

**COVID-19**

**POLICY AND PROCEDURE MANUAL**

## **Policies:**

### **Face Coverings:**

- All staff and students must wear face coverings. Staff are required to wear KN95 face coverings as of January 1, 2022
- Face coverings must be worn on school property at ALL times by parents/guardians or anyone that enters the property regardless of vaccination status.

### **In the classroom**

- Classrooms will be cleaned daily and high traffic areas will be wiped down numerous times a day.
- Personal items such as backpacks, lunch boxes and jackets will be kept separate

**Parent tours:** Will be scheduled and kept brief.

### **Taking temperatures:**

- If a temperature check is necessary we will use a no touch thermometer.
- All parents and staff have signed an attestation that they have conducted a COVID health screening on their child and themselves every morning. New Beginnings is entrusting all parents to adhere to this for the health and safety of all staff and students.

## **Child Care Employee, Child Health Screening One-Time Attestation**

Before entering New Beginnings, employees, parents, and children must complete a daily self-health screening. A ONE TIME Attestation form will be signed on behalf of your family agrees that you will self monitor for symptoms each day and you or your child will not enter the program if you have any of the symptoms or conditions on the self-screening. This document must be signed and returned to the program prior to entry. All adult family members should sign the attestation form.

### **Screening Questions:**

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?

- Cough (new or worsening)
- Shortness of breath (new or worsening)
- Trouble breathing (new or worsening)
- Fever
- Chills
- Muscle pain (new or worsening)
- Headache (new or worsening)
- Sore throat (new or worsening)
- New loss of taste
- 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.

New York State form number OCFS-6040 (6/2020) (Health Screening One-Time Attestation) this form must be filled out by every Child Care Employee, Volunteer, Parent, Child and Essential Visitors.

### **Sanitizing:**

- Pens used in the office or main lobby will be placed in a used box and sanitized at the end of the day.
- Cleaning will be done in the classroom during opening, throughout the day and at the end of each day.
- Toys will be cleaned and rotated daily.
- Students and staff will be washing their hands frequently throughout the day.

### **What if a child or staff person is sick?**

- If a student or a staff member has a temperature of 100.4 the child/ staff will be sent home. The child would need to be picked up immediately within one hours time.
- The child must be 72 hours fever free to return to school.
- If a child or staff member tests positive for covid-19, we must notify the Department of Health, Office of Children and Family Services and parents of New Beginnings.
- If your child’s class needs to quarantine in the middle of the school day, the child

must be picked up within 1 hour from the phone call made by Sylvia Bastone.

### **What is our policy for positive COVID results in our center?**

We strictly follow the procedure provided by the Department of Health. Steps we take in this matter are as follows:

1. Call the Department of Health
2. Email/call our State licensor
3. Notify the parents and any staff of the class that have been in contact with the child or staff member that has the positive case
4. Have the students and staff that were in contact with that child quarantine for the allotted time provided by the Department of Health
5. Send email to all of our enrolled families that we have contacted any student(s) that were in contact with the student/staff

**If a student or staff member is positive:** The students and staff that were in contact with that child quarantine for 5 days provided that there are no symptoms present. Vaccinated staff do not need to quarantine.

**If a parent is positive:** If someone in the family tests positive the student and staff member can not return for 10 days.

**If your child is feeling sick and gets a COVID-19 test:** The child may not return to the program until the results of the Covid test are back. If a parent has a pending Covid test we ask for you to keep your child home till your results are in as well.