



Bright Beginnings NYC Covid 19 Mandatory Policies and Protocol

The following are updated 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 summarized from the main points of the updated Department of Health regulations document provided to you on our website. We strongly recommend reviewing that document as well!

This is to make it easier for parents to compare what city regulations we must adhere to, and have implemented since reopening in Fall 2020 as well as what more Bright Beginnings NYC is doing to keep our school community safe.

In this document we will be discussing specifically what Bright Beginnings will look like in Fall 2021 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 are currently required to wear face masks while on premises when students are present.
- All parents are currently required to wear face masks during pick up and drop off.

2. Responsible parties should encourage that children age of 2 and older who are not fully vaccinated wear face coverings except when eating, drinking, showering, swimming, sleep/resting. Young children DO NOT NEED to wear face coverings when they are in child care or day camp program facility or area. Older unvaccinated children are strongly encouraged but are not required to wear face coverings indoors as feasible. Children and staff are not required to wear face coverings when outdoors that belongs to or is exclusively used by the child care or day camp program.

BB-NYC:

- Bright Beginnings NYC preschool students are not required to wear face masks.
- Preschool students (both 2s and 3s) are able to wear face masks at parents discretion. Should you prefer this, please inform your child's teacher.
- All after school students are required to wear face masks except when eating, drinking, or playing outdoors.

**There are further mask recommendations located on the Updated DOH guidelines should you want to review further.

3. 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.

4. 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 interact minimally during the morning session. Students in the full-time program will remain together post part-time dismissal.
- A class will only pass by once the other class has fully finished their physical transition

5. 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.

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

BB-NYC:

- Classes are limited to 15 and 12 students per class respectively.
- Classes will utilize the upstairs and downstairs spaces more frequently to allow for further social distancing if needed.

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

BB-NYC:

- Non-essential visitors are currently not permitted to enter school premises. Service workers are permitted only once fulfilling the wellness check, temperature check, and is required to wear a mask.
- All Parent drop offs and pick ups will remain directly outside of the school's entrance for the time being. 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 will remain paused until further notice.
- Fun Friday Readers will remain paused until further notice.
- 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 for the time being 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 are and will continue to 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 are 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 necessary and within reason.
- Please keep in mind that when children are playing both inside and outside at the playground, or during music and movement, these types of interactions are inevitable.

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

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

- AtoZ (our catering service) is also complying by DOH regulations and package 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.

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 are 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 use 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 are permitted to use easily cleanable materials. These include all plastic or rubber materials, wooden blocks and trains, laminated sheets, lacing mats, art materials, etc. that are disinfected same day.
- 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:

- All management and staff have completed DOH regulations 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 are trained in new DOH regulations and BB-NYC protocols.

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.

4. Conspicuously post completed summary safety plans on site.

BB-NYC:

- All discussed regulations are posted on the parent board and on the school website.

- Preschool Covid safety plan is also 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 are 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, stomachaches, 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 is 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' 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 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 is to be picked up immediately.
- The student is 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 note 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 note 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 as a precautionary measure AND IS VACCINATED, that student is required to quarantine as well. The student is required to quarantine for 5 full days and on the 5th day may test for Covid. The student is not able to test a earlier than fulfilling the 5 day quarantine. If the parent or a member of the household, including the student, tests positive during this time or begins showing symptoms during this time then please refer to #4 and #5.
- If all members of the household, including the student, continue testing negative then the student may test on the 5th day and provide that negative test the following day to the preschool.
- A doctor's note confirmation deeming the student healthy will be required prior to entering school premises.

- If a parent is quarantined as a precautionary measure AND IS UNVACCINATED, that student is required to quarantine as well. The student is required to follow the CDC guidelines of 10 days of isolation. The student may then take a covid test and bring the negative test results to the preschool. If the parent or a member of the household, including the student, tests positive during this time or begins showing symptoms during this time then please refer to #4 and #5.
- A doctor's note confirmation deeming the student healthy 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 note must be submitted prior to the child returning to school.

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

- Should a staff member or student test positive for COVID-19, responsible parties must cooperate with the state and local health department as required to trace all close contacts

of the case, dating back to 48hours before the case first began experiencing COVID-19 symptoms or tested positive, whichever is earlier. Confidentiality must be maintained as required by federal and state law and regulations.

-State and local health departments may, under their legal authority, implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine.

-Individuals who alerted by the health department that they are designated as having close contact with a person with COVID-19 are required to self report to preschool management at time of alert and shall follow the protocol referenced above.

BB-NYC:

- The entirety of the school will be required to shutdown for cleaning.

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 require to shut down for a full school deep clean and sanitization. This will hopefully take 24-72hrs. We will also need to notify the local health departments for next steps.

Once the deep clean is finished:

-All staff will be permitted to return to the preschool after getting tested themselves and providing negative covid test results unless otherwise instructed by DOH. All staff are vaccinated.

-All students will be permitted to return to the preschool after quarantining for 5 full days and on the 5th day may test for Covid. The student is not able to test earlier than fulfilling the 5 day quarantine. If a student tests positive during this time or begins showing symptoms during this time then please refer to #4 and #5 under *Screening*.

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

***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 are tested for coronavirus, as well as antibodies as needed.
2. Last year the preschool installed an ultraviolet light system into the current HVAC unit located in the ceiling. This system filters all incoming air entering the HVAC system and kills 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 is specifically located away from the teachers and students, and is hidden in the ceiling unit.

3. We currently do not 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 at this time.
4. Students are 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.