



# Supplemental Family Handbook

Updated 8/4/21



This document is meant to provide a plan to protect staff, children, and their families from the spread of COVID-19 and has been developed using the guidance of the CDC and the Maryland State Department of Education (MSDE). This is living and evolving document that will be updated and revised as new information and guidance becomes available. Please read and follow the guidelines in this plan carefully to protect the health of our learning community. You will find detailed protocols for dropping children off, answering health screening questions, taking your child's temperature as well as pickup procedures in this plan. In addition, please review and follow the enhanced illness policy that is currently in effect. If you have any questions about this document or the updated policies and procedures, please contact the program office.

## Drop-off and Health Screening Procedures

- Please ring doorbell a couple times to alert staff you have arrived.
- Staff will greet you outside the front door to assist you with dropping off your child.
- Families are expected to take their child's temperature each morning and record it on the classroom roster. Please also place a check in the screening questions column indicating all answers are no. Screening questions are attached to this document.

## Pick-up Procedures

- If staff and children are on the playground (**Wee Lad & Lassie**)
  - Come to back gate and staff member will bring your child and their belongings to you.
- If we are in the classroom
  - Ring front doorbell a couple times and staff member will bring your child and their belongs to you.
- **A Child's Garden** - Ring front doorbell, whether inside or outside.
- Complete roster.

## Supplemental Illness Policy

This document is a supplement to our current illness policy due to the Covid-19 Pandemic. We are insisting you keep your child home if they are sick or showing any signs of Covid-19 (See attached Symptom Screening questions and Decision Aid). We feel this is one of our best tools for keeping everyone healthy and the school open. Children entering the building with signs of illness are risking not only the health and safety of all other children, staff and their families, but they are also risking the continuity of our program.

- If you or your child are exhibiting Covid-19 symptoms please stay home until a diagnosis can be determined by your health care provider. Please provide a note from your child's doctor. See **Decision Aid and Symptom Screening** -attached

- The Decision Aid will also assist you if your child is a "close contact" of someone with Covid 19 or Covid 19 symptoms.
- If your child becomes ill while in care, they must be picked up within 30 minutes.

### **Face Coverings - Children**

Per the Governor's order, as of July 1, 2021, masks are no longer required in childcare centers. We understand that young children's mask wearing is a family decision. If you would like your child to wear a mask during his/her time at school, please drop your child off wearing a mask and provide a supply of clean masks daily. Please also let us know if you expect your child to keep it on at all times, except for while eating or sleeping. Also let us know if you would like your child to wear it outside. We will ask you these questions at drop-off.

For further guidance please refer to the Maryland Department of Health [06.30.2021 MDH - Notice - Face Covering Recommendations.pdf \(maryland.gov\)](#)

## Decision Aid: Exclusion and Return for Persons with COVID-19 Symptoms and Close Contacts in Child Care, Schools, and Youth Camps

For the purposes of this decision aid, **COVID-19 symptoms** are any ONE of the following: fever of 100.4° or higher, sore throat, cough, difficulty breathing, diarrhea or vomiting, new onset of severe headache (especially with fever), or new loss of taste or smell. For persons with chronic conditions such as asthma, the symptoms should represent a change from baseline.

<p><b>Exclude</b> all persons (child, care provider, educator, other staff) with COVID-19 symptoms and recommend evaluation by a health care provider and testing for COVID-19<sup>1</sup></p>	<p><b>Recommendations for the person with symptoms who is NOT FULLY VACCINATED</b></p> <p>Individuals are fully vaccinated 2 weeks after receiving either 1) both doses of a 2-dose vaccine series or 2) a single dose vaccine.</p>	<p><b>Recommendations for close contacts of the person with symptoms</b></p> <p>All close contacts should quarantine according to MDH and local guidance <i>except</i> those who are fully vaccinated OR have been infected with COVID-19 in the past 90 days AND are asymptomatic.</p>
<p>Person has symptoms and positive test for COVID-19 or clinical diagnosis of COVID-19</p>	<p>May return when it has been at least 10 days since symptoms first appeared AND no fever for at least 24 hours without fever-reducing medication AND improvement of other symptoms.</p> <p>If no known exposure, may return when symptoms have improved, no fever for 24 hours without fever-reducing medication, AND applicable criteria in the <a href="#">Communicable Diseases Summary</a> have been met.</p> <p>If known exposure, may return when quarantine completed according to MDH and local guidance.</p>	<p>Close contacts do not need to quarantine.</p>
<p>Person has symptoms and health care provider documents symptoms are due to a specific alternative diagnosis (ex. strep throat, otitis media, pre-existing condition such as asthma)</p>	<p>If no known exposure, may return when symptoms have improved, no fever for at least 24 hours without fever-reducing medication, AND applicable criteria in the <a href="#">Communicable Diseases Summary</a> have been met.</p> <p>If known exposure, may return when quarantine completed according to MDH and local guidance.</p>	<p>Close contacts do not need to quarantine.</p>
<p>Person has symptoms with no negative test for COVID-19 AND no specific alternative diagnosis</p>	<p>If no known exposure, may return when it has been at least 10 days since symptoms first appeared AND no fever for at least 24 hours without fever-reducing medication AND improvement of other symptoms.</p> <p>If known exposure, may return when it has been at least 10 days since symptoms first appeared AND no fever for at least 24 hours without fever-reducing medication AND improvement of other symptoms.</p>	<p>Household members<sup>2</sup> should not attend or work in a child care, school, or youth camp until the person with symptoms is able to return <i>except</i> those who are fully vaccinated OR have been infected with COVID-19 in the past 90 days AND are asymptomatic.</p> <p>All close contacts should quarantine according to MDH and local guidance <i>except</i> those who are fully vaccinated OR have been infected with COVID-19 in the past 90 days AND are asymptomatic.</p>

<sup>1</sup>For persons with symptoms who were previously infected with COVID-19 and recovered, follow [CDC guidance](#).  
<sup>2</sup>These persons should not be reported to the local health department as contacts. The child care, school, or youth camp should inform the household members of these recommendations.

## Decision Aid: Exclusion and Return for Persons with COVID-19 Symptoms and Close Contacts in Child Care, Schools, and Youth Camps

For the purposes of this decision aid, **COVID-19 symptoms** are any ONE of the following: fever of 100.4° or higher, sore throat, cough, difficulty breathing, diarrhea or vomiting, new onset of severe headache (especially with fever), or new loss of taste or smell. For persons with chronic conditions such as asthma, the symptoms should represent a change from baseline.

<p><b>Exclude</b> all persons (child, care provider, educator, other staff) with COVID-19 symptoms and recommend evaluation by a health care provider and testing for COVID-19 if indicated<sup>1</sup></p>	<p><b>Recommendations for the person with symptoms who is FULLY VACCINATED</b></p> <p>Individuals are fully vaccinated 2 weeks after receiving either 1.) both doses of a 2-dose vaccine series or 2.) a single dose vaccine.</p>	<p><b>Recommendations for close contacts of the person with symptoms</b></p>
<p>Person has symptoms and positive test for COVID-19 or clinical diagnosis of COVID-19</p>	<p>May return when it has been at least 10 days since symptoms first appeared AND no fever for at least 24 hours without fever-reducing medication AND improvement of other symptoms.</p>	<p>All close contacts should quarantine according to MDH and local guidance except those who are fully vaccinated OR have been infected with COVID-19 in the past 90 days AND are asymptomatic.</p>
<p>Person has symptoms and negative test for COVID-19</p>	<p>May return when symptoms have improved, no fever for 24 hours without fever-reducing medication, AND applicable criteria in the <a href="#">Communicable Diseases Summary</a> have been met.</p>	<p>Close contacts do not need to quarantine.</p>
<p>Person has symptoms and health care provider documents symptoms are due to a specific alternative diagnosis (ex. strep throat, otitis media, pre-existing condition such as asthma)</p>	<p>May return when symptoms have improved, no fever for at least 24 hours without fever-reducing medication, AND applicable criteria in the <a href="#">Communicable Diseases Summary</a> have been met.</p>	<p>Close contacts do not need to quarantine.</p>
<p>Person has symptoms and no negative test for COVID-19 AND no specific alternative diagnosis</p>	<p>If no known exposure, may return when symptoms have improved, no fever for 24 hours without fever-reducing medication, AND applicable criteria in the <a href="#">Communicable Diseases Summary</a> have been met. Person should have written health care provider assessment that COVID-19 testing is not indicated and risk of COVID-19 is low.</p> <p>If known exposure, may return when it has been at least 10 days since symptoms first appeared AND no fever for at least 24 hours without fever-reducing medication AND improvement of other symptoms.</p>	<p>Close contacts do not need to quarantine.</p>
<p>Person has symptoms and no negative test for COVID-19 AND no specific alternative diagnosis</p>	<p>If known exposure, may return when it has been at least 10 days since symptoms first appeared AND no fever for at least 24 hours without fever-reducing medication AND improvement of other symptoms.</p>	<p>All close contacts should quarantine according to MDH and local guidance except those who are fully vaccinated OR have been infected with COVID-19 in the past 90 days AND are asymptomatic.</p>

<sup>1</sup>For persons with symptoms who were previously infected with COVID-19 and recovered, follow [CDC guidance](#).

# Daily Screening Questions

Symptom screening should include the following questions:

1. In the past 24 hours, has the staff person, child, or essential visitor had any of the following COVID-19 symptoms?
  - Fever of 100.4° or higher (or temperature taken upon arrival is 100.4° or higher)
  - Sore throat
  - Cough
  - Difficulty breathing
  - Diarrhea or vomiting
  - New onset of severe headache (especially with fever)
  - New loss of taste or smell
  - If NO, may admit to child care as long as no obvious signs of illness on visual inspection
  - If YES\*, do not admit to child care and follow *Decision Aid* (Appendix A)
  
2. In the last 14 days, did the staff person, child, or essential visitor have 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 COVID-19 and the staff member, child, or essential visitor did not complete quarantine?
  - If NO, admit to child care
  - If YES, do not admit to child care until quarantine completed per MDH and local guidance (see *Quarantine of Close Contacts* section and note that close contacts who are fully vaccinated or previously infected (within last 90 days) and asymptomatic do not need to quarantine.
  
3. Is the staff person, child, or essential visitor waiting for a COVID-19 test result?
  - If NO, admit to child care
  - If YES, do not admit to child care and follow *Decision Aid*
  
4. Has the staff person, child, or essential visitor been diagnosed with COVID-19 and not released from isolation?
  - If NO, admit to child care
  - If YES, do not admit to child care until released from isolation

\*Persons with pre-existing health conditions such as asthma that present with specific COVID-19 symptoms should not be excluded from child care if the symptoms do not represent a change from baseline. If unclear, documentation from a health care provider should be requested.

NOTE: If a person has symptoms that are different from the list of COVID-19 symptoms above, child care programs should follow existing guidance from [Illness and Exclusion Reporting in Child Care](#) and the [Communicable Disease Surveys](#).