



COVID Plan for 2021-2022 School Year

Parents and staff, 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/UPK Office.

Please note that the information in this document may change at any time based on recommendations and requirements from the CDC, Department of Health or the Department of Education.

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 plan as we prepare for the 2021-2022 school year. The JCC of Mid Westchester early childhood programs will be fully operational for in-person instruction in September. In the event that the school or a classroom needs to close for quarantine purposes, we have included a distance learning contingency plan in this document.

Please note this plan was developed in collaboration with teaching staff, the JCC of Mid Westchester leadership team, including our executive director, the director of our mainstream nursery school, 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/UPK Director, via Bloomz. Parents/guardians may also call our office at any time (914)725-7300 x821.

Health and Safety Protocols

The health and safety of the children and adults in our school is paramount. Health and safety considerations always come first in every decision made and every action taken by our school.

COVID Vaccination and Testing

Staff are required to be vaccinated. However, certain medical exemptions are accepted by our agency with the support of a medical doctor's note of approval. Unvaccinated staff are required to undergo weekly testing for COVID and must submit negative results. Staff must inform us of their vaccination status and show proof of their vaccination card. Boosters are strongly encouraged. We will assist any staff member who needs help obtaining a vaccination or testing appointment.

Visitors

Unfortunately, parents/guardians will not be permitted to enter the school until further notice. Visitors, including school district representatives, will be kept to an absolute minimum. 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 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.

Health Checks/Screenings

Prior to entering the JCC of Mid Westchester building, all staff and visitors are required to have their temperature taken. All parents are required to complete a one-time attestation confirming that they will not send their child to school if any of the following questions warrants a response of "yes."

- 1. Have you knowingly been in close contact in the past 10 days with anyone who has tested positive through a diagnostic test for COVID 19 or who has or had symptoms of COVID 19?**
- 2. Have you tested positive through a diagnostic test for COVID 19 in the past 10 days?**
- 3. Have you experienced any symptoms of COVID 19 including a temperature of greater than 100.4 in the past 10 days?**
- 4. Have you traveled within the past 10 days and not complied with the requirements of the New York State Travel Advisory?**

If any of the above circumstances is present, students will not be granted admittance to the building and must be excluded from school/the building for 10 days and produce a

negative COVID test result. Anyone with a fever may not return to school for 24 hours without the use of medication regardless of a negative COVID test result.

When a child arrives at school, the child's temperature will be taken and a visual health screening will be completed by the child's teacher or another staff member. All parties, including the teacher, parent/guardian, and when applicable bus staff will wear a mask during the process.

If a child is transported by bus and must be excluded from entering the building, his or her parents will be called to pick him or her up immediately. The child may not return home on the bus.

If the parent/guardian sends their child to school despite the presence of COVID symptoms, 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 or develops symptoms while at school it is within the right of the school to send the child home for the day. Our school nurse will consult with the parent regarding follow up steps that must be taken before the child can return to school. This may include, but is not limited to clearance from a doctor and a negative COVID test result.

The New York State Travel Advisory is no longer in effect. However it is highly recommended that children and individuals who are not vaccinated and have traveled outside of the tristate area tested day 4 of their return home and quarantine for 7 days afterward or quarantine for 10 days in lieu of testing.

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, where he/she will be monitored by the school nurse. 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.

It is expected that parents/guardians will pick up an ill child post haste and without delay. 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. The quarantine area will be disinfected after use.

If a child or staff member is diagnosed with COVID, the child's parents/guardians must inform the Toward Tomorrow/UPK Director or the school nurse 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:

- It has been at least 10 days since the individual first had symptoms OR was first tested if the individual is asymptomatic

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 at least 3 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. Arrows indicating flow of traffic in the hallway will be added to floors.

Each group of students from one classroom will be identified as a cohort. Cohorts will be isolated from each other during the school day. Common space, such as school playgrounds, will only be used by one cohort at a time. During arrival and dismissal, each cohort will stand in the bus area allowing for 6 feet between each group. Masks will be required during arrival and dismissal, unless a child cannot tolerate the use of a mask, in which case it will be strongly encouraged.

Staff will avoid traveling between classrooms during the school day. 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. Specialists who provide enrichment activities will work with students outside rather than in the classroom whenever possible and weather permitting.

Every effort will be made to assure that office spaces are large enough to allow for social distancing and staff desks are positioned so they are not facing each other. Office staff whose responsibilities can be carried out remotely, will be given the opportunity to work remotely whenever possible.

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 classroom activities, especially those that involve eating. Therapists will accompany students to the bathroom to wash their hands before and after every therapy session or use hand sanitizer if appropriate.
- Alcohol-based hand sanitizers (60% alcohol or greater) will be available 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 required to do so indoors, unless a medical exemption is given in writing by a doctor. Children who cannot tolerate a mask due to their disability will be encouraged to wear a mask, but not forced to do so.
- 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.

- 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 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.

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

Masks will be worn indoors by all adults at all times, regardless of vaccination status. Children will be required to wear masks in their classrooms, but if it cannot be tolerated due to the child's disability or if a doctor sends a medical exemption notice the child will not be forced to wear a mask. The JCC of Mid Westchester will purchase enough face coverings to provide 2 masks per staff per day. Speech therapists will have face shields provided if appropriate. Staff members may provide their own masks if they prefer as long as they are properly disposed of or laundered daily. 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.

Extra masks will also be on hand for children and essential visitors to the premises. However, parents/guardians should supply a mask for their child daily.

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. 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.

Cleaning and Disinfection -

A daily cleaning checklist will be posted in each classroom for use by our housekeeping staff. Teachers will complete the checklist for cleaning toys, table tops and countertops using a diluted bleach solution or approved over the counter product daily. 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 approved disinfectants. Foggers will also be used in all classrooms and therapy areas at the end of every day by our trained housekeeping staff.

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. The therapy areas will 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.

Air Quality and Ventilation -

Our ventilation system has been upgraded to include MERV 13 filters throughout the building. We also make use of natural ventilation by keeping windows and doors open whenever possible. Each of our classrooms, offices, and common areas has a portable HEPA air purifier that is specific to the square footage of the room.

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. Our social worker will be made available to parents/guardians, students and staff members who require emotional support whenever necessary.

Children who are upset, scared or anxious will be comforted and/or held by staff. Staff may wear a smock or a scrub top and gloves if appropriate while holding children. If

necessary the smock or scrub top 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 afterward.

Substitute Plan

The Toward Tomorrow department employs a full time floater and two part time teachers who are available for substituting. These staff members will substitute for any classroom staff when absent. Whenever possible these staff members will be assigned to one classroom a day and will not switch between rooms unless absolutely necessary.

Emergency Drills

Fire drills and lock down drills will still be conducted as per NYSED regulations. Classes will remain socially distant during drills.

Large Gatherings

Large gatherings with parents will be avoided. Parent meetings will be held virtually whenever possible. Staff meetings will be conducted via zoom, outdoors, or while social distancing and masks will be utilized.

Distance Learning Contingency Plan

We 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.

The teacher will conduct daily, live morning meetings 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 and complete the two learning activities, showing proof of completion. Teachers may also provide one on one learning sessions throughout the quarantine period.

Therapists will complete the child's speech, OT, PT, or counseling session via Zoom. They may also provide parents with asynchronous learning activities to do with their child. 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 sessions are missed, the therapist will make every effort to make up these sessions. 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 this plan. If you have any questions please contact Amy Sullivan, coordinator of this plan at (914)725-7300 x821 Sullivan@JCCMW.org.



Opening Plan Staff/Parent/Guardian Attestation

By signing below I am attesting to the fact that I have read the Toward Tomorrow/UPK Opening 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
COVID-19 HEALTH SCREENING ATTESTATION**

The New York State Department of Health Interim Guidance for Child Care Programs requires all individuals to complete a daily health screening questionnaire before arriving to a child care program or upon arrival to a child care program. If an individual answers "Yes" to any of the screening questions, they cannot enter the child care program, except as otherwise indicated. Screening Questions:

1. Is your temperature higher than or equal to 100.4 degrees Fahrenheit?
2. Have you had any known close or proximate contact with a person confirmed (by diagnostic test) or suspected (based on symptoms) to have COVID-19 in the past 10 days? Note: Close contact is defined by DOH as being within 6 feet of an individual for 10 minutes or more within a 24-hour period, starting from 2 days before symptom onset or, if asymptomatic, 2 days before the date the positive sample was collected through when they are isolated. Close contact does not include individuals who work in a health care setting wearing appropriate, required personal protective equipment.

Exception: Asymptomatic staff and children may attend if the staff/child is fully vaccinated or has recovered from laboratory confirmed COVID-19 in the previous 3 months and has not been placed on quarantine. Note: Fully vaccinated is defined as being 2 weeks or more after either receipt of the second dose in a 2 dose vaccine series, or 2 weeks or more after receipt of one dose of a single-dose vaccine.

3. Are you currently experiencing or have you recently, (within the past 10 days) experienced ANY COVID-19 symptoms?

Note: Symptoms may occur with pre-existing medical conditions, such as allergies or migraines. You should only answer "Yes" if your symptoms are new or worsening

- Cough
- Shortness of breath
- Trouble breathing
- Fever (equal to or above 100.4 F)
- Chills
- Muscle pain or body aches
- Headache
- Sore throat
- Loss of taste or smell
- Fatigue
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

4. Have you tested positive for COVID-19 through a diagnostic test within the past 10 days?
5. Have you traveled within the past 10 days and not complied with requirements of the New York State Travel Advisory?

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

Child's Name: _____ Signature: _____ Date: _____

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.