



The COVID-19 Handbook

ZNR Day Care

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General Guidance to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19)

During the COVID-19 pandemic, states, cities, communities, school districts, and federal systems have turned to the CDC for guidance on making decisions about when and how to safely open schools for in-person learning.

The CDC has created a list of Indicators for Dynamic School Decision-Making to help school administrators make plans based on each school's unique situation. These indicators take into consideration the level of community transmission of COVID-19 and a school's ability to adhere to mitigation strategies. To identify the current level of community transmission, check your local health department's website. The level of transmission of COVID-19 in any community might change rapidly.

INDICATORS	Lowest Risk of Transmission in Schools	Lower Risk of Transmission in Schools	Moderate Risk of Transmission in Schools	Higher Risk of Transmission in Schools	Highest Risk of Transmission in Schools
Number of new cases per 100,000 persons within the last 14 days*	<5	5 to <20	20 to <50	50 to ≤ 200	>200
Percentage of RT-PCR tests that are positive during the last 14 days**	<3%	3% to <5%	5% to <8%	8% to ≤ 10%	>10%
Ability of the school to implement 5 key mitigation strategies: <ul style="list-style-type: none"> • Consistent and correct use of masks • Social distancing to the largest extent possible • Hand hygiene and respiratory etiquette • Cleaning and disinfection • Contact tracing in collaboration with local health department 	Implemented <u>all 5</u> strategies correctly and consistently	Implemented <u>all 5</u> strategies correctly but inconsistently	Implemented <u>3-4</u> strategies correctly and consistently	Implemented <u>1-2</u> strategies correctly and consistently	Implemented <u>no</u> strategies

*Number of new cases per 100,000 persons within the last 14 days is calculated by adding the number of new cases in the county (or other community type) in the last 14 days divided by the population in the county (or other community type) and multiplying by 100,000.

**Percentage of RT-PCR tests in the community (e.g., county) that are positive during the last 14 days is calculated by dividing the number of positive tests over the last 14 days by the total number of tests resulted over the last 14 days. Diagnostic tests are viral (RT-PCR) diagnostic and screening laboratory tests (excludes antibody testing and PT-PCR testing for surveillance purposes). Learn more: <https://www.cdc.gov/coronavirus/2019-ncov/lab/resources/calculating-percent-positivity.html>

As communities in the United States consider how to safely open schools for in-person learning and activities, and prevent school closures, the CDC offers the following mitigation strategies:

1. Promoting behaviors that reduce the spread of COVID-19
2. Maintaining a healthy environment through proper cleaning, disinfection, ventilation, modification of spaces, and other strategies

3. Maintaining healthy operations through strategies such as: co-hording (maintaining consistent groups of students and staff to reduce mixing), hybrid schedules, virtual learning, or other mitigation measures
4. Preparing an action plan for occurrences of ill students and teachers

Latest Released CDC Guidance

- Vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. Promoting vaccination among all eligible individuals can help Early Care and Education (ECE) programs to protect staff and children in their care, as well as their families.
- Most ECE programs serve children in an age group that is not yet eligible for vaccination. Therefore, this guidance emphasizes using a combination of multiple COVID-19 prevention strategies to protect children and adults in ECE programs.
- The CDC recommends universal indoor masking in ECE programs for those ages 2 years and older, regardless of vaccination status.
- New CDC guidance states that isolation and quarantine periods can be reduced to five days for people who can consistently wear well-fitting masks, if they:
 - remain symptom free
 - stop running a fever and experience improved symptoms

For more details, visit the CDC's page on Quarantine and Isolation

- **Employees are strongly encouraged to get vaccinated.** To help ensure the safety of students, families, and their communities, some ECE programs, including ZNR Daycare will require all staff to become fully vaccinated against COVID-19.
- ECE facilities should remind families that children should get all routine vaccinations to help protect themselves and others from vaccine-preventable diseases in addition to regular well-child visits and preventive screening

Our Facilities Preventative Measures

ZNR Daycare will create a plan of action to ensure adequate supplies are readily available to support proper hand hygiene and routine cleaning of objects and surfaces.

ZNR Daycare will encourage its staff to take everyday preventative actions to reduce the spread of respiratory illnesses, including:

- Washing hands often with soap and water. If soap and water are not readily available for use, an alcohol-based hand sanitizer containing at least 60% alcohol will be provided.
 - Young children will always be supervised when they use hand sanitizer to prevent them from swallowing alcohol.
- Cleansing of hands when they are they visibly dirty.
- Thoroughly cleansing and disinfecting frequently touched surfaces.

- Covering coughs and sneezes to properly reduce exposure to illnesses.
- Wearing a mask when you must go out in public.
 - Masks should NOT be put on babies and children under the age of two to prevent the risk of suffocation.

Sick Children and Staff will Remain Home When Sick

- ZNR Daycare will communicate to parents the importance of keeping children home when they are sick.
- ZNR Daycare will communicate to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
- ZNR Daycare has established procedures to ensure children and staff who come to the facility sick or become sick while at the facility are sent home as soon as possible.
- ZNR Daycare will keep sick children and staff separate from well children and staff until they can be sent home.
- Sick staff members will not return to work until they have met the criteria to discontinue home isolation.

What to do if a Student Becomes Sick at School or Reports a New COVID-19 Diagnosis

- Teacher or staff excuses student(s) from classroom, cohort/pod or area within the school and notifies COVID-19 designated point of contact.
- COVID-19 point of contact takes student(s) to designated isolation room/area until transportation can be arranged to send student(s) home or to seek emergency medical attention.

AND

Note: If there are multiple ill students, they will be placed in the same isolation room/area, staff will ensure each is wearing a mask and maintaining at least 6 feet of distance between them.

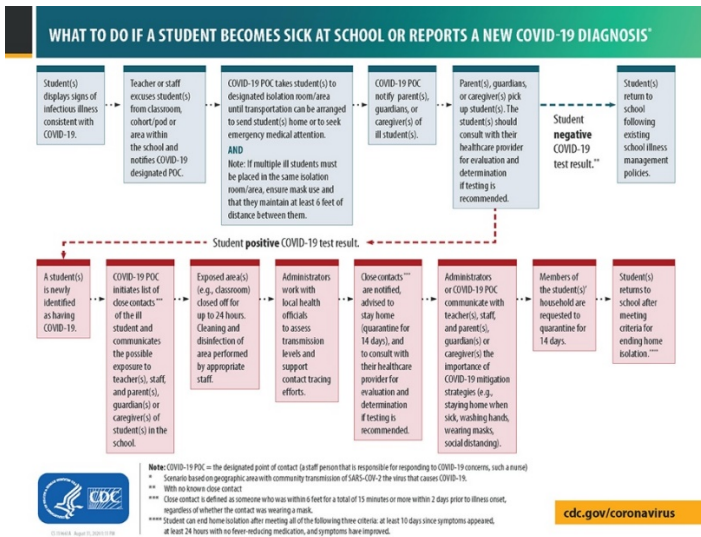
- The COVID-19 point of contact will notify the ill student(s) parent(s), guardians, or caregiver(s).
- Parent(s), guardians, or caregiver(s) will pick the student(s) up. The student(s) parent will consult with their healthcare provider for an evaluation to determine whether a COVID test is necessary.

Student Negative COVID-19 Test Result

- Student(s) will return to school following the existing school illness management policies. As of right now, ZNR Daycare has a 5-day isolation period.

Student Positive COVID-19 Test Result

- The COVID-19 point of contact will create a list of staff, students, or any other individual who may have been exposed by close contact and communicate the situation with the parent(s), guardian(s) or caregiver(s) of student(s) in the facility.
- Any exposed area(s) (e.g., classroom) will be closed off for up to 24 hours. Staff members or a hired company will properly clean and disinfect the area.
- Administrators will work with local health officials to assess transmission levels and support contact tracing efforts.
- Close contacts will be notified, advised to stay home and quarantine, and to consult with their healthcare provider for evaluation and to determine whether testing is recommended. The best way to protect yourself and others is to stay home for the recommended number of days if you think you've been exposed to someone who has COVID-19. Check your local health department's website for information about options in your area to possibly shorten this quarantine period.
- Administrators or COVID-19 point of contacts will communicate the importance of COVID-19 mitigation strategies (e.g., staying home when sick, washing hands, wearing masks, social distancing).
- Members of the student(s)' household are requested to quarantine for the recommended numbers of days as well.
- Student(s) will return to school after meeting the criteria for ending home isolation.



Extra Hygiene Measures and Procedures

- 1) **Handwashing:** As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day with soap and water for at least 20 seconds. Hand sanitizer will be used for

our older classes when soap and water is not available. Sanitizing stations are located throughout our facility.

- 2) Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be disinfected as usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
- 3) Mask wearing: Each enrolled student will receive two masks that they will use while at the facility. These masks will be kept inside the facility and laundered each day. If you or a family member needs a mask, please email the director, and one will be provided for you.
- 4) Social distancing: Each class is considered a "family." Each "family" will socially distance from other "families" to assure safety. Children will not need to wear a mask when they are in their "home" (classroom), on the playground during their designated time, or in the bathroom. Classes will not intermix and will be with the same teachers as much as possible. When staff and children leave the classroom, if over 2 years old, they will wear a mask to the best of their ability until they get to their destination. Once they reach their destination, masks will be removed and placed in an individual container/bag. All staff will wear masks when not in their personal office/cubicle, and they will only be in the front of the building in the office area.
- 5) Socks-only classroom: All children will take shoes off before entering the classroom. Shoes will be placed in the hallway. Teachers will be allowed to bring in "indoor shoes" to wear in the classroom only. Since children spend time on the floor, we want it to be as clean and safe as possible.

Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. All fabric masks will stay here on the premises to be laundered. Bedding will be sent home on the last day of each week, and it is mandatory that bedding be laundered before returning the next week.

Arrival and Departure Procedures

ZNR Daycare has staggered arrival and drop off times and plans to limit direct contact with parents.

- Childcare providers greet children outside as they arrive.
- Designate a parent to be the drop off/pick up volunteer to walk all children to their classroom, and at the end of the day, walk all children back to their cars.
- Infants could be transported in their car seats. Car seats will be store out of children's reach.

Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children due to the high risk COVID poses to their health.

Drop-Off Procedures

Infants and Toddlers

- If your child is an infant or young toddler, you will bring your child into our vestibule area (just inside the first set of doors). All parents MUST wear face covers. Our check-in staff will do a visual assessment before allowing you into our lobby. Once you enter the lobby, please use the hand sanitizer station. You will be asked a series of yes/no questions regarding symptoms and travel. Your infant/toddler will get their temperature taken and logged. If it is below 100.4F, our runner will take your child to his/her classroom.

Two and Over

- Please drive to the center if possible. All drivers and passengers must wear a face covering during drop-off. A designated check-in staff will come directly to your car wearing proper PPE. This check-in staff will look in through your child's window for a visual assessment. The check-in staff will then ask a series of yes/no questions regarding symptoms and travel. Your child will get their temperature taken through the open window. If it is below 100F, the runner will unbuckle and take your child to his/her classroom. Children 2 or older will be given a fabric mask that he/she should wear (to the best of their ability) while walking to their classroom. Once in the classroom, the mask will be placed safely in a bag specific to each child.
- If you have both an infant and older child, follow instructions for infant/toddler drop off.
- We ask that the designated drop-off and pick-up person not be a "vulnerable" person (older person such as grandparent or person with a serious underlying medical condition).

Pick-Up Procedures

Pick-up times will be staggered to allow for safe social distancing. Please abide by this pick-up time. If you see another family being helped, please be patient until it is your turn. Anyone entering the lobby to pick up their infant/toddler must wear a face covering/mask. A runner will bring any infants and toddlers to the lobby for pickup. If your child is 2 or older, he/she will be brought out to your car and buckled in. It is the driver's responsibility to assure that children are buckled in properly. Drivers and passengers should wear a face covering/mask until child is secured in the car seat. Children 2 or older will wear face coverings (to the best of their ability) while walking up to the car. Once in the car, the mask will be collected by the runner and laundered for the next day.

24 Hour Written Notice for Late Drop Off and Early Pick Up

Families must email/give notification a full 24 hours prior to picking up or dropping off a child outside of the regularly scheduled staggered times.

Health Screening Procedure

- Upon arrival, staff members will wash their hands and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of

the face), and a single pair of disposable gloves.

- The staff member will complete a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
- The staff member will take the child's temperature.
 - If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.
 - If you use disposable or non-contact (temporal) thermometers and did not have physical contact with an individual, you do not need to change gloves before the next check.
 - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe if it remains wet.
- After each screening, the staff member will remove and discard PPE, and wash hands.
- The staff member will use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash their hands with soap and water for at least 20 seconds.

Visitors

Visitors will not be permitted at this time.

- The presence of volunteers for classroom activities, mystery readers, cafeteria support, and other activities is not permitted at this time.
- All deliveries will be received using the side door of the school. All packages will be wiped off and left sitting for 3 days, prior to use.
- No individual is allowed into the classroom building unless they are a full-time employee.
- Enrichment teachers, and educational support staff are required to follow the same policies, procedures, and screening protocols as full-time staff members.

Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

Parties and Celebrations

If you wish to celebrate your child's birthday at ZNR Daycare, please check with your child's teacher at least one week in advance to discuss your plans. Children may only distribute pre-packaged treats as opposed to homemade. The use of candles is prohibited due to safety reasons.

Note: All birthday treats must be nut-free and from this approved list: mini-cupcakes, munchkins/donut holes, mini-muffins, ice pops, prepackaged treats.

Travel Ordinances

ZNR Daycare will follow New York State's Emergency Travel Order, and all families must comply for their child to return to school.

Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook” COVID-19” edition for the 2021-2022 school year, which contains the policies and procedures for ZNR Daycare while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child’s file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Zeleena Mussaleen
Director/Owner

I, _____ (print your name), the parent/guardian of _____ (print child’s name), hereby acknowledge receipt of FACILITY NAME’s Parent Handbook COVID-19 edition. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____

Terms and Conditions

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