

Prime Time for Kids 2020-2021

Re-Opening Plan

**Agency Name:** NYSARC Rockland County Chapter dba Prime Time for Kids

**BEDS Code:**500308990003

**Administrative Address:** 25 Hemlock Drive  
Congers, NY 10920

**Program Site Address:** 70 Phillips Hill Road  
New City, NY 10956

**Program(s) provided at this site:** 4410 Pre-school Special Education  
Special Class  
Multi-Disciplinary Evaluations

**Contact Person (Name, Title):** Melissa Tirro-McDonald Director

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**Website where this plan and any updates will be posted:** [primetimeschools.org](http://primetimeschools.org)

**Background:**

This plan was developed based on the July 2020 New York State Education Department (NYSED) guidance document entitled: Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools – Reopening Guidance and the July 2020 New York State Department of Health (DOH) guidance document entitled: Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency. This plan will be revised and updated as needed to adjust to changing public health conditions caused by the COVID-19 virus and any new requirements and regulations that may emerge over time.

**Daily Health Screenings:**

Anyone entering Prime Time for Kids must comply with the ARC Rockland's policy for COVID screening. All staff members, essential visitors, and students will be

screened for COVID-19 symptoms prior to entry into the school using the most current COVID-19 Health Screen Document or Electronic Health Screen. All children, staff as well as essential visitors, will be monitored for signs and symptoms of COVID-19 throughout the day. The records for health screenings will be solely comprised of passing or failing the screening. Other health data will not be recorded.

### **At Home**

Parents will agree to screen their child every morning prior to sending their child to school.

The home health screening will include:

- 1. Assessing their child's appearance**, mood, and affect each morning before school.

If the child seems unwell, the child should not come to school as he/she may be more susceptible to the illnesses of other children or may infect other children with an illness. Some signs of illness include flushed cheeks, rapid breathing, fatigue, irritation and frequent bathroom use.

- 2. Taking their child's temperature every day** to ensure that he or she does not have a fever of 100°F or higher.

If the child has a fever of 100°F or higher, the child may not come to school. All children will be screened when they arrive at school. If the child has a fever, the parents will be notified to pick up their child within the hour.

- 3. Assessing their child for symptoms each morning before school.**

Does your child currently have or has your child exhibited the following symptoms within the last 14 days? *Cough, sore throat, chills, muscle pain or body aches, fatigue, headache, new loss of sense of taste or smell, shortness of breath/difficulty breathing, congestion or runny nose, nausea and vomiting, diarrhea, or fever over 100.0F / 38C.*

If the answer is yes to any of the symptoms listed, the child cannot come to school and must stay home.

Families who have access to a smartphone or computer, will be asked to answer the screening questions prior to your child arriving to the school via an app.

#### **4. Monitoring the COVID-19 status of all close contacts.**

If there is a COVID-19 positive person in the child's home or family member living in the home is under isolation or quarantine, as a close contact, the child will be under precautionary quarantine for the duration of that family member's quarantine and unable to come to school. Students may not return to PTFK while a member of their household or residence is being quarantined or isolated.

Parents/Guardians must immediately contact Prime Time for Kids if anyone who is a close contact (caregiver, sibling, other member of the household) of the student is:

- diagnosed with COVID –19
- suspected of having contracted COVID-19
- is in quarantine due to COVID-19 exposure
- is in isolation due to COVID-19 exposure.

#### **5. Has your child tested positive for COVID-19 in the last 14 days?**

If yes, your child is unable to come to school and must remain home for 10 days following the positive test result.

#### **6. Has your child visited a state designated by NYS as a “significant rate of transmission from COVID-19” state & currently within a 14-day quarantine?**

To determine if you have visited a designated state, please visit <https://coronavirus.health.ny.gov/covid-19-travel-advisory> to obtain a current list and guidance related to the COVID-19 executive order.

If yes, your child is unable to come to school and must remain home until the 14 day quarantine is complete

### **At School**

All children will be screened when they arrive at school using the same screening process indicated above for pre-screening. Temperatures will also be taken via a no-touch thermometer when children arrive at Prime Time for Kids. If the child has a fever and/or any other COVID-19 symptoms listed on the COVID-19 Health Screen Document, the child will be isolated following CDC guidance and parents will be notified to pick up their child within the hour.

### **COVID-19 screening:**

If one or more of the COVID-19 symptoms begin while at school:

- **Staff** must notify their supervisor immediately and leave the building. PTFK Director is responsible for making notifications to Arc Rockland and DOH following COVID-19 notification guidance. Staff must follow Arc Rockland Guidance on COVID-19 for staffs return to work.
- **Essential Visitors** must notify the person they are visiting at the school and immediately and leave the building. PTFK Director is responsible for making notifications to Arc Rockland and DOH following COVID-19 notification guidance.
- **Children** will be isolated immediately and must be sent home as soon as possible. Parents or other emergency contacts will be expected to pick up the child within one hour of the phone call. It is imperative that children are picked up from school in a timely fashion to minimize the potential spread of illness to the other students and staff.
- The school is required to follow local health department and oversight agency requirements about suspected cases and subsequent isolation practices.
- If a child or staff member is identified with COVID-19, the school must seek guidance from State or local health officials to determine when the individual/staff can return to the program and what additional steps are needed.
- If a child is sent home due to COVID-19 symptoms, including fever of 100 F or higher, he/she may not return until he/she no longer has any COVID-19 symptoms, and is not taking any fever reducing medications for at least 72 hours. The child may not return to

school if he/she is taking any fever-reducing medication (Tylenol, Advil, etc.)

## ***Infection Control***

**Signs:** Signs will be posted in prominent locations around the school about hand washing, hygiene expectations, and other health and safety reminders as required by CDC, DOH and other oversight agencies.

**Hygiene:** Strict adherence to hygiene requirements are essential to reduce transmission as advised by the DOH and CDC. Prime Time for Kids will follow these standards. All staff and students will be asked to wash their hands or use hand sanitizer immediately upon entering Prime Time for Kids. Staff and students must engage in frequent handwashing throughout the day. Proper handwashing procedures, including lathering and scrubbing hands for at least 20 seconds with soap and water, will always be adhered to.

*Handwashing will take place at the following times:*

Upon arrival

Before and after meals and snacks

After bathroom use

After coughing, sneezing, putting hands in mouth or nose

Before dismissal

Any time they are soiled throughout the day

**Cleaning:** Prime Time for Kids will adhere to DOH and CDC standards for cleaning and sanitizing. PTFK will maintain an adequate stock of cleaning and EPA approved disinfecting agents. Frequent cleaning and disinfection of high-risk areas (bathrooms, high touch areas) will be performed and documented. Shared objects will be limited and cleaned/sanitized per CDC guidance. Hand sanitizing stations will be available in each classroom and throughout the school. CDC guidelines on 'Cleaning and Disinfecting Your Facility' will be followed if someone is suspected or confirmed to have COVID-19.

**Social Distancing:** Staff members will support students to engage in the recommended 6 feet of social distancing whenever possible. Furniture in

classrooms will be arranged accordingly and groupings of staff/children will be as consistent as possible with minimal intermingling among classes. The same staff will work with the same children whenever and wherever possible. Different classes will not utilize common spaces at the same time and contact in hallways will be avoided to the greatest extent possible. All common areas will be sanitized between each use.

**Personal Protective Equipment:** All staff and essential visitors are required to wear a mask when entering the program. PTFK will provide masks to all staff and All staff are trained on the proper use of PPE, including masks, gloves, gowns and face shields (in the event these items are required). Children will wear face coverings, if they can tolerate one, whenever social distancing cannot be achieved. Each classroom will have an adequate supply of masks and required PPE.

### ***Visitors***

Entrance into Prime Time for Kids will be restricted to essential staff responsible for the direct provision of services. PTFK will have signage to indicate that non-essential visitors are not allowed at this time. When parents pick up their children, a staff member will accompany each child outside.

### **Communication with Families**

Prime Time for Kids will utilize electronic communications systems to keep families informed. Families will receive a text message and an email in the event of an emergency closure. PTFK will also update our website with any pertinent information.

Teachers will communicate with parents via email whenever possible. Teachers will provide a copy of the classroom's newsletter to all families on a weekly basis to update families about activities, themes, and other pertinent information from the classroom.

Parents/Guardians are encouraged to communicate with staff as often as possible. Teachers and therapists welcome information and insights from parents regarding their child's preferences, behavior, progress, etc.

Therapists will communicate with parents via email weekly. Therapists will provide information and activities to parents pertaining to their child's therapy sessions.

Each family must provide PTFK with at least 2 valid phone numbers and at least 1 valid email address that is frequently checked by the student's parent/guardian between the hours of 9:00 and 3:00 Monday through Friday.

Each family must provide PTFK with at least 3 emergency contacts with valid phone numbers and email addresses that are frequently checked between the hours of 9:00 and 3:00 Monday through Friday

All Emergency contacts must be authorized as escorts and must be in close enough proximity to Prime Time for Kids to pick up the child at any time between 9:00 and 3:00 Monday through Friday, if the school is unable to reach the parent/guardian.

## **Arrival**

### **Staff**

All staff members will enter through the main entrance

Each staff member will take her temperature and sign in using the Electronic COVID-19 Health Check App or using the COVID-19 Health Check Paper Documentation.

If the staff member has a temperature or is experiencing any of the COVID-19 symptoms listed, they will notify their direct supervisor immediately and leave the building.

If the staff member is asymptomatic, she will document it, and proceed to her classroom to prepare for the school day

### **Student**

Student arrival times will be staggered to allow for more staff support during arrival. Buses will begin unloading students at 8:50am and parents will begin dropping off students at 9:00 am.

### **Bus**

Staff from each classroom will be present when receiving children from the bus. The designated staff member will escort his or her students off the bus and into the building.

The staff member, in conjunction with the school nurse whenever possible, will take each child's temperature as he/she enters the building with a no-touch thermometer as well as screening for symptoms. If the child has a temperature of 100°F or above, or any other current COVID-19 symptoms, the child will be escorted to the designated room for symptomatic adults and children. The child's parents and/or emergency contacts will be notified, and the child will be picked up from school.

### **Parent Drop off**

Designated staff members from each classroom will be present at parent drop off. Parents will be asked health screening questions including but not limited to review of COVID-19 symptoms, while staff take their child's temperature prior to transferring custody from the parent to the school personnel.

If the child does not have a temperature or any COVID-19 symptoms, nor has answered yes to the other screening questions, the child will be escorted to his/her classroom.

If the child has a temperature of 100°F or above or any COVID-19 symptoms, the temperature will be documented on the drop off sheet, the parent will initial the drop off sheet, and the parent will be expected to bring their child back home. The child will not be able to enter the PTFK building.

### **Activities and common areas**

#### **Staff lunch**

Staff are encouraged to eat lunch in the following locations in and around the building:

Outdoors – staff can utilize picnic tables near pool entrance - weather permitting while ensuring social distancing

Empty cafeteria – staff can utilize student cafeteria maintaining appropriate social distancing and density limits established for each room.

Staff lounge – staff members may use the staff lounge on a limited basis. Staff members must be seated 6 ft apart and must be wearing masks when they are not actively eating/drinking. Staff must ensure they follow density limits established for each room.

### **Student Lunch**

Staff members from each classroom will go to the cafeteria to serve lunch for their students at their designated lunch time. Lunch plates will be brought to each classroom using trays or carts

Students eat lunch in their classrooms. Staff will seat students at a distance from their classmates, following social distancing guidelines of 6 feet whenever possible.

### **Recess**

The bike room will be closed for indoor recess until further notice.

The outdoor playground will be used for recess daily (weather permitting) Each class will have access to the playground on a predetermined schedule. More than one class will not be permitted to use the playground at the same time.

Staff members will be expected to clean frequently touched surfaces – handles, railings prior to exiting the playground after each use.

### **Bathrooms**

All shared restrooms will have a sign on the door to denote occupied versus empty to minimize intermingling among students from different classrooms.

Staff members will be expected to wipe changing table, flushers, faucets and other frequently touched areas prior to exiting the bathroom

### **Therapy Areas**

Therapists will be assigned to specified students from the same classrooms when scheduling allows.

Therapists will wash/sanitize hands between therapy sessions.

Therapists will also sanitize toys games and other equipment between sessions. All cloth toys, dress up clothes, fabric pillows will be removed from the therapy areas

### **Classrooms**

Classrooms will be configured to promote physical distance between students. All classrooms will have portable floor desks, individual cushions and folding tables to increase opportunities for social distancing

All students will have their own supply of crayons, pencils, scissors glue and play-doh.

All cloth toys, dress up clothes, and fabric pillows will be removed from the classrooms.

### **Virtual and In-Person Learning**

Prime Time for Kids will follow NYS guidance from the Department of Health, the Office of Children and Family Services, the Governor's Office and the Department of Education for providing in-person services.

Prime Time for Kids is dedicated to the education of our students. We will continue to collaborate with the school districts to ensure that we are adhering to IEP recommendations and monitoring student progress through data collection.

### **PTFK Closure**

It may be necessary to close Prime Time for Kids due to the COVID-19 pandemic. If PTFK closes, remote learning will commence immediately following the closure. During periods of remote learning:

- Families will be offered access to technology to support remote learning

- Students will have access to their teacher's and their therapists' Google Classrooms for remote learning opportunities.
- Teachers will schedule daily group lessons through Google Meet
- Teachers will schedule individual sessions for each child weekly
- Therapists will provide teletherapy sessions for their students

### **Contact Tracing and Tracking**

Prime Time for Kids will notify the local health department and the Office of Children and Family Services immediately upon being informed of a positive COVID-19 test result of any student, staff or essential visitor at their site. PTFK will cooperate with tracing and tracking by local health departments and inform families.

Any changes to this plan will be communicated to families and updated on our website. Please contact PTFK Director Melissa Tirro-McDonald should you have any questions.