

COVID-19 Safety Plan Addendum Effective 7/8/2020

Parents and Staff must sign the enclosed acknowledgement from indicating that they have received, read, understand and will abide by the guidelines and protocols outlined herein. Staff will receive training on the policies outlined below. This addendum is subject to change as per the New York State Guidelines and Article 47.

Over the past few months, in conjunction with the guidelines from the CDC, 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 the children, the families, and the 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 ongoing as new information is released, on all things related to COVID-19.

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.

Intensify Cleaning and Disinfecting Protocols

Programs will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and the DOH, including “Guidance for Cleaning and Disinfecting 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. (See attachment A)

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 (See attachment B)
- Hand washing will be required during the following times and when hands are visibly soiled
 - Upon arrival at the facility
 - Before and after eating
 - Before and after treating a 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, sneezing
 - After touching garbage
 - After returning from outside
- Hand sanitizer will be readily available throughout the common areas to be used when hand washing is not available or practical
 - Alcohol based hand sanitizer must contain at least 60% alcohol

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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 cleaned and disinfected frequently and full cleaning and disinfecting at the end of each day
- Toys will be utilized on a rotating basis and cleaned and sanitized between usage
- Toys that cannot be cleaned (i.e. soft toys, dress up clothing) will not be used
- 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 their hands after diapering/toileting and the area must be cleaned and disinfected (see attachment D)

Outdoor Areas

- Individual classrooms (comprised of no more than 15 children) shall use the playground at separate times.
- The CDC states that “the targeted use of disinfectants can be done effectively, efficiently and safely on outdoor hard surfaces and objects frequently touched by multiple people”
- The following guidelines will be adhered to:
 - Disinfect hard surfaces on playgrounds between uses by different groups of children or when bodily secretions get on surfaces
 - Children shall wash hands before and after using the playground
 - Hand sanitizer shall be available for use if a child sneezes, blows their nose, etc
 - Trash receptacles will be available for disposal of soiled tissues, gloves
 - 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 6 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 6 feet from on another, they must wear acceptable face coverings
 - Facial coverings can include: disposable surgical masks, cloth masks or face shields.
 - PSS will supply staff with masks

Classes

- Groups/classes will be limited to 15 children (or previous ratios for infant/toddler classrooms with 10 and 12 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 no comingle with other classes/groups
- There must be a distance of 10 ft between groups at all times
- There will be no floater teachers

- Substitutes will only be utilized on an as needed basis
- Children who nap at school will be placed 6 ft apart whenever possible and head-to-toe

Families

- All guardians/caregivers must wear a face covering during pick up/drop off
- Guardians/ caregivers must maintain social distancing of 6 ft outside of the entrance to the school and limit gathering before and after drop off
- Strollers will not be permitted to be housed at PSS during the day
- Guardians/ caregivers will not be permitted into the facility unless for an extenuating circumstance
- Children are required to have a set of “indoor shoes” to be used only at school while indoors. Teachers will assist children in changing shoes upon arrival and prior to dismissal, and before and after any outdoor activity
- Families are required to provide their child with utensils for eating. 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, front vestibule. The Educational Director will be available to conduct health screenings and welcome the child into the school. The child’s teacher will then escort them to their classroom for handwashing.

A staggered drop off and pick up schedule for each class will be implemented (possibly alphabetically school-wide)

Daily Health Screening

Children and staff will be required to comply with daily health screens upon arrival to the facility. Screening practices may be performed remotely before the individual reports to PSS, to the extent possible; or may be performed on site. PSS will designate a central point of contact, the Educational Director, responsible for receiving an attesting to having reviewed all the questionnaires, also the same person is responsible for those who experience symptoms to contact. There is also a site safety monitor who is responsible to comply with all aspects of the site safety plans for employees. This will be the Educational Director.

At a minimum screenings will consist of:

- Temperature checks may also be conducted

- Knowingly been close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has had symptoms of COVID-19
- Tested positive for COVID-19 in the past 14 days
- Has experienced any symptoms of COVID-19
- PSS will refer to the CDC guidance on “[Symptoms of Coronavirus](#)” for the most up to date information on symptoms associated with COVID-19

If any of the responses to the daily screenings changes, employees and parents/guardians must immediately disclose this information, including during or outside of child care hours.

PSS prohibits employees, children, and parents/guardians from entering the site, if they are showing symptoms of COVID-19. PSS will ensure that anyone performing screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious individuals seeking to enter the building.

PSS will maintain a log of every person, including parents, staff and any essential visitors who may have close or proximate contact with individuals at the work site (excluding deliveries).

Sick Policies for Staff and Children

Children and staff MUST stay home if they feel unwell. Any confirmed or suspected exposure to COVID-19 occurring in a child care center must immediately be reported to both the NYC DOHMH and the CDC.

Children or Staff Who Develop Symptoms of COVID-19 while at PSS

If a child or staff member develops symptoms of COVID-19 while at PSS we will immediately separate them from the well people until the ill person can leave the facility. [Anyone who develops symptoms should follow these steps if you feel sick.](#)

- If the child has symptoms the caregiver waiting with the child should remain as far away as safely possible from the child
- If the symptoms persist or worsen, they should call a health care provider for further guidance and advise the employee or child’s parent to inform the facility immediately if the person is diagnosed with COVID- 19 (see attachment F)
- PSS will provide an individual with healthcare and testing resources
- PSS will immediately notify the state and local health department about the case if the test results are positive for COVID-19

In the event that a parent/guardian of a child must be isolated because they have tested positive for, or exhibited symptoms of, COVID-19, the parent/guardian must be advised that they cannot enter the site for any reason, including picking up their child.

If the parent/guardian – who is a member of the same household as the child – is exhibiting signs of COVID-19 or has been tested and is positive for the virus, utilize an emergency contact authorized by the parent to come pick up the child.

- As a “close contact,” the child must not return to the child care for the duration of the quarantine.
- If the parent/guardian– who is a member of the same household as the child – is being quarantined as a precautionary measure, without symptoms or a positive test, staff should walk out or deliver the child to the parent/guardian at the boundary of, or outside, the premises. As a “contact of a contact” the child may return to the child care during the duration of the quarantine.
- If a child or their household member becomes symptomatic for COVID-19 and/or tests positive, the child must quarantine and may not return or attend the child care until after quarantine is complete. Immediately notify the state and local health department about any positive test result by an employee or child at their site

Cleaning and Disinfecting After a Suspected or Confirmed COVID-19 Case

PSS will close off any area used by a sick person and that area will not be used until after [cleaning and disinfection](#).

We will wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure [safe and correct](#) use of and [storage of cleaning and disinfection products](#) which will be stored away from children. All rooms and equipment used by the infected person will be cleaned and disinfected according to the CDC guidance.

Returning to Work and/or Child Care

Employers and employees and parents/guardians should take the following actions related to COVID-19 symptoms or exposure:

- If an employee, parent/guardian, or child tests positive for COVID-19, regardless of whether the person is symptomatic or asymptomatic, the person may return to work/child care upon completing at least 14 days of isolation from the onset of symptoms or 14 days of isolation after the first positive test if they remain asymptomatic.

- If an employee, parent/guardian, or child has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the person may return to work/child care upon completing at least 10 days of isolation from the onset of symptoms.
 - The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.
- If an employee, parent/guardian, or child has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the person may return to work/child care upon completing 14 days of self-quarantine.

Notify Health Officials

- In accordance with state and local laws and regulations, school administrators should 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).
- PSS is required to cooperate with the state and local health department if someone at the site tested positive and is required to trace all contacts in the workplace and share all individuals who entered the site dating back 48 hours before the person first began experiencing COVID-19 symptoms or tested positive, whichever is earlier.
- Individuals who are alerted that they have come into [close contact](#) with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self-report to the child care at the time of alert and shall follow the protocol
- All children/staff sharing a room with the diagnosed COVID-19 person, must enter a 14 day quarantine period and [monitor for symptoms](#). <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Decision of Length of Closure to Child Care Facility After a Confirmed COVID-19 Case

- 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.

Health and Safety Acknowledgement Form

I, _____, do hereby acknowledge that I have read, understood and will abide by the guidelines and practices outlined here, the COVID-19 Health and Safety Plan Addendum.

Child's Name _____

Parent Name _____

Parent Signature _____

Date _____

Parent Name _____

Parent Signature _____

Date _____