

SYJCC Early Learning Center

**SAFETY &
OPERATIONS
PLAN**
FALL 2020





August 19, 2020

Dear Families,

We are so pleased that you have chosen to send your child to the SYJCC Early Learning Center. We know that in these uncertain times it is a difficult decision to make and we take the responsibility of keeping your child healthy very seriously.

Attached you will find an addendum to our current policies that has been updated. The new policies and procedures are specific to the Covid 19 Pandemic. They are added precautions and we anticipate that they will be updated periodically as the Suffolk County Department of Health, the CDC and OCFS update their recommendations and requirements. We will make you aware, in writing, of any changes or updates.

We ask that you carefully read the new policies and sign the attached acknowledgement prior to your child coming to the Center.

Please do not hesitate to contact us with any questions or concerns.

Best,

Miriam Truss
Director of Early Childhood

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Addendum Policies for COVID-19

September 1, 2020

Subject to change

Arrival & Departure:

The Center will be open from 6:45am-5:30pm until further notice. This gives us ample time to disinfect the classrooms and toys before and after the children use them.

You will be required to sign a Health Screening One-Time Attestation stating that you will do a self-screening of your child prior to coming to the SYJCC each day. This is in addition to the screening that will be done at the building.

Parents should bring their children to the lobby of the SYJCC. An ECC staff member will meet you and begin the screening process. Parents are required to stay with their child until the screening is completed. Parent's must wear a mask while interacting with the ECC staff.

Screening includes:

- Taking the child's temperature with a touchless thermometer. Children who have a temperature of 100.0°F or more will not be permitted to enter the building.
 - Doing a daily health check to ensure that a child does not have any other symptoms of illness (*i.e. rash, glassy or red eyes, flushed cheeks, rapid breathing, fatigue, extreme fussiness or a cough, etc.*)
 - Asking the accompanying adult, the following 2 questions:
 1. Has your child had contact with any persons under investigation for having COVID-19 within the last 14 days?
 2. Since the last time you were here at the SYJCC, have you or your child had any of these symptoms?
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| <ul style="list-style-type: none"> • Cough • Shortness of breath or difficulty breathing • Or at least two of these symptoms • Fever • Chills | <ul style="list-style-type: none"> • Repeated shaking with chills • Muscle pain • Headache • Sore throat • New loss of taste or smell |
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A staff member will walk or carry your child to his/her classroom and sign him/her in.

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In the Classroom:

The teacher will help children wash their hands upon entering the classroom

Children's items will be stored in their cubbies.

Group size will be no more than 15, not including staff and OCFS ratios will continue to be maintained.

Therefore, infants and toddlers will have a ratio of 1 teacher to every 4 children, 2's will have a ratio of 1:5, 3's will have a ratio of 1:7, 4's will have a ratio of 1:8 and school age will have a ratio of 1:9. Please note that 3 and 4 year olds may be put together in the same classroom. A mixed class of 3 & 4 year olds will have a ratio of 1:7.

The classrooms will be set up to provide as much space as possible for each activity. For example, chairs will be spread out at a table for meal time, floor markings will be used on the floor to encourage children to spread out as much as possible and cribs and cots will be placed a minimum of 6 feet apart.

Multi-use rooms, such as the gyms or auditorium, will only be used if the room is only being used by the early childhood program and the room can be disinfected between groups.

Staff are required to wear face coverings at all times.

Children older than 2 years may wear masks in the classroom. Parents must provide the masks. The child must be able to take the mask on and off him/herself. Masks must be labeled with the child's first and last name.

We recommend that children older than 2 wear masks when walking in the hallways outside of the designated early childhood hallways.

Playground and outside:

The children will play outside as much as possible.

Each class will be assigned to an outside playground area. This area will only be used by 1 group until it has been disinfected.

Infants and toddlers will be assigned a seat in the buggy. Each child's seat will be labeled with his/her name.

Buggies will be cleaned and disinfected every day.

Cleaning & Disinfecting:

All of the classrooms have been cleaned and disinfected and will continue to be cleaned and disinfected throughout the day every day.

Toys that cannot be cleaned or disinfected have been removed from the classroom. This includes soft toys, stuffed animals, paper books and baby dolls.

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Each child will have his/her own sensory bin and materials. Children may not bring any toys from home.

Eating surfaces & chairs will be washed and disinfected before and after every use.

Each class will have a "To be washed bin". When a child is finished playing with a toy it will be placed in the bin to be washed and disinfected before it is used again in the classroom.

All toys will be washed and disinfected at the end of every day. The teachers and maintenance staff will clean and disinfect the surfaces and frequent touch points (door handles, counters, table edges and undersides, chairs, faucets, light switches etc.) throughout the day.

Staff Safety Protocols:

All staff will be screened prior to entering the building in the same way that the children are. They will wash their hands and or use hand sanitizer when they enter their classroom and throughout the day. Staff will wear face coverings at all times.

Physical and Social Distancing:

In order to adhere to guidelines recommended by the CDC and local and state health departments, and to minimize risk of infections, efforts to encourage social distancing will be developed in a manner that is appropriate for each age level.

Sick Policy:

A child or staff member who develops a fever of 100, shortness of breath, a new cough, GI symptoms, lethargy, chills, rash or other potential coronavirus will be removed from the classroom and sent home immediately. If the parent is unable to pick up the child, the parent must make arrangements for somebody else to pick up.

The child will wait to be in a room separate from all of the other children, supervised by a staff member, until picked up.

A child who shows any symptoms of Multi-System Inflammatory Syndrome in Children (MIS-C), including neck pain, persistent fever, rash, abdominal pain, feeling tired, and diarrhea will be sent home immediately. The state recommends immediate medical consultation for any child who develops these symptoms and must be reported to the Department of Health and OCFS. Students who are diagnosed with MIS-C should follow the guidance of their local health department and their healthcare provider.

A child or staff member must be fever free, without the aid of a fever reducer, and have no other signs of illness, for a minimum of 72 hours before they return to the SYJCC.

A physician's note stating that the child does not have Covid 19 or MIS-C is required before being readmitted to the program.

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A Positive Case of COVID-19:

If a child or staff member is diagnosed with Covid 19, he or she may not return for a minimum of 14 days, as per CDC recommendations. All family members must also self-quarantine for 14 days. Therefore, if a member of a household has a positive diagnosis of Covid 19, children will not be permitted to return to the program for at least 14 days.

The Director will contact the Department of Health and follow their directions as to closing and disinfecting the center.

Parents will be notified by phone, email or text to inform them that there has been a confirmed case in the Center and the instructions given by the Department of Health.

Food:

We will provide morning and afternoon snacks as well as a kosher, dairy lunch. If your child does not like the food being served, you may bring food from home. Remember, no products with peanuts, including peanut butter. All food from home must be labeled with your child's first and last name.

Nap Time:

Please bring your child's bedding, the first day of the week that your child attends, in a plastic box or a container that can be wiped down. The bedding will be returned to you on Friday, in the same container, to be washed.

Items from Home:

Please provide wipes, diapers, creams, sun tan lotion, bibs, extra clothing as necessary. Personal items from home will not be allowed. This includes toys of any kid.

Visitors/Tours:

Visitors and tours will not be allowed inside the facility until further notice. All tours will take place via video, teleconference or phone conference.

At this point in time, we respectfully request that parents do not enter the ECC hallways. Our goal is for all of the children to have minimal contact with other people. Please call the early childhood office if you have any concerns.

Office Access:

Office Access will be restricted. Materials will be distributed as needed. Please call 631.462.9800, x115 for a prompt response.

Communication:

Teachers will complete daily logs for all children. Class Dojo will be used to inform parents of information they need to know during the day. Parents can also call the Center office at Ext 115 if they have questions or concerns that need to be addressed immediately.

Please note: This document has been carefully reviewed. The SYJCC reserves the right to make corrections to this document.

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Acknowledgement of the Addendum to Center Policies for COVID-19

Our priority at the SYJCC Early Learning Center is to ensure the safety of the children and staff that come to our center every day. We have created new procedures in order to achieve this goal, but we will not be successful without your help! The SYJCC Early Learning Center is following all communicable disease guidelines set forth by the Office of Children and Family Services, our state and local health departments and the CDC. We understand that we must do our part to keep your children safe.

In order to provide care for your child during this time, we are asking each of our families to acknowledge and agree to the following procedures.

We only need 1 form per family. This form must be turned into the school office prior to your child returning to the center.

Family Name: _____

First Name of Child or Children: _____

I certify and acknowledge that I have read and understand the Addendum Policies for COVID-19 as of 9/1/20 and agree to the terms listed above.

Signature: _____

Print Name: _____ Date: _____