



THE CHILD CENTER OF NY

Strengthening Family. Building Community.

Program Handbook

COVID-19

Home-Based Addendum

LOCATIONS

Early Childhood Woodside 60-02 Roosevelt Ave, 2nd Fl Woodside, NY 11377

718-943-2800

Early Childhood Corona 34-10 108th St Corona, NY 11368

347-287-0175

Early Head Start Astoria 37-34 29th St Astoria, NY 11101

718-819-5687

EMERGENCY PROGRAM CONTACT 718-830- 5061

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COVID-19 RESPONSE

The program has implemented the Pandemic Section as an addendum to the Parent Handbook under the guidance and direction of the program administration, local licensing agency, federal, state and local governmental agencies. To ensure the safety of children, families and staff, the program will monitor the situation and take into account the guidance and suggestions from the health authorities. Decisions made by the program will consider the safety of children, families and staff. Our goal is to prevent the spread of COVID-19 and other communicable diseases by implementing infection control measures, such as physical distancing, face coverings, and frequent hand-washing.

REMOTE LEARNING OPPORTUNITIES DURING CLOSURE

- ✓ Program will continue to provide all virtual services until it is deemed safe to return to the homes of children and families.
- ✓ Home Visitors will maintain ongoing communication with families and children.
- ✓ Online platforms (such as WhatsApp, Zoom or other platforms as needed) will be utilized for activities, sing along and story time; individually and in group settings.
- ✓ Phone calls, emails and other communications will be sent regularly from home visitors and administrators.

RESUMING HOME VISITS

When it is safe to return to regular visits in the home, we will be implementing additional safe guards to protect the health and wellness of staff and families. We will continue to follow the latest recommendations and make modifications as necessary.

- ✓ Temperatures may be taken at the beginning of each home visit for participants of the visit.
- ✓ Caregivers will be screened with the COVID-19 questions.
- ✓ Children over the age of 2 will be permitted but not required, to wear face coverings when social distancing of 6ft cannot be maintained. All other adult members and siblings will be required to wear face coverings during the visits.
- ✓ Visits may be conducted outside the home in the community due to space constraints.

CHANGES WHEN BUILDING IS REOPENING

As some center-based programming begins to reopen, all required protocol mandated by our local licensing agency and our Health Care Consultant will be initiated. Although, services will remain virtual for the home-based program for the foreseeable future there may be limited reasons why you may need to come onsite. Some examples of practices that may be implemented are:

- ✓ Adults will be required to wear masks. Children are not required but may do so if over the age of 2 years. Face masks cannot be shared.
- ✓ Staff may wear aprons and bring multiple changes of clothes.
- ✓ Adults should maintain a distance of 6 feet as much as possible. May work in modified work stations.
- ✓ Enhanced health screenings and temperature checks upon arrival.
- ✓ Stricter child exclusions for signs of illness: Refer to Infectious Disease/ COVID-19 Health Policy
- ✓ Elimination of non-essential visitors into our building.
- ✓ Each site has an assigned safety monitor that is responsible for verifying that each person who enters the building has been cleared to enter. This is done by reviewing/monitoring sign in logs. This person is typically the site manager.

BUILDING POSTINGS

Additional posting displayed throughout the building. This includes [Staff Self-Care Checklist for Going Home](#), [Cleaning and Disinfecting Solution](#), [Stop the Spread of Germs](#), [Get the Care You Need](#), Required NY Forward Safety Plan Template, Program Handbook in each office space and front desk area, in addition to floor/elevator decals promoting social distancing. Signage has been added upon entry into the building that promotes social distancing and masks.

AMPLIFYING OUR DAILY CLEANING EFFORTS

While this is part of our normal routine, there will be additional efforts made to disinfect the classrooms, common spaces and high traffic areas, paying special attention to doorknobs, phones, tables, chairs, keyboards, handrails, etc. We will be disinfecting with a higher concentrated bleach/water as recommended by the CDC. Checklists have been developed for

each building area to monitor cleaning/disinfecting. This includes, classroom, kitchen, hallways, staff room, adult and children's bathroom, offices and onsite playground (if applicable).

HOME VISIT SAFETY MEASURES (WHEN SAFE TO RESUME)

When it is safe to return to home visits, the following measures will be enhanced:

- ✓ All items will be disinfected after each visit. Items will not be shared without proper disinfecting. Home Visitor will limit the amount and type of items brought into the home.
- ✓ Each family member will have a space available for the home visitor. The space will be cleaned at the start of the visit using either disinfectant wipes or bleach and water solution. Home Visitors will ensure that they have a fresh batch of bleach and water solution daily.
- ✓ Hand sanitizer will be provided to each home visitor to provide an option of sanitizing when no sink is available. Hand sanitizer can only be used according to the directions on the label and is generally not used for children.

CHANGES TO THE LEARNING ENVIRONMENT

When we are ready to resume socializations, we will comply with mandates and other best practices therefore learning environment may be modified.

- Reduction of number of participants in the room at the same time. We will consider alternate spaces.
- Space will be reconfigured to limit density of items in the room.
- Remove items that cannot be easily sanitized such as dress-up clothes, puppets, etc.

INFECTIOUS DISEASE/ COVID-19 HEALTH POLICY

Our priority is to ensure the health and safety of the children and staff that come to our center every day. We will not be successful without your help! Our new guidelines are based on the DOH Interim Guidelines for Child Care Centers with consultation from our Health Care Consultants and Licensing Agencies. These practices are subject to change as needed.

If any child(ren) or household member show any of the following symptoms, the enrolled child(ren) must be kept home for 48 hours or until the child is symptom free, without fever reducing medication or other medication

- ✓ *Fever over 100.0*
- ✓ *Excessive dry cough*
- ✓ *Shortness of breath*
- ✓ *Lethargic, overly tired, unusually calm or quiet*
- ✓ *Muscle or body aches*
- ✓ *Headache*
- ✓ *New loss of taste or smell*
- ✓ *Sore throat*
- ✓ *Congestion or runny nose*
- ✓ *Nausea or vomiting*
- ✓ *Diarrhea*

If a child or adult experiences any of the above symptoms during onsite services, the participant will need to leave immediately. This room will receive an intense cleaning after usage.

Families are required to inform the program if their child, or any family member, tests positive for COVID-19 so that the program can take necessary mandated steps. The identity of any family member remains confidential.

Out of respect for the other children, families and staff members, failure to abide by our policies or failure to disclose COVID-19 exposure or positive test of your child or family member may result in immediate termination from this program.

MENTAL HEALTH SUPPORTS

Ask for help!

If your symptoms of stress are becoming overwhelming, there are many free, confidential ways to connect with a mental health professional who can help. Reach out to one of the services below.

- The Child Center of NY onsite/virtual mental health supports by trained professionals.
- NYC Well provides free, confidential mental health and substance misuse services 24 hours a day, 7 days a week, in over 200 languages, regardless of immigration status. Call 1-888-NYC- WELL (692-9355) or text “Well” to 65173. You can also chat online at nyc.gov/nycwell.
- Crisis Text Line offers free, emotional support and information 24/7. Text “HOME” to 741741 for free, 24/7 crisis counseling.
- ULifeline provides mental health resources for college students. For immediate support, text “START” to 741-741 or call 1-800- 273-TALK (8255).
- Virtual counseling appointments for City University of New York (CUNY) students.
- The Trevor Project has a 24/7/365 suicide prevention and crisis intervention hotline for LGBTQ youth and their loved ones. Call 1-866-488-7386.
- The National Suicide Prevention Lifeline offers 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals. Call at 1-800-273-8255.

COVID-19 Policy and Procedure Agreement

I have read and agree to follow the following policies: (Caregiver initials for each policy)

_____ **COVID-19 Program Handbook Addendum**

Our program has taken several steps to implement recommended guidance and protocols issued by local, state and federal Public Health Agencies for slowing the transmission of COVID-19. The undersigned acknowledges and agrees that the program may revise its procedures at any time based on updated recommended guidance and protocols issued by said local, state and federal Public Health and Regulatory Agencies and further agrees to comply with the program's revised procedures while utilizing the facilities and services.

The undersigned further acknowledges and agrees that, due to the nature of the facilities and services offered, social distancing of 6 feet per person among children and their caregivers in a childcare setting is not possible.

I understand that the program will be following social distancing and other procedures to ensure that children and families are coming into a safe and clean environment daily. Despite the program's heightened efforts to mitigate such dangers, exposure to COVID-19, for my child or a member of my family may happen.

I hereby release the program from any liability as a result and will not sue the program or any staff member affiliated with the program, should my child or a member of my family contract this virus.

Print Child Name

Parent Signature

Date