



2020-21 Temporary Health and Safety Amendment for Childcare During COVID-19

Updated July 28, 2020

Purpose

The Temporary Health and Safety Amendment for Childcare During COVID-19 is presented by the New York City Department of Health (NYCDOH) to protect against the spread of COVID-19.

Building Bridges is accountable for adhering to all local, state and federal requirements relative to childcare programs and activities. Building Bridges is also accountable for staying current with any updates to the NYCDOH requirements, as well as incorporating same into any activities and/or Site Safety Plan.

Building Bridges Preschool operating license has always ensured that we meet the following guidelines. No childcare can operate without meeting the following minimum State standards, as well as applicable federal requirements, including but not limited to such minimum standards of the Americans with Disabilities Act (ADA), Centers for Disease Control and Prevention (CDC), Environmental Protection Agency (EPA), and United States Department of Labor's Occupational Safety and Health Administration (OSHA).

The temporary State and City standards contained within this guidance apply to all childcare programs in operation during the COVID-19 public health emergency until rescinded or amended by the State.

Please review the temporary amendment to our current policy and procedure handbook that was sent to you in your Building Bridges Welcome Pack. The three specific areas that contain the changes are:

- Beginning of the School Year
 - First Days of School, Phase In
 - Arrival and Dismissal Procedures
 - Parent Orientation Workshop
- Health Matters: Health and Safety
 - School and Classroom Rules
- Weather and Emergency School Closings
 - Tuition and Closing Accommodations

Beginning of the School Year

- All Building Bridges staff will be tested for Covid-19 prior to the start of the school year.
- Building Bridges has redesigned the classrooms to have separate entrances and exits. Each classroom will be considered its own learning pod. Group size must be limited to no more than fifteen (15) children. The restriction on group size does not apply to employees/staff. This will ensure that our teachers and

students in one classroom will maintain a distance of at least six feet from other teachers and students in other classroom at all times, unless safety or the core activity requires a shorter distance (e.g. jointly caring for or responding to the needs of a child).

- Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings, transparent face shields and disposable masks that cover both the mouth and nose.

PLEASE NOTE: Young children (i.e., those that are not yet in kindergarten) do not need to wear face coverings when they are in childcare program facility or area. Older children are encouraged but not required to wear face coverings as feasible. Face coverings should not be used by children under the age of 2, or for anyone who is unable to medically tolerate such covering, including children for whom such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to the child care programs.

- Building Bridges' will maintain a staffing plan that does not require employees to "float" between different classrooms or groups of children, unless such rotation is necessary to safely supervise the children due to unforeseen circumstances (e.g. staff absence).
- During rest time Building Bridges will place children at least six feet apart and head-to-toe for the duration of rest, when feasible.
- Building Bridges has modified the use and/or restrict the number of work areas and seating areas for their employees, so that individuals are at least six feet apart in all directions (e.g. side-to-side and when facing one another) and are not sharing work areas without cleaning and disinfection between use. When distancing is not feasible between work areas, Building Bridges must provide and require the use of face coverings or physical barriers (e.g. plastic shielding walls, in lieu of face coverings in areas where they would not affect air flow, heating, cooling, or ventilation).
- Building Bridges will prohibit the use of small spaces (e.g. supply closet, storage areas, kitchens, or restrooms) by more than one employee at a time, unless all employees in such space at the same time are wearing acceptable face coverings. However, even with face coverings in use, occupancy must never exceed 50% of the maximum capacity of the space or vehicle, unless it is designed for use by a single occupant.
- If there is a case of COVID-19 reported in a classroom, all close contacts, (adults and children in that static group or pod) will be identified/contacted. The classroom will be professionally disinfected and closed for 24/48 hours. All

close contacts must stay home for 14 days from the last contact with the diagnosed individual. *Maintaining static groups of children avoids creating more close contacts. Other classes will operate as usual.

First Days of School, Phase In

- The 2020/21 school year will begin by small group meet-ups with your teacher in our garden or in Cadman Plaza Park weather permitting. The teachers will also reach out to you to schedule online introductions prior to the in-person sessions. Due to the temporary Covid-19 regulations, parents will not be permitted in the classrooms.

Arrival and Dismissal Procedures

- Building Bridges' staff will be tested prior to the start of the school year.
- Building Bridges has put in place temporary measures for child drop-off and pick-up procedures to allow for strict social distancing of six feet between parents/guardians and employees.
- A staff member will perform a daily health check of each child prior to entering the building. This includes but is not limited to a temperature check, symptom check and completing a *Family/Caregiver Covid-19 Screening and Exposure* questionnaire.
- Each classroom will have their own entry and exit door. Outside visitors, to include parents will not be allowed in the building. (This is a NYC DOH regulation for all licensed preschools/daycare providers).
 - Two's classroom 8:50am – 11:50pm
 - Three's classroom 9:00am – 12:00pm
 - Pre-K classroom 9:10am -12:10pm
 - Extended Day 3:00pm
- Building Bridges will have staff receive the child from the parent/guardian at the beginning of the day and bring the child out to the parent/guardian at the end of the day, so that parents/guardians don't have to enter the facility or program area.
- Employees/staff and children must perform hand hygiene immediately upon entering the program
- Building Bridges will post signs throughout the site, consistent with NYCDOH COVID-19 signage. Signage should be used to remind individuals to:

- Cover their nose and mouth with a mask or cloth face-covering.
- Properly store and, when necessary, discard PPE.
- Adhere to physical distancing instructions.
- Report symptoms of or exposure to COVID-19, and how they should do so.
- Follow hand hygiene and cleaning and disinfection guidelines.
- Follow appropriate respiratory hygiene and cough etiquette.

Parent Orientation Workshop

- Our Parent Orientation Workshop will take place through Zoom on Wednesday, September 9th from 6:30pm to 7:30pm.

Health Matters; Health and Safety

- School and Classroom Rules
 - Building Bridges will implement precautionary measures for their employees/staff who are taking care of young children during the COVID-19 outbreak, including:
 - All employees will be tested for Covid-19 prior to the start of the school year.
 - Frequent and thorough hand hygiene for both staff and children.
 - Employees will be issued smocks that could be washed or laundered after use or whenever soiled.
 - When soiled with a child's secretions (including drool), employees will change the uniform smock and wash anywhere that come into contact with a child's secretions (e.g. neck or hands).
 - Whenever a child is soiled with secretions, change the child's clothes and, as necessary, clean the child (e.g. wash hands or arms).
 - Children in childcare programs should have multiple changes of clothes on hand in the program facility or area. Building Bridges will require spare changes of clothes for children.
 - Contaminated clothes should be placed in a plastic bag and sent home for laundering.
 - When diapering/providing assistance with toileting, wear gloves, wash hands (staff and child), and follow cleaning and disinfection steps between each child.
- Staff Gatherings in Enclosed Spaces or Small Areas
 - Building Bridges will put in place practices for adequate social distancing in small areas, such as restrooms and breakrooms, and signage and

systems (e.g. flagging when occupied) to restrict occupancy when social distancing cannot be maintained in such areas; and

- Building Bridges will stagger schedules for their employees to observe social distancing (i.e., six feet of space) for any gathering (e.g. breaks, meals, and shift starts/stops).
- Building Bridges will prohibit non-essential visitors on site, to the extent possible.
- Building Bridges will establish designated areas for pickups and deliveries, limiting contact to the extent possible.
- Where feasible, Building Bridges will limit the number of entrances to (1) one per classroom to manage the flow of people into the facility and (2) facilitate health screenings per classroom while maintaining compliance with fire and other safety regulations.
- Develop a plan for people to maintain six feet of social distance while waiting inside or outside of the facility or site for screening, as applicable.

Protective Equipment

- All Building Bridges employees are attending a mandatory 3-hour Covid-19 training course on July 9, 2020.
 - Employees will be instructed in the training on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.
 - Building Bridges training will include reasonable measures to limit the sharing of objects. Each child will have their own arts and craft material boxes.
 - Each employee will be issued three smocks to use in rotation during the school week.
 - Employees will be required to wear gloves (trade-appropriate or medical) when in contact with shared objects or frequently touched surfaces.

Hygiene, Cleaning, and Disinfection

- Building Bridges has always employed a cleaning service to clean and disinfect all areas of the school on a daily basis. We will continue to ensure adherence to hygiene, cleaning and disinfection requirements as advised by the CDC and

DOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19," and the "STOP THE SPREAD" poster, as applicable.

- Building Bridges will maintain logs that include the date, time, and scope of cleaning and disinfection.
- Employees/staff and children must perform hand hygiene immediately upon entering the program.
- Building Bridges will provide and maintain hand hygiene stations on site, as follows:
 - For handwashing: soap, running warm water, and disposable paper towels.
 - For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
 - Hand sanitizer will be available throughout common areas on site.
 - Building Bridges will place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.
 - Building Bridges will place receptacles around the facility for disposal of soiled items, including PPE.

Key Times to Wash Hands

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- Upon arrival to the first program activity
- Between all program activities
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching garbage
- Before departing the last program activity.

- Building Bridges will provide appropriate cleaning and disinfection supplies for shared and frequently touched surfaces (e.g. door handles, multi-seat strollers, handrails, toys, art supplies, areas where children eat) and the employees will follow the manufacturer's instructions for use before and after use of these surfaces, followed by hand hygiene.
- Building Bridges will continue to conduct regular cleaning and disinfection of the site and more frequent cleaning and disinfection for high risk areas (e.g. common areas, doorknobs, handrails, bathrooms, kitchens) used by many individuals and for frequently touched surfaces. Cleaning and disinfection must be rigorous and ongoing and should occur at least after each shift, daily, or more frequently as needed.
- All toys / classroom equipment will be cleaned and sanitized daily along with all hard surfaces to include but are not limited to classroom walls, floors, bathrooms, outdoor and indoor play equipment, door handles and knobs, desks and chairs.

Clean and Sanitize Toys

- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will 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 will be used by one individual at a time or should not be used at all. These toys will be laundered before being used by another child.
 - All toys will be washed and sanitized before being moved from one group to the other.
 - 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.
 - Toys that cannot be cleaned and sanitized will not be used.
- All employees will be following safe diaper changing procedures. Procedures will be posted in all diaper changing areas.
- Building Bridges will not permit children to bring in toys from home with the exception of "lovies" as a transitional comfort for the child.
- Building Bridges will implement measures to limit sharing of personal item between children by keeping each child's belongings separated from others' and in individually labeled containers or areas and ensure they are taken home

and cleaned and disinfected regularly, as possible.

- Building Bridges offers a rest period for children who stay for extended day. Building Bridges will make individual mats available for each child. After use, blankets will be removed and cleaned and will not be shared between children unless cleaned and disinfected. Mats for resting will not come in contact with another child's rest equipment. Mats will be thoroughly cleaned and disinfected before being stored.
- Building Bridges will provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have a positive case of COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g. handrails, door handles).
- CDC guidelines on "Cleaning and Disinfecting Your Facility" if someone is suspected or confirmed to have COVID-19 infection are as follows:
 - Close off areas used by the person suspected or confirmed to have COVID-19 who is sick.
 - Affected areas need to be closed off and cleaned and disinfected.
 - Shared building spaces used by the individual must also be shut down, cleaned and disinfected.
 - Open outside doors and windows to increase air circulation in the area, to the extent practicable while maintaining all health and safety standards.
 - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19 who is sick, such as offices, bathrooms, common areas, and shared equipment.
 - Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
 - Employees without close or proximate contact with the person suspected or confirmed to have COVID-19 who is sick can return to the work area immediately after cleaning and disinfection.
 - Refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" for information on "close or proximate" contacts.
https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Child_Care_Dayca_mps_Detailed_Guidelines.pdf
- Building Bridges will prohibit shared food and beverages. If the staff eat

separately from the children, Building Bridges will encourage staff to bring lunch from home, and reserve adequate space for employees to observe social distancing while eating meals.

- Building Bridges will continue to maintain a roster of trained back-up staff.

Communications Plan

- Susan Kuhlmann and Jennifer DeLuna will respond to COVID-19 concerns and communicate efficiently and timely with parents.
- Building Bridges has developed a communications plan for employees, parents/guardians and children that includes applicable instructions, training, signage, and a consistent means to provide employees with information. This information will be provided on the Building Bridges website.
www.buildingbridgesbklyn.com
- Building Bridges will 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 disinfection protocols.

Screening and Testing

- Building Bridges teachers and staff must stay home if they are sick and remind parents/guardians to keep sick children home.
 - Staff and parents/guardians should look out for signs and symptoms of COVID-19 in children. These symptoms include but are not limited to fever, cough, flushed cheeks, fatigue, extreme fussiness or have a hard time taking deep breaths or - two of the following: body aches, headache, sore throat, loss of smell/taste.
 - Building Bridges will implement mandatory daily health screening practices and temperature checks of their employees. Screening is also mandatory for children, either directly or through their parent/guardian.
 - Screening practices may be performed remotely (e.g. by telephone or electronic survey), before the individual reports to the childcare program, to the extent possible; or may be performed on site.
 - Screening should be coordinated to prevent individuals from intermingling in close or proximate contact with each other prior to completion of the screening.
 - Building Bridges screening must be completed using a questionnaire that

determines whether the individual has:

- (a) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
- (b) tested positive for COVID-19 in the past 14 days; and/or
- (c) has experienced any symptoms of COVID-19 in the past 14 days.

- Refer to CDC guidance on “Symptoms of Coronavirus,” for the most up to date information on symptoms associated with COVID-19.
 - Building Bridges requires employees to make visual inspections of children throughout the day, for signs of potential COVID-19 illness which could include fever, cough, flushed cheeks, fatigue, extreme fussiness or have a hard time taking deep breaths or - two of the following: body aches, headache, sore throat, loss of smell/taste.
 - Building Bridges requires employees and parents/guardians to immediately disclose if and when their responses, or responses of their children, to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of childcare hours.
- Building Bridges will prohibit children, staff, and parents/guardians from entering the site, if they are showing symptoms of COVID-19.
- If there is a case of COVID-19 reported in a classroom, all close contacts, (adults and children in that static group) will be identified/contacted. The classroom will be professionally disinfected and closed for 24/48 hours. All close contacts must stay home for 14 days from the last contact with the diagnosed individual. *Maintaining static groups of children avoids creating more close contacts. Other classes will operate as usual.
- An employee, parent/guardian, or child who screens positive for or exhibits symptoms of COVID-19 should not be allowed to enter the facility and should be sent home with instructions to contact their healthcare provider for assessment and testing. Building Bridges must immediately notify the state and local health department about the case if test results are positive for COVID-19. This information remains confidential.
- Children who are being sent home because of a positive screen (e.g. onset of COVID-19 symptoms) must be immediately separated from other children and supervised comfortably in the office until their parent/guardian or emergency contact can retrieve them from the program facility or area.
- Building Bridges will review all employee, parent/guardian and children

responses collected by the screening process on a daily basis and maintain a record of such review. Building Bridges will designate a central point of contact, which may vary by activity, location, shift or day, responsible for receiving and attesting to having reviewed all employees, parents/guardians' and children questionnaires, with such contact also identified as the party for employees and visitors to inform if they later are experiencing COVID-19-related symptoms, as noted on the questionnaire.

- Identified point of contact for the site will be prepared to receive notifications of suspected or positive cases and initiate the respective cleaning and disinfection procedures.
- Susan Kuhlmann and Jennifer DeLuna will be responsible for continuous compliance with all aspects of the site safety plan.
- To the extent possible, Building Bridges will maintain a log of every person, including employees, parents/guardians, children, and any essential visitors who may have close or proximate contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means. Log should contain contact information, such that all contacts may be identified, traced and notified in the event an employee, parent/guardian, child or visitor is diagnosed with COVID-19. Building Bridges will cooperate with state and local health department contact tracing efforts.
- In the event that a parent/guardian of a child in the childcare program has tested positive for Covid 19, or exhibited symptoms of COVID-19, that person must be isolated. Building Bridges will advise the parent/guardian that they cannot enter the site for any reason, including picking up their child.
 - If the parent/guardian – who is a member of the same household as the child – is exhibiting signs of COVID-19 or has been tested and is positive for the virus, Building Bridges will utilize an alternate parent/guardian or emergency contact authorized by the parent to come pick up the child. As a “close contact,” the child must not return to the childcare for the duration of the quarantine.
 - If the parent/guardian – who is a member of the same household as the child – is being quarantined as a precautionary measure, without symptoms or a positive test, child care staff will walk out or deliver the child to the parent/guardian at the boundary of, or outside, the premises. As a “contact of a contact,” the child may return to the childcare during the duration of the quarantine.
 - If a child or their household member becomes symptomatic for COVID-19 and/or tests positive for COVID-19, the child must quarantine and may not

return or attend the childcare program until after quarantine is complete.

Tracing and Tracking

- Building Bridges must notify the state and local health department immediately upon being informed of any positive COVID-19 test result by an employee or child at their site.
- Susan Kuhlmann and Jennifer DeLuna will be responsible for continuous compliance with all aspects of the site safety plan.
- In the case of an employee, parent/guardian, or child testing positive, Building Bridges will cooperate with the state and local health department as required to trace all contacts in the workplace, and the state and local health department where the site is located must be notified of all individuals who entered the site dating back to 48 hours before the employee, parent/guardian, or child 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 are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self-report to the child care or day camp owner/operator/manager at the time of alert and shall follow the protocol referenced above.

Tuition and Closing Accommodations Due to Covid-19

Building Bridges is ready and excited to open our doors in September and welcome your children to our beautiful classrooms. As per your signed *Building Bridges Preschool Acceptance of Placement 2020-21 Enrollment Contract*, all families, with the exception of a child or parent medical exemption, are contractually committed for the 2020-21 school year. Should we be unable to provide full time school, Building Bridges will be adjusting the educational program and experience to provide the best possible service we can.

Our current plan remains to open school after Labor Day. We are looking at three different scenarios for the 2020/2021 school year.

1. A return to in-person learning on Thursday, September 10th as planned. Please refer to the **Building Bridges 2020-21 Temporary**

Health and Safety Amendment for Childcare During Covid-19 guidelines.

2. A delayed opening mandated by City and State, in which case we would shift the school calendar to make up for lost time. (i.e. October-July instead of September-June)

3. A hybrid model of either:
 - a) in-person to include make up days as noted below. *
 - b) interim virtual learning (at a reduced tuition rate of 50%)
 - c) a full refund should you wish to opt out of virtual learning during those particular closures.

*In the case that the entire school is required to close for a period of time, we will first utilize days off, holiday weeks (the February break and the last week in June) and optional summer camp, (month of July) as makeup days. In the event that those are exhausted, we would offer virtual learning. We feel that once the children have acclimated to school and have developed relationships with teachers and friends, they can handle a longer stretch of virtual learning. This will also serve to maintain those connections in the interim while Building Bridges is closed. In that instance, Building Bridges will require an advance commitment to either virtual learning classes or a refund request for those specific days. * If you do not choose to participate in virtual learning and/or all makeup days have been met, a tuition refund will be offered at the end of the school year. Tuition reimbursements are valid for full classroom/school closures not for individual cases.

We thank you for entrusting your children with us. It has always been our priority to ensure the health and safety of all our students and staff. While these temporary measures may seem arduous, we understand, respect and appreciate the importance of achieving and maintaining all State and City health requirements. Please know that your child's classroom experiences to include social, emotional and academic offerings will not be impeded by these temporary measures.

Building Bridges has always prided ourselves in our transparent and open communications with families. During this unprecedented time, our small and inclusive community allows us the meaningful interactions necessary to work through this time successfully together as a strong team. We thank you for your support, patience and cooperation as we begin another exciting school year.

Please let us know if you have any questions and concerns. We are happy to help.