



Rye Council For Childcare, Inc.

Rye Presbyterian Church • Rye, New York 10580 • 967-6334

# Reopening Plan

The Rye Playschool (RPS) reviewed and considered the number of students and staff allowed to return in person. The following factors were taken into consideration when determining resumption of in person instruction:

The Rye Playschool (RPS) will be running at a significantly smaller capacity for the 2020-2021 school year. By reducing class sizes, RPS has the ability to maintain appropriate social distance throughout the school building.

The Rye Playschool conducted a new enrollment period where families were given the option to withdraw. The new enrollment period allowed the Playschool to reduce class sizes.

RPS has access to PPE and disposable face masks for all faculty members and students.

## RPS Reopening plans

- Reduced enrollments.
- Providing classroom cohorts where students are grouped together for an entire school year and do not co-mingle with other students.
- Supervised staggered drop off and pick up procedures at different locations around the RPS property.
- Staggered playground times to ensure that one group at a time utilizes an outdoor space that teachers will be present and enforce responsible play with appropriate contact and social distancing.
- Only allowing children and faculty inside the RPS building during a school day.
- Postponed any large school events for the 2020-2021 school year.
- Having children over 2 years of age and faculty wear face coverings during the class day.
- Creating classroom centers/areas that are defined by pairing off children to engage in a small number.
- There will be signage inside and outside the building encouraging social distancing and remain 6 feet apart, the wearing of masks, and proper hand washing and respiratory hygiene.
- Signage for handwashing practices (soap & warm water) for faculty and students which will take place several times throughout the school day (entering building, before/after center play, before/after snack time, before/after bathroom use, conclusion of the day).
- Hand sanitizer (alcohol based) in dispensers will be provided to students throughout the class day.

- Cough Etiquette will be encouraged by having students and faculty cover their mouth and nose when coughing or sneezing. Tissues that are used should be disposed of in the garbage and the individual should wash their hands immediately after.
- Teaching children how to create an arm's length space while in line with cohort class.
- Creating larger spaces for meeting times so children have a 6 feet distance between one another.
- Reducing the amount of classroom furniture in each classroom to create more room for children to spread out.
- Providing individually packaged classroom supplies (scissors, markers, crayons, glue, pencils) for each student.
- Food for student snack time will be provided by the school by offering prepacked individualized snacks. Children will not participate in any family style snack time. Water will be provided in individual paper cups.
- An updated medical examination is required by both employees and students before the start of the school year.
- RPS high risk employees will be paired with an employee that is not considered high risk. In the event that the high risk employee needs to take a medical leave, the RPS non-high risk employee can take on the classroom responsibilities during the absence to ensure a smooth transition for students.
- At any time a RPS high risk employee (or high risk family member of employee) has decided to take a leave from work, this decision will be respected by RPS administrators.
- Parents will be required to share any high risk concerns about their child before the start of school. This will be documented by parents in the school forms that they fill out that provides information on students before the start of school.
- Any students attending RPS that are considered high risk, will be highlighted on the school's allergy/medical needs list that will be shared with classroom teachers.
- If at any time a RPS parent with a high risk child or family member has decided not to send their child to RPS, this decision will be respected by RPS administrators.
- RPS faculty will provide instruction to students regarding the proper handwashing technique/ duration, as well as mask hygiene.
- RPS faculty will participate in virtual trainings to practice observing signs and symptoms of illness
- On a regular basis, we will be reinforcing and updating protocols.
- RPS administrators will keep faculty and parents up to date on any changes in policies due to COVID-19 throughout the school year and keep an open dialog with the Department of Health to ensure proper practices are being executed.
- RPS Employment Manual and RPS Parent Manuals:

All written protocols are located in the RPS parent and employment manuals. The entire employment manual will be thoroughly reviewed with each staff member before the start of the school year.

The Faculty will sign a document confirming that they read and reviewed the handbook in it's entirely. Parents/guardians will also be required to read the parent manual and sign off that they understand all written protocols. Both employment and parent manuals will be accessible to faculty and parents electronically

## **RPS written protocol to instruct staff to observe for Signs of illness in students and staff and requires symptomatic persons to be sent the School Director.**

- Signs of illness staff will be instructed to observe for students and staff:
  - New onset of cough
  - Worsening chronic cough
  - Sore throat
  - Difficulty breathing
  - Fever
  - New loss of decrease in sense of taste or smell
  - Hoarse voice
  - Chills
  - Headache
  - Unexplained fatigue or malaise
  - Nausea/vomiting, diarrhea, abdominal pain
- If the Student or faculty member becomes ill and develop symptoms throughout a school day:
  - The individual will be placed in the isolation area away from others. No one other than the school Director (who will be wearing PPE wear) will be allowed within that space during that time.
  - Emergency contacts will be informed of illness and a medical visit will be required for the individual to identify illness.
  - The isolation area will be deep cleaned and disinfected immediately after a symptomatic individual leaves the RPS premises.
  - Parents of the child or faculty member that have become ill will inform RPS if they have tested positive or negative for COVID-19. Communication between the symptomatic individual and RPS will be crucial and will determine the next plan of action.

## **RPS written protocol for daily temperature screenings of students and staff, along with daily Prescreening questionnaire for faculty and students. Such protocol must meet CDC requirements for PPE social distancing and have sufficient supplies to conduct screening.**

- Faculty members will undergo daily health screenings (outside) by RPS administrators that will include temperature checks (must not be over 100.0) and a sign-in sheet with a daily prescreening questionnaire that must be signed by staff. Sign in sheet/questionnaire answers will be logged each day.
- Students will undergo health screenings and will take place each day (outside) the classroom by the door entry before a child(ren) is accepted to his/her class at arrival time. Temperature check (must not be over 100.0) and sign-in sheet/prescreening questionnaire must be signed and completed by the parents/guardians each day before child(ren) can enter school. Daily health screening information will be logged each day.
- Health questionnaire questions include:
  - Have you or your child(ren) knowingly been in close contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?
  - Tested positive for COVID-19 in the past 14 days?
  - Have you or your child(ren) traveled or had close contact with someone who traveled within the past 14 days?
  - Are you or your child(ren) currently under a 14 day quarantine?

- Experienced any of the following symptoms of COVID-19 in the past 14 days? (Symptoms may appear 2-14 days after exposure to the virus, and people with these symptoms may have COVID-19):
  - Fever or Chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue/Malaise
  - Headache
  - Sore Throat
  - Muscle or body aches
  - New loss of taste or smell
  - Nausea or vomiting, Diarrhea
  - Congestion or runny nose
- Administrator/Staff conducting health screenings will be dressed in PPE wear.
- Students that pass a health screening will be supervised by teachers in a social distant way to ensure a cohort model with no mixing of children from different classes.
- Touchless thermometers, face coverings, disposable latex gloves, and clothes coverings will be used during this screening time.
- The Prescreening questionnaire that parents/guardians will complete daily before their child can enter school.
- If a faculty member, visitor, or students does not pass the health screening, he/she will be sent home immediately and will be required to report the outcome after a doctor's visit.

### **RPS written protocol if a Student or Staff become ill and develop symptoms throughout a school day:**

- The individual will be assessed by the school Director, Yvonne Zuk, in a RPS designated isolation area away from others. Yvonne Zuk will wear PPE wear and escort the individual where they will wait in isolation while emergency contacts are notified and come to pick-up the individual to take him/her home.
- A medical visit will be required for the individual to identify illness. RPS isolation area will be deep cleaned and disinfected immediately after symptomatic individual leaves the RPS premises.

### **RPS written protocol for positive response to the health questionnaire/screening.**

- If a student or faculty member has a positive result to the health screening/questionnaire, they will be asked to leave the premises immediately and communicate on the doctor's health findings of their symptoms to RPS.
- If a student or faculty member has a temperature or signs of illness during the school day, he/she will be sent to RPS designated isolation. While in the isolation area waiting to be picked up and taken home, students will be supervised by the school director who will be wearing PPE wear.
- Parents of the child or faculty member that has become ill will inform RPS if they have tested positive or negative for COVID-19. Communication between the symptomatic individual and RPS is crucial and will determine the next plan of action.

## **RPS written protocol to address any visitor to the school which includes health screening.**

- For the health and safety to our RPS community, a staggered arrival and dismissal will take place. Drop off/pick up entrances for RPS will be located by the Grape arbor area. Parents and caregivers will not be permitted in the school building during these times.
- RPS will be limiting the number of visitors on school grounds or in the school building. For any visitors entering the building, a health screening will be taken outside upon arrival (temperature check, health questionnaire) before entering the building.
- Any deliveries for the RPS school must be left outside the building under the front entrance overhang in an effort to limit visitors from coming inside.

## **RPS requires parents/guardians to keep their child at home if:**

- Child or a family member has been in contact with anyone that has tested positive for COVID-19 within 10-14 days.
- If child has any symptoms of COVID-19 (outlined above)
- If child or individual living with the child has traveled to a location that is considered a "hot spot" for COVID-19 and a quarantine is recommended by the state of NY
- The child has a fever (above 100.0) or has had one during the previous 24 hour period.
- The child has a cold
- The child has any nasal discharge
- The child has as a constant cough
- The child has an unexplained rash
- The child has diarrhea or loose stool
- The child has vomited in the past 24-48 hours
- The child has infectious conjunctivitis (crusty eyes, the white of the eye is reddened).
- The child has strep throat
- The child has symptoms of a possible communicable disease. These are usually sniffles, reddened eyes, sore throat, headache, abdominal pain, plus a fever.
- RPS requires the parent/guardian to notify the school right away if their child has a communicable disease and keep their child home:
  - COVID-19
  - Strep Throat
  - Chicken Pox
  - Influenza
  - Measles
  - Head Lice
  - Fifth Disease
- Parents/guardians may not bring their child to school if they are fussy, cranky, or generally out of sorts. This generally means that something is about to start and rest, at such times, may prevent the development of more serious illness.

## **RPS written protocol requiring all employees, visitors and students to wear face covering whenever social distancing cannot be maintained.**

- Cloth/Disposable face coverings will be required to be worn by all RPS employees and adult visitors. RPS will encourage students to wear a cloth face covering at all times, unless otherwise *inadvisable (children under the age of 2)*.
- Cloth/disposable face covering breaks (pulling face covering down below the chin) will be offered when social distancing is being implemented.
- Disposable face coverings will be made available to all RPS faculty and students.
- Masks will be required when children are engaging in play that is not socially distant
- Face coverings must cover the person's nose and mouth.

## **The following will be available to all staff and students:**

- Smock-like shirt to cover clothes while working will be available to all RPS faculty. This shirt will be washed daily.
- Disposable face coverings will be provided to all staff in addition to disposable masks and clear face shields.
- Latex free disposable gloves will available to staff at all times. It is required that all employees wear latex free disposable gloves when assisting children in the bathroom or come in contact with a sick child that needs help. Gloves will be changed frequently if being used. Employees will wash their hands after they take off their gloves. Used disposable gloves will be placed in the garbage and not be left out for others to touch.
- Disposable face coverings will be provided to students in school.

## **RPS written protocol for action to be taken if there is a confirmed case of COVID-19 in the school:**

- Confirmed positive cases of COVID-19 will remain confidential and specific names of individuals will not be shared with the RPS community.
- If a positive case of COVID-19 (student, student family member, faculty member, faculty family member) has been confirmed by a medical professional, RPS will do the following:
  - RPNS will immediately notify the Westchester County Health Department and follow recommended health and safety protocols.
  - Anyone in contact with the infected individual in the past 10-14 days will be contacted through the RPS director and possible local contact tracers and asked to self-quarantine. This self-quarantine involving class or school closure will be determined by the Westchester County Department of Health. RPS recommends that individuals that had been in contact with an infected individual undergo a COVID-19 test and receive a negative result before returning to the RPS building.
  - RPNS will remain closed for the recommended quarantine period suggested by the Westchester County Department of Health. The school will undergo a deep clean of the entire school building.
  - All potential or active COVID-19 related illnesses will be fully documented and kept in a file created the RPS COVID-19 administrator.
- Please note that RPS isolation area will be a space only for children or faculty members that develop symptoms that could possibly be related to COVID-19. All other non-related COVID-19

medical needs (first aid, non-COVID-19 symptoms, medicine administer) will be addressed in the classroom.

- RPS encourages families and faculty not to place stigma on any individual that might contract COVID-19 within our school community. We ask that faculty and families provide and participate in positive support systems for families or individuals that come in contact with the virus.
- Parents and faculty members should communicate any travel plans to other parts of the country or outside of the United States to the RPS Director. It must be communicated if you have traveled to areas where COVID-19 contains hotspots. If any RPS families or faculty members travel to an area that contains hotspots, they must self-quarantine according to the amount of time suggested by the State of New York.

### **RPS written protocol to clean and disinfect schools following CDC guidance.**

- Routine cleaning will take place throughout the school day. A water/bleach (one tablespoon of bleach per quart of water) will be used to clean classroom furniture, toys, and frequently touched surfaces (door knobs, countertops, light switches). A deep cleaning will take place at end of each day.
- Outdoor/playground time will be staggered by a class schedule to ensure that each class will be able to have outdoor time one class at a time. Classes will follow a daily schedule. Playground areas will be cleaned by custodians after each class use. It is important that you follow the playground time your class is assigned?

### **RPS has a daily checklist for school personnel to inspect their area and ensure, they have sufficient supplies each day (e.g., face covering, tissues, hand hygiene supplies, cleaning supplies, etc.)**

- There will be a daily checklist for school personnel to inspect their classroom area to ensure a healthy environment and sufficient amount of supplies each day,
- There will be a cleaning check off chart in all classrooms so all cleaning times are logged by day/ time. This log can be used by custodial staff, administrators, and teachers.

### **RPS written protocol to conduct required safety drills with modifications insuring social distancing between persons.**

- Each classroom has an emergency backpack with disposable face coverings for adults and children, latex free disposable gloves, and hand sanitizer. These emergency backpacks travel with the teachers throughout the school day and the teachers have access to the supplies inside at all times (especially during safety drills). There is also an emergency backpack for administrators.
- Social distancing will be taken into consideration and drills will staggered by class on different days. Classes will not co-mingle during these drills and will be assigned different locations to practice to keep the classes separated
- During fire drills and lock down drills, the faculty and students will wear face coverings.
- If there is a severe weather alert and it is necessary to find shelter away from windows (as in the case of a tornado) the students will be led to the basement of the nursery school, as well as, the first floor bathrooms that contain no windows. Preschool activities will be provided in these spaces to keep the children occupied and socially distanced. Faculty and students will wear face coverings.

## **In Person Student Learning:**

RPS ultimate goal to offer in-person learning for all of our students registered in our morning or afternoon programs. In person learning suggests that students will be physically in the school building and RPS school classes will be taking place during your child's scheduled class time (morning or afternoon 2.5 hour session). We will follow the 2020-2021 school calendar and school policies that have been set for the year during an in-person student learning scenario. Children will enjoy both indoor and outdoor experiences that will include, but will not be limited to, social-emotional development, fine/gross motor experiences, language development, cognitive skills, and project-based learning. This model supports children's ability to attend school in person for a half day preschool experience. Students will be required to be healthy in order to participate in this form of learning. Enrollment has been reduced and a cohort model for classes will be used. All updated health and safety protocols outlined in the parent and employment manual will be exercised.

**All protocols and procedures laid out in this document will be continually surveyed and updated as the local and global community situation evolves.**