



# NYS Forward COVID-19 Safety & Teletherapy Plan

## Little Lukes Special Education (SCIS) and Childcare Services

Revision & Effective Date: September 20, 2021

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## Introduction

At Little Lukes Preschool & Childcare Center (hereafter referred to as Little Lukes) our primary commitment is to the children and families we serve. Our priority remains to be keeping them safe. This School Plan will define clear guidance for our 4 schools and aligns with the regulations developed in collaboration with NYSDOH and the NYS Education Department.

The areas outlined in this plan represent the myriad considerations Little Lukes will address to maintain safe operation. It is important to note that our plan retains a strong focus on academic instruction to enhance child performance and address learning loss. An emphasis on the social-emotional needs of our children is a priority and therefore have addressed this within our plan.

This plan includes procedures that will be followed in the following schools:

DeWitt Little Lukes – 5820 Heritage Landing Drive, East Syracuse, NY 13057 - (315) 701-1107, opt. 1

Fulton Little Lukes – 706 South Fourth Street, Fulton, NY 13069 - (315) 887-5250, opt. 1

Oswego Little Lukes – 10 Burkle Street, Oswego, NY 13126 - (315) 342-4600, opt. 1

Radisson Little Lukes – 8282 Willett Parkway, Baldwinsville, NY 13027 - (315) 857-0800, opt. 1

To be clear, the health and safety of our children, our staff, and their families is our top priority. We have developed a plan that intends to ensure that children and employees feel comfortable and safe on school campuses. Our plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) and the [New York State Education Department \(NYSED\)](#).

It is possible that we may need to alternate between in-person, remote learning and a hybrid model of learning throughout the year due to recommendations and guidance from our partnering agencies, and stay-at-home orders from the Governor. The level of infection, the spread of the virus and response to the disease in our community will be at the forefront of decision making.

Abby Weaver will serve as the company's COVID-19 Coordinator. She will serve as a central contact for schools and stakeholders, families, staff and other school community members and will ensure the school is in compliance and following the best practices per state and federal guidelines. Anyone with questions or concerns should contact our COVID-19 Safety Coordinator Abby Weaver at [feedback@littlelukes.com](mailto:feedback@littlelukes.com) or 315-529-0793.

Of course, as with every plan being developed throughout New York State, this document is fluid and will change as necessary based on guidance from the state, CDC, and NYSED and in consideration of our families and our staff. We strongly believe the services described throughout this plan are in the best interests of our children, families, staff, and community.

## **Guiding Principles**

The development of this plan was guided by and grounded in the following guiding principles:

1. Safeguarding the health and safety of children and staff;
2. Providing the opportunity for all children to access education;
3. Monitoring schools, children, and staff. When necessary, modifying schedules to appropriately contain COVID-19 spread;
4. Emphasizing equity, access, and support to the children and communities that are emerging from this historic disruption;
5. Fostering strong two-way communication with partners, such as families and staff;
6. Factoring into decision making the challenges to the physical safety, social emotional well-being, and the mental health needs of our children caused by school closure; and
7. Considering and supporting diversity in our schools and school districts as we provide education is essential.

## **Communication & Family Engagement**

To help form our plan, Little Lukes has sought feedback and input from stakeholders, including administrators, staff, parents/guardians of children, local health department officials, local school districts, child transportation companies and county officials.

Little Lukes remains committed to communicating all elements of this plan to children, parents and guardians, staff and visitors. The plan is available to all stakeholders via our website at [www.littlelukes.com](http://www.littlelukes.com), and will be updated throughout the year, as necessary, to respond to local circumstances.

As part of its planning, Little Lukes has developed a plan for communicating all necessary information to staff, children, parents/guardians, visitors, education partners and vendors. Little Lukes will use its existing communication modes – including our website, social media, email, mailings, distribution of memos, text messaging, telephone calls, virtual meetings, and socially distanced in-person conversations as well as appropriate signage and training opportunities to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations throughout the pandemic.

### **Little Lukes Communication Goals:**

- To encourage all children, staff, and visitors through verbal and written communication (e.g., signage) to adhere to NYSED, CDC, and DOH guidance regarding the use of PPE as appropriate, specifically acceptable face coverings - a face mask covering the nose and mouth.
- To provide regular updates about health and safety, scheduling, and all other information staff and families should be aware of.

- To provide information to families through a wide array of platforms including mail, email, telephone calls, text messaging, social media and website postings.
- To provide information on how families can receive technical support to assist with telehealth.

## Health and Safety

The health and safety of our children, staff and their families is our top priority. We want children and employees to feel comfortable and safe. Our plan incorporates recommendations and guidance from the [Centers for Disease Control and Prevention \(CDC\)](#), the [New York State Department of Health \(NYSDOH\)](#) the [New York State Education Department \(NYSED\)](#) and the [Office of Children and Family Services \(OCFS\)](#).

The following protocols and procedures will be in place in all 4 Little Lukes schools until new information regarding updated protocols and procedures becomes available. Anyone with questions or concerns should contact our COVID-19 Safety Coordinator Abby Weaver at [feedback@littlelukes.com](mailto:feedback@littlelukes.com) or 315-529-0793.

For more information about how health and safety protocols and trainings will be communicated to children, families and staff members, visit the *Communication/Family and Community Engagement* section of our reopening plan.

To ensure employees and children comply with health and safety requirements, Little Lukes will:

- Post signage throughout the buildings to remind staff to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning/disinfecting protocols.
- Establish a communication plan for employees, visitors, and parents/guardians with a consistent means to provide updated information.
- Maintain a continuous log of every person, including staff, workers, and visitors, who may have close contact with other individuals at the work site, school, or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
- If a staff member or child tests positive for COVID-19, Little Lukes will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as staff members, visitors or children who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

### Facility Entry

- Where feasible, entry and egress in and out of all buildings will be limited to a single location. All entry to the buildings will occur through the main entrance to a check-in point at the front desk.

### Face Coverings

- A face covering must be worn by all adults in Little Lukes buildings at all times except while eating or drinking, in which case six (6) feet of social distance must be maintained.
- All children over the age of 2 who are able to medically tolerate a face covering will be required to wear one within Little Lukes buildings at all times except while eating, drinking or sleeping.
  - Children who are medically unable to tolerate a face covering will require a note from their physician to be on file.

- Proper face coverings include, but is not limited to, a surgical mask or cloth mask and must completely cover the individual's mouth and nose.
- A plastic face shield alone is not an acceptable face covering.
- Staff and children may remove their face mask while outdoors. Proper storage of face masks must be utilized, mask must be properly secured prior to entering the building.
- Alternate face coverings that are transparent at or around the mouth may be used for child therapies or intervention that require visualization of the movement of the lips and/or mouth (i.e., speech therapy or hearing impaired).

### **Personal Protective Equipment (PPE)**

- A supply of disposable gloves, disposable masks and eye protection or face shield will be on hand in case of ill children or staff members.
- Sick child/staff waiting area in nurse office or director office will be sanitized after use by any potentially ill child or staff member. This will include chair, cot, door handles and surfaces.
- PPE is ordered per guidance requirement for all children and staff (masks, gloves, etc).

### **Daily Health Screening**

- Prior to entering the classroom areas of any Little Lukes location, all individuals must complete a medical screening questionnaire.
- Staff should complete this screening prior to arriving at work. A front desk chart tracks Daily Staff Screening Questions and a No or Yes answer to allow staff clearance to enter work. This screening includes a temperature check at the center.
- Staff will be required to monitor their own temperatures prior to arrival at center and throughout the day as needed. Anyone whose symptoms response changes from a NO to YES during the day, must contact their supervisor immediately and await further instruction.
- Children and visitors will be screened for COVID-19 symptoms and temperature at arrival.
  - Parents are encouraged to monitor for temperatures and symptoms prior to sending their child on a bus. Children will be screened at arrival for temperatures and COVID-19 symptoms.
  - Parents will receive the current healthcare policy and exclusion chart for all conditions that require children to stay home from preschool.
  - If a child has any signs of illness that cannot be explained due to a known health condition (such as asthma, allergies), parent or guardian will call the center to report symptoms and absence.
  - Visitors will have their temperature taken upon arrival and complete the COVID-19 health screening log.
- All visitors must sign in and out of each building at the front desk each time they enter and exit the building.
- Children will be signed in and accounted for as without fever/symptoms and able to attend school through ProCare.
- For multiple individuals entering the building simultaneously, they will be required to maintain social distance until they can be signed in and screened.
- Only after all individuals have been accounted for, cleared through the health screening and wearing proper face coverings, will access to the classroom section of the building be granted.

- Should a person fail the health screening, specific procedures should be followed. Please reference the Suspected or Confirmed COVID-19 Case section for guidance.

### **Social Distancing**

- Proper social distancing is defined as a three (3) foot separation between individuals.
- In-person gatherings will be limited as much as possible and we will use tele- or video-conferencing whenever possible. Essential in-person gatherings, such as meetings or trainings, will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible.
- Arrival and departure times (bus and parent drop-off/pick-up) are staggered based on program start and end time to allow for social distancing at arrival and departure.

### **Personal Hygiene**

Hand washing - Children and staff must practice good hand hygiene to help reduce the spread of COVID-19. Little Lukes has planned time in the daily classroom schedule to allow for proper hand hygiene.

- Hand hygiene includes:
  - Signage encouraging hand washing and correct techniques;
  - Traditional hand washing (with soap and warm water, lathering for a minimum of 30 seconds), which is the preferred method.
  - Adequate facilities and supplies for hand washing including soap and water;
  - Use of paper towels;
  - Use of no-touch trash can where feasible;
- Children and staff should wash hands as follows
  - Upon entering the building and classrooms;
  - After sharing objects or surfaces;
  - Before and after any meals or snacks;
  - After using the bathroom;
  - After helping a child with toileting;
  - After sneezing, wiping, or blowing nose or coughing into hands;
  - Anytime hands are visibly soiled.
- Hand Sanitizer - At times when hand washing is not available children (over the age of 2) and staff may use a hand sanitizer. In order for the sanitizer to be effective it must contain a minimum of 70% isopropyl alcohol. It should be noted the sanitizers are flammable and children must be monitored and supervised when using these. Using hand sanitizers should include:
  - Signage is placed near sanitizer dispensers indicating soiled hands should be washed with soap and water;
  - Placement of sanitizer dispensers should be located near entrances and throughout common areas.

### **Sanitizing & Disinfecting**

- Clorox 360 electrostatic spray cleaning in all classrooms and common areas as needed to ensure everyone's health and safety. We use Clorox 360 sprayers and Victory Electrostatic backpack sprayers to complete electrostatic disinfecting spraying, allowing cleaning solutions

to “wrap” surfaces with an even coverage. This process is done in the evening to allow ample time for the surfaces to dry.

- Bleach-water solution mix is used 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.

Little Lukes will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH. Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.

Examples of facility types where cleaning and disinfection frequency will be distinguished include:

- Bathrooms
- Health office, isolation room
- Director office, reception area
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Kitchen
- Classrooms

Children and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents on ways to reinforce this at home.

Little Lukes will provide and maintain hand hygiene stations around the school, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 70% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for children who cannot use hand sanitizer will be made.

Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

### **Sanitize and Disinfect During the Day**

- The following items will be sanitized at least three (3) times per day: door handles, light switches, sink handles, toilet handles, classroom phones, iPads and counter tops.
- Cleaning logs that document the time and scope of the cleaning and sanitizing will be completed and maintained at the front desk.
- Children cannot bring in items from home.

Little Lukes will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.

- Classroom restrooms will be cleaned and sanitized as needed per OCFS daycare regulations or at minimum three (3) times per day.
- Staff restrooms will be cleaned and sanitized between each use.



For more information about how cleaning and disinfection information will be communicated to children, families and staff members, visit the Communication section of our reopening plan.

Disinfectants must be [products that meet EPA criteria for use against SARS-Cov-2](#), the virus that causes COVID-19, and be appropriate for the surface.

### **Visitor and Vendor Practices**

- No outside visitors or vendors will be allowed in our buildings, except for the safety and well-being of children or to ensure the orderly operation of our buildings.
- Essential visitors and vendors to facilities will be required to wear face coverings and will have restricted access to our school buildings.
- No visitor or vendor should enter a building unless absolutely necessary. All meetings should be held outside or via virtual meetings when possible.
- All visitors and vendors must be wearing a proper face covering prior to entering any building and it must be worn at all times.
  - If a visitor or vendor does not have a face covering, one will be provided by Little Lukes.
  - If a visitor or vendor refuses to wear a face covering, they will be denied entrance to the building.
- All visitors and vendors must check in at the front desk for a temperature screening and complete the COVID-19 health screening log.
- All visitors and vendors must sign in and out at the front desk of each building stating their destination at that building for contact tracing.
- All visitors and vendors should be accompanied by a staff member.
- Should a visitor or vendor become ill while on site, they must alert the staff member they are visiting to report the issue and then immediately seek medical attention as necessary for their symptoms.

### **Parent and Guardian Practices**

- Parents and guardians will be able to enter our buildings when it is necessary for the safety or well-being of their child or for tours (at times of lower attendance) or meetings.
- Parents and guardians must follow all visitor and vendor guidelines outlined above.

### **Information and Testing**

Little Lukes will assist staff and families to find a testing site and referral to health department for information & assistance:

- Onondaga County Testing Sites & Appointments: [https://covid19.ongov.net/appointments/Register\\_online](https://covid19.ongov.net/appointments/Register_online) or call Upstate Medical University's COVID-19 Hotline at 315.464.2582 and select option #0.
- Oswego County Testing Sites & Appointments:
  - [https://health.oswegocounty.com/information/2019\\_novel\\_coronavirus/index.php](https://health.oswegocounty.com/information/2019_novel_coronavirus/index.php)
- Oswego County COVID-19 Hotline: call [315-349-3330](tel:315-349-3330) for information about Covid-19.
- New York State DOH COVID-19 Hotline: call [1-888-364-3065](tel:1-888-364-3065) for information about Covid-19.
- Upstate University Hospital's Regional Triage Line for COVID-19 (available from 7 a.m. - 11 p.m.): call [315-464-3979](tel:315-464-3979) for information about Covid-19.
- New Yorkers can call the COVID-19 Emotional Support Hotline at [1-844-863-9314](tel:1-844-863-9314) for mental health counseling.

- Fulton & Central Square Urgent Care -with Dr. script, 24 hours, not an urgent care visit. Those with symptoms, following doctor's evaluation/exam.
- Oswego WellNow & Pulaski Urgent Care. Rapid Test 1 hour, need appointment. WellNow urgent care needs appt – midnight night before to book spot. Pulaski call when open.
- Rome Rapid Testing <https://www.primaryurgentcare.com/walk-in-services/covid19-rapid-result-testing/>

## **Training**

Little Lukes will train all staff on new protocols and frequently communicate safety guidelines. Training on the precautions listed below will be conducted either remotely or in person. Social distancing and face coverings will be required for all participants if training is conducted in person. Training material is designed to be easy to understand and available in the appropriate language and literacy level for all workers.

Little Lukes will ensure all children are taught or trained how to follow COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.

Additional training will be provided in:

- Prevention and how disease spreads.
- Staying home when they are sick.
- Proper respiratory etiquette, including covering coughs and sneezes.
- Avoiding the use of communal objects. If communal objects must be used, provide information on proper disinfection procedures between use. Examples of communal objects include, but are not limited to, other workers' phones, desks, offices, computers or other devices, other work tools and equipment.
- Provide employees and children with up-to-date education and training on COVID-19.

## **Training topics for all staff and substitutes**

- Proper hand washing: proper hand hygiene. Promote frequent and thorough hand washing by providing employees, the school community, and visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 70% isopropyl alcohol. Provide training on proper handwashing and hand sanitizer use <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- Proper cough and sneeze etiquette
- Social Distancing
  - Provide training for faculty/staff on how to address close contact interactions with children as part of every day job tasks.<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- Operating procedures (various by building)
  - Entrance into the building
  - Cleaning procedures
  - Sick child pick-up
  - Staff who are sick or suspected to be sick<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Proper cleaning techniques

- Cleaning and disinfecting  
<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- Personal Protective Equipment - PPE
  - Donning and Doffing face covering for staff and for child
  - Cleaning and sanitizing of the face covering (if applicable)
  - Provide training for staff on wearing, putting on, removing and discarding PPE, including in the context of their current and potential duties  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

### Signs and Messages

Signs will be posted in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures pdf icon](#) and describe how to [stop the spread pdf icon](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face cover image icon](#)).

### When Children Eat in Classrooms

- Train teachers on food allergies, including symptoms of allergic reactions to food.
- Train all non-food service staff on any meal service-related activities they will be responsible for.

## Space Design and Capacities

### Office Areas

- The use of shared space and equipment use will be limited where feasible.
- Cleaning and disinfection of computer and keyboard will be frequent.
  - Keyboards should be wiped and disinfected before and after each use.
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.
- If in-person meetings are essential, consider limiting meetings to 10 people or less depending on local, state, and federal guidelines.

### Break Rooms and Lunchrooms

- Breakroom use is discontinued if a minimum of six (6) feet separation cannot be maintained when consuming food or drink.
- Staff are advised to take their lunch and breaks in their vehicles or away from center.
- Staggered break schedules may be utilized to assist with separation concerns.
- If staff wish to take breaks together, they must do so in a large space or outside where at minimum six (6) feet of separation can occur.
- Amenities that are handled with high contact frequency, such as water coolers, will be sanitized regularly.
- Communal meals will not be provided to employees, and food will not be available in common areas where employees may congregate.

### Classrooms

- Occupancy in each classroom will be determined based on current OCFS regulations and Department of Health requirements.

- Each child, teacher and support staff will maintain three (3) feet of separation from others, when possible, within job duties.
- Additional considerations will be taken into account for space utilized for classrooms and teaching material.
  - If an activity will require children and staff to share objects, children and staff will wash their hands prior to and after the activity.

### **Health Stations and Isolation Rooms**

- All children and staff are required to wear appropriate face coverings.
- Each building has a health station.
  - Appropriate PPE including at minimum a face covering will be utilized.
  - Children that receive daily medication will be treated separately from children presenting with symptoms of illness.
  - Children that receive nebulizer treatments will be separated from children presenting with symptoms of illness.
- Isolation Room
  - Individuals presenting with symptoms of COVID-19 should be immediately isolated to reduce risk of transmission.
  - The director office in each center will be utilized for quarantining individuals who present with symptoms representative of COVID-19. This space will allow for at minimum six (6) feet of separation.

### **Reception Areas**

- Reception areas will remain at all entrances of each building.
- They will serve as the primary location for accounting for all individuals entering and exiting the building.
- Polycarbonate barriers have been installed to protect all individuals.

### **Engineering Controls**

- Alcohol based hand sanitizer will be available throughout the building.
- Water Fountains
  - To reduce cross contamination the drink spout has been disabled.
  - Automatic/touchless bottle filling equipment will be available.
- Temperature Screening Equipment
  - Cleaned with alcohol wipe between uses

### **Facilities**

In order to prevent the spread of COVID-19 infection, facility operations will be geared toward meeting social distancing requirements and cleaning frequently touched spaces regularly.

### **Ventilation**

Little Lukes will ensure sufficient ventilation and fresh air to all spaces of occupancy by means of:

- All 4 Little Lukes centers are equipped with Super V air ventilation systems from Healthway Intellipure in Pulaski NY to filter virus and other microparticle material from the air.
  - System exceeds all requirements for ventilation systems in a school setting.

- Regular maintenance includes cleaning filter portals and changing filters.

## **Plans for Illness or Suspected Illness**

Children and staff will follow the *New York State Department of Health (NYSDOH) Pre-K to Gr 12 COVID-19 Toolkit – February 2021 - NYSDOH COVID-19 In-Person Decision Making Flowchart* and decisions of the local Oswego County & Onondaga County Health Departments.

## **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. Child returning to school after testing positive for COVID-19
5. Child returning to school after declining test for COVID-19

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

- People who have symptoms that cannot be explained due to a known health condition (such as asthma, allergies), may have Covid-19:
  - Fever (greater than 100.0°F)
  - Feel feverish or have chills
  - Cough
  - Loss of taste or smell
  - Fatigue/feeling of tiredness
  - Sore throat
  - Shortness of breath or trouble breathing
  - Nausea, vomiting, diarrhea
  - Muscle pain or body aches
  - Headaches
  - Nasal congestion/runny nose
- If a child is exhibiting one or more of these symptoms listed upon arrival that cannot be explained due to a known health condition (such as asthma, allergies), the child will not be accepted into school. The child will be able to return to school when:
  - They are seen by a doctor for evaluation of symptoms and the doctor either recommends a COVID-19 test or gives an alternate diagnosis explaining the symptoms.
    - If a COVID-19 test is recommended the child will be able to return based on the criteria for a positive test outlined below or the following criteria for a negative test:
      - Proof of the negative COVID-19 test **AND**
      - Child's symptoms are improving **AND**
      - Child is fever-free for at least 24 hours without the use of fever reducing medicines.

- If child is exhibiting one or more of the additional symptoms listed while at school that cannot be explained due to a known health condition (such as asthma, allergies), the child will immediately be sent to the isolation area with appropriate supervision by a staff member wearing appropriate PPE and the family will be notified and are to pick the child up immediately. The child will be able to return to school when:
  - They are seen by a doctor for evaluation of symptoms and the doctor either recommends a COVID-19 test or gives an alternate diagnosis explaining the symptoms.
    - If a COVID-19 test is recommended the child will be able to return based on the criteria for a positive test outlined below or the following criteria for a negative test:
      - Proof of the negative COVID-19 test **AND**
      - Child's symptoms are improving **AND**
      - Child is fever-free for at least 24 hours without the use of fever reducing medicines.
- Each child's temperature and symptom check may be completed again during the day or immediately prior to leaving school at dismissal.

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

- Little Lukes will contact and coordinate with local Health officials.
- 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.
- We will communicate with families and staff that a Positive COVID-19 case has been determined in the center.
- The classroom will be closed for a deep cleaning.
- The building will be cleaned with disinfecting methods approved by OCFS and EPA.
- Little Lukes will work with the county health department, OCFS and other community officials to determine a reopening date for the classroom.
- 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 is designated as a contact of a person who tested positive for COVID-19 by a local health department, they may return to school when the health department releases them from quarantine (at least 10 days).

### **Child Returning to School after Testing Positive for COVID-19**

- A child with confirmed COVID-19 may return to school when:
  - The health department has released them from isolation, which is typically:
    - 10 days after symptom onset, **AND**
    - Improvement in symptoms (e.g., cough, shortness of breath) **AND**
    - Fever-free for at least 72 hours without the use of fever reducing medicines
- A child with confirmed COVID-19 who has not had any symptoms may return to school 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

### **Child Returning to School after Declining Test for COVID-19**

- A child with symptoms that cannot be explained due to a known health condition with documentation from a medical professional (such as asthma, allergies) will be excluded from school. If the parent declines to have a child visit the doctor and be tested for COVID-19 despite symptoms, the child will be able to return to school when:
  - The health department has released them from isolation, which is typically when:
    - At least 10 days have passed since date of first symptoms; **AND**
    - Child's symptoms are improving; **AND**
    - Child is fever-free for at least 72 hours without use of fever reducing medications.

### **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 after testing positive for COVID-19

Employees will submit doctor note or testing results and any health department documentation to [hr@albertsgroup.net](mailto:hr@albertsgroup.net) and cc: [abby@littlelukes.com](mailto:abby@littlelukes.com).

### **Employee Exhibits Symptoms Without a Positive COVID-19 Test**

- People who have symptoms that cannot be explained due to a known health condition (such as asthma, allergies), may have Covid-19:
  - Fever (greater than 100.0°F)
  - Feel feverish or have chills
  - Cough
  - Loss of taste or smell
  - Fatigue/feeling of tiredness
  - Sore throat
  - Shortness of breath or trouble breathing
  - Nausea, vomiting, diarrhea
  - Muscle pain or body aches
  - Headaches
  - Nasal congestion/runny nose

- If employee is exhibiting one or more of these symptoms listed prior to arrival that cannot be explained due to a known health condition (such as asthma, allergies), they will not report to work. The employee will be able to return to work when:
  - They are seen by a doctor for evaluation of symptoms and the doctor either recommends a COVID-19 test or gives an alternate diagnosis explaining the symptoms.
    - If a COVID-19 test is recommended the employee will be able to return based on the criteria for a positive test outlined below or the following criteria for a negative test:
      - Proof of the negative COVID-19 test **AND**
      - Employee's symptoms are improving **AND**
      - Employee is fever-free for at least 24 hours without the use of fever reducing medicines.
- If employee is exhibiting one or more of these symptoms listed while at work that cannot be explained due to a known health condition (such as asthma, allergies), the employee will immediately notify their direct supervisor and be sent home. The employee will be able to return to work when:
  - They are seen by a doctor for evaluation of symptoms and the doctor either recommends a COVID-19 test or gives an alternate diagnosis explaining the symptoms.
    - If a COVID-19 test is recommended the employee will be able to return based on the criteria for a positive test outlined below or the following criteria for a negative test:
      - Proof of the negative COVID-19 test **AND**
      - Employee's symptoms are improving **AND**
      - Employee is fever-free for at least 24 hours without the use of fever reducing medicines.

#### **Employee Tests Positive for COVID-19**

- Little Lukes will contact and coordinate with local Health officials.
- 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.
- We will communicate with families and staff that a Positive COVID-19 case has been determined in the center.
- The classroom will be closed for a deep cleaning.
- The building will be cleaned with disinfecting methods approved by OCFS and EPA.
- Little Lukes will work with the county health department, OCFS and other community officials to determine a reopening date for the classroom.
- Little Lukes will stay in communication with families and staff about reopening.

#### **Employee Returning to Work after Testing Positive for COVID-19**

- An employee with confirmed COVID-19 may return to work when:
  - The health department has released them from isolation, which is typically:
    - 10 days after symptom onset, **AND**
    - Improvement in symptoms (e.g., cough, shortness of breath) **AND**
    - Fever-free for at least 72 hours without the use of fever reducing medicines



- 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 Without Symptoms in Close Contact with Someone who has Tested Positive for COVID-19**

- If an employee is designated as a contact of a person who tested positive for COVID-19 by a local health department, they may return to work when the health department releases them from quarantine (at least 10 days).

#### **Criteria for Fully Vaccinated Individuals**

- Individuals who have been exposed to COVID-19 and are fully vaccinated against COVID-19 do not need to quarantine, if the following criteria are met:
  - Are fully vaccinated (i.e.,  $\geq 2$  weeks following receipt of the second dose in a 2-dose series, or  $\geq 2$  weeks following receipt of one does of a single-dose vaccine) **AND**
  - Have remained asymptomatic since last COVID-19 exposure.
- Individuals who have been exposed to COVID-19 and are fully vaccinated against COVID-19 should get tested 3-5 days after exposure, even if asymptomatic, and wear a mask indoors in public for 14 days following exposure or until they test negative.

#### **Criteria for Individuals Recovered from COVID-19**

- Asymptomatic individuals who have been exposed to COVID-19 and have previously been diagnosed with laboratory confirmed COVID-19 and have since recovered, are not required to quarantine within 3 months after the date of symptom onset from the initial SARS-CoV-2 infection or date of first positive diagnostic test if asymptomatic during illness.

#### **Suspect or Confirmed COVID Cases**

- *Emergency Response* - Children with symptoms of illness must be sent to the isolation area. Proper PPE will be required anytime a staff member may be in contact with a potential COVID-19 patient. Staff with symptoms of illness are sent home immediately.
- *Isolation* - Children suspected of having COVID-19 awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple children suspected of COVID-19 may also be in this isolation room if they can be separated by at least 6 feet. If they cannot be isolated in a separate room from others, facemasks (e.g., cloth or surgical mask) will be provided to the child if the ill person can tolerate wearing it and does not have difficulty breathing, to prevent the possible transmission of the virus to others while waiting for transportation home. Children should be escorted from the isolation area to the parent/guardian. The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center; Other considerations include:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
  - Opening outside doors and windows to increase air circulation in the area
  - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, and lobby areas.
  - Once the area has been appropriately cleaned and disinfected it can be reopened for use.
  - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- *Notification* - the NYS and local health departments will be notified immediately upon being informed of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds, including children, faculty, staff and visitors.

### **Contact Tracing**

Public Health Officials assume the task of contact tracing, once notified.

## **Child Nutrition**

### **Meals Onsite**

For children on site, meals will be provided while maintaining static table cohorts with tables at least 6 feet apart.

### **Food Prep & Meal Service**

- Little Lukes meal service is overseen by the Child and Adult Care Food Program (CACFP) and all of their requirements will be maintained.
- Each meal will be prepped and prepared in the center kitchen by one designated staff member.
- Little Lukes maintains a current allergy list for all children in each classroom as well as at the front desk and in the kitchen. Staff will ensure that allergy lists are consulted prior to serving food.
- All meals will be served in the classroom.
- Each classroom will prep for meals by disinfecting tables, chairs and countertops before and after each meal.
- Staff and children must wash hands before and after each meal utilizing proper hand washing.
- Meals will be served by a designated staff member. Children will not touch serving utensils.
  - There will be no sharing of food items by children.
- All staff members will serve meals with gloves on.
- All food is served using disposable plates and cups and disposable eating utensils.

## **Transportation**

Little Lukes does not provide transportation to any child. It is the responsibility of the county to transport SCIS preschool children or alternately for the parent to transport SCIS preschool children.

- Upon arrival of each SCIS preschool child, a staff member, following all safety guidelines and using appropriate PPE, will perform our COVID-19 health screening protocol including taking the child’s temperature.

## Social Emotional Well-Being

Our work is grounded in our beliefs the most equitable opportunities for educational success relies upon the comprehensive support for children and families provided in our schools with our professionals and the systems of support we have built. These supports include academics as well as the social and emotional well-being of our children.

We are committed to prioritizing social emotional well-being - not at the expense of academics, but in order to create the mental, social and emotional space to access academic content with confidence. Support for teachers, families and children are available through our team of School Psychologists, Program Directors and Human Resources staff.

We will focus on education for children, families and staff on recognizing any social emotional or mental health issues and offering supports by community agencies. In addition, targeted interventions to create emotionally and physically safe, supportive and engaging learning environments promoting all children’ social and emotional well-being and development will be utilized.

## School Schedules

SCIS Preschool for Special Needs	Monday - Friday
Parent Choice of In-Person Learning	In School
Parent Choice of Remote Learning	Remote Learning
Hybrid: If building closed for 2+ days for deep cleaning or region closed due to Covid	Remote Learning
Hybrid: Alternating Cohorts in each Classroom	-Blue Group will have in-person learning and services on week A and remote learning and services on week B. -Yellow Group will have remote learning and services on week A and in-person learning and services on week B.

For information about how school schedule information will be communicated to children, families and staff members, visit the *Communication section* of our reopening plan.

## Teaching and Learning

In an effort to assure high-quality teaching and learning, a continuity of learning plan has been developed. This plan considers and plans for teaching and learning in-person, remotely, and through hybrid models of instruction. Our plan assures that instruction is aligned with the New York State Learning Standards and assures equity as well as quality for all learners.

Equity is at the heart of all school instructional decisions. All instruction in our schools will be designed so that whether it is delivered in-person, remotely, or through a hybrid model due to a local or state school closure, building emergency closure, staff or student illness, and for any other reason that a child may not attend in person, there are clear, comprehensive, and accessible learning opportunities for all children. Such opportunities will be aligned with IEP goals. Our teaching and instructional plan outlines routine scheduled times for children and families to interact and seek feedback and support from their teachers and therapists. Our plan is centered on instruction and academic programming that includes regular and substantive interaction with an appropriately certified teacher or therapists regardless of the delivery method (e.g., in person, remote or hybrid).

### **PRESCHOOL INSTRUCTION**

Preschool services for children with special needs in the Special Class in an Integrated Setting (SCIS) will continue either in-person, remotely or using a hybrid model based on the region's health conditions and guidance.

- SCIS preschool programming for children with special needs is based on a child's IEP and school district referral.
- Child's home school district will have input on child's participation of in-person versus remote learning, and ability to request only remote learning for any period of time.

### **IN-PERSON LEARNING & THERAPY SERVICES**

- Little Lukes will offer in-person learning and therapy services for all preschool children in the SCIS program as much as possible to promote inclusive learning.
- In-person instruction is prioritized for these children based on age and special needs.
- SCIS preschool programming will operate for either 2.5 hours or 5 hours per class based on the IEP.
- If a parent decides to change from in-person learning and therapy services to remote learning and therapy services, this will require a written request to the Program Director with at least a 2-day notice to begin to schedule teletherapy services and pause transportation.
- Staff with a high-risk condition or family member at high risk may contact HR at [hr@albertsgroup.net](mailto:hr@albertsgroup.net) with details of request for accommodations.

- Little Lukes does not participate in any field trips.
- Little Lukes will determine the ability to hold congregate events (i.e., preschool graduations, holiday parties, etc) based on current NYS guidelines.
- There will be no extracurricular activities or programs.

#### REMOTE LEARNING & THERAPY SERVICES

- If regional health needs or other factors determine that remote learning and therapy services are required for all preschool children, Little Lukes will provide remote teletherapy services based on the services as outlined in the child's IEP.
- Little Lukes will accommodate parent request for remote instruction and learning for preschool children enrolled in SCIS preschool program.
  - Parents may elect to keep children home due to medical issues or other at-risk family member(s) in the household.
  - Parents of children enrolled in SCIS program must communicate this decision with the Program Director of the center and sign parental forms as requested.
  - Therapy staff, Program Directors and Program Coordinators will document parent conversations regarding their decision to participate in programs remotely or in-person at the center. Documentation will be saved in child's file.
- For parents deciding to keep SCIS preschool children at home during this time, Little Lukes will offer teletherapy for special education and any related services (speech therapy, occupational therapy and physical therapy) listed in child's IEP.
  - Parents will participate in scheduling teletherapy and a responsible adult will be present during all teletherapy sessions to keep child(ren) engaged.
  - Provider and parent will discuss available household items and children toys such as playdoh, cheerios and puzzles to incorporate into teletherapy sessions.
  - Parent requests for teletherapy scheduled after 4pm will be reviewed by the Program Director but requests for evening therapy sessions may not be possible.
  - To change from remote to in-person services will require at least a 7-day written request notice to the Program Director. Bus transportation as provided from the county will begin as soon as possible.
- If our centers are closed temporarily (example for cleaning or quarantine) for more than 2 school days, Little Lukes will temporarily switch to teletherapy services until the group can return to the preschool classroom.

#### HYBRID LEARNING & THERAPY SERVICES

- If regional health needs or other factors determine that a hybrid model of learning is required for all preschool children, Little Lukes will provide a combination of in-person and remote teletherapy services based on the services as outlined in the child's IEP.
- In a hybrid learning model, preschool children will be split into static cohort groups (Blue and Yellow).

- Blue Group will participate in in-person learning and services on week A and then remote learning and services on week B.
- Yellow Group will participate in remote learning and services on week A and in-person learning and services on week B.
- Little Lukes will follow all guidelines set forth in this document during in-person and remote teletherapy instruction and services.
- If parents opt-in to teletherapy instruction and services for remote weeks, preschool services will be scheduled based on the availability of the therapist or teacher.

## Special Education

Little Lukes COVID-19 plan provides a framework to ensure that all children with disabilities continue to have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education in the least restrictive environment (LRE). In consideration of the health, safety, and well-being of children, families, and staff, our plan is designed to enable transitioning between in-person, remote, and hybrid learning environments to ensure the provision of FAPE consistent with the changing health and safety conditions that exist.

Special education programs and services of Little Lukes provide equity and access for children with disabilities to be involved in and to participate and progress in the general education curriculum with access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of children. While not all formats allow for maximum benefit to children, these programs and services can be provided in all formats (live-person, hybrid, or remote). Little Lukes will document the programs and services offered and provided to children with disabilities as well as the communications with parents in their preferred language and mode of communication. Little Lukes will ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of children for in-person services and to the maximum extent possible for remote or hybrid services.

Little Lukes is committed to providing meaningful parent engagement regarding the provision of services to his/her child to meet the requirements of the IDEA. Further, we will maintain regular communication with the parents/guardians and other family members to ensure that they are engaged in their children's education during the reopening process

Little Lukes will plan and support collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where children are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating child progress, and commitment to sharing resources.

Little Lukes will maintain records to document the implementation of each IEP. The documentation will include meeting all preschool SED regulations.

For information about meaningful parent engagement regarding the provision of services to a child to meet the requirements of the IDEA, visit the *Communication/Family and Community Engagement section* of our reopening plan.

## Daycare Services

- Daycare services including preschool curriculum for all ages will continue during this time in-person as allowed by OCFS and DOH. Daycare is not a 4410 program.
  - Daycare is funded by parents and requires parent transportation.
  - Daycare requires parents to drop off curbside and follow health screening.
  - Daycare arrival and departure times are naturally staggered based on parent work schedule and will continue to socially distance.
  - No children under 2 are permitted to wear a mask per guidance.
- Before & After care programs will operate under OCFS daycare regulations.

## Staffing

### **Certification, Incidental Teaching and Substitute Teaching**

All teachers will hold valid and appropriate certificates for teaching assignment, except where otherwise allowable under the Commissioner’s regulations (e.g., incidental teaching) or education law.

## Key References

- [Health and Safety Guide for the 2021-2022 School Year](#) (New York State Education Department – August 2021)
- [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency](#) June 7, 2021
- New York State Department of Health (NYSDOH) Pre-K to Gr 12 COVID-19 Toolkit February 2021
- Office of Children and Family Services – [Letter to Providers: Emergency Face Covering Regulation](#) – 9-16-21

### Additional References

- [New York State Department of Health Novel Coronavirus \(COVID-19\)](#)
- [New York State Education Department Coronavirus \(COVID-19\)](#)
- [Centers for Disease Control and Prevention Coronavirus \(COVID-19\)](#)
- [Occupational Safety and Health Administration COVID-19 Website](#)

# Appendix A: Preschool Health Screening

Child Name \_\_\_\_\_ Date \_\_\_\_\_

1. Does your child have a temperature of 100°F or above today?  
 No  Yes
2. Has child had a fever of 100°F or greater, a new cough, new loss of taste or smell or shortness of breath within the past 10 days?  
 No  Yes
3. In the past 10 days, has your child or anyone at home tested positive from a COVID-19 test or are waiting for results of Covid-19 test (because of suspected COVID)?  
 No  Yes
4. In the past 14 days, has your child been in close contact with anyone while they had Covid-19 or waiting for Covid-19 test results?  
 No  Yes
5. In the past 14 days, has your child visited a state with a Covid-19 New York State Travel Advisory?  
 No  Yes

If Yes to any of the above, child must stay home today and contact doctor and center director before child can return to school. Contact center director for details on healthcare policies.

Parent Signature \_\_\_\_\_

## Appendix A.1: Preschool Health Screening “Bus Pass”

**SEND THIS COMPLETED FORM EACH DAY ON THE BUS WITH CHILD.**

Child Name \_\_\_\_\_ Date \_\_\_\_\_

- My temperature is below 100°F today.
- I am healthy and have no COVID-19 symptoms today. (cough, shortness of breath, sore throat, chills, body aches, headache, loss of taste / smell, congestion, vomiting, diarrhea)
- I have stayed in New York State for the past 2 weeks.
- I was only near healthy people for the past 2 weeks. I did not knowingly go near a person with COVID-19, with COVID-19 symptoms, waiting for COVID-19 test results OR a person in quarantine.

*If I am not healthy I will stay home today and call my preschool for details.*

Parent Signature \_\_\_\_\_



## Appendix B: Daily Employee Health Screening Questions

1. Are you currently experiencing, or recently experienced (in the last 48 hours), any new or worsening COVID-19 symptoms?
2. Have you experienced a fever of 100.0°F or greater, a new cough, new loss of taste or smell, or shortness of breath within the past 10 days that cannot be explained due to a known health condition (such as asthma, allergies)?
3. Have you had close contact (being within six feet for at least 10 minutes over a 24-hour period) or proximate contact (as determined by health authorities) in the past 10 days with any person confirmed by diagnostic test, or suspected based on symptoms, to have COVID?
4. Have you tested positive through a diagnostic test for COVID-19 in the past 10 days?

If answering Yes to any question, please consult center director before entering the center.

Employee Name	Monday	Tuesday	Wednesday	Thursday	Friday

## Appendix C: Visitor Health Screening Questions

5. Are you currently experiencing, or recently experienced (in the last 48 hours), any new or worsening COVID-19 symptoms?
6. Have you experienced a fever of 100.0°F or greater, a new cough, new loss of taste or smell, or shortness of breath within the past 10 days that cannot be explained due to a known health condition (such as asthma, allergies)?
7. Have you had close contact (being within six feet for at least 10 minutes over a 24-hour period) or proximate contact (as determined by health authorities) in the past 10 days with any person confirmed by diagnostic test, or suspected based on symptoms, to have COVID-19?
8. Have you tested positive through a diagnostic test for COVID-19 in the past 10 days?

No to all questions & temp below 100°F **OR** yes to any of these questions **OR** yes temperature above 100°F.

If answering yes to any question, please consult with center director before entering the center.

Date	Printed Name	Phone Number	Purpose of Visit & Destination in Building	Daily COVID-19 Screening:	Time of Arrival	Time of Departure
/		( ) -		Yes No	AM PM	AM PM
/		( ) -		Yes No	AM PM	AM PM