

## **SUFDPK Re-Opening Plan**

The Administrative Director will be responsible for the re-opening of the school and continuous compliance of the re-opening regulations. The administrator will make decisions regarding re-opening and the style of learning by being in constant communication with the Executive Director, teaching staff, parent body, health officials, healthcare providers, and community members. Little Star Preschool will closely monitor the pandemic and stay informed on the guidance given by our health officials. Any necessary changes in guidance will be closely adhered to. Little Star Preschool will be in constant contact with our staff and families regarding any updates via emailing/text groups and/or social media platforms.

At this time, no new additions to the facility are being constructed. If the need arises, all changes and additions will be sent for approval and inspections by the appropriate departments.

Signage will be displayed around the building to remind all to adhere to social distancing, PPE requirements, proper hand hygiene, and respiratory hygiene. If necessary, different forms of communication will be available for the visually or hearing impaired and for non-English speakers in the language of their choice. Before the start of the school year through a faculty meeting, staff members will be trained in the COVID-19 safety protocols including: proper face covering wearing, respiratory hygiene, hand hygiene, and proper social distancing. Parents will be notified verbally and through written communication before the school year about the COVID safety regulations, and the teachers at the start of the year will train the children.

In order to adhere to CDC and DOH safety guidelines, multiple measures and precautions will be taken. Areas in the building that are too small to have 6 feet of distance between individuals ie. Kitchens, supply rooms, or offices will be labeled with signs that clearly state that only one person is allowed in the room at a time. Employees will be required to wear masks in narrow hallways or pathways where social distancing isn't possible. Commonly used areas where employees will have to wait their turn ie. Clocking in/out area or the kitchen area during

mealtime will be marked with tape or decals that demonstrate where they should stand in order to keep to the 6 ft. apart requirement. Employees are required to wear masks when interacting with the children.

Non-essentials visitors will not be permitted to enter the building, to the extent possible. Deliveries will be dropped off outside of the building's entrance. Meetings will be held via telephone or ZOOM instead of in-person as much as possible. Employees will be able to enter and exit the building via two different ingresses/egresses with 2 separate pathways in order to limit physical traffic. Drop-off time will be extended and parents will be encouraged to use different pathways to in order to limit traffic into the building. Employees will help bring the children in and out of the building to the parents in order to prevent them from entering the building. If there is a family member that is high-risk, a staff member will walk the child to the car. There will be social distancing markers that display a 6 ft. separation between people that arrive at the building at the same time. A staff member will be by the entrance during drop-off and pick up times in order to enforce strict social distancing. There will be masks readily available if an unavoidable circumstance requires a visitor to enter the building.

Employees will have their lunch breaks at staggered times in order that there should not be multiple people congregating in areas at the same time. Different areas in the building will be designated as areas that employees can spend their break time in order that there should not be an overlap of people in the same areas. These spaces will be disinfected and wiped down between usages. Employees will be required to wear masks during shift changes when social distancing is not possible.

Little Star Preschool will ensure that all staff members will adhere to the DOH and CDC guidance regarding PPE use. Employees will be trained how to adequately put on, take off, clean, and discard PPE. PPE may not be shared. We will provide extra masks and gloves at no cost to anyone who may need, and garbage disposals will be available to discard used PPE. PPE will be acquired through our supplies vendor.

Disinfectant wipes or spray and sanitizing gel will be placed near objects and surfaces that are likely to be shared by employees such as computers and door handles. Employees and children will be given various art supplies

specifically for them to use in order to avoid the need to share items. An ample supply of clean gloves and masks will be available, free of charge, in the classrooms and bathroom areas. Employees and children will be required to practice hand hygiene before and after contact with shared objects or surfaces.

Handwashing stations complete with water, antibacterial soap, paper towels from no-touch dispensers, and proper handwashing signage, will be located outside of the restroom areas. Alcohol-based hand sanitizer will be located in each classroom and by the entrance/exit to the building. Children and staff will be required to practice hand hygiene upon arrival, between activities, after using the restroom, before eating, and before departing the building.

A thorough cleaning of the site and disinfection of supplies and surfaces will be conducted daily. High-risk or commonly used areas such as bathrooms, kitchens, handrails, tables, chairs, and doorknobs will be disinfected multiple times throughout the day after either each shift or more frequently as needed. Equipment and toys will be disinfected using registered disinfectants. The school will limit toys that cannot be easily cleaned and will discourage children bringing in toys from home. A daily cleaning/disinfecting log will be maintained.

Employees and parents will be instructed not to come or bring their children to school if they are exhibiting signs of illness. Employees and students will be screened by completing a daily questionnaire that determines if the individual has knowingly been in close contact with someone in the past 14 days who has tested positive for COVID-19 or has experienced any symptoms of COVID-19. The screening will be done via text messages before the employee arrives but if not possible, then performed outside the entrance by the administrator. Aside for screenings, contact-less temperature checks will be conducted regularly for all before entering the site. All screenings and information of those that enter the building will be logged in a log book that will be maintained by the administrator.

If an employee tests positive for COVID-19, the areas used by the person will be closed off. Doors and windows will be opened. After 24 hours, all areas in question will be cleaned and disinfected using an EPA-registered disinfectant. IN-room HVAC units will be temporarily turned off to avoid contamination.

In the case of an employee or child testing positive for COVID-19, we will work together with the state and local health departments to trace all contacts in the work place. All employees, parents of children, and anyone that was recorded in the log book to have entered the site dating back 48 hours before the employee began experiencing symptoms or tested positive, will be notified via an email or phone call. Confidentiality will be maintained.

When providing toileting assistance to children, gloves must be worn followed by hand washing and disinfecting between children. Children will have extra changes of clothing and soiled clothing will be stored in a plastic bag. - Children will lie down head-to-toe during rest time. Mats will be disinfected and stored in large bags to avoid contact.

Staff and parents will be knowledgeable of the COVID-19 symptoms and should look out for signs of symptoms in children. A child that is showing symptoms of COVID-19 will be immediately separated and supervised until the parent/guardian arrives to bring them to a healthcare professional for assessing and testing.

Staff will also be trained to look out for the social emotional well-being of our students, families, and employees. If necessary, professionals will be brought in to teach our staff extra measures. Teachers will talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide supports for developing coping and resilience skills. The school will provide resources and referrals to address mental health, behavioral, and emotional support services and programs.

An employee or child that screens positive or exhibits symptoms of COVID-19, will not be allowed to enter the site and will be sent home with instructions to contact their health provider for testing. If a child or household member tests positive for COVID-19, the child must quarantine and may not return to child care until after the quarantine is complete.

All children and staff will be required to wash their hands with soap and water prior to and after meal and snack times. Signage of proper handwashing etiquette will be posted near the sinks. Staff will supervise the children and model good hand hygiene. Staff must wear gloves while distributing food. Individual portions of food will be distributed to the children to avoid cross contamination.

Sharing of snacks, meals, or beverages will not be allowed. Physical barriers will be provided for mealtimes if necessary. Mealtime surface areas will be cleaned and disinfected prior to and after mealtimes. Little Star Preschool is not enrolled in the SFA.

As long as it is deemed safe by the CDC and DOHMH and there is a low level risk of infection, Little Star Preschool plans to have in-person learning for the 2020-2021 school year. A maximum of 15 children will be allowed in the class. All applicants to the program will be treated equally. Activities such as holding hands, shaking hands, and sharing of utensils will be discouraged. More center activities will be available to avoid large groups. Tables and chairs will be more spread apart. The children will be provided with their own supplies and craft material to avoid sharing objects. The children will avoid interaction with other classes and classrooms as much as possible. Social distancing will be maintained during school wide drills.

If there is a medium level risk and a hybrid form of learning is in order, the children will be given equal opportunity to learn in-person. A fair rotation will be created for half of the children to attend in-person, while the other half can learn virtually. Cleaning and disinfecting of the building will occur between groups.

In the event of school closure due to a high-level risk of infection, learning will continue virtually. Little Star Preschool will make sure that all staff and students have access to high speed internet access and devices by sending out a survey beforehand. Parents will be informed through email, text message, and/or through social media. A Google Classroom/Facebook Group has been created for the UPK class to keep parents informed and students engaged throughout the year and for continuity of learning in case of closure. The lead teacher will post daily lessons, activities, worksheets, and resources for the children and families. ZOOM lessons will be provided as well, in order for the children to be able to interact with the teachers and their classmates. The school will provide support and resources in the families' language, if they do not have devices or internet access at home. Daily attendance will be recorded whether the children will be in school or learning virtually. Families will be provided with the Administrator and teachers' contact information both via phone and email, in order to stay informed and to be able to ask questions and for support.

Regardless of whether learning will be in person or remotely, the Creative Curriculum, which is aligned with the NYS Common Core, will be followed. The lead teacher has earned a Master's degree from Brooklyn College in Literacy Education and a Bachelor's degree in Early Childhood Education.

Little Star Preschool does not provide transportation to our facilities. Field trips will be discouraged for the time being.

Little Star Preschool is committed to reopening safely and to provide in-person learning for as long as it is seemed safe to do so. Constant re-evaluation of the situation and staying in communication with our health officials and community will be continuous throughout the year. We look forward to reopening safely and providing the gift of learning to our students in the best way possible during these uncertain times.