

School Re-opening Plan:

Carousel Children's Services- The Arc of Delaware County

CEO: Molly Little

Fall 2020

1104 Arbor Hill Road, Delhi, NY 13753

607-746-4240

Carousel Children's Services (CCS) began summer services on July 13th 2020. We are under the umbrella of The Arc of Delaware County. We are in a building with Delhi Campus Childcare Center (DC-4). This daycare has been providing services since March 16th (this is when we closed CCS). We have been following The Office of Children and Family Services (OCFS) policies/guidelines that are in place at DC-4 upon return.

Communication/Family:

Those individuals who have assisted with this re-opening plan include:

Beverly Tuthill- Director of Carousel Children's Services

Sibel Finn- Special Teacher at CCS

Amanda Cipperly- Speech Pathologist at CCS

Robin Evanitsky- Chief Service Officer The Arc of Delaware County

Diane Benedict- IT at The Arc of Delaware County

Tracy Wellman- Nurse at The Arc of Delaware County

Rachele Ver Valin-Pettit- Director at DC-4

At this time DC-4 and CCS are working together to re-open CCS in the fall at DC-4. Bi-weekly letters will be sent home to families to communicate any changes and/or updates in regards to the program. Phone calls and emails will also be a part of keeping families current as needed. Staff will receive communication about any changes in the morning meetings and bi-weekly staff meetings.

All staff have received training in regards to wearing facemasks. Staff were given a paper copy of how to wear, clean and discard their masks. Staff also signed a form that they have agreed to wear facemasks daily in and outside with the children.

Facemasks are available to wear when not able to maintain social distance.

Children are encouraged to wash at the sink (physical guidance is provided as needed) *Since many of our children do not know how to wash their hands. Hand sanitizer is available in all classrooms. (If a child uses this, an adult will assist as needed.)

All children and staff will engage in hand hygiene at the following times

- Arrival to the facility and after breaks
- Before and after preparing food and drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage
- Washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Supervising children when they use hand sanitizer to prevent ingestion.
- Assist children in hand washing
- After assisting children in hand washing, staff will also wash their hands

Visuals are in each classroom to help students learn proper handwashing hygiene. Modeling is provided throughout the day as well.

We will provide necessary paperwork and visuals to families in their own language and families with visual or hearing impairments.

Health and Safety:

All staff will receive training from our nurse/video on how to observe for signs of illness with students and staff. If any of them are observed, students or staff will report to the Program Director.

All staff and families will receive a one-time attestation health screening. This will be filed as documentation to their commitment. Staff will document their temperature daily at CCS in the office. (See form)

During fire and safety drills, staff will encourage children to stay 6 feet apart.

High-risk children will be encouraged to use remote learning. Any staff at high risk will be referred to our HR department and agency nurse to discuss their concerns.

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
**CHILD CARE EMPLOYEE, VOLUNTEER, PARENT, CHILD AND ESSENTIAL VISITORS
HEALTH SCREENING ONE-TIME ATTESTATION (CAROUSEL CHILDREN'S SERVICES)**

Before entering a child care program, employees, volunteers, parents, children and essential visitors **must complete a health screening questionnaire daily. In addition, each employee, volunteer, parent, child and essential visitor must sign and submit this form to the program one time.** Employees, volunteers, parents, children and essential visitors must answer all questions and take their temperature daily to confirm a body temperature lower than 100.0 degrees Fahrenheit. If anyone answers "Yes" to any of the questions below, they cannot enter the child care program. A parent or guardian is responsible for completing daily screening on behalf of their child(ren).

Self-Screening:

Below are the self-screening questions that employees, volunteers, parents, children and essential visitors are required to answer **daily**. If any of the answers to the below questions are "Yes," individuals **cannot** enter the program. If the answers are "No" to all the following questions, individuals may enter the program. If employees, volunteers, parents, children and essential visitors cannot take their temperature at home, but answer "No" to all other questions, they may report to the program to have their temperature taken on site.

1. Is your temperature higher than or equal to 100.0 degrees Fahrenheit?
2. Have you had any known contact with a person confirmed or suspected to have COVID-19 in the past 14 days?
3. Are you currently experiencing *ANY* of the following symptoms?
 - o Cough (new or worsening)
 - o Shortness of breath (new or worsening)
 - o Trouble breathing (new or worsening)
 - o Fever
 - o Chills
 - o Muscle pain (new or worsening)
 - o Headache (new or worsening)
 - o Sore throat (new or worsening)
 - o New loss of taste
 - o New loss of smell
 - o Had a temperature greater than 100 degrees F in the last 14 days
4. Have you tested positive for COVID-19 through a diagnostic test in the past 14 days?
5. Parents must put temperature in notebook daily if transported by the county
6. All staff will document their temperature on a form in the office.
7. Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days?

If you have answered "NO" to all questions, you have passed and may enter the program. If you have answered "YES" to any question, you will not be allowed to enter the program.

Attestation: By signing this document, I agree that I will self-monitor these symptoms each day and report the outcome per the instructions above and will not enter any child care program if any of the above symptoms or conditions are present.

Signature	/ / Date
Signature	/ / Date

Note: This document must be signed and returned to the program prior to entry. A signed copy needs to be provided only once. Carousel must retain a copy for their records.

If a student is ill, the family will be contacted to come and pick up their child. Parents will be expected to provide a doctor's note upon their return.

If a student or staff member is ill, the following procedures are in place:

1. Inform the Director that a child is ill. A staff person from the child's classroom will remain with the child in the conference room until he or she is picked up/
2. In the conference room is a bin in the cabinet marked: "kit". In it are gloves. A spray bottle containing PureGreen 24, a microfiber cloth, and bags with crayons, paper, and play dough. On the inside of the marked cabinet is a "Do Not Enter" sign. This needs to be placed on the door.
3. Have the child sit at the small table and give them the contents of a bag (do not give them the bag to play with at the table. You may also read them books.
4. After the child has been picked up, place the crayons, paper, and play dough back into the bag and throw the bag away.
5. Clean any areas the child touched with soap and water, and then use the PureGreen 24 to disinfect.
6. Check to see if anything in the kit needs to be refilled. If so, refill it.
7. Place the kit back into the marked cabinet and place the sign back onto the cabinet door.

If a visitor, guest, and/or vendor comes to the school, the following procedures will take place:

They will be asked the questions on the attestation form. If they answer no to all the questions they may enter the building. They will be escorted to their destination in the building. Visitor log (sign-in/sign-out) is kept at the main desk. If they answer yes to any of the questions they may not enter the building. Signage at the main door requires everyone to wear a facemask upon entering the building.

To assist families to know what to look for and when to keep a child home-communication with letter handouts or phone calls will be done with each family. This will include flyers that will also be distributed to assist them in knowing when to keep a child home. Our nurse will be involved in this process.

Handwashing flyers are posted at each sink (they contain information on how to properly wash your hands). Signs will also be in each classroom about proper respiratory hygiene along with modeling and reminders to children.

In order to keep a social distance of at least 6 feet when possible- there are social distance markers in the hallway to denote 6 feet spacing. All rooms that are used for staff have an

occupancy number posted. Signage is posted throughout the building and on signs outside to remind everyone that 6 feet social distance must be kept.

All staff will sign a memorandum to commit they agree to wear facemasks daily and at all times. All staff have received training on how to wear a facemask.

Our agency will and has been providing masks to all staff. We also have masks made for each staff member (at least 3 per staff member). Masks are readily available to parents who transport their child and must wear them when bringing their child to school. These masks are also available to staff. Gloves are always available in every room and throughout the building are boxes of gloves.

If there is a case of COVID-19, the following procedures will take place:

Suspected or Confirmed Case of COVID-19 case Procedure

1. Obtain as much information as you can about the adult and/or child:
 - Full name
 - Names of family members
 - Most current address
 - Telephone numbers
 - Last time person was at our site
 - Where the person (s) were, e.g. - toddler room, playground, etc.
2. Beverly Tuthill will contact agency nurse Tracy Wellman at 607-865-6988
3. Beverly Tuthill will contact Rachele Ver Valin-Pettit (Director of DC-4). If no answer, leave a brief message.
4. Call Delaware County Department of Health: 607-832-5200. (Teacher or Director should make this call).
(if it is after hours, a voicemail should instruct you to call the New York State Department of Health (NYSDOH) 24/7 hotline at 1-888-364-3065 or 607-832-5555 local Department of Health).
 - They should tell you what to do in regards to cleaning, closing, notification to staff and families, etc.
 - Ask them what should and should not be shared
 - Call Program Director and let her know what DOH has said.
5. Call University Police: ext: 4700 (Since we are in Delhi College building)
 - Ask for Chief Pettit (if he is unavailable, ask for Lieutenant Hess. If he is unavailable, ask for the Lieutenant on duty).
 - Let them know what you are able to share and ask them to notify any campus officials that should be made aware of the situation
 - Let them know that you will keep them apprised of the situation as it develops
6. Rachele will call our OCFS Regulator, Jessica Lucas: 518-473-6993 (if she is unavailable, call the main line: 518-402-3038).

7. Rachele will contact the BOD President of DC-4.
8. Notify our staff and only share what needs to be shared. Remind staff to remain calm and continue to give the best care to our children. Reiterate that this is confidential information and must not be shared. Plan on having all staff remain on site after all children have been picked up so you can let them know what needs to be done.
9. Based on what the Department of Health instructs, notify families by phone. Teachers should make the calls, not other staff. Work together to create a statement and follow it word for word. If families have additional questions that you do not have the answers to (or cannot give the information out), let them know you will be keeping them apprised of the situation as more information comes in. Reassure them that every step that needs to be done to maintain a safe environment is being done. If needed, a phone call will also be made to update them on the current situation.
10. A letter will be available to families at pick up, or an email of the letter will be sent to families who are not in attendance that day.
11. Put into place whatever DOH is asking. OCFS and our agency nurse may require things as well.
12. If families are calling and you have no additional information to be shared, simply say that and reassure them that you will be reaching out when you know more.
13. DOH should give guidance on when a student and staff can return to school.
14. The Arc of Delaware County nurse will also provide guidance for return of staff/children with an illness.

Beverly Tuthill (Director of Carousel Children's Services (CCS) is the contact person and safety coordinator for COVID-19 for CCS.

At this time, visitors are discouraged to enter the building. All visitors must answer all COVID-19 prior to entering the building. (Visitor log on main desk)

Transportation:

If transportation is provided by the county: The teacher or therapist will bring in one student at a time into school so that each student can be signed in and checked if needed (temperature). Parents must commit to putting temperature in their daily notebooks. If there is not a temperature, staff will immediately take the child's temperature.

*If parents pick-up/ or drop off:

Based on recommendations by CDC and NYS for childcare centers. We are adapting our current drop off and pick up procedures.

What will this look like?

Drop Off:

- A staff person will meet you at the door. Staff personnel will be wearing a face covering and you will also need to be wearing a face covering. Children do not need to wear a face covering.
- A hand hygiene station will be set up at the entry of our facility, so that the children can clean their hands before they enter. We will provide hand sanitizer with at least 60% alcohol near the parent sign in sheets. (Children will also wash their hands once they enter the classroom).
- The designated staff person will ask you to confirm that the child does not have a fever, shortness of breath or cough.
- The designated staff person will also make 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. The staff may also take the child's temperature.
- If the child shows any signs of illness or has a temperature of 100, the child may not enter the building.
- A staff person will then take the child to their classroom.

Pick Up:

- A staff person will meet you at the door. Staff personnel will be wearing a face covering and you will also need to be wearing a face covering.
- If no one is at the door, push the call button and someone will come.
- A staff person will then go and get your child and bring them to you.

What we ask of our families to prevent the spread of respiratory illness:

- Please take their child's temperature before coming to the facility as well as yourself.
- Wear a face covering.
- Maintain social distancing.
- Keep children home when they are sick.
- Sanitize your hands when dropping off and picking up.
- Be aware if your child becomes sick, someone will have to come pick them up.
- Have extra clothes at our center allowing staff to change soiled clothing.

A cleaning list has been given to the janitor to be completed daily and reviewed by the Director of the Day-care facility.

Cleaning and Sanitizing Toys:

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouth or are otherwise contaminated by the body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with a EPA registered disinfectant, and air-dry or clean in a mechanical dishwasher.
- Set aside toys that need to be cleaned. Place in a dishpan with soapy water or put in a separate container marked for “soiled toys”.
- Children’s books, like other paper-based materials such as mail or envelopes, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.

Beverly Tuthill is the Director (school administrator) for CCS. She is the safety/contact person for COVID-19. Beverly with the COVID-19 team has written the plan.

There is no after school program.

Facilities: There has been no new changes made to the facility at this time to meet the needs of the students. If needed windows will be opened to encourage airflow. Every classroom has two sinks. Hand sanitizer stations are throughout the building: main entrance, main desk, all rooms have hand sanitizer available.

Nutrition: All children will be placed 6 feet apart during mealtime. Staff will serve all food. (No family style serving at this time). All staff will wear gloves when serving food. All meals will be served in the classroom on tables that have been sanitized. Students are all encouraged to wash hands prior to meals. If any problems arise in regards to meals or snacks, phone calls, emails, or written communication will be done with the families.

Social/Emotional:

If families or children are having social/emotional needs at this time we contract with several school psychologists and will make the necessary referrals as needed. School districts (CPSE) will be notified as well.

School Schedules:

All students will go to the playground or motor room staggered throughout the day-so that no two groups are in the hallways at the same time. No other class changes are needed at this time.

If there are any changes needed with the schedule including remote learning all parents will be contacted by phone, email, or letters.

At this time, we have already changed our pm class hours from 12:15-3:15 as opposed to 12:00-3:00. This gave staff time to sanitize the classroom prior to the next group arriving. We are also not integrating with DC-4 at this time. When we started our summer session on July 13th, DC-4 students were already in a “cohort” group and also OCFS only allowed ten students in each classroom. It is now at 15. Our hope is to integrate with DC-4 in the fall. However, this may not occur due to numbers of children. If that is the case CCS will remain in their present self-contained classrooms.

Budget/Fiscal:

Our agency has applied for a HHS grant to help with some of our expenses. We are careful regarding our spending and watch for grants that may help with our costs.

We may need more computers and I-Pads to assist families if we continue to do remote learning. This would be an added expense that we did not have in our budget. In addition, we did purchase Zoom, for added security and confidentiality purposes for remote learning and this was also an added expense that was not in our budget.

We would hope that if we ensure there is PPE, continual cleaning, and monitoring staff and students daily for temperature and COVID symptoms that this would help ensure people feel safe about coming to our program. We also hope this would keep our children and staff well and help with attendance issues.

Attendance:

Attendance will be taken daily for in-person or remote learning. Teachers and therapists to keep and develop a relationship with each family will complete weekly contact with families with notes, phone calls, emails, and packets. When students do not engage in remote learning, phone calls will be made by teachers or therapists to connect with them.

If attendance becomes a concern, the Director will contact the CPSE of that student’s district for assistance. If there are families that do not speak English, we will locate an interpreter to provide assistance.

Staff receive annual training and reminders throughout the year of their responsibility as mandated reporters to contact DSS.

Technology:

If students are receiving or going to receive remote learning and do not have access to internet or a device-the Director of CCS will contact the child’s school district for assistance.

During this time if remote learning does happen, the teacher will gather all information in regards to scheduling all sessions (therapies and classroom instructions). Teachers will provide a schedule to families to help develop a routine.

All parents must sign a waiver to receive remote learning. Our Corporate Compliance Officer has developed a consent.

We have Webroot on each laptop for Antivirus/Spam, emails we have Microsoft Security/Barracuda.

We have an IT Department and Help Desk Support Children will reach out to their School Districts for support.

As for staff members who do not currently have access to the internet, they can come into program to provide that service and utilize Agency equipment on site.

We provided Zoom for our online platform. This is the Zoom utilized for healthcare, which is HIPPA compliant. This is a secure system. All of our electronic information is secure.

Teaching and Learning:

Our Students with special needs have been evaluated by professionals in the areas of concerns and have been given an Individualized Education Plan (IEP). Each child's goals are worked on, monitored and data is collected and analyzed as per frequency in the IEP. Regardless of modality, all state Ed regulations are in place. Equity for all students is a priority so that each child can work on goals, establish a routine, and follow a schedule, thus allowing teachers/therapists to provide feedback and support on a consistent basis. Any needs a child may display are discussed via weekly and bi weekly phone calls to parents, at clinicals with professionals and parent teacher conferences; parents and teachers have an open invitation to communicate in any fashion they are most comfortable with (phone, written daily notebooks, email, zoom). Each child has a plan concerning their individualized needs, which changes as data is analyzed and professionals during daily, weekly, and bi-weekly meetings, deem fit for each student. Parents concerns are as important as data and are incorporated into each child's educational plan.

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All students will sit 6 feet apart at all meals. All students will be served their meals (no family style). Students with special diets will bring food to school on a weekly basis and the staff in the kitchen will prepare the food and bring it to the classroom for the students.

Tables will be arranged in the classroom to help provide social distancing. All children will have their own materials such as bins for sensory time (water, beans, rice, play-doh etc.).

All areas will be sanitized daily as needed. Each staff will sign off when they have cleaned/sanitized/disinfected a specific area.

When going for a walk, including the hallway, students will be encouraged to walk single file. Adults will be placed throughout the line to provide safety.

At this time, visitors are discouraged from entering the building. Letters, phone calls, emails will help share all health/safety requirements. Children will remain in their "cohort" classes. There will not be any blending of classes throughout the day. Therapists will see the children in their therapy space, but will sanitize all toys in between all sessions.

When providing remote learning-parents will receive schedules for their sessions. These will be made with parent's assistance as to what works well for them and their child. Prior to meeting with a child, the therapist/teacher will review the expectations that need to take place during each session. An example is please stay with your child at all times during the session.

A strategy that is helpful for these little children to be successful and learn with remote instruction is providing manipulatives, visuals, to make the teaching work. Packets are sent home weekly and in each packet, there are visuals, a plan of action with what will happen during instruction. This gives the parents a chance to receive the materials needed. We would hope to provide all materials needed such as scissors, crayons, glue, etc. The better the communication with families the more successful remote learning will be.

In-person education will be five days a week. We have a 5-hour day and two three-hour classes. At this time, we are an 8:1:2 ratio for all classes. If integration should happen- the number will increase. At that time, the number of adults would also increase. We are already preparing for that with more tables, less furniture if needed.

Remote learning: All instruction will meet the mandated IEP for each student.

Hybrid learning: At this time, it will depend on what parents choose. We are encouraging all person-to-person instruction. Hybrid would be a mixture of days at school and days of remote learning. For example- students would join the class for circle and story time on the alternate days.

Special Education:

All students will either receive person-to-person or remote learning. This will depend on parents' choice and transportation abilities. This will be well documented as to what works best for families. However, we will encourage all parents to consider person-to-person services. We will provide person-to-person 5 days a week.

If parents do not speak English, an interpreter will be hired to assist with this as needed. If needed the interpreter will assist with services that are being provided in that family's dominant language.

The Director of CCS will work closely with the CPSE from that Student's district:

- Email or call monthly to update the student's overall needs
- If needed contact school districts to help with needed modifications, assistive technology and supplementary aids.

The plan is to continue to report progress on all students as usual during the school year. This will be shared with the family, county, and school district. This will be completed and evaluated on a regular basis.

Staffing:

All staff will hold a valid/cert/license appropriate to their service assignment. All licenses are verified by the internet-based tools offered by NYSED.

Our School:

Substitute teachers will have an important role to play upon reopening, especially if there are extensive or protracted staff absences or in certain staff intensive instructional models that blend remote and in-person learning.

Our school will undertake robust recruitment efforts to identify and process qualified substitutes. In the 2020/2021 school year, as permitted by NYSED, if qualified substitute teachers cannot be engaged, individuals with a high school diploma or equivalent, even those not working toward certification can first be engaged for up to ninety (90) days and then beyond the first ninety (90) day period through the end of June, 2021, as long as the superintendent documents and attests that recruitment efforts did not identify a fully qualified substitute teacher. The superintendent must attest to the shortage of qualified recruits initially and then at the end of the first ninety (90)-day period. Recruitment efforts will be extensively documented.

Staff members who are requesting an accommodation from reporting for in-person work due to concerns about their own health must notify the Human Resources Department and then comply with submitting requested information before the agency can determine if a reasonable accommodation can be made based on applicable law, regulation and the agency's needs and resources.