

Prime Time for Kids 2020-2021 Re-Opening Plan

Introduction

Prime Time for Kids will utilize the following Re-Opening Plan for the 2020-2021 school year. PTFK will continue to receive guidance from the Rockland County Department of Health (DOH), the Office of Children and Family Services (OCFS), the Centers for Disease Control (CDC), and the New York State Department of Education (SED) and this plan will be updated accordingly.

Daily Health Screenings

Anyone entering Prime Time for Kids must comply with the ARC Rockland's policy for COVID screening.

All staff members, essential visitors, and students will be screened for COVID-19 symptoms prior to entry into the school using the most current COVID-19 Health Screen Document or Electronic Health Screen.

All children, staff and essential visitors, will be monitored for signs and symptoms of COVID-19 throughout the day.

The data from health screenings will be solely comprised of passing or failing the screening. Other health data will not be recorded.

At Home

Mandatory home health screening includes:

- **Assessing the child's appearance, mood, and affect each morning before school.**
If the child seems unwell, the child should not come to school as he/she may be more susceptible to the illnesses of other children or may infect other children with an illness. Some signs of illness include flushed cheeks, rapid breathing, fatigue, irritation and frequent bathroom use.
- **Taking the child's temperature every day to ensure that he or she does not have a fever of 100°F or higher.**
If the child has a fever of 100°F or higher, the child may not come to school. All children will be screened when they arrive at school. If the child has a fever, the parents will be notified to pick up their child within the hour.
- **Assessing the child for symptoms each morning before school.**
If the child has any of the following symptoms Cough, sore throat, chills, muscle pain or body aches, fatigue, headache, new loss of sense of taste or smell, shortness of breath/difficulty breathing, congestion or runny nose, nausea and vomiting, diarrhea, or fever over 100°F, the child may not come to school.

At Home

Mandatory home health screening includes:

- **Monitoring the COVID-19 status of all close contacts.**
If there is a COVID-19 positive person in the child's home or family member living in the home is under isolation or quarantine, as a close contact, the child will be under precautionary quarantine for the duration of that family member's quarantine and unable to come to school. Parents/Guardians must immediately contact Prime Time for Kids if anyone who is a close contact (caregiver, sibling, other member of the household) of the student is diagnosed with COVID -19, suspected of having contracted COVID-19, is in quarantine due to COVID-19 exposure, and/or is in isolation due to COVID-19 exposure.
- **Has the child tested positive for COVID-19 in the last 14 days?**
If yes, the child is unable to come to school and must remain home for 10 days following the positive test result.
- **Has your child visited a state designated by NYS as a "significant rate of transmission from COVID-19" state & currently within a 14-day quarantine?**

To determine if you have visited a designated state, please visit <https://coronavirus.health.ny.gov/covid-19-travel-advisory> to obtain a current list and guidance related to the COVID-19 executive order. If yes, the child is unable to come to school and must remain home until the 14 day quarantine is complete.

At School

All children will be screened when they arrive at school using the same screening process used for pre-screening.

Temperatures will be taken via a no-touch thermometer when children arrive at Prime Time for Kids.

If the child has a fever and/or any other COVID-19 symptoms listed on the COVID-19 Health Screen Document, the child will be isolated in accordance with CDC guidance and parents will be notified to pick up their child within the hour.

If a child is sent home due to COVID-19 symptoms, including fever of 100°F or higher, the child may not return until the child no longer has any COVID-19 symptoms, and is not taking any fever reducing medications for at least 72 hours. The child may not return to school if he/she is taking any fever-reducing medication (Tylenol, Advil, etc.)

COVID-19 Symptoms in School:

If one or more of the COVID-19 symptoms are identified during school:

Staff and Visitors

- **Staff** must notify their supervisor immediately and leave the building. PTFK Director will notify Arc Rockland, OCFS and DOH following COVID-19 notification guidance. Staff must follow Arc Rockland Guidance on COVID-19 for return to work.
- **Essential Visitors** must notify the person they are visiting at the school and immediately and leave the building. PTFK Director will notify Arc Rockland, OCFS and DOH following COVID-19 notification guidance.

Students

- **Children** will be isolated immediately and must be sent home as soon as possible. Parents or other emergency contacts will be expected to pick up the child within one hour of the phone call. It is imperative that children are picked up from school in a timely fashion to minimize the potential spread of illness to the other students and staff.

Infection Control: Hygiene

All staff and students will wash their hands or use hand sanitizer immediately upon entering Prime Time for Kids. Staff and students must engage in frequent handwashing throughout the day.

Proper handwashing procedures, including lathering and scrubbing hands for at least 20 seconds with soap and water, must be adhered to.

Handwashing will take place at the following times:

- Upon arrival
- Before and after meals and snacks
- After bathroom use
- After coughing, sneezing, putting hands in mouth or nose
- Before dismissal
- Any time they are soiled throughout the day

Infection Control: Cleaning

- Prime Time for Kids will adhere to DOH and CDC standards for cleaning and sanitizing. PTFK will maintain an adequate stock of cleaning and EPA approved disinfecting agents.
- Frequent cleaning and disinfection of high-risk areas (bathrooms, high touch areas) will be performed and documented.
- Shared objects will be limited and cleaned/sanitized per CDC guidance.
- Hand sanitizing stations will be available in each classroom and throughout the school.
- CDC guidelines on 'Cleaning and Disinfecting Your Facility' will be followed if someone is suspected or confirmed to have COVID-19.

Infection Control: Social Distancing

- Staff members will support students to engage in social distancing whenever possible.
- Furniture in classrooms will be set up accordingly and groupings of staff/children will be as consistent as possible with minimal intermingling among classes.
- The same staff will work with the same children whenever and wherever possible.
- Different classes will not utilize common spaces at the same time and contact in hallways will be avoided to the greatest extent possible.

Infection Control: Personal Protective Equipment

- All staff and essential visitors are required to wear a mask when entering the program. PTFK will provide masks to all staff and essential visitors.
- All staff are trained on the proper use of PPE, including masks, gloves, gowns and face shields (in the event these items are required).
- Children will wear face coverings, if they can tolerate one, whenever social distancing cannot be achieved.
- Each classroom will have an adequate supply of masks and required PPE.

Infection Control:

Building Safety

- Entrance into Prime Time for Kids will be restricted to essential staff responsible for the direct provision of services.
- PTFK will have signage to indicate that non-essential visitors are not allowed at this time. When parents pick up their child, a staff member will accompany the child outside.
- Signs will be posted in prominent locations around the school about hand washing, hygiene expectations, and other health and safety reminders as required by CDC, DOH and other oversight agencies.

Communication

Prime Time for Kids will utilize electronic communications systems to keep families informed. Families will receive a text message and an email in the event of an emergency closure. PTFK will also update our website with any pertinent information.

Teachers will communicate with parents via email weekly. Teachers will provide a copy of the classroom's newsletter to all families to update them about activities, themes, and other pertinent information from the classroom.

Therapists will communicate with parents via email weekly. Therapists will provide information and activities to parents pertaining to their child's therapy sessions.

Parents/Guardians are encouraged to communicate with staff as often as possible. Teachers and therapists welcome information and insights from parents regarding their child's preferences, behavior, progress, etc.

Emergency Contacts

Parents/Guardians must provide at least 2 valid phone numbers and at least 1 valid email address that is frequently checked by the student's parent/guardian between the hours of 9:00 and 3:00 Monday through Friday.

Parents/Guardians must provide PTFK with at least 3 emergency contacts with valid phone numbers and email addresses that are frequently checked between the hours of 9:00 and 3:00 Monday through Friday

All Emergency contacts must be authorized as escorts and must be in close enough proximity to Prime Time for Kids to pick up the child at any time between 9:00 and 3:00 Monday through Friday, if the school is unable to reach the parent/guardian

Arrival

Bus

- Staff from each classroom will be present when receiving children from the bus. The designated staff member will escort his or her students off the bus and into the building.
- The staff member, in conjunction with the school nurse whenever possible, will take each child's temperature as he/she enters the building with a no-touch thermometer as well as screening for symptoms.
- If the child has a temperature of 100°F or above, or any other COVID-19 symptoms, the child will be escorted to the designated room for symptomatic adults and children. The child's parents and/or emergency contacts will be notified, and the child will be picked up from school.

Parent Drop Off

- Staff from each classroom will be present at parent drop off. Parents will be asked health screening questions while staff take their child's temperature prior to transferring custody from the parent to the school personnel.
- If the child does not have a temperature or any COVID-19 symptoms, nor has answered yes to the screening questions, the child will be escorted to his/her classroom.
- If the child has a temperature of 100°F or above or any COVID-19 symptoms, the temperature will be documented on the drop off sheet, the parent will initial the drop off sheet, and the parent will be expected to bring their child back home. The child will not be able to enter the building.

Daily Operations: Classrooms

- Classrooms will be configured to promote physical distance between students.
- All classrooms will have portable floor desks, individual cushions and folding tables to increase opportunities for social distancing
- All students will have their own supply of crayons, pencils, scissors, glue and play-doh.
- All cloth toys, dress up clothes, and fabric pillows will be removed from the classrooms.

Daily Operations: Therapy Areas

- Therapists will be assigned to specified students from the same classrooms when scheduling allows.
- Therapists will wash/sanitize hands between therapy sessions.
- Therapists will sanitize toys games and other equipment between sessions.
- All cloth toys, dress up clothes, fabric pillows will be removed from the therapy areas

Daily Operations: Bathrooms

- All shared restrooms will have a sign on the door to denote occupied versus empty to minimize intermingling among students from different classrooms.
- Students will utilize the bathrooms closest to their classrooms to minimize the number of children using each bathroom throughout the building.
- Staff members will wipe changing table, flushers, faucets and other frequently touched areas prior to exiting the bathroom
- Staff members will utilize the staff restroom located in the bike room whenever possible.

Daily Operations:

Student lunch

- Staff members from each classroom will go to the cafeteria to serve lunch for their students at their designated lunch time.
- Lunch plates will be brought to each classroom using trays or carts
- Students will eat lunch in their classrooms.
- Staff will seat students at a distance from their classmates to the extent possible, following social distancing guidelines of 6 ft.

Daily Operations:

Recess

- The bike room will be closed for indoor recess until further notice.
- The outdoor playground will be used for recess daily (weather permitting) Each class will have access to the playground on a predetermined schedule.
- More than one class will not be permitted to use the playground at the same time.
- Staff members will be expected to clean frequently touched surfaces – handles, railings prior to exiting the playground.

Daily Operations: Staff lunch

- Staff are encouraged to eat lunch in the following locations in and around the building:
- Outdoors – staff can utilize picnic tables near pool entrance - weather permitting while ensuring social distancing
- Empty cafeteria – staff can utilize student cafeteria maintaining appropriate social distancing and density limits established for each room.
- Staff lounge – staff members may use the staff lounge on a limited basis. Staff members must be seated 6 ft apart and must be wearing masks when they are not actively eating/drinking. Staff must ensure they follow density limits established for each room.

Virtual and In-Person Learning

- Prime Time for Kids is dedicated to the education of our students. We will continue to collaborate with the school districts to ensure that we are adhering to IEP recommendations and monitoring student progress through data collection.
- Prime Time for Kids will provide in-person services for our students during the 2020-2021 school year.
- If PTFK must close due to COVID-19, remote learning will begin immediately following the closure.

During periods of remote learning:

- Prime Time for Kids will offer access to technology for families in need
- Students will have access to their teacher and their therapists' Google Classrooms for remote learning opportunities.
- Teachers will schedule daily group lessons through Google Meet
- Teachers will schedule individual teaching sessions for each child
- Therapists will schedule teletherapy sessions for their students