

Cobble Hill Playschool

Covid-19 Safety Plan Addendum

Over the past few months, in conjunction with guidelines from the CDC, the New York State Department of Health and in collaboration with early childhood program leaders across Brooklyn, the following changes to CHP's safety plan 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 available.

Cobble Hill Playschool Community Agreement

- We agree to abide by all CHP policies and procedures while in school. We understand these policies are designed to keep our own family, and the families of other students and staff, healthy and safe.
- We understand that CHP will be asking us to share more information about our lives than we might be asked to share under normal circumstances. All information we share with the school will be kept confidential, and we understand that this increased level of transparency and communication will help protect our community.
- We agree to report all illnesses, symptoms, Covid-19 exposures, and positive Covid-19 tests to school, and we expect school to report any confirmed Covid-19 cases to us.
- We agree to keep our child home if they are sick or if they have been exposed to someone who is sick. We understand that this poses challenges to our schedules and our work, but we understand that an increased level of caution is necessary to keep our community healthy and safe.
- We agree to abide by all NYS health recommendations and requirements while in school and out of school, including:
 - Wearing a mask outside your home
 - Practicing social distancing at all times
 - Being mindful, cautious, thoughtful, and responsible about your participation in social activities. Each of our actions and decisions has the potential to impact the health and safety of the other members of our community.
- We understand that our community includes pregnant mothers, newborns, young children, and older grandparents. We agree to treat all of the members of our community as we would treat ourselves and our family members: with respect, care, love, and compassion, and we agree that we can do this by making thoughtful and careful decisions about our actions and activities.

I, _____, do hereby acknowledge that I have read, understood, and will abide by the principles set for in this Community Agreement.

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES

**CHILD CARE EMPLOYEE, VOLUNTEER, PARENT, CHILD AND ESSENTIAL VISITORS
HEALTH SCREENING ONE-TIME ATTESTATION**

Before entering a child care program, employees, volunteers, parents, children and essential visitors **must complete a health screening questionnaire daily. In addition, each employee, volunteer, parent, child and essential visitor must sign and submit this form to the program one time.** Employees, volunteers, parents, children and essential visitors must answer all questions and take their temperature daily to confirm a body temperature lower than 100.0 degrees Fahrenheit. If anyone answers "Yes" to any of the questions below, they cannot enter the child care program. A parent or guardian is responsible for completing daily screening on behalf of their child(ren).

Self-Screening:

Below are the self-screening questions that employees, volunteers, parents, children and essential visitors are required to answer **daily**. If any of the answers to the below questions are "Yes," individuals **cannot** enter the program. If the answers are "No" to all the following questions, individuals may enter the program. If employees, volunteers, parents, children and essential visitors cannot take their temperature at home, but answer "No" to all other questions, they may report to the program to have their temperature taken on site.

1. Is your temperature higher than or equal to 100.0 degrees Fahrenheit?
2. Have you had any known contact with a person confirmed or suspected to have COVID-19 in the past 14 days?
3. Are you currently experiencing **ANY** of the following symptoms?
 - o Cough (new or worsening)
 - o Shortness of breath (new or worsening)
 - o Trouble breathing (new or worsening)
 - o Fever
 - o Chills
 - o Muscle pain (new or worsening)
 - o Headache (new or worsening)
 - o Sore throat (new or worsening)
 - o New loss of taste
 - o New loss of smell
4. Have you tested positive for COVID-19 through a diagnostic test in the past 14 days?

If you have answered "NO" to all questions, you have passed and may enter the program.

If you have answered "YES" to any question, you will not be allowed to enter the program.

Attestation: By signing this document, I agree that I will self-monitor these symptoms each day and report the outcome per the instructions above and will not enter any child care program if any of the above symptoms or conditions are present.

Signature

Date

Signature

Date

Note: This document must be signed and returned to the program prior to entry. A signed copy needs to be provided only once. The child care program must retain a copy for their records.

Staff Training

All staff will be trained prior to reopening, and ongoing as new information is released, on all things related to the Covid-19 pandemic.

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.

Public Health Monitoring

CHP will monitor [New York City's Covid-19 test positivity rate](#) on a daily basis. Increased positivity rates will be used as one of several factors in determining the safety of continued in-person learning.

Intensify Cleaning and Disinfecting Protocols

Our program will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH. Please refer to [CDC Guide: Cleaning & Disinfecting Your Facility](#).

Cleaning logs will be maintained that include the date, time, and scope of cleaning and disinfection. Please refer to [OCFS Appendix K](#) and [CHP Cleaning Schedule & Logs](#).

Hand Washing

- All staff and children must perform hand hygiene immediately upon entering the school.
- Proper [hand washing signs](#) will be posted in all bathrooms and near all sinks.
- Hand hygiene will be required during the following times and when hands are visibly soiled:
 - Upon arrival to the school
 - Before and after eating
 - 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 garbage
 - After returning to the school from outside
- Hand sanitizer will be readily available throughout the school 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

- Cleaners, sanitizers, and disinfectants used will be [approved by the EPA](#) for use against Covid-19 virus.
- 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 full cleaning and disinfecting will happen at the midpoint and at the end of each day.
- Toys will be utilized on a rotating basis and cleaned and sanitized between group usage.
- Toys that cannot be cleaned (e.g. soft toys, dress-up clothing) will not be used.
- Children's books and 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.
- With the exception of sunscreen kept at school for full-day students, all personal items brought to school will be sent home each day.

Air Quality / Air Filtering

- Air filtration systems have been upgraded and include the following:
 - Five HEPA filter air purifiers stationed throughout the school
 - Open windows at all times people are present at school
 - HVAC system upgrades including UV cleaning and Merv-13 filters
 - CO2-level monitoring throughout the school

Rest Time Materials

- All children will be provided with a cot sheet and blanket, which will be laundered daily. Children can bring one "love" from home, which will be kept at school for use during rest time.
- Rest time materials will be kept in an individual bag/container so as not to come into contact with another child's belongings.
- Sharing of rest time materials is strictly prohibited.
- Cots are cleaned and sanitized daily. Each child will have their own designated cot 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 between each use.

Outdoor Areas

- Individual groups (comprised of no more than 15 people) 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 perform hand hygiene 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 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 can include: disposable masks, cloth masks, clear masks, or N95 masks. Face shields can also be used but do not replace a mouth covering.
- Staff meetings will be held in smaller groups and/or using video conferencing to minimize contact and promote social distancing. Face coverings shall be worn during all in-person staff meetings.
- The teachers’ lounge will operate at 50% capacity. No more than four teachers are authorized to be in the room at the same time.

Classes

- Groups/classes will be limited to 15 children.
- Classes will not be permitted to mix or use shared space at the same time.
- To the greatest extent possible, teachers will be assigned to regular, static groups and will not interact with other groups.
- There must be a distance of at least 10 feet between groups at all times.
- To the greatest extent possible, 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.
- The children's bathroom will operate at 50% capacity. No more than two children (with one adult) are authorized to be in the bathroom at the same time.
- The hallway outside the children's bathroom will include social distancing markers to reduce congestion.

Families

- All guardians/caregivers must wear a face covering during pick-up and drop-off.
- Guardians/caregivers must maintain social distancing of 6ft outside of the entrance to school and limit gathering before and after drop off.
- Guardians/caregivers will not be permitted into the school unless for an extenuating circumstance.
- Social distancing markers will be placed in high traffic areas.
- The school will use teleconferencing in place of all in-person meetings and gatherings unless safety requires an in-person meeting.
- 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 excursions.
- Families are required to provide their child with utensils for eating. There will be no shared eating supplies.
- Families are required to provide their child with all food eaten at school. There will be no food prepared or served by the school.

Social Distancing & Staggered Arrival/Dismissal

- To limit exposure and reduce the number of visitors, drop off and pick up will take place upstairs, at the gate of the school's entrance. Staff members will be available to conduct health screenings and welcome children into school. Teachers will escort children to their classroom for hand washing immediately upon arrival.
- A staggered drop-off and pick-up time for each class will be implemented.
- Sign-in will be contact-free. Hand sanitizer with at least 60% alcohol will be available.
- For dismissals, teachers will prepare students for leaving (including retrieving all materials and clothing from cubbies) and bring the children to designated areas outside of the school. Parents will line up and physically distance themselves.
- Only essential visitors will be allowed entry. They must wear a face covering for the duration of their visit; they must wash their hands upon arrival, they must enter their name and contact information in our visitors' log (including the school staff or students with whom they had close contact during their visit); and they must answer three screening questions upon arrival: (1) have they had Covid-19 symptoms in the past 14 days; (2) have they had a positive Covid-19 test in the past 14 days; and (3) have they

had contact with someone who tested positive for Covid-19 in the past 14 days.

- All deliveries will be made outside the front door unless safety or security require the delivery person to enter school.

Daily Health Screenings

Children and staff will be required to comply with daily health screens prior to entering school.

Screenings will consist of:

- At-home health check of temperature, symptoms, and Covid exposure or testing within the past 14 days
- At-school visual scan and temperature check
- Responses will be reviewed & recorded daily.

Sick Policies for Staff and Children

In light of the Coronavirus outbreak, new guidelines are in place to protect the health and safety of children, families and staff.

- Children and staff should stay home if they feel unwell.
- If a child or staff member does not pass CHP's daily online, at-home health screening, they must stay home and contact their physician to determine whether or not a visit and/or Covid-19 test is warranted.
- Please review [this guide](#) to determine next steps in the event that a child or staff member does not pass CHP's daily online, at-home health screening.
- If a child or staff member has symptoms of illness and their physician does NOT recommend a Covid-19 test and/or they have already had a negative Covid-19 test, in order for the child or staff member to return to school, they must be symptom-free for 48 hours. This is an extension of the 24 hour removal from school. It allows families the opportunity to ensure a child is healthy before returning to 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 via online daily home health screen, by phone, or by email.
- All symptoms of, exposures to, and confirmed tests for Covid-19 must be immediately reported to school.
- The school will immediately notify all families and staff members of a confirmed case of Covid-19 in the school community.

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

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

Children or Staff Members who Develop Symptoms of Covid-19 while at school:

- If a child or staff member develops symptoms of Covid-19 while at the school (e.g. fever of 100.0 or higher, cough, shortness of breath), the child will be brought to the isolation room and separated from the well people until the ill person can leave the school.
 - Ill children must be picked up from school within one hour of parents or caregivers receiving notice of illness.
 - 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).
 - The caregiver will make every effort to ensure the child is comfortable.
- After leaving school, the child's parents or caregivers must contact the child's pediatrician to report symptoms and confirm next steps. Parents or caregivers must follow the advice of their pediatrician as to whether or not (a) a visit to the doctor's office and/or (2) a Covid-19 test are warranted. This information must be reported to the school. It will be kept confidential.
- The child's parent or caregiver must inform the school immediately if the child is diagnosed with Covid-19.

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

- The isolation room will be closed off not used again until after cleaning and disinfecting
- To the extent possible, the classroom used by the ill child or staff person will be vacated and disinfected.
- The school is cleaned and disinfected nightly by a professional cleaning service. The cleaning service will be notified of a suspected or confirmed case to ensure proper protocol is followed.

Notify Health Officials and Close Contacts

- 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).
- Inform those who have had close contact with a person diagnosed with Covid-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.
 - Close contact is defined as someone who was within 6 feet for longer than 10 minutes of an infected person starting from 48 hours before illness onset until the time the infected person was isolated.
- All children/staff sharing a classroom with the diagnosed Covid-19 person must enter a 14 day quarantine period and monitor for symptoms.

Decision of Length of Closure of School After Confirmed Covid

- Health officials will provide direction on whether a center should cease operations following the identification of a positive case in the school. 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.
- Barring alternate procedures from health officials, in the event of one confirmed case of Covid-19 at school, the school will close the classroom of the ill person and require all members of that classroom (and any additional identified close contacts) to quarantine for 14 days from the last moment of contact with the ill person. In the event of two confirmed cases, regardless of which classroom, the school will close for 14 days from the moment of contact with the last ill person and require everyone to quarantine for 14 days.

Returning to Child Care After Covid-19 Diagnosis or Exposure

- In order to return to school after a positive Covid-19 test, students and staff must complete the required and relevant period of quarantine AND present the school with a note of clearance / permission to return to childcare or work from their physician.

CHP Covid-19 Safety Plan Addendum: Acknowledgement of Receipt & Understanding

I, [CLICK HERE TO SIGN](#), 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.