



## YMCA OF LONG ISLAND CHILD CARE COVID-19 SAFETY PLAN (Updated 1.4.2021)

**The COVID-19 Safety Plan is subject to change at any time based on updates provided by New York State. Any changes to the plan will be shared with families.**

### WELLNESS CHECKS

#### Screening Criteria

- Students and staff will be screened daily upon arrival.
- The screening will determine:
  - Does your child have a temperature of 100.0 or greater?
  - Does your child have any COVID-19 related symptoms within the past 10 days?
  - Has your child traveled outside of New York State in the last 10 days?
  - Has your child or anyone in your household been diagnosed with COVID-19 in the past 10 days?
  - Has your child had any close contact with anyone who has been diagnosed with COVID-19 in the past 10 days?
- If any of these are questions are confirmed, they will be referred to the leadership staff (Child Care Director, School Age Child Care Director, Site Director, and Assistant Site Director) on site.
- The leadership staff on-site will make a determination if a participant or staff member is able to stay on site based on the screening.
- When in doubt, we will be asking the participant or staff to leave the site.

#### Arrival

- Students and staff will be greeted and screened upon arrival as noted above.
- Anyone dropping off a student must be wearing a mask.
- Students & families will receive information encouraging them to keep 6 feet of distance between themselves and until our staff gives them permission to proceed inside the building. (Arrival will vary based on location and further information will be provided)
- Staff will do their best to screen students before entering the YMCA or the program school area.
- Families that need to speak to a staff member will be consulted with a short distance away from the rest of the staff and students.
- For arrivals outside of the set drop-off time, students and staff will be screened upon arrival and before entry.

#### Pick-Up

- Families will be kept from congregating when picking up their child.
- Anyone picking up a student must be wearing a mask.
- Staff will be strategically placed to keep appropriate distance from families.
- Families will be encouraged to pick up from designated areas. (Dismissal will vary based on location and further information will be provided)

### MITIGATION TECHNIQUES

The following mitigation techniques will be reinforced with all students and staff:

- Wash your hands often with soap and water for at least 20 seconds
- Clean and disinfect frequently touched objects and surfaces.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.

- Wear a cloth face covering over your nose and mouth.
- Do not touch your eyes, nose, or mouth.
- Stay at least 6 feet apart from other people.
- If you are sick, stay home except to get medical care.
- The sharing of objects will be limited. Students will be encouraged not to bring any unnecessary items from home.

### When will participants and staff wash hands?

- Handwashing will happen several times a day, including students and staff upon arrival to the school, the YMCA, or the Before and After School Program.
- For handwashing: soap, running water, and disposable paper towels will be used.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol will be located for areas where handwashing facilities may not be available or practical.
- Hand sanitizer available throughout common areas on site. It will be placed in convenient locations, such as at entrances, exits, and reception desks.

## PHYSICAL DISTANCE & FACE COVERINGS

YMCA of Long Island will have the staff maintain a distance of at least six (6) feet from students and other employees. The only exception to this is unless safety or the core activity requires a shorter distance. If that is the case, a face covering or face shield will be considered.

### Types of Face Coverings

- When physical distance is not able to be achieved, a face covering will be considered.
- Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based face coverings and disposable masks that cover both the mouth and nose.

### When do we wear face coverings (masks)?

- Preschoolers will not be required to wear masks; however, we encourage mask use for all participants.
- Students K - 6 will be required to wear masks when they are less than 6 feet apart. They will also be required to wear masks when they are indoors.
- Staff will be required to wear masks when they are less than 6 feet apart. They will also be required to wear masks when they are indoors. In addition, staff will wear masks during our morning arrival time for all students. Staff will use further PPE whenever the situation is warranted.

## GROUP SIZE

- Children will remain in static groups of no more than 15 and smaller groups of children below the age of 4.
- Groups will remain separate from other groups.
- Groups will have assigned indoor spaces to ensure that groups remain separated.

## FACILITIES

- We will have physical barriers in key locations such as the front desk to prevent students and staff from being exposed.
- The facility/School and equipment will be routinely wiped down with disinfectant.
- Signage will be posted reinforcing good hygiene, wearing a face covering, and physical distancing.
- Visitors to the program will be extremely limited.
- Members of the YMCA will be kept separate from students whenever possible. Entrances will be managed.

## **SYMPTOMS OF COVID-19 AT YMCA/SCHOOL**

When symptoms of COVID-19 are displayed at Preschool and in the Before and After School Program, the following protocols will take place:

### **For Students**

- Students will immediately be separated from the group.
- Our leadership staff will be consulted.
- If asked to leave, family will be notified immediately and asked to pick up the student. Students will wait in an isolated space away from the rest of the school population.
- If cleared, students will have another wellness check with our leadership staff throughout the day.

### **Returning to YMCA/School**

- If student is asked to leave the Preschool, the YMCA branch, or the Before and After School Program with a fever of 100.0 or more cannot return to care for 72 hours and will require a doctor's note that they are symptom-free.

## **CONFIRMED CASE OF COVID-19 AT YMCA/SCHOOL**

- If a case of COVID-19 is confirmed with a student or a staff member, NYS Office of Child and Family Services (NYS OCFS), Suffolk County or Nassau County Department of Health will immediately be informed. Suffolk County or Nassau County will instruct YMCA of Long Island how to proceed.
- Students and staff members that had close, sustained contact with individuals will be asked to self-quarantine from the YMCA program. The self-quarantine can last 10-14 days based on the individual's exposure and symptoms.
- The only exception to this is will be if a person received a negative result from a COVID-19 test. Documentation must be provided.
- For all children and staff that test positive to Covid-19, the YMCA of Long Island will require a negative test result, doctor's note to return to the program or cleared by DOH.

## **PRESCHOOL PROCEDURES**

### **Rest Time**

- Students enrolled in a full day YMCA Preschool program will have the opportunity to rest quietly or nap each afternoon. Rest time will vary depending on the age of the child/program enrolled. During rest time, the lights are dimmed, and soft music or a children's audiobook is played in the background.
- The preschool provides each student with a cot for them to use during rest time for the duration of the school year. Cots or mats will be appropriately spaced with children resting in different directions to maintain social distancing. Parents must supply a blanket and/or bedroll, which will be sent home weekly for laundering. All cots are sanitized on a daily basis.
- The classroom staff will help to settle those students who need to take a nap. Any non-napping students must lay or sit quietly on their cots (books, puzzles, and tabletop toys are permitted) until quiet time is over.

### **Food**

- Snack will be served in individual portions to children
- Children will provide their own lunch to be stored in cubbies
- Static groups of children will be at maintainable at each table
- Separate tables with seating at least 6 ft. apart from other tables, as feasible.

## Diaper Changing

- When diaper-changing/providing assistance with toileting a child, staff will wash their hands first, then wash the child's hands before they begin, and wear gloves. Follow safe diaper changing procedures. Steps include:
  - Prepare (includes putting on gloves)
  - Clean the child
  - Remove trash (soiled diaper and wipes)
  - Replace diaper
  - Wash child's hands
  - Clean up diapering station
  - Wash hands
- After diapering, staff will wash your hands (even if they were wearing gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection. Disposable diapers only.

## SCHOOL AGE CHILD CARE PROCEDURES

### Technology

The YMCA of Long Island promotes internet safety for all students in our programs. The transition from your child's school day to the Y's After School programs or Y Student Support Centers requires parents/guardians, students, and our staff to support children in a virtual learning environment. While in physical school buildings, some aspects of the internet and technology safety are controlled by the technology departments at the school or district level. Security measures and privacy walls requiring student and teacher compliance are put into place. When learning occurs outside of the school day, we need to take extra precautions to keep students safe online:

1. Understand your school district's internet and social media policy.
2. Talk to your child about internet and social media safety.
3. Children should only access their devices during designated times (i.e., homework time and Y Student Support time).
4. Websites and platforms that are provided by the school district including school-related login credentials will be the only allowable sites.
5. Understand the federal acts in place to protect child online: Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Rule (COPPA).
6. Research additional measures such as parental controls, internet monitoring software, and more.

We encourage you to speak with your child at home about the importance of practicing safety online but if they are ever in doubt, the student should ask a Y staff member for help. Please also refer to our Program Code of Conduct for limited use of electronic devices.

## TRAVEL ADVISORY

In response to increased rates of COVID-19 transmission in certain states and countries, and to protect New York's successful containment of COVID-19, New York State has issued a travel advisory for anyone coming to New York after travel to states that are not contiguous to New York, or after travel to any CDC Level 2 or Level 3 Travel Health Notice country.

## Quarantine Criteria for Travel

All travelers entering New York from a state that is not a contiguous state, or from a CDC Level 2 or 3 Travel Health Notice country, shall quarantine for a period of 10 days, consistent with Department of Health regulations for quarantine, unless:

- For travelers who traveled outside of New York for more than 24 hours, such travelers must obtain testing within 72 hours prior to arrival in New York, AND
- Such travelers must, upon arrival in New York, quarantine according to Department of Health guidelines, for a minimum of three days, measured from time of arrival, and on day 4 may seek a diagnostic test to exit quarantine.

For travelers that meet the criteria above, the traveler may exit quarantine upon receipt of the second negative test result.

Contiguous states are Pennsylvania, New Jersey, Connecticut, Massachusetts and Vermont. Travelers from these states are not subject to this guidance.

Travelers who leave New York State for less than 24 hours do not need to obtain a diagnostic test before departing and do not need to quarantine upon return. However, such travelers must fill out the traveler form upon entry and must obtain a diagnostic test on the fourth day after arrival in New York.

For more information on the quarantine requirements and other procedures for travelers, please see the NYS Department of Health guidance found at the following link: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

### **Guidance for Child Care Programs regarding children in attendance:**

Any person entering New York from travel to a non-contiguous state or designated country, and if such travel was for longer than 24 hours, the person is required to quarantine until testing out or for a full 10 days, as required by the NYS Department of Health guidance linked above and below. Any such person may not attend a childcare program until standards to leave quarantine have been met.

### **Guidance for Child Care Programs regarding employees, volunteers, household members of homebased programs and all other individuals on-site at the program:**

Any child care program employee, and other individuals on-site at the program, who have entered New York from travel to a non-contiguous state or designated country, if such travel was for longer than 24 hours, is required to quarantine for a minimum of 3 days after returning to New York from a designated state or country, and must be tested on day 4 after arriving, pursuant to EO 205.2. Any such person may not be present in a child care program until they provide evidence of a negative test result.

Although such workers are essential, the travel advisory exemption for essential workers does not apply to teachers, school employees, or child care workers, due to the sensitivity of these congregate settings. Please consult the DOH website and resources for additional details and information regarding isolation procedures for when a person under quarantine is diagnosed with COVID-19 or develops symptoms.

**PLEASE NOTE: No refunds will be given for missed days due to travel or the required quarantine after your travel.**

## **CREDIT POLICY (Effective 1.4.2021)**

**NOTE:** Credit and Refund Policies are subject to change at any time. Families will be notified if a change occurs.

### **Preschool Program**

If the YMCA closes the program for participants to quarantine due to a mandate from Nassau or Suffolk County Department of Health (DOH), families affected will be credited for days missed on the following month's tuition.

### **Before & After School Program**

If the YMCA is required to close the Before/After School program due to a mandate from our County Department of Health (DOH) office, families affected will be credited for all days missed/closed on the following month's tuition.

If the school district closes a classroom or the school for longer than 3 days due to a mandated quarantine from the County or State Department of Health (DOH) offices, the YMCA will credit starting on the 4<sup>th</sup> day the participant's days missed on a quarterly basis (March and June) and determine if a credit is applicable. (Documentation will be required)

If a school district goes virtual/remote for longer than 3 consecutive days the YMCA will credit beginning on the 4<sup>th</sup> day. Credits will be issued on a quarterly basis (March and June) if applicable.