

North Wind After School Program COVID-19 Re-Opening Safety Plan

Name of Business: North Wind Afterschool Program

Industry: School-Aged Child Care Facility

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This document serves as the written safety plan outlining how North Wind After School Program of Cornell Cooperative Extension of St. Lawrence County (CCE) will aid in the prevention of the spread of COVID-19 during recovery and re-opening.

The following procedures have been developed to facilitate the transitioning of staff and students back to the after school program in response to the Governor's New York Forward phased approach to reopen New York State. This plan is a living document and will be updated and modified as preparation for future phases of the plan are rolled out and additional requirements are outlined by regulatory agencies.

This plan will be adapted and updated by the Association based on local needs, best practices and changes in phased re-opening requirements. All plans will be developed in coordination with the following:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://forward.ny.gov/>

<https://www.ny.gov/>

<https://www.health.ny.gov/>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

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GENERAL GUIDELINES

Overview

The following are general guidelines implemented for the safety of the Association staff, volunteers and community members, developed in accordance with NYS Department of Health, Center for Disease Control, Office of Children and Family Services, and Public Health Department recommendations.

North Wind Program, whether a full day or after school program, will adhere to all Coronavirus child care program guidelines. During the Covid-19 public health emergency, all owners/operators of child care programs are required to stay up to date with any changes to state and federal requirements related to child care program and incorporate those changes into their operations. In addition, all existing applicable local, state, and federal laws, regulations, and standards will continue to be followed.

At this time, St. Lawrence County is in Phase Four of the New York State Coronavirus Reopening Guidelines. The Reopening of New York Child Care and Day Camp Program Guidelines recommends that each student must have 36 square feet of available space according to the Practical Guidance for Schools Re-emerging from a Pandemic Guidelines. When developing our plan, some of these guidelines restricted our numbers per classroom causing additional staff to be needed. If we accept our original number of students, we will have to expand to two classrooms for the after school session from 2:30 to 5:30.

Physical distancing, personal protective equipment, hygiene, cleaning and disinfection, testing and screening, communication plans, signage, safety plans, tracing and tracking, student drop-offs and pick-ups, classroom design and schedules, and all applicable paperwork have been considered in North Wind's re-opening.

Included in this document are the most recent Coronavirus guidelines and restrictions mandated by the Child Care Council, as well as, additional mandates from the School Guidelines that New York State Schools are following. In order to ensure the upmost safety of our staff and students, both guidelines are being followed within the North Wind Program. However, if any discrepancies exist, the Child Care Council's Guidelines will take precedence over the school guidelines concerning mandatory practices.

The plan below covers the mandatory requirements surrounding the re-opening of North Wind. The requirements listed directly affect program numbers and staffing decisions and/or policies followed. This plan will be updated as changes occur and will be posted for the public on the Association's website (stlawrence.cce.cornell.edu).

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I. People

A. Physical Distancing: To ensure employees comply with physical distancing requirements, North Wind will do the following:

- Ensure six feet of distance between personnel, unless safety or core function of the work activity requires a shorter distance. Anytime personnel are less than 6ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings.
- Establish designated areas for pick-ups and delivery of children to the program, limiting contact to the extent possible.
- If possible, child care after school classes will include the same group each day, and the same child care providers will remain with the same group each day.
- Special events such as festivals, holiday events, and special performances will be limited.
- Nonessential visitors and classroom volunteers will be postponed/limited.
- When possible, we will stagger the arrival and drop off times and/or child care providers will come outside the facility to pick up the children as they arrive. Curb side drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendations at all times.

B. To encourage staff to take everyday preventive actions to prevent the spread of respiratory illness, North Wind will do the following:

- All staff will be required to complete a daily Covid-19 questionnaire based on industry standards before entering the program.
- All staff will wash hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Staff will always wash hands with soap and water if hands are visibly dirty.
- Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.
- Clean and disinfect frequently touched surfaces.
- Cover cough and sneezes.
- Cover your mouth and nose with a cloth face covering when you have to go out in public.

C. North Wind will require sick children and staff to stay home by implementing the following:

- Communicate to parents the importance of keeping children home when they are sick.
- Communicate to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
- North Wind will be following Canton Central School's protocols surrounding sick children. Canton Central School is following the Department of Health's Pre-K to Gr 12 COVID-19 Toolkit. The flowcharts from this toolkit are attached in the appendix.

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- Please see appendix 1a. for guidance on when to send a student to North Wind After School and when to keep them at home.
 - Please see appendix 1b. for guidance on when a sick student can return to program.
- **Children who do not attend school due to illness cannot attend the North Wind After School Program.**
- Students and staff will follow all required local health department guidance if a positive test results including possible quarantine for the current recommended number of days.
- Children and staff who come to the child care center sick or become sick while at the facility will be sent home as soon as possible.
- Sick children and staff will be kept separate from well children and staff until they can be sent home. (see established plan if someone becomes sick below)
- Sick staff members should not return to work until they have met the criteria to discontinue home isolation.
- **Children will be Screened Daily Upon Arrival**
 - Children who have a fever of 100.4⁰ (38.0⁰C) or above or other signs of illness will not be admitted to the facility.
 - Parents are asked to be on the alert for signs of illness in their children and to keep them home when they are sick.
 - Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Staff and students must complete these screening questions prior to participating in the program on a daily basis:
 1. Have you or your child had any known contact with a person confirmed or suspected to have COVID-19 in the past 14 days?
 2. Have you or your child tested positive for COVID-19 through a diagnostic test in the past 14 days?
 3. Have you or your child experienced COVID-19 symptoms or any symptoms of a respiratory infection in the past 14 days? According to the CDC guidance the term “symptomatic” includes people who have the following symptoms or combinations of symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

If a parent or child responds “yes” to any of the above, do not allow that individual to enter the program.

D. If a student or staff becomes sick while at the North Wind After School Program, the following procedures must be followed:

- Staff who become sick while at the program will be sent home immediately. At a minimum, any staff should immediately notify their supervisor and the local health department if they

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develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken.

- Students will be placed in an isolated area to quarantine until a parent can pick the child up.
- If a sick child has been isolated in the facility, designated staff will clean and disinfect surfaces in the isolation area after the sick child has gone home.
- If a staff or student tests positive for the virus, the program will be contacted by the local Department of Public Health (DOPH) and will be directed on what steps are needed. It is likely the program will be directed to close and self-quarantine the remaining staff and children.
- If a staff member has been exposed to the virus and has self-quarantined but has not tested positive, the individual must not report to work during the quarantine period or until a negative test result has been received. The center may continue to operate unless notified otherwise by local DPH.
- In the event a parent or family member of a child in the program must be quarantined due to having symptoms or signs of the illness or possible exposure, the parent or family member that is ill or possibly exposed are asked not to enter the child care program for any reason, including picking up their child. They are asked to utilize an authorized emergency contact to come pick up the child. The child also must not return to the child care program for the duration of the parent or family member's quarantine or until negative test results are received by the parent or family member.
- If the parent or family member has been tested and is positive for the virus, they are asked to utilize an authorized emergency contact to come pick up the child. The child must not return to the child care program for the duration of the quarantine or until negative test results are received by the parent or family member.
- If a parent is being quarantined as a precautionary measure, without symptoms or a positive test, child care staff should walk out or deliver the child to the parent outside the child care building. The child must not return to the child care program for the duration of the quarantine or until negative test results are received by the parent.
- If a member of the child's household is exhibiting signs or symptoms of the illness or is awaiting test results, they are asked to utilize an authorized emergency contact to come pick up the child. At that point, the child must not return to the child care program for the duration of the illness/quarantine period or until negative test results are received.
- Children who have been quarantined either through exposure to the virus or a positive test must not attend the program for the duration of the quarantine period or until they have received a negative test result.
- If a child has been diagnosed as positive and has attended the program within the past week, the program must contact local DOPH and follow all DOPH protocols.
- The following procedures must take place if a staff or student becomes sick at the facility:
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in the areas (weather permitting).
 - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.

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- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

E. North Wind will monitor and plan for absenteeism among its staff by implementing the following:

- Providing coverage to cover classes in the event of increased staff absences through the coordination with other local child care programs. The plan includes corresponding with substitutes to determine their anticipated availability if regular staff members need to stay home if they or their family members are sick.
- Recommending that people at higher risk for severe illness from COVID-19 (older adults and people of any age who have serious underlying medical conditions) consult with their medical provider to assess their risk and to determine if they should stay home if there is an outbreak in their community.

F. Parent Drop-Off and Pick-Up

- Hand hygiene stations will be set up at the entrance of the facility, so that children can clean their hands before they enter. Hand sanitizer with at least 60% alcohol will be set up next to the parent sign-in sheets. The use of hand sanitizer by the children will be supervised by staff.
- When possible, arrival and drop off times will be staggered and direct contact with parents will be limited as much as possible.
 - Child care providers will greet children outside as they arrive and complete the daily health screening.
 - Designated staff will walk all children to their classroom, and at the end of the day, staff will meet parents outside of the classroom's back entrance to complete sign out procedures.
 - Once a student has entered the designated drop off/pick up area they may not re-enter the classroom.
 - Ideally, the same parent or designated person should drop off and pick up the child every day.
 - **Children will be Screened Daily Upon Arrival**
 - Children who have a fever of 100.4⁰ (38.0⁰C) or above or other signs of illness will not be admitted to the facility.
 - Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
 - Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
 - Staff will conduct a temperature screening following the steps below:
 - Put on disposable gloves.
 - Make sure a mask is used when within 6 feet of a child.

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- Check the child's temperature using the non-contact (temporal) thermometer. As long as there is not physical contact with the child, staff do not need to change gloves before the next check.

II. Places

A. Personal Protective Equipment-if social distancing cannot be implemented during screening, masks and gloves will be used when within 6 feet of a child.

- Cloth Face Coverings or Masks
 - Staff will reinforce the use of cloth face coverings or masks. The use of cloth face coverings or masks is one of many important mitigation strategies to help prevent the spread of COVID-19. Cloth face coverings or masks are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.
 - Appropriate and consistent use of cloth face coverings or masks is most important when students and staff are indoors and when social distancing is difficult to implement or maintain. Individuals should be frequently reminded not to touch the face covering or mask and to wash their hands or use hand sanitizer frequently.
 - Cloth face coverings or masks should **not** be placed on:
 - Children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
 - While cloth face coverings are strongly encouraged to reduce the spread of COVID-19, CDC recognizes there are specific instances when wearing a cloth face covering may not be feasible. In these instances, parents, guardians, caregivers, teachers, and staff should consider adaptations and alternatives whenever possible.
- Upon arrival, staff performing the temperature checks on the children will wash their hands and put on a facemask.

B. Cleaning and Disinfecting-the mandated standards for cleaning, sanitizing and disinfection of educational facilities for children will be followed.

- The North Wind Facility's schedule for cleaning and disinfecting includes:
 - Cleaning, sanitizing, and disinfecting surfaces and objects that are frequently touched, especially toys and games daily.
 - Cleaning objects/surfaces daily such as doorknobs, light switches, classroom sink handles, countertops, desks, chairs, bookshelves, and outdoor play equipment.
- Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.

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- EPA-registered disposable wipes will be provided to child care providers and other staff members so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use.
- All cleaning materials should be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

C. Cleaning and Sanitizing Toys

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
- Set aside toys that need to be cleaned or disinfected. Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned before use by another child.

D. How to Clean and Disinfect

- Hard (Non-porous) surfaces that are dirty should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
Always read and follow the directions on the label to ensure safe and effective use.
 - Wear skin protection and consider eye protection for potential splash hazards
 - Ensure adequate ventilation
 - Use no more than the amount recommended on the label
 - Use water at room temperature for dilution (unless stated otherwise on the label)
 - Avoid mixing chemical products
 - Label diluted cleaning solutions
 - Store and use chemicals out of the reach of children and pets
 - You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm.

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- Do not wipe or bathe animals with these products or any other products that are not approved for animal use.
- Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations.
- Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite, or concentration of 5%–6%.) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3 cup) bleach per gallon of room temperature water or
 - 4 teaspoons bleach per quart of room temperature water
- Cleaning staff should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Hand sanitizers
 - Keep hand sanitizers away from fire or flame
 - For children under six years of age, hand sanitizer should be used with adult supervision
 - Always store hand sanitizer out of reach of children and pets
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
- Additional key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance such as a child.
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

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- Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.
- For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, staff will remove visible contamination if present.
- In order to minimize the possibility of dispersing virus through the air, staff will not shake dirty laundry.
- Staff will wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

E. Modified Layouts of the Classroom

- Space seating/desks at least 6 feet apart when feasible.
- When possible, turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Modify learning stations and activities as applicable so there are fewer students per group, placed at least 6 feet apart if possible.
- Create distance between children on school buses (g., seat children one child per row, skip rows) when possible.

F. Food Restrictions and guidelines

- Have teachers and children wash their hands with soap and water for 20 seconds or use a hand sanitizer that contains at least 60% alcohol before and after eating.
- Ensure children do not share food, either brought from home or from the food service.
- Ensure that children remain at least 6 feet apart in food service lines and at tables while eating.
- Ensure children do not share food or utensils.
- Use disposable food service items (e.g., utensils, trays). If disposable items are not feasible or desirable, ensure that all non-disposable food service items and equipment are handled by staff with gloves and washed with dish soap and hot water.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal.

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Appendix 1a.



Department
of Health

New York State Department of Health (NYSDOH) Pre-K to Gr 12 COVID-19 Toolkit

NYSDOH COVID-19 In-Person Decision Making Flowchart for Student Attendance

Can My Child Go To School Today?

In the past 10 days, has your child been tested for the virus that causes COVID-19, also known as SARS-CoV-2?

YES

Was the test result **positive** OR are you still waiting for the result?

YES

Your child **cannot** go to school today.
They must stay in isolation (at home and away from others) until the test results are back and are **negative** OR if **positive**, the local health department has released your child from isolation.

NO

In the last 14 days, has your child:

- Traveled internationally to a [CDC level 2 or 3 COVID-19 related travel health notice country](#); or
- Traveled to a state or territory on the [NYS Travel Advisory List](#); or
- Been designated a contact of a person who tested positive for COVID-19 by a local health department?

YES

Your child **cannot** go to school today.
They must stay at home until your local health department releases your child from quarantine, at least 14 days.
A negative diagnostic COVID-19 test does not change the 14-day quarantine requirement.

NO

Does your child currently have (or has had in the last 10 days) one or more of these new or worsening symptoms?

- A temperature greater than or equal to 100.0° F (37.8° C)
- 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

YES

Your child **cannot** go to school today.
Your child should be assessed by their pediatric healthcare provider (HCP). Call your child's HCP before going to the office or clinic to tell them about your child's COVID-19 symptoms. If your child does not have a HCP, call your local health department.

NO

Your child **CAN** go to school today.
Make sure they wear a face covering or face mask, practice social distancing, and wash their hands!

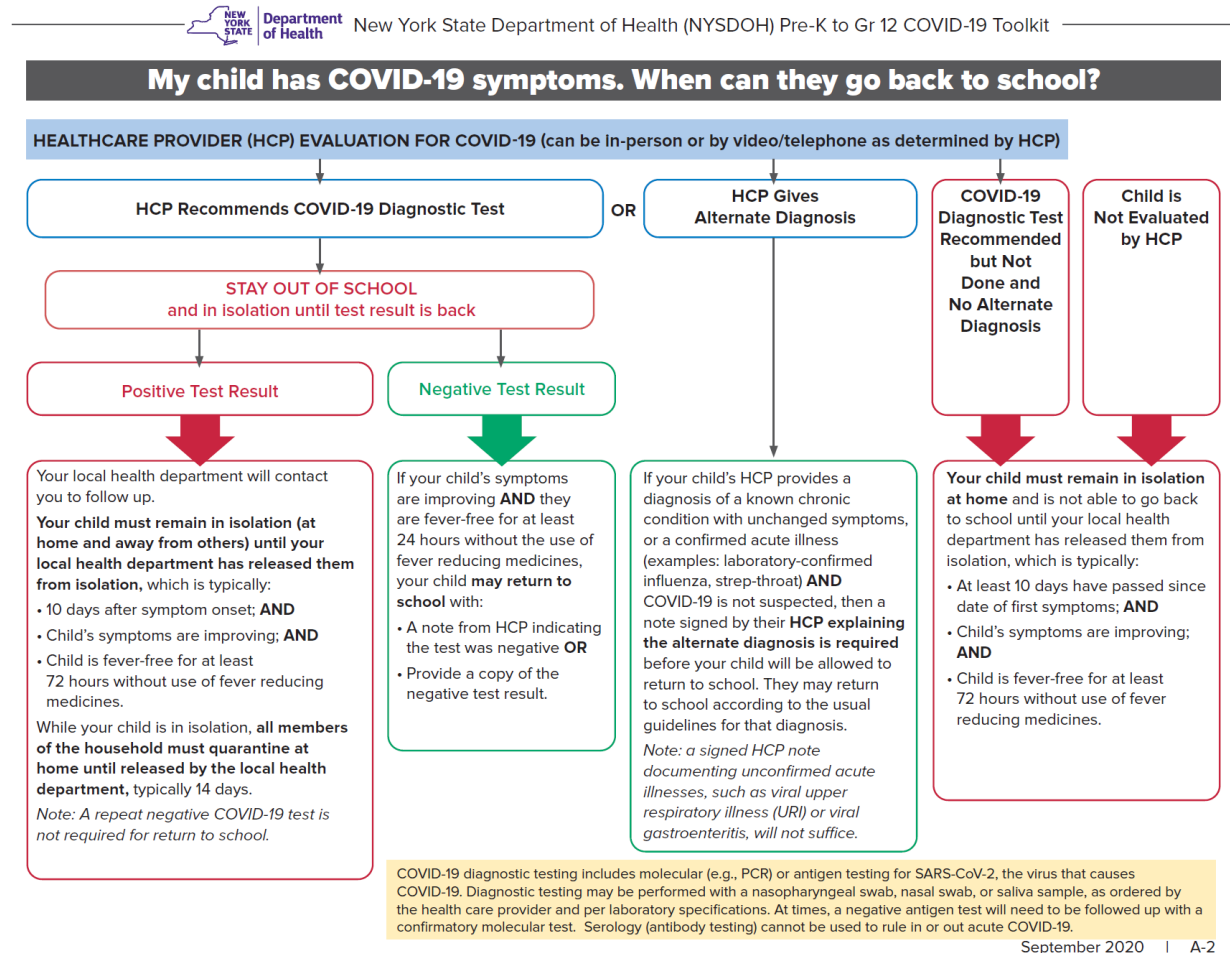
Report absences, symptoms, and positive COVID-19 test results to your child's school.

SEEK IMMEDIATE MEDICAL CARE IF YOUR CHILD HAS:

- Trouble breathing or is breathing very quickly
- Prolonged fever
- Is too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, irritability, or confusion

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Appendix 1b.



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