



## LITTLE LUKES REOPENING PLAN

**THIS PLAN WILL BE EFFECTIVE FROM JULY 6, 2020 THROUGH SEPTEMBER 1, 2020**  
Reopening plan for Covid-19 pandemic. This reopening plan contains information from New York State Office of Children and Family Services (OCFS), Occupational Safety and Health Administration (OSHA), Center for Disease Control and Prevention (CDC), Families First Coronavirus Response Act (FFCRA), and New York State Department of Health (NYSDOH).

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## KEEPING CHILDREN AND EMPLOYEES SAFE

### SOCIAL DISTANCING

- Class enrollment will be reduced by 50 % in each room.

	Current Enrollment	July 4
Infant rooms	8 children	8 children maximum
Waddler rooms	8 children	8 children maximum
Toddler rooms	10 children	12 children maximum
Preschool rooms	16 children	15 children maximum
School Age rooms	16 children	15 children maximum

- When possible, staff members will remain with the same group of kids daily.
- Children will remain with the same group of children all day.
- Ensure that different groups of up to 15 children have no or minimal contact with one another or utilize common spaces at the same time, such as hallways or outdoor areas.
- Children will not mix with other classrooms at the beginning and end of day when enrollment is lower.
- No visitors will be allowed in the building.
- Deliveries will be left outside the building for contact-free delivery.
- Cribs and Cots will be spaced out 6 feet apart when possible and children will be positioned head to toe.
- Plexiglass is placed at the front desk.
- ALL fees for credit card and ACH payments are waived and payments via credit card or ACH are highly encouraged. Directions for parent payment are on our website.

### FACE COVERINGS

- The masks are meant to protect others from contracting Covid-19 if the person wearing the mask is unknowingly infected.
- Little Lukes will provide each staff member with cloth face coverings.
- At parent request, cloth face coverings are also available for any child over the age of 2. Child face coverings will remain at Little Lukes and be laundered every day.
- Staff and children may wear their own face coverings as well, as long as they meet CDC guidelines and are deemed appropriate by center administration.
- All staff will be trained in the proper use, removal, and washing of cloth face coverings.
- All staff will always wear a mask while on premises except during the following activities: Eating or Drinking
- All children 2 and over with parent request to wear a face covering while on premises will remove during the following activities: Eating, Drinking, and Sleeping



- All other adults (parents, family members, children over age 2) will wear a face covering during the entire drop-off and pick-up or for any reason they approach or enter the childcare center.

### **EMPLOYEE HEALTH SCREENINGS**

- Each staff member will take their temperature immediately upon entering the building to ensure it is below 100.0.
- Each staff member will also answer all of the child COVID-19 precautionary questions (outlined below) and follow the same exclusion criteria as our children.

### **CHILD DROP-OFF & PICK-UP**

#### **Drop Off**

- We will have staff available and waiting for families to arrive.
- Families may call the center 5 minutes prior to arrival if they would like.
- Families arrive for drop off, they will remain in their car until a staff member comes to the car to receive the child. There may be a short wait at peak drop off times so please plan accordingly.
- Families will be responsible for getting each child out of their car seat. Infants will be removed from car seats and carried into the center by a staff member.
- Staff member will first speak to parent/drop off person to inquire about these questions:
  - How are you and your child feeling, are either of you exhibiting any signs of illness? (cough, sore throat, fever, shortness of breath)
  - Is anyone that is in direct contact with the child exhibiting signs of illness?
  - Have you or child had contact with any person with known COVID-19 or person under investigation for COVID-19?
  - Are you or anyone in direct contact with you or your child in active quarantine status?
  - If the answer to all of these questions is no, proceed to next step.
  - If the answer to any of these questions is yes, the child will be excluded.
- At parent request, staff member will provide a clean mask for each child that will be dropped off to be put on.
- Staff member will conduct COVID-19 health check (including temperature) and document it in BrightWheel as a Note for each child: (staff will check child in on BrightWheel)
  - Wearing clean gloves for each child, the staff member will take child's temperature prior to parent leaving.
    - Each child will have a zip plastic bag labeled with their first and last name that will hold each individual's ear cover. The bag will be brought to the parking lot by a staff member.
    - Using a clean gloved hand, the staff will remove the child's ear cover from the bag and place it on the disinfected ear thermometer. The

thermometer will not be placed in the bag to secure the ear cover, ear covers are to be removed from the bag by hand.

- The child's temperature will be taken and then the ear cover will be wiped with an alcohol wipe and placed back in the child's labeled bag. Ear covers will be reused for up to 5 days. Ear covers can be replaced sooner, as needed.
- The thermometers will be disinfected between each use and adult gloves will be changed between each student.
- Observe the child for any breathing difficulties, (shortness of breath, rapid breathing, or difficulty breathing without recent physical activity), flushed cheeks, fatigue, or extreme fussiness.
  - BrightWheel Note:
    - Temperature - degrees
    - No or Yes COVID-19 symptoms observed for child
    - No answered for all COVID-19 precautionary questions (listed above)
    - Yes answered for any of COVID-19 precautionary questions (listed above)
- Redistribute our exclusion criteria to all families.
- Steps for excluding a child from care:
  - If there is an administrator available, the staff member will consult with them prior to excluding a child from care.
  - If an administrator is not available, the staff will make the determination based on our criteria if the child should be excluded. An administrator will be notified immediately of any child that is excluded from care and they will contact the family to determine further action necessary.
- Staff member will then bring child/children from that car into the center before returning to accept children from another car.
  - iPad will be wiped down with an alcohol swab between each drop off
- Any child items that need to be brought into the center will be placed in a disposable bag and carried into the building by a staff member. No car seats or diaper bags.

### Pick-Up

- Families will call the center 5 minutes prior to their arrival & remain in their car once they arrive. There may be a short wait at peak pick up times so please plan accordingly.
- Upon arrival, a staff member will come to the vehicle to verify that the person picking up is an authorized pick up person for that child. Once the pick-up person has been verified, a staff member will bring the child out to the vehicle.
- Families will be responsible for getting the child into their car seat.
- If the person picking up is not the usual pick up person that staff are familiar with, the person picking the child up will need to provide the staff member with their ID to be



brought into the center and verified as an authorized pick up person. Once that has been verified the child will be brought out to the vehicle.

- Staff member will collect any center-provided masks for children that are being picked up and bring them back into the center to be laundered.

### **SANITIZATION & DISINFECTING**

- Xyfection or Clorox 360 electrostatic spray cleaning in all classrooms and common areas weekly or as needed.
- Bleach-water solution mix for sanitizing and disinfecting surfaces every day. We have consulted with Johnston Cleaning experts to confirm our diluted bleach-water solution is the best option for surface disinfection.
- Clean Air filters – Super V filters from Intellipure are already installed in all Little Lukes locations. The systems remove viral and bacterial particles from the air.

### **HEALTHY HAND HYGIENE**

- Students and Staff wash hands:
  - Each time they enter or leave a classroom including arrival at childcare center.
  - Before and after each meal.
  - Before and after diapering.
  - After encountering bodily fluids.
  - At least once an hour

### **SANITIZE AND DISINFECT DURING THE DAY**

- The following items will be sanitized hourly during center hours: Door handles, light switches, sink handles, toilet handles, classroom phones, handrails, Brightwheel iPads and counter tops.
- Cleaning log will be completed at front desk daily to track sanitize and disinfect tasks.
- Each hour the staff member at the front desk will notify each classroom to clean the surfaces listed above. Each class will be notified by either the PA system or an individual classroom phone call.
- Each toy a child plays with will be sanitized before being used again by another individual. Sharing toys will be strictly prohibited.
- Toys that cannot be cleaned will not be used.
- The use of soft classroom items such as stuffed animals and dress up clothes will be prohibited.
- Children cannot bring in items from home.

### **OUTSIDE PLAY**

- The playground may be used by only 1 classroom at a time. Gate and frequently touched surfaces will be sanitized after each group. 15 minute break required between classrooms using playground. No combining groups.
- Class walks, scavenger hunts, or other outside activities with minimal peer contact and limited physical items are encouraged.

### **FOOD PREP AND MEAL SERVICE**

- Each meal will be prepped and prepared in the center kitchen by one designated staff member.
- Each classroom will prep for meals by disinfecting tables, chairs and countertops before and after each meal.
- Staff and students must wash hands before and after each meal.
- Children will be spaced out 6 feet apart when possible at each table when seated to eat their meals.
- Meals will be served by a designated staff member. Children will not touch serving utensils.
- All staff members will serve meals with gloves on.

### **WASH ALL BEDDING DAILY**

- Bedding will be washed daily.
- Personal items such as blankets will be individually stored.
- Cots will be cleaned before and after each use.
- Each classroom's laundry basket will be disinfected before placing clean materials back in them.

### **CARING FOR INFANTS AND TODDLERS**

- Diapering: our current practices meet the guidelines distributed by CDC and will be continued.
- Feeding Infants:
  - Label & use separate sinks for handwashing & food preparation.
  - Wash both teacher & child hands before preparing bottles & food.
  - Teachers will wear gloves to prepare bottles & food.
  - Teachers will wear gloves while serving & feeding infants, including bottles.
  - Teachers will wash their hands after handling infant bottles prepared at home or in the center.
  - Wash both teacher & child hands after each feeding – bottle or food.
  - Highchairs will be 6 feet apart so that they cannot reach each other.
  - Bottles, bottle caps, nipples and other equipment used for bottle-feeding will be thoroughly cleaned and sanitized prior to each use.
    - Oswego center will use the dishwasher and run it with the sanitizing cycle.
    - Centers will wash using the three-bay sink in the kitchen (except Oswego).

- Prior to washing any infant items, the sinks will be emptied, cleaned and sanitized.
- Parents will provide one more bottle than what is expected to be needed for the day. (I.e., if you expect your child to have 4 bottles while in care, you will provide at least 5 bottles to the center)
- Bottles will be stored at the center and not sent home daily.

### **CARING FOR INFANTS & TODDLERS - WASHING, FEEDING, HOLDING**

Comforting crying, sad, and/or anxious children by holding them is still a very important & expected part of our job.

- To the extent possible, when washing, feeding, or holding an infant/toddler: protect yourself by wearing a smock provided by Little Lukes over your polo and wear hair up off the collar in a ponytail or other updo.
- Teachers will wash their hands, neck, and anywhere touched by a child's secretions.
- Teachers will change children's clothes if secretions are on the child's clothes.
- Teachers should change their smock shirt, if there are secretions on it, and wash their hands immediately.
- All contaminated clothes (teacher or child) will be placed in a plastic bag to be sent home if soiled with feces or washed in the center washing machine if not soiled with feces.
- All children and teachers will have multiple changes of clothes on hand in the center.

## **PROACTIVE PLAN FOR CHILDREN WHO ARE SICK**

The proactive plan for children who are or may be sick includes:

1. **Child exhibits symptoms without a positive Covid-19 test.**
2. **Child tests positive for Covid-19**
3. **Child without symptoms in close contact with someone who has tested positive for Covid-19**
4. **Returning a child to the center after testing positive for Covid-19**

### **Child Exhibits Symptoms Without a Positive Covid-19 Test**

1. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

*Or at least two of these additional symptoms:*

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache

- Sore throat
  - New loss of taste or smell
2. If child is exhibiting any of these symptoms upon drop off, the child will not be accepted into care. The child will require evidence of confirmed negative COVID-19 test.
  3. If first two and/or two of these additional symptoms [second list] appear while in care, family will be notified and are to pick child up immediately. The child will require evidence of confirmed negative COVID-19 test.
  4. Each child's temperature and symptom check may be completed again during the day or immediately prior to leaving center at pick-up time.
  5. Centers will have an isolation room or area (ideally a cot in nurses office, or a cot in a corner of the classroom) that can be used to isolate a sick child.

#### **Child Tests Positive for Covid-19**

1. Little Lukes will contact and coordinate with local Health officials.
2. The classroom in which the individual with the confirmed case of COVID-19 is in will be immediately closed off. Windows and doors will be opened to circulate fresh air.
3. We will communicate with families and staff that a Positive COVID-19 case has been determined in the center.
4. The building will be dismissed and closed for a minimum of 2 to 5 days.
5. The building will be cleaned with disinfecting methods approved by OCFS and EPA.
6. Little Lukes will work with the county health department, OCFS and other community officials to determine a reopening date.
7. Little Lukes will stay in communication with families and staff about reopening.

#### **Child without symptoms in close contact with someone who has tested positive for Covid-19**

If a child comes in contact with someone who has tested positive for COVID-19 they will need to stay home and quarantine until 14 days after last exposure and need evidence of a negative COVID-19 test and are symptom free before returning to work.

#### **Returning a child to the center after testing positive for Covid-19**

1. A child with confirmed COVID-19 may return to the childcare program when he or she has met ALL the CDC criteria for discontinuation of home isolation listed below:
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath) *AND*
  - At least 14 days have passed *since symptoms first appeared. AND*
  - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications.
2. OR Test-based strategy. A child with confirmed COVID-19 who had symptoms may return to the childcare program when he or she has met ALL the CDC criteria for discontinuation of home isolation listed below:
  - Resolution of fever without the use of fever-reducing medications *AND*
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath) *AND*





- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive upper respiratory swab specimens collected at least 24 hours apart.
- 3. A child with confirmed COVID-19 who has not had any symptoms may return to the childcare program when:
  - At least 10 days have passed since the date of their first positive COVID-19 viral test *AND*
  - Have had no subsequent illness *AND*
  - Are exhibiting no signs of illness

## PROACTIVE PLAN FOR EMPLOYEES WHO ARE SICK

The proactive plan for employees who are or may be sick includes:

1. Employee exhibits symptoms without a positive Covid-19 test.
2. Employee tests positive for Covid-19
3. Employee without symptoms in close contact with someone who has tested positive for Covid-19
4. Employee returning to work at the center after testing positive for Covid-19

We follow NYS guidelines and Executive Orders including those relating to people who travel to states with high infection rates. Review all local, state and federal guidelines before traveling.

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

### Employee Exhibits Symptoms Without a Positive Covid-19 Test

1. People with these symptoms or combinations of symptoms may have COVID-19:
  - Cough
  - Shortness of breath or difficulty breathing

*Or at least two of these additional symptoms:*

  - Fever
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
2. If employee is exhibiting any of these symptoms at work, the employee will be sent home. The employee will require evidence of confirmed negative COVID-19 test.
3. If an employee is exhibiting these symptoms at home then do not come to work.

### Employee Tests Positive for Covid-19

1. Little Lukes will contact and coordinate with local Health officials.



2. The classroom in which the individual with the confirmed case of COVID-19 is in will be immediately closed off. Windows and doors will be opened to circulate fresh air.
3. We will communicate with families and staff that a Positive COVID-19 case has been determined in the center.
4. The building will be dismissed and closed for a minimum of 2 to 5 days.
5. The building will be cleaned with disinfecting methods approved by OCFS and EPA.
6. Little Lukes will work with the county health department, OCFS and other community officials to determine a reopening date.
7. Little Lukes will stay in communication with families and staff about reopening.

#### **Employees without symptoms in close contact with someone who has tested positive for Covid-19**

If an employee comes in contact with someone who has tested positive for COVID-19 they will require to stay home and quarantine until 14 days after last exposure and need evidence of a negative COVID-19 test and are symptom free before returning to work.

#### **Employee returning to work at the center after testing positive for Covid-19**

1. An employee with confirmed COVID-19 may return to work when he or she has met ALL the CDC criteria for discontinuation of home isolation listed below:
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath) *AND*
  - At least 14 days have passed *since symptoms first appeared. AND*
  - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications.
2. OR Test-based strategy. An employee with confirmed COVID-19 who have symptoms may return to work when he or she has met ALL the CDC criteria for discontinuation of home isolation listed below:
  - Resolution of fever without the use of fever-reducing medications *AND*
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath) *AND*
  - Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive upper respiratory swab specimens collected at least 24 hours apart.
3. An employee with confirmed COVID-19 who has not had any symptoms may return to work when:
  - At least 10 days have passed since the date of their first positive COVID-19 viral test *AND*
  - Have had no subsequent illness *AND*
  - Are exhibiting no signs of illness

## **EMPLOYEE RELATIONS WORK PLAN**

#### **Childcare for Little Lukes employees**

- We will encourage employees to return to work by reimbursing the full cost of childcare through the end of June 2020 for children in our full time care at Little Lukes, pending availability of spot and complete medicals. After this date, we will continue to give priority enrollment to employee children.

### Pay and Temporary Leave

Sick employees are excluded from working in the childcare center. There are several options for employees who are sick to still receive pay or partial pay.

1. Employees will need to use available paid time off for any voluntary or forced absence from work, before unpaid sick leave can be used. If no paid time off is available (such as PTO or SCAT time) employee may take off work as unpaid sick time when needed.
2. There are two types of temporary leave programs for employees with Covid-19 or affected by a Covid-19 infection at home. Employees may be eligible for Emergency Paid Sick Leave (EPSL) or Emergency Family Medical Leave Act (EFMLA) for any of these reasons:
  - a. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19.
  - b. You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
  - c. You are experiencing symptoms of COVID-19 and seeking a medical diagnosis.
  - d. You are caring for an individual who is subject to either a. or b. above.
  - e. You are caring for your child whose primary or secondary school or place of care has been closed, or child care provider is unavailable due to COVID-19 precautions; and,
    - i. you attest that no other suitable person is available to care for your child during the requested period of leave.
    - ii. you attest special circumstances exist requiring need for leave to care for a child ages 15-17.
  - f. You are experiencing another substantially similar condition specified by the secretary of health and human services.

To check your eligibility for EPLSA or EFMLA please contact [hr@albertsgroup.net](mailto:hr@albertsgroup.net)

## **COMMUNICATION AND TRAINING PLAN**

### Signage

- New signs inside and outside the building are added to communicate and remind staff, children, visitors of our policies.
- Interior signs include hand washing signs by sinks, masks required signs, staff temperature screening area, and other Covid-19 wellness signs designed by the CDC. Interior signs are also provided to remind staff of the cleaning procedures and dwell



times for bleach/water spray in areas including diaper changing area and food service areas. Additional signs for hand sanitizer, mask removal, and social distancing as well.

- Exterior signs will notify delivery people to leave package and call the desk for contactless deliveries. And exterior signs to remind parents of curbside drop-off and pickup policies.

### **Staff Communication**

- Directors will stay in touch with staff via phone, text and email as well as small group, socially distanced in-person meetings at the center.
- Directors will avoid meeting with any large group and instead meet with each classroom team or individually as needed.
- Intermittent Zoom staff calls will also be offered to answer questions and provide updates about our reopen procedure and plans.
- Staff will continue to contact HR team via [hr@albertsgroup.net](mailto:hr@albertsgroup.net) for any employment issues or questions.

### **Staff Training**

- Directors will return to work Monday May 11<sup>th</sup> and receive Zoom training on new policies and procedures.
- Staff training is scheduled for Friday May 15, 2020 for directors to clarify and train on all new policies and procedures for reopening the childcare centers. Training is held by Zoom meeting and in small groups by classroom team, with no large group meetings permitted. The training will be staggered to allow for classroom setup time as well. Staff will wear masks when in building for training May 15<sup>th</sup> and moving forward until otherwise notified of a change in policy.
- Training topics for Friday May 15<sup>th</sup> includes training on masks. This includes proper use, removal, & washing of cloth face masks.
- Ongoing staff training will be held via Zoom, or when necessary to be in person, in very small groups. Team members in training will wear masks and stay socially distant at the training room tables.
- When the center has excess staff, staff will participate in continuing education training provided by Little Lukes. This will include “FUN”damentals training over Zoom.
- Cleaners and directors will be trained in operation of Clorox 360 machine and procedure for sanitizing building. Walls will remain blank to allow for building sanitation by sprayer as needed.

### **Parent Communication**

- We will continue to provide email communication with parents on reopen plans as we welcome children back into care at Little Lukes.
- Directors will call all enrolled families, in the order previously designated, to determine each family’s needs for care.



- Directors and assistant directors, teachers and staff are available by phone to discuss concerns or issues. We know the new rules for excluding parents from the building are a big change, and will ensure that teachers will be available to provide updates or discuss concerns when requested.
- Memos for parents of children in care will continue as needed and parents will be updated on any major procedure changes.