



Bright Beginnings NYC Covid 19 Mandatory Policies and Protocol

The following are newly added and formatted policies and protocols that Bright Beginnings NYC Preschool will be enforcing due to the Covid 19 Pandemic. These policies and protocols are mandatory, as long as management requires, for both the student families and teaching staff.

These are to be upheld in hopes of keeping our entire Bright Beginnings Community healthy and safe.

These policies and protocols are in addition to the Department of Health mandated Covid 19 regulations.

***Document Organization**

The policies and protocols listed below are organized in the same fashion as the Department of health regulations document provided to you in the parent email.

This is to make it easier for parents to compare what city regulations we must adhere to, as well as what more Bright Beginnings NYC is doing to keep our school community safe.

Please review the DOH Covid Regulations document prior to reviewing our supplementary add ons.

In this document we will be discussing specifically what Bright Beginnings will look like in Fall 2020 with the new mandatory policies.

If we do not touch on a specific regulation in our amendment, it is because we already adhere to the regulation in normal practice. Or the regulation does not require further explanation by Bright Beginnings NYC and Bright Beginnings NYC will of course adhere to said regulation. We will only be listing and detailing specific changes being implemented by Bright Beginnings NYC that impact our normal routine. Bright Beginnings NYC already upholds many of the Covid 19 guidelines provided to us by the DOH.

Physical Distancing:

1. Any time that employees are less than 6 ft. from each other or interacting with children/campers, they must wear a face covering.

BB-NYC:

- All staff will be required to wear face masks while on premises and while approaching school entrance.
- All parents will be required to wear face masks during pick up and drop off.

2. Ensure employee and children/camper groupings are as static as possible by having the same group of children/campers stay with the same staff whenever and wherever possible. Group size must be limited to no more than 15 children/campers (not including employees/staff).

BB-NYC: Already upheld.

- Classes for the 2020-2021 school year will be limited to a 12 student maximum per class.

3. Ensure that different stable groups of up to 15 children/ campers have no or minimal contact with one another or utilize common spaces at the same time, to the greatest extent possible.

BB-NYC:

- Big Friends and Little Friends classes will have minimal interaction during the morning session.
- Big Friends will begin their day with their free-play period downstairs and come up once free play is done.
- When the free-play/arrival period is finished, the screen installed in between the class groups last year will be drawn providing a physical barrier between the classes.
- A class will only pass by once the other class has fully finished their physical transition

4. Implement practices to maintain adequate social distancing in small areas, such as restrooms and break rooms, and signage and systems (e.g. flagging when occupied) to restrict occupancy when social distancing cannot be maintained in such areas.

BB-NYC:

- South Bridge Management approved the installation of outdoor signage for appropriate social distancing during pick up and drop off.

5. Take reasonable steps to reconfigure space to limit overall density of rooms to 15 or fewer children/ campers.

BB-NYC:

- Classes are limited to 12 students per class.

- Classes will utilize the upstairs and downstairs spaces more frequently to allow for further social distancing.
- Students will be spread further apart when possible for meal times.

6. Prohibit non-essential visitors on site, to the extent possible.

BB-NYC:

- Visitors are not permitted to enter school premises.
- All Parent drop offs and pick ups will be directly outside of the school's entrance. Parents will be expected to social distance while waiting.
- All delivery drop offs will occur outside of the school entrance.
- All in person school holiday gatherings have been paused for this year.
- Fun Friday Readers have been paused for this year.
- All Parent Conferences will occur virtually via zoom

Protective Equipment:

1. Ensure employees wear face coverings any time they are 6 ft. apart from one another, and at all times when interacting with children/campers, regardless of distance.

BB-NYC:

- All staff are required to wear face masks while on premises.

2. Provide employees with an acceptable face covering at no-cost to the employees and have an adequate supply of coverings in case of need for replacement.

BB-NYC:

- All employees will be provided with face masks as necessary.

3. Clean, replace, and prohibit sharing of face coverings. Consult the CDC guidance for additional information on cloth face coverings and other types of personal protective equipment (PPE), as well as instructions on use and cleaning and disinfection.

BB-NYC:

- All staff members will be trained in appropriate usage and wearing of face mask prior to school opening.
- All staff members are restricted from sharing face masks.

4. Limit the sharing of objects (e.g. electronic equipment, arts and crafts materials, touch screens) and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, require employees to wear gloves (trade-appropriate or medical); or, require employees and children/campers to practice hand hygiene before and after contact.

BB-NYC:

- Both classes will be provided with separate arts and crafts materials.

- All staff members and students will be required to practice proper hand hygiene after encountering a common frequented area or material. This will be hand washing, hand sanitizer, or both.

Program Activities:

1. Focus on activities with little or no physical contact.

BB-NYC:

- Students will remain as socially distanced as physically possible.
- Any and all games that require physical contact will be restricted (i.e duck duck goose, musical chairs). Please keep in mind that when children are playing outside at the playground, or during music and movement, these types of interactions are inevitable. However, teachers will not be planning structured games such as those listed.

2. Food Service: Serve individual portions to children/ campers;

BB-NYC: Already Upheld by BB-NYC. All students always receive individualized portions.

- Red Rabbit (our catering service) is also complying by DOH regulations and have begun packaging individualized portions as well.

3. Separate tables with seating at least 6 ft. apart from other tables, as feasible.

BB-NYC:

- Students are already spread out as much as possible with staggered meal times.
- Full-time students will be spread out to even more with the use of three lunch time tables.

Cleaning/ Disinfection:

1. Adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain logs on site that document date, time, and scope of cleaning and disinfection.

BB-NYC: Cleaning regulations already upheld by BB-NYC.

- Staff members will complete a physical cleaning log organized as outlined by DOH.

2. Employees/staff and children/campers must perform hand hygiene immediately upon entering the program.

BB-NYC: Already upheld by BB-NYC Staff.

- All students will be required to hand sanitize at entrance of the school (prior to entering), and wash hands immediately after entering school premises.

3. Require staff and children to practice hygiene in the following instances:

- Upon arrival to the first program activity
- Between all program activities

- **After using the restroom**
- **Before eating**
- **Before departing the last program activity**

BB-NYC:

- All staff and students will follow the schedule outlined by DOH with either hand sanitizer, hand washing, or both.

4. Regularly clean and disinfect equipment and toys using the Department of Environmental Conservation's (DEC) list of products identified by the Environmental Protection Agency (EPA) as effective against COVID-19.

BB-NYC: We have received and reviewed all 51 pages of approved cleaning supplies.

- All staff members and cleaning services will be using aforementioned approved supplies to clean and disinfect the physical space as well as all materials used by children.

5. Limit children/campers from using toys that can't be cleaned/sanitized (e.g. dress-up clothes, puppets).

BB-NYC:

- Students will only be permitted to use easily cleanable materials. These include all plastic or rubber materials that will be disinfected same day.

- This will also include any wood material or books that can be easily wiped and disinfected.

- Staff members and students are currently restricted from using stuffed animals, dress up items, scarves, puppets, communal play dough, finger paints, and large communal sensory bins.

6. For programs with rest periods for children/campers, make individual clean bed coverings available for each child/camper, and do not allow bedding to be shared unless cleaned/disinfected.

BB-NYC: Already upheld by BB-NYC Parents.

- BB-NYC will no longer be able to provide spare bed sheets if a student is missing them.

- Parents must bring in their own child's bed sheets each Monday for rest time.

- Parents must wash said sheets prior to bringing to school each and every week.

- If a child were to have an accident and the sheets are sent home, a clean new pair must be brought back the following morning.

Communication:

1. Affirm you have reviewed and understand the state issued industry guidelines, and that you will implement them.

BB-NYC:

- Will have all management and staff complete DOH regulations training and confirm with signature after completion of training.

2. Train all employees/staff on applicable precautions/ policies in the State's guidance either remotely or in person, using appropriate social distancing and requiring face coverings for all participants.

BB-NYC:

- All staff members will be trained in new DOH regulations and BB-NYC protocols during the July Staff Development Day on Friday, July 31st.

3. Post signage inside and outside of the facility to remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

BB-NYC:

- Already upheld. There is signage on the front entrance and we are working with building management to create outdoor signage as well if possible.

4. Conspicuously post completed summary safety plans on site.

BB-NYC:

- All discussed regulations will be posted on the parent board
- Newly revised safety plan will be posted on the parent board as well.

Screening:

1. Instruct staff to stay home if they are sick and remind parents/guardians to keep sick children/campers home.

BB-NYC:

- All staff and students will be held to the same health and safety guidelines.
- Any staff member feeling ill is to stay home or will be sent home upon arrival if the wellness check is failed.
- Any student feeling ill, appearing ill, etc. is to stay home or will be sent home upon arrival if the wellness check is failed.
- You must be at 100% of health to enter school premises.
- Any staff member or student that shows signs or symptoms OF ANY KIND OF SICKNESS is required to stay home.
 a. This includes the normal: fever, rash, pink eye, diarrhea, and vomiting
 b. AS WELL AS: colds, coughs, stomachs, asthma issues, and any other ailments that impact their immune system.
- NO student or staff are permitted to attend school any longer with any form of sickness, virus, or ailment.
- Anyone is able to be sent home at Director's discretion at any time.
- Any student that is being sent home will be separated from the rest of the group and is required to be picked up immediately.
- If a student or staff member is thought to have presented with Covid 19 symptoms, they are only to return after a doctor has cleared them to do so.

2. Implement mandatory health screening assessment (e.g. questionnaire, temperature check) for employees, visitors (e.g. contractors, vendors), and children/campers, either directly or through their parent/guardian.

BB-NYC:

- BB-NYC will be implementing daily health screenings and wellness checks prior to entering school premises.
- Staff will continue to monitor health and wellness throughout the student's day.
- The health check will comprise of:
 - a. Temperature Reading
 - b. Daily Questionnaire
 - c. Physical evaluation of student's or staff members current visible physical status
- Reminder: All students and staff are able to be sent home at Director's discretion. Please be mindful of our community when deciding if you should be coming to school.

3. Screening must ask about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close or proximate contact with confirmed or suspected COVID-19 case in past 14 days. Responses must be reviewed and such review must be documented.

BB-NYC:

- BB-NYC will require this information during the daily health and wellness check prior to entering school premises.

4. In the event that a parent/guardian of a child/camper must be isolated because they have tested positive for, or exhibited symptoms of, COVID-19, the parent/ guardian must be advised that they cannot enter the site for any reason, including picking up their child.

BB-NYC:

- An emergency pick up must be provided. The student will need to be picked up immediately.
- The student will be required to complete the 14 day quarantine period prior to returning to school if the parent has tested positive or if the parent is completing a 14 day self quarantine.
- The student must be examined by their doctor and allowed to return to school. A doctor's one must be submitted prior to the child returning to school.

5. If the parent/guardian – who is the a member of the same household as the child/camper – is exhibiting signs of COVID-19 or has been tested and is positive for the virus, utilize an emergency contact authorized by the parent to come pick up the child. As a “close contact,” the child/camper must not return to the child care or day camp for the duration of the quarantine.

BB-NYC:

- Again, the student will not be permitted to return to school until the 14 day quarantine is completed and the parent/guardian has been deemed healthy by their healthcare provider.

- The student must be examined by their doctor and allowed to return to school. A doctor's one must be submitted prior to the child returning to school.

6. If the parent/guardian– who is the a member of the same household as the child/camper – is being quarantined as a precautionary measure, without symptoms or a positive test, staff should walk out or deliver the child/camper to the parent/guardian at the boundary of, or outside, the premises. As a “contact of a contact” the child/camper may return to the child care or day camp during the duration of the quarantine.

BB-NYC:

-If a parent is quarantined, either having contracted the virus or as a precautionary measure, **that student will be required to quarantine as well** until the parent is deemed healthy or permitted to end their quarantine.

-A doctor's note confirmation will be required prior to entering school premises.

7. If a child/camper or their household member becomes symptomatic for COVID-19 and/or tests positive, the child must quarantine and may not return or attend the child care or day camp program until after quarantine is complete.

BB-NYC:

-The student will not be permitted to return to school until the 14 day quarantine is completed and the household member has been deemed healthy by their healthcare provider.

- The student must be examined by their doctor and allowed to return to school. A doctor's one must be submitted prior to the child returning to school.

8. In the case an employee or student tests positive for Covid 19 virus:

-If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.

-If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms.

-If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine.

- Required to notify the city and state

BB-NYC:

- The entirety of the school will be required to go into mandatory 14 day quarantine.

Given the intimate nature of our program and the small environment in which we teach and learn, interaction is simply unavoidable. What DOH regards as close or proximate prolonged interaction would refer to the all students and staff. Please refer to their statement below:

“The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.”

Therefore, following the guidelines set forth by the DOH, if a student or staff member contracted the virus we would all be required to enter at least a 14 day self quarantine, brought higher to a 10 day full isolation period if testing positive or showing symptoms.

During this time...

- Bright Beginnings NYC will do a deep clean of the entire school premises prior to anyone returning.
- Bright Beginnings NYC will move to virtual learning for the duration of the precautionary quarantine period. (Currently in the process of configuring the virtual platform)

***Bright Beginnings NYC: Added Guidelines**

There are a few more items that Bright Beginnings NYC will be including in addition to the DOH’s regulations. Please see below.

1. All teachers will be tested for coronavirus, as well as antibodies, prior to returning to school.
2. There will be an installment of an ultraviolet light system into the current HVAC unit located in the ceiling. This system will filter all incoming air entering the HVAC system and will kill viruses, mold and bacteria that may circulate through the air producing fresh and filtered air for the school.

Although UV light is safe for people and is free to be in our surroundings, this UV light will specifically be located away from the teachers and students, and be hidden in the ceiling unit.

3. We will no longer be able to permit outside items. Each student is permitted to have one item from home in their cubby only after it has been thoroughly washed and sanitized. The item must stay in the cubby. No other items may be brought in.
4. Students will be required to leave their water bottles in class for the week. They are to be dropped off with bedsheets on Monday and will be sent home on Friday.

As we slowly navigate through the summer months, more regulations or policies may be added. This can come from either DOH or Bright Beginnings. We are evaluating all updates as they come in.