set of additional clean clothes at school at all times. A complete set of clean clothes includes an extra face covering, pants, shirt, underwear, and socks. All items must be labeled with the child's name and stored in a large Ziploc bag that is also labeled with the child's name. Unlabeled clothing will be labeled by BNS. The child's parent/caregiver is to give their child(ren)'s teacher the extra set of clothing on the first day of their child attends school. BNS will store the extra set of clothing in the child's classroom. If a child requires changing at school, BNS will send home the dirty clothes and a parent/caregiver must bring a new or laundered set of clean clothes to school the next time the child has class.
- Rain Boots and Rain Pants or Waterproof Pants: Each child is to have rain boots and rain pants that may remain at school or go back and forth between school and home. Boots and pants must be labeled with a child's name. Children will sometimes sit on the grass for circle times, singing, story times, etc. If the ground is wet, rain pants will make the child more comfortable. On damp or rainy days, we will put on rain boots to explore how the rain changes the campus. Unlabeled clothing or boots will be labeled by BNS. In addition, we ask that parents provide a properly fitting bike helmet for their child to use while at BNS.
- Diapers and Wipes: For children who are not potty trained, parents must provide a packet of wipes and additional diapers for their child in a clear Ziploc bag that is clearly labeled with the child's name. Families will be notified when additional supplies are needed.

All items **MUST** be labeled with the child(ren)'s name.

Items BNS will Supply:

- Daily Snack: BNS will provide a daily snack to the children.
- Extra Diapers and Wipes, if needed
- Extra Clothes for accidents
- Extra Disposable Masks for adults and children

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SUPPORTING SOCIAL/PHYSICAL DISTANCING

BNS recognizes that the children in our program are too young to maintain social distances from their classmates and teachers throughout the school day. In turn, BNS will employ the following policies to maintain as safe a space as possible:

- BNS will maintain “classroom cohorts,” (also referred to as “pods”) meaning BNS will assign each child to a specific outdoor and indoor classroom space that will contain a set group of classmates and teachers, as much as possible, throughout the school year. The children and the teachers will stay in their assigned outdoor classroom or indoor classroom throughout the day, with the exception of bathrooms and assigned play spaces.
- Supplemental programming such as, but not limited to, Music, on-site special presentations and offsite field trips, will be suspended for the foreseeable future. BNS may offer some of these programs in an online format for viewing during non-school hours.
- Inter-group, whether class, or otherwise, activities will be suspended for the foreseeable future.
- Teachers will not move in and out of interior classrooms that are not assigned to them.
- Siblings and friends may not visit each other’s classrooms.
- BNS will stagger playground times to allow only one classroom on a playground at a time.
 - High touch areas of playgrounds will be disinfected as necessary throughout the day.
 - Playground toys will be assigned to each class and will be cleaned daily.
- BNS will have a heightened focus on teaching children about personal hygiene, such as hand washing, avoiding touching of the face, safe bathroom habits, and to sneeze and cough into their elbows.
- Handwashing will occur at a minimum of every two hours, following the “20 second rule,” and whenever coming in from outdoors, before eating snack or lunch, after eating, or using the bathroom.

Ratios and Group Sizes

During this time, we will maintain the following ratios and group sizes:

Age Group	Staff-to-Child Ratio	Maximum Group Size
Sprouts – 2 and 3 year olds	1 to 6	max. of 12
Saplings - 3 and 4 year olds	1 to 10	max. of 12
Mighty Oaks - 4 and 5 year olds	1 to 15	max of 12

Ratios and group sizes are subject to change, contingent on regulation changes.

Enhanced Outdoor Learning

- Each class cohort will have a designated outdoor classroom area. This outdoor area may rotate each week. To the extent possible, typical indoor classroom activities will be held outside. This includes activities such as circle times, drama, story time, etc.
- Outdoor learning may occur during inclement weather. It is imperative that children and staff have the appropriate clothing to facilitate this (i.e. rain suits and boots, jackets and mittens when cold, etc.).

Guests, Volunteers, Specialists, and Others in the Building

- Parents, caregivers, special guests, outside specialists, and prospective parents will be restricted from entering the building. Should parents/caregivers, and/or consultants, work personnel, need to enter the school area, they will have to pass a health screening, similar to staff and children, wear a protective face covering and maintain proper social distancing.
- Co-op participation in the school involving parents participating as classroom assistants will be suspended until MSDE and MSDH restrictions are lifted and BNS deems it appropriate to reinstate parental classroom involvement. However, BNS will offer alternative ways for families to be involved outside of the classroom.

CLEANING AND DISINFECTING

Availability and Use

- To the extent possible, BNS will provide duplicates of toys and multiple sets of materials to limit the number of children touching the same objects.
- We will provide each child their own set of toys and materials (e.g., bin of toys they select for choice time which is disinfected after use, their own set of art supplies).
- If sensory materials are used, giving each child their own individual materials and container.
- BNS will temporarily suspending use of water and sensory tables.
- BNS will temporarily removing toys and materials from the classroom which cannot be easily cleaned or sanitized between use.
- BNS will have cloth toys or materials (e.g., blankets) used by one child at a time and then laundered or not used at all.
- BNS will rotate the toys that are out at any particular time so that they can be adequately cleaned and sanitized.

Cleaning and Sanitizing

- BNS will wash and sanitize toys and other materials before being sharing toys with another classroom cohort.
- BNS will clean toys frequently, especially items that have been in a child's mouth or if a child coughs or sneezes on them.
- BNS will set aside toys that need to be cleaned (e.g., out of children's reach in a container marked for "soiled toys" or "yucky bucket").
- BNS will clean toys with soapy water, rinse them, sanitize them with a CDC-recommended disinfectant, rinse again, and air-dry.
- As necessary and to the extent possible, BNS will clean toys in a dishwasher.

We will engage in the following cleaning and disinfecting practices in accordance with CDC recommendations:

- Frequent cleaning/disinfecting of **high-touch surfaces** (e.g., sinks, toilets, diaper stations, light switches, doorknobs, counter and tabletops, chairs).
- Normal routine cleaning of **outdoor spaces**, with special attention to high-touch plastic/metal surfaces (e.g., grab bars, railings).
- **Outdoor toys** (e.g., tricycles, balls) are cleaned and sanitized between use by different classroom cohorts.
- Regular cleaning of **electronics** (e.g., keyboards, parent/staff check-in kiosks) according to manufacturer's instructions.

- Use of a **schedule** for regular cleaning and disinfecting tasks.
 - Ensuring staff wear **disposable gloves** to perform cleaning, disinfecting, laundry, and trash pick-up, followed by hand washing.
 - Cleaning **dirty surfaces** using detergent or soap and water prior to disinfection.
 - Use of **CDC-recommended disinfectants** such as EPA-registered household disinfectants, diluted bleach solution, and/or alcohol solutions with at least 70% alcohol.
 - We will keep cleaning materials secure and out of reach of children, avoid using cleaning products near children, and ensure proper ventilation during use to prevent inhalation of toxic fumes.
 - Keeping cleaning products **secure and out of reach** of children, **avoiding use near children**, and ensuring **proper ventilation** to prevent inhalation of toxic fumes.

Cleaning and Disinfecting the Facility if Someone is Sick:

If someone has been in the building who has a confirmed or probable case of COVID-19 (see Quarantine and Temporary Classroom/Program Closures section), we will follow [CDC guidance](#):

- Close off areas used by person who is sick.
- Wait 24 hours (or as close to 24 hours as possible) to clean or disinfect.
- Open outside doors and windows to increase air circulation in the area.
- Temporarily turn off room fans and/or in-room, window-mounted, or on-wall recirculation HVAC (we will NOT deactivate central HVAC systems).
- Clean and disinfect all areas used by the person who is sick (e.g., classrooms, bathrooms, offices).
- Vacuum the space if needed (with a high-efficiency particulate air [HEPA] filter if possible).
- Follow guidance listed above regarding types of surfaces and disinfectants.

FOOD COOKING/BAKING

To limit opportunities for exposure during mealtimes, we will engage in the following recommended practices:

- Spacing children as far apart as possible (ideally 6 feet apart) by limiting the number of children sitting together and rearranging tables/seating.
- Serving snacks/food outdoors or in the classroom.
- Serving children individually rather than family-style dining.
- Having staff and children wash hands before and immediately after children have eaten.
- Using placemats for children to define their space (wiped down and sanitized with the same procedure used for cleaning tables after meals).
- Having staff prepare food wearing face coverings and masks with additional sanitizing and disinfecting practices.
- Temporarily suspending cooking/food activities in the classroom.

RESPONDING TO COVID-19 SYMPTOMS ON-SITE AND WHEN CHILDREN AND STAFF SHOULD STAY HOME AND WHEN TO RETURN TO SCHOOL

Children's Health

- All staff have passed MSDE's mandatory COVID-19 training. The training provided education on COVID-19 symptoms in adults and children, methods of the virus's spread, and preventive measures to prevent and reduce incidences of COVID-19 or related illnesses such as Multisystem Inflammatory Syndrome in Children in an educational setting.
- BNS will provide continuous training to staff and cleaning personnel on proper cleaning and sanitation techniques.
- BNS will isolate a child who begins to experience or has symptoms of respiratory illness, including a fever of 100.4 or above, or symptoms of other infectious diseases until a parent/caregiver is able to pick them up.

Staff Health

- Staff will receive additional training and updates as necessary.
- Staff will not share their phone or other personal devices with one another or children.
- Staff will take all necessary and reasonable precautions throughout the day, including limited access to storage areas, supplies, other people in the building, etc.
- Staff will keep extra clothes at school to be used when needed. In addition any clothing worn during a shift at school is to be washed before being used at school again.
- Staff face coverings are to be washed between scheduled days at BNS.
- Staff will wash hands for 20 seconds under running water with soap, at least once every hour while at BNS.

For children and staff who become ill at school a Health Log (Appendix E) must be completed and filed following all privacy guidelines.

Guidelines for Onset of Any Illness at School

- If a child becomes sick during the school day, a parent or designated caregiver will be contacted to pick-up the child as soon as possible. If a family has multiple children in the program, and one child becomes ill, all siblings will be sent home with the ill child. Child(ren) will not be permitted back in school until cleared by a medical professional to return.
- BNS will perform a temperature check, using a no touch thermometer, on any child that feels ill.
- Staff will notify the administration if any signs of illness develop during the school day (cough, shortness of breath or difficulty breathing and other respiratory symptoms like fever, chills, shaking with chills, muscle pain, headache, sore throat, or loss of taste or smell) and will isolate in the on-site isolation room until arrangements can be made to safely transport the staff member home or seek care.

- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms or if someone in their household has COVID-19 symptoms or screens positive for COVID-19.
- Staff will not be allowed to work while awaiting COVID-19 screenings results for themselves or for a family.

Isolation Area

- A dedicated room/infirmarary, located on lower school level, has been created for any child or staff member who feels ill. Should a child become sick during the school day, the child will be cared for in this room by one of their teachers while their parent/caregiver is contacted.
- The isolation room will be cleaned, disinfected and sanitized after each use.

Guidelines for Onset of Any Illness at Home

- If a child or staff member becomes sick while at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that parents/caregivers/staff notify the school office and to remain at home until all symptoms have subsided and the child or staff member is free of any ailments without the use of medications for 48 hours.
- Children and staff are not to have had any fever reducing or pain reducing medications before coming to school in the morning or returning to school after an absence.
- If a child or staff member's symptoms are consistent with COVID-19, parents/caregivers/staff are to contact the child's pediatrician or their primary caregiver for guidance. BNS should be notified under such circumstances. We ask that you share that guidance so we will know how to proceed with our next steps of notifying the proper and required people and/or Montgomery County Health Department, MCDH member.

COVID-19 Illness Specific Guidelines

- Children or staff who are well and live in a home where someone has symptoms or a diagnosis of COVID-19, must notify BNS immediately and quarantine at home until further guidance from MCDH is received and enacted, typically 14 days without the onset of any COVID-9 symptoms.
- In the event that someone in the school community receives a positive COVID-19 test result for themselves or a family member, the school will contact the MCHD and, if indicated, the OCC. MCHD will review the situation and advise the school about procedures to follow and if necessary, the length of closure of the classroom, or classrooms, or entire facility, and any quarantine requirements for staff, child(ren), and/or families. Parents and staff will be notified immediately of any such directive.
- BNS will inform all building users, families, and staff of possible exposure to COVID-19 while in the building. Confidentiality, as required by law, will be maintained.

Requirements for Returning to BNS after a Confirmed COVID-19 Illness

Children and Staff may return to school upon:

- Being fever free (without the use of medications).

AND

- Other symptoms have improved (for example, shortness of breath, coughing) and free of any ailments without the use of medications for 48 hours.

AND

- Receiving two negative tests results in a row, done 24 hours apart.

AND

- A doctor's note confirming that they are healthy enough to participate in the typical school day.

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TEMPORARY CLASSROOM/PROGRAM CLOSURES

Due to a case of COVID-19 in the BNS community:

Any closures, either of a classroom or the school, will be determined by BNS after review of orders by the Maryland State Department of Health (MSDH) and Maryland State Department of Education (MSDE) as well as the Montgomery County Department of Health (MCDH). Should a classroom have to be closed while waiting for COVID-19 test results or for a 2-week quarantine period because of a positive COVID-19 test in the community, BNS will maintain a home-school connections using a combination of virtual programming, home learning kits and other methods as deemed appropriate by BNS staff.

Closure Due to a State, County, Federal or MSDE/OCC or Bannockburn Community Club (BCC) Mandate:

Should BNS be forced to close because of a mandate issued by the federal, state or local authorities, our licensing agency, and/or the Bannockburn Community Club (BCC), BNS will maintain a home-school connection as outlined above.

Tuition Payment Policy in the Event of Unplanned Closures:

It is our greatest hope to have an uninterrupted school year. However, should we be forced to close tuition modifications will be made as follows:

- Short-Term or Intermittent Closures (lasting fewer than 14 days): No refunds or prorating of tuition payments.
- Long Term Closures: In the event of a whole school closure, lasting 14 days or more, tuition payments, during and after the 14 day period, will be reduced by 60% for the remainder of the closure.
- Lunch Bunch fees will be charged for the remainder of the month of the closure, i.e. school closed on February 19, fees would be collected for the remainder of February. Going forward, no fees would be charged until such a time as the program resumes.
- For BNS Spring Session, or BNS Summer Fun, should a classroom have to be closed while waiting for COVID-19 test results or for a designated quarantine period because of a positive COVID-19 test in the community, or if BNS programming is suspended or cancelled due to COVID-19, BNS will refund tuition by 60% for the remainder of the closure.

Definitions

Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a separate “sick room” or area and using separate bathroom (if available).

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of the disease that can occur before a person knows they are sick or if they are infected by the virus without symptoms. People, in quarantine, should stay home, separate themselves from others, monitor their health, and follow directions from their state and local government.

Close contact relates to exposure to individuals with COVID-19 and is defined by the Centers for Disease Control and Prevention (CDC) as being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period, regardless of whether face coverings are worn.

COVID-19-like illness is when a person has ANY 1 of the following: cough, shortness of breath, difficulty breathing, new loss of taste or smell, or ANY 2 of the following: fever of 100.4 or higher (measured or subjective), chills or shaking chills, muscle aches, sore throat, headache, nausea or vomiting, diarrhea, fatigue, and congestion or runny nose. Identification of persons with COVID-19 like illness is used to exclude persons from childcare, to determine who should be tested for COVID-19, and to identify persons who may need close contacts quarantined.

A probable case of COVID-19 is a person with COVID-19 like illness who has had close contact with a person with COVID-19 in the past 14 days per CDC guidance.

For Frequently Asked Questions: go to COVID-19 Guidance for Child Care Facilities updated January 11, 2021 by MSDE and MDH. BNS will be relying on the information found in this document when/if there is a COVID-19 exposure or diagnosis of a child, staff member, parent, or other caregiver.

Appendix A: Staff COVID-19 Work Condition Acknowledgement and Disclosure Statement

BANNOCKBURN NURSERY SCHOOL COVID-19 WORK CONDITION ACKNOWLEDGMENT AND DISCLOSURE

Bannockburn Nursery School Employees Please read and initial each statement below.

1. _____ I understand that to enter the Bannockburn Community Clubhouse (BCC) property, where Bannockburn Nursery School (BNS), is located, I must be free from COVID-19 symptoms. If, during the course of the day, any of the following symptoms appear I must immediately notify a member of BNS administration. Symptoms include,

- Fever of 100.4 degrees Fahrenheit or higher
- Cough
- Shortness of Breath
- Difficulty Breathing
- Chills
- New Loss of Taste or Smell
- Sore Throat
- Muscle Aches
- Chills or Shaking Chills
- Headache
- Nausea or Vomiting
- Diarrhea
- Fatigue
- Congestion or Runny Nose

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. Symptoms typically appear 2-14 days after being infected so please take them seriously. You will need to be symptom free for 48 hours before returning to the facility.

2. _____ I understand that my temperature is to be taken at home daily, may be taken upon arrival at school, and may be taken at any time during the day while on school premises.

3. _____ I understand that I will need to complete a health questionnaire upon arrival each day.

4. _____ I understand that I must wear a mask, with the exception of eating or drinking, while on the BNS property and within the confines of the BNS program space.

5. _____ I understand that BNS has adopted enhanced cleaning procedures and I will comply with and complete all cleaning and disinfecting tasks as assigned each day.

6. _____ I will wash my hands using CDC recommended handwashing procedures throughout the day, and at least once an hour, using warm running water and rubbing with soap for at least 20 seconds.

7. _____ I understand that inside and outside of work I will comply with any and all federal, state, and local guidelines in order to control my exposure to COVID-19 in the community.

8. _____ I will immediately notify BNS administration if I become aware of any person, with whom I have had contact, exhibits any of the symptoms listed in Number 1 above, or is advised to self-isolate, quarantine, has tested positive, or is presumed positive for COVID-19.

9. _____ I understand that while working at BNS each day I will be in contact with children, families, and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping

everyone at BNS safe and reducing the risk of exposure by following the practices outlined herein.

I, certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by BNS will result in disciplinary action up to and including termination. I acknowledge that my employment will be terminated if it is determined that my actions, or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19.

Employee Signature

Date

Appendix B: BNS Family COVID-19 Acknowledgement and Disclosure Statement

BANNOCKBURN NURSERY SCHOOL COVID-19 FAMILY ACKNOWLEDGMENT AND DISCLOSURE

Both parents are to read and initial each statement below, before a child(ren) may attend BNS.

1. _____ I/we/or any caregiver we authorize, understand that during this COVID-19 Public Health Emergency I/we will NOT be permitted to enter Bannockburn Nursery School (BNS), beyond the designated drop-off and pickup area. I/we understand that this procedure change is for the safety of all persons present in the school and to limit to the extent possible everyone's risk of exposure. I/we understand that it is my/our responsibility to inform any Emergency Contact persons of the information contained herein.
2. _____ I/we/or any caregiver we authorize will be required to wear a cloth face covering/mask at all times when we are on the BNS campus, indoors, and in all outdoor spaces including playgrounds, and parking lots.
3. _____ I/we/or any caregiver we authorize, understand that IF there is an emergency requiring one of us to enter BNS beyond the designated drop-off and pick-up area I/we MUST sanitize our hands before entering and wear a mask. While in BNS I/we must practice social distancing and remain 6ft. from all other people, except for my/our own child(ren.)
4. _____ I/we/or any caregiver we authorize, understand that to enter the BNS premises my/our child(ren) must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear my/our child(ren) will be separated from the rest of the people at BNS. I/we will be contacted, and my/our child(ren) MUST be picked up from BNS within 60 minutes of being notified.

Symptoms include:

- Fever of 100.4 degrees Fahrenheit or higher • Cough • Shortness of Breath • Difficulty Breathing • Chills • New Loss of Taste or Smell • Sore Throat • Muscle Aches • Chills or Shaking Chills • Headache • Nausea or Vomiting • Diarrhea • Fatigue • Congestion or Runny Nose

5. _____ While I/we understand that many of these symptoms can also be related to non-COVID-19 related issues BNS must proceed with an abundance of caution during this Public Health Emergency. Symptoms typically appear 2-14 days after being infected so please take them seriously. Your child(ren) will need to be symptom free without any medications for 48 hours before returning to BNS.
6. I/we/ or any caregiver we authorize, understand that my/our child(ren)'s temperature is to be taken by a parent or designated caregiver, in front of a BNS staff member, each day upon arrival at BNS. My/our child(ren)'s temperature may be taken throughout the day while at BNS.
7. _____ I/we/or any caregiver we authorize, understand that my/our child(ren) will be required to pass a daily health screening administered upon arrival at BNS each day. If my/our child(ren) fails the health questionnaire, my/our child(ren) will be denied entry to BNS until such time the child(ren) passes the health screening.

8. _____ I/we/or any caregiver we authorize, understand that my/our child will be required to wash their hands using CDC recommended handwashing procedures upon arrival each day and throughout the day using warm running water and rubbing with soap for at least 20 seconds.

9. _____ I/we or any caregiver we authorize, understand that my/our child will be required to wear a cloth face covering/mask while participating in, both indoor, and outdoor BNS programming.

10. _____ I/we/or any caregiver we authorize, understand that inside and outside of school my/our family will comply with any and all federal, state, and local guidelines in order to control my/our exposure to COVID-19 in the community.

11. _____ I/we/ or any caregiver we authorize, will immediately notify BNS administration if I/we become aware of any person with whom my/our child(ren) or I/we have had contact with exhibits any of the symptoms listed in Number 1 above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19. Further, I/we will immediately notify BNS administration if anyone from my/our place(s) of employment is presumed positive or tests positive for COVID-19 whether or not I/we have had direct contact with that person.

12. _____ I/we/or any caregiver we authorize, understand that while present in the facility each day my/our child(ren) will be in contact with other children, families, and other employees who are also at risk of community exposure. I/we understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I/we understand that I/we play a crucial role in keeping everyone at BNS safe and reducing the risk of exposure by following the practices outlined herein.

I/we/or any caregiver we authorize, certify that I/we have read, understand, and agree to comply with the provisions listed herein. I/we acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by Bannockburn Nursery School will result in termination of services. I/we acknowledge that care for my/our child(ren) will be terminated if it is determined that my/our actions, or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19.

Child's Name: _____ DOB: _____

Child's Name: _____ DOB: _____

Parent Name Printed: _____ Parent Name Printed: _____

Parent Signature _____ Parent Signature _____

Date _____ Date _____

Appendix C: Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

**ASSUMPTION OF THE RISK AND WAIVER OF LIABILITY RELATING TO
CORONAVIRUS/COVID-19**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. Bannockburn Nursery School (BNS) has put in place protective measures to reduce the spread of COVID-19; however, nobody - including BNS - can guarantee that you, your caregiver, or your child(ren) will not become infected with COVID-19. Further, attending activities at BNS could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and on behalf of myself, my child(ren), and my spouse/co-parent of child(ren) voluntarily assume the risk that my child(ren) and I, my caregiver, and any member of my family, may be exposed to or infected by COVID-19 by attending activities at BNS and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 while at Intown may result from the actions, omissions, or negligence of myself and others, including, but not limited to, BNS employees, agents and representatives, volunteer parents, program participants and their families and/or any other individual who may be present in attendance at any BNS activity.

I voluntarily agree to assume, on behalf of myself, my child(ren), my caregiver, and my spouse/co-parent of child(ren) all risks and accept sole responsibility for any injury to my child(ren), my caregiver, myself and any member of my family, (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I, my child(ren), my caregiver and/or members of my family may experience or incur in connection with my child(ren)'s attendance in activities or participation in BNS programming ("Claims").

On my behalf, and on behalf of my children, my caregiver, and/or members of my family, I will advance no claim and I hereby release, covenant not to sue, discharge, defend, indemnify and hold harmless BNS, its employees, board members, agents, volunteers, and representatives, as well as Bannockburn Community Club (BCC), its employees, board members, agents, volunteers, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of Intown, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any BNS activity.

Child's Name: _____ DOB: _____

Child's Name: _____ DOB: _____

Parent Name Printed: _____ Parent Name Printed: _____

Parent Signature _____ Parent Signature _____

Date _____ Date _____

Appendix D: Staff Daily Arrival Health Questionnaire

Health Screening Log – Staff Member

Record Staff Members’ responses to the screening questions upon arrival

Date _____

Staff Member Name	Health Screening Log Submitted online prior to arriving at BNS? (Yes, No) If yes, indicate here. If no, answer the following questions.	Recorded Temperature Taken by staff at home Record Result	Symptoms ((e.g., sore throat, nasal congestion, runny nose, cough, shortness of breath, difficulty breathing, fatigue/malaise, headaches, sore throat, muscle aches, chills, muscle aches, nausea, vomiting, diarrhea, new loss of taste or smell) not attributable to a known condition (e.g. asthma, allergies) since yesterday OR in the past 14 days if new or returning from absence? (Yes/No)	In the last 14 days, close contact, (within 6 feet for a total of 15 minutes or more in a 24 hour period) with anyone diagnosed with COVID-19 or suspected of having COVID19 ? (Yes/No)	Waiting for a COVID-19 test result? Have been diagnosed with COVID-19? Or have you been instructed to isolate or quarantine by any health care providers or the health department? (Yes/No)	Admitted to Work? (Yes/No)	Staff Member Conducting Screening

Appendix E: Child Daily Arrival Health Questionnaire

Health Screening Log – Child

Record the parent/guardian’s responses to the screening at drop-off

Date: _____

Child’s Name	Child’s Temperature taken by parent on site	Health Screening Log Submitted online prior to arriving at BNS? (Yes, No) If yes, indicate here. If no, answer the following questions .	Symptoms (e.g., sore throat, nasal congestion, runny nose, cough, shortness of breath, difficulty breathing, fatigue/malaise , headaches, sore throat, muscle aches, chills, muscle aches, nausea, vomiting, diarrhea, new loss of taste or smell) not attributable to a known condition (e.g. asthma, allergies) since yesterday OR in the past 14 days if new or returning from absence? (Yes/No)	In the last 14 days, close contact, (within 6 feet for a total of 15 minutes or more in a 24 hour period) with anyone diagnosed with COVID-19 or suspected of having COVID19 ? (Yes/No)	Waiting for a COVID-19 test result? Have been diagnosed with COVID-19? Or have you been instructed to isolate or quarantine by any health care providers or the health department? (Yes/No)	Admitted to school? (Yes/No)	Staff Member Conducting Screening

Appendix F

COVID-19 Incident Reporting Prepared for Montgomery County Health Department

DATE: _____

BNS Contact Name: _____

BNS Contact Phone Number: _____ BNS Contact Email: _____

_____ Name of Staff Member or Child with Possible COVID-19

Symptoms: _____

Symptoms, including Temperature:

Actions Taken: (placed in isolation room, parents called, etc.)

Health Department Contact Name: _____ Time of

Contact: _____ Health Department Recommendation:

Additional Information: (i.e. the names of anyone who was in contact with the ill child or staff member)

Contact at Office of Child Care: _____ Time of

Contact: _____

Sources:

CDC - Center for Disease Control:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidanceforchildcare.html>

Maryland State Department of Education:

<https://earlychildhood.marylandpublicschools.org/covid-faqs>

<http://marylandpublicschools.org/newsroom/Documents/MSDEChildCareRecoveryPlan.pdf>

https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/final_child_care_face_covering_%20guidance_4.23.20.pdf

<https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/generalsanitationguidelines.pdf>

https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/covid_guidance_full_080420.pdf

Maryland Department of Health

<https://health.maryland.gov/pages/home.aspx>

Harvard Global Health Institute:

<https://globalepidemics.org/key-metrics-for-covid-suppression/>

NAEYC

[Coping with COVID-19 | NAEYC](#)

AAP - American Academy of Pediatrics:

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

NPR – National Public Radio:

https://www.npr.org/2020/06/24/882316641/what-parents-can-learn-from-child-care-centers-that-stayed-opendinglockdowns?utm_source=npr_newsletter&utm_medium=email&utm_content=20200628&utm_term=4641384&utm_campaign=ed&utm_id=39574268&orgid=