

# Head Start Serving Niagara, NY



## RE-OPENING PLAN

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**SECTION 1: ENROLLMENT:**

Family Advocates have reached out to all returning families. Children waiting for centers to be opened in  
**DiFrancesco - 47**                      **Lockport HS - 28**                      **Lockport EHS - 3**                      **Donovan - 8**  
**North Tonawanda - 12**              **Ready to Grow - 3**                      **Newfane EHS – 16**      **HS - 11**

Center	Classrooms	PY 20-21 Enrollment  FY 20-21 Enrollment	PY 20-21 Returning  FY 20-21 Enrollment	Planned Services	Recommend Adjustments
<b>DiFrancesco</b>	6 Preschool Classrooms  86 Funded Enrollment			Services 9/8/20 – 5/28/21  41 weeks	Classrooms are currently closed. Returning children will be able to be served in the reduced group sizes.  Ratio 7 to 1  Services start date: 9/8/20 *subject to changes due to Corvid 19
<b>Lockport HS</b>	4 Preschool Classrooms  58 Funded Enrollment			Services 9/8/20 – 5/28/21  41 weeks	Classrooms are currently closed.  Returning children will be able to be served in the reduced group sizes.  Ratio 7 to 1  Services start date: 9/8/20 *subject to changes due to Corvid 19
<b>Donovan EHS</b>	3 EHS Classrooms  24 Funded Enrollment  10 Pregnant Moms			Services 7/7/20 – 8/18/21  Weeks 52	Classrooms are currently closed.  Providing services remotely.  Ratio 4 to 1

<b>North Tonawanda</b>	2 Preschool Classrooms  28 Funded Enrollment HS  3 EHS Classrooms  15 Home Based			Services HS 9/8/20- 5/28/21  Services EHS <b>TBD</b>  Weeks 41	Classrooms are currently closed.  EHS-Ratio 4 to 1  HS-Ratio 7 to 1
<b>Ready to Grow EHS</b>	<b>3 EHS Classrooms</b>  <b>24 Funded Enrollment</b>  <b>10 Home Based</b>			<b>Services 7/7/20 – 8/18/21</b>  <b>Weeks 52</b>	<b>Classrooms are currently closed.</b>  <b>Ratio 4 to 1</b>  <b>Providing services remotely.</b>
<b>Lockport EHS</b>	3 EHS Classrooms  16 Funded Enrollment  10 Home Based			Services 7/7/20 – 8/18/21  Weeks 52	Classrooms are currently closed.  Providing services remotely.  Ratio 4 to 1
<b>Newfane HS/ EHS</b>	3 EHS Classrooms  24 Funded Enrollment EHS  2 HS Classrooms  28 Funded Enrollment HS  15 Home Based			EHS Services 7/7/20 – <b>8/18/21</b>  HS Services 9/8/20- 5/28/21  Weeks 52 & 41	Classrooms are currently closed.  Providing services remotely to Early Head Start.  Head Start closed for the summer.  EHS Ratio 4 to 1  HS Ratio 7 to 1

## **SECTION 2: STAFFING: (In process)**

- Education Service Manager and Center Supervisors have all completed training with Niagara Licensing and meet local requirements for working in licensed centers and are available to fill any unanticipated vacancy.
- Estimates for cleaning and sanitizing centers have been obtained and waiting for opening date to complete contracts for services.
- PPE equipment has been purchased for Niagara staff.
- All sanitizing products and sanitation stations have been purchased for use and installation in Niagara centers.
- Staff is currently receiving training on updated safety protocols, procedures, and forms for documentation via distance learning.

<b>Center:</b>	<b>Staff Positions:</b>	<b>Current Status:</b>
<b>6 HS DiFrancesco</b>	1 Center Supervisor  2 Family Advocate  6 Preschool Teacher  6 Teacher Assistant  3 Program Aides  1 Cook  1 Custodian	* Teaching staff are currently on furlough return date 8/24/20 Pre- service.  * Center Supervisor currently vacant, this position is in the hiring process.  * 2 Teacher Assistant vacancy-this positions is in the hiring process.  * All Staff have confirmed they will return to work to begin working with children and families on 8/24/20.  * Children return date 9/8/20 TBD pending on COVID-19 status
<b>3 EHS Donavan</b>	1Center Supervisor  1 Family Advocate  2 Program Aides  6 Infant Toddler Teachers  1 Cook  1 Custodian	* Teaching staff are providing remote services for children from 7/7/20 to 8/18/20.  * Center Supervisor and Custodian is currently vacant, this position is in the hiring process.  * 2 Infant Toddler Teachers (TWO) vacancy-this positions is in the hiring process.  * Children return date 9/8/20 TBD pending on COVID-19 status
<b>3 EHS Lockport</b>	1 Center Supervisor  1 Family Advocate  3 Program Aides	* Teaching staff are providing remote services for children from 7/7/20 to 8/18/20.  * Center Supervisor and custodian is currently vacant, this position is in the hiring process.  * 2 Infant Toddler Teachers and 2 Infant Toddler Teacher two vacancy-this positions is in the hiring process.

	6 Infant/ Toddler Teachers  1 Custodian PT	* Children return date 9/8/20 TBD pending on COVID-19 status
<b>4 HS Lockport</b>	1 Center Supervisor  2 Family Advocate  2 Program Aides  4 Preschool Teachers  4 Teacher Assistants  1 Cook  1 Custodian	<ul style="list-style-type: none"> <li>* Teaching staff are currently on furlough return date 8/24/20 Pre- service.</li> <li>* Center Supervisor currently vacant, this position is in the hiring process.</li> <li>* 1- Preschool Teacher ,1-cook and 1-custodian vacancy- these positions are in the hiring process.</li> <li>* All Staff have confirmed they will return to work to begin working with children and families on 8/24/20.</li> <li>* Children return date 9/8/20 TBD pending on COVID-19 status</li> </ul>
<b>3 EHS Ready to Grow</b>	1 Center Supervisor  1 Family Advocate/Home Visitor  2 Program Aides  6 Infant/Toddler Teachers  1 Cook  1 Custodian PT	<ul style="list-style-type: none"> <li>* Teaching staff are providing remote services for children from 7/7/20 to 8/18/20.</li> <li>* Center Supervisor and custodian is currently vacant, this position is in the hiring process.</li> <li>* 1- Infant Toddler Teacher two vacancy-this positions are in the hiring process.</li> <li>* Children return date 9/8/20 TBD pending on COVID-19 status</li> </ul>
<b>2 HS 3 EHS Newfane</b>	1 Center Supervisor  1 Family Advocate  1 Home Visitor  1 Program Aides  6 Infant/ Toddler Teachers  2 Teacher Assistant  2 Preschool Teacher	<ul style="list-style-type: none"> <li>* EHS Teaching staff are providing remote services for children from 7/7/20 to 8/18/20.</li> <li>* 2- Teacher Assistant vacancy-this positions is in the hiring process.</li> <li>* Children return date 9/8/20 TBD pending on COVID-19 status</li> <li>* HS Teaching staff are currently on furlough return date 8/24/20 Pre- service.</li> </ul>

<b>2 HS</b> <b>3 EHS</b> <b>North</b> <b>Tonawanda</b>	1 Center Supervisor  1 Family Advocate  1 Home Visitor  1 Program Aides  2 Preschool Teachers  2 Teacher Assistants  6 Infant/Toddler Teachers  1 Cook  1 Custodian	* Home visitor providing remote services for children from 7/7/20 to 8/18/20.  * Family Advocate , 1- Preschool Teacher and cook vacancy these positions are in the hiring process.  * Children return date 9/8/20 -subject to change pending COVID-19 status  * EHS Classrooms are currently closed- opening TBD
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### SECTION 3: Regulations/Ordinances

State Government	Local School District	State Child Care Licensing (Summary)
<p>Niagara is in phase 4 of its “Four-phase” approach of its opening. Phase 4 began on June 30, 2020 which will allow schools to open.</p> <p>Day care centers are currently allowed to be in operation with modifications to regulations.</p> <p>Niagara New York Child Care Licensing continues to follow CDC guidelines in Phase 4 .</p>		<p>-Modified ratios to groups size no more than 15, unless a small regulatory group size applies (e.g. toddlers, infants) excluding employee/staff.</p> <p>-Hand washing/sanitation station at the entrance of facility</p> <p>-Recommending curbside drop off/pick up.</p> <p>-Screen children upon arrival</p>
<p>On May 29, 2020, Governor Cuomo issued Executive Order 202.34, Childcare staff are required to wear face coverings at all times while caring for or otherwise interacting with children. Authorizing business operators with the discretion to deny admittance to individuals who fail to comply with the face covering or mask requirements. (excluding underline medical health illness).</p> <p>Group size must be limited to no more than fifteen (15) children or campers, unless a small regulatory group size applies (e.g. toddlers, infants). The restriction on group size does not apply to employees/staff</p>	<p>Food Services will be available through use of the school kitchen all meals will be served to children individual portions.</p>	<p>-Stagger Playground times so only one classroom outside at a time.</p> <p>-Space out cots and crib 6 ft apart</p> <p>-Child Care Licensing has suspended on-site visits until further notice</p> <p>-Notify Licensing and Health Department of any confirmed case among facility employee or attendee</p>

### ➤ SECTION 4: Facilities, Equipment, and Supplies

#### Cleaning and Sanitizing Facilities:

- Facilities have developed a schedule for cleaning and disinfecting. (APENDIX 1 and 2) that includes the following actions:
- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, computer keyboards, and playground structures.

- All cleaning products are used according to the directions on the label. If surfaces are dirty, they are cleaned using a detergent or soap and water prior to disinfection. The manufacturer's instructions are followed for concentration, application method, and contact time for all cleaning and disinfection products. (SDS)
- Disposable disinfecting wipes are provided to caregivers and other staff members so that commonly used surfaces in offices such as keyboards, desks, and remote controls can be wiped down before use.
- All cleaning materials are kept secure and out of reach of children.
- Cleaning products are not used near children, and staff ensures that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
- High-efficiency air filters are used in all centers to help with air filtration.

### **Cleaning and Sanitizing Toys and Classroom Materials:**

- All learning areas will be limited to 2 children pre learning area to the extent possible.
- Toys that cannot be cleaned and sanitized will not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions are set aside for daily cleaning by hand by staff wearing gloves.
- Staff are mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils and will replace these items with alternate activities
- Toys that need to be cleaned are put in a separate container/bin marked for "mouthed toys." The staff ensures that enough toys are available to children so that the toys can be rotated through cleanings. All classrooms will have a "mouthed toys" container/bin.
- Toys and materials are cleaned with water and detergent, rinsed, sanitized with disinfectant, and air-dried.
- Machine washable cloth toys are used by one individual child at a time. These toys are laundered before being used by another child.
- Toys are not shared with other groups of infants or toddlers unless they are washed and sanitized before being moved from one group to the other.
- Children's books, like other paper-based materials, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.
- The use of Sand and Water tables is suspended.
- Children have their own set of crayons, pencils, markers, playdough, and paintbrushes that will be labeled with the child's name in an individualized small box/bin

### **Use of Personal Protection Equipment:**

- Staff members, visitors, consultants, specialists, and all other adults entering the Center are required to wear face coverings while in the Center. Staff are not required to wear masks when outdoors or when eating with children. ([Recommended by New York State and by CDC](#))
- The Center will provide disposable masks for adults and children over the age of 2 years; however, cloth masks may also be used if they are laundered by staff between use. Face coverings are NOT used on babies and children under age two because of the danger of suffocation.
- Reasonable accommodations to wearing masks will be made as per ADA regulations.

- EHS and HS children are not required to wear face coverings.
- Health Care Plans are developed for children who may have underlying health or disability concerns to ensure that staff and parents understand the appropriate strategies for care.

### **Physical Distancing:**

- Handshakes, hugs and other physical contact will be monitored.
- Classrooms include the same group each day, and the caregivers and teachers remain with the same group each day.
- Arrival and drop off times may be staggered to limit groups of parents from coming in direct contact between one another and staff members.
- Floors will be marked 6 ft apart, showing where children and adults should stand in an area where there is an expectation for a line to develop, such as when children are preparing to enter/leave the classroom and when adults are waiting to drop off or pick up their child.
- Center Supervisors monitor staff in the Center to keep group gatherings at the Center to no more than ten people in a shared space and practice social distancing of 6 feet from one another.
- Videoconferencing or teleconferencing is used when possible for work-related meetings and gatherings.
- In the classrooms and playground area group size must be limited to no more than fifteen (15) children, unless a small regulatory group size applies (e.g. toddlers, infants). The restriction on group size does not apply to employees/staff.

### **Disinfectant Use and Supplies:**

- Soap and water are provided in each classroom equipped with handwashing sinks. If soap and water are not readily available to staff and children, an alcohol-based hand sanitizer that contains at least 60% alcohol can be used. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Hand sanitizer is placed in multiple locations where soap and water may not be readily accessible.
- Surface disinfectant products used in the Center have been tested specifically against COVID-19 by the EPA to kill the virus. Surface disinfectants on List N of the EPA are used on frequently touched surfaces such as counters, tables, and doorknobs.
- Staff wears gloves appropriate for the chemicals being used when cleaning and disinfecting.
- Employees are trained to know which cleaning chemicals must be diluted and how to correctly dilute the cleaners they are using.
- A diluted household bleach solution is used if appropriate for the surface. Staff follows instructions for application, ensuring a contact time of at least 1 minute and allowing proper ventilation during and after application. Bleach solutions will be effective for disinfection for up to 24 hours.

### **Professional Cleaning:**

- Centers will be professionally cleaned and sanitized before the first day of school and when there is suspected or confirmed COVID-19 case in staff, child, or visitor at the Center

## ➤ **SECTION 5: Cleaning, Disinfecting, and Hygiene in Daily Routines**

### **Hand Washing:**

- All children and staff engage in hand hygiene at the following times: 1) Arrival to the facility and after breaks 2) Before and after preparing food or drinks 3) Before and after eating or handling food, or feeding children 4) Before and after administering medication or medical ointment 5) Before and after diapering 6) After using the toilet or helping a child use the bathroom 7) After coming in contact with bodily fluid 8) After handling animals or cleaning up animal waste 9) After playing outdoors 10) After handling garbage
- Children 12 months and older are supervised when they use soap and water.
- Children under 12 months will use disposable hand wipes when not able to wash hands with soap and water.
- Staff assist children with handwashing, including infants who cannot wash their hands alone. After assisting children with handwashing, the staff also wash their hands.
- Posters describing handwashing steps are posted near sinks in all appropriate languages (APPENDIX 3 )

### **Diapering/Assisting with Toileting:**

- Staff wash their hands and wash the child's hands before beginning diapering or assisting with toileting. Staff use gloves and follow safe diaper changing procedures.
- Procedures for safe diaper changing are posted in all diaper changing areas. (APPENDIX 4)
- After diapering, staff wash their hands (even after wearing gloves) and the children's hands and disinfect the diapering area with a sanitizing or disinfecting solution. If the surface is dirty, it is cleaned with detergent or soap and water prior to disinfection.

### **Caring for and Holding Infants/Toddlers:**

- To the extent possible, when washing, feeding, or holding very young children, caregivers protect themselves by wearing an apron and by wearing long hair up off the collar in a ponytail or other updo. Caregivers change their apron immediately if there are secretions on it and wash their hands again. Aprons are washed daily.
- Caregivers wash their hands, neck, and anywhere touched by a child's secretions.
- Caregivers will change the child's clothes if secretions are on the child's clothes.
- Contaminated clothes are placed in a Zip-Lock (sealable) bag and sent home with the child.
- Infants, toddlers, and caregivers have multiple changes of clothes on hand in the Center.

### **Meal Service (see also meal preparation):**

- Children's meals are plated individually prior to serving so that multiple children are not using the same serving utensils.
- Drinking fountains in the centers and playgrounds are disabled. Children are provided access to water in the classrooms using water dispensers and outdoors using water pitchers and disposable paper cups. Staff is encouraged to use single-use cups for drinking.
- Food preparation is not done by the same staff who diaper children.
- Sinks used for food preparation are not used for any other purposes.
- Caregivers ensure children wash hands prior to and immediately after eating.
- Setting and/or clearing tables remain the responsibility of the staff, not assigned to children.
- Disposable bottles, bottle caps, nipples, and supplies are used for bottle feeding.

- The Center will purchase requested bottle and nipple for Infants who need special bottle, nipples, in an 8-ct. quantity to have enough to serve child and give a chance to clean and sanitize in dishwasher the bottle and nipples used on a daily basis after each meal.
- Children using sippy cups will have labeled cups in sufficient quantity for their use throughout the day and are washed and sanitized daily.
- Serving bowls/food are not placed on tables for children or have access to. All food will remain on food cart away from children.
- The number of persons having contact with the food will be limited and monitored.

#### **Toothbrushing:**

- Daily toothbrushing is temporarily suspended. Families will be provided with a toothbrush for their child and encouraged to brush teeth at home.

#### **Naptime:**

- Children's naptime mats (or cribs) are spaced 6 feet apart when children are sleeping.
- Cribs are stored 3 feet apart and moved to 6 feet apart when a child is sleeping in the crib.
- Children are placed on a mat (or cribs) head to toe in order to further reduce the potential for viral spread.
- The Center will use bedding (sheets, blankets) that can be washed.
- Children's bedding is stored separately in individually labeled bins and cubbies.
- Cots and mats are labeled for each child and are sterilized daily.
- Bedding that touches a child's skin is cleaned twice per week or before use by another child.

#### **Outdoor Play:**

- No more than 15 children are allowed in the playground area at a single time
- The outdoor schedule for centers reflects staggered playground times for children to keep classroom groups separate.

### ➤ **SECTION 6: Health Screenings**

#### **General Procedures:**

- Persons who have a fever of 100.40 (38.00C) or above or other signs of illness will not be admitted to the facility
- Procedure for Health Screening (including how temperatures are taken) will be posted at the front entrance (APPENDIX 5)

#### **For Center Staff:**

- Center's designate entry points for staff for daily screening to be completed when staff arrive at the center each day.
- Staff are not required to complete additional screenings if they leave the Center and return on the same day.
- Starting time for staff is staggered if needed, to reduce the number of employees arriving at the workplace at one time.
- Non-contact thermometers will be used to determine body temperature.
- Screening questions and temperature checks will be completed by each employee and will be recorded on individual health logs, which will be kept in secure file folders. (APPENDIX 5)
- Screening questions will cover CDC recommendations: Since your last day of work, or previous visit here, have you had any of the following symptoms: Cough, Shortness of breath or difficulty breathing, Or at least two of these symptoms: Fever, Chills,

Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell?

- If an employee responds "yes" to any of the questions, they must refrain from entering the office and must contact their immediate supervisor and their health care provider.
- Until and unless a medical provider confirms that it is unlikely the employee has COVID-19 and that the symptoms have another more likely explanation (i.e., allergies, muscle strain, etc.), the employee should not report to work and should follow the guidelines regarding sick employees. After consulting with a medical provider, documentation should be provided to their supervisor for clearance to return to work.
- The employees' supervisor will be responsible for notifying the local health department, followed by childcare licensing if any employee tests positive for COVID 19.

**For Consultants, Special Education Professionals, Inspectors, or other Essential Non-employees:**

- Nonessential visitors will be discouraged from entering the Center. The use of classroom volunteers will be suspended.
- Centers designate entry points for a visitor to prevent anyone from bypassing health screening.
- Visitors are asked to complete a screening questionnaire and take their temperature prior to entering the building. (APPENDIX 7)
- If the visitor answers yes to any of the screening questions, they are asked to leave the Center and not allowed to enter.
- Visitors who fail the health screening must not return until 72 hours after symptoms have improved or as directed by their medical provider.
- Visitor health screens will be documented and retained in a secure location.

**For children who are transported by car:**

- Staff will wear an apron/smock, mask, goggles/face shield, and gloves when completing health screenings
- Upon their arrival, the staff will ask/remind parents to stay in the car with their child until the screening is completed.
- Staff will ask the parent/guardian to confirm that the child does not have a fever, shortness of breath, or cough.
- Staff will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing, or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Staff will conduct temperature screening by checking the child's temperature, reaching through the car window.
- Results of daily health screening are documented in individual children's health screening log contained in secured folders kept near the center entrance
- If performing a temperature check on multiple individuals, staff use a clean pair of gloves for each child and ensure that the thermometer has been thoroughly cleaned in between each check.

## ➤ **SECTION 7: Drop Off/Pick Up Procedures**

### **General Procedures:**

- Hand hygiene stations will be set up at the entrance of the facility, so that children, staff, and essential visitors can clean their hands before they enter the Center using hand sanitizer.
- All children will be signed in and out by designated staff members (i.e. program aides, teachers, etc.) to reduce the potential cross contamination of handling sign in sheets and pens. Hand sanitizer and sanitary wipes will be utilized by staff to clean pens and clipboards as needed through the receiving/departure process.

**For children who are transported by car:** Drop off/Pick up area will be located outside of the Center.

- Parents will be encouraged to designate the same person to drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions are discouraged from picking up children, because they are more at risk for severe illness from COVID-19.
- Parents/other adults dropping off and picking up children are provided with a disposable mask and asked to wear it as they come in contact with staff.
- Two staff members will be designated to be at the drop-off/pick up area to greet children and families and walk all children to their classroom, and at the end of the day, walk all children back to their cars while practicing Active Supervision strategies.
- Staff at the drop off/pick up area will use walkie-talkies to communicate the arrival of parents to the child's teacher to ensure that teachers can ready a child and classroom for pending transition.
- Hand sanitizer and sanitary wipes will be available for staff to clean pens and clipboards as needed through the receiving/departure process.

### **For children who are transported by bus:**

- Written procedures for bus transportation will be provided to parents whose child(ren) receive bus services. (APPENDIX 8)
- Parents are provided with a disposable mask if needed and encouraged to wear a face mask when meeting the bus to protect staff who assist with children.
- Each child will have health screening completed before entering the bus during pick up as outlined in the Health Screening Procedures.
- Staff follows all safety procedures of loading and unloading children, including the social distancing with parents.
- For all children, staff will utilize sanitary wipes on their hands.

## ➤ **SECTION 8: Confirmed or Suspected COVID-19 Cases**

### **Reducing risk to Staff and Parents**

- Parents are provided with information about the importance of keeping children home when they are sick.
- Employees will be provided information about the importance of staying home when they are sick.
- Staff receives training on the importance of being vigilant for signs & symptoms and staying in touch with the center supervisor if or when they start to feel sick.
- Staffing plans in each Center maintain an adequate ratio of staff to children to ensure safety.

- Center Supervisors identify other staff who can help fill in if a staff member is sick or needs to stay home to care for sick family members.
- Critical job functions and positions are identified, and plan is developed for alternative coverage by cross-training staff.
- Employee Handbook will be revised by supplement (APPENDIX 9) to include the following benefit: If an employee is ill with COVID 19, CDI HS will provide up to 10 workdays of paid sick leave based on the employee's regular schedule per the PCN. This is in addition to the sick leave provided in the employee handbook (time must be taken consecutively). The additional COVID 19 Sick Leave time is available one time, per employee, for the following circumstances:
- An employee tests positive for COVID 19 and is too ill to work; if they have been tested and are in quarantine or a self-isolation period while awaiting medical results. This must be substantiated by a note from a health care provider
- An immediate family member of the employee tests positive for COVID 19 and is too ill to care for his/herself, and the employee is providing care. This must be substantiated by a note from a health care provider. An immediate family member is defined as a legally recognized spouse, parent, child, or sibling.

**If COVID-19 is suspected in children and staff while at the Center:**

- Employees identify a plan for being transported to home or a health care facility if they become sick while at work.
- Staff, Visitor, and Children with suspected illness are sent home as soon as possible.
- Sick individuals are kept separate from well children and staff until they can be sent home. Sick children are isolated in the "Get Well Area" identified in each classroom/center
- Sick staff members should not return to work until they have met the criteria to discontinue home isolation.
- Staff follow CDC guidance on how to disinfect the facility if someone is sick.
- Staff clean and disinfect surfaces in the isolation area after the sick child has gone home.
- All areas used by the person who was ill, such as offices, bathrooms, and common areas will be cleaned and thoroughly disinfected.

**If COVID-19 is confirmed in a child or staff member:**

- Staff close off areas used by the person who is sick.
- Staff open outside doors and windows to increase air circulation in the areas and wait up to 24 hours or as long as possible to allow respiratory droplets to settle before cleaning and disinfecting.
- All areas used by the person who is sick, such as offices, bathrooms, and common areas are cleaned and disinfected.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Staff will continue routine cleaning and disinfection.
- The local Health Department will be notified first, followed by a call to Child Care Licensing and then the SM; all guidance issued by these entities will be followed as well as the program's exposure control plan.



## ➤ **SECTION 9: Meal Preparation**

### **Handling Food:**

- Kitchen staff will prepare children's plates and send them out to classroom ready to be served to children by teaching staff.
- Staff will use disposable gloves and aprons when handling food.
- Food delivered in cardboard, is immediately opened, removed from packaging and cardboard is discarded. Staff wash hands after receiving and opening food packages.
- Non-perishable food deliveries are placed outside of the Center to reduce nonessential visitors inside the building.
- Staff follow recommended CDC guidance when shopping for food in grocery stores i.e. wear mask, wear gloves (as deemed necessary), carry own wipes, practice social distancing, wash hands or use hand sanitizer.

### **Transporting Food to The Classroom's**

- Staff who transport food observe established food safety practices for time/temp control, preventing cross contamination, cleaning hands, and storage of food, etc.
- Food Preparation staff cleaning and disinfecting of high-touch surfaces such as counter tops and touch pads and within the vehicle, by wiping down surfaces daily.
- Staff practice social distancing when delivering food, e.g., offering "no touch" deliveries and sending text alerts or calling when deliveries have arrived.
- Staff clean and sanitize coolers and insulated bags used to deliver foods daily.

## ➤ **SECTION 10: Transportation**

### **Preparing Buses:**

- Bus drivers wear face covering that do not impeded their vision or hearing.
- Buses are professionally clean and sanitized upon arrival
- Bus seats, restraints, and railings are cleaned and sanitized after each route to allow enough time for the solution to fully air dry.
- Program Aide on buses use fanny packs attached to their bodies to carry needed health screening and sanitation supplies, and personal protective equipment and supplies.

### **Loading Buses:**

- Buses are loaded starting from the back seats to the front (excluding placing children in rear facing car seat which remain in the front 2 seats) and unloaded starting from the front seats to limit children having to walk past other children during loading/unloading.
- Only one child is placed in each seat. Children from the same household may be placed next to one another on the same seat as needed.

### **Planning Bus Routes and Stops:**

- The need for physical distancing is considered when planning for bus stops. Parents are provide with instructions on how to line up for loading the bus while maintaining 6 ft distance when there is more than one family assigned to the stop.
- Bus stops are planned to allow the bus to safely pull off the road and not interfere with traffic due to extended time needed at each stop for health checks.

## ➤ **SECTION 11: Communication to Parents and Families**

**Letter to parents:** (APPENDIX 10) Letters to parent are provided during orientation and include information to:

- Alert parents to new protocols that have been implemented to ensure safe and healthy environment.

- Provide information about changes to drop-off pick-up, access to building, transportation, etc.
- Inform parents about the importance of keeping children home when they are sick.

#### **Ongoing Recruitment:**

- Recruitment will occur remotely through phone calls/ sending updated fliers to local nurseries and local elementary schools to give information, and the use of Facebook and word of mouth to reach out to potential eligible families.
- Families can apply for services using an electronic link to an online application or over the phone.

### ➤ **SECTION 12: Implementation and On-going Monitoring**

- Health Specialist will train all employees on avoiding spread of infection prior to the start of center-based services using the Caring for Children – National Safety Performance Standard and are trained in health protocols and procedures prior to center opening.
- Center Supervisors regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and discuss needed updates to policies and procedures with Health Specialist and Education Manager.
- Education Manager help Center Supervisors monitor child and employee absences and identify trained staff who are ready to step in as substitutes if needed.
- Center Supervisors and Management Staff consult with the local health authorities if there are cases in the facility or an increase in cases in the local area.
- Hearing and vision screenings will be completed by child's medical provider.

### ➤ **SECTION 13: Other Considerations**

#### **Disability and Mental Health:**

- Virtual Consulting will be available to staff and parents for Disability and Mental Health Services.

#### **Support to Center Staff:**

- Education staff have access to internet and zoom/conferencing for coaching, mentoring, and other professional development activities.
- Additional resources are provided to teaching staff to teach health concepts, processes, and procedures to children.
- Active Supervision procedures/monitoring will be implemented via Zoom (both announced and unannounced)
- Center Supervisor and Child Development Specialist use the Active Supervision Checklist weekly in each classroom.
- TeamViewer is updated in all computers to support IT needs virtually.

#### **Human Resource Policies:**

- A plan is developed for cleaning and disinfesting office and space shared by staff
- Staff are discouraged from sharing phones, desks, offices or other work tools and equipment. If sharing occurs, clean and disinfect between use.
- Staff are discouraged from congregating during lunchtime. Staggered lunch schedules will be developed by the Center Supervisor to minimize physical contact.

- Staff have access to current information by checking local public health information daily.
- Staff are informed to notify supervisor and stay home if they have symptoms and to not return to work until they meet the criteria to discontinue home isolation.
- Staff are informed to notify their supervisor if someone in their household has COVID-19.
- Administrative staff who work from administrative offices have additional guidance on working in their office space that includes guidance for flexible worksite, work hours, and meeting options.

### **APPENDIX**

1. Schedule for Cleaning and Disinfecting
2. Daily Cleaning Checklist
3. Posted Handwashing Steps
4. Posted Diaper Changing Steps
5. Posted Health Screening Procedures
6. Health Screening Log for Staff
7. Health Screening Questionnaire for Visitor
8. Bus Procedures
9. Employee Handbook Supplement
10. Letter to Parents

### **Additional safety information, guidelines, and resources are available at:**

New York State Department of Health Novel Coronavirus (COVID-19) Website  
<https://coronavirus.health.ny.gov/>

Centers for Disease Control and Prevention Coronavirus (COVID-19) Website  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

