

DUCKY POND

Pre-School

COVID-19 Re-Opening Plan

at

Ducky Pond Preschool Inc.
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COVID-19 Re-Opening Plan
for
Ducky Pond Preschool Inc.

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Statement of Commitment to Employees and Students Health and Safety

Ducky Pond PreSchool provides this Health and Safety Plan to demonstrate compliance and understanding of the risks of the Sars-Cov-2 (COVID-19) virus. It is our intent to comply with all guidelines set by the CDC and New York State in order to minimize the spread of COVID-19. The COVID-19 Safety Plan (Plan) applies to all employees and students that will be on the grounds of 77 Montauk Highway during Ducky Pond's school hours. This plan is intended to inform and guide the employees, students and parents or guardians of the students, of the protocols that are in place and the enforcement that will be applied.

1. Purpose

This Plan is prepared for Ducky Pond Preschool of 77 Montauk Highway, Blue Point New York 11715. The plan is created to address the procedures and protocols set in place for the reopening of the school in September of 2020. It will include the day to day procedures and operations during the COVID-19 pandemic.

2. People

a. Administrative Controls

Administrative controls are utilized to minimize exposure between employees and students at DuckyPond

Social Distancing

Employees will maintain a minimum of 6 feet distance from each other at all times. If a situation arises where they can not remain 6 feet a part, such as walking in the hallways or in the restroom, they must wear a face mask.

Sanitizing and Cleaning

To ensure that the school remains clean and sanitized daily, the use of sanitizers and disinfectants will be used to wipe down classroom toys and materials used as well as light switches and door handles before and after school. Each employee will be designated certain classrooms and areas to clean daily. There will be a cleaning log that will be updated and signed by each participant daily.

There will be a hand sanitizing station set up at the entrance, and within each classroom. There will be a poster on proper hand washing techniques located by the sinks in the bathroom. Additionally, proper hygiene and wellness signs will be posted around the school.

A deep cleaning of the school will happen twice a week, which will include cleanings of the floors and bathrooms. Each employee will be required to keep their classroom clean and sanitized daily as well as throughout the school day.

b. Personal Protective Equipment (PPE)

PPE is essential for all employees and students attending Ducky Pond Preschool. The PPE that will be used includes face masks, gloves and hand sanitizers.

Each employee will receive a classroom kit including sanitizing wipes, face masks, a box of gloves, and a bottle of hand sanitizer. Equipment will be replenished on an as-needed basis.

3. Places

a. Classroom

Each classroom will hold a teacher and maximum of 8 to 12 students depending on the age group. The teacher will be required to wear a face mask throughout the day. Students will be required and encouraged to wear a face mask. The age range of students at Ducky Pond is between 2-5 years old, and with this in mind, teaching and reminding the students the importance of wearing a face mask will be conducted as needed. Each classroom will have a set of masks, gloves and hand sanitizer for the class to use. Each child will have their own designated art supplies ex: markers, crayons, scissors, glue. Toys will be switched and rotated for students or wiped with sanitizing wipes between usage. Limiting shared objects when possible.

b. Bathroom

The bathroom at Ducky Pond includes 4 separated stalls, 4 sinks and a diaper changing table. When changing diapers, employees and students will be required to wash hands prior to and after changing diapers. When a child uses the bathroom, they will be accompanied by an aid and the child will be required to wash their hands prior to leaving the bathroom. There will be no more than 2 students in the bathroom at a time. There will be a sign in front of the sinks to remind the children the proper techniques for washing their hands.

c. Playground

The playground is located outside on 77 Montauk Highways grounds. It is a fenced area with outdoor toys and a playset for the students to use. If the students can not maintain 6 feet distance while playing on the

playground, they will be required to keep their face masks on. Only one class will be permitted on the playground at a time.

d. Entrance Area

The Entrance Area will have sections taped off for students to gather in their respective classes during drop off and pick up. Children will not be permitted to leave their classroom area unless they are being accompanied to their classroom (drop off) or to their parents/guardians (pick up). Everyone in the entrance area will be required to wear a face mask, and maintain 6 feet distance from each class.

e. Containment Area

An area will be set up in the corner of the office for the person with symptoms. Visual supervision by staff who will be socially distant, until the parent picks up the child.

4. Processes

a. Employee Arrival

Each employee upon entering the building will have their temperature taken and questionnaire filled out. Any employee who has a temperature over 100.4°F will be asked to go home. Any employee who has been in contact with someone who has COVID-19 will be asked to stay home and quarantine for 14 days, or upon receiving a negative COVID-19 test from a testing facility.

b. Student Drop Off

Each student and their parents/guardians will participate in a carpool. The parent will take their child out of the car and stand by the car until a Ducky Pond Employee retrieves the student from their parent/guardian. Upon retrieving the student, the student will have his or her temperature checked every day. If a student has a temperature above 100.4°F, they will not be permitted to enter the building, and will be sent home with their parent/guardians. If the student or parent/guardian has been in contact with someone who has COVID-19, the student will not be allowed to return to school until 14 days of quarantining, or receiving a negative COVID-19 test from a testing facility.

After the student has their temperature checked, they will wait in their class designated area in the entrance of the school. This designated area will be taped off to ensure social distancing between classes, as well as monitored by their teacher. Each child will be required to keep their mask on during this time. Once drop off time has come to an end, each teacher will guide their class to their classroom to begin the day.

c. Classroom Procedures

Students will be required to wear face masks during the course of the day. The only time the children will be permitted to take their face masks off is if they are sitting at their designated chair at the table during snack time, 6 feet apart. Staggered snack time may have to occur due to class size. Masks can also be removed on periodical breaks where the children can maintain 6 feet apart.

d. Pick Up

Students and their teachers will remain in their designated class area in the entrance of the school with their facemasks on. Hands will be sanitized. At this point, when a car pulls up, the student will be retrieved from their class waiting area by a Ducky Pond employee and brought to that student's parent/guardian's car. At that point, the parent/guardian will take the student home.

e. A Positive COVID-19 Test

If at any point an employee or student of Ducky Pond tests positive for COVID-19, the classroom that student was in will be contained, closed off until it can be properly cleaned and sanitized. Any student or employee that was exposed to the person with the positive COVID test will be advised to stay home, get tested and quarantine. Ducky Pond will contact NYS Contact Tracing Program and the local health department and cooperate with their guidelines.

When applicable, substitutes will cover absent staff and or if students have to stay home, learning assignments will be emailed or texted to parents or guardians.

f. Communication

Contingency plans to close school will be alerted through email, text and posted on the website.