

COVID-19

POLICY AND PROCEDURE MANUAL

Policies:

Face Coverings:

- All teachers and assistants must wear a face covering.
- Face coverings must be worn on school property at ALL times by parents/guardians or anyone that enters the property.

In the classroom

- We will have reduced ratios (provided by New York State and OCFS)
- Children will be social distanced in the classroom
- Circle time will be done at the table or outside. Not as a group on the rug.
- Personal items such as backpacks, lunch boxes and jackets will be kept separate

Parent tours: Will be conducted virtually through our website.

Taking temperatures:

- We will be using no touch thermometers.
- Staff and students will have their temperature taken upon arrival.
- Temperatures will also be taken after lunch.
- All parents and staff have signed an attestation that they have conducted a COVID health screening on their child or themselves every morning.

Pick-Up and Drop-off:

Drop off:

- We are asking that parents pick up their child at the front door. If a parent needs to come into the building for any reason their temperature will be taken and they will receive a COVID screening and a face mask must be worn.
- Students will be dropped off at the door and their temperature will be taken upon arrival. Children will then be escorted to the classroom by a New Beginnings staff member.

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 agreeing 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.

Pick-up:

- Students will be brought to the lobby for pick up. Bedding for napping children will be sent home daily for sanitizing.
- Since a New Beginnings "runner" will be bringing up the students please have identification on you at all times.

Sanitizing:

- Pens used in the office 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.
- Stuffed animals or any "breathable" item are being removed from the classroom.
- Students and staff will be washing their hands frequently throughout the day.
- Equipment in the gym and the playground will be cleaned after every use.

What if a child or staff person is sick?

- If a student or a staff member has a temperature of 100 the child/ staff will be sent home. The child would need to be picked up immediately.
- 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 a baby/child has a fever we will not be administering medications. Even if they are teething no medication will be administered at this time.

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 is positive: The students and staff that were in contact with that child quarantine for the allotted time provided by the Department of Health.

If a parent is positive: If someone in the family tests positive and the student can not isolate from the family member they must quarantine for 20 days. If the student can isolate from the parent the quarantine period is only 14 days.

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