



Reopening Plan for 2020-2021 School Year

(REVISED AUGUST 14, 2020)

(REVISED AUGUST 19, 2020)

Please affirm that you have read this plan in its entirety and agree to abide by it by completing the two attestation statements at the end of this document and returning them to the Toward Tomorrow Office.

With all the uncertainty surrounding COVID's spread and its impact on local communities, the JCC of Mid-Westchester Nursery School has developed the following reopening plan as we prepare for the 2020-2021 school year. While the Toward Tomorrow program is preparing to open fully for September, we understand that some parents/guardians may not feel comfortable having their child return to the school building. We have included a distance learning contingency plan in this document for those circumstances as well as in the event that the school needs to temporarily close our doors due to a COVID outbreak.

Please note this plan was developed in collaboration with staff representatives from the Toward Tomorrow Special Education Department, as well as the JCC of Mid Westchester leadership team, including our executive director, the director of our mainstream nursery school partner, and the Nursery School Board. Considerations for the plan were derived from parent feedback, guidance from the Office of Children and Family Services, the Department of Health, and the New York State Department of Education.

Communication

Communication and family engagement will be more important than ever this year as we strive to keep everyone informed of protocols for ensuring the safety and continued educational development of our students, as well as the health and safety of our staff. Ongoing communication regarding the plan or other pertinent information regarding COVID precautions or changes to instruction related to COVID will be communicated to families and staff through our school wide communication system, Bloomz, and when appropriate through school notices. Login information for Bloomz will be provided prior

to the start of school. Parents/guardians and staff are encouraged to direct any questions or concerns to the Toward Tomorrow Director, Amy Sullivan, via Bloomz or email, SullivanA@jccmw.org. Parents/guardians may also call the Toward Tomorrow Department at any time at [914\)725-7300 x821](tel:9147257300).

Health and Safety Protocols

The health and safety of the children and adults in our school is paramount. Health and safety considerations must always come first in every decision made and every action taken by our school. Staff and students are not required to be tested for COVID prior to the start of the school year, however interested parties may visit <https://coronavirus.health.ny.gov/covid-19-testing> for more information regarding testing.

Health Checks/Screenings

Prior to entering the JCC of Mid Westchester building, a greeter will use a scripted questionnaire to screen all visitors, [including children who receive related services, such as speech, OT, or PT](#). Visitors, including parents/guardians, will be kept to an absolute minimum. The greeter will also take their temperature and look for signs of illness.

[Staff will complete an online checklist to answer screening questions daily and have their temperature checked when entering the building. The questions will be as follows:](#)

- ***Is your temperature higher than or equal to 100.0 degrees Fahrenheit?***
- ***Have you had any known contact with a person confirmed or suspected to have COVID-19 in the past 14 days?***
- ***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
- ***Have you tested positive for COVID-19 through a diagnostic test in the past 14 days?***

- ***Have you or anyone in your household traveled or been in contact with anyone outside of the tristate area?***

Any person who answers “yes” to the above questions will not be granted admittance to the building and must be excluded from school/the building for 14 days. Anyone with a fever may not return to school for 72 hours.

Parents/guardians of students who arrive by school bus OR by car will also be expected to complete the same daily screening questionnaire online prior to boarding the bus for school or leaving their home, this includes a temperature check. These students will be subjected to the same requirements as stated above regarding admittance to school and exclusion from school.

Online questionnaires will be sent to parents/guardians via Bloomz the evening before and must be completed prior to putting the child on the bus for the day or leaving home, but no later than 8:30 AM. When the child arrives at school, the child’s temperature will be taken a second time with a scanning thermometer and a visual health screening will be completed by the child’s teacher. The teacher will wear gloves and if necessary change gloves between students. All parties, including the teacher, parent/guardian, bus staff and child will wear a mask during the process.

If arriving at school by car, the child will stay buckled in their carseat until the teacher has taken the child’s temperature. Then the parent/guardian will help their child out of their carseat before releasing him/her to the teacher. Temperature and health check data will be collected on the daily attendance sheet by the teacher. If a child is noted to have a fever and has arrived by bus, his or her parents will be called to pick him or her up immediately. The child may not return home on the bus.

If a parent/guardian responds “yes” to any of the questions in the questionnaire the parents/guardians may not put their child on the bus for school and the child must be excluded from school for 14 days. A child must be fever free for 72 hours without the aid of medication (ie. ibuprofen, Tylenol) before returning to school.

If a parent/guardian fails to complete the daily screening, the child will not be permitted to enter the school until the parent/guardian completes the questionnaire. If the parent/guardian cannot complete the screening questionnaire at home for any reason, such as not having access to the internet or not owning a thermometer, they should contact the Toward Tomorrow Director via Bloomz, email or phone so other arrangements can be made.

If the parent/guardian sends their child to school despite responding “yes” to any of the questions in the questionnaire, the child will not be admitted to school and the parent/guardian will be called to pick up their child immediately. The child will be accompanied by school personnel while they wait in a quarantine room.

If a child is sent to school presenting with signs of illness as described above or develops symptoms while at school it is within the right of the school to send the child home for the day. Children may not return to school for 14 days and/or until 3 days after symptoms resolve without medical intervention.

Children and staff returning from an area in the US that has been identified on the NYS list of states that require a 14 day quarantine period upon returning to New York will be expected to adhere to that requirement. The list of states requiring quarantine can be found at <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

Prior to the beginning of the school year, parents/guardians and staff will be asked to complete a one-time attestation stating compliance with the screening process.

The JCC of Mid Westchester will not retain personal identifying information collected from staff, parents/guardians or students during the screening process after it is utilized for COVID screening purposes.

Management of Ill Persons -

In the event that a child or a staff member becomes ill while at school, it is within the right of the school to send the person home for the day. Staff members are required to tell a supervisor if they develop symptoms during the school day or if their answers to the daily questionnaire change while at work.

Any student who becomes ill with COVID symptoms while at school will be sent to a quarantine area, currently designated as the office near the “staff hand swipe machine,” where he/she will be monitored by the school nurse. It is expected that parents/guardians will pick up an ill child post haste and without delay. In the event of severe life threatening symptoms, the nurse will call 911, informing the operator that the child is presenting COVID-like symptoms, and then alert the front desk staff of the arrival of the ambulance. The school nurse will escort the child out of the building when his/her parent/guardian or emergency contact person as noted on their emergency card, arrives to pick him or her up and inform the adult that they must follow up with the child’s doctor immediately. The quarantine area will be kept off limits from all others

once the child is picked up. After 24 hours the area will be disinfected using Aseptic Plus via fogger by our trained housekeeping staff. Housekeeping will thoroughly disinfect other areas of the building where the individual was, including but not limited to high touch surfaces.

In the event that a second child needs medical attention for any other reason, such as a minor cut, other school personnel will act within their scope of practice, such as administering basic first aid, so the nurse may be able to continue to attend to the ill child.

If a child is diagnosed with COVID, the child's parents/guardians must inform the Toward Tomorrow Director immediately. If a staff member is diagnosed with COVID, he/she must notify the Toward Tomorrow Director immediately. The Toward Tomorrow Director will notify the Westchester County and New York State Department of Health of the diagnosis and follow their directives regarding any necessary protocols including participation in the New York State Contact Tracing Program. HIPPA and FERPA regulations will be maintained.

Any person diagnosed with COVID by a healthcare provider may not return to school until the following criteria have been met:

- A doctor's note clearing him or her to return to school due to negative results from a COVID test

AND

- It has been at least 10 days since the individual first had symptoms

AND

- The child is symptom free and fever free for three days.

Toward Tomorrow maintains a schedule of all staff and the students with whom they interact. If we become aware that any student or staff member has come in contact with an individual who has tested positive for COVID, that student's parent/guardian or the staff member will be notified and given follow up instructions for possible quarantine and/or testing procedures at the direction of the Department of Health.

In the event that a large number of students or staff members were exposed to that individual, we will return to remote learning on a temporary basis using the guidelines

described below in our Distance Learning Contingency Plan. This decision will be made based on guidance from the Department of Health, as well as our ability to maintain proper teacher:student ratios in our classrooms.

Social Distancing -

Staff and students will maintain a distance of 6 feet apart unless safety or the core function of the activity requires a shorter distance. Children will be seated as far apart as possible during mealtimes and tables will be a minimum of 6 feet apart. Signage on walls will serve as a reminder, as well as markings on the floor of classrooms and hallways to indicate a safe distance between people. Masks will be worn by all adults at all times, regardless of whether or not social distancing can be adhered to. Children will be *strongly encouraged* to wear masks in their classrooms, but not forced to, especially those who cannot tolerate the use of a mask. Arrows indicating flow of traffic in the hallway will also be added to floors. The number of people allowed in small areas, such as bathrooms, will be limited to 50% of allowable occupancy.

Each group of students from one classroom will be identified as a cohort. Cohorts will be isolated from each other during the school day and be no larger than 15 children. Physical size of the classroom will also denote the number of students allowed in a cohort. Common space, such as school playgrounds, will only be used by one cohort at a time and cleaned between groups. During arrival and dismissal, each cohort will stand in the bus area allowing for 6 feet between each group. *Masks will be required for staff and students during arrival and dismissal.*

Staff will not travel between cohorts throughout the day and will be strongly discouraged from leaving the building during the school day. If an adult who is part of a cohort, leaves his or her classroom for a lunch break, he/she must maintain social distancing, wear a mask and wash hands prior to leaving the classroom and then again upon returning. Lunch breaks will be staggered to limit the number of staff out of the classroom at one time.

Therapists will meet students and their teacher at the door of their classroom as they pick up and drop off children for therapy. A sign out sheet will be kept outside of the classroom door rather than in the classroom. Group therapy sessions will only occur with children who are from the same cohort.

Visitors will not be allowed in the building including parents/guardians, unless absolutely necessary. Parents/guardians picking up or dropping their child off at any time other than the designated drop off or pick up times will be asked to call the Toward Tomorrow

office to inform us that they are there to pick up their child. Parents/guardians will then wait outside the main entrance and their child will be brought to them.

Specialists who provide enrichment activities will work with students outside rather than in the classroom whenever possible and weather permitting. All employees and visitors will be required to sign in daily on a log posted outside of the Toward Tomorrow office.

Every effort will be made to assure that work spaces are large enough to allow for social distancing and staff desks are positioned so they are not facing each other. Shared desks would be limited whenever possible and disinfected between users. If an office area does not have a window, doors should be kept open to allow for ventilation whenever possible and ozone generators and/or portable HEPA air purifiers will be utilized.

Healthy Hygiene Practices -

The best way to avoid illness is to avoid being exposed to the virus. The following preventive measures will be taken to maintain healthy hygiene. Each classroom and therapy area will follow the same protocols for consistency.

- Children will be taught procedures for proper hand washing. Visuals will be posted near all sinks and children will be encouraged to wash for 20 seconds as they sing the ABCs Song. Children will wash hands when arriving for the school day, when hands are soiled, after coughing, sneezing, or nose blowing, and in between every classroom activity, such as circle time, center time, snack, lunch, rest, playground, therapy, etc. Therapists will accompany their students to the bathroom to wash their hands before and after every therapy session.
- Alcohol-based hand sanitizers (60% alcohol or greater) will be available in classrooms throughout common areas for use when soap and water are not available, and hands are not visibly dirty.
- Children will be taught how to properly wear a mask and strongly encouraged to do so in their classrooms whenever social distancing is not possible and required to do so when outside of their cohort group.
- Each child will be given their own classroom materials, such as crayons, a scissor, and a Ziploc bag of playdough to be kept in a pencil box labeled with the child's name to avoid sharing of materials. This box will travel with the child when they go to therapy if necessary for their session activities. Sensory tables for sand and water play will not be used.
- Children will be taught to cover their face with their elbow or a tissue when coughing or sneezing. Children will be taught to dispose of tissues appropriately.

- Children and staff will keep an extra set of clothing on hand. Children and staff are expected to come to school in clothing that is freshly laundered. Staff are welcome to wear a smock over their clothing.
- Children should not bring personal belongings from home with the exception of two extra sets of weather appropriate clothing, a lunch, a snack, a bottle of water, diapers and wipes as needed and a blanket for rest time. Extra clothing, diapers and wipes should be sent in on the first day of school and will be kept in a sealed bin, provided by the school, in each child's cubby. Blankets should be sent in on Monday and will be returned on Friday for laundering. Lunchboxes, snacks, and water bottles should be sent in daily and will be kept in each child's backpack when they are not in use. Please do not send toys, pillows, lovies, stuffed animals and other personal items to school.
- Rugs, soft furnishings that cannot be cleaned, stuffed animals and other fabric covered toys will be eliminated from classrooms.

Personal Protective Equipment (PPE), Cloth Face Coverings, and Sharing of Materials -

The JCC of Mid Westchester will purchase enough face coverings to provide 2 masks per staff per day. Speech therapists will also have shields provided. Staff members may provide their own masks if they prefer as long as they are properly disposed of or laundered daily.

Extra masks will also be on hand for children and essential visitors to the premises. parents/guardians may supply a mask for their child if they would like to. *Children will be strongly encouraged to wear masks within their cohorts and required to wear masks in public spaces, such as hallways. However, if a child is unable to tolerate the use of a mask, they will not be physically forced to wear one.* Similarly students who come to the JCC of Mid Westchester to receive a related service, will be required to wear a mask, unless unable to tolerate it due to age or developmental disability. The Director of Program Operations at the JCC of Mid Westchester is designated to order supplies from various vendors.

Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded by the staff wearing it. Signs will be posted to remind staff to discard masks properly.

Staff will keep an extra set of clothing on hand in the event that their clothing becomes soiled with bodily fluids. Staff that visit more than one classroom during the day, must change their clothing or don a smock, large t-shirt, or button down shirt over their clothing when they enter the subsequent classroom.

Sharing of objects will be discouraged amongst children, with the exception of toys that

are traditionally played with in a collaborative manner, such as blocks, and objects that are easy to clean. Children will wash their hands after using shared materials. Each child will receive his or her own pencil box with classroom materials that will not be shared, including crayons, playdough, scissors, glue, etc. Table top toys will be played with on trays to keep materials separate. Each child will have his or her own chair with his or her name on it that will be used for all learning activities, including circle time and mealtime.

Teachers will wear non-latex gloves and/or wash hands after touching shared surfaces or objects, as well as when touching frequently touched areas. Glove use and hand washing will also be adhered to when diapering or assisting children with grooming or hygiene tasks.

Cleaning and Disinfection -

The daily cleaning checklist from OCFS will be posted in each classroom. Teachers will complete the daily cleaning checklist for cleaning toys, specialty equipment, table tops and countertops using a diluted bleach solution or approved over the counter product. Bleach solutions will be made fresh daily by classroom staff. The JCC of Mid Westchester housekeeping staff will clean door handles, light switches, floors, sinks/faucets, chairs/other furnishings, and hand sanitizer/soap dispensers using Virex or other approved disinfectants. Foggers will also be used in all classrooms and therapy areas at the end of every day by our trained housekeeping staff.

Teachers will wipe down high touch areas on playground equipment between classroom use with disinfecting wipes, including the gate handle, railings, and rungs on ladders. Bathrooms and common areas will be cleaned by the JCC of Mid Westchester housekeeping staff throughout the day and as necessary. Housekeeping staff will complete a Department of Health cleaning log for these areas.

Offices will be cleaned daily by our housekeeping staff. Hand Sanitizer will be available in the office area and disinfecting wipes will be available near the copy machine, which should be wiped down after each use. Signage will be posted to remind staff to wipe down the machine and avoid congregating in the office area, especially near the copy machine.

Children will wash hands or use hand sanitizer prior to entering any therapy space and before returning to their classroom. Children will bring their pencil boxes to therapy with them if necessary. Therapists will wipe down high touch areas between students, specifically table tops and toys, manipulatives, and handholds, such as ladder rungs.

The therapy areas will also be cleaned by the housekeeping staff at the end of every day, taking special care on high touch surfaces such as doorknobs, light switches, floors, and table tops. Fogger machines will also be utilized in the therapy areas at the end of every day.

Facility Based Related Service and Evaluations -

In addition to running a school, The JCC of Mid Westchester also operates a facility based program for related services, such as speech, OT, and PT. Children from the community, who do not attend either of our nursery school programs, come to the JCC of Mid Westchester specifically to receive therapy. Similarly, we are an evaluation site for preschoolers who are being evaluated for special education services. All children who enter the JCC of Mid Westchester for services or an evaluation will be held to the same requirements listed above. They will participate in the screening process, be expected to maintain social distancing whenever possible and don a mask to the maximum extent possible. Parents/guardians of children coming to the JCC for therapy will be expected to wait for their child outside of the building. Parents/guardians of children undergoing an evaluation will be permitted to enter the building only when absolutely necessary but will be expected to adhere to all regulations as described above.

Social Emotional Health and Support

The social emotional health of our students and staff is equally important to their physical health. The JCC of Mid Westchester Toward Tomorrow Program has access to a social worker who will be made available to parents/guardians, students and staff members who require emotional support during the reopening process and going forward.

Teachers will work with the social worker to identify age appropriate materials to share with children regarding the use of a mask and social distancing. Educational materials beyond these two concepts, such as the fear of getting sick, will be used on an as needed, individualized basis, only with children who require support and with the permission of their parents/guardians.

Children who are upset, scared or anxious will be comforted and/or held by staff. Staff will wear a button down or oversized shirt over their clothing and gloves if appropriate while holding children. The button down or oversized shirt will then be removed and placed in a sealed bag to be taken home and laundered. Gloves will be discarded. If the child's clothing has been soiled with any bodily fluids they will be removed and stored in a plastic bag until they can be sent home. Staff will wash hands and any area

touched by the comforted child afterward. Physical contact between children, such as hugging and high fives, will be discouraged.

Substitute Plan

The Toward Tomorrow department employs a full time floater and two part time teachers who are available for substituting in either the morning or afternoon opposite of their usual teaching schedule. These staff members will substitute for any classroom staff when absent. The floater will be assigned to one classroom a day and will not switch between rooms unless absolutely necessary. The two part time staff will wear a smock or oversized shirt over their clothing and a mask when switching between their classroom and the classroom in which they are substituting for the day. They will also wash hands between classes. When necessary, the Toward Tomorrow Director will substitute and follow the same procedures.

Emergency Drills

Fire drills and lock down drills will still be conducted as per NYSED regulations. However they will be done on a staggered schedule, with the use of social distancing and with smaller groups of students when necessary.

Large Gatherings

Large gatherings will be avoided at all costs. If they are absolutely necessary social distancing and masks will be utilized. Staff meetings will be held virtually or outdoors whenever possible.

Distance Learning Contingency Plan

We recognize that some families will not be comfortable sending their children back to school given the uncertainty of the COVID. We also recognize that some children may not be able to attend school for extended periods of time if they are in a quarantine situation or the school itself needs to close for quarantine purposes. To that end we have created a distance learning contingency plan.

Every teacher has a classroom set up on Google Classroom. The teacher will post daily, live morning meetings via Zoom, take daily attendance, and post two learning activities a day that are reflective of the content taught in the classroom. Children will be expected to participate in the morning meeting, answer the daily attendance question, and complete the two learning activities, showing proof of completion.

Therapists will complete the child's speech, OT, PT, or counseling session via Zoom, but they too will have a Google Classroom for posting links and activities. Therapists

will deliver the child's full therapy mandate from his or her IEP to the greatest extent possible and the best of their ability. If the school is forced to close, therapists may provide a combination of face to face Zoom sessions and guided activities that are given to parents/guardians for completion with their child. In the event that a child does not have access to a device for distance learning, the Toward Tomorrow program will lend the family an iPad for the period of time the child is home.

Please sign both attestations at the end of this document to indicate that you have read and will abide by the regulations set forth in the JCC of Mid-Westchester Toward Tomorrow Reopening Plan. If you have any questions please contact Amy Sullivan, Special Education Services Director and the coordinator of this plan at (914)472-3300 or SullivanA@JCCMW.org.



Reopening Plan Staff/Parent/Guardian Attestation

By signing below I am attesting to the fact that I have read the Toward Tomorrow Reopening Plan and agree to abide by it in its entirety.

Name: _____

Role(Please Circle One): Staff Parent Guardian Other

If parent, please indicate the first and last name of your child(ren) below:

Signature: _____ Date: _____

NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES
Child Care Employee, Volunteer, Parent, Child AND Essential Visitors
Health Screening One-Time Attestation

Before entering a child care program, employees, volunteers, parents/guardians, children and essential visitors must complete a health screening questionnaire daily. In addition, each employee, volunteer, parent, child and essential visitor must sign and submit this form to the program one time. Employees, volunteers, parents/guardians, children and essential visitors must answer all questions and take their temperature daily to confirm a body temperature lower than 100.0 degrees Fahrenheit. If anyone answers “Yes” to any of the questions below, they cannot enter the child care program. A parent or guardian is responsible for completing daily screening on behalf of their child(ren).

Self-Screening: Below are the self-screening questions that employees, volunteers, parents/guardians, children and essential visitors are required to answer daily. If any of the answers to the below questions are “Yes,” individuals cannot enter the program. If the answers are “No” to all the following questions, individuals may enter the program. If employees, volunteers, parents/guardians, children and essential visitors cannot take their temperature at home, but answer “No” to all other questions, they may report to the program to have their temperature taken on site.

- ***Is your temperature higher than or equal to 100.0 degrees Fahrenheit?***
- ***Have you had any known contact with a person confirmed or suspected to have COVID-19 in the past 14 days?***
- ***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
- ***Have you tested positive for COVID-19 through a diagnostic test in the past 14 days?***
- ***Have you or anyone in your household traveled or been in contact with anyone outside of the tristate area?***

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.

Attestation: *By signing this document, I agree that I will self-monitor these symptoms each day and report the outcome per the instructions above and will not enter any child care program if any of the above symptoms or conditions are present.*

Signature: _____ **Date:** _____

Printed Name: _____

Note: This document must be signed and returned to the program prior to entry. A signed copy needs to be provided only once. The child care program must retain a copy for their records.