

Tender Garden

Early Childhood Learning

3100 Hempstead Turnpike

Levittown, NY 11756

(516) 731-4322



July 22, 2020

To: Levittown School District:

Planned Phase Opening for the Levittown School Districts Universal Pre-Kindergarten Program at Tender Garden Early Childhood Learning Center

Plan A: Full Reopening-

- 20 children in classes
- 1 Certified Teacher
- 2 assistants
- Monday – Friday 8:15-11 or 11:45-2:30
- Staff wearing masks
- Sanitizing all surfaces and manipulatives multiple times during class times
- Student drop off and pick up will be outside of school building at designated locations with social distancing markers
- Hallways marked with directional travel
- More outside time
- Social distancing for children
- Removal of all toys and soft materials that cannot be disinfected properly
- Separation of manipulatives into individual buckets that are not shared and will be cleaned after use
- Individual art boxes with all supplies needed for children
- UPK children that require extended day will travel from one classroom to another

- Temperature checks will be done for all staff and children multiple times a day
- Bathrooms will be socially distant
- Handwashing done multiple times a day
- Hand sanitizer will be available
- Children will not share chairs during class time
- There will be no sharing of foods, disposable cups will be used for juice and water. Only prepackaged snacks will be used for class parties and/or birthdays.
- Google classroom will be set up for communication with parents
- Classes will not interact with other classes
- Visitors will not be permitted into classrooms
- Personal items will be placed in bags to help to prevent cross contamination
- Playground will be disinfected after each use
- Gymnasium will be socially distanced
- Hand holding will be discouraged
- Students/staff will be sent home with fever of 100 or more
- If any student/staff shows symptoms of COVID they will be sent home immediately. The Department of Health will be called, and student/staff member cannot return without a negative test result.

Plan B: Revised Full Opening-

- 15 children in classes
- 1 Certified Teacher
- 1 assistant
- Monday – Friday 8:15-11 or 11:45-2:30
- Staff wearing masks
- Children will be encouraged to wear masks when social distancing is not possible
- Sanitizing all surfaces and manipulatives multiple times during class times
- Student drop off and pick up will be outside of school building at designated locations with social distancing markers
- Hallways marked with directional travel

- More outside time
- Social distancing for children whenever possible
- Removal of all toys and soft materials that cannot be disinfected properly
- Separation of manipulatives into individual buckets that are not shared and will be cleaned after use
- Individual art boxes with all supplies needed for children
- UPK children that require extended day will remain in one room and teacher will travel
- Temperature checks will be done for all staff and children multiple times a day
- Bathrooms will be socially distant
- Handwashing done multiple times a day
- Hand sanitizer will be available
- Children will not share chairs during class time
- There will be no sharing of foods, disposable cups will be used for juice and water. Only prepackaged snacks will be used for class parties and/or birthdays.
- Google classroom will be set up for communication with parents
- Classes will not interact with other classes
- Visitors will not be permitted into classrooms
- Personal items will be placed in bags to help to prevent cross contamination
- Playground will be disinfected after each use
- Gymnasium will be socially distanced
- Hand holding will be discouraged
- Students/staff will be sent home with fever of 100 or more
- If any student/staff shows symptoms of COVID they will be sent home immediately. The Department of Health will be called, and student/staff member cannot return without a negative test result.

Plan C: Remote Learning-

- Students will remain home
- Class will run during assigned times
- Google classroom will be the platform used

- Materials will be available to be picked up by parents for instruction (construction paper, journals, pencils, art supplies etc.)
- Classrooms will be ready for transition back into building

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using **products** identified as effective against COVID-19?

All staff will be trained at orientation on cleaning procedures and how to fill out daily cleaning logs. Staff will have access to bleach to refill classroom spray bottles. Bleach is located in office and Janitor closets.

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

Site Manager, Director and Owner will be in charge of logs of all who enter the site. Log will be kept in main office. No one will be permitted into the building without proper PPE and temperature check.

- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

Yvonne Traina or Susan Dwyer will be responsible for notifying state and local health departments.

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained? We will utilize O.C.F.S form # 6040 for employees and children as a one time health screening attestation. Staff will be required to complete a daily health questionnaire which will include temperature, symptoms, and exposure to COVID. Temperature checks will be taken throughout day. These logs will be kept in main office. Site Manager will wear proper PPE during temperature checks. School will purchase PPE.

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

School will provide proper PPE for the Site Manager and Director. At a minimum we will have 10 masks per week for Site Manager and Director to conduct health checks. At a minimum we will have 5 boxes of gloves per day for Site Manager and Director.

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

If an employee tests positive for COVID we will follow most current CDC and OSHA guidelines for closures. All surface will be sprayed down with a bleach/water solution per O.C.F.S guidelines. Bleach will be purchased by the school.

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

Staff member that tests positive will be questioned on which rooms she has been in and which employees she has come in contact with. All staff members that work with this employee will be notified in person or with a phone call.

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

- Each child will have a supply box with all necessary supplies that will not be shared.
- Drinking fountains will be turned off
- Doors and windows will remain open to allow for constant air flow
- All toys will be removed from classrooms
- All manipulatives will be kept in plastic buckets and not shared between children. These manipulatives will be sanitized each day.
- Children will be socially distanced in the classroom
- Children will be encouraged to wash hands often.
- Parents will be updated on important info and reminders of school policies as often as needed via letters and email.
- Children will be encouraged to wear masks as often as possible
- Student groups will remain static.

Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.