

Friends Center for Children

Introduction

There are many organizations, regulatory bodies, parents and teachers that have guided our reopening plan. We spent time in consultation with the City of New Haven, The Office of Early Childhood, the Center for Disease Control and an emergency preparedness consultant. We also created a survey of our parent community and had immense input from our teaching and management staff. The result is the following plan.

Phase 0

May 5, 2020-June 8, 2020 Staff only remote training and preparedness

Phase 1

June 8-12 Staff only training and preparedness

June 15 opening to essential workers with smaller group sizes

Phase 2

July 6 opening to everyone with smaller group sizes and/or staggered days of operation

Phase 3

TBD opening to everyone with normal days

Friends Center will open to already enrolled families who are deemed essential workers in our community on June 15, 2020*. This phase of our reopening is Phase 1. During this phase staff members will move from remote to in-person work on June 8. They will report to the Friends Center facility per the newly configured teaching teams and schedules. The week will be spent on training as we review the new guidelines and procedures outlined in this document.

As we move to in-person learning, we have established many changes to our daily routines. These changes are based on recommendations from CDC and the Institute for Childhood Preparedness. This operations manual outlines the various changes in our daily schedules/routines.

**The City of New Haven defines an essential worker as “any peace officer or firefighter or any ambulance driver, emergency medical responder, emergency medical technician or paramedic, as defined in Connecticut General Statutes Section 19a-175”.*

COVID-19 Testing

Prior to opening all staff will be tested for COVID-19 to ensure that there are not any employees who are asymptomatic carriers

Staff members with underlying risk factors should take extended leave, until the pandemic subsides. These include:

- Individuals over 60 years of age.
- Individuals who have underlying medical conditions, such as, but not limited to: heart disease, diabetes, compromised immune systems, Rheumatoid Arthritis, Crohn's Disease, recent cancer treatments, HIV or AIDS, pregnant women. Where there are questions or concerns about underlying conditions, individuals are encouraged to check with their medical professional.
- Individuals that may have had close contact with a confirmed or suspected COVID-19 case.

Building Entry

Only children enrolled at Friends Center for Children and essential personnel will be allowed entry into the Friends Center for Children building. Due to COVID-19, there will be no delivery people, parents, visitors, board members or any other non-essential staff allowed in the building. Emergency maintenance personnel will be admitted into the building as needed. Those personnel will be asked to come in after hours and if they must enter during operational hours they will be screened and asked to wear masks, gloves, and shoe covers.

Daily Screening

All Personnel and children will be screened each day. Screenings for staff will be conducted daily. Upon reporting to work, staff will be required to undergo a daily health check that will include a temperature screening.

Staff members who are sick with any illness, are exhibiting signs or symptoms of COVID-19 like illness, have tested positive for COVID-19 or suspect that they have been exposed to the virus must stay home.

Children will be screened each day at the screening station. There will be one screening station for families. Adults will be asked the following screening questions:

1. Have you tested positive for COVID-19?
2. Have you or anyone in your household tested positive for COVID-19?
3. Do you or does anyone in your household think they have COVID-19?
4. Do you or anyone in your household (including children) have these symptoms or have been in close contact with anyone with these symptoms?

Fever
Cough
Shortness of breath
Sore throat
Diarrhea
Loss of taste and/or smell

Children will be screened for fever using the following protocol:

Screener will:

1. Perform hand hygiene
2. Put on a face mask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), gown/coveralls, and a single pair of disposable gloves
3. Check individual's temperature
4. If performing a temperature check on multiple individuals, ensure that a clean pair of gloves is used for each individual and that the thermometer has been thoroughly cleaned in between each check. If disposable or non-contact thermometers are used and the screener did not have physical contact with an individual, gloves do not need to be changed before the next check. If non-contact thermometers are used, they should be cleaned routinely as recommended by CDC for infection control.
5. Remove and discard PPE

Drop-off and Pick-up Procedures

Drop-off times will be staggered to avoid congestion and confusion. Children will be dropped off outside of the building. One adult should be responsible for drop-off and pick-up each day. The adult must wear a mask at all times while on the Friends Center grounds.

Drop-off Steps:

1. Take your child to the Screening stations
2. Once screened, a staff member will sign your child in
3. Disinfect your child's lunch containers
4. Walk to your classroom drop-off area and drop off your child to the teacher

- a. Infant/Toddler families will be greeted by their teacher at the glass double doors on Valley Street.
 - b. Preschool families will drop children off at their classroom door (white door with a picture of a sun in the window).
5. Help the child engage in the shoe cleaning station for children

Pick-up will also be staggered. Please call the school at 203-390-5626 and you will be directed at that time where to receive your child.

Please note that all families must have a back up pick-up and drop-off person in the event that the regular pick-up or drop-off person is exposed to COVID-19.

Classroom size

Due to the fact that reduced density is recommended to reduce the spread of COVID- 19, Friends Center will be reducing class sizes. We will follow the State of Connecticut Guidelines which state that preschool groupings may not exceed 14 children and Infant/Toddler classrooms will have no more than 8 children per grouping. Group sizes may be less than 8 in order to meet staffing ratios and recommended distancing guidelines.

Weekly Schedules

Due to reduced class sizes, some classrooms may need to stagger attendance days. Whether we need to stagger attendance days depends on the number of families who require care during this reduced class size requirement. If we must reduce class sizes, we will extend our programming to include Saturday and Sunday hours as well as lengthen our daily hours of operation.

For example, if 20 children require care in Preschool 1, we would split the group in two sections; A and B. The sections would rotate days each week attending school every other day. This would mean that one section is attending school on the weekend each week.

Daily Schedules

Due to the CDC recommendation that open air activities are best for limiting the potential spread of COVID-19, the daily schedule will be adjusted to include more outside time. A typical daily schedule will be as follows:

7:30 - 8:45 Morning Drop Off and Hand Washing

9:00 -12:30 Outdoor Classroom Time

- Open exploration
- Morning snack
- Potty Tries and Hand Washing
- Greeting Song
- Morning Meeting
- Question of the Day
- What's the Weather
- Music and Movement
- Focused Activity

11:30-12:00 - Potty Tries and Hand Washing (one at a time)

12:00 12:30 - Lunch

12:30 - Potty Tries and Hand Washing

12:30-2:30 - Nap

2:30-3:00 - Potty Tries and Hand Washing (staggered wake up)

3:00-5:30 - Outdoor

- Afternoon Snack
- Focused Play and Exploration Time

Adult/Child Overlap

To limit the amount of interactions across the Friends Center program, teachers will be assigned the same group of children each day and will not spend time in other classrooms. Additionally, children will not merge groups at any point during the day.

Due to reduced group size, teaching teams may also be temporarily reduced. FCfC will maintain required adult to child ratios.

Administration will be limited to one person each day so as to avoid exposure to one another and others.

Sleep Protocol

Children will be spaced out as much as possible with at least 6 feet of space between cots and cribs.

Cleaning and disinfecting bedding

We will:

- Use bedding (sheets, pillows, blankets, sleeping bags) that will be washed weekly at minimum
- Keep each child's bedding separate, and consider storing in individually labeled bins

Food Service

Currently, no evidence suggests food is associated with the transmission of the coronavirus. Unlike foodborne viruses such as norovirus and hepatitis A, which often spread through contaminated food, coronavirus is a virus that causes respiratory illness. Foodborne transmission is not expected.

That being said, teachers handling food will continue to practice standard food safety hygiene practices, including washing hands often with soap and water for at least 20 seconds and staying home when sick. In accordance with our hourly on-site cleaning protocols, the cleaning and sanitizing per CDC Environmental Cleaning and Disinfection guidance of all hard surfaces, including tables and countertops will be implemented.

Additionally, daily meal times will be adjusted so that:

- lunch will be staggered so all children are not attempting to eat together at once
- tables and chairs are arranged to allow for social distancing
- tables and chairs are washed and sanitized between uses
- thorough hand washing (20 seconds with warm water and soap) for children (and adults alike) will occur prior to eating and after eating
- Food items will be pre-packaged by teachers in individual serving sizes to avoid community style meals
- exterior surfaces of packaged foods will be wiped down with sanitizing wipes before opening

Utensils and Plates

We will not share dishes, drinking glasses, cups, and eating utensils. We will use disposable - single use - plates and utensils.

Washing, Feeding, Diapering, or Holding a Child

Friend Center Teachers will protect themselves by wearing designated work only attire and by wearing long hair up off the collar in a ponytail or other updo. They will also adhere to the following procedures:

- When diapering a child, teachers will wash their hands and the child's hands before they begin, and wear gloves; follow safe diaper changing procedures.
- Teachers shall wash their hands, neck, and anywhere touched by a child's secretions.
- After diapering, childcare providers will wash their hands (even if they were wearing gloves) and wash and disinfect the diapering area after each use.
- Teachers will change the child's clothes if secretions are on the child's clothes; they will change their work only attire if there are secretions on it, and wash their hands again.
- Contaminated clothes will be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and their teachers will have an additional set of clothes on-hand.
- Teachers will wash their hands before and after handling infant bottles prepared at home or in the facility.
- Clean bottles shall be provided by the parent/guardian

On Site Safety Officer

We have established an onsite safety officer to provide oversight of our health and safety practices. The Safety Officer will work to ensure the safety of all staff and children in the facility. This includes both physical and emotional health. The Safety Office will be mindful of the mental health of the community, and will ensure that staff have the necessary support and equipment needed each day.

Throughout the day, the Safety Officer will monitor each child for any of the following symptoms:

- Fever
- Shortness of breath
- Sore throat
- Fatigue, or being unable to participate in activities as normal
- Complaining of not feeling well
- Vomiting
- Abnormal stools such as diarrhea
- Runny nose or eyes
- Coughing

The Safety Officer will coordinate daily with the **On-call Nurse Practitioner**, Patrice Harrison, with regard to health and safety matters.

The Safety Officer will also oversee the **On Site Infection Control Staff**. These staff members will be responsible for cleaning, sanitizing and disinfecting the common and high touch areas of the building each hour. This will be done in addition to the daily cleaning and disinfecting done by the janitorial staff.

The On Site Infection Control Staff will use the following daily checklist when moving through the building:

AREA SURFACES

COMMON AREAS

- Entry door handles, pulls and push plates.
- Chair hand rests/rails
- Tables, Desks & Counters – tops, sides & edges.
- Light Switches, Card Readers (and all other hand switches/controls)
- Stair railings

OFFICES

ALL SURFACES (AS APPLICABLE) LISTED UNDER “COMMON AREAS ABOVE” – PLUS:

- File Cabinets/Storage Cabinets: Doors & Handles
- Buttons & handles for equipment (projectors, printers, copiers, fax etc.)
- Phone handles
- Computer keyboard, mouse & buttons.

RESTROOMS

- Door Handles & Plates (entry doors, stall doors, locker doors)
- Flush valve handles on toilets
- Faucet handles
- All dispensers (Including Hand Towel, Toilet Paper)
- Countertops
- Trash can lids
- Toilet seats

BREAKROOM

ALL SURFACES (AS APPLICABLE) LISTED UNDER “COMMON AREAS ABOVE” – PLUS:

- Chair hand rests/rails
- Cabinet and drawer doors and handles
- Refrigerator/freezer doors and handles
- Microwave control panels, handles and doors
- Sinks and faucet handles
- Coffee pots and dispensing units

Staff Personal Protective Equipment

Masks

Staff will be offered masks for use during working hours. All staff must wear a mask at all times once they exit their car on Friends Center grounds.

Masks must be:

1. Worn over nose and mouth
2. Placed on face after handwashing
3. Changed if it becomes wet or soiled
4. Cloth masks permissible.

Clothing

Staff will be given 3 outfits to rotate throughout the week. Laundry services will be on Wednesdays and Fridays for laundering.

It is recommended that staff wash their clothes after each shift. Ideally, when arriving home, place work clothes directly in the washer.

Shoes

Staff will be given indoor shoes. No outside shoes will be allowed in the building.

Laundry Service and Sanitizing Toys

Laundry

Washing laundry at home will no longer be a coop job. Friends Center has hired a laundry service to clean necessary items each week. Laundry will be picked up daily.

Sanitizing toys

Families will no longer take toys home for sanitization. A staff member in each classroom will be responsible for sanitizing classroom toys. The On Site Safety Monitor will oversee this daily procedure.

Cleaning, Disinfecting and Sanitizing procedures

Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.

Disinfecting works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Common disinfectants include:

Disinfecting wipes (Clorox, Lysol)

Disinfectant spray (Purell, Clorox, Lysol)

Bleach can also be used, if appropriate for the surface. Be sure the bleach has contact with the surface for at least 1 minute. Prepare a bleach solution by mixing: 5 tablespoons (1/3 cup) bleach per gallon of water or 4 teaspoons bleach per quart of water.

Sanitizing is reducing the amount of germs or viruses on the surface of an object to a safe level by either cleaning or disinfecting the surfaces or objects. You can sanitize by cleaning or disinfecting the surfaces.

At Friends Center we:

First, clean the surfaces, removing any contaminants, dust, or debris. This is done by mixing a teaspoon of fragrance free dish soap in a spray bottle of water and using the solution to spray surfaces. Then use a paper towel to rinse and wipe away any residue that is remaining.

Then apply a surface-appropriate disinfectant.

For all cleaning and sanitizing procedures we:

- Clean/sanitize only when children are not in the vicinity to reduce the risk of their exposure to the cleaning chemicals.
- Clean/sanitize toys more frequently, preferably after the children move on to a new activity, every 30 minutes if possible, or before another group of children play with the toys.
- Remove toys that are not easily cleaned like stuffed animals, toys with cloth, pillows, etc
- Rotate toys out so that they can be cleaned frequently.
- Clean the area once children are moved from the area, especially if a new group of children is going to use that same area.

- Do not use disinfectant on children's toys or any materials that they can put in their mouths. It is safe to sanitize the toys, but not to disinfect them.

Toys and other equipment

- Toys with hard surfaces that are easily wiped down and clean will be utilized.
- Shared experiences, such as water play tables, will be eliminated.
- Once a child has finished playing with the toy, it will be taken out of service for cleaning.
- Each classroom will have a designated bin for separating mouthed toys.
- Toys will be cleaned and sanitized at the end of each day.

Professional Cleaning Services

Each evening Friends Center will be cleaned according to CDC guidelines by Performance Environmental Cleaning Services(PECS). On the weekends, PECS will utilize a Fogging system to fully disinfect the Friends Center facility.

TECHNICAL BULLETIN - FOGGING

Ultra Low Volume (ULV) Fogging VS. Electrostatic Dissipation (ESD) Fogging... What's the difference? BOTH are superior methods to effectively apply disinfectant solutions to large amounts of surface area as compared to "Spray & Wipe" applications.

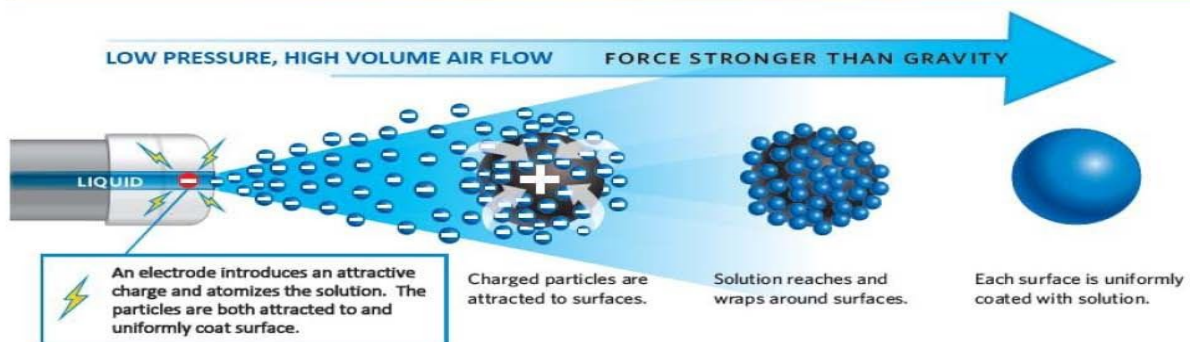
ULV FOGGING APPLICATION

Ultra Low Volume (ULV) Fogging propels an ultra-fine mist through high volumes of blown air to envelope surfaces in disinfectant Solutions.



ELECTROSTATIC TECHNOLOGY

Combines ULV Fogging with Static Electricity to Enable Water Based disinfectants to reach the side, underside and backside of surfaces.



Sick Procedures

In the event that a child exhibits symptoms while at school they will be placed in the isolation room. A parent/guardian will be called to come pick up the child immediately.

Isolation Area

Friends Center will designate a specific area for any child who becomes ill while at the center. The area should be away from other children and will be immediately disinfected after the child

has left the building.

Emergency medical attention

If any child is experiencing: difficulty breathing, inability to keep down any liquids, chest pain or pressure, confusion or inability to awaken or bluish lips, staff should call 911 immediately and request emergency medical assistance.

Contact Tracers

The On Site Safety Officer, in addition to other members of the Management Team, is a certified contact tracer.

COVID-19 Exposure

In the event that a member of the Friends Center community is diagnosed with COVID-19, the Friends Center community, along with all local and state agencies, will be notified. Friends Center will then follow all guidelines from the local health department regarding closure, notifications, cleaning and disinfecting.