

Open House Nursery School Covid-19 Safety Plan Addendum

Effective 7/20/20

Sources: CDC, Brooklyn Coalition of Early Childhood Programs, NYC Department of Health, and [NYS Summary of Child Care & Day Camp Program Guidelines](#)

Over the past few months, in conjunction with guidelines from the CDC and the NY State Department of Health, and in collaboration with Early Childhood program leaders across Brooklyn, the following changes are being put into action to ensure the health and safety of children, families and staff.

This document is intended to set forth expectations of procedure and policy during this evolving health crisis. If at any point revised information becomes available from the CDC or licensing bodies, the addendum can and should be amended to reflect the most up to date guidance possible.

Training

All staff will be trained prior to reopening, and as new information is released, on all things related to coronavirus. Staff members will be trained to have a working knowledge of the origins, progression, testing, prevention, and treatment of Covid-19. Staff will be educated on the CDC guidelines for social distancing, cleaning and disinfecting protocols, and response protocols.

Intensified Cleaning and Disinfecting Protocols

Our program will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including "[Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)," and "[Stop the Spread](#)" poster.

Cleaning logs will be maintained that include the date, time and scope of cleaning and disinfection.

Hand Washing

- All staff and children must perform hand hygiene immediately upon entering the facility.
- Proper [hand washing signs](#) will be posted in all bathrooms and near all sinks.
- Hand washing will be required during the following times and when hands are visibly soiled:
 - Upon arrival to the facility
 - Before and after eating
 - Before and after caring for someone at home who is sick
 - Before and after treating a cut or wound

- Before leaving the program at the end of the day
- Between program activities
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After touching garbage
- After returning to the facility from outside
- Hand sanitizer will be readily available throughout common areas to be used when hand washing is not available or practical.
 - Alcohol based hand sanitizer must contain at least 60% alcohol.

Cleaning, Sanitizing and Disinfecting Shared Spaces and Materials

- All staff will wear disposable gloves to clean and disinfect.
 - Clean = using soap and water to reduce germs, dirt and impurities
 - Disinfect = to kill germs
- High-use surfaces will be cleaned and disinfected frequently, and thoroughly cleaned and disinfected at the end of each day.

ITEM	SCHEDULE
Countertops	Before and After Each Use
Tables	Before and After Each Use
Door knobs, cabinet handles, light switches	After drop-off, after lunch, prior to pick-up
Floors	Daily
Bathrooms	Daily
Toys	At end of day

- Toys will be utilized on a rotating basis and cleaned and sanitized between usage.
- Toys that cannot be cleaned (e.g. soft toys, dress up clothing), will not be used.
- Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- Toys from home are not permitted at school at this time.
- Cleaning schedules will be posted and adhered to.



Nap Materials

- All children must provide their own nap sheet and blanket.
- Nap materials will be kept in an individual bag/container so as not to come into contact with another child's belongings.
- Nap sheets and blankets must be brought home and laundered at the end of each week.
- Sharing of nap materials is strictly prohibited.
- Nap mats are cleaned and sanitized daily. Each child will have their own designated nap mat labeled with their name.

Diapering/Toileting

- All staff must wear disposable gloves when changing a diaper or assisting a child with toileting.
- Children and staff must wash hands [after diapering/toileting](#) and the area must be cleaned and disinfected.

Outdoor Areas

Individual classrooms (comprising no more than 15 children) will use outdoor play areas at separate times. The following guidelines will be adhered to:

- Clean hard surfaces on playgrounds between uses by different groups of children or when bodily secretions get on surfaces.
- Children will wash hands before and after using the playground.
- Hand sanitizer will be available for use if a child sneezes, blows their nose, etc.

- Trash receptacles will be available for disposal of soiled tissues, gloves used during sanitizing, etc.
- Areas or structures that might be hard to clean will be avoided.

Social Distancing at School/Use of Personal Protective Equipment (PPE) Staff

- All staff should maintain a distance of at least six feet from other employees at all times, unless safety or the core activity requires a shorter distance.
- Employees will wear face coverings whenever interacting with the children.
- Anytime that staff are less than six feet from one another, they must wear acceptable face coverings.
 - Facial coverings may include disposable surgical masks, cloth masks, or face shields.

Classes

- Groups/classes will be limited to 15 children.
- Classes will not be permitted to mix or use shared space at the same time.
- Teachers will be assigned to regular/static groups and will not comingle with other classes/groups.
- There must be a distance of at least 10 feet between groups at all times.
- There will be no floater teacher.
- Substitutes will only be utilized on an as-needed basis.
- Children who nap at school will be placed 6 feet apart whenever possible and head-to-toe.

Families

- All guardians/caregivers must wear a face covering during pick-up and drop-off.
- Guardians/caregivers must maintain social distancing of six feet outside of the entrance to school and limit gathering before and after drop-off.
- Guardians/caregivers will not be permitted into the facility unless for an extenuating circumstance.
- Families are required to provide their child with utensils for eating lunch. There will be no shared eating supplies.

Social Distancing & Staggered Arrival/Dismissal

To limit exposure and reduce the number of visitors, drop-off and pick-up will take place at the main entrance of the facility. A Director will be available to conduct health screenings and welcome the child into school. A child's teacher will then escort them to their classroom for hand washing.

A staggered drop-off and pick-up time will be implemented. Here's what that might look like:

DROP-OFF

Time	8:00	8:30	8:45	9:00	9:15
Children	13	15	15	15	11

PICKUP

Time	12:00	12:45	1:00	1:15	2:45	3:00	3:15	X Day
Children	7	2	6	9	8	5	9	10

Hand sanitizer with at least 60% alcohol will be placed next to parent sign-in sheets. Parents will be encouraged to bring their own pen to use for completing the sign in sheets or to use an app designed for this purpose

For dismissals between 3:00-6:00pm, parents will line up and physically distance themselves. They will ring the bell and announce arrival. When waiting for their child, they will wait away from the entrance so that another family can announce their arrival and ring the bell. Children will be escorted from their classroom to the entrance for pick-up. Families will wait for teacher to release children one-by-one.

Daily Health Screenings

Children and staff will be required to comply with a paper or electronic daily health screens on or before arrival to the facility.

Each day, every person (including teachers and children) entering Open House sign an attestation as to the following:

Please confirm that the following statements are true about yourself and any household member, including your child(ren):

_____ *In the past 14 days, no one in my household has tested positive for COVID-19 through a diagnostic test.*

_____ *In the past 14 days, no one in my household had any known contact with a person confirmed or suspected to have COVID-19.*

_____ *In the past 14 days, no one in my household has traveled internationally or to one of the states on the New York State quarantine [list](#).*

_____ *In the past 14 days, no one in my household has had a temperature higher than or equal to 100.0 degrees Fahrenheit.*

_____ *At present, no one in my household is experiencing ANY of the following symptoms (new or worsening):*

Cough

Shortness of breath

Trouble breathing

Fever over 100.0 Farenheit

Chills

Headache

Unusual congestion or runny nose

Nausea, vomiting or diarrhea

Sore throat

New loss of smell or taste

Muscle pain

Extreme fatigue (may present as extreme irritability in young children)

Because the health and safety of our staff and children is our first priority, we unfortunately cannot allow you to enter the premises if you can't confirm all the statements above. You will need to provide written medical clearance to return. Please contact the school.

Responses will be [recorded](#), reviewed and documented daily.

Sick Policies for Staff and Children

Children and staff should stay home if they feel unwell. All members of our program (children and staff) should not return to school/work until they are symptom free for 48 hours without the use of analgesics. This is an extension to the 24-hour removal from school. Parents and staff must disclose all symptoms of illness to the school, so that proper monitoring and tracking can ensue. Notification can be made by phone or email.

Covid-19 Exposure Safety Protocol: Response Procedures for COVID-19 Symptoms or Exposure

Any confirmed or suspected exposure to Covid-19 occurring in a childcare center will immediately be reported to both DOHMH and the CDC.

- If a child or staff member develops symptoms of Covid-19 while at the facility (e.g. fever of 100.0 or higher, cough, shortness of breath), immediately separate the person from other people until the ill person can leave the facility.
- If the child has symptoms of Covid-19 (e.g. fever, cough, shortness of breath), the caregiver waiting with the child should remain as far away as safely possible from the child (preferably 6 feet).
- If symptoms persist or worsen, they should call a health care provider for further guidance.

A child's parent or caregiver must inform the school immediately if the child is diagnosed with Covid-19 and follow [CDC guidelines](#).

Cleaning and Disinfecting after a Suspected or Confirmed Covid-19 Case

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
 - Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.
- All rooms and equipment used by the infected person, and persons potentially exposed to that person, should be cleaned and disinfected in accordance with CDC guidance.
- If the school is uncertain about the extent of potential exposure, all rooms will be cleaned and sanitized.

Notify Health Officials and Close Contacts

- In accordance with state and local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19, while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.
- All children/staff sharing a room with the diagnosed Covid-19 person, must enter a [14 day quarantine period and monitor for symptoms](#).

Decision of Length of Closure to Childcare Facility After Confirmed COVID

Health officials will provide direction on whether a center should cease operations following the identification of a positive case in the facility. The duration may be dependent on staffing levels, outbreak levels in the community, and severity of illness in the infected individual. Symptom-free children and staff should not attend or work at another facility during the closure.

Returning to Child Care After COVID-19 Diagnosis or Exposure

If a staff member or child contracts or is exposed to COVID-19, they cannot be admitted to a center again until the criteria for lifting transmission-based precautions and home isolation have been met.

Home isolation per CDC guidelines includes:

- 14-day incubation period of self-isolation
- Keep track of symptoms
- Inform your doctor
- See further [guidelines](#)

The child or staff member may not return to school without a note of clearance from their physician.