



MID-ISLAND Y JCC **Early Childhood Center**

# **SAFETY & OPERATIONS PLAN**

**SUMMER 2020**



## **SAFETY & OPERATIONS PLAN** SUMMER 2020

**In response to the current health crisis**, temporary adjustments to our policies and procedures must be made with regards to the course of our school day so that we may continue to care for and educate the children in our program safely and with intention. Recommendations from the CDC, OCFS and our local Department of Health were considered in depth to provide the foundation for this plan. As things evolve, updates will be made to these policies as needed, and families will be notified by email.

Acceptance of COVID-19 policies must be signed acknowledging that only well children will be admitted within the facility during this time, the potential need for staggered drop off and pick up times, and changes to the length of day as well as the exclusion and sick policies with regards to the current health crisis. Parents must acquire and bring their own thermometer to limit potential exposure and follow social distancing practices. **Parents are required to wear masks** whenever interacting with staff, even when they are in their own car to help keep our entire school family safe and healthy. Please note that these COVID-19 policies supersede any similar policies in the MYJCC Early Childhood Center Parent Handbook.

### **ENROLLING YOUR CHILD**

In order to announce your intent to enroll your child, we'll require the final page of the COVID-19 Policy signed and returned to the Early Childhood office. Once we determine that space is available for your child, you will be notified of your start date and receive additional information about what you'll need to bring for your child's first day, as well as information about your drop off and pickup time.

#### **Emotionally Preparing for the Return:**

Parents should address all questions and concerns to the administration about their return. Make sure you discuss the following among your family and with your child where applicable:

- Drop off routines
- Mask use (seeing their teachers with masks and/or shields)
- Physical and Social distancing: shared language
- More hand washing and cleaning
- Shorter school day

#### **Drop off:**

In order to limit exposure, entrance to the facility will be granted only to children and staff following a well check interview and screening process. Daily health checks will still be required as per OCFS, however no children will be permitted to exit their vehicle if they have a temperature of 100.0 or above, have trouble breathing, a cough, sore throat, or visibly look ill. Children may not be dropped off asleep.

**Drop off will take place at the Early Childhood Bus Loop Door.** Parents will access this door from the driveway (by the white house) leading to Manetto Hill Road. Families should enter the parking lot using Washington Avenue. Parents will take their child's temperature in the car with their own thermometer, show it to the admitting staff member, and answer the daily health screening questions. All answers will be noted on the child's Tadpoles account by the admitting teacher, as well as whether or not they were permitted to attend that day. Depending on the number of children arriving, drop off times may be staggered so that an appropriate health check can be completed. Children must be checked in on Tadpoles by the teacher removing them from their car and put into a "walker" status. Children must be checked into their classroom on Tadpoles once handed off by the staff member that removed them from their car. Hand sanitizer should be used between each child's drop off. Car seats and strollers must remain in the cars, and may not be brought into the school. Shoes must be removed by children and adults upon entering the classrooms of infants and one year old's. Children's toys from home will not be permitted.



## SAFETY & OPERATIONS PLAN SUMMER 2020

### **Health Checks:**

Children will be checked upon arrival in their classrooms for blisters and rashes, and rechecked during the day. Health checks will be updated at mid-day, including a temperature check.

### **Pickup:**

Pickup will begin at 2:30 pm and will be staggered, if necessary, at the Early Childhood Bus Loop door. A staff member with a walkie talkie will radio to the classroom for the child to be sent down along with a staff member and their belongings. Children's hands will be washed prior to bringing them to their parents. Parents should exit the car (while wearing a mask, and respecting social distancing) to collect their child. Teachers will not place children in their cars, or car seats. Hand sanitizer will be used between each child's pickup. Tadpoles will be updated when the child is removed from the classroom to a "walker" staff member and then that staff member will check the child out on tadpoles when they are transferred to their parent.

### **Masks and Protective Gear:**

Masks must be worn at all times where staff are interacting with the public (drop off and pick up) as well as any time they are interacting with other staff, including in the outside areas of our program. Children 2 and over may wear masks, but are not required to do so. Teachers must wear them when in the building. Gloves will be worn during interactions with parents, changing diapers, assisting children with anything that involves bodily fluids, touching food, and all other necessary times.

### **Physical and Social Distancing:**

In order to adhere to guidelines recommended by the CDC and local and state health departments, and to minimize risk of infections, efforts to encourage social distancing will be developed in a manner that is appropriate for each age level. Additionally, stringent disinfection and prevention of the spread of germs will be implemented and improved upon. Ratios will be kept low so that teachers may interact and engage meaningfully with their students, while minimizing potential spread of infection.

### **Grouping Children:**

Recommendations made by the NYS Department of Health limit group size to a maximum of 15 children (plus adults), and require that the same staff should remain with the same children throughout the day. Children should nap further apart than usual, and during all times, best efforts should be made to maintain social distancing practices. Should additional children join the program after groups are created, continuity and care for the children's needs are to be considered when placing additional children.

### **Classroom Materials:**

Toys in the classroom will be limited to items that can easily be disinfected. Sensory materials, dress up clothes, and other items that are difficult to disinfect and are used by all have been put away. Toys will be disinfected between use by each child, especially when placed in the mouth, and children will be given their own set of materials for use during the day when possible. Bedding must be sent home and laundered at the end of each week.

### **Playground and Other Mixed-Use Equipment:**

Mixed use spaces may continue to be used, but must be thoroughly disinfected and allowed to dry between each class. Maintenance will be notified of times between uses so that they may disinfect all surfaces, equipment and materials. Class schedules will be staggered to allow for cleaning.

### **Handwashing, Disinfecting and Sanitizing:**

Children and teachers should wash their hands upon arrival in the classroom, between activities (including art), after returning from outdoor play, and before and after eating. All shared classroom materials should be disinfected between each child's use (especially when put in the mouth). Tables, chairs, faucets, doorknobs, light switches, handles, etc., will be disinfected regularly. Walkie talkies, phones, and classroom iPads should also be disinfected regularly. Updated handwashing signs will be placed throughout the facility for staff, and also at eye level of the child.



## **SAFETY & OPERATIONS PLAN** SUMMER 2020

### **Food:**

We will continue to provide snacks each day. At this time we are unable to provide a hot lunch program. You will be updated when/if we are able to resume hot food service. Any food brought from home must be kept a cooler type bag in the child's cubby with an ice pack provided by the family, if needed. No lunches can be warmed. Children's food from home must be plated by a staff member using a fresh pair of gloves. No lunch boxes may sit on a table. Classroom refrigerators are for school provided food only, except in infant and ones rooms. Staff must also keep their own lunches in a cooler bag and not in the classroom refrigerator.

### **Sick Child Policy:**

If a child develops a fever, shortness of breath, a new cough, GI symptoms, lethargy, chills, rash or other potential coronavirus symptoms during the day, the child will be immediately removed from the classroom by the administrative team who will also contact the parent and assess the child's symptoms. If a parent is not immediately available to pick up the child, another family member or caregiver (listed on the authorized pick-up form) who can pick up immediately must be called. Children may not return to school until 3 days after symptoms resolve without medical intervention. If children are being sent home with symptoms not typically associated with the coronavirus, they must remain at home until 24 hours after symptoms have resolved.

We are aware of a possible link between the coronavirus and Multi-System Inflammatory Syndrome in Children (MIS-C), whose symptoms include neck pain, persistent fever, rash, abdominal pain, feeling tired, and diarrhea. The state recommends immediate medical consultation for any child who develops these symptoms and must be reported to the Department of Health, our regulator, as well as our healthcare consultant. Students who are diagnosed with MIS-C should follow the guidance of their local health department and their healthcare provider.

### **Positive Case of Coronavirus:**

Should a staff member or child in our school become positive with a case of coronavirus, we will contact the local department of health and our healthcare consultant, and follow their guidance. The school may be required to close for 2-5 days as recommended by the CDC. If the school closes, it will reopen with permission from the local health department and in consultation with our healthcare consultant.

Anyone who has come into direct contact with someone who has tested positive should contact their local department of health and healthcare provider and follow all directions given by both entities. The parents will be notified in writing that a positive case has been in the school via email, and parents from the affected class will be called.

### **Communication:**

Communication will occur as usual between teacher and parent via email as needed, as well as through Tadpoles. The Director/Assistant Director will communicate with parents regularly and clearly regarding potential necessary changes to the program and policies, and will thoroughly update families regarding health information in a timely manner. New procedures will be developed along with the teachers so that we can continue to connect meaningfully with families now that we will no longer be able to welcome parents into the classroom.

### **Visitors/Tours:**

Visitors and tours will not be allowed inside the facility. All tours will take place via video, teleconference or phone conference.



## SAFETY & OPERATIONS PLAN SUMMER 2020

### ACKNOWLEDGEMENT of the COVID-19 Policy

Our priority at the MIYJCC Early Childhood Center is to ensure the safety of the children and staff that come to our center every day.

We have created new procedures in order to achieve this goal, but we will not be successful without your help!

The MIYJCC Early Childhood Center is following all communicable disease guidelines set forth by the Office of Children and Family Services, our state and local health departments and the CDC. We understand that we must do our part to keep your children safe.

In order to provide care for your child during this time, we are asking each of our families to acknowledge and agree to the following procedures. We only need 1 form per family. This form must be turned into the school office no later than **June 15, 2020** in order for your child to be admitted to return to our program for an anticipated **June 29, 2020** start date.

Family Name: \_\_\_\_\_

First Name of Child or Children: \_\_\_\_\_

I agree to be aware of my child's health. If my child(ren) or any person within my household show any of the following symptoms, I agree to keep them home.

- Fever over 100.0
- New cough of any kind
- Shortness of breath
- Muscle aches
- Racing heartbeat
- Rash
- Gastro-intestinal issues
- Lethargic, overly tired, unusually calm or quiet
- Mild respiratory illness/ issue
- Cold-like symptoms

The MIYJCC Early Childhood Center has created this COVID-19 Policy in order to minimize the potential spread of infection. I agree to provide our own thermometer for the purpose of taking my own child's temperature at drop off, to minimize the potential for interaction. I will wear a mask according to NYS requirements in all public spaces including the drop off and pickup line. I agree to only have my child in attendance if they are symptom free without the intervention of any medication. If my child or anyone living within my household has any of these symptoms, I understand that my child will not be allowed in attendance until 3 days after symptoms resolve without medical intervention. I agree to notify the school office of any conditions or changes in my child's health status. I agree to inform the MIYJCC Early Childhood Center if my child tests (or has tested) positive for Covid 19 so that they can take necessary mandated steps as delineated in the COVID-19 Policy. I will follow physical and social distancing guidelines at home as directed by the county governance. I understand that the length of the school day will be from **8:30 am – 2:30 pm** or **9:00 am-3:00 pm**, hours to be designated by the program. I understand that violating these policies will result in immediate expulsion from the program.

I certify and acknowledge that I have read and understand the COVID-19 Policy and agree to the terms listed above.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_