



NYS FORWARD SAFETY PLAN- HEAD START OF ROCKLAND, INC.

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

COVID-19 Reopening Safety Plan is attached:

If you have any questions or concerns regarding Head Start of Rockland, Inc. COVID-19 Reopening Safety Plan please contact our main business office:

**Head Start of Rockland, Inc.
117 Rt. 9W
Haverstraw, NY 10927
845-429-4122**

This plan covers all direct run locations:

Haverstraw Head Start
138-146 Maple Avenue
Haverstraw, NY 10927

36 & 39 Division Street
Haverstraw, NY 10927

Nyack Head Start
85 Depew Avenue
Nyack, NY 10960

Spring Valley Head Start
1 Head Start Circle
Spring Valley, NY 10977

Head Start of Rockland, Inc.

COVID-19 Reopening Safety Plan

I. PEOPLE

A. Physical Distancing. *To ensure employees comply with physical distancing requirements, HSOR agrees to do the following:*

- Ensure 6 ft. distance between staff, unless safety or core function of the work activity requires a shorter distance. Any time staff are less than 6 ft. apart from one another, staff must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (*e.g. time clock stations, copier machines, etc.*) Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (*e.g. meetings*) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Children will be dropped off and picked up from the main entrance of the building and received by staff dressed in PPE gear at a **Welcome/Screening Table** located at the entry way of buildings. Children will be assessed upon entering the building on a daily basis. (*Policy/Procedure*)
- Limit the number of parents in building in regards to in-person meetings with FCE/Disabilities and other support staff. Parents will need to have scheduled appointments prior to entering building to ensure visitor control and social-distancing is practiced at all times. All individuals must wear face coverings when face to face meetings take place.
- Site Directors will be responsible to ensure physical social distancing of staff is being practice in regards to schedule changes and lunch breaks as applicable.
- Establish designated areas for pick-ups/drop-offs and outside deliveries, limiting contact to the most extent as possible.

II. PLACES

A. Protective Equipment. *To ensure employees comply with protective equipment requirements, HSOR agrees to do the following:*

- HSOR must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. (*Policy*)

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (*trade-appropriate or medical*); or, sanitize or wash hands before and after contact.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, HSOR agrees to do the following:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning. (*Log/Policy*)
- Provide and maintain hand hygiene stations for staff, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Classroom surfaces will be cleaned regularly and as needed with bleach/water solution.
- Conduct regular cleaning and disinfection daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed. (*Log*).

C. Communication. To ensure Head Start of Rockland, Inc. and its employees comply with communication requirements, HSOR agrees to do the following:

- Post signage throughout the site to remind staff to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- HSOR's Communication plan for staff, parents, visitors and vendors will be utilized as a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
- If an employee tests positive for COVID-19, HSOR must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as employees or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. (*Policy/Procedure*)
- Any employee who tests positive for COVID-19 must self-quarantine for the required number of days set forth by the NYS Department of Health.

III: PROCESS

A. Screening. *To ensure Head Start of Rockland, Inc. and its employees comply with protective equipment requirements, HSOR agrees to do the following:*

- Head Start of Rockland, Inc. will utilize Temperature Verification Kiosks with Facial Recognition to take daily temperature & health screening assessments before employees begin work each day as well as children, parents and essential visitors, asking about:
 - (1) *COVID-19 symptoms in past 14 days,*
 - (2) *Positive COVID-19 test in past 14 days, and/or*
 - (3) *Close contact with confirmed or suspected COVID-19 case in past 14 days.*

In addition attestations and other NYS Office of Children & Family Services forms will be used to ensure compliance.

B. Contact tracing and disinfection of contaminated areas. To ensure Head Start of Rockland, Inc. and its employees comply with contact tracing and disinfection requirements, HSOR agrees to do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case. (***Policy/Procedure***)

Head Start of Rockland, Inc.

COVID-19 PHASES TO REOPENING

PHASE 1: (June 1st-June 26th)

- Head Start of Rockland, Inc. Management Team will work on implementation of **Re-Opening Safety Plan** to ensure all needed PPE equipment, policies and procedures are in place prior to reopening our buildings. Also, to ensure that buildings have proper markings in place to practice social distancing and that required CDC postings are in place.
- HSOR staff will be permitted into buildings to sanitize, clean and set-up classrooms and other spaces to prepare for reopening. Staff must be scheduled on a rotating/staggered schedule to ensure social distancing and maximum building capacities are being followed. In addition, all staff entering buildings must have their temperatures checked and must wear face coverings.
- All component areas are required to close out current school year files and start to prepare for school year 2020-2021 enrollment. Preparation for School Year 2020-2021 will continue throughout the summer.
- Preparation for Summer Program – staffing hours, program requirements/schedule and mode of learning (**remote or on-site**) will be determined no later than Friday, June 12, 2020. ***This determination will be based on the current status of COVID-19 in our area (State/Local).**
- Attachment # 1 of this Reopening Plan will be followed. This attachment is guidance from the CDC in regards to **Interim Guidance for Child Care Programs to Reopen**. This document must be read thoroughly and discussed with your Systems Teams to ensure all Head Start of Rockland, Inc. sites are following proper procedures.

PHASE 2: (June 29th – August 14th)

- Summer Program will be in session for EHS/HS and EHSCCP. If classes are provided on-site, class sizes must be reduced to ensure social distancing.
- Recruitment/Enrollment must be completed during this time.
- Determination of staffing needs for School Year 2020-2021 will be finalized.
- Ensure sites have all supplies (**PPE, buildings, classrooms and offices**) needed to open for school in the Fall of 2020. **Determination on classroom sizes and the ability to fully reopen will be based on the current status if COVID-19 in our area (State/Local).**

****August 17th -August 28th: Assessment will be made on progress to reopen for School Year 2020-2021****

Head Start of Rockland, Inc. COVID-19 Reopening Plan Policies & Procedures–

Policy/Procedure # 1

The following procedure is related to **Section I: PEOPLE; A. Physical Distancing; 4th Bullet:**

DROP-OFF PROCEDURE

Each site will set-up the entry ways of their buildings with **Welcome/Screening Tables** which will be staffed with employees to take daily health assessments of children. Staff that are taking health assessments must be in PPE gear.

Children will have their temperatures taken daily upon entering the building. In addition to daily temperature checks a list of COVID-19 screening questions will be asked to the parents/guardians. If the child is cleared to come into school for the day, the child will be escorted to their classroom by a classroom teacher/staff .

Opportunities will be made available for parents to have daily communication with teachers and family workers as needed.

PICK-UP PROCEDURE

Sites can have staggered dismissal times and have children ready for pick-up at the entry ways of their buildings.

SCREENING PROCESS FOR OTHERS

Parents, guardians and other visitors will need to be screened as well. All parents, guardians and visitors will need to wear face coverings while in building and follow all social distancing guidelines. Disposable masks will be made available for any person in need of a face covering.

Head Start of Rockland, Inc. COVID-19 Reopening Plan Policy/Procedure # 2

The following procedure is related to **Section II: PLACES; A. Protective Equipment; 3rd Bullet:**

FACE COVERINGS FOR EMPLOYEES

Employees will be provided a set of cloth face masks. These masks will be the responsibility of the employee to sanitize and clean as needed. Disposal face masks will also be made available if needed.

Employees who prefer to wear their own face masks, must have masks that are appropriate with no offensive writing/images. If an employee comes into work with an inappropriate mask they will be provided a disposable mask for the day.

Head Start of Rockland, Inc. COVID-19 Reopening Plan Policy/Procedure # 3

The following procedure is related to **Section II: PLACES; B. Hygiene & Cleaning; 1st and 4th Bullets:**

Sites will continue to follow their regular cleaning/sanitizing process currently used to sanitize toys and classroom surfaces with water/bleach solution. Staff should continue to document daily cleaning on logs provided to the sites by the Health & Nutrition Director.

Maintenance staff should continue to use site logs for cleaning. Maintenance staff will clean throughout the day as needed.

**Head Start of Rockland, Inc.
COVID-19 Reopening Plan
Policy/Procedure # 4**

The following procedure is related to **Section II: PLACES; C. Communication; 4th Bullet:**

If an employee tests positive for COVID-19, the Site Director will notify the state & local health departments and cooperate with these agencies in their efforts for contact tracing. Health & Nutrition Director is available for assistance and guidance.

**Head Start of Rockland, Inc.
COVID-19 Reopening Plan
Policy/Procedure # 5**

The following procedure is related to **Section III: PROCESS; A. Screening; 1st Bullet:**

Head Start of Rockland, Inc. will have employees conduct daily health assessment through the use of Temperature Verification Kiosks with Facial Recognition. In addition attestations and other NYS Office of Children & Family Services forms will be used to ensure compliance.

If an employee becomes ill during the work day, they must be isolated immediately and then sent home until they have received medical clearance to return.

Children, parents, guardians and other essential visitors will be required to adhere to the agency's daily health assessment procedures at our buildings.

The following procedure is related to **Section III: PROCESS; B. Contact Tracing; 1st Bullet:**

In the event there is a positive case of COVID-19 at a location, the building will be cleaned and closed for the amount of time recommended by the Department of Health. The agency will work closely with the Department of Health to assist contact tracing efforts.

Communication of such closure and exposure will be conducted through **One Call Now.**

Shared Drive: COVID 19 PLAN FOLDER - **NYS FORWARD SAFETY PLAN**-updated 7/27/20

