

## Reopening Plan for Community-Based Agency



CREATIVE ENVIRONMENT CHILDREN'S LEARNING CENTER

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This is an Equal Opportunity Program 

We at CECLC continue our commitment to the health and safety of the children and families we serve, as well as that of the teachers and administrators who staff our center. Our CECLC Board has devised the following Re-Opening Plan, including the guidelines that will be used to frame our reopening protocols and procedures. This Plan was created using carefully researched documentation by the CDC, WHO, NYS Department of Health, NYS Department of Education, and NYS OCFS.

### A. Identifying Risk of Exposure

1. Per NYS OCFS, parents are obligated to notify CECLC Administrators of any member of your immediate family, including any individual who currently resides with your child, who has traveled to a country for which the CDC has issued a Level 2 or 3 travel designation (currently South Korea, Iran, Italy, China or Japan) or if any of the above identified individuals have traveled on a cruise ship within the last 14 days.

2. Per NYS OCFS, parents are obligated to notify CECLC Administrators of any member of your immediate family who has had contact with any Persons Under Investigation for COVID-19 within the last 14 days OR with anyone with known COVID-19.

3. Per NYS OCFS, parents are obligated to notify CECLC Administrators of any member of your immediate family, including any individual who currently resides with your child, who is exhibiting symptoms of a respiratory infection (e.g. cough, sore throat, fever, or shortness of breath).

4. Per Executive Order 205, parents are obligated to notify CECLC Administrators of travel to/from any of the states or territories meeting the criteria for required quarantine.

5. CECLC Staff will continue to notify parents of the development of symptoms in their child throughout the day.

6. Per NYS DOH, CECLC is required to notify the Wayne County Department of Health for guidance should any child or member of the family/household be required to quarantine.

7. Per NYS OCFS, CECLC is required to notify our licensor of any closures related to COVID-19. Per NYS OCFS, CECLC is required to notify our licensor of any enrolled child who is under quarantine.

8. CECLC Staff will continue to conduct Daily Health Checks during morning drop-off, however the morning drop-off procedure, as well as the afternoon pick up procedure will be temporarily modified to include the following CDC instructions.

#### Temporary Drop off Procedure:

- Per the CDC guidelines, most parents will not be able to enter the building so as to limit the exposure of the virus. Exceptions will be made to those parents whose children are newly enrolled with the center.
- Specific staff will be assigned as “Greeters” between 6 am and 9 am. They will be waiting at the doors to receive children, complete a daily health check including specific COVID-19 screening questions, and to bring the children to their rooms where they will be signed in. Greeters will be in masks. Gloves will also be made available to those who wish to use them. Drop off times outside of 6 am to 9 am will be handled by Administrative Staff or available Floats.
- During the daily health check, the child’s temperature will be taken with a “no-touch” thermometer. No child with a temperature over 100 degrees will be allowed to enter the building. Should a temperature read over 100 degrees, a second reading will be done using an axillary method. Thermometers will be sanitized between readings.
- Children will be escorted to their classrooms where they will be assisted with handwashing.
- In the event that several families are dropping off at the same time, there will be marked waiting areas on the sidewalk, six feet apart. Families will form a waiting line and will be assisted as quickly as possible in the order in which they arrived.
- As a reminder, cars are not permitted to idle in the parking lot. Please turn your engine off while awaiting your check-in.

#### Temporary Pick Up Procedure:

- Specific staff will be assigned as “Greeters” between 3 pm and 6 pm. They should be waiting in the vestibule and will retrieve your children once you have notified us of your arrival.
- Please inform your Greeter of any additional items you wish to take home.

- In the event that several families are picking up at the same time, there will be marked waiting areas on the sidewalk. Families will form a waiting line, 6 feet apart, and will be assisted as quickly as possible in the order in which they arrived.
- Administrative Staff and available Float Staff will assist with pickups that occur prior to 3 pm.
- Please be prepared to be checked against your photo ID, as some of our Greeters may not know every parent.
- Greeters may be able to stand in for your child's teacher(s) at pick up should you request a brief conversation.

## B. Exclusion Guidelines

1. Should an individual answer "yes" to A1, A2, A3 or A4 as written above, such individual MUST refrain from entering CECLC. This has been mandated by our licensing agency, NYS OCFS.

2. In the event that an immediate family member, including any individual who currently resides with your child, has been exposed to COVID-19, has been quarantined, either self-quarantined OR mandatory quarantine as directed by a medical professional, no member of that immediate family nor any person also residing at the same address may enter the Center for the entire duration of the quarantine. Furthermore, a medical note must be furnished clearing all quarantined members prior to anyone, including the child returning to CECLC.

3. In the event that an immediate family member or resident's quarantine period begins while a child is in attendance at the Center, the parent must immediately notify the Center and arrange for the child to be picked up. The person designated to pick up the child must call the Center upon arrival and a CECLC staff member will deliver the child to the vehicle.

4. As stated above, during the morning Drop-Off, Greeters are responsible for the Daily Health Check of all children. During the daily health check, the child's temperature will be taken. No child with a temperature over 100 will be allowed to enter the building. Thermometers will be sanitized between readings.

5. OCFS has determined that centers shall adopt a temporary exclusion policy requiring all staff and children with a fever over 100 degrees to remain out of the center until such time as they are fever free without the aid of medication for a period of 72 hours. This remains true for those who arrive with a fever or who develop one during the day and need to be sent home. It is strongly recommended that you confer with your pediatrician regarding fevers and respiratory symptoms during this time.

6. We will follow current guidelines from the CDC with regard to assisting tracers whose job it is contact those who may have come into contact with an infected individual. Should we be required to notify any family at CECLC of the need to self-isolate, we will do so.

7. Upon the confirmation of a case of COVID-19 in a child attending CECLC, an immediate family member of any child attending CECLC, including any individual who currently resides with your child or any staff member employed with CECLC, the Center will immediately contact NYS OCFS and the Wayne County Department of Health. We will follow their specific guidelines regarding any required notifications and procedures.

8. Any child who develops symptoms of COVID-19 throughout the day will be immediately removed from the classroom and brought to an office, where they can remain supervised, but apart from others until they are picked up. Parents will be notified and expected to make arrangements to pick up the child as soon as possible.

### C. Preventative Measures, Disinfection and Sanitization Protocol

All staff are required to wear masks while working with children in order to help prevent the spread of airborne particles. Although the CDC doesn't require children in childcare to wear masks, children are required to wear masks during excursions off of the daycare premises (i.e. field trips).

CECLC agrees to follow the guidelines set up by the Pal-Mac School District with respect to masks and social distancing for UPK children. A separate classroom may be set up for this specific group, in order to facilitate the program in a manner that best fits the requirements set forth by the District and NYS Dept. of Ed.

All staff are subject to the same Daily Health Check as children, including taking temperatures. Staff will be excluded from working at the center with a fever over 100 degrees OR if they exhibit one of the respiratory symptoms of the virus in conjunction with a fever.

Staff exhibiting symptoms without a fever, will also be sent home whenever possible.

Staff will continue to follow the recommended and regulated cleaning and disinfecting procedures set forth by NYS OCFS. Our Support Staff are regularly scheduled to deep clean and disinfect specific areas of the building, however, in light of the situation we are modifying our cleaning schedules as follows.

- Float staff will be assigned recurring daily tasks (4 times per day) such as disinfecting the light switches, door handles, phones, cabinet pulls.
- Bathrooms will be sanitized 4 times throughout the day.
- Common areas, such as the "Big Room" will be sanitized between each use and an additional 4 times per day.
- Cots will be disinfected daily.
- All hard surfaces will be disinfected after each use.
- Scheduling of staff may include additional after-hours cleaning, including garbage receptacles, common areas, laundry etc.

- Classroom teachers will reinforce proper handwashing procedures at all times (coming in from outdoors, after toileting, before and after eating, after blowing their noses, etc.)

Although classrooms in childcare centers are not categorized as large group gatherings, whenever possible, we will reduce classroom size to 15 or less children.

Whenever possible groups of children will not mix with other groups.

Whenever possible, staffing patterns will reflect the need to limit the number of different staff who interact with a group of children.

Family Style Dining will be temporarily suspended. Children will continue to eat in classrooms, but all food will be prepared and served by kitchen staff wearing masks and gloves.

#### Staffing:

Our full complement of teaching staff are returning.

Float Staff are tasked with additional sanitization procedures within the classrooms and throughout the center.

Additional staff, when available, may be assigned to the School-Age program to support distance learning, or may be tasked with additional sanitization, communication, and acting as Greeters facilitating drop off or pick up procedures.

#### Communications:

We understand that parents and teachers will still need to communicate, even though we must remove most of the face-to face options temporarily.

- We encourage parents to call throughout the day and check in. Both Lead Teachers and Assistants are available throughout the day for parent phone calls. Please be cognizant of the amount of time you spend on the phone to your child's teacher as not to inhibit them from teaching the class and to allow other parents an opportunity to speak to their child's teacher!
- Infants and Toddlers will still receive Daily Sheets.
- Preschool and School Age children will also temporarily receive Daily Sheets.
- As always, you may reach out to Admin staff with any other communications.

#### Therapy Visits:

CECLC is still permitting therapists to come in and work with the children. Therapists will be required to screen, wear masks, and to sanitize their hands before and after working with a child.

## **Universal Pre Kindergarten Level 1 Programming: Full Return to School**

Creative Environment agrees to provide service in the form of play-based instruction for UPK classes for four year six four-year-old children residing in the Palmyra-Macedon School District for the 2020-2021 school year. As such, Creative Environment must adhere to the Reopening Plan for the Palmyra-Macedon School District for UPK students. One classroom and teacher will be dedicated to UPK students. The classroom has been relicensed to indicate occupancy for one cohort of 6 UPK students.

It must be understood that a return to in-person instruction does not mean “business as usual.” Implementation of the State’s health, safety and instructional protocols will require the school setting to look, sound, and feel differently than the typical school setting. Plans, schedules, and instruction may change often depending on the existing circumstances. Patience is valued and needed.

The UPK program will reopen for all students. Students will attend school per the approved school district calendar on a daily basis. Creative Environment UPK programming consists of a three hour instructional program Monday-Friday.

Instruction is considered a core activity for purposes of the DOH guidelines.

### **Training**

All students and staff will be trained to follow COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene, as well as any other attributes of this plan.

### **Cohorts**

The Department of Health encourages a cohort model and, as such, this model will be implemented at CECLC. Cohorts are self-contained, pre-assigned groups of students. To the extent possible, these groups will be established so as to prevent intermingling between cohorts. To the extent possible, students will remain in cohorts for all school-day instruction and activities including recess and snacks.

## Social Distancing

Social distancing will be ensured and maintained between individuals in CECLC facilities and on CECLC grounds to the extent possible and unless safety or the core activity requires a shorter distance or individuals are of the same household.

The sharing of food and beverages is prohibited unless individuals are members of the same household.

Community supplies and sharing of computer workstations is prohibited unless cleaning and disinfecting occurs between use.

Non-instructional congregation of people (e.g., dawdling, waiting, hanging out) with less than 6 feet of distance is prohibited.

Signage will be displayed to encourage adherence to guidance regarding the use of PPE. Staff members will encourage implementation.

Foot traffic in buildings will be designated by floor tape and signage to prevent intermingling, detail directional flow, and show medians where foot traffic is allowed only for hallway crossings.

Large group assemblies where appropriate social distancing is not possible are impermissible.

## Face Coverings

All students, staff, and approved visitors for UPK programming must wear appropriate personal protective equipment (PPE) to protect against the transmission of the COVID-19 virus.

Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose.

### Proper placement/wear of Face Coverings

Parents are encouraged to offer assistance to children who may have difficulty in adapting to wearing a face mask. CECLC staff are prepared to do the same.

Parents are encouraged to supply face coverings for their child's use in the CECLC setting. Employees are encouraged to supply a face covering for their use. The CECLC will supply a face covering to any student who does not have one. PPE will be available to all staff members.

If social distancing is not possible, individuals must wear acceptable face coverings.

For in-person instruction, students in cohorts are required to wear face coverings at all times that they are not separated from other people by either 6 feet or a physical barrier.

CECLC staff will afford face covering breaks to students at appropriate times and throughout the school day.

Students and staff must be prepared to don a face covering if another person unexpectedly cannot social distance.

Face coverings must always be worn in common areas including entrances/exits, lobbies, and hallways.

School staff will don face coverings at all times that they are not separated from other people by either feet or a physical barrier; appropriate breaks and health practices will be applicable including during class instruction and meal times. Face coverings for CECLC staff may be altered to ensure transparency/visualization as approved by a supervisor.

Signage will be displayed to encourage adherence to guidance regarding the use of PPE. Staff members will encourage implementation.

### Hygiene, Cleaning, and Disinfection

CECLC will adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control (CDC) and the Department of Health (DOH). Logs will be kept by maintenance staff and maintained in the Office of Facilities and Operations. Logs will include the date, time, and scope of cleaning and disinfection. The Director of CECLC shall identify the frequency of disinfecting per the CDC/DOH guidelines and assign such responsibility to staff as designated by the CECLC's Disinfecting protocols. These protocols include task, product, frequency, equipment needed, and precautions. Restrooms, cafeterias for meal services, and high-touch areas will be identified by the Director of CECLC and more frequent cleaning and disinfecting will be scheduled and conducted.

All students and staff will be trained on proper hand and respiratory hygiene (C.3).

Hand hygiene stations will be maintained, including handwashing with soap, running water, and disposable paper towels, as well as an alcohol-based sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Receptacles will be available throughout the building for the disposal of soiled items.

Students will be trained on the developmentally-appropriate disinfecting of personal equipment (e.g., desk, workstations, supplies) at intervals throughout the day as designated by school staff members.

Appropriate disinfecting supplies will be provided to staff including disposable wipes to clean commonly touched surfaces before/after use.

Drinking water will be available through bottle refilling stations only.

### Safety Drills

Social distancing will be enforced during all required safety drills.

Temporary directional signage shall be ignored during the event of an emergency and routine, posted emergency plans will be used. Education Law § 807 requires that schools conduct 8 evacuation and 4 lockdown drills each school year. Conducting drills is an important part of keeping students and staff safe in an emergency. When planning drills, modifications will be made to procedures in order to minimize risk of spreading infection.

Regardless of the modification used when conducting a drill, all students and staff will be instructed that if it was an actual emergency that required evacuation or lockdown, the most

imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be the first priority. Modifications to evacuation drill protocols may include, but is not limited to conducting drills on a “staggered” schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering by the classroom, minimizes contact of students in hallways, stairwells, and at the evacuation site. If conducting drills using a modified procedure, it is required that the drill be conducted with all students in the CECLC building on that school day, it may be necessary to do so during a class period that is extended for this purpose

Modifications to Lockdown Drills may include, but are not limited to:

- Conducting lockdown drill in classroom setting while maintaining social distancing and using masks;
- Conducting lockdown drills on a “staggered” schedule with smaller numbers of students present to maintain social distancing, however schools must be certain that all students are receiving instruction in emergency procedures and participating in drills while they are in attendance in-person; and
- Conduct lockdown drills in the classroom without “hiding”/ “sheltering” but provide an overview of how to shelter or hide in the classroom per the District’s adopted Emergency Plan.

Students do not need to wear face coverings when seated and eating but must practice social distancing.

The sharing of food and beverages is prohibited.

Prior to dismissal, students will be reminded of the requirements to wear a face covering while leaving the building and while riding the bus.

Student dismissal will take place in a fashion to promote social distancing.

Staff members will be strategically placed and located throughout the buildings to help guide students to classrooms.

#### Student Absence from In-Person Instruction Due to Illness

When your child is absent from school for illness or any other reason, parents or guardians must notify CECLC. Please remember to send in a written note of explanation when your child returns to school.

Short-term absences from school do not make a student eligible for Level 2 remote learning.

Parents are responsible for screening student health every day prior to a student boarding a school bus or entering a building. The screening must include a temperature check and assessment of illness-related symptoms. Parents allowing a child to board a school bus or enter the school building for the instructional program are verifying that a health screen has been completed and that the child has not:

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- Tested positive through a diagnostic test for COVID-19 in the past 14 days;
- experienced any symptoms of COVID-19, including a temperature of greater than 100°F, in the past 14 days; and/or

- travelled internationally or from a state with widespread community transmission of COVID-19 per New York State Travel Advisories.

In addition, on the evening prior to the first day of each school week, the district will send a reminder to parents they they must perform a daily health screening to determine whether their child has:

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- Tested positive through a diagnostic test for COVID-19 in the past 14 days;
- experienced any symptoms of COVID-19, including a temperature of greater than 100°F, in the past 14 days; and/or
- travelled internationally or from a state with widespread community transmission of COVID-19 per New York State Travel Advisories.

Prior to starting a shift, employees must complete the CECLC health screening. If an employee answers yes to any of the DOH-mandated questions they are directed to stay home and contact their immediate supervisor. The employee shall not be able to return to work until cleared by the Director of CECLC.

#### Taking Action on Health Screening Results

Students and staff who express exposure or present symptoms will be assessed by the Director of CECLC and, as appropriate, be immediately sent home by the CECLC with instructions for the parent/guardian/staff member to contact the person's healthcare provider for assessment and testing.

Protocols for asthma-related acute respiratory treatment care have been established by CECLC.

For students who need to leave school for health-related concerns:

- The CECLC will contact the parent to immediately pick up the child from the CECLC.
- The student will remain contained.
- The director of CECLC will provide instructions to the parent/guardian to meet a staff member at the school's main entrance for picking up the child from the contained area and signing the child out of school; instructions will be dependent on building, age of student, and circumstances.
- Protocols for contacting the primary care physician or health department will be provided to the parent/student by the nurse or designee (Appendix B).

#### Contact Tracing

The Director of CECLC will work directly with the Directors of the Wayne and Ontario County Health Departments for contact tracing. The Director of CECLC will trace the contact and provide such information to the respective health department, including the Traversa log from any school bus ridden by the reporting student. All information shall remain confidential.

For students who have come into close or proximate contact with a person with COVID-19, the student or a parent/guardian must report this information to the Director of CECLC.

## Vulnerable Populations

Students who are at increased risk for severe COVID-19 illness or have circumstances (e.g., documented medical/health risks, compromised immunity) to prevent safe participation in educational activities should, as soon as possible and prior to the start of the school year, submit such information to the attention of the Director of CECLC. Submittal of the information will begin the process to determine appropriate accommodations to minimize COVID-19 exposure as related to the underlying health conditions and to the extent possible.

## COVID Monitoring and Early Warning Signs

The Coordinator for COVID-19 health emergencies is the District's School Nurse Supervisor, Deborah Matzan. The coordinator will work closely with the Director of CECLC and Public Health Departments of Wayne and Ontario Counties.

Conditions within CECLC may be perfectly fine but a spike in infections in the wider community might require shutdowns. The District's Director of Facilities and Operations will monitor Finger Lakes region metrics daily on the following State dashboards.

- New York Forward COVID-19 Regional Metrics Dashboard
  - <https://forward.ny.gov/covid-19-regional-metrics-dashboard>
- New York Forward Percentage Positive Results by Region Dashboard
  - <https://forward.ny.gov/percentage-positive-results-region-dashboard>

## Testing Protocols and Responsibility

Testing referrals will be made by the Director of CECLC in consultation with the School Nurse PSupervisor and Medical Director as appropriate. Students/Families will be referred to the primary care physician and/or the testing sites offered in the community by the local health department and hospitals.

## Positive Test

The Director of CECLC will enact the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces as detailed in the CDC guidelines. Areas of buildings may be closed in consultation with the local health department.

The Director of CECLC will immediately notify the superintendent and the state and local health department about the case of diagnostic test results that are positive for COVID-19.

## Return-to-Learning

Students who screen positive for COVID-19 symptoms can only return to the in-person learning environment when approved by school medical authorities and in accordance with the protocols of the local health department. Any return-to-learn will require signed documentation from a healthcare provider that includes an evaluation, negative COVID-19 testing, and symptom resolution/release from isolation.

## School Closure

Should a complete school closure be warranted as determined by the local health department in consultation with the school superintendent and district's medical director, the CECLC communication protocols will be used to provide information to families.

A transition to fully remote learning will require at least 3 days and no more than 5 days of planning time where remote instruction may not occur. Teachers will need to be afforded the opportunity to develop and alter lesson plans as well as ensure internet access and technology tools needed in their home environment are in place.

The COVID-19 Safety Coordinator is the District's Director of Instructional Support Services, in consultation with the Superintendent or School Nurse Supervisor as appropriate. The Safety Coordinator is responsible for continuous compliance of the school district's Reopening Plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

Creative Environment Children's Learning Center