

**CITIZENS CARE
DAY CARE CENTER 3**

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REOPENING SAFETY PLAN
September 10, 2020

Message from the Board of Directors

Dear Families,

When schools closed in March 2020 due to the COVID-19 Pandemic, our daycare was no longer our wheelhouse. We were not able to bring children into our classrooms every day in person but were introduced to a digital remote learning platform. We refined our instructions with the use of ClassDojo and Google classroom, which was a new concept with Early childhood centers.

For the new school year we are welcoming children back for in-person instruction but in a different way due to social distancing requirements. Our preschoolers are welcomed back with a combination in person instruction based upon a hybrid/blended model as all children can not be welcomed back into the building with social distancing protocols as space does not allow for it.

We will also be ready to move all children to a full remote learning model should the center be closed due to the spread of COVID-19. We are following all Center of Disease Control and Department of Health Guidance to include protocols for:

- * Sanitizing and disinfecting protective equipment
- * Temperature checks
- Completion of health survey
- * Staff face covering requirements
- * Contact tracing for protocols
- * Personal
- *
- * Social distancing
- * Signage

In order to create the Reopening Plan, we consulted Department of Education, Department of Health, Board of Directors, Directors and teachers. All input was helpful in developing the Reopening Plan. The plan is a living document and over the course of the summer and fall may change depending on new Executive Orders from the Governor, updates from the Department of Education and Department of Health.

Safety is of paramount concern in welcoming students and staff back to school and we have included new protocols which will change how we enter childcare, move about our buildings and how we will learn.

The one thing we know for sure is that we are all together and we have all forged a close relationship with all stakeholders over the months under the COVID-19 pandemic which is still around us. In continuing to work together we shall overcome and provide an education for all our children in meeting their potential.

It is our responsibility at Citizens Care to ensure we provide support for our children who are trying to grow up in a Pandemic and will look to adults to help them navigate through difficult times. We are looking forward with hope in educating our children through unprecedented times.

Sincerely,

Administration

The following guidance is organized around three distinct categories: People, Places, and Processes.

PEOPLE

A. Physical Distancing

- Staff will always maintain distance of at least six feet from other employees, unless safety or the core activity requires a shorter distance.
- Staff will always wear a face covering when interacting with children, regardless of the distance between the employee and children.
- Classroom groupings will be as static as possible by having the same group of children stay with the same staff whenever and wherever possible.
 - 2-year-old classroom will hold a maximum of 10 children
 - 3 and 4-year-old classroom will hold a maximum of 15 children
 - Staff will ensure that children will have no or minimal contact with one another or utilize common space at the same time, to the greatest extent possible.
 - Staff will not float between classrooms or groups of children, unless such rotation is necessary to safely supervise the children due to unforeseen circumstances (e.g. staff absence).
 - Children will be placed at least six feet apart and head-to-toe for the duration of rest.
- Seating and work areas will be restricted for employees so that individuals are at least six feet apart. Shared areas will be cleaned and disinfected between users. When distancing is not feasible between work areas, face shields or physical barriers will be provided.
- Small places (copy room, time clock, storage rooms) usage is limited to one employee at a time, unless all employees in such space are wearing acceptable face coverings.
- **Drop-off and pick-up procedures will follow these measures to assure strict social distancing of six feet between parents and employees.**
 - **Parents are not permitted in the center during drop off or pick up hours.**
 - **Staff will receive the child from the parent/guardian at the beginning of the day and bring the child out to the parent/guardian at the end of the day, so that parent/guardians don't have to enter the facility.**
 - **A drop-off and pick-up desk will be placed by main entrance. Parent/guardian will answer a health survey (please see attached health survey) and child's temperature will be taken every morning.**
- Customized signage will be placed in all areas reminding 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, cleaning and disinfection guidelines.
 - Follow appropriate respiratory hygiene and cough etiquette.

B. Caring for Young Children

- Recognizing that maintaining social distancing is not possible when caring for young children, we will implement precautionary measures for our employees who are taking care of young children
 - Frequent and thorough hand hygiene for both staff and children.
 - Employees will wear a large button-down, long-sleeved shirt. Shirts or smocks will be washed after each use or whenever soiled.

- When soiled with a child's secretions (including drool), employees will change the button-down shirt and wash anywhere where that came into contact with a child's secretion (e.g. neck or hands).
- Whenever a child is soiled with secretions, staff will change child's clothes and, as necessary, clean the child (e.g. wash hands or arms).
 - Children should always have multiple changes of clothes in school.
 - Contaminated clothes will be placed in a plastic bag and will be sent home for laundering.
- When diapering/aiding with toileting, staff will wear gloves, wash hands (staff and child), follow cleaning and disinfecting steps between each child; toilet will be sanitized after each use

C. Child Care Program

- We will prioritize program activities that maximize social distancing in all areas.
 - Each table will have two children play at a time, ensuring 6 feet distance.
 - Areas (e.g. dramatic play, block play, library, science) will only allow one child to play at a time.
 - Chairs will be labeled with name and picture of each child.
 - All rugs and fabric furniture is removed from the classroom.
 - One child at a time will be called to use the bathroom and wash hands to avoid lining up.
- Meal services
 - Kitchen staff will serve individual portions to the children. Staff will assure children are seated for meals immediately after washing hands.
 - 1-2 children will sit on a table with seating at least six feet apart from other tables.

D. Gatherings in Enclosed Spaces

- 2-year-old rooms will hold a maximum of 10 children at a time.
- 3 and 4-year-old rooms will hold a maximum of 15 children at a time.
- We will ensure that different groups of children have no or minimal contact with one another or utilize common spaces at the same time, to the greatest extent possible.
- Staff meetings will be held in open space maintaining 6 feet distance between employees.
- Staff will wash hands or use sanitizers before and using common areas in the classroom or in the center.
- Breaks in staff room will only allow 4 employees at a time.

E. Workplace Activity

- All measures will be taken to reduce interpersonal contact and congregation.
 - Limiting-person presence to only staff who are necessary to be on site
 - Multiple staff working in one area will be avoided to the greatest extent possible..
 - Staff and children will work in smaller groups to prioritize social distancing.

F. Movement and Commerce

- Non-essential visitors are prohibited on site, to the extent possible.
- Back door is designated to the centers regular deliveries (food, cleaning supplies,)
- All other deliveries will be dropped off by the main entrance.
 - All staff must practice hand hygiene before and after transferring a delivery (e.g. practice hand hygiene before starting to load items; and once all items have been loaded, finish by practicing hand hygiene again).
- All staff will enter and exit from the main entrance only.
- All parent/guardians will drop and pick up their children at the front entrance.

PLACES

A. Protective Equipment

- Staff will always wear a face covering.
- All Staff must adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face covering.
- Children will be encouraged to wear face coverings but not mandated. Staff will monitor that children are adequately putting on and discarding face mask.
- Reasonable measures are placed to limit sharing of objects, such as electronic equipment, arts and craft materials, touch screens, as well as the touching of shared surfaces; or employees will be required to wear gloves when in contact with shared objects or frequently touched surfaces and practice hand hygiene before and after contact.
- Front desk will have physical barriers. No visitors will be allowed past the security desk without an appointment and a health check.

B. Hygiene, Cleaning, and Disinfection

- Logs will be maintained that include date, time, and scope of cleaning and disinfection
- Staff, children, escorts and visitors must perform hand hygiene immediately upon entering the program.
- Hand hygiene stations on site, as follows:
 - Sanitizer station located at the security desk (entrance), main office, in hallway (by each classroom door), in each classroom, kitchen, staff room and copy room.
 - Hand washing sinks, soap and disposable paper towels located in main office, each classroom, kitchen and all bathrooms.
- Staff and children will practice hand hygiene: (Visibly soiled hands must be always washed with soap and water. Hand sanitizers are not effective on visibly soiled hands).
 - Upon arrival
 - Between all program activities
 - Before and after meals
 - Before departing the last program activity
 - As needed
- CDA approved cleaning and disinfectant supplies (bleach, disinfectants, foggers) will be used on premises. While the children are in the rooms, staff will only use products to sanitize toys that are also suitable for children with asthma.
- Classrooms:
 - Classroom:
 - Toys - Every toy will be sanitized after each use. The classroom will have a bin for used toys. Toys and areas will be sanitized before next use. Toys will be placed back on shelves after being sanitized. All toys that can not be sanitized after each use are removed from the classrooms (dress up clothes, soft toys, puppets.) Teachers will be distributing manipulatives to the children to cross contamination
 - No child will be allowed to bring toys from home.
 - Library (books) – Books will be placed in a used bin after each use. Books will be rotated back in the library after 3 days. Teachers will distribute books to children to avoid cross contamination
 - Dramatic play – One child will play at a time. Toys and shelves will be sanitized before next child can play in the area.
 - Block Play – One child will play a time (the area has been divided into two to accommodate more than one child at a time.

Classroom continued.....

- Water Play – Water replaced after each use
- Sand Table – Will not be used in classrooms
- Arts & Crafts – Each child will have their individual closed bins with all art supplies (colors, writing tools, glue, playdough, etc.)
- Chair and tables – Each child will have a chair assigned to them with their name and photo. Chairs will be sanitized at the end of the day or as needed. Shared tables will be sanitized after each use.
- Circle time – Children will be seated on chairs; all rugs will be removed from classrooms.
- Outdoor play – Teachers will emphasize on structured outdoor play. Outdoor play units will allow one child at a time. Outdoor units will be washed every day. One child will be allowed on slides to maintain social distancing.
- Seating – Two children will be seated on long tables or one on small tables.
- Bathroom usage or hand washing – One child at a time will be allowed in the bathroom or by hand washing sink. Toilets and will be sanitized by the teacher after each use. Sink faucets will be turned on and off by teachers. Children will be trained to use paper towel to touch handles after washing hands.
- Mealtimes – Kitchen staff will serve individual portion to children.
- Naptime:
 - Cots will be labeled with a child's name and placed 6 feet apart during naptime.
 - Each child must have a crib sheet and a blanket at all times. A large bag is required to hold the sheet and blanket for storage.
 - Sheet and blanket will be sent home every day to wash or sanitize.
 - Cots will be sanitized daily and washed on a weekly basis.
- Doorknobs – sanitized every hour; staff will always touch shared surfaces with clean and sanitized hands.
- Hallways
 - Door knobs will be sanitized every hour
 - Cubbies will be sanitized daily
- Offices
 - Door knobs sanitized every hour
 - Desk and computers, will be sanitized after each shift.
 - Shared equipment (printers, time clocks) will always be used with sanitized hands.
 - Kitchen
 - Sanitized before and after preparing meals
 - Staff lounge
 - Staff will sanitize area, use paper towel, or wear gloves before using shared areas (dining area, chairs, microwave handle, refrigerator handle).
 - Lounge will be sanitized thoroughly daily.
 - Staff bathroom
 - Sanitized every 3 hours.
 - Fresh outdoor air will be introduced to the center as much as possible. Windows and doors will be opened to bring fresh air every hour into the classroom.
 - Suspected or confirmed to have COVID-19.
 - The center will be closed off for cleaning and disinfecting the entire facility according to CDC guidelines.
 - The center will reopen for use once the center is cleaned and disinfected and approved by DOH.

C. Communication Plan

- All staff and parent/guardians must affirm that they have reviewed and understand the policies guidelines, and that they will implement them.
- All staff will be trained on how to support children's development of good public individual health behaviors to prevent the spread of COVID-19, including hand hygiene and social distancing.
- All staff and parent/guardians are required to keep their email address up to date. All important information will be conveyed via email.

PROCESSES

A. Screening and Testing

- Staff:
 - Mandatory daily health screening survey will be completed by staff before entering the premises
 - Screening will be completed using a questionnaire that determines whether the individual has:
 - Knowingly been in close or proximity contact in the past 14 days with anyone who has tested positive for COVID-19 or who or had symptoms of COVID-19
 - Tested positive for COVID-19 in the past 14 days.
 - Has experiences any symptoms of COVID-19 in the past 14 days.
 - Staff will stay home if they are sick and have any symptoms of COVID-19.
 - Staff will be required to take the COVID-19 test, and must be cleared by a doctor to return back to work to work – NO EXCEPTIONS
 - All staff traveling outside of NYS will be required to quarantine for fourteen days.
- **Child:**
 - All parents/guardians must complete health screening survey at drop off, for themselves and the child. Temperature will be taken for all children entering the center.
 - Screening will be completed using a questionnaire that determines whether the individual (staff, children, parent/guardian) has:
 - Knowingly been in close or proximity contact in the past 14 days with anyone who has tested positive for COVID-19 or who or had symptoms of COVID-19
 - Tested positive for COVID-19 in the past 14 days.
 - Has experiences any symptoms of COVID-19 in the past 14 days.
 - Children must stay home if they are sick.
 - Children with any COVID-19 like symptoms will not be accepted or will be sent home – NO EXCEPTIONS.
 - The child will not be allowed back on premises without a doctors note.
 - No child will be accepted in school if they have the following:
 - Cold, runny nose
 - Sore throat, cough
 - Shortness of breath
 - Temperature of 100.4 or above
 - All children traveling outside of NYS will be required to quarantine for fourteen days
 - If a child has a history of allergies, doctors note is required clearing the child. Due to the similar symptoms to COVID-19, the center will not make any exceptions without a doctor's note.
- **Parent/Guardian**
 - If a 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, staff will walk the child out of the premises to the parent. As a “contact of a contact,” the child may return to the child care.

- In the event that a parent/guardian of a child in the child care is isolated because they have tested positive for, or exhibited symptoms of, COVID-19, the parent/guardian will not be allowed to enter the site for any reason. An alternative parent/guardian can pick the child. As a “close contact,” the child cannot return to the child care for the duration of the quarantine. Child can not return to school without clearance from a doctor.
- 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 or attend the child care until quarantine is complete and cleared by a doctor.
- Visitors/Contractors
 - All visitors, contractors and vendors must complete the health screening survey upon entry.
- Symptoms of Corona virus
 - Staff will make visual inspections of children throughout the day, for signs of potential COVID-19 illness which could include flushed cheeks, rapid breathing or difficult breathing (without recent physical activity), fatigue, or extreme fussiness.
 - All employees and parent/guardians are required to immediately disclose when their responses or responses of their children, to any of the questions have changed, such as they begin to experience symptoms, including during or outside of childcare hours.
 - Staff performing screening activities, including temperature checks, will be protected from exposure to potentially infectious individuals seeking to enter the site. The staff must always wear appropriate PPE when dealing with visitors. Guards will be placed on tables, staff must wear a mask, face shield, gloves and a gown (if needed).
 - Citizens Care DCC 3 will prohibit children, staff, and parents/guardians from entering the site, if they are showing symptoms of COVID-19.
 - An employee, parent/guardian, or child who exhibits symptoms of COVID-19 will not be allowed to enter the facility, will be sent home with instructions to contact their healthcare provider for assessment and testing.
 - Children who are being sent home because of a COVID-19 symptom, will be immediately separated from other children and supervised until their parent/guardian can retrieve them from the program.
 - Health department will be notified immediately if anyone on premises tests positive for COVID-19
 - To the extent possible, a log of every person, including employees, parent/guardians, children and any essential visitors who may have close or proximate contact with other individuals at the work site. Logs will contain contact information, and the site will cooperate with state and local department for contact tracing efforts.

- Guidance for employees and children to return to site after a suspected or confirmed case of COVID-19 or after such person has had close proximity contact with a person suspected or confirmed with COVID-19.
 - The Director or the Assistant Director will receive any notification of suspected or positive case and will initiate the respective cleaning and disinfection procedures. These parties are responsible to inform staff and families.
 - The center will follow strict guidelines provided by DOH, to clean disinfect the center as needed.

B. Tracing and Tracking

- The Director or the Assistant Director will notify the state and local health department upon being informed of any positive COVID-19 test result by an employee or child at the site.
- The Director and Assistant Director will continuously monitor the center and meet all aspects of the safety plan.
- In the case of an employee, parent/guardian, or child testing positive, the site will cooperate with the state and local health departments as required to trace all contacts in the center. They will be notified who entered the site dating 48 hours before they began experiencing COVID-19 symptoms or tested positive, whichever is earlier. Confidentiality will be maintained as required by federal and state law and regulations.
- 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 child care Director or Assistant Director.

Snapshot of Citizens Care DCC 3 Safety Plan

Cleaning

- Fresh air outdoor will be introduced to the center as much as possible. Windows and doors will be opened to bring fresh air every hour into the classroom.
- All high touch areas will be cleaned and disinfected frequently (every 3 hours or as needed). Staff is designated to clean the facility every hour.
- A designated container will be placed in classroom for toys after each use. Toys will be brought back into the classroom after being cleaned and disinfected.
- All cleaning products used are on EPA approved list.
- Workers using cleaners or disinfectant must wear gloves, eye protection, and other protective equipment as required by the product instructions.
- All products will be kept out of children's reach in closed cabinets.

Hygiene

- A strict hand washing guidelines are enforced for all staff and children. Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly.
- Staff will use bathroom time as an opportunity to reinforce healthy habits and monitor proper hand washing.
- Staff will teach children to avoid contact with one's eyes, nose and mouth, and use tissue to wipe their nose and to cough/sneeze inside their elbow. Children will hand wash before and after eating, after coughing or sneezing, after playing outside, after using the restroom, and between activities
- All personal items such as sheets and blanket will be sent home everyday to be washed.
- Each child's bedding must be sent in a bag. Cots will be labeled for each child. Cots will be washed weekly or as needed.

Arrival/Procedures

- Parents/guardian will meet at the facility entryway for pick-up and drop-off of children and be brief as possible.
- Due to a small entrance and allow social distancing, only one parent/guardian at a time will be allowed to enter the facility. Parents/ guardians will be asked to align at the ramp for entry to the center and the steps will be used for exit (when multiple children are being dropped at a same time.)
- All parent/guardians must wear mask to enter the facility and complete the health survey.
- Upon entry parent/guardian and child will be asked to sanitize their hands.
- Each parent/guardian will be given a sanitized pen to sign their child in and out. Pens will be deposited in a bin after each single use.
- Staff will escort the child in or out of the classroom.
- The center will try to accommodate all families with staggered arrival and drop off times.

Health Screening

- All staff will complete health screening survey before they enter the facility. All children's health survey will be answered upon entry to the facility.
- The center will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

- Conduct visual wellness checks of all children upon arrival and ask health questions when concerned.
- Children's temperature will be taken each morning with a no-touch thermometer.
- Staff and children will be monitored throughout the day for sign of illness. Parent/guardian will be notified immediately after a child has a fever of 100.4 or higher, cough, or other COVID-19 symptoms. Child will be isolated from the classroom and the parent/guardian is required to pick their child within an hour.
- Staff, parent/guardian, or child will be excluded if they are showing symptoms of COVID-19. We understand some children have a history of allergies, which is not a reason to exclude, but under the circumstances where the symptoms are similar, a doctor's note clearing the child is required.
- Sick staff members and children can not return to daycare until they have met CDC criteria (see attached CDC guidelines.)

Corona virus Symptoms

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste smell

Classroom Space/Physical Distancing

- Classroom is arranged to keep social distancing. Areas and activities are arranged to accommodate individual play and avoid physical contact between children.
- During naptime, cots will be placed 6 feet apart, with heads in opposite directions.
- Weather permitting, children will spend more time outdoors
- Outdoor play equipment (bicycles, balls) will be cleaned and disinfected between uses.

Meal Times

- More tables will be utilized to spread children out to ensure adequate spacing of children.
- Proper hand washing guidelines will be followed before and after meals.
- Children will receive meals in individual portions. One staff will serve meals to all children in a classroom following appropriate hygiene.

Group Size and Staffing

- In 2-year-old classroom, a maximum of 12 children can be enrolled.
- In 3-year old classroom, a maximum of 15 children can be enrolled.
- In 4-year old classroom, a maximum of 15 children can be enrolled.
- The same children and teacher will remain in the same group, to the greatest extent possible.