

NORTHERN RIVERS

*Parent Handbook
for
Reopening
July 2020*



Early Learning Center
125 Bigelow Avenue
Schenectady, NY 12304
518.292.5510

WELCOME

July 2020

Dear Parents,

Welcome back! We have missed you!

We are thrilled to welcome you and your family back to our program. We are privileged to care for your children, and we are grateful for the trust that you have placed in us to do so.

We understand that you and your children may have questions, concerns, and fears during your transition back to the Early Learning Center (ELC), and we hope you find the information in this handbook helpful.

We value our relationship with you and your child and will do whatever we can to support you and your family during these unprecedented times. Our priority here at the ELC is to ensure the health and safety of the children and staff who come to our center every day. We will not be successful without your help.

We have amended several program policies; they are included for your information and review. Please feel free to contact us if you have questions or concerns. Our new guidelines are based on New York State Department of Health's Interim Guidelines for Child Care Centers in consultation with our health-care consultants and licensing agencies. These practices are subject to change as needed.

We have included the new protocols and some forms that must be signed and returned to the program before you can return.

Please note that remote services are available to enrolled children who are unable to report or are excluded from reporting to the center.

The health and safety of all of our students is a top priority for us. If you have any questions or need additional information, please contact:

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Sharon Hutchinson-Jones

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Early Head Start Director
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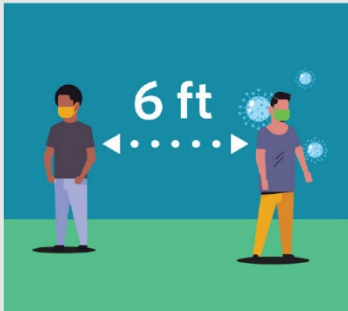
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RE-OPENING RESPONSE TO COVID-19

As the events surrounding COVID-19 situation continue to evolve rapidly, we remain fully dedicated to the safety, health, and well-being of our ELC family.

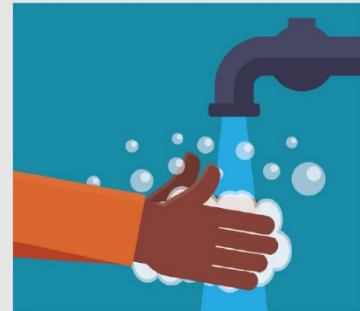
This guide provides you with safety protocols and steps to take to help keep yourself and the ELC community safe. These policies are intended to mitigate—not eliminate—risk. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but implementation of several coordinated policies can greatly reduce that risk.



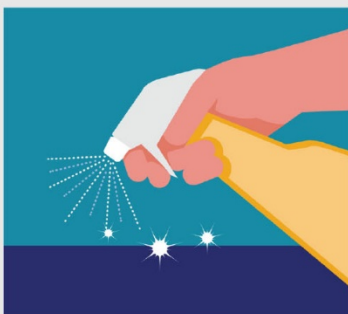
**MAINTAIN
PHYSICAL
DISTANCING**
a minimum of 6 feet



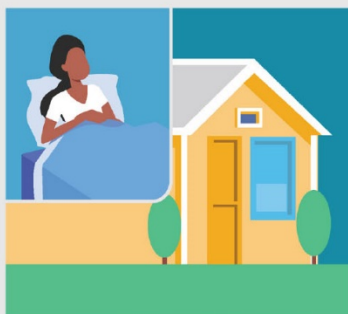
**WEAR YOUR
MASK PROPERLY**
when you cannot
maintain distancing



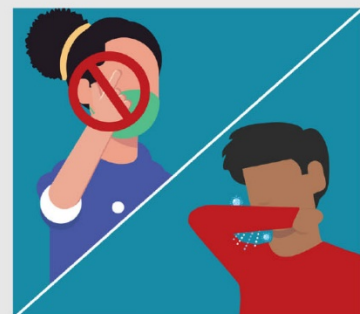
WASH
your hands regularly
for at least 20 seconds



CLEAN
and disinfect
surfaces regularly



STAY HOME
when you or someone in
your household are sick



DON'T
touch your face
COUGH
into your elbow

MODIFIED PROTOCOLS



Modified Drop-Off and Pick-Up Times and Procedures

- ✓ Please assign the same two adults to drop off and pick up your child every day.
- ✓ Drop-off and pick-up times will be assigned.
- ✓ All **Early Head Start students** will enter and exit through the front lobby door. All **Neil Hellman Preschool students** will enter and exit through the bus door on the side of the building.
- ✓ An assigned ELC staff member will bring children to and from the classroom for drop off and pick up.
- ✓ ELC staff and all other adults must wear face masks and adhere to 6-foot physical distancing during drop off and pick up.

Bus Drop Off and Pick Up

Note: Neil Hellman Preschool Students Only

For Arrivals

- ✓ Designated staff members will greet children who arrive on buses.
- ✓ Staff will take each child's temperature and record it daily on a daily log sheet.
- ✓ When children are received at drop-off, they will be escorted to the restroom in their classroom where their hands will be washed.

For Departures

- ✓ Bus arrivals will be announced over the PA system, and classroom staff will bring the children out to the buses as they are announced. This will reduce congestion in the hallways and limit direct contact to help us maintain social distancing.



My Child's Day Form

- ✓ Please complete the required My Child's Day form prior to drop-off.
- ✓ You may complete and submit the form electronically or use a paper copy. Please let us know what works best for you.

Temperature Checks on Arrival for Children

- ✓ We will take the temperature of all children adults at the door before they are allowed to enter.
- ✓ Anyone with a temperature of 100°F or higher will not be allowed to enter the building.



Access to the Early Learning Center

- ✓ Adult access to the building will be limited.
- ✓ Health screening and temperature checks are required for children prior to entering the building, and those with a temperature of 100°F or higher will not be allowed to enter the building.
- ✓ Therapists will be allowed to provide services on-site at the center.

Masks and Face Coverings

- ✓ Wear face coverings in public settings where other social distancing measures are difficult to maintain.
- ✓ Face coverings may slow the spread of the virus, including from people who may have the virus and do not know it.
- ✓ Children younger than age 2 will not wear face coverings based on current recommendations from the CDC. All children age 2 and older will be encouraged, but not required, to wear face coverings while at the center.
- ✓ Staff and other adults in the building will wear masks and/or face shields.
- ✓ When talking to your child about why face masks are necessary, be honest and direct and explain that people sometimes wear masks when they are sick or when they are trying to keep from getting sick.

Social Distancing

- ✓ Social distancing, or “physical distancing,” is required at all times.
- ✓ Everyone must maintain a social distance of 6 feet (about two arms’ length) between yourself and other people outside of your home.

Hand Washing

- ✓ Wash hands frequently with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- ✓ Keep all hand sanitizers out of children's reach.
- ✓ Adults will assist children with thoroughly washing hands throughout the day.



Sanitizing throughout the Day

- ✓ Cleaning and sanitizing will occur throughout the day in classrooms, gyms, and on the playground.
- ✓ Frequently touched or used items (such as toilets, sinks, doorknobs, light switches, faucets, etc.) will be sanitized frequently throughout the day. Children's bathrooms and diaper-changing tables will also be sanitized frequently throughout the day. (Please see attached sanitizing schedule for details.)
- ✓ Toys will be cleaned and sanitized regularly throughout the day, and staff will discourage the sharing of toys.
- ✓ Gyms and playgrounds will be sprayed with a child-safe sanitizer after each use, and adequate time will be allowed between groups to ensure sanitizer is applied.

The Safe Classroom

- ✓ As much as possible, classrooms will include the same group each day, and the same child-care providers will remain with the same group each day.
- ✓ There will be no tooth brushing at the center, and we will provide a toothbrush and toothpaste for each child to take home.
- ✓ No food or other items from home will be allowed in the center.
- ✓ There will be no family-style eating; staff will prepare meals and individual plates for all children.
- ✓ Adults will wear masks and/or face shields.

- ✓ Adults will wear smocks and will change as needed to reduce the risk of infection.



- ✓ Adults will wear shoe coverings or slippers that are worn only in the room.
- ✓ No volunteers or interns will be allowed at the center until further notice.
- ✓ We will maintain physical distancing throughout the day, including during naptime and rest time. As much as possible at naptime, we will space out children's cots or cribs, ideally 6 feet apart. We may place older children head-to-toe to further reduce the potential for viral spread.
- ✓ Each child's toys and supplies will be stored in individual bins.

WORKING WITH INFANTS AND TODDLERS TO ENSURE SAFETY

Comforting crying, sad, and/or anxious infants and toddlers is important, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children, we will follow the following protocols:

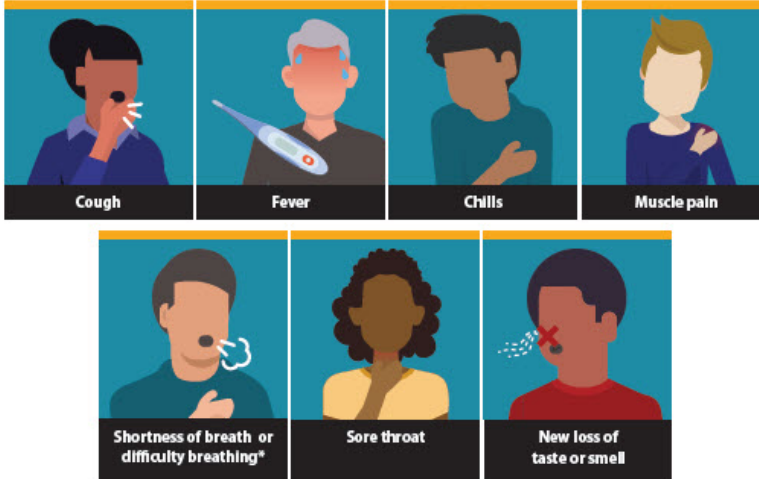
- ✓ Teachers will protect themselves by wearing an over-large button-down, long sleeved shirt and tying long hair up off the collar in a ponytail or other updo.
- ✓ Teachers will change the child's clothes if secretions are on the child's clothes. They will change the button-down shirt if there are secretions on it and wash their hands again.
- ✓ Contaminated clothes will be either placed in a plastic bag and sent home for replacement or washed in a washing machine at the ELC.
- ✓ Infants and toddlers should have multiple changes of clothes on hand at the center. Teachers will also have multiple changes of clothes on-site.
- ✓ Teachers will wash their hands before and after handling infant bottles, whether prepared at home or in the center.
- ✓ Teachers will thoroughly clean all bottles, bottle caps, nipples, and other equipment used for bottle-feeding after each use by washing them in a dishwasher or with a bottlebrush, soap, and water.



WATCH FOR SYMPTOMS

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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People with COVID-19 have reported a wide range of symptoms, ranging from mild to severe illness.

Symptoms may appear 2–14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Fever
- Chills
- Muscle pain or body aches
- Fatigue or inability to wake up/stay awake
- Shortness of breath or difficulty breathing
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you, a household member, or your child has any of the symptoms above, please keep them home until they are symptom-free for 72 hours. For fevers, children must be fever-free for 72 hours without the assistance of fever-reducing medication.

Children who develop any of these symptoms while at the center will be isolated from the group, and we will call the parent. Please have a plan in place to have your child picked up within one hour of receiving the phone call.

Depending on the symptom(s), a note from your child's doctor may be required for your child to return to the ELC.

Adults who are ill should not be assigned to drop off or pick up children.

TRAVEL OUT OF NEW YORK STATE

All 50 states have reported COVID-19 cases and deaths, and the situation changes constantly. Because travel increases your chances of getting infected and spreading COVID-19, staying home is the best way to protect yourself and others from getting sick.

COVID-19 Travel Advisory

On June 25, 2020, Governor Andrew M. Cuomo signed Executive Order 205, mandating that all New Yorkers, adults and children returning from travel to or through certain states will have a mandatory 14-day home quarantine once returning to New York.

The states currently on the NYS Department of Health (DOH) travel advisory list include:

- ✓ Alabama
- ✓ Arkansas
- ✓ Arizona
- ✓ California
- ✓ Florida
- ✓ Georgia
- ✓ Idaho
- ✓ Iowa
- ✓ Louisiana
- ✓ Mississippi
- ✓ Nevada
- ✓ North Carolina
- ✓ South Carolina
- ✓ Tennessee
- ✓ Texas
- ✓ Utah



Again, please note that there is a mandatory 14-day quarantine for households with adults and/or children who travel to any states currently on the travel DOH advisory list at the time of travel.

This list updates periodically. Please check the following website for updates before traveling out of New York: coronavirus.health.ny.gov/covid-19-travel-advisory.

KEEPING CHILDREN HEALTHY DURING THE COVID-19 PANDEMIC

- ✓ Teach and reinforce everyday preventive actions, such as handwashing, social distancing, and mask-wearing.
- ✓ Parents and caretakers play an important role in teaching children to wash their hands. Explain that handwashing can keep them healthy and stop the virus from spreading to others.
- ✓ Be a good role model—if you wash your hands often, children are more likely to do the same.
- ✓ Make handwashing a family activity.



HELP YOUR CHILD COPE WITH STRESS

Children and teens react, in part, to what they see from the adults around them. When parents and caregivers deal with COVID-19 calmly and confidently, they provide the best support for their children. Parents and caregivers can be more reassuring to others around them, especially children, if they are better prepared.

Watch your child for any signs of COVID-19 illness. Not all children respond to stress in the same way. Some common changes to watch for include:

- ✓ Excessive worry or sadness
- ✓ Unhealthy eating habits
- ✓ Unhealthy sleeping habits
- ✓ Difficulty with attention and concentration

Support your child. Parents can find more information about supporting their children during this COVID-19 pandemic on the CDC's Helping Children Cope page:

www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/for-parents.html.

Please also talk to our staff about how we can best support your child.



WE'RE ALL IN THIS TOGETHER

Once again, we are so happy to welcome you back to the Early Learning Center.

We are confident that we can work through this together.



Please feel free to call us or send an email if you have questions, concerns, or need assistance:

Early Learning Center
Main Office
518.292.5510

Sharon Hutchinson-Jones
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Renee Kingsley
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NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES

**CHILD CARE EMPLOYEE, VOLUNTEER, PARENT, CHILD AND ESSENTIAL VISITORS
HEALTH SCREENING ONE-TIME ATTESTATION**

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
4. Have you tested positive for COVID-19 through a diagnostic test 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. The child care program must retain a copy for their records.

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
CLEANING AND DISINFECTING LOG

Program Name:	Facility ID Number:
Week of: / / - / /	Form Completed by:

Instructions:

- This form is to be completed **daily**.
- Cleaning and disinfecting must be performed in accordance with all requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster.

Area Being Cleaned: <input type="checkbox"/> Classroom <input type="checkbox"/> Kitchen <input type="checkbox"/> Common Areas <input type="checkbox"/> High Risk Areas <input type="checkbox"/> Vehicle <input type="checkbox"/> Playroom/Gym <input type="checkbox"/> Napping Areas <input type="checkbox"/> Bathroom <input type="checkbox"/> Outdoor Areas <input type="checkbox"/> Other _____							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Floors	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Sink/faucets	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Counter tops	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Table/chairs	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Door handles	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Equipment	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Light switches	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Furnishings	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Toys	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Strollers	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Sign in Areas	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Outdoor Play Equipment	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Hygiene/Hand Sanitizer Dispensers	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Other	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Other	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):
Other	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):	Time(s):