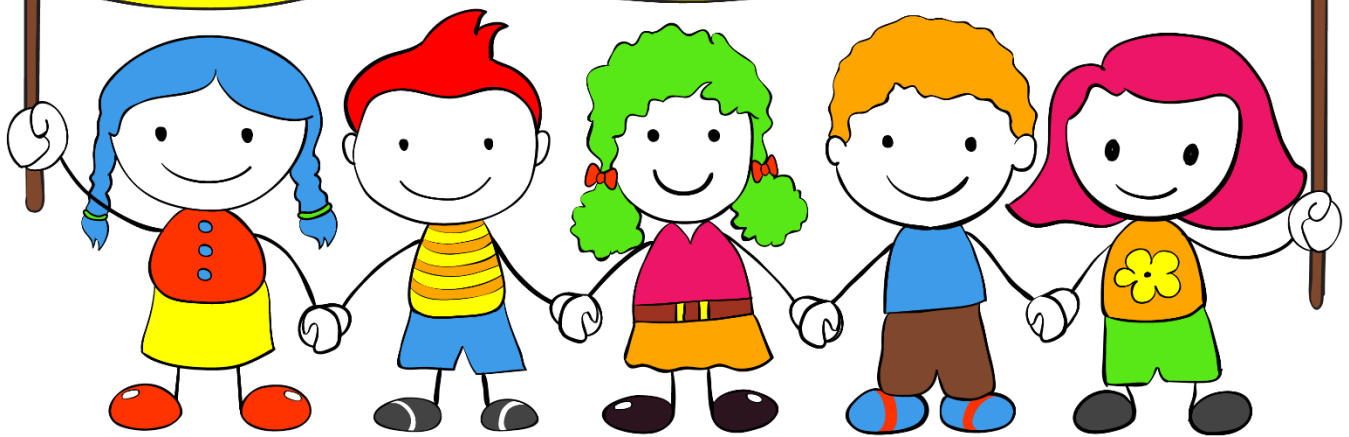


**Saint Gregory the Great
Early Childhood Enrichment Program**



**ADDENDUM
PARENT HANDBOOK
2020-2021
COVID19 PANDEMIC**

Parents we understand how difficult it is to leave your child in someone else's care during normal circumstances. To leave them in the care of someone else during a global pandemic is almost impossible. We want you to know that we are all in this together. The information below is to be used in conjunction with the Parent Handbook provided to all families at the time of enrollment. The following policies were developed with the guidance of the CDC, health officials and childcare licensing boards and have been put into place to provide safety for all staff, children, and families at Saint Gregory the Great Early Childhood Enrichment Program. Please understand that these policies and guidelines have been put in place to reduce the chances of illness and do not guarantee that the spread of COVID - 19 or other illnesses will occur.

Social Distancing Strategies

- Operating hours will be from 8:45 a.m. to 2:30 p.m. to allow staff adequate time to clean and disinfect.
- ONLY scheduled staff and children will be permitted inside the facility.
- When possible, classes will include the same group of children each day, and the same childcare providers will remain with the same group each day.
- No one is permitted to enter a classroom except for the designated staff for each room. Administrative staff may only enter a classroom in the case of an emergency or staffing shortage.
- Staff may not take a child outside of his/her designated classroom except for restroom breaks and scheduled outdoor time.
- Class/group sizes will be limited to 15 children.
- Classes will not utilize shared indoor spaces such as the multi-purpose room, etc.
- Outdoor playground times will be staggered. Playground equipment will be hosed down weekly, and wiped down daily after usage.
- Outdoor time will be increased to allow children more space to play and provide better air circulation.
- Snacks and Lunch will be eaten in the classrooms.
- Classes will alternate times to use the restrooms.
- Daily Activities will be planned to minimize physical contact between children when possible.
- Activities that involve physical contact between children will not be permitted (tag)
- Staff and children must practice social distancing from one another when at all possible. (6 feet)
- During naptime, children's mats will be spaced out as much as possible. (6 ft)
Children will be placed head to toe to further reduce the potential for viral spread.



- Special events, social gatherings, and enrichment programs will be postponed until further notice.
- Visits to the administrative office will be limited to emergency needs only.
- Non essential visitors will not be permitted into the facility.

General Drop Off and Pick Up Procedures

- Only scheduled staff and enrolled children are authorized to enter the school.
- Arrival/Departure stations will be located at the following entrances: Glass Doors on Broadway, Blue Doors on Broadway, Blue Doors on Harrison Avenue, Exterior Classroom Doors in the back of school facing the playground.
- We ask that only one/same adult drop off and pick up children if at all possible. We discouraged using grandparents and the elderly because they are consider as a high risk group.
- Use the same person for drop off and pick up. Be consistent.
- Children must be signed in and out for infection control measures. Bring your own pen. The following procedures will be taken at the door:
 - Sign In and Out
 - Taking of Temperature
 - Screening Questions
 - Health Check
- All staff will be wearing face coverings throughout the day. Please discuss this with your child(ren) before entering the program.
- Face masks for children are optional.



Arrivals and Departures

Each class will be assigned a specific drop off and pick up time and a specific door to enter the school building.

8:45 Arrivals:

- Room 4 Front Glass Doors
- Room 5 Front Blue Doors on Broadway
- Room 6 Harrison Avenue Blue Doors
- Room K Exterior Classroom Doors off Playground
- Room Pre K Exterior Classroom Doors off Playground

9:00 Arrivals

- Room 2 Front Glass Doors on Broadway
- Room 1 Blue Front Doors on Broadway
- Room 7 Harrison Avenue Blue Doors

- Staff members will greet families upon arrival and complete a health screening on each child (see details below).
- Each child's temperature will be taken and recorded daily.
- Each child's hands will be cleaned with a wipe upon entering the building with a moist hand wipe.
- A staff member will walk the child into the program after completing the health screening.
- Once a child enters his/her classroom, the teacher/assistant will thoroughly wash the child's hands with soap and water.



Departures

11:20 am Pick Up:

- Room 4 Front Glass Doors
- Room 5 Front Blue Doors on Broadway
- Room 6 Harrison Avenue Blue Doors

11:30 am Pick Up:

- Room 2 Front Glass Doors
- Room 1 Front Blue Doors on Broadway (M/F)
- Room 7 Harrison Avenue Blue Doors (M/F)

2:30 pm Pick Up:

- Room K Exterior Classroom Doors off Playground
- Room PK Exterior Classroom Doors off Playground
- Room 1 Front Blue Doors on Broadway (T,W,TH)
- Room 7 Harrison Ave Blue Doors (T,W,TH)

- Pick up time is 11:20 a.m./11:30 a.m. or 2:30 p.m. depending on the program your child is enrolled in.
- Staff Members will greet families at the same doors they use to enter the building at Arrivals.
- Staff members will call into the classroom and request your child (ren). Another staff member will escort your child (ren) to the door.

Health Screening Procedures

A thorough health screening will be performed on each child upon arrival. This screening must be completed before the parent/guardian leaves the child and before the child enters the school.

- A staff member will perform a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing, or difficulty breathing, fatigue, runny nose, extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
- Any child who has a temperature of 100 degrees or above or other signs of illness will not be admitted into the school.



Exclusion Criteria During COVID-19 Pandemic

- Fever- 100 degrees or higher
- Cough or sore throat
- Headache
- Any shortness of breath, or difficulty breathing
- Gastrointestinal upset (Nausea or Vomiting)
- Nasal congestion or a runny nose
- Recent loss of smell or taste?
- Fatigue, muscle or body aches?
- Chills
- Upon visual inspection, are there any changes in the child's baseline: lethargy, paleness, flushed, skin rashes, swelling or bruises, etc.
- If a parent/guardian or child had DIRECT CONTACT with known COVID-19 or person under investigation for COVID-19.
- Anyone in your home under ACTIVE QUARANTINE OR ISOLATION.
- Parent or anyone in home tested positive through diagnostic test in last 14 days.
- Parent of any immediate family member who recently travelled to any state where you are required to QUARANTINE FOR 14 DAYS upon your return to New York (Adhere to Governor Andrew Cuomo's NEW CRITERIA FOR TRAVEL).

WE WILL NOT ACCEPT "MILDLY ILL" CHILDREN INTO THE PROGRAM. WE WILL ONLY ACCEPT "WELL" CHILDREN.

NOW IS THE TIME TO CHECK YOUR "EMERGENCY CONTACT LIST" TO BE SURE YOU HAVE LISTED THOSE WHO ARE AVAILABLE TO PICK UP YOUR CHILD IN THE EVENT OF ILLNESS.

- If a child becomes sick during the day (i.e. fever, cough, shortness of breath, muscle aches, generally not feeling well, etc) the child will be removed to an isolation area in Room 8 where the child will be kept comfortable until the family can arrive.
- Staff will thoroughly clean and disinfect areas used by the sick child.
- The office staff will call the child's family and request an immediate pick up.
- The family will have one half hour from the time of the call to pick up the sick child.



Employees

- Employees who appear to have symptoms upon arrival at work or who become sick during the day will immediately be sent home.
- Staff will thoroughly clean and disinfect areas used by the employee.

Onset of Illness While at Home

Child:

- If a child becomes sick at home with any Covid-19 we ask that you contact us after your Doctor's visit. You must provide us with information regarding your doctor's evaluation so that we may know how to proceed. Your child must remain home while awaiting test results. In order for your child to return to school after an absence you must follow the protocols for returning to school exactly.

Employees:

- Must notify administrative staff of their illness and symptoms.
- Stay home.
- Stay in touch with their doctor.
- Stay away from others as much as possible.
- If they develop warning signs for Covid-19 get medical attention immediately.

Child/Staff who have had close contact with a person with symptoms or diagnosed with COVID - 19:

- Child or employee should stay home.
- Sick employees/children should follow CDC recommended steps. Employees/children should not return to school until the criteria to discontinue home isolation are met, in consultation with health care providers and state and local health departments.
- Employees/children who are well but who have a sick family member at home with COVID -19 should notify their Director and follow CDC recommended precautions.
- If an employee/child is confirmed to have COVID -19 infection, employees should inform the Director immediately of possible exposure.
- Employees/children should not return to work/school until the criteria to end home isolation is met as instructed in consultation with health care providers and state and local health departments.



General Daily Procedures to Prevent The Spread of COVID - 19

- Provision of adequate supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces will be available.
- Children and Staff will wash hands with soap and water throughout the day.
- Touched surfaces will be cleaned and disinfected frequently.
- Staff will cover all coughs and sneezes and guide children to do the same.
 - Cover your mouth and nose with a tissue when you cough or sneeze.
 - Throw away used tissues in a lined trash can.
 - Cough or sneeze into your elbow.
 - Immediately wash hands with soap and water for at least 30 seconds.
 - Staff will cover their mouth and nose with a mask or face covering. Face masks are optional for children.
 - Drinking fountains will be closed.
 - Children's personal belongings will be limited to necessary items only. They must be fully contained in a labeled bag with the child's name and teacher's name.

Cleaning and Disinfecting

- Saint Gregory the Great Early Childhood will follow the guidance of the CDC which provides national standards for cleaning, sanitizing, and disinfection of educational facilities for children.
- Our staff will receive a thorough training and handouts on how to properly clean and disinfect prior to returning to work.
- Toys that can be put in the mouth will be cleaned and sanitized. Hard surfaces, doorknobs, floors will be disinfected.
- Surfaces and objects that are frequently touched, especially toys and games, will be routinely cleaned, sanitized, and disinfected.
- Cleaning products will be used according to the directions on the label.
- Disposable wipes will be provided to staff members so that commonly used surfaces such as desks, phones, etc. can be wipe down before use.
- All cleaning materials will be kept secure and out of reach of children.
- Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
- Toys that cannot be cleaned and sanitized will not be used.
- Toys children have place in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves.



- No toys from home may be brought to school
- Toys will not be shared with other groups of children.
- Books like other paper based materials such as mail, or envelopes are not considered a high risk for transmission and do not need additional cleaning.
- Only bedding that can be washed will be used.
- Children's bedding will be kept separately.
- Mats will be labeled for each child. Cot sharing will not be permitted.
- Bedding must be cleaned weekly.

Healthy Hand Hygiene Behavior

- All children and staff will engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - Before and After eating or handling food or drinks
 - Before and After administering medication
 - Before and After toileting
 - After coming in contact with bodily fluid
 - After playing outdoors
 - After handling garbage.
- Staff and children will wash hands with soap and water for at least 30 seconds.
- Posters describing hand washing steps will be placed near the sinks and in bathroom facilities.

Snack Time / Lunch Time

- A nutritious snack and lunch will be provided by parents.
- Snacks and lunch will be served in the classrooms to avoid shared spaces.
- Staff will ensure that children wash their hands prior to and immediately after eating.
- Staff/children will wash their hands before and after snack and lunch.



Toileting

When assisting a child with toileting needs a staff member will wash their hands and wash the child's hands before they begin, and wear gloves. Staff will follow safe toileting procedures. Steps include:

- Putting on gloves
- Clean the child
- Remove soiled pull up/underwear
- Replace pull up/underwear
- Wash child's hands
- Wash their own hands.
- Soiled pull ups will be placed in a plastic bag or into a plastic lined, hands free trash pail.
- Soiled garments will be placed in a plastic bag to give to parents/guardians.



10/1/2020 ADDENDUM TO PROTOCOLS FROM THE N.Y.S. DEPT. OF HEALTH GUIDELINES FOR STUDENT/STAFF TO RETURN TO SCHOOL

If your child has been sent home with any COVID-19 symptoms, or you have called your child out ill, he/she may return to school when:

1. Your child's health care provider has evaluated your child for COVID-19.
2. If the health care provider does not feel that COVID-19 testing is necessary, then he/she must **provide a written "ALTERNATE DIAGNOSIS"**. The doctor's note must contain a diagnosis of a known chronic condition with unchanged symptoms **OR** a confirmed acute illness (examples- laboratory confirmed influenza, strep throat) **AND "COVID-19 IS NOT SUSPECTED"**. This note explaining the **"ALTERNATE DIAGNOSIS"** will allow your child to return to school. Note- A signed doctor's note stating "viral upper respiratory infection (URI) or gastroenteritis" will **NOT** suffice.

If your child was tested for COVID-19, and the results were **NEGATIVE**, he/she may return to school when:

1. You provide a note from your child's healthcare provider stating that the COVID-19 test was negative **OR** provide a copy of the negative test. **AND**
2. Your child's symptoms are improving **AND**
3. Your child is fever free for 72 hours without fever reducing medication.

If your child was tested for covid-19, and the results were **POSITIVE**, he/she may return to school when:

1. He/she has remained home **IN ISOLATION** until **released by the local Department of Health**, which is typically 10 days from the onset of symptoms. **All members of the family must quarantine at home for 14 days.**
2. Symptoms are improving.
3. Child is fever free for 72 hours without fever reducing medication.
4. A repeat COVID-19 test is **NOT** required to return to school.



IF your child has COVID-19 symptoms and is not seen by a health care provider, OR a COVID-19 test was recommended, but you refused, OR there is no "ALTERNATE DIAGNOSIS then:

1. Your child must remain home in isolation until released by the local Department of Health. This is usually 10 days from the onset of symptoms, and the child is fever free for 72 hours without the use of fever reducing medications.

THE COVID-19 "RAPID" TEST PROVIDES A SIGNIFICANT NUMBER OF FALSE NEGATIVE RESULTS. IT FREQUENTLY IS FOLLOWED BY MOLECULAR TESTING (3-5 DAY WAITING PERIOD). **YOUR CHILD MUST REMAIN HOME UNTIL MOLECULAR TEST RESULTS ARE RECEIVED.**

