



MID-ISLAND Y JCC **Adler** Center

# **SAFETY & OPERATIONS PLAN**

**FALL 2020**



## **SAFETY & OPERATIONS PLAN FALL 2020**

**In response to the current pandemic,** we have developed temporary policies and procedures so that we may continue to care for your child/teen/adult in our programs safely and with intention. Recommendations from the CDC, OPWDD 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 Mid-Island Y JCC Adler Center Safety and Operations Plan policies must be signed acknowledging that only well participants will be admitted within the facility during this time, changes to the length of day, as well as the exclusion and sick policies. Parents are required to wear masks whenever interacting with staff, even when they are in their own car to help keep our entire Adler Center family safe and healthy.

### **ENROLLING YOUR CHILD/TEEN/ADULT**

In order to confirm your intent to enroll your child/teen/adult, we'll require the final page of the Mid-Island Y JCC Adler Center Safety and Operations Plan signed and returned to the Adler Center office.

#### **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 (*see below*)
- Mask use (*wearing and seeing their teachers with masks and/or shields*)
- Physical and Social distancing: shared language
- More hand washing and cleaning

#### **Drop off:**

In order to limit exposure, entrance to the facility will be granted only to participants and staff following a well check interview and screening process. No children/teen/adults 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.

Drop off will take place at the 202 Door. A staff member will take each participant's temperature at the car with a non-contact Infrared Body Thermometer.

If the participant's temperature is less than 100.0 degrees they will be admitted into the program for the day. Once the process is finished, a staff member will usher the participant to the appropriate classroom.



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### **Pickup:**

When the program is over, a staff member will bring your child/teen/adult to your car. The family will not be able to enter the site. Only family can pick up the participant from the program. If any other person is going to pick up the participant a letter must be written and submitted to the Adler Supervisor. A staff member with a walkie talkie will radio for the participant to be sent down along with a staff member and their belongings. Participant's hands will be washed prior to bringing them to their family member.

### **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 2-4 years may wear masks, but are not required to do so. Children above 4, teens and adults will be required to wear masks when indoors. Staff will wear gloves during interactions with parents, assisting with changing, and 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.

### **Grouping Children:**

Recommendations made by the CDC and OPWDD limit group size to 15 children plus adults, and that the same staff should remain with the same children/teens/adults throughout the day when possible. However, we will limit each of our classes to no more than 10 participants, plus staff. Whenever possible, seating will be spaced out to 6 feet apart with the use of floor markers to designate distances.



## **SAFETY & OPERATIONS PLAN FALL 2020**

### **Classroom Materials:**

Each class will have their own supplies that will be limited to items that can easily be disinfected

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

Participants and Staff will wash their hands upon arrival in the classroom, between activities (*including art*), and after returning from any outdoor play. All shared classroom materials will 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. Updated handwashing signs will be placed throughout the facility for staff, and also at eye level of the participants. Hand sanitizer will be provided in every classroom.

### **Food:**

Participants will receive individually packed snack and beverage. No other items will be provided. If your child needs to bring a pre-packaged peanut/treenut free snack from home, please contact the Adler Center office prior to the start of the program.

### **Sick Policy:**

If a participant or staff member develops a fever, shortness of breath, a new cough, GI symptoms, lethargy, chills, rash or other potential coronavirus symptoms during the day, they will be immediately removed from the classroom by the administrative team. Participant's or staff member's symptoms will be assessed and parents will be contacted. If a parent is not immediately available to pick up the participant or staff member, another family member or caregiver (*listed on the emergency form*) will be called who can pick up immediately. Participants or staff members may not return to program until 3 days after symptoms resolve without medical intervention. If participants or staff members are being sent home with symptoms not typically associated with the coronavirus, they must remain at home until 24 hours after symptoms have resolved.

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

Should a staff member or participant in our program become positive with a case of coronavirus, we will contact the local Department of Health, and follow their guidance. Families will be notified that a positive case has been in the program via email, and parents from the affected class will be called. We are prevented by HIPAA and privacy laws from sharing the name of the individual that tested positive.



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### **Communication:**

Communication will occur as usual between Adler Center Supervisory Staff and families via email as needed. The Director/Assistant Director will communicate with families regularly regarding necessary changes to the program and policies, and will thoroughly update families regarding health information in a timely manner. New procedures will be developed so that we can continue to connect meaningfully with families now that we will no longer be able to welcome families 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.



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## ACKNOWLEDGEMENT

### of Mid-Island Y JCC Adler Center Safety & Operations Plan

Our priority at the MIYJCC Adler Center is to ensure the safety of the participants and staff that come to our center. We have created new procedures in order to achieve this goal, but we will not be successful without your help! The MIYJCC Adler Center is following all communicable disease guidelines set forth by the OPWDD, our state and local health departments and the CDC. We understand that we must do our part to keep your children/teens/adults safe. In order to provide care for your child/teen/adult 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 Adler office no later than **September 28, 2020** in order for your child to be admitted to our program for an anticipated start date of **October 3 and 4, 2020**.

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 Adler Center has created this Safety and Operations Plan in order to minimize the potential spread of infection. I will wear a mask in accordance with NYS requirements in all public spaces including the drop off and pickup line. I agree to only have my child/teen/adult in attendance if they are symptom free without the intervention of any medication. If my child/teen/adult or anyone living within my household has any of these symptoms, I understand that my child/teen/adult will not be allowed in attendance until 3 days after symptoms resolve without medical intervention. I agree to notify the Adler Center Administrative Office of any conditions or changes in my child/teen/adult's health status. I agree to inform the MIYJCC Adler Center if my child/teen/adult tests (or has tested) positive for COVID-19 so that they can take necessary mandated steps as delineated in the Mid-Island Y JCC Adler Center Safety and Operations Plan. I will follow physical and social distancing guidelines at home as directed by the county governance.

I understand that violating these policies may result in immediate expulsion from the program and puts the entire program in jeopardy.

I certify and acknowledge that I have read and understand the Mid-Island Y JCC Adler Center Safety and Operations Plan and agree to the terms listed above.

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

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