

## Early Childhood Learning Center of Greene County Reopening Plan For School Year 2020/2021

ECLC operates a Head Start program along with three special education integrated classes at two of its locations. The locations are located in South Cairo and Cairo of Greene County. The special classes in Integrated Settings (SCIS) have been approved by the State Education to operate as follows:

10:1:2 class at the South Cairo site located at 2395 Route 23B, South Cairo.

5:1:1 classes at the Cairo site located at 30 Volunteer Drive, Cairo.

Each of these classes has operated in an inclusion model within our Head Start program. Depending on the mandated ratio, a number of special education preschool children are served within this model of inclusion (See Special Education Section of plan)

All phases of the reopening plan are discussed in (Teaching and Learning) section of this plan.

The health and safety of our Children, their families and staff are our top priority. We want everyone here at ECLC to feel safe in returning to school.

### Communication/Family and Community Engagement

. ECLC is committed to communicating all element of this reopening plan to the staff, parents and guardians of children enrolled in the program. The plan will be updated throughout the school year, as necessary to respond to local circumstances.

. In all three phases of reopening, ECLC has developed a plan for communicating all necessary information to the staff, students, parents/guardians and education partners. ECLC will use existing communication channels, including ECLC website, as well as appropriate signage and training opportunities to relay procedures, expectations and options related to program operation throughout the pandemic.

. In support of remote learning, ECLC will make computer devices available to children and staff who are in need of technology.

. ECLC will provide families with multiple ways of contacting the program and teachers during remote learning including emails and phone directories.

. ECLC is committed to ensuring that staff parents and families are advised and trained (where necessary) on all new expectations related to public health policies and procedures. Targeted training will ensure that all staff, families and children know what is expected of them to successfully return to school.

. ECLC will work in conjunction with the Greene County Department of Health, if there is an increase in cases of COVID – 19 to ensure everyone’s health and safety.

. If ECLC needs to close at any time, information will be shared on the ECLC website, emails and phone calls to the home.

## Health and Safety

The Early Childhood Learning Center of Greene County (ECLC) has developed the following plans in order to assure a safe and healthy learning environment for all children.

- . ECLC has developed a cleaning plan utilizing the CDC guidance that identifies what items must be cleaned, sanitized or disinfected and with what frequency. This includes a daily cleaning schedule for all employees (before, during and after programming) to ensure all areas, materials, furniture and equipment used in the preschool program are properly cleaned, sanitized and disinfected. ECLC will have a system in place for tracking and maintaining essential cleaning supplies. Logs of cleaning and disinfection will be maintained at all sites.

- . ECLC will intensify the program's routine cleaning, sanitizing and disinfecting practices, paying particular attention to frequently objects and surfaces, including doorknobs, bathroom and sinks and bannisters. Toys and activity items will be cleaned and disinfected after use by each cohort of children.

- . ECLC will use EPA approved disinfectants or bleach (1/3 cup to 1 gallon of water). Staff will be trained on who will carry out the cleaning and disinfection, what cleaning products to use and how frequently cleaning should occur.

- . Parents will be instructed on the signs and symptoms of COVID-19 via ECLC website, and mailings sent to the home.

- . ECLC will follow the CDC guidelines for identifying and handling sick, symptomatic and exposed children and staff, including but not limited to daily screening check, the location of the screening activities and the nurses (RN) responsibility in the oversight of this plan.

- . Children or staff who present as sick or systemic will be isolated in a specified area until they can go home. Children will never be left unsupervised. Staff or children will be requested to follow up with their health care provider. If a child or staff member is confirmed to have COVID-9, ECLC will contact the local health Department to determine what steps should be taken to ensure the health and safety of all participants in the program.

- . Parents/guardians/ staff will be educated regarding COVID-19 signs and symptoms and instructed to keep their child to stay home if they are ill.

- . A health screening for COVID -19 will be conducted each day before school/ or coming to work. A current list from the CDC will be reviewed regularly for any updates by the Health Manager.

- . A designated health screener with a backup person will be at each center. They will be trained in screening protocol.

- . A screening questionnaire with temperature checks will be implemented daily at all sites.

- . Upon observation throughout the day, if any staff or student becomes positive for COVID-19 signs or symptoms, including a fever of 100 degrees or greater, they will be isolated, sent home immediately and referred to a health care provider. Students will be supervised while awaiting pick up and the supervising adult must wear full PPE including face shield, mask, gloves and disposable gown.

- . No staff member or child may return until they have met the CDC guidelines and criteria for return.
- . ECLC will have an adequate supply of face masks for the school staff as well as PPE for all staff needing additional protection. All staff and visitors will be mandated to wear masks at all times.
- . Signage regarding COVID 19 symptoms covering cough, sneezes, and hand hygiene will be posted at all sites.
- . ECLC will practice good hygiene throughout the day. ECLC will follow the CDC guidelines on how to wash hands properly and the correct use of hand sanitizers by staff.
- . Hand washing sinks are available in every classroom.
- . Staff and children will be reminded to cover their mouths with a tissue when coughing and sneezing and to dispose of tissue immediately. In the event a tissue is not available, staff and children will be requested to cough or sneeze into their elbow. A supply of tissues will be made available in all areas of the program. Signage will be posted at all sites to proper use of tissues or coughing in elbows when coughing or sneezing.
- . ECLC has a designated the school nurse (RN) as the Safety Coordinator responsible for the oversight of the Health and Safety Plan for the agency.

### Social Distancing

- . All staff and children will be asked to keep 6 feet of space between themselves and others as much as possible.
- . Arrival and dismissal times will be staggered. Alternative doors will be used for arrivals and departures. The “buzzer” system will continue to be utilized.
- . Movement within the programs will be reduced as much as possible. Children and staff will be requested to stay within the classroom at all times during the hours of operation. Bathrooms will be zoned at all times to assure only one child is in the bathroom at a time and there is a thorough cleanup after.
- . Tables in the classrooms will be 6 feet apart and the same cohort of children and staff will be maintained at all times.
- . Windows will be opened (weather permitting) to increase ventilation. Cubbies with children’s belongings will be separated and not touching one another. Shared materials and supplies will be limited to one group of children at a specific table and will be cleaned prior to the next day.
- . Traffic flow will be designated utilizing signs, arrows or tape on floors, for distancing. Gatherings in hallways and entry ways will be restricted.
- . Parent meetings, trainings and workshops will be virtual. Staff will communicate with others outside the classroom via phone and email. Parents will communicate with staff via phones in the classroom.

- . Playgrounds will be cleaned per CDC guidance. ECLC playgrounds are not available to the public.

### Safety Drills

- . Safety drills will be conducted on a staggered basis and will be modified as deemed appropriate. Children will be kept an appropriate distance apart during drills. Both Fire and lockdown drill will occur as per Education Law 807.

### Nutrition

- . Family style meals will be discontinued during the COVID-19 emergency. Food will be individually plated and wrapped to be sent to the classrooms. Individual milk/beverage containers will be used. Disposable utensils and dishware will also be utilized.
- . During the virtual learning phase of the plan, parents will be notified of the ability to pick up individually prepared meals for their child.

### Transportation

- . ECLC has developed a plan for transportation that includes the implementation of infection control strategies during daily transportation. Included in this plan are procedures for boarding and disembarking and maintaining physical distancing.
- . Staff and bus drivers will be screened before the departure of the bus. Students riding a bus will be screened by the bus monitor before entering the bus.
- . The monitor will be dressed in full PPE, including mask, face shield and gloves.
- . Staff /students exhibiting any signs of COVID-19 will not be permitted to ride the bus.
- . School Bus drivers must wear a face covering at all times. If there are any children that might have physical contact with the bus driver, then the bus driver must also wear gloves.

### Attendance

- . Attendance will be taken on a daily basis for all students learning in person.
- . Participation in virtual learning will also be documented during Phase 1 of the reopening plan. Staff will be assigned to be the point of contact to touch base with each cohort on a daily basis. ECLC will use a variety of creative methods to reach out to families who have not actively engaged in distant learning.

### Technology and Connectivity

All families of children enrolled in the Head Start preschool program will be surveyed for their level of access to technology in their home environment. All children identified as not having sufficient access will be provided with internet access. (i.e. hot spots and devices)

## Social Emotional Well-being

. ECLC is prepared to address the social emotional well-being of the children and families enrolled in the program. ECLC will have a mental health consultant, social worker and three family advocates who will be prepared to address children and family engagement, trauma-responsive practices, social emotional learning and support fostering relationships between staff, parents and children. This support will be provided within both in-person and virtual environments.

. Families will be encouraged to access outside referrals and resources in the community where appropriate. These resources would include referrals to address mental health, behavioral and support service programs.

## Teaching and Learning

The Early Childhood Learning Center will provide the standards-based instruction in the following manner:

Phase 1 - Virtual Classroom – (September 14<sup>th</sup> to October 31<sup>st</sup>) Students will attend class virtually. There would be regular substantive interaction between teachers and students which would be delivered remotely.

Phase 2 – Hybrid Model - (November 1<sup>st</sup> to December 31) All sites will be fully open for part day onsite instruction. Class size will be limited to 10 children per class. Each class of 10 children would be separated into 2 cohorts of 5 children. Hours of operation for children would be 8:30 am to 11:30 am.

Phase 3 – Resumption of full day program – (January 2021) Programs will be ready to resume full operation. Hours of program for children will be 8:30 am to 2:30 pm.

. School meals will be provided to all children, including those learning remotely during Phase I of reopening. The Head Start Preschool Program will follow all guideline provided by the Child and Adult Care Program (CACFP).

. Children who are learning remotely, will be provided meals through a pick-up service operating at designated sites. In the event of hardship that prevents families from picking up meals, staff will work together with families to develop an individual plan for receiving the meal.

. ECLC has developed a clear communication plan for how students and their families/guardians can contact the school and teachers with questions about instruction and technology. This information will be accessible to everyone. Family advocates will assist families in obtaining information in the language spoken in the home. Examples of contacts would be email, online platform and/or phone contact.

## Special Education

. Whether services are provided remotely, in person, or a hybrid model, ECLC will address the provision of free and appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education services.

- . Staff will document all services offered to students with disabilities and all information will be communicated regularly with families including progress monitoring and any changes in instruction based on COVID-19.
- . Collaboration will occur with all Preschool Special Education Committee Chairpersons to ensure their understanding of the provision of services consistent with the recommendations on each individual student's IEP.
- . ECLC will engage in meaningful parent engagement in the parent's preferred language regarding the provision of services to meet the requirement of the IDEA. ECLC will collaborate with the child's home district to accomplish this requirement.

### Certification

ECLC will ensure that all teaching staff hold valid and appropriate certificates for teaching.