



PEANUT BUTTER NURSERY SCHOOL

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COVID-19 Operating Plan – Fall 2020

Purpose

This document outlines our plan to enable Peanut Butter Nursery School to provide a positive, early education experience for young children, while protecting our students, teachers and their families from transmission of coronavirus during this challenging time. This plan has been developed based on thoughtful consideration of the latest guidance published by the Centers for Disease Control (CDC), New York State Department of Health (NYSDOH), New York State Education Department (NYSED), and Westhill Central School District (WCSD).

This plan focuses on the following primary objectives:

- Require sick, symptomatic children and teachers to stay at home
- Proactively encourage and enforce reasonable measures to prevent the spread of respiratory illness from asymptomatic persons within the classroom
- Be prepared if a child or teacher becomes sick

This plan will be revised and updated to adapt to changing circumstances that may arise.

Daily Health Screening

Parents must perform a daily health screening for all students at home before arriving at school. The screening should identify individuals who should not attend school and should be referred to their health care provider for further evaluation and potential COVID-19 testing. This screening will consist of a temperature check and completion of a screening questionnaire (attached). The daily health check determines whether the individual has been in contact with someone who tested positive for COVID-19, tested positive for COVID-19, has symptoms of COVID-19, has an elevated temperature, or has travelled to a location on the New York State Travel Advisory list in the past 14 days.

Parents will be required to attest on a daily basis that they have completed the screening and that their child is free from symptoms before sending them to school.

Visitors will be discouraged from entering buildings during school hours. All visitors, guests, parents, contractors, and vendors entering the school building must complete the same daily health screening as students and teachers.

Immunizations

The following documentation must be provided for each student:

- Proof of immunizations, complete and up to date, prior to the first day of school

- Proof of flu shot, within 2 weeks of local availability
- When a vaccine for COVID-19 is available, all students should be immunized

Social Distancing Strategies

Social distancing is extremely difficult in a pre-school setting. Nevertheless, because it is a central component of protection against COVID-19, we will implement the following strategies:

- The maximum number of students per class is being reduced to 10 (was previously 12)
- Drop-off and pick-up procedures will be as indicated below, to maximize social distancing and facilitate daily temperature screening
- We will keep individual student belongings separated and limit use of shared supplies to one group of students. Commonly touched areas in classrooms will be cleaned daily.
- We will plan and conduct activities in small groups (typically 2-3 students) as much as possible
- Music and movement will be conducted by class (no large group assemblies)
- We will not be doing show-and-tell this year, until further notice

Hand Hygiene

Students and staff should wash hands frequently and regularly, as follows. A sink is available in each classroom for handwashing.

- Upon entering the building and each classroom
- After using shared objects or surfaces (e.g. writing utensils, toys, chairs or table tops)
- Before snacks
- After using the bathroom
- After helping a student with toileting
- After sneezing, wiping or blowing nose, or coughing into hands
- Anytime hands are visibly soiled

Where handwashing is not practical, hand sanitizer will be available at the front door and within each classroom. Children will be supervised when using hand sanitizer, to prevent ingestion.

Respiratory Hygiene

- All teachers will wear facemasks, face shields/goggles
- All students must wear cloth facemasks; mesh or face coverings with openings are not acceptable. Please include a backup facemask in the student's backpack.
- Routine cleaning of cloth face coverings will be the responsibility of the individual student. Daily cleaning is recommended.
- Face coverings may be challenging for young students to wear for an extended period. Brief mask breaks may be scheduled throughout the morning.

- We will maintain a supply of disposable face coverings for students who may forget their masks.
- We will open windows to increase fresh-air circulation within the classrooms, to the extent weather will allow

Cleaning and Disinfecting

We will follow the CDC Guidance for Cleaning and Disinfection with specific guidance for schools to aid in determining what level of cleaning and/or disinfection is necessary. Cleaning will include classrooms, restrooms, and hallways. Classrooms will be cleaned daily after morning classes.

Cleaning will focus on high-touch surfaces, including the following:

- Doorknobs
- Light switches
- Countertops
- Handles
- Desks and tables
- Chairs
- Toilets and restrooms
- Faucets and sinks
- Toys
- Note: Toys which cannot be readily cleaned/disinfected will be removed from use

Students will not be present when disinfectants are used and will not participate in cleaning and/or disinfection activities. We will keep all disinfectants out of the reach of children.

Drop-Off and Pick-Up Procedures

Drop-off and pick-up will be critical to maintaining the integrity of the plan. To the extent possible, the same parent or designated person should drop-off and pick-up the student each day. Also, older people such as grandparents or those with serious underlying medical conditions should not drop-off or pick up students, as they are at risk for severe illness from COVID-19.

Drop-Off

- Students will line up on sidewalk, 6 feet apart (Granger Road side)
- Backpacks must include student's name on outside, and labeled folder for papers or notes for teacher
- Students and parents must wear masks
- All students will have temperature checked at the door
- Students will be escorted to the classroom by their teacher
- Need to move along – any questions/concerns can be answered after the school day h

Pick-Up

- Line up on sidewalk, 6 feet apart (Granger Road side)
- Students and parents must wear masks
- We will dismiss one child at a time (please be patient with us as this will take some time)

Testing

- Like schools generally, we do not conduct COVID-19 testing or require testing of students or teachers without cause. The decision of whether a test needs to be conducted should be determined by a healthcare provider or the local department of health.
- If your student exhibits symptoms warranting a COVID-19 test, please contact your healthcare provider.

In Event of Suspected or Confirmed Case of COVID-19

- Students and teachers with symptoms of illness should not attend school and should contact their health care provider.
- If a student or teacher reports having tested positive for COVID-19, a teacher will notify the local health department (Onondaga County Health Department: 315-435-3252) to determine what steps are needed for the school community.

Contract Tracing

We will cooperate with state and local health department contact tracing. We assist public health departments in knowing who may have had contact at school with a confirmed case by:

- Keeping accurate attendance records of students and staff members
- Keeping a log of any visitors which includes date, time and where within the school they visited
- Assisting local health departments in tracing contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program
- Maintaining confidentiality as required by federal and state laws and regulations

Teachers will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

We will collaborate with our local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in the school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level.

We will consider closing school if absentee rates impact the ability of the school to operate safely. We may choose to modify operations prior to closing to help mitigate a rise in cases. We will consider actions taken by the Westhill School District and consult the local department of health when making such decisions.

Return to School After Illness

We will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- At least ten days have passed since the individual first had symptoms,
- At least three days have passed since the individual has had a fever (without using fever reducing medicine), and
- At least three days have passed since the individual's symptoms improved, including cough and shortness of breath

COVID-19 Waiver of Liability

- A signed "COVID-19 Waiver of Liability" must be submitted for each student prior to the first day of class

Attachments

- *CDC Checklist [for Parents]: Planning for In-Person Classes*
- *CDC Daily Home Screening for Students*

Checklist: Planning for In-Person Classes

<i>Actions to take and points to consider</i>	<i>Notes</i>
<p>Check in with your child each morning for signs of illness. If your child has a temperature of 100.4 degrees or higher, they should not go to school.</p> <p>Make sure your child does not have a sore throat or other signs of illness, like a cough, diarrhea, severe headache, vomiting, or body aches.</p> <p>If your child has had close contact to a COVID-19 case, they should not go to school. Follow guidance on what to do when someone has known exposure.</p>	
<p>Identify your school point person(s) to contact if your child gets sick.</p>	<p><i>Name of school point person(s):</i></p> <p><i>Contact information:</i></p>
<p>Be familiar with local COVID-19 testing sites in the event you or your child develops symptoms. These may include sites with free testing available.</p>	<p><i>My local testing options:</i></p>
<p>Make sure your child is up-to-date with all recommended vaccines, including for flu. All school-aged children should get an influenza flu vaccine every season, with rare exceptions. This is especially important this year because we do not yet know if being sick with COVID-19 at the same time as the flu will result in more severe illness.</p>	<p><i>Date of flu vaccination:</i></p>
<p>Review and practice proper hand washing techniques at home, especially before and after eating, sneezing, coughing, and adjusting a face cover. Make hand washing fun and explain to your child why it's important.</p>	
<p>Be familiar with how your school will make water available during the day. Consider packing a water bottle.</p>	
<p>Develop daily routines before and after school—for example, things to pack for school in the morning (like hand sanitizer and an additional (back up) cloth face covering) and things to do when you return home (like washing hands immediately and washing worn cloth face coverings).</p>	



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<p>Talk to your child about precautions to take at school. Children may be advised to:</p> <ul style="list-style-type: none"> ◦ Wash and sanitize their hands more often. ◦ Keep physical distance from other students. ◦ Wear a cloth face covering. ◦ Avoid sharing objects with other students, including water bottles, devices, writing instruments, and books. ◦ Use hand sanitizer (that contains at least 60% alcohol.) Make sure you're using a safe product. FDA recalled products that contain toxic methanol. Monitor how they feel and tell an adult if they are not feeling well. 	
Develop a plan as a family to protect household members who are at increased risk for severe illness .	
Make sure your information is current at school, including emergency contacts and individuals authorized to pick up your child(ren) from school. If that list includes anyone who is at increased risk for severe illness from COVID-19, consider identifying an alternate person.	
Be familiar with your school's plan for how they will communicate with families when a positive case or exposure to someone with COVID-19 is identified and ensure student privacy is upheld.	
Plan for possible school closures or periods of quarantine. If transmission is increasing in your community or if multiple children or staff test positive for COVID-19, the school building might close. Similarly, if a close contact of your child (within or outside of school) tests positive for COVID-19, your child may need to stay home for a 2-week quarantine period. You may need to consider the feasibility of teleworking, taking leave from work, or identifying someone who can supervise your child in the event of school building closures or quarantine.	
<p>Plan for transportation:</p> <ul style="list-style-type: none"> ◦ If your child rides a bus, plan for your child to wear a cloth face covering on the bus and talk to your child about the importance of following bus rules and any spaced seating rules. ◦ If carpooling, plan on every child in the carpool and the driver wearing cloth face coverings for the entire trip. If your school uses the cohort model, consider finding families within your child's group/cohort at school to be part of the carpool. 	
If your child has an Individualized Education Program (IEP) or 504 Plan or receives other learning support (e.g., tutoring), ask your school how these services will continue.	
If your child receives speech, occupational or physical therapy or other related services from the school, ask your school how these services will continue.	
If your child receives mental health or behavioral services (e.g., social skills training, counseling), ask your school how these services will continue.	

If your school uses a cohorting model, consider limiting your child's in-person out-of-school interactions to children in the same cohort or to activities where physical distancing can be maintained.	
Reinforce the concept of physical distancing with your child.	
Talk to your school administrators and teachers about their plans for physical education and physical activity (e.g., recess). <i>Safer options include being outdoors when possible, reducing the number of people in an indoor space, and encouraging students to stay at least 6 ft apart.</i>	
Ask how your school plans to help ensure that students are following practices to reduce the spread of COVID-19.	

Cloth Face Coverings

If your school is requiring or encouraging cloth face coverings

Actions to take and points to consider	Notes
Have multiple cloth face coverings, so you can wash them daily and have back-ups ready. Choose cloth face coverings that <ul style="list-style-type: none"> ◦ Fit snugly but comfortably against the side of the face ◦ Completely cover the nose and mouth ◦ Are secured with ties or ear loops ◦ Include multiple layers of fabric ◦ Allow for breathing without restriction ◦ Can be washed and machine dried without damage or change to shape 	
Label your child's cloth face coverings clearly in a permanent marker so that they are not confused with those of other children.	
Practice with your child putting on and taking off cloth face coverings without touching the cloth.	
Explain the importance of wearing a cloth face covering and how it protects other people from getting sick.	
Consider talking to your child about other people who may not be able to wear cloth face coverings for medical reasons (e.g., asthma).	
As a family, model wearing cloth face coverings, especially when you are in situations where physical distancing is difficult to maintain or impossible.	
If you have a young child, help build their comfort wearing a cloth face covering and become comfortable seeing others in face covers. <ul style="list-style-type: none"> ◦ Praise your child for wearing a cloth face covering correctly. ◦ Put a cloth face covering on stuffed animals. ◦ Draw a cloth face covering on a favorite book character. ◦ Show images of other children wearing cloth face coverings. ◦ Allow your child to choose their cloth face covering that meets any dress requirements your school may have. ◦ Suggestions from the American Academy of Pediatrics 	

Consider providing your child with a container (e.g., labeled resealable bag) to bring to school to store their cloth face coverings when not wearing it (e.g., when eating).

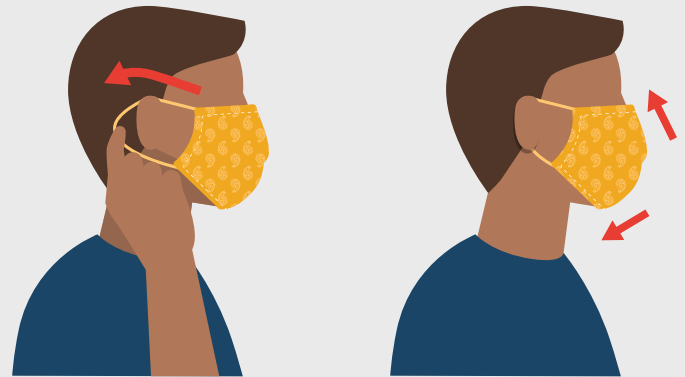
Mental Health & Social-Emotional Wellbeing Considerations

<i>Actions to take and points to consider</i>	<i>Notes</i>
Talk with your child about how school will look different (e.g., desks far apart from each other, teachers maintaining physical distance, possibility of staying in the classroom for lunch).	
Talk with your child about how school is going and about interactions with classmates and teachers. Find out how your child is feeling and communicate that what they may be feeling is normal.	
Anticipate behavior changes in your child. Watch for changes like excessive crying or irritation, excessive worry or sadness, unhealthy eating or sleeping habits, difficulty concentrating, which may be signs of your child struggling with stress and anxiety .	
Try to attend school activities and meetings. Schools may offer more of these virtually. As a parent, staying informed and connected may reduce your feelings of anxiety and provide a way for you to express any concerns you may have about your child's school.	
Ask your school about any plans to reduce potential stigma related to having or being suspected of having COVID-19.	
Check if your school has any systems in place to identify and provide mental health services to students in need of support. If so, identify a point of contact for these services at your school.	<i>Name of school point person:</i> <i>Contact information:</i>
Check if your school has a plan to help students adjust to being back in school. Students might need help adjusting to how COVID-19 has disrupted their daily life. Support may include school counseling and psychological services (including grief counseling), social-emotional learning (SEL)-focused programs and curricula, and peer/social support groups.	
Check if your school will provide training for students in mindfulness, incorporating SEL into classroom curriculum (either virtually or in-person), or support a child's ability to cope with stress and anxiety. If not, consider asking about ways to add this to your child's at-home learning.	
You can be a role model for your child by practicing self-care: <ul style="list-style-type: none"> ◦ Take breaks ◦ Get plenty of sleep ◦ Exercise ◦ Eat well ◦ Stay socially connected 	

How to wear cloth face coverings

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



WEAR A FACE COVERING TO PROTECT OTHERS

- Wear a face covering that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
- Wear a face covering in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart
- Wear a face covering correctly for maximum protection
- Don't put the face covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, wash your hands or use hand sanitizer to disinfect

Daily Home Screening for Students

Parents: Please complete this short check each morning and report your child's information [INSERT YOUR SCHOOL REPORTING INSTRUCTIONS] in the morning before your child leaves for school.

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

	Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
	Sore throat
	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
	Diarrhea, vomiting, or abdominal pain
	New onset of severe headache, especially with a fever

SECTION 2: Close Contact/Potential Exposure

	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
	Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework
	Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open



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