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The Scarsdale Congregational Church Nursery School

Staff and Family Reference Guide

For a Safe Return

for the 2020/2021 school year

The purpose of this document is to inform parents and caregivers of SCCNS students, as well as staff members, of the protocols that SCCNS intends to implement when providing in-person instruction to students during the 2020/2021 school year. Given the dynamic nature of this pandemic, policies and procedures may continue to evolve throughout the year, based on guidance from the CDC and DOH, as well as seeing in practice what works best to protect our students, staff, and families.

These plans have been developed based on guidelines from the Department of Health (DOH), Centers for Disease Control and Prevention (CDC), and Occupational Safety and Health Administration (OSHA), and at a minimum follow the NYS Department of Health guidelines for reopening. In some cases, the SCCNS Director in conjunction with the Executive Board have implemented protocol above minimum requirements, where deemed appropriate to protect the health and safety of students and staff.

SCCNS understands that each family is unique and will do our best to accommodate special situations as they come up. If you have a unique situation, are concerned, or have questions about any of the procedures that will be in place this year, please contact our Director, Melissa DiCostanzo, at sccnschool@gmail.com.

Despite the uncertainty that surrounds us all right now, we look forward to welcoming your child back and ensuring a fun, safe, and nurturing environment for each and every one of them!

GET READY ♥ BE SAFE ♥ STAY HEALTHY



****NOTE:** The following sections detail new protocols in place during normal school days; see page 7 for protocol in the case of an SCCNS student or staff member testing positive for, or being suspected of having, COVID-19

In-Person Instruction

While the goal is to return all students to in-person instruction, due to the dynamic nature and risk of community transmission of COVID-19, SCCNS is preparing for in-person instruction, remote learning, and the possibility of alternating between the two, which may be necessary at various points throughout the school year. To maximize in-person instruction, SCCNS has made a number of operational changes, including but not limited to:

- Decreased class size, occupying additional classrooms to allow for sufficient social distancing and following a cohort model
- Increased teacher capacity to oversee additional classes where needed
- Increased outdoor time, weather permitting
- Additional supervised hand washing and sanitizer stations, as well as regular instruction on the importance of hand-washing and social distancing
- Enhanced cleaning and disinfecting procedures, both throughout the day as well as nightly
- Thorough health screening for faculty and students as well as anyone else who enters the school area

Further details for each of these can be found in the following sections.

Social Distancing

Based on the CDC and NYS DOH Guidelines, the school will ensure the following:

- All students working at tables in shared spaces will be distanced, unless safety or care functions of the activity require a shorter distance
- Staff will also strive to maintain a 6-foot distance between one another as much as possible
- Staff will ensure a 12-foot distance is maintained while participating in any activities that require projecting the voice (for example, singing)
- Students and staff will avoid congregating in common areas
- Parents will be discouraged from congregating at dropoff/pickup areas, through usage of signs and regular reminders
- Circulation routes throughout the school, signage, and floor markings to direct foot traffic and ensure social distancing will be established

Face Coverings and Other PPE

Masks will be worn by all staff members when in the presence of any other staff member or student. Staff will be permitted and encouraged to take short breaks from face masks as needed, provided they are safely distanced away from any other staff member or student, and preferably outdoors.

SCCNS will provide masks to staff, although those who choose to use their own masks may do so. SCCNS will also have masks available for students or visitors to the building, should they need them. Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical

masks that cover both the nose and mouth.

Parents and caregivers are required to wear face coverings during any circumstance that requires them to exit their vehicles while dropping off or picking up students. If a medical condition prohibits a parent or caregiver from wearing a mask, they must contact the SCCNS Director prior to the start of school to agree on an alternate plan.

Students are permitted, but not required, to wear face coverings during school. Please be aware, however, that teachers may choose to implement further precautions within their class at their discretion. For children 2 and older, parents are strongly encouraged to provide a face covering in their child's additional clothing box, as well as send one in the child's backpack each morning, to be used in the event that sufficient distancing is not feasible. Children under 2 are discouraged from wearing a face covering as it may pose a safety risk. Families choosing to send their child to school with a face covering may wish to send a second face covering labeled with the student's name in a sealed bag, in the event the first covering becomes soiled. Any reusable covering worn by a child will be sent home that day for laundering.

Cohorts

SCCNS will be adopting a "cohort" model to limit potential exposure to the COVID-19 virus. For the 2020/2021 school year, SCCNS cohorts will be self-contained groups of 11 students or less with two teachers, which is well within the IEP guidelines for student-to-teacher ratios. SCCNS will make every effort to ensure cohorts are fixed for the duration of the COVID-19 public health emergency; as such, Enrichment programs historically offered to all 3s and 4s students will not run in the Fall. The SCCNS Director and Executive Board will assess the feasibility of running these programs in the Winter/Spring, and will only do so if able to maintain adherence to new and existing health and safety protocols.

SCCNS staff will make every reasonable effort to limit the sharing of objects, such as crayons, chalk, writing utensils, musical instruments, and the touching of shared surfaces. Any objects or surfaces shared between cohorts will be thoroughly cleaned and disinfected between sessions rather than between individual use.

Outdoor instruction will be utilized where educationally appropriate, to the extent safety conditions and physical space allow.

Space Configurations

The 2s classes will remain in the 2s room, with no more than 9 students in class on any given day. All surfaces, workstations, and shared toys will be cleaned each night as this room will be shared by two different cohorts (MWF and Tu-Th groups). No students overlap between these two groups.

The 3s and 4s classes, previously in rooms designed to accommodate up to 18 children, have each been divided into two smaller cohorts occupying separate classrooms, each maxing out at 11 students on any given day. Note that due to the nature of our 3s program, some students do not attend all days, however they will remain within the same cohort on all days in which they attend school.

SCCNS will strive to increase ventilation throughout our classrooms with outdoor air to the greatest extent possible; this will be done by keeping windows and doors open as much as temperatures allow.

Student Drop-off and Pick-up

SCCNS will expand the staggered time in place for drop-off, and continue existing staggered pick-up times, to allow for sufficient social distancing and minimized foot traffic between students and parents of different cohorts. We plan to achieve this as follows:

The 4s class will be dropped off at 8:45AM and picked up at 11:45AM

The 3s class will be dropped off at 9:00AM and picked up at 11:30AM

The 2s class will be dropped off at 9:15AM and picked up at 11:15AM

Details regarding where and how to drop-off/pick-up will depend on your child's class, and will be communicated to you separately. Signage and markers will be in place where possible to remind students and parents/caregivers to adhere to social distancing; please be mindful and respectful of these requirements.

Parents, we ask you and your child's caregivers to refrain from dropping off or picking up if you are not feeling well. It is also recommended, for their own safety, that individuals in high-risk groups, including those older in age, do not perform drop-off or pick-up.

Late drop-offs and early pick-ups: We strongly request that parents & caregivers limit late drop-offs and early pick-ups this year. If you know your child will be late, please call the SCCNS Director at 914-723-2440 and a staff member will meet your child outside upon his or her arrival. If a child needs to leave early, parents should inform their child's teacher directly and with a specific pick-up time. The student will be escorted to their parent/caregiver's vehicle at the time requested.

Health Screening

As part of the DOH requirements, the following mandatory health screening will be implemented:

- 1) Students' temperatures will be taken prior to entering the building each morning using a non-contact temperature assessment device. Should a student's temperature be 100.0 or higher, he or she will not be allowed to enter the building and will be asked to stay home until the temperature has come down below 100.0 for a minimum of 72 hours. During that time, if the child begins to show any other symptoms s/he should visit his or her pediatrician to be assessed, and in such a case we ask that you follow the 'Requirements to Return' guidelines on page 6.
- 2) Parents or caregivers will be required to complete a health screening questionnaire on behalf of their child on a regular basis. Parents or caregivers must immediately disclose if and when their or their child's responses to any of the health screening questions change (e.g. such as if they begin to experience symptoms).

Parents, these measures are being put in place to best ensure the safety of all students and staff. Please do not send your child to school if he or she is not feeling well. Following these guidelines will help us continue to be able to provide an in-person experience for the duration of the school year.

- 3) All staff will be required to completed a daily health screening questionnaire as well as take temperatures prior to entering the building.
- 4) Should a service provider, vendor, or other visitor be required to enter the space, their temperature will be taken and they will be required to fill out a health screening questionnaire. If their temperature registers above 100.0, or any of the answers to the questionnaire indicate a suspected COVID case, they

will be denied entry.

Note: In accordance with government regulations, SCCNS is prohibited from keeping records of student, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).

Parents are encouraged to refer to CDC guidance on “Symptoms of Coronavirus” for the most up to date information on symptoms associated with COVID-19. It is important to note that the manifestation of COVID-19 in children, although similar, is not always the same as that for adults. Children may be less likely to present with fever as an initial symptom, and may only have gastrointestinal symptoms.

Hygiene, Cleaning, and Disinfection

SCCNS will follow hygiene, cleaning, and disinfection guidance set forth by the DOH and CDC. While gloves are permitted, gloves are no substitute for frequent handwashing. Regular handwashing with soap and water for 20 seconds will be reinforced. Alcohol-based hand sanitizer will be supplied in classrooms where students are supervised.

Specifically, SCCNS hygiene protocol includes but is not limited to:

- Students and staff will be trained on proper hand and respiratory hygiene
- Staff will set up schedules for hand washing, including upon student arrival, after returning to the classroom, and any time the child uses the bathroom
- Alcohol-based hand sanitizer stations will continue to be provided at each classroom and throughout the building, and usage will be supervised. Note: Parents may inform the school that they do not want their child to use alcohol-based hand sanitizer by sending a written notice to the Director at sccnschool@gmail.com, and alternate accommodations will be provided.
- Appropriate protection will be utilized by staff when accommodating students (e.g., to assist with toileting where necessary) or conducting health assessments or screenings
- Staff and students will be educated on how to cover coughs and sneezes with tissues or the corner of the elbow
- Snack will not be shared between students
- Signage regarding how to “Stop the Spread” will be posted in easily seen locations
- Restroom occupancy will be limited such that students can maintain sufficient distancing

Specifically, SCCNS cleaning & disinfection protocol includes but is not limited to:

- Student workspaces will be cleaned after each use
- Restrooms will be sanitized twice daily, as well as whenever necessary between uses
- Restroom fixtures (sinks, toilets, mirrors and wall surfaces) will be sprayed and cleaned with a solution consistent with CDC standards
- CDC-approved disinfectant wipes will be positioned conveniently for staff use
- Offices and classrooms, including doorknobs, railings, tables, light switches, counters, wall plates, chair arms, remotes, and other frequently touched areas will be cleaned daily
- SCCNS staff, in conjunction with the Church’s custodial crew, will maintain logs that include the date, time, and scope of cleaning and disinfection

Snack

This year we are requesting parents send children in with a small snack each morning. Teachers will provide water in disposable cups, which children will be encouraged to dispose of on their own. To limit close contact, we ask that healthy snacks be sent in **disposable packaging** that students are able to open without assistance, and **must be nut-free**. As a reminder this is only a mid-morning snack; examples of a morning snack could be apple slices, pretzels, goldfish, granola or fruit bars, etc. Your child's teacher can provide further clarification if needed.

Personal Belongings

At the start of each year, your child's teacher will provide details regarding what items the child will need to store at school (e.g. a change of clothes). On a daily basis, students should come to school with a backpack containing only their snack for the morning. We strongly request that you do not send any toys or unnecessary personal items. If you believe your child needs an item outside of what is requested, please discuss with his/her teacher.

Rain/Snow boots: If your child wears rubber or bulky boots to school, we request you bring a pair of school-appropriate shoes for the child to change into prior to entering the building. Rain/snow boots should be taken home with the parent or caregiver; teachers will not be able to change children in and out of boots, and wearing boots in the school poses a hazard.

Outdoor Play

While outdoor time is encouraged, use of the playground equipment will be kept limited, and will be cleaned between uses by different cohorts.

Signage

Signs consistent with DOH COVID-19 signage will be posted throughout SCCNS, and staff and students will be regularly review them. SCCNS will also ensure hallway foot traffic signage, distance markers, and other signage is posted as needed.

Visitor Policy

At this time, parents are not permitted to enter the building. Any parent or other visitor needing to meet with the Director or teachers must set up an appointment ahead of time. Meetings should be held via phone, zoom, or, when weather and schedules permit, meetings may be held outdoors.

Staff Meetings, Parents Night, and other Large Gatherings

Staff meetings will be held via video-conferencing, in outdoor settings, or in open, well-ventilated spaces that allow attendees to maintain social distancing protocols.

Other large SCCNS events will either be held in a similar fashion where possible, or if unable to meet new requirements the event will be re-imagined (i.e. achieved in a new way) or canceled.

COVID-19 Suspected and / or Positive Cases:

Illness at school

If a staff member begins to display symptoms related to COVID-19 during a school day, they will be required to leave immediately. If the case where they require someone to come pick them up, the staff member will be sent to an isolated “sick room” until they are able to leave, which must occur within 30 minutes.

If a student begins to display symptoms related to COVID-19 during a school day, they will be escorted to an isolated “sick room”, where they will be asked to put on a mask until they leave the building. SCCNS will contact the parent or guardian and the student must be picked up within 30 minutes. If any siblings are enrolled, we will ask that they be picked up at this time as well.

The student or staff member must leave through the main entrance, and the foyer, staircase, and isolation room will be thoroughly cleaned following their exit.

If a child or staff member falls critically ill, SCCNS will contact 911 and notify parents immediately.

Illness at home and/or exposure to COVID-19 Positive Individuals

If a student or staff member falls ill at home, we ask that you notify SCCNS of your symptoms and follow the ‘Requirements to Return’ detailed below.

If a student or staff member has been exposed (outside of school) to someone who has tested positive for COVID-19, we ask that you notify SCCNS and stay home until you are able to complete the ‘Requirements to Return’ as detailed below.

Requirements to Return

If a student is sent home, we ask that the parent or guardian contact his or her pediatrician to determine whether a COVID-19 test is suggested. If the child’s pediatrician does not recommend testing, please communicate this to the SCCNS Director via email at sccnschool@gmail.com, and the child may return once all symptoms have subsided. *Remember, if one of the child’s symptoms was a fever, he or she must have a temperature under 100.0 for 72 hours to return.*

If COVID-19 testing is recommended, the child may not return until results of the test are received and the result is negative, in which case a copy of the test results must be submitted to the SCCNS Director, preferably via email to sccnschool@gmail.com. Once this is received, and all symptoms have subsided, the child may return to school.

If a student or staff member tests positive for COVID-19, please inform the SCCNS Director as soon as possible. The Director will immediately notify State and Local DOH, the Executive Board, and the Church. SCCNS will follow DOH guidance and CDC criteria as to when the individual may discontinue home isolation and return to school.

Communication

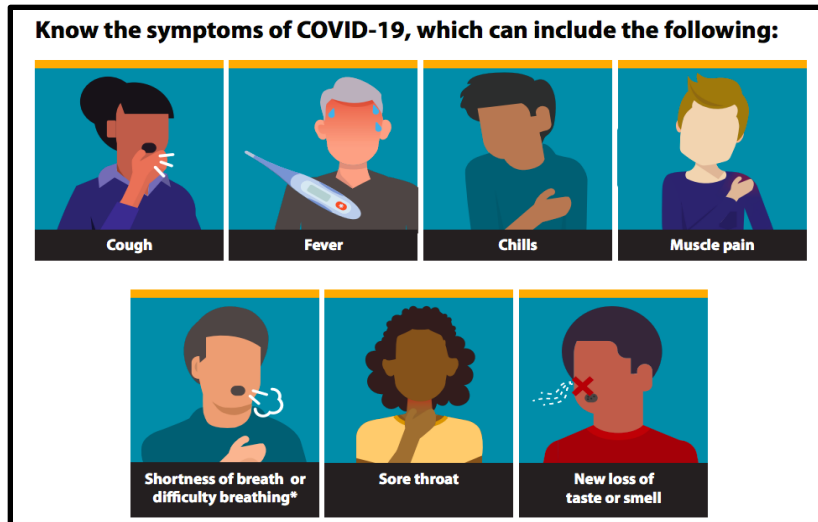
If a student or staff member is sent home with COVID-19 related symptoms, parents of children in the same class will be notified the same day. The student or staff member's name will not be specified, but the class will be indicated.

If a student or staff member tests positive for COVID-19 following being physically present at school, SCCNS will close the school for a period of two weeks and switch to virtual learning during that time. If a student or staff member tests positive for COVID-19 following a period of NOT being at the school, SCCNS will make the determination based on the specific situation as well as guidance from the DOH as to whether to close the school. In either case, parents of all children in the school will be contacted and informed of the situation (again, specific names will not be given but classes can be indicated).

Cleaning and Disinfecting (Suspected and Positive Cases)

SCCNS will follow CDC guidance for cleaning and disinfecting applicable areas in the event of suspected and positive COVID-19 cases. This includes but is not limited to:

- Close off all areas used by the person who is sick
- Open outside doors and windows to increase air circulation in the areas
- Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle
- Clean and disinfect all areas used by the person who is sick, such as classrooms, bathrooms, and common areas
- If more than 7 days have passed since the person who is sick entered the school, additional cleaning above and beyond daily cleaning practices is not necessary
- Continue routine cleaning and disinfection



Recent guidance suggests that symptoms of COVID-19 may also include gastrointestinal symptoms, such as nausea, vomiting, and diarrhea. Contact your physician if you or your child experience symptoms.

Protect yourself from COVID-19 and stop the spread of germs.



Wash your hands thoroughly with soap and water **for at least 20 seconds**, especially before eating.



Avoid close contact with people who are sick and stay home if you are sick.



Avoid touching your eyes, nose, and mouth.



Stay home as much as possible. **Everyone** – even young people and those who feel well.



If you must go out, **stay at least 6 feet** away from others.



You must wear a face mask or face covering in public when social distancing (staying 6 feet apart) is not possible, especially on public transport, in stores and on crowded sidewalks.



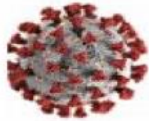
Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Clean and disinfect frequently touched objects and surfaces.

Stay Home. Stay Safe. Save Lives.
www.ny.gov/coronavirus

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



CS 214997R 04/15/2020

cdc.gov/coronavirus

HOW TO HELP YOUR CHILD **ADAPT** TO WEARING A FACE COVERING

7 QUICK TIPS

EXPLAIN WHY

Use easy-to-understand language and positive phrasing.

For example: "Wearing a face covering helps protect you and others from bad germs."



PRACTICE MAKES PERFECT

Shape the behavior by breaking it down into smaller steps. Then practice & reinforce each step.

1. Holding the face covering
2. Putting it against their face
3. Secure the elastic



GET CREATIVE

Allow your child to decorate their face covering using crayons or markers.

If you are planning to make a DIY cloth face covering, allow them to pick the fabric or pattern.



START WITH FAMILIAR CLOTHING

Choose clothing that your child already wears and turn it into a face covering.

Some ideas include a scarf or bandana.



TAKE A PICTURE

Ask family members or friends to take a picture of themselves wearing their face coverings.

You can even arrange a virtual get together so everyone can show off their face covering.



LET'S PRETEND

Integrate masks into play time. Even if its just for a little bit.

Encourage your child to be a superhero to integrate face coverings.

STUFFED ANIMALS & DOLLS NEED FACE COVERINGS TOO

Put a face covering on your child's favorite stuffed animal or doll as a reminder that we are all in this together!

