



COVID Health and Safety Precautions/Procedures*:

Reopening:

We are looking to provide an in-person learning experience for all of our students. Our enrollment will be no more than 12 students per session (3 hours).

We remain committed to addressing the needs of the ‘whole child’, to include a child’s sense of well-being and social-emotional skills.

For the **health and safety** of our children, teachers, and staff, we will be taking the following precautions/steps:

- Parent drop off/pick up for children will be at the **Front Door entrance**. For drop off/pick up, please drive in the semi-circular driveway in the front of the building and follow the arrows. Traffic is one way with the entrance being near the North George St. side (you will see an Enter sign).
Upon arrival, we will be taking your child’s temperature (scan arm with infrared thermometer)– and conducting a COVID questionnaire: (a) has your child been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19, or who has/had symptoms of COVID-19; (b) tested positive through a diagnostic test for COVID-19 in the past 14 days; (c) has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or (d) has traveled to/from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

To participate, your child’s temperature **must be under 100.0F and be cleared re: COVID questionnaire.**

We encourage you to check your child’s temperature at home.

We ask that the parents/children wear a mask during the sign in/sign out process.

- If you are arriving late or picking up your child early, please call the office at 315-336-1040 to let us know. Someone will meet you in your car at the front door to check your child in/out.
- If temp is over 100.0F, the child/staff will **not** be allowed to remain. If your child has a cold, cough, is actively sneezing, **or does not feel well**, do not bring him/her in. IF during the day, any of the above symptoms are noted, you will be contacted to come pick up your child; while waiting for pick up, your child will be supervised in a separate area.
- Teachers/staff will wear masks. Your child may be wearing a mask some of the day, depending on the activity and proximity to other children.



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- Handwashing/hand sanitizer stations have been set up. Good hand hygiene will be promoted and taught, as well as proper face covering, social distancing and respiratory hygiene.
- Social distancing/proximity guidelines will be maintained as much as possible throughout the day.
- Each child will have his/her own supplies to use. These will not be shared. Materials/equipment/tables will be disinfected daily/or as appropriate throughout the day.
- Opportunities will be afforded for instruction to occur outside, weather permitting. Windows will be opened during the school session, weather permitting.

Monitoring and Containment:

- We will remain flexible and follow guidance/updates per Governor/DOH/NYSED. We will continuously monitor the situation and provide updated guidance, policies, and regulatory changes as the situation requires.
- Communication/information will be shared when there are changes/updates, via our website; emails, letters and/or phone calls to parents/caregivers.

If a child/caregiver or someone in the family has been in contact with anyone who has COVID or develops symptoms of COVID, we will follow the procedures/guidelines as per DOH (quarantine, release from medical provider to return to school, and so forth), and in coordination with the local health department.

We will follow contact tracing protocols as per DOH.

To return back to school:

A return back to school includes release documentation from a health care provider (pediatrician) following evaluation, and symptom resolution. OR in the case of travel to/from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory – a period of quarantine (minimum 10 days - up to 14 days), upon arrival back to home address.

- must be fever-free and asymptomatic for a minimum of a 24 hour period (without any fever reducing medications) to return.

Please 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 tract symptoms, which will be taken into consideration during the screening process.



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Definitions and Procedures:

Symptoms:

Monitor and observe for any of the below possible symptoms of COVID-19:

This list is not all inclusive as some individuals may display other symptoms or none at all. The following are listed as the most common symptoms of COVID-19:

- Fever or chills (100°F or greater);
- Cough;
- Shortness of breath or difficulty breathing;
- Fatigue;
- Muscle or body aches;
- Headache;
- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting; and/or
- Diarrhea.

Observe for signs of the following, as these could be indicative of illness:

- Flushed cheeks;
- Rapid or difficulty breathing (without recent physical activity);
- Fatigue, and/or irritability; and
- Frequent use of the bathroom.

Further information can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Health screenings include a daily temperature checks and completion of a screening questionnaire. This will be required for anyone entering the building (staff, students and any visitors).

We will be conducting daily temperature checks and weekly screening questionnaires of students/staff. Anyone, who has a temperature of 100.0°F or greater or has a positive response on the screening questionnaire, must be isolated from others and sent home immediately – must be fever free for a minimum of a 24 hour period (without any fever reducing medications) to return.

We are asking families and staff to notify us when they develop symptoms or if their answers to the questionnaire change during or outside school hours.

We encourage parents/caregivers to screen their child before coming to school. The screening questionnaire includes the following:



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- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- tested positive through a diagnostic test for COVID-19 in the past 14 days;
- has experienced **any** symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days; and/or
- has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

Confidential records will be maintained that confirm individuals were screened and the result of such screenings (e.g., cleared/not cleared).

Below is a noted testing site in Rome, NY. Other sites can be found at:

<https://coronavirus.health.ny.gov/find-test-site-near-you>

Griffiss International Airport Utica/Rome
800 Ellsworth Road, Rome, NY 13441
Phone (888) 364-3065
Hours: 8AM-6PM ▼

- APPOINTMENT IS REQUIRED. Individuals who would like to be tested must make an appointment by calling NYS COVID-19 Hotline 888-364-3065. NO WALK-INS allowed. All patients must remain in the vehicle.
- Source: <https://coronavirus.health.ny.gov/covid-19-testing>

Management

of Ill/sick persons:

Children (staff) exhibiting any of the above signs, with no other explanation for them, will be sent home for follow up with a healthcare provider. Parents will be contacted and asked to pick up their child immediately. The child will be supervised in a separate area, while waiting pickup by a parents/caregiver.

The area will not be used again until after cleaning/disinfection has occurred. Doors/windows will be opened, where/when possible.

A facemask will be provided to the student, to be worn if he/she can tolerate wearing it and does not have difficulty breathing. This will assist in preventing the possible transmission of the virus to others while waiting for transportation home.

- Students will be escorted from the separate/isolation area to the parent/caregiver;
- The parent or guardian will be asked to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center.



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Handwashing:

At a minimum, students and staff will wash hands or use hand sanitizer, as follows:

- After using shared objects or surfaces (e.g. electronic devices, musical instruments, writing utensils, tools, toys, desks or table tops);
- Before and after snacks;
- After using the bathroom or assisting someone in the bathroom;
- After sneezing, wiping or blowing nose, or coughing into hands;
- Upon coming in from outdoors; and
- Anytime hands are visibly soiled.

Respiratory Hygiene:

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, it is important that students and staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately.

A supply of tissues and no touch trashcans are available throughout the building. If no tissue is available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands. **Always perform hand hygiene** after sneezing, coughing and handling dirty tissues or other soiled material.

Social Distancing

Social Distancing is also called “physical distancing” and means keeping a six foot space between yourself and others. We will practice this in as much as possible. For OSM, a cohort is the group of students (up to 12) per session and we will use visual aids (ie painter’s tape, cones, ‘feet’ pictures, etc.) to illustrate appropriate spacing to support social distancing.

In the event of a Closure:

If infection cannot be contained or if closure is otherwise necessary and/or required by the state or local department of health, we will close the OSM. Parents will be notified (phone) in as timely a manner as possible. Information will be posted on our website (www.romeart.org) and on our Facebook page (<https://www.facebook.com/RomeArtandCommunityCenter>).

The OSM will continue instruction for a student during the time of a quarantine. The OSM will continue instruction for students, in the event of a closure. This instruction will be a combination of work sent home as well as online opportunities to meet with the teacher.



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HELPFUL LINKS/INFORMATION:

Stop the Spread poster:

https://coronavirus.health.ny.gov/system/files/documents/2020/04/13067_coronavirus_protectyourself_poster_042020.pdf

<http://www.p12.nysed.gov/nonpub/documents/reopening-guidance-religious-and-independent-schools.pdf>

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf

<https://www.cdc.gov/coronavirus/2019-ncov/communication/videos.html?Sort=Date%3A%3Adesc> - CDC COVID-19 Informational Videos

<https://coronavirus.health.ny.gov/find-test-site-near-you> - NYS COVID-19 Testing Site Locator

<https://www.cdc.gov/flu/business/stay-home-when-sick.htm> - CDC's Stay Home When You Are Sick Information

https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeeereturnwork_053120.pdf

Mental health: <https://www.mentalhealthdnys.org/>

The **Center on the Social and Emotional Foundations for Early Learning (CSEFEL)** is focused on promoting the social emotional development and school readiness of young children birth to age 5. CSEFEL is a national resource center funded by the Office of Head Start and Child Care Bureau for disseminating research and evidence-based practices to early childhood programs across the country <http://csefel.vanderbilt.edu/>

<https://www.zerotothree.org/>

*This document will be revised as per guidance updates by the Governor, DOH, NYSED.

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