

# Twelve Corners Nursery School ("TCNS") Procedures Plan in Response to NYS COVID-19 Reopening Guidelines

Amended on 8/13/2020 by Donna Roberts

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## Areas of Consideration:

1. Personal Protective Equipment (PPE) For Staff, Students, and Parents/Guardians
2. Social Distancing
3. Drop Off and Pick Up Procedures
4. Health Screenings
5. Hygiene, Cleaning, and Disinfection Protocol
6. COVID-19 Exposure Protocol and Resources
7. Changes to Daily Routines
8. Communications Plans
9. Additional Notes

## Resources for Reference:

- COVID-19 Planning Considerations: Guidance for School Re-entry  
(<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>)
- Recovering, Rebuilding, And Renewing: The Spirit Of New York's Schools Reopening Guidance  
(<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>)
- Interim Guidance For In-person Instruction At Pre-k To Grade 12 Schools During The Covid-19 Public Health Emergency

([https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K\\_to\\_Grade\\_12\\_Schools\\_MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf))

- Guidance for Child Care Programs that Remain Open  
(<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>)
- Interim Guidance For Child Care And Day Camp Programs During The Covid-19 Public Health Emergency  
(<https://ocfs.ny.gov/main/news/2020/COVID-2020Jun26-Day-Camp-Detailed-Guidelines.pdf>)
- Reopening New York Checklist for Pre-K to Grade 12 School Reopening Plans  
([https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/P12\\_Checklist.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/P12_Checklist.pdf))
- Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure  
([https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh\\_covid19\\_publicprivateemployeeereturntowork\\_053120.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeeereturntowork_053120.pdf))
- Parent Survey initiated on 7/24/2020
- Meeting on 7/27/2020 with TCNS board members and TCPC liaison
- Meeting on 7/30/2020 with local nursery school directors/owners

### \*Important Notes:

- The following procedures are to be used in conjunction with standard practices, and therefore are not to be used as a complete guide for all nursery school procedures.
- The following procedures may change in response to updated NYS guidelines.
- The following procedures are based on the NYS DOH's guidelines for child care and PreK-12 school programs

# Summary of Reopening Procedures Guidelines

## 1. Personal Protective Equipment (PPE) For Staff, Students, and Parents/Guardians

- Adults in the Twelve Corners Presbyterian Church (“TCPC”; which includes the nursery school) building, must wear face coverings at all times
- Children are encouraged, but not required, to wear face coverings

## 2. Social Distancing

- Adults in the TCPC building must observe social distancing rules (6 ft apart) at all times except when jointly caring for a child
- Children are not required to distance socially, but will be separated into smaller groups to allow for appropriate spacing
- No more than 15 children are permitted in any place at one time

## 3. Drop Off and Pick Up Procedures

- Procedures must be modified to limit adult entry into the TCPC building, including staggering drop off and pick up times
- All children, staff, and parents/guardians must be screened prior to entering the TCPC building

## 4. Health Screenings

- All children, staff, and parents/guardians must be screened prior to entering the TCPC building
- Health screening results must be logged for tracing purposes
- Health screening consists of answering a questionnaire and temperature check
- Health monitor should wear appropriate PPE during health screenings

## 5. Hygiene, Cleaning, and Disinfection Protocol

- All shared surfaces, toys, and appropriate materials must be sanitized daily
- Restrooms must be disinfected daily
- Children and staff must observe proper hand hygiene protocol before and after activities involving shared materials

## 6. COVID-19 Exposure Protocol and Resources

- Parents/Guardians, staff, and children must stay home if they show COVID-19 symptoms
- Parents/Guardians (on behalf of self and/or child) and staff are obligated to report possible COVID-19 exposures, symptoms, or positive tests
- Parents/Guardians (on behalf of self and/or child) and staff are obligated to abide by CDC/DOH recommendations for quarantine/isolation after COVID-19 exposures, symptoms, or positive tests

## 7. Changes to Daily Routines

- Routines should be modified to maximize spacing between children, including placing children in small groups (cohorts)
- Activities should be modified to reduce sharing of materials and to promote safe distancing
- Classroom layouts should be modified to maximize free space

## 8. Communications Plans

- Signage must be displayed to communicate hygiene and social distancing protocols, and proper PPE usage.
- Reopening plans must be made available on site and via additional media for parents/guardians and staff.
- Parents/guardians must sign a release waiver to indemnify the school, its staff, and its volunteers from liability in the case of COVID-19 exposure and/or transmission at nursery school.

# 1. PPE For Staff, Students, and Parents/Guardians

## Staff

- Teachers must wear approved face coverings at all times when interacting with and caring for children, regardless of distance.
- Teachers must wear approved face coverings when unable to socially distance from each other.
- Teachers should consider wearing additional PPE (gloves, smocks, etc.) as necessary.

## Students

- It is recommended that children, who are medically able and for whom it is developmentally appropriate, wear face coverings while at nursery school.
- Children who are unable to medically tolerate such covering, including children for whom such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction, and/or for whom it is developmentally inappropriate, are not required to wear face coverings while at nursery school.

## Parents/Guardians

- Parents/Guardians and visitors (age 5 and over) must wear acceptable face coverings at all times when inside the TCPC building.
- Parents/Guardians must wear acceptable face coverings when outdoors on TCPC property and are unable to socially distance.

## 2. Social Distancing

### Staff

- Teachers should modify work spaces to reduce sharing of materials.
- Teachers should maintain social distancing from each other unless joint care of a child's needs is necessary.
- Teachers should keep children in small cohorts and restructure daily routines to reduce the number of children to no more than 15 in any area at any given time.
- Staff should take measures to socially distance from parents/guardians during drop off and pick up times.

### Students

- Children are not required to socially distance from each other.
- Children will be placed in smaller groups in separate classrooms to allow for appropriate spacing.

### Parents/Guardians

- Parents/Guardians must observe social distancing rules at all times while on TCPC property, staying 6 feet from persons not within their family.
- Parents/Guardians must limit interpersonal contact and congregation, and are not permitted to spend an excessive amount of time in the nursery school.

## 3. Drop Off and Pick Up Procedures

### Drop Off

- Children will be separated into smaller groups to allow for staggered drop off and pick up times.
- Drop off times will be staggered by 30 minutes to reduce congestion, to limit the number of persons in the TCPC building at one time, and to allow for appropriate social distancing during health screenings.
- Parents/Guardians should observe the social distancing floor markers upon entry to the TCPC building.
  - Parents/guardians should space appropriately when dropping off their child and his/her belongings (no more than 2 families should occupy the cubby area at one time).

- Parents/guardians should wait in their cars if unable to socially distance at the TCPC building's entrance.
- Parents/guardians and children must be screened by a health monitor prior to entering the TCPC building.
- Non-essential visitors are not permitted in the TCPC building.
  - Parents/guardians should not bring additional family members (i.e. siblings) or other visitors to the nursery school unless it is absolutely necessary to do so.
  - Nursery school children should be dropped off and picked up by one parent/guardian.

## Pick Up

- Pick up times will be staggered by 30 minutes to reduce congestion and to limit the number of persons in the TCPC building at one time.
- When children are dismissed from the playground, parents/guardians should not enter the TCPC building prior to or after dismissal.
  - Children will be dismissed with their belongings.
- When children are dismissed from the classroom, teachers will lead children to the TCPC entrance to wait for parents/guardians.
  - Parents/guardians should not enter the TCPC building prior to or after dismissal.
  - Parents/guardians should wait in their cars if unable to socially distance at the TCPC building's entrance.

## 4. Health Screenings

- Parents/guardians should complete a health screening each morning prior to arriving at nursery school.
  - The health screening applies to both the parent/guardian bringing the child to school and the child.
  - The health screening includes a temperature check and questionnaire.
- Health monitors will be appointed by the school board to conduct health screenings and maintain screening logs.
- The health monitors will be responsible for screening each parent/guardian and child during drop off, recording screening results, and sharing screening results with teachers in a timely manner.
- Health screenings will be conducted at the TCPC entrance.
- The health screen will consist of a temperature check and short questionnaire.
- The health monitor will administer the temperature check while the parent completes the questionnaire that determines whether the individual has:
  - (a) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;

- (b) tested positive for COVID-19 in the past 14 days;
- (c) experienced any symptoms of COVID-19 in the past 14 days; and/or
- (d) travelled out of NYS within the last 30 days.
- Symptoms of COVID-19 include but are not limited to:
  - Temperature of 100.0° F or higher
  - Chills
  - Body aches
  - Severe fatigue
  - Headache
  - Congestion or runny nose
  - Sore throat (not due to allergies)
  - Loss of taste or smell
  - Loss of appetite
  - Cough
  - Difficulty breathing and or shortness of breath
  - Nausea, vomiting, or diarrhea
- The health monitor will record the screening results, and permit children who pass the screening into the nursery school area.
- Screening should be coordinated to prevent individuals from intermingling in close or proximate contact with each other prior to completion of the screening.
- The health monitor should wear appropriate PPE (gloves, face covering, smock, etc.)

## 5. Hygiene, Cleaning, and Disinfection Protocol

### Hygiene

- Teachers and children must wash or sanitize their hands:
  - Upon arrival.
  - Between activities.
  - After using the restroom.
  - Before and after eating.
  - Before departing.
- Teachers should consider wearing protective smocks while working with children.
- Disposable paper towels and soap must be available at handwashing stations.
- Hand sanitizer must be available for when hand washing is impractical.

### Cleaning and Disinfection

- Restrooms and classroom surfaces are to be cleaned and disinfected daily.
- Teachers and the head of maintenance must work in concert to ensure all areas of the nursery school are cleaned and disinfected as required by NYS.
- Teachers must use EPA-approved cleansers and disinfectants.

- Teachers must keep daily logs that include the date, time, and scope of cleaning and disinfection.
- Teachers must disinfect shared toys daily.
- Teachers must disinfect shared surfaces (tables, toy shelves, chairs, and other furniture) daily.

## 6. COVID-19 Exposure Protocol and Resources

### Screening and Testing

- Staff, parents/guardians, and children must stay home if:
  - They are sick.
  - They test positive for COVID-19.
  - They have been in close contact with someone who has tested positive for COVID-19.
- Staff, parents/guardians, and children must complete a daily health screen before entering the TCPC building.
- Staff and parents/guardians are required to immediately disclose if and when their responses to any of the health screening questions changes, such as if the staff member, parent, or child begins to experience symptoms, including during or outside of school hours.
- Staff, children, and parents/guardians are prohibited from entering the TCPC building if they display COVID-19 symptoms.
- An employee, parent/guardian, or child who screens positive for or exhibits symptoms of COVID-19 must not be allowed to enter the TCPC building, and must be sent home with instructions to contact their healthcare provider for assessment and testing.
  - Children who are being sent home because of a positive screen (e.g. onset of COVID-19 symptoms) must be immediately separated from other children and supervised until their parent/guardian or emergency contact can retrieve them from the nursery school.
  - Parents/guardians should be provided with information on healthcare and testing resources.
  - State and local health departments must be notified immediately about the case if test results are positive for COVID-19.
- Staff, parents/guardians, and children may not, following a positive COVID-19 screen and/or test result, return to the nursery school without either:
  - Symptom resolution AND documentation from a health care provider that shows a negative COVID-19 test result.
  - Symptom resolution AND completion of isolation according to NYS Department of Health guidelines.
- Staff should make visual inspections of children, throughout the day, for signs of potential COVID-19 illness.



- In the event that a parent/guardian of a child in the nursery school program must be isolated because they have tested positive for, or exhibited symptoms of, COVID-19, staff must advise the parent/guardian 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, Responsible Parties must utilize an alternate parent/guardian or emergency contact authorized by the parent to come pick up the child. As a “close contact,” the child must not return to the nursery school 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, nursery school 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 nursery school during the duration of the quarantine.
  - If a child or their household member becomes symptomatic for COVID-19 and/or tests positive for COVID-19, the child must quarantine and may not return to or attend the nursery school program until after quarantine is complete.
- If someone is suspected or confirmed to have COVID-19:
  - Close off areas used by the person suspected or confirmed to have COVID-19.
    - Affected areas need to be closed off and disinfected.
    - Shared building spaces used by the individual must also be shut down, cleaned, and disinfected.
  - Open outside doors and windows to increase air circulation to the area.
  - Wait 24 hours before cleaning or disinfecting.
  - Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
  - Employees without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the work area immediately after cleaning and disinfection.
  - Additional cleaning and disinfection is not necessary if more than 7 days have passed since the person suspected or confirmed to have COVID-19 visited or used the facility.
- Staff and parents/guardians should refer to DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” regarding protocols and policies for employees, parents/guardians, or children seeking to return to the nursery school after a suspected or confirmed case of COVID-19 or after such person has had close or proximate contact with a person suspected or confirmed with COVID-19.

## Tracking and Tracing

- The Program Director must notify the state and local health department immediately upon being informed of any positive COVID-19 test result by an employee, parent/guardian, or child at the nursery school.
- In the case of an employee, parent/guardian, or child testing positive, the Program Director must cooperate with the state and local health department as required to trace all contacts in the nursery school.
  - The state and local health department must be notified of all individuals who entered the site dating back to 48 hours before the employee, parent/guardian, or child first began experiencing COVID-19 symptoms or tested positive, whichever is earlier.
- Confidentiality must be maintained as required by federal and state law and regulations.
- State and local health departments may, under their legal authority, implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine.
- Individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self-report to the nursery school director at the time of alert and shall follow the protocol referenced above.

## Protocols for School Closure

- The nursery school will close for a minimum of 2-5 days (and up to 2 weeks) following any reported suspected or confirmed positive COVID-19 test result from any staff member, parent/guardian, or child who has entered the nursery school facility.
- The Program Director must contact local and state health authorities immediately and comply with necessary closure protocols.
- The Program Director must contact staff and families, and provide resources for quarantine/isolation protocols.
- Teachers will maintain contact with parents and children during school shut-downs via remote learning plans.

## 7. Changes to Daily Routines

### Free Play

- Children will be divided into smaller cohorts for free play time.
- Room layouts will be modified to provide more space for children to play, including using both sides of the school for larger classes.
- Teachers will only provide toys that can be effectively cleaned and sanitized regularly.

- Children may not bring toys from home.
- Cloth toys and dress up clothing are not permitted for use in the nursery school.

## Art and Crafts

- Children should wash or sanitize their hands after painting, using play dough, or after using any other shared resource/material.
- Children shall bring their own art kits to keep at school, replete with all necessary art supplies.
- Children should be spaced out as appropriate at craft and sensory tables (50% of maximum capacity).

## Circle Time

- Circle time routines will be modified to accommodate 15 or fewer children at one time.
- For larger classes (10+ children), circle time will be staggered between 2 smaller cohorts to allow for appropriate spacing of children.

## Snack Time

- Snacks may not be served 'family style', and must be served individually instead.
- Snacks must be store bought and individually packaged; homemade snacks are not permitted.
- Disposable cups and napkins should be used.
- Snack times will be staggered to allow fewer children in snack areas.

## Rug Time

- Plastic seats will be used in place of rugs to facilitate daily cleaning.

## Outdoor Time

- Children will be dismissed with their belongings so parents are not required to enter the building.

# 8. Communications Plan

- The Program Director must post signs throughout the site, consistent with DOH/CDC COVID-19 signage.
  - Signage should be used to remind individuals to:
    - Cover their nose and mouth with a mask or cloth face-covering.

- Properly store and, when necessary, discard PPE.
  - Adhere to physical distancing instructions.
  - Report symptoms of or exposure to COVID-19, and how they should do so.
  - Follow hand hygiene and cleaning and disinfection guidelines.
  - Follow appropriate respiratory hygiene and cough etiquette.
- The Nursery School Board must limit in-person employee gatherings (e.g. breaks, meetings) to the greatest extent possible and use other methods such as video or teleconferencing whenever possible.
- The Program Director should develop a communications plan for employees, parents/guardians and children that includes applicable instructions, training, signage, and a consistent means to provide parents and employees with information.
  - The Program Director will develop web pages, text/email groups, and/or social media outlets for communications.
  - The Program Director must conspicuously post completed safety plans on site for employees.
- Parents/guardians must agree to and sign a waiver acknowledging that no liability shall be placed on the nursery school, its staff, or TCPC at large should they or their child contract COVID-19 at nursery school.

## 9. Additional Notes:

- Staff/school board will work with building and grounds to determine placement of social distancing markers.
- Staff/school board will work with building and grounds to ensure appropriate cleaning and disinfection of the nursery school facility.
- School programs will reopen on a delayed schedule to allow staff sufficient time to modify classroom spaces, modify daily activities and schedules, enact new procedures safely, and amend practices as necessary.