

Amherst Central School District

PreK Safety Plan - ACCCCC

Amherst Community Church Child Care Center

For each of the five components (Physical Distancing, PPE, Hygiene & Cleaning, Screening), develop:

1. Specific Procedures
2. Staff training Needed
3. Instructional Considerations

Physical Distancing

Social distancing is all about avoiding unnecessary physical proximity with others. It's important because, according to the CDC, the Coronavirus is spread in two primary ways:

- Between people who are within around 6 feet of each other
- By droplets produced by coughs and sneezes (airborn or on surfaces)

This is not just about your one person's health, but the health of all you might pass the virus on to. Everybody has a part to play in slowing down the spread as much as possible.

Discontinue activities that involve bringing together large groups of people or activities that do not allow for social distancing, including assemblies, in-person field trips, large groups using the playground equipment simultaneously, etc.

Procedures

Physical Distancing : Considerations for Operationalizing	
Building Areas	<p>Write (bullet) the procedures you will put in place to ensure physical distancing is accomplished in designated area(s). All areas include: Procedures:</p> <ul style="list-style-type: none">• Distancing Signage-<ul style="list-style-type: none">○ Hallway arrow decals on the floor at junctions and every 20 feet○ 6ft reminder circle decals on floors• Frequent reminders, including signage, for students and staff to stay at least 6-ft apart.• Students will wear masks at all time while in the building<ul style="list-style-type: none">○ Mask breaks will occur throughout the school day• In alignment with the NYS Guidance and maintaining a "cohort" model, service providers and/or special areas will push-in to the classrooms as much as possible.• No congregation will be permitted throughout the center

	<ul style="list-style-type: none"> All teachers and staff will monitor student 6-ft social distancing, proper handwashing and hygiene, respiratory hygiene and PPE compliance
Hallways/ Transitions	<p>Procedures:</p> <ul style="list-style-type: none"> Frequent reminders, including signage, for students and staff to stay at least 6-ft apart Minimize number of students in hallway <ul style="list-style-type: none"> Pre-K students will enter & exit with parents at main doors Staff training will occur to develop best practices during transitions in the hallway Minimize transitions throughout the day <ul style="list-style-type: none"> Travel outside the classroom cohort may include:: <ul style="list-style-type: none"> Related Services (hallway) Recess/Recreational Breaks Directional arrow decals will be placed on the floor to indicate direction of walking
Arrival/Dismissal	<ul style="list-style-type: none"> Frequent reminders, including signage, for students and staff to stay at least 6-ft apart Strong consideration was given to reduce density during arrival and dismissal Handwashing schedule is established to happen at minimum: <ul style="list-style-type: none"> First thing upon arrival Before/after meals Before dismissal Hand sanitizer throughout classroom for use as needed. <p>Arrival:</p> <ul style="list-style-type: none"> Parent drop-off time 9:00-9:10AM/ 12:45-12:55PM <ul style="list-style-type: none"> Parents will enter the building Staff members will meet students at the door, temperature check students & direct them to Pre-K classroom where the teacher will greet them at the door. Morning Meeting will take place at 9:30AM/ 1:00PM (in class & via zoom) Masks worn at all times once entering the school <p>Dismissal:</p> <ul style="list-style-type: none"> Parent Pick-up time begins at 11:30AM/ 3:00PM <ul style="list-style-type: none"> Students walk one side of hallway in masks Parents will enter building, only into the vestibule area if needed 6-ft reminders (floor decals and signage) for students and parents Students will line up, 6-ft apart in the hallway outside their classroom (each class on one side of the hallway)

	<p>with the teacher assistant. Classroom teacher will greet parents at the door and call for the student to be dismissed.</p> <ul style="list-style-type: none"> ○ Family members line up 6-feet apart. Student brought to parent. ○ Parents are socially distanced and will wait for their child to be dismissed. Teacher will verify the identity of the parent. Parents will be required to wear masks.
Classrooms	<p>Procedures:</p> <ul style="list-style-type: none"> • Frequent reminders, including signage, for students and staff to stay at least 6-ft apart • Students will be kept together as a cohort and limit intermixing with other students. • Each student will have his/her own designated space in the Pre-K Classroom <ul style="list-style-type: none"> ○ Utilizing tables and floor space, students will have assigned spaces at each that is designated with tape. • All students will sit facing the same direction (face forward in rows) • Classroom materials will not be shared • Explicit instruction will be provided to students on appropriate hygiene (handwashing, sneezing, coughing, etc) <ul style="list-style-type: none"> ○ Student friendly videos will be created and used in classroom instruction • Handwashing schedule, (soap and water when appropriate), at minimum: <ul style="list-style-type: none"> ○ First thing upon arrival ○ Before/after meals ○ Before dismissal • Area rugs will be removed from classrooms • Snacks/Meals will be served individually in the classroom. Students at tables/floorspace 6ft apart. Meals may need to be staggered if 6ft can't be maintained.
Special Areas	N/A
Front Office	N/A
Nurses Offices	N/A
Staff Lounge	N/A
Elevators	N/A

Restrooms	Procedures: <ul style="list-style-type: none"> • Frequent reminders, including signage, for students and staff to stay at least 6-ft apart • Proper tape mark outside bathroom door to signal where to stand when waiting to use the bathroom or classroom sink. • 1 person per sink at a time • Signs and training for proper hand washing • Handwashing schedule, (soap and water when appropriate), at minimum: <ul style="list-style-type: none"> ○ First thing upon arrival ○ Before/after meals ○ Before dismissal
Public Access	Procedures: <ul style="list-style-type: none"> • No public access or building permits as determined by district
Visitors	Procedures: <ul style="list-style-type: none"> • In-person meetings by appointment only <ul style="list-style-type: none"> ○ Virtual meetings are highly recommended • All visitors must sign in (Using the COVID sign-in sheet) • Access to building will continue to be limited
Playground/ Outdoor instructional spaces	Procedures: <ul style="list-style-type: none"> • Frequent reminders, including signage, for students and staff to stay at least 6-ft apart • Possibly close playground • Limit one classroom at a time on the playground/particular outdoor space <ul style="list-style-type: none"> ○ Students must wash hands before/after use of the playground

Student & Staff Training::

- Social Distancing
 - Train all students on appropriate social distancing (6 ft apart)
 - Train students on the floor signage so that they understand the floor markers indicated an approximate distance.

Student Instructional Considerations: New procedural expectations

- No sharing food and beverages.
- No sharing materials/ manipulatives/ toys

Protective Equipment (PPE)

Personal protective equipment includes certain types of clothing or other garments designed to protect the where his body from infection. This includes face masks and gloves, primarily.

Expectations: All staff present shall wear individual masks/face covering:

- Communicate with your administrator if you are in need of one, and one can be provided.
- Face coverings/masks must be cleaned or replaced after use, damaged or soiled.
- Face coverings/masks may not be shared and should be safely stored away from others.
- Visitors and vendors must also wear a protective mask/face covering.
- Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) and surgical masks, unless the nature of the work requires stricter PPE (e.g. N95 respirator, face shield).

Procedures

PPE: Considerations for Operationalizing

Write (bullet) the guidance/expectations for properly wearing PPE by students, staff and visitors.

All individuals (adults and students) must wear a mask including **PreK**

- Consideration should be given to allow students to have mask breaks when 6ft of distance within the classroom can be maintained
- Exceptions to wearing masks will be made to those deemed necessary (i.e. medical condition, disability, etc).
- Staff and students will be provided with a mask if they arrive at school without one.

Masks do not need to worn when:

- At least six (6) feet of social distance is able to be maintained
- Employees are in their normal workplace while observing social distancing, or working alone within a workspace

Masks should be stored safely in the classroom, sprayed daily to disinfect or taken home to be washed. If wearing a disposable mask, these should be discarded in trash at the end of each day.

Classroom Teachers: It is recommended that staff wear a transparent mask. A mask must be worn anytime personnel are within 6 feet of each other.

Occupational/Physical Therapists: Face shields and a mask, including transparent mask must be worn at all times when working with students.

AIS/ENL/Special Education Teachers and Speech Therapists: Clear masks and polycarbonate dividers between students at small tables or when social distancing is difficult.

Face shields will be provided for all TCIS trained staff and/or as deemed necessary by the Director of Special Education and Building Principal.

Traveling Teachers from room to room, or school to school: Must wear a mask at all times. (Pre-K Coordinator)

Nurses will wear PPE as deemed necessary when working with students. Nurses will be equipped with face shields, face masks (general surgical), gowns, and gloves.

Other Staff/ Visitors/ Related Service Providers: Must wear a mask at all times in the building. Masks will be provided if needed. Masks will be given to the visitor at the door prior to entering the building.

Protective Gloves will be provided to any staff member who requests them. Wearing protective gloves will be optional.

Visitors who do not have their own mask upon arrival into the building will be given one before they sign in the front office.

Mask Break Protocol:

- Hand sanitizer or hand washing must take place prior to removing mask and prior to replacing the mask
- Hands should not touch the face, nose, or mouth
- All mask breaks must be when the student is properly socially distanced at least 6-ft from other individuals in all directions
- In general, mask breaks should be when the student is seated or outside with 6ft apart
- Mask breaks can only occur when directed or permitted by a faculty or staff member
- Mask breaks cannot be taken in hallways or lavatories under any circumstances
- Further consultation with local health officials will continue to guide this policy
- Students will be able to take a mask break while seated and eating lunch in their designated space
 - Masks should be immediately put back on after a student has finished eating their lunch in their designated cafeteria area

Student & Staff Training:

- Masks/PPE
 - Train faculty and staff on district expectations for wearing face masks.
 - Train faculty and staff on how to adequately put on, take off, clean, and discard PPE.

Student Instructional Considerations: New procedural expectations

- Masks/PPE
- Train all students on how to adequately put on, take off, clean, and discard PPE.
- Train students on the expectations for wearing Masks: when should they wear them- when they are 6 ft apart; or in hallways;
Schedule face covering breaks

Hygiene & Cleaning

Hygiene & Cleaning: Considerations for Operationalizing

Write (bullet) the guidance/expectations for Handwashing & Hygiene by students, staff and visitors.

- Handwashing
 - At minimum, students will wash hands:
 - First thing upon arrival
 - Before/after lunch
 - After using the restroom
 - Before dismissal
- Respiratory Hygiene- instructional teaching to students will be provided during morning meetings. (Videos/ puppets/ books/ songs)
- Mask Hygiene - instructional teaching to students will be provided during the morning meeting. (Videos/ puppets/ books/ songs)
- Classroom Cleaning
 - Common areas/ surfaces wiped down after AM and PM class leave. Bathrooms cleaned after AM and PM class leave. Garbage changed. (Custodial Staff)
Tables and chairs wiped down and resprayed with disinfectant cleaner after AM and PM class leaves. (Teacher Assistants)
 - Individual materials/ manipulatives sprayed and disinfected on Fridays before leaving for the weekend. Left out to dry over the weekend.

Student & Staff Training:

Health Hygiene

- Train all faculty, and staff on proper hand and respiratory hygiene
- Train staff in properly spraying/ cleaning surfaces and materials based on product instructions.

Student Instructional Considerations: New procedural expectations

Health Hygiene

- Train all students on proper hand and respiratory hygiene

Health Screening Procedures:

Health Screening: Considerations for Operationalizing

Write (bullet) the guidance/expectations for Health Screenings by students, staff and visitors.

- Daily temperature checks for students upon arrival
- Daily monitoring/ self-assessment of staff prior to entering building - card swipe implies you have met criteria
- Visitor/ Related Service Providers questions for entering the buildings
 - Maintaining visitor/ related service provider log
- Signs showing symptoms of disease

Student & Staff Training:

- If a child comes to the door sick and temp screen indicates a fever- SEND them home
- Protocol for what we do if someone in the classroom tests positive for Covid. Notify NYS Health Dept. and OCFS and Amherst School District
- Importance of self-monitoring for staff

Student Instructional Considerations: New procedural expectations

- Lessons on staying healthy, proper social distancing and hygiene.

All staff will be trained on this plan so that there is a clear understanding of expectations. All staff will be trained on this plan by reviewing it and electronically certifying/acknowledging it so that there is a clear understanding of expectations. Staff certification regarding their understanding of this document includes the understanding that the staff member will abide by all procedures and practices herein. Additional clarification is available to anyone. Please contact your administrator with any questions.

Additional training may be provided regarding hygiene as needed. Added training may include:

- Safety Plan(s)
- COVID-19 Symptoms/Transmission
- Importance of self-monitoring