



January 26, 2022

Dear Children's Center Families:

The Board and I reviewed our policies and the newest guidelines regarding COVID 19 released by OCFS on January 17, 2022. The newest guidelines are what must be followed. The Center can enforce any additional policies that ensure added safety for the staff and children enrolled. The following policies include previously announced policies and updates.

These policies were created using guidance from the Office of Family and Children Services (OCFS), Department of Health (DOH) and the Center for Disease Control (CDC). These policies are temporary and are subject to change upon new guidance that we may receive from OCFS and the CDC. The policies will be reviewed again mid-February.

- **Drop off and Pick-ups will be allowed at the classroom doors from the hallway.** Authorized adults (approved by the parents) can drop off and pick up child/ren at the classroom doors from inside the building. All adults must wear a face mask during drop off and pick up. Only one family will be allowed at the drop-off/pick-up door at one time. If you arrive and the hallway is busy with families, please wait in the lobby area. A staff member will sign your child in and sign your child out.
- **Temperatures of all children will be taken upon arrival,** and a secondary temperature will be taken prior to nap. Our temperature taking will be noninvasive and automatic response. Any fever of 100 degrees or higher will exclude a child from care. You should be screening your child at home before leaving for The Center.
- **Amplifying our daily cleaning efforts** will include sanitization of classrooms, gross motor spaces (limited to one age group for the AM and one for the PM) and main traffic areas, paying special attention to doorknobs, phones, tables, chairs, keyboards, handrails, gates etc. Management and staff will be assigned areas for sanitation. Checklists will be used to document the cleaning efforts.
- **Consistent hand washing** will take place when a child arrives for the day, when they reenter the building from outside play, when they leave and reenter a classroom, before meals and as needed throughout the day. **We wash hands for 20 seconds.** Infants will have their hands washed with a warm cloth with soap and water when coming to the sink isn't possible.
- **Face Coverings** will be worn by all adults regardless of vaccination status. Children over the age of 2 will wear a face covering except when eating, drinking, sleeping and outside. Fully vaccinated teachers will be allowed to remove their masks when outside with children. Parents should supply their children with clean masks daily.
- **All employees, regardless of vaccination status, will participate in surveillance COVID testing.** Fully vaccinated staff must get a PCR test every two weeks and unvaccinated staff must test weekly. Any adult or child who tests positive will be exempt from testing for 90 days per the recommendation of the DOH.
- **Family style dining** (allowing children to self-serve) **will continue to be on hold.** Plates will be portioned and brought to the table.

- **Brushing teeth at The Center has been an oral hygiene practice that children enjoy participating in.** Unfortunately, that will be on hold until further notice.
- **Personal items from home** (all toys, snacks, cups, books, etc.) **must be left in the car** before your child arrives for care. [The only exceptions are a blanket and soft snuggle toy for nap time.] If we observe your child with an item from home during drop off, we will request you to **return the item to your vehicle.** Blankets, pillows and a soft snuggle toy for nap time will be kept in child's cubby until nap time, we will be sending them home twice a week to be washed.
- **We will be screening individuals upon entry to our building.** We are required to screen individuals with four questions prior to providing access to our building. The screening questions we will be asking are as follows;
  - **Do you have a fever over 100 degrees?**
  - **Do you have any of the following symptoms with an unknown cause (due to asthma, seasonal allergies, sinusitis, etc.); cough, chills, shortness of breath, loss of taste or smell, body aches, headache?**
  - **Have you, or anyone living with you, been exposed to someone confirmed to have COVID-19?**
  - **Have you, or anyone one living with you, had a positive COVID-19 test in the past 14 days?**
- **Visitors will continue to be limited.** Emergency maintenance or repair personnel, food delivery workers and building inspectors will be allowed to enter the building. Non-essential, fully vaccinated, visitor will be allowed to enter for a reasonable purpose.

**Temporary Sick Policy:** In addition to these health practices, we will be implementing a temporary sick policy that will apply to children and employees. Please note that your child will be sent home if they exhibit any of the following symptoms and may not return until they have received a negative PCR COVID test, and in some cases cleared by their physician.

- Temperature of **99 (taken under the arm) or higher.** The child must be picked up from the program immediately and must **not return** until the fever has subsided **for 48 hours with no medication.**
- If the child is experiencing any or has experienced any symptoms of COVID 19 including a fever over 100.4 in the past 10 days (unless cleared by a physician) and has proof of a negative COVID test.
- If the parent/guardian, who is a member of the same household of the child, is exhibiting signs of COVID-19 or has been tested and is positive for the virus, utilize an emergency contact authorized by the parent to come pick up the child. As a "close contact", the child must not return to childcare for the duration of the quarantine.
- If a child or their household member becomes symptomatic for COVID-19 and/or tests positive, the child must quarantine and may not return to or attend the program until the quarantine is complete.
- If the child has traveled within the past 10 days and not complied with requirements of the New York State Travel Advisory (relating to international travel only).

**Quarantine and Isolation orders will be followed as recommended.** Adults and children over the age of 5 are now eligible for the vaccine. Vaccination status must be reported to the administrative team (Jen or Robin)

so that it can be documented. All exposures to COVID 19 should also be reported. The following protocols will be followed:

- Fully vaccinated children and adults that have a close contact COVID exposure will be asked to quarantine for 5 days. Following the 5-day quarantine, if no symptoms are present, they may return to work or care. An exposure to a household member would require a negative PCR COVID test before returning to the program.
- Unvaccinated children and adults with a close contact COVID exposure will be asked to quarantine for the full 10 days. If any symptoms develop, they should seek a PCR COVID test immediately. An exposure to a household member would require a negative PCR COVID test on or after day 5 before returning to the program.
- Fully vaccinated children and adults living with a COVID positive household member will be asked to quarantine for the 10 days unless they can isolate away from the family member and test after 5 days.
- Adults and children, regardless of their vaccination status, who test positive for COVID 19 will be asked to quarantine for the full 10 days.

**Tuition billing for a shutdown period** will not exceed 10 days. This means that should a classroom need to be closed due to a COVID related exposure or quarantine period tuition accounts could be billed for up to 10 days. Individual quarantine periods will be treated as absences and will be billed to accounts.

Thank you in advance for your support and cooperation.

Sincerely,

*Jennifer Britton*

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