

Reopening Plan 2020-2021

PEE WEE FOLKS



PRE SCHOOL

12-24 Clintonville Street

Whitestone, NY 11357

(718) 746-6107

Pee Wee Folks Preschool Reopening Plan

Agency Name: Pee Wee Folks Preschool

Administrative Address: 12-45 Clintonville Street, Whitestone, NY 11357

Program Site Address: 12-45 Clintonville Street, Whitestone, NY 11357

Programs Provided at this site:

- ♦ Toddler Class
- ♦ Nursery Class (3 year old)
- ♦ Pre-K (4 year old)
- ♦ Schoolage

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Introduction

This plan was developed to conform to the guidance provided by the New York State Education Department in their July 2020 document entitled: Recovering, Rebuilding and Renewing: The Spirit of New York's Schools—Reopening Guidance. This plan will be revised and updated as needed to adjust to changing public health conditions caused by the COVID-19 virus and all the new requirements and regulations which may emerge. We solicited input and involvement from both the families we serve and our staff during the original drafting of our reopening plan. We will rely on continued input from all as we move toward implementation and contemplate any additions or modifications.

As with every plan under these ever-changing conditions, this document will change as necessary based on guidance from state agencies and local health experts, as well as input from our students, staff and families. We will closely monitor the conditions of our community as the COVID-19 pandemic continues. Be assured that nothing has changed our sincere commitment to our students and our determination to provide the highest possible quality of educational programming during these difficult times.

The goal of this plan is to guide the delivery of high-quality educational services as safely as possible, whether through in-person learning, remote learning or a hybrid of both remote and in person learning. Our plan includes all the required elements identified by NYSED and follows the structure of the guidance by addressing the following areas as they apply to our students and their families:

- ◆ Communication and Community Engagement
- ◆ Health And Safety
- ◆ Health Checks & Screenings
- ◆ Staff
- ◆ Facilities
- ◆ Nutrition
- ◆ Social Emotional Well Being
- ◆ School schedules
- ◆ Attendance
- ◆ Teaching And Learning

Any suggestions, concerns and/or questions about our plan should be directed to the director of Pee Wee folks: Michele Gembressi

A. COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT

Pee Wee Folks reopening plan is an ongoing collaborative effort of incorporating information from our staff including administrators, teachers, assistants and custodial staff. In addition, we reached out to the families of the children scheduled to attend to get an understanding of their concerns and their scheduling preferences. We also consulted with medically oriented personal and researched information regarding PPE equipment and revised guidelines by DOH, NYSED and CDC.

Pee Wee Folks remains committed to communicating all elements of the reopening plan to parents/guardians, staff and visitors. This plan is available on the Pee Wee Folks website and will be updated as necessary.

Staff will be trained on how to follow COVID-19 protocols during staff orientation. Staff will teach children how to implement COVID-19 essentials such as social distancing, hand washing as well as proper etiquette for wiping their nose coughing/sneezing.

Pee Wee Folks will communicate with staff and parents through a variety of platforms such as WebEx, Zoom, Class Dojo, emails, telephone, text and social media. It is our goal to keep parents and staff fully informed on our commitment to adhering to COVID-19 protocols.

All communication to parents will be in English and can be translated if necessary.

B. HEALTH AND SAFETY

Education & Training

Parents and staff will be provided resources to educate them regarding the observation of COVID-19 symptoms. In addition, all staff members will undergo a COVID training prior to reopening. This training will instruct staff how to observe for signs of illness in students and other staff members.

Healthy hygiene practices will be taught at school for both students and staff. We will also provide instruction to the families in hand and respiratory hygiene. PPE and hand hygiene supplies including disposable masks, hand soap and hand sanitizer have been stocked and will be distributed accordingly.

Appropriate DOH and CDC signage will be posted throughout the school reminding and instructing everyone in proper hand and respiratory hygiene procedures. Signage will remind individuals to:

- ◆ Stay home if they feel sick
- ◆ Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others.
- ◆ Properly store and discard PPE
- ◆ Adhere to social distancing instructions
- ◆ Report symptoms of or exposure to COVID-19
- ◆ Follow hand hygiene and cleaning and disinfection guidelines
- ◆ Follow respiratory hygiene and cough etiquette

Teaching healthy hygiene practices will be accomplished in person as well as by announcements, posters and signs. Signage will be posted in highly visible areas such as:

- ◆ Entrances
- ◆ Restrooms
- ◆ Classrooms
- ◆ Administrative Offices

Pee Wee Folks has assigned a COVID administrator to supervise the reopening plan implementation. In addition all staff members will be trained to conduct necessary health checks and screenings before allowing anyone entry into our building.

Michele Gembressi, Director and Susan Locicero, Director Of Operations will function as our COVID-19 resource people. They will lead illness response, acting as primary point of contact with local health agencies and direct family and staff trainings.

C. HEALTH CHECKS & SCREENINGS

Children: Upon arrival to school, the child's temperature will be taken at the point of entry. Hand sanitizer will be used to disinfect hands before being taken to their classrooms. Parents must sign child in and answer the following COVID questions: (APP implementation)

- ◆ Have you or anyone in your household tested positive for COVID-19 in the past 14 days.
- ◆ Have you or anyone in your household experienced symptoms of COVID-19 in the past 14 days (symptoms include but are not limited to : cough, shortness of breath or difficulty breathing, fever, chills, headache, muscle or body aches, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, fatigue or loss of taste and/or smell)
- ◆ Have you been in close contact in the past 14 days with anyone who has tested positive for COVID-19 or who has had symptoms of COVID-19

Pee Wee Folks will be using 2 entrances to provide a safe spacing system. Each adult and child will undergo the following protocol upon arrival:

Upon arrival at school all children will have their temperature taken by a staff member

- ◆ If they have a temperature of 100.4 they will not be admitted to the building and must be taken home.
- ◆ If a student become sick during the day, they will be isolated until they can be picked up from school.
- ◆ The staff member conducting the screening will wear disposable gloves and use a non-contact infrared thermometer.
- ◆ Once the child has cleared screening they will be instructed to use hand sanitizer on their hands before being taken to class

Teachers and staff will evaluate students throughout the day. This includes asking students how they are feeling and observing general wellness. If a child shows symptoms of COVID with no other explanation, the parent will be contacted to pick up the child for follow up with a health care provider.

D. STAFF

Similarly all staff will be required to conduct a health screening each morning at the point of entry to the building. If a staff member answers “yes” to any COVID question or has a fever of 100.4, they will be sent home and referred to a health care provider if necessary.

Hand Hygiene: Students and staff will practice good hand hygiene to help reduce the spread of COVID-19. Time will be scheduled throughout the school day to allow for hand hygiene. Hand hygiene includes:

- ◆ Traditional hand washing with soap and water lathering for 20 seconds (preferred method)
- ◆ Use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available
- ◆ Hand sanitizer will be available throughout common areas and near high-touch surfaces
- ◆ Signage will be placed near hand sanitizers and bathroom indicating proper protocols
- ◆ Students or staff that are unable to use alcohol-based hand sanitizers for health reasons will wash their hands with soap and water

It is recommended that students and staff should wash hands as follows:

- ◆ Upon entering the building and classroom
- ◆ After using shared objects or surfaces (electronic devices, musical instruments, writing utensils, tools, toys, desks or laptops)
- ◆ Before and after snacks and lunch
- ◆ After using the bathroom
- ◆ After helping a student with toileting
- ◆ After sneezing, wiping or blowing nose or coughing into hands

Respiratory Hygiene: It is important that all employees, visitor and students practice good respiratory hygiene as this is the primary path for viral spread. It is important that students and staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately.

A supply of tissues and no touch/floor pedal trash cans will be available in each room. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

- ♦ All employees and visitors will be required to wear a face covering at all times
- ♦ Due to the young age of our students, they will not be required to wear a face covering in class but will wear face covering while moving around building and upon arrival for entry.

Social Distancing: Pee Wee Folks will require a physical distancing of 6 feet between all adults and, whenever possible, all children. All staff members will be trained to enforce social distancing policy at all times.

- ♦ Student groupings will be as static as possible by having the same group of students stay together.
- ♦ The size of groups of students will be determined by regulations provided by the NYDOHH and NYSED.
- ♦ As discussed, a designated point of entry has been designated to limit contact and entry of parents into the building.
- ♦ Students are assigned to a specific classroom and will be with the same teacher and assistant each day.
- ♦ The use of restrooms will be staggered and flexible to maintain social distancing. Bathrooms will be monitored by staff to ensure social distancing, that it is clean and students are washing hands after use.
- ♦ Windows will be kept open as much as possible to improve ventilations.
- ♦ Student belongings will be kept separated. There will be limited use of shared supplies to each classroom and these supplies will be cleaned between use. Students will be given their own storage container.
- ♦ The use of classrooms and other places where students and staff gather (lockers, cubbies, entryways, hallways) will be restricted so that individuals can be socially distanced.
- ♦ The Pee Wee Folks playground is very large and will be divided so 2 or 3 classes may use it. Teachers and assistants will monitor the divided areas to ensure that the children remain in their designated areas and keep a distance of 6 feet from other children. Children will wash their hands after outdoor time.
- ♦ Visitors to the school building will be limited to staff, students and necessary visitors. Parent/visitor access will be as minimal as possible.

Personal Protective Equipment & Face Covering

Pee Wee Folks has combined the OSHA COVID-19 guidelines with the CDC's recommendations that school-based health personnel use Healthcare Facilities: Managing Operations During COVID-19 guidance when providing care to ill persons as part of infection control protocols. If it is suspected a student or staff is ill:

- ♦ Standard precautions will be used at all times.
- ♦ If a person is suspected of having COVID-19, transmission-based precautions will be provided.
- ♦ Pee Wee Folks has purchased and will maintain an adequate supply of PPE such as, face masks, gloves and face shields;

Face shields:

- ♦ Must be used with a face mask.
- ♦ Extend below the chin and to the ears laterally.
- ♦ No exposed gap between the forehead and the shield's headpiece.
- ♦ Each person will have their own shield to be labeled.
- ♦ Will be cleaned between uses.
- ♦ The wearer should wash their hands after removing the shield and before putting it on.

Cloth Face coverings:

Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators or other medical personal protective equipment. All staff in the school and on school grounds will always wear face coverings or masks. We will provide acceptable face coverings to employees and will maintain an adequate supply in case of need for replacement.

At this time, children are not required to wear face masks while in their classroom per the most recent guidance we received.

We will instruct parents/guardians and staff on:

- ♦ The proper way to wear face coverings
- ♦ Washing hands before putting on and after removing their face covering
- ♦ Proper way to discard disposable face coverings
- ♦ The importance of routine cleaning of reusable face coverings
- ♦ Face coverings are for individual use only and should not be shared

Management Of Ill Persons

Students and staff with symptoms of COVID-19 that are not explained by a chronic health condition will immediately be isolated and dismissed for follow up with a health care provider. Our designated COVID safety coordinator will immediately notify a local public health agency of any disease reportable under the public health law and take any additional steps they deem necessary to protect the health of the students and staff.

Students suspected of having COVID-19 waiting for parent to take them home will be isolated in an area separate from others with a supervising adult present utilizing appropriate PPE. Per CDC and NYSDOH recommendations, this area will be:

- ◆ Closed off and not used until after cleaning and disinfection has occurred
- ◆ Opening outside doors and windows to increase air circulation in the area
- ◆ Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19 such as offices, classrooms, bathrooms, lockers and common areas
- ◆ Once the area has been appropriately cleaned and disinfected it can be reopened for use

A facemask will be provided to the student if they can tolerate wearing it and does not have difficulty breathing to prevent possible transmission of the virus to others while waiting for transportation home. Upon arrival of the parent/guardian

- ◆ The student will be escorted from isolation area to the parent/guardian
- ◆ The parent or guardian will be instructed to call their health care provider
- ◆ All symptomatic students or staff members will follow CDC's Stay Home when You Are Sick guidance unless otherwise directed by a healthcare provider or the local department of health
- ◆ If the student or staff member has emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, confusion, inability to arouse, bluish lips or face, we will call 911 and notify the operator that the person may have COVID-19
- ◆ If a student or staff member reports having tested positive for COVID-19, our school administrators will notify the local health department to determine what steps are needed for the school community

Return To School After Illness

Pee Wee Folks will follow the CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider with COVID-19, they can return to school:

- ◆ Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours.
- ◆ If they have been diagnosed with another condition and have a healthcare provider written note stating that they are clear to return to school

If a person is diagnosed with COVID-19 by a healthcare provider based on a test, their symptoms or does not get a COVID-19 test but has had symptoms, they will be required to stay home until:

- ◆ It has been at least ten days since the individual first had symptoms
- ◆ It has been at least three days since the individual has had a fever (without using fever reducing medicine)
- ◆ It has been at least three days since the individual's symptoms improved, including cough and shortness of breath

COVID-19 Testing

The decision of whether a test needs to be conducted will be determined by a healthcare provider or the local department of health, not Pee Wee Folks.

Contact Tracing

Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus. We will cooperate with state and local health department contact tracing and will assist public health departments by:

- ◆ Keeping accurate attendance records of students and staff members
- ◆ Ensuring student schedules are up to date
- ◆ Keeping a log of any visitors which includes date, time and where in the school they visited
- ◆ Assist local health departments in tracing all contacts of the individual at school in accordance with the protocol, training and tools provided through the New York State Contact Tracing Program

Confidentiality will be maintained as required by federal and state laws and regulations.

School Closures

Schools must collaborate with their local health department to determine the conditions (increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

School administrators should consider closing school if absentee rates impact the ability of the school to operate safely.

DECE COVID-19 CASE REPORTING AND TRACING

The situation regarding COVID-19 is rapidly changing as is our knowledge of this new disease. The guidance below is based on the best information currently available. This guidance for DOE-contracted early childhood programs is intended to supplement all relevant city, state and federal law and guidance, including guidance issued by New York State and the NYC Department of Health and Mental Hygiene.

COVID TESTING

Programs should ask all staff to be tested for COVID-19 at least seven days prior to the start of in-person services, including staff members working in any classroom not contracted by the DOE. Participation in COVID-19 testing for program staff is entirely voluntary. Program staff members should also be encouraged to opt into monthly repeat surveillance COVID testing. Testing may occur at any location, but staff are encouraged to use City-run testing sites.

ISOLATION SPACE

Pee Wee Folks will have a private area provided for separating symptomatic children under direct adult supervision until a family member can pick up the child or symptomatic staff members until they can safely leave the facility.

Pee Wee Folks will maintain a supply of medical and emergency equipment and supplies in the designated isolation space including go bags/kits and appropriate personal protective equipment (PPE) including, but not limited to gloves, gowns and face coverings and face shields.

SYMPTOMATIC CHILDREN AND STAFF

All program staff must be familiarized with the symptoms of COVID-19. these symptoms may include:

- ◆ Fever or chills
- ◆ Cough, shortness of breath or difficulty breathing
- ◆ Fatigue
- ◆ Muscle or body aches
- ◆ Headache
- ◆ Loss of taste or smell
- ◆ Sore throat, congestion or runny nose
- ◆ Nausea or vomiting
- ◆ diarrhea

If a child is showing any symptoms of COVID-19, program staff should:

- ◆ Escort the child to the isolation space while wearing appropriate PPE
- ◆ School safety monitor will assess if the child is in acute respiratory distress for 911 activation
- ◆ If 911 is called, complete and submit a DECE Occurrence Report
- ◆ If the child is stable enough, notify the child's parent/guardian to come and pick up the child. Strongly advise the family to visit a doctor and get the student tested for COVID-19
- ◆ Upon completing the supervision of the child (transferring custody to the parent/guardian) the staff member should remove gloves and wash hands. Then remove the following in this order taking care to touch only the back of the items: face covering, smock then wash hands. Hands should be washed after removing each item. All items should be disposed of in a regular garbage bin.

If a staff member is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at work, the staff member must be separated and sent home immediately. If the employee does not feel well enough to leave on their own, the program leader should assist with arrangement of ambulance services or other safe transportation home, such as calling a family member to accompany the staff member home. If 911 is called complete and submit a DECE Occurrence Report. Any adults waiting with the employee should stay at least six feet away from the employee in the designated isolation space. Strongly advise the staff member to visit a doctor and get tested for COVID-19.

Immediately close off areas used by any person with COVID-19 symptoms.

- ◆ Thoroughly clean and disinfect any affected areas according to the CDC guidance on Cleaning and Disinfecting Your Facility
- ◆ Open outside doors and window to increase air circulation in the affected areas, to the extent practicable while maintain all health and safety standards
- ◆ Wait 24 hours before you clean and disinfect the affected areas. If 24 hours is not feasible, wait as long as possible (at least 2 hours)
- ◆ Clean and disinfect all areas used by the person with COVID-19 symptoms, such as the isolation space, bathrooms, common areas and shared equipment
- ◆ After cleaning and disinfecting the affected areas, these areas can be used for other purposes.

If a child or staff member is exhibiting COVID-19 symptoms but there is no laboratory-confirmed positive test result, there is no requirement to close the classroom or program building.

If the symptomatic individual gets tested, the person must stay home while waiting for their test results for at least 10 days and cannot attend the program (or any other childcare program)

- ◆ If a positive case is confirmed, programs must follow the protocols in the next section
- ◆ If a negative laboratory-confirmed test result is received, the individual may return to the program if they have been fever-free for 24 hours without the use of fever-reducing medication and their overall illness has improved.

If the symptomatic individual does not get tested, then the individual cannot return to the program until:

- ◆ 10 days have passed since the first symptom AND
- ◆ The individual has been fever-free for 24 hours without the use of fever-reducing medication AND
- ◆ Their overall illness has improved

The program is not required to notify families when someone in the program has symptoms of COVID-19 (as long as the case is not confirmed). If you want to communicate something to families about a symptomatic staff member or child, you may let them know that::

- ◆ The person has symptoms, does not currently have a confirmed case of COVID-19 and is not attending the program for at least 10 days (unless they receive a negative lab-based test).
- ◆ All other children may continue to attend the child care program
- ◆ If they are concerned, they should talk to their health care provider
- ◆ The symptoms of COVID-29 are very nonspecific and are often similar to other respiratory viral
- ◆ diseases including influenza

ONE CONFIRMED CASE IN A PROGRAM

A-DOE-Contracted program may hear about a positive COVID-19 case in one of the following ways:

- ◆ The DOHMH alerts the program about a positive diagnostic test. (Note: The program should notify the DOE after receiving this information using this intake form. The DOHMH will also notify the DOE about any confirmed cases at DOE-contracted programs.
- ◆ Staff member or parent/guardian self-reports to the program and the program notifies the DOE which works with the DOHMH to confirm the positive test result.

If a staff member or parent/guardian reports a positive COVID-19 case to the program, the program must immediately contact the DOE by completing this intake form. .

- ◆ DOE-contracted programs must use this form for staff or child cases in both COE-contracted and non DOE-contracted classrooms.
- ◆ Each program must identify two contacts who are authorized to notify the DOE of self-reported cases and receive information back about confirmed cases. This information must be treated as confidential and identifying the information on cases should not be shared with the program community or others.

The DOHMH will investigate whether the person is a confirmed case of COVID-19 and share the results back with the DOE. The DOHMH will also follow up with the program and any confirmed cases directly.

Programs can expect to hear back from the DOE whether the case is confirmed by DOHMH within approximately three hours.

In the event that there is one or more confirmed positive COVID-19 cases in a program, the program must adhere to the protocols outlined in the table below titled

Summary Of Confirmed COVID-19 Case Outcomes For DOE-Contracted Programs.

The person who has a confirmed case of COVID-19 cannot attend the program or any other child care program until all the following are true:

- ◆ It has been at least 10 days since their symptoms started AND
- ◆ They have not had fever for the last 24 hours without the use of fever-reducing medication AND
- ◆ Their overall illness has improved

If the person never had symptoms, they cannot attend the program for 10 days from the date that the specimen was obtained for their positive COVID-19 test.

Immediately after confirming the case with the DOHMH the DOE will be reaching out to the program with templates for letters to provide to all staff and families enrolled in their program, including families and staff in any classroom not contracted by the DOE. The DOE will share two different letter templates with programs:

- ◆ Letter 1 (for presumed close contacts): this letter is for staff and families of children who are presumed to be close contacts of the positive case because they are from the same classroom as the individual who tested positive, this classroom will be closed for 14 days. Letter 1 will state that they or their child has likely been in close contact with a COVID-19 positive individual and will give directions to quarantine for 14 days from the date they were last exposed. (If they develop symptoms during this time, they will need to isolate).
- ◆ Letter 2 (everyone not presumed close contacts) this letter is for staff and families of children who are not presumed to be close contacts of the individual who tested positive. Letter 2 will state that there was a confirmed case of COVID-19 at the program but that they or their child is not considered a close contact at this time and therefore there is currently no need to quarantine.

If any children or staff who are presumed close contacts are currently on site when the case is confirmed, programs should follow their existing isolation protocol, contact the parents/guardians of any children who are presumed close contact for immediate pick-up and send home any staff members who are presumed close contacts immediately.

After a case is confirmed DOHMH will determine the person's likely "infectious period" which is the time period when they can spread the virus to determine whether the child or staff attended the program facility during the infectious period.

- ◆ If the DOHMH determines that the person was not in the program during their infectious period, unless DOHMH or DOE direct the program otherwise, there is nothing else to do.

- ♦ If the DOHMH determines that the person was in the program during their infectious period, they will work with the program to create a confirmed list of everyone who would have been a close contact (withing six feet for at least 10 minutes) of the person in the program during their infectious period.
- ♦ This list of confirmed close contacts will likely include all of the presumed close contacts (staff and children from the same classroom or home care setting as the individual who tested positive). Depending on the program's schedule, there may be other close contacts identified. For example, if children or staff move between groups, there may be close contacts in these other groups.
- ♦ The DOHMH may provide additional letter templates with further information to confirmed close contacts (including anyone not included in the initial group of presumed close contacts)
- ♦ All close contacts must quarantine and cannot attend the program or any other child care program for 14 days after their last contact with the infectious person. This is true even if the close contact receives a negative COVID-19 test result themselves during the quarantine period.
- ♦ The DOHMH will provide the list of close contacts to NYC Test and Trace Corps for contact intake and ongoing monitoring the 14-day quarantine.
- ♦ Learning must continue remotely for all children from DOE-contracted classrooms who are in quarantine

Programs must keep the DOE updated on all developments from the DOHMH investigation.

You should never reveal the identity of the person with COVID-19 with families in your program or share information about the person with COVID-19. That information is confidential. Maintaining confidentiality will help encourage other people to disclose when they have COVID-19.

Whenever a case of COVID is confirmed by the DOHMH programs must close off any areas used by the person confirmed to have COVID-19 and follow the CDC guidelines on cleaning and disinfecting those spaces.

TWO OR MORE CONFIRMED CASES IN A PROGRAM

If there are two or more confirmed COVID-19 cases in a program:

- ♦ If the cases are in the same classroom, the program stays open for in-person services but the affected classroom must remain closed for 14 days, all students and staff in close contact with the positive cases must quarantine for 14 days.
- ♦ If the cases are in different classrooms, the program must close all in-person DOE services for a minimum of 24 hours while the DOHMH and NYC Test & Trace Corps conduct their investigation.

The DOE will provide the program with the letter template for presumed close contacts described above as well as a letter template for all other staff and families (not presumed close contacts) notifying them of the closure

The DOHMH and NYC Test & Tract Corps will determine if the program needs to remain closed beyond the minimum 24 hours in order to reach the conclusion of the investigation.

If at its conclusion the investigation is unable to determine a link between the cases or if exposure outside the program setting is not confirmed for each case, the program must close all in-person DOE services for 14 days.

Cleaning And Disinfection

Pee Wee Folks will follow all CDC guidance for cleaning and disinfection. School wide cleaning includes all classrooms, restrooms and common spaces. The guidance outline is based on doing the following:

- ◆ Normal routine cleaning of surfaces and objects to reduce the risk of exposure
- ◆ Disinfection using Environmental Protection Agency (EPA) approved products for frequently touched surfaces
- ◆ A schedule and log of cleaning and disinfection frequency for each area. Logs include the date, time and scope of cleaning and disinfection in a facility or area

The safety of our custodial staff, as well as other staff carrying out basic cleaning or disinfection, is of great important. All relevant PPE will be provided to the custodial staff and other. All staff members will be trained on basic cleaning procedures to maintain a high frequency of disinfection.

High touch surfaces will be cleaned and disinfected frequently throughout the day. Examples of high-touch surfaces include:

- ◆ Tables
- ◆ Doorknobs
- ◆ Light switches
- ◆ Countertops
- ◆ Handles
- ◆ Desks
- ◆ Phones
- ◆ Keyboards and tablets
- ◆ Toilets and restrooms
- ◆ Faucets and sinks
- ◆ Students will not be present when disinfectants are in use
- ◆ Outdoor areas like playground equipment generally require normal routine cleaning but do not require disinfection
- ◆ High touch surfaces made of plastic or metal such as grab bars and railings should be cleaned routinely

Pee Wee Folks has purchased an Ultralow Volume (ULV) cold fogger to disinfect all classrooms at the end of every day by coating all areas with a fine mist of disinfectant.

Safety Drills

The law requires that schools conduct a Fire Drill every month and 4 lockdown drills each year.

Fire Drills/Evacuation Drills: the procedures will remain mostly the same for evacuation of the building. To ensure social distancing, areas will be designated outside the building where classes will wait until the “all clear” signal is given. Entrance back into the building will be per class.

Lockdown Drills: Shelter in place drills will be performed as usual since the instructions for a lockdown coincide with social distancing rules in a classroom.

E. FACILITIES

Pee Wee Folks has implemented many features to enhance the safety of our environment and subsequently reduce infection in our school due to COVID-19 in accordance with CDC guidance. We enforce social distancing, handwashing, cleaning of common areas and objects that might be used by more than one person.

Adult bathrooms must only be used by one individual at a time. Disinfectant will be available in the bathroom to clean the toilet and sink handles. Adult bathrooms will be cleaned regularly on a cleaning schedule by the custodian.

In the classroom, hand-washing signs are visible at each sink. Children will wash their hands upon arrival, after outdoor play, before snack, lunch and after using the toilet. After each bathroom use, the toilet and faucets will be wiped with a disinfectant .

Children and staff will have their temperature taken before entering the building. 6 ft markers will be placed outside the building to ensure social distancing upon entry. Hand sanitizer has been placed at each door throughout the building. They are filled with an alcohol based hand sanitizer. Pee Wee Folks will keep windows open for increased natural air flow.

F. NUTRITION

Breakfast and lunch will be provided for Universal Pre-K students from a catering company. Our catering company will provide individualize, prewrapped lunches. There will be no family-style serving.

UPK Students will bring their own snack and any additional drinks in disposable containers. All other Pee Wee Folks students will bring their own lunch, snacks and drinks in disposable containers.

The names of children with food allergies will be posted in the classroom as all staff need to be informed regarding food allergies. The policy for children will be no food sharing.

Children will eat all meals in the classroom and will be seated distanced from each other. A staff member will be seated with the children. Children will wash their hands before any meal. Staff will wash their hands and wear food service gloves when handing out meals.

G. SOCIAL EMOTIONAL WELL-BEING

Pee Wee Folks is taking into consideration the variety of needs of students, families and staff that must be addressed during the transition back to school. We understand that families and staff will return with fear or anxiety and we must balance physical safety with social emotional needs.

Our initial focus will be directed to the social and emotional needs of the staff before they return to school and on an ongoing basis. We have in place systems of support including meaningful peer relationships, opportunities to connect and resources. We know after a prolonged closure many of our staff, students and their parents will require social-emotional support to reengage and reenter into both work and school. Pee Wee Folks is committed to creating an emotionally and physically safe environment. As the Director of Pee Wee Folks I have always been and will continue to be available for the emotional support of children, families and staff.

Some of the factors that might be addressed are the following:

- ◆ Emotional reactions to interacting with someone coming out of quarantine
- ◆ Stress of daily health monitoring and overall fears of living with uncertainty.
- ◆ Beginning in September, the focus will be on mental health and well being as students learn the new rules of coming to school. This will include learning about social distancing while developing relationships with children.

H. SCHOOL SCHEDULES

Pee Wee Folks opening plan for Universal Pre-K will include strategies for resuming in-person instruction, remote and a combination of both (hybrid) . We have contacted all UPK parents for their preference of learning models and the response has indicated that all three models will be in effect in September. We are flexible as to the days they choose to do hybrid learning and will be able to change anytime. We will offer remote learning to our regular Pee Wee Folks, for a fee, if we need to shut the school due to COVID-19

I. ATTENDANCE

Pee Wee Folks takes daily attendance whether in person, hybrid or remote instruction. Attendance policies and procedures will be communicated to parents prior to the start of the school year. Teachers will take and record attendance for every student every day (in person, remote or hybrid).

Pee Wee Folks will provide ongoing communication regarding instruction, educational topics and units of study via Class Dojo, Google classroom, e-mail and phone calls.

J. TEACHING AND LEARNING

Pee Wee Folks has developed a learning plan for the 2020-2021 school year. Our plan consist of 3 models for learning for our UPK Classes: all in-person, hybrid or remote. We will operate our regular Pee Wee Folks students in person learning only.

All instruction, regardless of the model preference of the parent (or total remote due to State closure) will be designed to be clear, comprehensive and accessible to all students.

Children will learn about new health and safety procedures, washing hands upon arrival, after the play ground, showing respect for others by following new rules. At Pee Wee Folks, all children will undergo a preliminary assessment period. Work sampling is used for our Pre-K students.

Full-day children will have lunch in school, all lunches will be individual and sharing of foods, utensils and snacks will not be permitted. Children will experience small group interactions which means playing or working together in groups of 2-3 children. Fifteen children per classroom is the maximum. Each child will have their own materials placed in a container and labelled with their name. Children will still have fun activities such as music and movement and outdoor play. Pee Wee Folks offers classes for children ages 2, 3 and 4 years old.

QUARANTINE REQUIREMENTS FOR OUT OF STATE TRAVEL

Per State guidance, all travelers entering New York who have recently traveled within a state with either a positive test rate higher than 10 per 100,000 residents over a seven-day rolling average are required to quarantine for a period of 14 days. The requirements of the travel advisory do not apply to any individual passing through designated states for a limited duration (less than 24 hours) through the course of travel.

The designated states with significant community spread will be conspicuously posted on the State DOH website and will be up-dated weekly. Programs should check the website frequently as the information will change as often as daily as rates of COVID-19 transmission increase or decrease.