

Clinton Methodist United Church Nursery School (CUMCNS)

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CUMCNS NYS DOH COVID-19 Reopening Plan

I. Reopening of In-Person Instruction

A. Capacity

Clinton United Methodist Church Nursery School is a small nursery school program. Our program has four staff members. Each of our classes are less than 3 consecutive hours per day.

When CUMCNS reopens for in-person classes, we will cohort students to the extent practicable, to limit potential exposure to the COVID-19 virus. These cohorts will be self-contained and pre-assigned groups.

We will have a minimum of two separate cohorts of students:

The first cohort is a group of preschool age students. This cohort meets Monday, Tuesday, and Wednesday mornings. The student to adult ratio is 8:1. This class has a maximum of 16 students. As space will allow and to the extent practicable, we will divide the class into smaller cohorts to further reduce risk.

Some of the students from the preschool cohort also attend a STEAM (Science, Technology, Engineering, Arts, and Math/Music) program on Tuesday afternoons. As the students for the STEAM program are from the same cohort as the morning preschool class, the potential exposure to the COVID-19 virus will be limited. The student to adult ratio is 8:1.

The second cohort is a group of nursery school age students. This cohort meets Thursday and Friday mornings. The student to adult ratio is 7:1. This class maximum is 14 students. As space will allow and to the extent practicable, we will divide the class into smaller cohorts to further reduce risk.

Upon reopening in-person programs, we will begin with a phase-in approach. We will initially phase-in the cohort of preschool age students over the course of two weeks. After completing this transition, we will begin to phase in the cohort of nursery school students.

This phase-in plan will allow our program time to acclimate each cohort to the new requirements of social distancing and personal protective equipment (PPE).

Staff may teach and/or assist in more than one cohort; however, social distancing and proper use of PPE will be enforced.

B. Social Distancing

Appropriate social distancing of 6 feet will be maintained between individuals while in school facilities and on school grounds. This is inclusive of students and staff, unless safety or the core activity (ex: instruction, moving equipment, traveling in common areas) requires a shorter distance or if individuals are of the same household.

Students, staff, and visitors will be notified of social distancing requirements via signage, social distancing markings on the floor and walls, and continuous communication between staff and parents/legal guardians (flyers, emails, group text reminders, email group reminders, notices to social media pages).

When staff and/or students are participating in activities that require projecting the voice (example: singing) or aerobic activity resulting in heavy breathing (example: physical activity), individuals will maintain a social distance of 12 feet in all directions.

Where and when feasible, CUMCNS will reduce bi-directional foot traffic in common areas by using tape and signs with arrows.

Small spaces (example: supply room) will only be occupied by one individual at a time, unless both individuals are wearing face masks. Occupancy will not exceed 50% of the maximum capacity of the space unless it is designated for use by a single occupant.

Staff meetings, board meetings, and meetings with other relevant parties from Clinton United Methodist Church will take place using teleconferencing, videoconferencing (example: Zoom), or when feasible, in an open well-ventilated space that allows for appropriate social distancing.

C. PPE

Students, staff, and visitors will always be strongly encouraged to wear acceptable face coverings while on school grounds and in school facilities to protect against the transmission of the COVID-19 virus. Acceptable face coverings will be required to be worn any time or place that individuals cannot maintain appropriate social distancing. Students will be allowed to remove face coverings when eating snack/drinking, during instruction, and for short breaks from wearing face coverings (while maintaining appropriate social distancing). Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana) and surgical masks. Acceptable face coverings must cover both the mouth and nose.

All individuals at CUMCNS must be prepared to put on a face covering if another person unexpectedly cannot socially distance. For this reason, all individuals must wear face coverings in common areas, such as entrances/exits, hallways, and when traveling around the school.

Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of face covering.

CUMCNS will provide PPE (including appropriate face coverings) to all staff. Staff may choose to wear their own face coverings instead of those provided by CUMCNS. Additional face coverings will be available to staff and students who need a new face covering during the program hours due to their face covering becoming wet, soiled, etc.

CUMCNS will provide staff with gloves, eye protection and gowns as needed for direct care of students when and/or where social distancing cannot be maintained.

CUMCNS will train all students and staff how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to face coverings.

Students may bring their own face covering; however, it is not required. For students who do not bring their own face covering, a face covering will be provided to them by CUMCNS

Face coverings should be cleaned or replaced after each use and must not be shared. Parents/legal guardians should take responsibility for maintaining their child's face coverings.

D. Operational Activity

At this time, CUMCNS has determined that CUMCNS will postpone the start of our school year by two weeks. Our programs will begin October 1st. This will allow families with older (K-12) school age children time to adjust to the local school districts' reopening plans.

CUMCNS has also decided that from October 1st, 2020 through December 31, 2020, CUMCNS will operate as 100% remote learning. Classes/programs will consist of weekly Zoom meetings (both group and one-on-one), pre-recorded story hours & crafts, STEAM videos, music/dance videos, and delivered paper packets of materials (including worksheets, coloring sheets, crafts, activities, and communications).

As of the end of July 2020, all enrolled families have been surveyed and have reliable access to the internet and compatible devices that their students can use to access our virtual programs and resources.

The CUMCNS classroom and playground is located on the property of Clinton United Methodist Church. Prior to COVID-19, CUMCNS used one classroom and one playground for all three classes/programs. Once we return to in-person classes/programs, this physical setting will still allow for appropriate social distancing, as each cohort meets on different days. Additional cleaning and disinfecting will occur between cohorts. To the extent possible, CUMCNS will explore the possibility of using additional space in the church building where CUMCNS is located. To the extent that is practicable, and weather allows, we will also utilize the outdoor area for classes. Also, to the extent that is practicable, and weather allows, windows will be opened.

All in-person field trips will be cancelled during the COVID-19 public health emergency. Any field trips taken will be virtual to reduce the risk of transmission of the COVID-19 virus.

CUMCNS will restrict visitors to the facility during this pandemic. Visitors during school hours will be limited to parents/legal guardians of students or student's emergency contact(s) during drop-off and pick-up of students. Other visitors will only be allowed in the facility during school hours with advance permission from the Director and/or Safety Coordinator(s). All visitors will be required to be screened, wear acceptable face coverings, and maintain social distancing.

CUMCNS will limit the sharing of objects such as cubbies, writing utensils, art supplies, and toys. When this is not feasible, students and staff will perform hand hygiene before and after contact.

CUMCNS will also limit students from using toys that cannot be easily cleaned and/or sanitized (examples: dress-up clothing, cardboard puzzles, puppets). Students will strongly be encouraged to not bring toys from home.

E. Restart Operations

The Clinton United Methodist Church maintains the building/facility where CUMCNS is located. The Clinton United Methodist Church has continued to maintain the facility and grounds throughout the COVID-19 crisis. This includes cleaning, disinfecting, ventilation, water systems, and other key facility components. CUMCNS has continuously been in contact with the Clinton United Methodist Church's Pastor and the COVID-19 Ministry Recovery Task Force.

F. Hygiene, Cleaning, and Disinfection

The Clinton United Methodist Church has a custodial staff that provides scheduled cleaning of and disinfection of the building, including the CUMCNS classroom and bathroom. Additionally, the CUMCNS staff routinely cleans and disinfects the classroom. CUMCNS Staff also routinely cleans and disinfects high frequency touched areas (examples: tables, doorknobs).

Cleaning and disinfecting (with an EPA approved disinfectant for use against COVID-19) will be performed on an as-needed basis as described throughout the plan, as well as before and after each cohort meets.

Classrooms and playgrounds will be cleaned and disinfected between cohort use. Additionally, tables and other frequently touched surfaces and items will be cleaned and disinfected before and after each use to reduce the risk of transmission of the COVID-19 virus. Cleaning and disinfecting by CUMCNS Staff will be documented in a cleaning log including date, time, and scope of cleaning/disinfecting.

Two handwashing stations are available in the classroom. Handwashing stations will be maintained for students and staff. Soap, water, paper towels, and a garbage receptacle are available at each station. When hand washing is not feasible, alcohol-based hand sanitizer is available.

Healthy hygiene (including but not limited to hand and respiratory hygiene) will be promoted for all individuals in the school classroom and on school grounds. Students will be routinely instructed and trained how to properly wash and dry their hands, use alcohol-based hand sanitizer, and practice respiratory hygiene.

Healthy Hygiene Education:

- Frequently wash your hands with soap and water for at least twenty seconds.
- Wash your hands with soap and water for at least twenty seconds before and after eating; after sneezing, coughing, or nose blowing; after using the restroom; before handling food; after touching or cleaning contaminated surfaces; and after using shared equipment.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash your hands with soap and water for at least twenty seconds.

- Clean and disinfect frequently touched objects and surfaces.
- Avoid using other staff's or student's supplies and/or equipment.
- Practice social distancing by avoiding large gatherings and maintaining an appropriate distance of 6 feet.
- Staff and/or students who have symptoms (examples: fever, cough, shortness of breath) should notify the Director and/or CUMCNS Safety Coordinator and stay home.
- Staff and/or students who are well but who have a sick family member at home with COVID-19 related symptoms or a family member who has tested positive for COVID-19 should notify the Director and/or CUMCNS Safety Coordinator and stay home.

G. Extracurriculars

Not applicable.

H. Before and Aftercare

Not applicable.

I. Vulnerable Populations:

As a small nursery school and preschool program, CUMCNS has only four staff members. To the extent practicable and where appropriate, CUMCNS will provide accommodations to students and staff who are at increased risk for severe COVID-19 illness and/or individuals who may not feel comfortable returning to an in-person educational environment. For students, this could include delivered paper packets of materials completed in class along with pre-recorded story hours that would be available virtually. For staff, this could include providing additional PPE and/or shifting of job responsibilities as practical. As needed, CUMCNS will make referrals for students to appropriate resources (examples: early intervention, speech services).

J. Transportation

Not applicable.

K. Food Services

CUMCNS does not provide meals for students. If snacks are consumed during class/program sessions, students will maintain a social distance of 6 feet. As needed, snack time will be staggered to ensure social distance is maintained. When snacks are to be consumed, staff will distribute snacks to each student. Snacks will be store bought and not homemade. Students will perform hand hygiene under staff supervision before and after eating. There is a handwashing station in the classroom. Additionally, alcohol-based hand sanitizer will be available and promoted. Tables or other surfaces will be cleaned and disinfected before and after use. When a student has a reported food allergy, CUMCNS does not allow snacks with the allergen to be given to any student during program hours. Sharing of food and beverages will be discouraged. Students will drink from disposable cups and/or individual water bottles brought from home with them daily.

L. Mental Health, Behavioral, and Emotional Support Services and Programs

When in-person classes resume, CUMCNS will allow for a prolonged orientation/transition period to support the social and emotional well-being of students. CUMCNS will encourage connection, healing, and relationship-building.

CUMCNS will provide resources and referrals to address the mental health, behavioral, and emotional needs of students as well as staff. Staff will routinely check-in with the parents/guardians of students to identify and support students having difficulty with transitioning back into the school setting. Staff will be available to schedule additional one-on-one Zoom meetings for students who need additional support. A list of resources to address mental health, behavioral, and emotional needs of students will be provided to each family and each staff member.

CUMCNS will also offer referrals and resources to students for basic needs (examples: food pantry, childcare).

M. Communication

CUMCNS communicates with families via group text messages, group emails, mailed letters, and through our social media pages. At the beginning of each school year, the parents/guardians of students are provided with the names, phone numbers, and email addresses of all staff. Parent/guardians are also provided with a list of CUMCNS Board Members and how to contact them.

Signage will be posted on the school property to promote and raise awareness of proper hand hygiene & respiratory hygiene, social distancing, and wearing of face coverings. Students will be reminded and trained in proper hand & respiratory hygiene, social distancing, wearing of face coverings, and staying home when sick.

CUMCNS will share protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, staff, and students. CUMCNS's safety plan has been reviewed by CUMCNS's Board of Directors and Clinton United Methodist Church's COVID-19 Ministry Recovery Task Force. The safety plan will also be available onsite at CUMCNS and on CUMCNS's website for review by staff and parents/legal guardians.

The name and contact information for the CUMCNS COVID-19 Safety Coordinator(s) will be provided to all relevant parties. The CUMCNS COVID-19 Safety Coordinator(s) will be the designated point-of-contact upon the identification of positive COVID-19 cases and will be responsible for subsequent communication. The Safety Coordinator(s) will also be responsible for answering questions from students, staff, and parents/legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.

CUMCNS's reopening plan reflects engagement with school stakeholders and community members. Multiple meetings were held with staff and the Board of Directors to discuss reopening plans. Staff also met multiple times with the Clinton United Methodist Church's COVID-19 Ministry Recovery Task Force to discuss how CUMCNS's reopening plans would be impacted by the church and vice versa. Staff also surveyed parents/legal guardians of enrolled students. Additionally, staff attended Clinton Central School District's Board of Education virtual meetings to attempt to learn more about the local school - district's reopening plans.

Families who have enrolled students for this coming school year were notified on July 17, 2020 that CUMCNS will be conducting classes 100% virtually from October through December 2020. Families were also notified that a decision regarding spring 2021 in-person classes will be made later this year.

II. Monitoring of Health Conditions

A. Screening

Parents/legal guardians of students, staff, and visitors will answer the following questions daily before entering the classroom:

1. Have you or your child 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?
2. Have you or your child tested positive through a diagnostic test for COVID-19 in the past 14 days?
3. Have you or your child experienced any symptoms of COVID-19, including a temperature of greater than 100.0° F in the past 14 days?
4. Have you or your child 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?

If the answer to any of these questions is yes, the individual will be required to stay home or return home.

Parents/legal guardians of students, staff, and visitors must immediately disclose to the CUMCNS Director and/or CUMCNS Safety Coordinator(s) if the answer to any of these questions is yes. Individuals must also immediately notify the CUMCNS Director and/or Safety Coordinator(s) when their responses to any of the aforementioned questions changes, such as if they or their child begin to experience symptoms, including during or outside of school hours.

Students, staff, and visitors will also have their temperatures taken daily before entering the classroom. Individuals with a temperature of 100.0° F or more will be required to stay home or be sent home.

Staff, students, and/or visitors who are sent home for the above reasons will promptly be provided with a referral for COVID-19 diagnostic testing and information about when and how they can return safely to the classroom.

A screening log will be kept indicating a score of “pass” or “fail” for all individuals screened. Specific details about each screening will not be kept due to HIPPA requirements. This screening log will be reviewed by the CUMCNS Safety Coordinator(s).

Parents/legal guardians are given a “CUMCNS Sick Policy” as part of the CUMCNS Student Handbook. This year’s sick policy will include information about COVID-19 symptoms and what to do if a student or family member has a suspected or confirmed diagnosis of COVID-19. These sick policies are signed

by the parents/legal guardians attesting to their understanding and agreement to the policy and then returned to the CUMCNS Director.

COVID-19 Symptoms

- Fever or chills (100.0°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

It is also strongly recommended that staff and parents/legal guardians are educated to observe students (and/or other staff members) for signs of any type of illness such as:

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

Students and/or staff exhibiting these signs with no other explanation for them should be sent home. Staff will contact the student's parent/legal guardian or other emergency contact to pick the child up as soon as possible.

CUMCNS staff will also be aware of the symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C) which is a serious condition associated with COVID-19 in children and youth. CUMCNS staff will notify parents/legal guardians if their child shows any of the following symptoms and recommend the child be referred for immediate follow-up with a health care provider:

- Fever
- Abdominal pain
- Vomiting
- Diarrhea
- Neck pain
- Rash
- Bloodshot eyes
- Feeling extra tired

CUMCNS staff will call for emergency transport (911) following school policies, for any student showing any of these emergency warning signs of MIS-C or other concerning signs:

- Trouble breathing
- Pain or pressure in the chest that does not go away
- New confusion
- Inability to wake or stay awake
- Bluish lips or face
- Severe abdominal pain

B. Testing Protocols

Students, staff, and/or visitors who are symptomatic, have had close contact with an individual who is suspected to have COVID-19, have had close contact with someone who has a confirmed case of COVID-19, and/or have recently travelled (as designated by the NYS Travel Advisory) will be provided with a referral for diagnostic testing. CUMCNS will work with the local health department officials, as needed, to facilitate this referral.

C. Testing Responsibility

COVID-19 diagnostic testing is available and administered through Mohawk Valley Health Systems, local urgent care facilities, and the local health department. Should a large-scale testing event be needed at CUMCNS, the local health department would be contacted to source and administer testing.

D. Early Warning Signs

The CUMCNS Safety Coordinator(s) and the CUMCNS Board of Directors will monitor local COVID-19 metrics for increasing positive COVID-19 cases. When such metrics are discovered to be increasing beyond an acceptable level, CUMCNS will cease in-person classes and return to online/virtual classes only. The CUMCNS Safety Coordinator(s) and Board of Directors will also receive and review any communication from the local public school (Clinton Central School District) regarding increasing risk and closure of in-person classes. Due to the program size of CUMCNS and the age of enrolled students, CUMCNS may determine to cease in-person classes even if the local school districts remain open for in-person classes or hybrid options.

III. Containment of Potential Transmission of COVID-19

A. School health offices

While CUMCNS does not have a dedicated school health office, staff can provide basic first aid on site. Should a student become symptomatic during class, the child would be isolated from the cohort with a staff member, until the student is picked up by a parent/legal guardian or emergency contact. Should a staff member become symptomatic during class, the staff member will notify the director and/or other staff member, isolate themselves from the other staff and students, and leave CUMCNS as soon as possible.

B. Isolation

As staff and students will be screened and have their temperatures taken before entering the classroom, any staff and/or student who does not “pass” screening will be told to stay home or will be immediately sent home.

Should a student become symptomatic during class hours, the student will be isolated from the cohort. One staff member will provide care for that student during isolation. The staff providing care for the symptomatic student will be provided with additional PPE to reduce the risk of transmission of the COVID-19 virus.

C. Collection

If a student becomes symptomatic during class hours, the child’s parent/legal guardian will be immediately notified, and the child will have to be picked up from school as soon as possible. When the parent/legal guardian arrives at the school, they will call CUMCNS and the staff will bring the child out of the facility to the parent/legal guardian or emergency contact. Parents/legal guardians will be provided with instructions that the student must be seen by a health care provider.

D. Infected Individuals

Once CUMCNS is notified that a student, staff, or visitor has received a positive diagnostic test result for COVID-19, the CUMCNS Safety Coordinator(s) will immediately notify state and local health departments.

After a staff or student is confirmed to have a positive COVID-19 diagnosis, they may not return to the school until:

- The isolation period has ended.
- All symptoms have resolved and have been fever free without medication for 3 days.
- A negative test result is received.
- A health care provider has examined them and provided them with a written note stating they are clear to return to school. This written note must be submitted to the Director and/or Safety Coordinator(s) prior to returning to school.

Discharge from isolation and return to school will be conducted in coordination with the local health department.

CUMCNS and staff will refer to the NYS DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” regarding protocols and policies for returning to work after a suspected or confirmed case of COVID-19 or after a staff member has had close contact with a person with COVID-19.

E. Exposed Individuals

Individuals who have been exposed to COVID-19 must complete quarantine and have not developed symptoms before returning to in-person learning.

After a staff or student has been exposed to someone suspected of or confirmed to have a positive COVID-19 diagnosis, they may not return to the school until:

- The quarantine period has ended.
- All symptoms have resolved and have been fever free without medication for 3 days.
- A negative test result is received.
- A health care provider has examined them and provided them with a written note stating they are clear to return to school. This written note must be submitted to the Director and/or Safety Coordinator(s) prior to returning to school.

Discharge from quarantine and return to school will be conducted in coordination with the local health department.

CUMCNS and staff will refer to the NYS DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” regarding protocols and policies for returning to work after a suspected or confirmed case of COVID-19 or after a staff member has had close contact with a person with COVID-19.

F. Hygiene, Cleaning, and Disinfection

CUMCNS will adhere to and promote proper hygiene, cleaning, and disinfecting guidance set forth by DOH and CDC. CUMCNS will continuously communicate with Clinton United Methodist Church and its custodial staff regarding any instances of physical areas exposed to COVID-19. If there are exposed areas, those areas will be closed off for a minimum of 24 hours before additional cleaning and disinfecting takes place. This includes all areas used by the individual suspected or confirmed to have COVID-19 (examples: cubbies, bathroom, classroom, common areas).

G. Contact Tracing

In case of a positive COVID-19 test result, CUMCNS will support and assist the local health departments in contact tracing efforts using the protocols, training, and tools provided through the NYS Contact Tracing Program. Confidentiality will be maintained as required by state and federal law and regulations.

To assist with contact tracing, CUMCNS will accurately maintain:

- Attendance records
- Student schedules
- Staff schedules
- Visitor Logs

School staff should not try to determine who is to be excluded from school based on contact without guidance and directions from the local health department.

H. Communication

CUMCNS will share protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, staff, and students.

The name and contact information for the CUMCNS COVID-19 Safety Coordinator(s) will also be given to all relevant parties. The CUMCNS COVID-19 Safety Coordinator(s) will be the designated point-of-contact upon the identification of positive COVID-19 cases and will be responsible for subsequent communication. The Safety Coordinator(s) will also be responsible for answering questions from students, staff, and parent/legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.

IV. Closure of School Facilities and In-person Instruction:

CUMCNS will close in-person classes when COVID-19 metrics reflect the number of positive COVID-19 cases may be increasing beyond an acceptable level.

CUMCNS will close in-person classes when Clinton Central School District closes in-person classes.

CUMCNS may close in-person classes if Clinton United Methodist Church closes or limits on-site participation.

CUMCNS will close in-person classes if Clinton United Methodist Church's COVID-19 Ministry Recovery Task Force deems it necessary.

CUMCNS may also close in-person classes when the Board of Directors determine that virtual and online classes are safest for our students and staff. This decision will only be made after extensive consideration, research, and planning to reduce the risk of transmission of the COVID-19 virus.

If CUMCNS closes in-person classes again after re-opening, parents/legal guardians will be notified via group emails, group text messages, CUMCNS social media accounts and/or physical letters. Staff will then attempt to follow-up with families via telephone in the two weeks following the closure to check in on students and families.

During CUMCNS closure of in-person classes, staff will communicate with students and families via group text messages, group emails, social media, Zoom meetings, physical letters, paper packets and/or telephone calls.