



Guidelines and Protocols COVID-19

Screening upon Arrival

Everyone entering the building must be screened. Anyone who has not been screened or refuses to be screened will be denied entrance to the building. This process will take place outside of the building or entry area and will include symptom monitoring via a daily health check as well as inquiries pertaining to any child, family member or staff person who has recently been exposed to or was present in areas of high transmission of COVID-19, or any other communicable disease.

Parents and non-essential visitors will be prohibited from entering the building.

All staff and essential visitors must sign in upon entering the building.

Daily health check will include assessing for:

- Temperature >100.0 or Prolonged Fever (more than 5 days)
- Prior, Flushed Appearance
- Discoloration of Lips
- Mood or Behavior Changes
- Lethargy
- Breathing Difficulty- Shortness of Breath, Rapid Breathing
- Chest Pain
- Wheezing
- Sore throat
- Coughing
- Sneezing
- Nasal Discharge
- Redness of Eyes
- Complaints of Ear Pain or Discharge from Ear
- Recent Loss of Taste and/or Smell
- Abdominal Pain
- Nausea/Vomiting/Diarrhea
- Headache
- Muscle Aches
- Skin Rash/ Change in Skin Color - Especially Fingers and Toes Unusual Spots, Bruising or Swelling
- Any Reported Illness and/or exposure to Covid-19 within Last 14 Days
- Any travel to areas designated as having high transmission rates.

A child/staff member who is sick or displays symptoms of illness upon arrival will not be allowed to attend school. They will be instructed to return home and stay home and contact their healthcare provider for further evaluation. They will be unable to return to the program until the child or staff member is symptom free for 24 hours without medication. The information gathered upon admitting assessment will be documented for the purpose of contact tracing. Observation for



signs and symptoms of illness will continue throughout the school day. Anyone with signs of illness will be immediately isolated in a designated area and sent home promptly.

Arrival and Dismissal

Drop off and Pick-up times will be staggered. Parents and caregivers will no longer be permitted to escort their child into or out of the building. We are aware that some children may experience severe separation anxiety. Any exception to this policy will be made on a case by case basis.

Face Coverings-Updated 9-24-2021

In accordance with the updated mandates of New York State for Child Care programs, all individuals in a childcare setting must wear masks indoors, including during indoor gross motor activities (gym time). This mandate applies to all people age 2 and older who are able to medically tolerate a face covering regardless of vaccination status. If a child is unable to medically tolerate wearing a mask, his or her parent must provide documentation from the child's health care provider to the site director.

Times that the children will not wear masks include: outdoor playground/bike time, rest/nap time, snack/lunch time

Correct and consistent use of masks may be challenging for some children, such as children with disabilities, including cognitive, intellectual, developmental, sensory and behavioral disorders.

Alcott School will work with the children to support the use of the masks. Parents must send in additional masks in their child's backpack in case a replacement is needed

Hygiene and Cleaning

Upon entering the building all students and staff must wash hands with soap and water for at least 20 seconds. Hand washing protocols as per OCFS regulations will be continued throughout the day. Hand sanitizers will be made available in all common areas and areas that do not have access to soap and water

Gloves must be worn during screening, toileting, food servicing, contact with bodily fluids, cleaning and disinfecting, and interacting with anyone who displays signs and symptoms of illness.

All classrooms and items used within the classroom will be cleaned and disinfected as needed and at the end of each day with appropriate concentrations of disinfectant as outlined by The Office of Children and Family Services. Toys that cannot be cleaned and sanitized will not be used. (soft toys, dress up clothing, puppets.) Non- essential Items from home will not be allowed in school. Use of shared work area will be limited. Shared work areas will be cleaned and disinfected between users.

A schedule for routine daytime and evening cleaning and disinfecting of the building will be implemented. Only solutions approved by the Office of Children and Family Services will be used to clean and disinfect.



Social Distancing

Social distancing will be practiced and enforced to the fullest extent possible, unless safety or core function of the work activity requires a shorter distance. For the most part, there is not an expectation that young children will maintain physical distance within their stable group.

Work areas and student activity areas will be set up with social distancing practices in place. Children and Staff will remain as static as possible.

In-person gatherings will be limited. Meetings will be held by video conferencing as often as possible. If a meeting is held in person, limiting capacity to 50%, and social distancing in a well ventilated space will be ensured.

Signs will be posted throughout the building as reminders of COVID-19 Protocols

COVID-19

If a child or staff member tests positive for COVID-19, develops symptoms specific to COVID-19 and is suspected of having COVID-19, or is suspected of having close contact with an individual who has COVID-19 they will be directed to stay home and follow directives of their health care provider and the Department of Health. Please notify the school immediately if any of these situations apply.

Upon notification of a positive COVID-19 case the COVID Coordinator will initiate contact tracing protocols and notify the Westchester County Department of Health. Contacts will be notified of the exposure and directed to follow quarantine protocols as per Health Department guidelines. Upon completion of the notification of the identified contacts, the school will send an informational e-mail message to the Alcott Community via One Call Now (Emergency Notification System)

*Individuals who test positive for COVID-19 are required to isolate for 10 days as per Health Department guidelines and must be symptom free for 72 hours without the use of medications before returning to school/work. Appropriate documentation is required indicating the individual is free of communicable disease and can return to school/work.

Please refer to the Alcott School Website, www.alcottschool.org for links to resources regarding COVID-19 such as New York State Department of Health COVID-19 Decision Making Tool kit and the Westchester County Department of Health.

PLEASE BE ADVISED:

COVID-19 IS A RAPIDLY EVOLVING HEALTH SITUATION. ALCOTT IS COMMITTED TO CONSISTENTLY MONITORING, UPDATING AND IMPLEMENTING THE MOST CURRENT MANDATES ISSUED BY THE OFFICE OF CHILDREN AND FAMILY SERVICES, THE WESTCHESTER DEPARTMENT OF HEALTH, THE NYS DEPARTMENT OF HEALTH AND THE CENTERS FOR



ALCOTT SCHOOL

DISEASE CONTROL. WE WILL ALWAYS DEFER TO DIRECTIVES THAT LEAN MOST TOWARD THE SIDE OF CAUTION. ALL MEASURES ARE IMPLEMENTED TO INSURE AND MAINTAIN THE MOST EXTREME LEVELS OF SAFETY AND HEALTH OF OUR CHILDREN, OUR FAMILIES AND OUR STAFF.

September 24, 2021