



**ST. LUKE PRESCHOOL
& EARLY CHILDHOOD CENTER**

20 Candlewood Path, Dix Hills, NY 11746

Beth Krass
Director

REOPENING SAFETY PLAN

2020 – 2021 School Year

St. Luke Preschool and Early Childhood Center
Re-Opening Safety Plan for the 2020-2021 School Year

Psalm 34:4 "I sought the Lord, and he answered me, and delivered me from all my fears."

Introduction and Message from St. Luke:

As the Coronavirus (Covid-19) lingers on, St. Luke Preschool and Early Childhood Center is implementing new procedures and protocols to our school structure for the 2020-2021 school year. With all the adaptations and accommodations, we are applying, we feel very secure that we will be providing our St. Luke faculty, staff, students, and families with a safe and healthy environment which remains our number one priority. We ask that our St. Luke families remain positive, patient, and flexible as we begin a new school year with many new procedures in place so very unlike what we have had in years past.

We feel that the plans we are implementing and putting into practice are in the best interest of all involved in our preschool. These procedures and plans are based on the guidelines and information presented to us from the CDC, DOH and OCFS. Along with the mandated guidelines we are following, St. Luke is also following recommended best practices which are suggested by the CDC and DOH.

Guiding Principles:

The AAP (American Academy of Pediatrics) strongly advocates that all considerations for the coming school year should start with a goal of having students physically present in school. The importance of in person learning is well-documented, and there is already evidence of the negative impacts on children because of school closures in the spring of 2020.

It is the intent of St. Luke Preschool and Early Childhood Center to follow this recommendation and we offer you the St. Luke Re-Opening Safety Plan for your review. Please note that the contents of this packet are subject to change as needed and in accordance to CDC, DOH and OCFS guidelines.

Quality Assurance:

The responsibility of ensuring adherence to all Covid-19 related policies and procedures will reside with the Site Safety Monitors, Beth Krass and Teresa Lupo. Compliance inspections/reviews will be performed daily. Faculty and staff will be informed of any compliance issues that need to be corrected.

Social Distancing Strategies:

Only St. Luke faculty, staff and essential personnel will be allowed in the Education Building. Parents /Guardians will not be admitted in the Church or Education Building during school hours.

All classes will remain separate for the entirety of the school day. Each group of students will be in separate rooms and teachers will be responsible for ensuring that students from different classes do not co-mingle in any common areas, such as hallways.

We will maintain a staffing plan that does not require employees to "float" between different classrooms or groups of students, unless a rotation is necessary to safely supervise the students.

A playground and outdoor schedule will be put in place to prevent more than one class in an area at one time. Travel in hallways will be limited to one class at a time.

Arrival and dismissal time will span over 15 minutes from 9:15 to 9:30 am and 3:00 to 3:15 pm. Teachers may assign specific times per family for arrival and dismissal. We ask that only one person per family accompany the student at arrival and dismissal. We also encourage having the same family member dropping off and picking up the student whenever possible.

Reminders (distance markers) to maintain social distancing will be in place throughout the education building and at the arrival and dismissal entrances.

As the St. Luke Preschool shares space with St. Luke Church, church personnel will be required to remain separated from the preschool during school hours. COVID -19 screening will take place if church employees must enter the education building.

All classrooms will be equipped with clear acrylic tabletop protection barriers or dividers as an extra measure to help reduce the spread of the virus. Students will have assigned seats at the tables and these dividers should help prevent the spread of respiratory droplets while they are speaking, working, and eating snack and lunch at the tables.

Face Masks:

The CDC states that Covid-19 can be spread by people who do not have symptoms and do not know that they are infected. Therefore, it is important to wear face coverings in public settings and practice social distancing. All St. Luke Preschool faculty and staff are always required to wear a face covering when they are in the presence of the students or other employees. St. Luke will provide additional face masks for those in need of one and supply employees with protective personnel equipment (PPE), such as gloves, smocks, hair ties, etc. as necessary.

Students at this time are not required to wear a face covering but may do so upon the request of their parent/guardian. If this is the wish of a student's parent for their child to wear a face mask, we will need written permission from the parent and the student will be required to be able to put on and remove their face covering without help from others.

Faculty and Staff Clearance to Work and Attend St. Luke:

All St. Luke faculty and staff will be asked to have COVID-19 testing performed prior to the start of the school year. Faculty and staff will be advised to avoid all unnecessary travel to maintain a healthy environment at our school. Faculty and staff will always also be asked to practice social distancing and wear a face covering as per NYS recommendations.

To repeat, Beth Krass and Teresa Lupo will serve as St. Luke COVID-19 Site Safety Monitors and will be responsible for overseeing that all safety precautions are being followed during the school year.

Access to St. Luke Education Building:

Only St. Luke faculty, staff, students, and essential visitors will be allowed access to the school building. Parents/guardians will not be permitted in the building and non-essential visitors will be prohibited from the site. SEITs, special education service providers and OCFS licensors are considered essential visitors

and will be screened upon arrival at our preschool and prior to entering the building. Parents needing to enter the preschool will be required to make an appointment before entering the building and undergo screening. Payments for tuition can be mailed in or dropped off in the tuition box just outside the main entrance door to the education building.

Arrival:

All classes will be assigned separate entrances for each classroom. A map of the entrances assigned for your child's class is included with this safety plan and was also included with your Welcome Letter. Social distancing markers will be in place as a reminder to maintain physical distance from one another. In the one case of two classes sharing one entrance, distance markers will be in place to keep the children and families socially distant. Families will be required to wait in their designated waiting area until teachers call one family at a time for screening. Arrival time will also be extended from 9:15 to 9:30 am. Please make a conscious effort to adhere to your scheduled time as much as possible. Reminder: Parents will not be allowed beyond the drop off point assigned for each class. Teachers will be prepared to handle separation issues when presented. Parents arriving to drop off their student after the 9:15 – 9:30 am window will be asked to call the preschool office so someone can meet you at the entrance and screen the family member and student. Please allow for extra time during this screening process.

Dismissal:

Dismissal will take place at the assigned classroom entrances and we ask our families to limit the number of people picking up students to one and to designate the same pick up person if possible. Once the student has been picked up at dismissal time, we ask the families exit the school grounds as quickly as possible to discourage non-distancing practices. Families will not be permitted to congregate on the hill, front lawn or in the parking lots. Families arriving after the final dismissal of 3:15 pm, will need to call the preschool office to arrange for pick up.

Screening:

Daily health checks, including non-contact temperature measurement on the forehead or wrist, a verbal Covid-19 health screening and a visual inspection for signs of illness will take place for all children, faculty, staff, and parents/guardians upon morning arrival. The CDC states that using a non-contact temperature measurement device may help reduce the risk of spreading Covid-19 infections. All persons visiting St. Luke will also complete a Covid-19 attestation form that will be kept on file in the preschool office. Anyone experiencing symptoms of the coronavirus will not be permitted to enter the school building. These symptoms include:

- Fever over 100 degrees F
- Difficulty breathing
- Persistent Cough
- Loss of taste or smell
- Frequent nasal discharge
- Vomiting or diarrhea
- Shortness of breath
- Chills
- Sore throat

- Muscle aches

Symptoms usually occur 2-3 days after a person has been infected.

If St. Luke Preschool learns that a faculty member or student has tested positive for COVID-19, we will immediately consult our guidelines and notify the CDC, DOH and OCFS to discuss the appropriate management of potential exposure to staff and students and determine appropriate steps to be taken by St. Luke Preschool.

Parents must be on alert for signs of illness in their children and must keep them home when they are sick. St. Luke has the right to deny the child's attendance for the day or the days thereafter if the student appears sick. Clearance from a doctor will be expected upon the student's return. Staff conducting the daily health screenings will wear appropriate PPE such as gloves, facial shield, and smock. Parents and children will have their hands sanitized at the arrival check in location prior to having a temperature reading taken. Teachers will then bring the children to the classroom and have them wash their hands for the first time of the day at school.

Screening responses and temperature checks will be documented daily.

Students or Employees who Become Sick at School:

The American Academy of Pediatrics states that "although many questions remain, the preponderance of evidence indicates that children and adolescents are less likely to be symptomatic and less likely to have severe disease resulting from Covid-19 infection. In addition, children may be less likely to become infected and spread infection."

If a student becomes ill while at school:

St. Luke will provide an isolated space (the conference room) for the ill student to rest while waiting for the arrival of parent/guardian. This space will be designed with the intent to keep the child comfortable during isolation.

St. Luke will contact the student's parent/guardian to pick up the student as quickly as possible and the student will be monitored while waiting to be picked up. Please have a plan in place prior to school starting in case it is necessary for you to pick up your child.

The parent/guardian will meet staff and child at the main entrance of the education building and not be allowed in the building when picking up.

Sick children and staff will not be allowed to return to school until they have met the criteria to discontinue home isolation. Those with a fever will not be allowed to return to school for 72 hours, they must be fever free without the aid of medication and we will need written clearance from a doctor.

If it is found that a child or member of a child's family has the Coronavirus, the school will contact the CDC, the Suffolk County Dept. of Health (SDOH) at 631-854-0000 and the NYS DOH COVID-19 hotline @ 1-888-364-3065 for guidance and instruction.

Measures taken after calls to these agencies may be:

Shutting down the entire school or a classroom for 24 hours while the health department investigates and sets forth a plan.

During this time, the building will be disinfected and sanitized in accordance with guidelines from the CDC and NYS DOH with approved cleaners.

Additional closure of the school beyond the 24 hours may be made by the CDC and DOH on a case-by-case basis.

Hand Hygiene and Respiratory Etiquette:

“Hand hygiene is an important part of the U.S. response to the international emergence of COVID-19. Practicing hand hygiene, which includes the use of alcohol-based hand rub or hand washing, is a simple yet effective way to prevent the spread of pathogens and infections in healthcare settings. CDC recommendations reflect this important role.” (CDC)

Faculty and staff will wash hands with soap and water for at least 20 seconds and will assist children in doing the same. Alcohol-based hand sanitizers will be available in each classroom and at arrival and dismissal entrances. Students will be supervised if they use hand sanitizer to prevent ingestion. Children under the age of 2 are regulated against using hand sanitizer. Posters describing correct hand washing steps will be posted by each school sink.

All students and staff will engage in hand hygiene at the following times:

- Arrival and dismissal time and after breaks.
- Before and after preparing food and/or drinks.
- After using the toilet.
- After encountering bodily fluid.
- After playing outdoors.
- After handling garbage.
- When switching activities.

To ensure that proper hand hygiene is enforced, St. Luke preschool will:

- Teach and reinforce the washing of hands among students and staff.
- Provide frequent hand washing and advise students and staff to avoid touching their face.
- Have adequate supplies available throughout the building (restrooms, classrooms, building entrances, etc.) to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 % alcohol, tissues, and no-touch trash cans.
- Students will be instructed in the proper way to catch a cough or sneeze in their elbow or shirt sleeve.

Recommendations for Cleaning, Disinfecting and Sanitizing:

The following will be disinfected at least daily:

All classrooms will be disinfected and sanitized using cleaning misters in the morning prior to class and at the end of the day.

The playground will also be disinfected and sanitized after use by each class with our mister and on-site generated electrolyzed water.

All high traffic, high touch areas, such as doorknobs and handrails, will be cleaned and disinfected throughout the day.

All shared items will be cleaned and disinfected in between use. Staff will not share toys and other supplies with other classrooms unless they are washed and sanitized.

Any toys and objects that cannot be cleaned and disinfected easily (stuffed animals, fabrics, etc.) will be stored away and may not be used this school year. Children's books and other paper-based materials such as mail and envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfecting other than the daily treatment with our misters.

St. Luke Preschool will continue to have a nightly cleaning crew in the education Building.

Limit Sharing:

Each student will have a separate cubby assigned to them where they will store their belongings. Each student will have their individual supplies, such as glue sticks, crayons, scissors, etc. supplied by St. Luke and kept in a separate storage container. Your child's teacher may be asking you to send in a decorated shoe box clearly marked with your child's first and last name for this purpose.

Staff will ensure that adequate materials are available for each classroom each day. Under no circumstances will teachers from other classrooms be permitted to enter another classroom during the school day while class is in session for the purpose of sharing materials.

Playground and Outside Schedules:

St. Luke has a schedule in place for classroom use of the playground and outdoor field in place to ensure that no two classes will be sharing the playground or our outdoor areas. The playground, including the climbing structures and equipment, will be disinfected, and sanitized in between being used by different classes.

Chapel:

Chapel will not be held in the church building as it has been done in the past. Pastor Tom or Jackie Flynn, St. Luke Youth Director, will provide chapel lessons for each individual class in their classroom. Pastor and Jackie will be cleared and screened before providing these lessons for the children.

Before/ After Care:

St. Luke Preschool will operate its Before/ After Care program for the 2020-2021 school year on a condensed schedule. Operational hours will be:

Before Care - Monday, Tuesday, Thursday 8:00-9:15AM

Wednesday & Friday 7:30-9:15AM

After Care – Monday – Friday 3:15 – 5:00PM

This schedule may be increased as demand for the program increases and the restrictions we have in place due to Covid-19 decreases. All Before/ After care faculty will be required to wear a face covering. Students from static classroom groups will be grouped together as much as possible and will not be allowed to mix with other children outside their classroom group. Students will be screened for Covid-

19, have their temperature taken, and undergo a daily health check at drop off for Before/ After care. Please use the Education Building main entrance for Before/ After care drop off and pick up. Before/ After care activities will be limited, and we will do our best to follow social distancing procedures. We will offer tabletop activities, story time and playground use if weather permits.

Rest time:

Rest time is only offered for 3-year-old full day students and as per CDC guidelines, these students will be assigned their own mat which will be marked with their name. Mats will be placed head to toe and spaced out as much as possible.

Enrichment:

During previous school years, enrichment classes were offered for our 3 and 4-year-old students during the lunch hour. Since only essential personnel will be allowed in the Education Building and we must maintain a staffing plan that does not require employees to visit between classrooms or groups of children, enrichment classes will be suspended until we are able to introduce them again. Classroom teachers will incorporate enrichment type activities and lessons in the weekly curriculum as much as possible.

Pre-K Field Trips:

Unfortunately, Pre-K field trips will be suspended for the 2020-2021 school year until further notice.

Training:

Faculty and staff will be trained on specific COVID -19 training at the staff retreat held in August and at the monthly staff meetings held monthly throughout the school year. Our health care consultant through the Child Care Counsel of Suffolk is on call throughout the year as needed. This specialized training is in addition to the OCFS required 30 credits per 2 years of professional development.

Clearance to Work at and Attend School:

If a faculty, staff, student, essential worker or anyone else have been in close contact with someone who tested positive for COVID -19, they must be medically cleared to return to work/school by their doctor and /or according to CDC guidelines.

In Closing:

The administration at St. Luke Preschool has worked tirelessly over the summer to prepare our preschool for our hopefully temporary new normal. Our safety plan is in place and we hope everyone does their part to help keep the procedural measures we have in place, thus helping to keep our St. Luke community safe and healthy. Please reach out to the preschool office if you have any concerns or questions regarding this reopening policy.