



Tri-Village Nursery School
428 Kenwood Avenue, Delmar, NY 12054

Sources:

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

Summary:

Each classroom will have a maximum of **10 or 12** depending on square footage. (see Room Capacity) students with 2 teachers. An aide may be present in one of the classrooms. Total students can range from 32 in 3 classrooms, or 42 in 4 classrooms.

We do not transport students. We do not have cafeterias, libraries, playgrounds or gymnasiums. We will not be taking field trips this school year. The school will not offer any extracurricular activities, and we will not offer before or after care. We do not have nursing staff.

Parents & guardians will be provided of this plan **BY THE FIRST WEEK OF AUGUST. It will also be posted on our website.** Any visitors to the school we be provided a link to the website of this plan prior to their visit.

Capacity:

Classroom 116 / Attached Child's Toilet. Door to toilet accessible from hallway. Door to the courtyard. 567 square feet. 10 students

Classroom 118 / Faces parking lot. Shared toilet with Rm 119. 567 square feet. 10 students

Classroom 119 / Faces parking lot. Shared toilet with Rm 118. 735 square feet. 12 students

Classroom 120 / Faces Kenwood Ave. No toilet. 580 square feet. - 10 students

Healthy Checks:

During Drop off the following questions will be required:

- Does your child have a fever greater than 100.0°F. ?
- Has your child been given a fever reducer in the past 24 hours to reduce fever?
- Has your child shown symptoms of Covid 19?

- Has an immediate family member within the household had these symptoms OR tested positive for COVID-19 and is still unwell?

If the answer is YES to any of these questions, the student may not enter the classroom.

Teachers will screen their own temperature at home prior to coming to school and will stay home if they present any of the previously listed symptoms. Teachers will keep a log of their screenings (pass/fail) and provide these to the school on a weekly basis via Google Sheets.

Training:

Handwashing: Both teachers and children will need to wash their hands with warm soapy water for at least 20 seconds. Handles will need to be turned off with a paper towel, and thrown in the garbage.

Healthy habits: Students & Teachers will need to practice using hand sanitizer when hand washing isn't available, covering sneezes and coughs with tissue/elbow (and washing hands with soap afterward) avoiding touching face, maintaining distance and wearing a mask when required. **We urge parents to practice this at home with their child.**

Disposal of PPE: If a mask becomes wet, it should be removed and thrown into the garbage. If it is a reusable cloth mask, it will need to be placed in a ziploc bag so it can be laundered. Hands should be washed, and a new mask should be put on. This must be done within a 6 feet safe distance from others OR outside.

Handwashing is required when: when teacher deems appropriate, a teacher adjusts their own or a child's mask, before and after snack, and prior to entering the classroom.

Signs will be printed and posted throughout the school.

Teachers and parents will learn the symptoms of COVID:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- 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
- Diarrhea

Symptoms of Multisystem Inflammatory Syndrome: fever, abdominal pain, vomiting, diarrhea, neck pain, rash, bloodshot eyes, feeling extra tired, trouble breathing, pain or pressure in chest, new confusion, inability to wake or stay awake, bluish lips or face.

Children will stay home when:

Please keep your child home if they exhibit any of the following symptoms. These are in addition to any current symptoms in our sick policy:

- Fever (greater than 100.0°F)/chills
- Cough/shortness of breath
- Fatigue
- Muscle/body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Healthy Checks for Students and Visitors

Teachers and students are required to notify* the school **as soon as possible but within 1 day of knowledge** if an individual has:

(a) knowingly been in close or proximate contact, or within your household 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;

(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 internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.” (NYSDOH, Interim

COVID-19 Guidance for Schools)

Students and teachers will need to be quarantined for 14 consecutive days if any of the above are true.

*Notification for parents and teachers will be via email: trivillagenurseryschool@gmail.com
Please cc tvnboardpresident@gmail.com and tvndirector@gmail.com. Parents will **ALSO** need to call our phone and leave a message.

When there is a positive case:

If the school has a case of COVID-19 we will:

- Notify state officials
- Close the entire Tri-Village School for 14 consecutive days
- School and classrooms will be properly cleaned and disinfected according to CDC Guidelines

Returning to school after illness

.(1) Exhibiting COVID-19 symptoms

After exhibiting **ANY** symptoms of COVID-19, if the individual is not diagnosed by a healthcare provider with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 48 hours; and
- If they have been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school

(2) Diagnosed with COVID-19

If a student or teacher has a confirmed case of COVID-19, the school will close for 14 days, as students and teachers will have been exposed and are required to quarantine for 14 days, as per government mandate. Confidentiality will be maintained.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least 10 days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath
- Documentation from a health care provider following evaluation

(3) Exposed to COVID-19

Any person who was exposed to the COVID-19 virus must complete 14 days of quarantine and must have not developed symptoms before returning to school.

PPE & Masks

When will mask be required for Students & Teachers: Drop off, Pickup, and when indoors.

We will require masks for children within the classroom. Mask breaks will be provided based on the teachers and children's need outside.

Children and their families will be required to provide their own masks. The school will have masks available if a situation arises and a child or teacher needs one. We ask families also have **2 backup mask** for their child in their extra set of clothes bag.

Teachers will be provided Face Shields and/or googles if requested. Teachers will be provided Masks, but are also able to wear their own if they prefer.

When masks are not being worn outside, they will be on children's wrist. Children's masks will need to be labelled on the outside.

Social Distancing

- Students and teachers will maintain social distancing *whenever possible*. To make this possible we will:
 - Students will sit every other chair when seated at their desks. Space out chairs.
 - During indoor circle time, children will sit as far apart from each other as possible.
 - During outdoor activities and circle time, students will be able to maintain social distancing recommendation of 6 feet.
 - Furniture and fixtures will be removed from the classroom to create more space to allow more proper social distancing.

Healthy Hygiene

Students will be required to wash their hands upon entering classroom. They will also be required to wash hands before and after snack, after using the restroom, after touching their face, after sneezing into hands or elbows.

Testing Protocols

Teachers shall refer parents/guardians of sick students to get students tested if they show symptomatic behavior. For the sake of determining close contacts, all children will be deemed to have been in close contact due to the nature of Tri-Village Nursery School. Therefore, if a student should be tested and be found positive, or if a student shows symptoms as outlined above in screening, the teacher will inform the board, and the board will inform all parents and teachers of the situation. This will include an email to indicate that a student showed symptoms and resources for where and how children and family members can be tested. As necessary, the board will reach out to local health department resources and officials for up-to-date testing site information.

Teachers who are symptomatic are requested to get tested and/or see their health care professionals and will inform the board to determine an appropriate date to return to in-person teaching at the school. Due to the small nature of the school, this will be determined on a case-by-case basis.

Process for the provision or referral of diagnostic testing for students, faculty, and staff for COVID-19, in consultation with local health department officials, when needed, which should include plans for testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory, before allowing such individuals to return to in-person to the school.

Management of Ill Persons

Process for Ill Students:

If the Child is showing symptoms of COVID-19 or Multisystem Inflammatory Syndrome, the Child will be moved to an outside area near classroom if weather is appropriate OR bench outside fellowship hall. Child's parent or guardian will be notified for immediate pickup by Teacher remaining with the student. Teachers will notify the board president and parent co-chairs to notify parents a sick child.

Process for Ill Teachers:

If teachers have the symptoms of COVID-19, they will need to have a COVID-19 test done in order to return to the classroom. If the test is positive, that teacher must remain out of the classroom until a negative test is provided. If the teacher starts to become ill during school, the teacher must leave the classroom and notify the Board President and Co-Education Directors by Phone immediately.

Contract Tracing:

Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19." To aid in public health officials:

- Teachers will keep accurate attendance records of students and staff **on the Paper sign in forms.**
- Teachers will keep records of any visitors (e.g. prospective families or parent volunteers) that includes dates and times
- Teachers and the board will assist local health departments in tracing all contacts of an infected individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program and this section may be updated to reflect changes in that program.
- If teachers or board members get a call from "NYS Contact Tracing" (518-387-9993), they will answer the phone. Note that a contact tracer will: NEVER ask for a Social Security number, any private or school financial information, credit card information, or send a web link without proper authentication procedures.
- Privacy and confidentiality laws must be respected. If a teacher or board member is not sure if answering a question breaks such NYS or federal laws, she/he will refrain from answering and report the question to the board to be passed onto legal council when necessary. While Tri-Village Nursery School is not legally bound to follow Family Educational Rights and Privacy Act (FERPA), teachers will follow such guidelines and are prohibited from disclosing medical records. For such questions teachers should direct Contact Tracers to the family. Teachers do have the responsibility to inform the parent of suspected medical issues that the child exhibits within the classroom.

Cleaning and Disinfecting

Teachers will disinfect with a paper towel and appropriate cleaner** high touch surfaces such as door knobs, toilet handles, light switches, phones, desks and sink handles before class starts and end of the class session.

Teachers will wipe down tables before, after snack, and end of the class session.

Cleaning will be recorded into a log that will include date, time, and scope of cleaning. The school will provide all necessary cleaning and disinfecting supplies. Sanitizers and surface cleaners used are included in the approved list put forth by the CDC. All surface cleaners and

disinfectants will be kept out of the children's reach.

**Depending on sourced materials, this may be a bleach mixture created daily OR disinfecting wipes.

Toys will be handled the following ways:

- We will no longer require parents to take turns cleaning toys. We will remove items/toys from the classroom that cannot be disinfected easily. (for example, dress up clothes, items with fabric, stuffed animals, etc)
- Items such as books will be brought to the "sanitizing station/box" and isolated for 36 hours before next use.
- Toys will be grouped by Day. They will be isolated at a minimum 72 hours.
- They will be cleaned and disinfecting periodically and if there is a case of COVID-19 in the classroom.

Cleaning & Disinfecting materials include:

Lysol® Disinfectant Spray (2 minutes), Lysol® Disinfectant Max Cover Mist (2 minutes), Lysol® Disinfecting Wipes (All Scents) (10 minutes), Clorox Disinfecting Wipes (4 minutes), Clorox Commercial Solutions® Clorox® Disinfecting Wipes (4 minutes), Super Sani-Cloth Germicidal Disposable Wipe (2 minutes), Clorox Commercial Solutions® Hydrogen Peroxide Cleaner Disinfectant (1 minute), Oxivir™ Tb (1 Minute)

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

Cleaning & Disinfecting after a confirmed case of COVID 19:

A deep clean will be done inside all classrooms by a **third party hired cleaning crew**. Any toys used prior to closing that were not cleaned and disinfected will need to be disinfected by the cleaning crew. Teachers must notify the board which items as soon as possible.

The church (our landlord) will be responsible for hallways, outdoor knobs and fixtures, fixtures and knobs within the hallways, and floors within the classrooms.

Drop off:

- **Parents to fill out google form questions daily and submit before leaving for drop off. If they answer "no" to any of the questions, they will need to keep their student home and contact (email/phone) the education director for further guidance. This form will take parents less than 1 minute to fill out.**
- We will need confirmation from the church that these areas will be attended to and safe

- for parents to line up (snow etc.).
- Parents will be encouraged to use umbrellas in the rain/heavy snow (more social distancing - positive thing).
- We will spray paint or use colored duck tape for social distance markers on the pavement to ensure 6 feet distance.
- If the line is long when parents arrive, they are free to wait in their cars until the line is shorter.
- Parents will bring students to the door and stay 6 feet from teachers.
- Teacher to sign each student in with clipboard
 - Record that they are present for the day - check mark
 - Their temperature was below 100.3 - check mark
- Communication at drop off and pick up will be kept to a minimum (need to know only) to keep things moving and reduce exposure. All communication should be over the phone/zoom or via email.

Pickup:

- Both teachers will escort the whole class outside
 - If inclement weather, remind parents to send students in raincoats/boots with hoods
 - Teachers to have umbrellas
- Parents will line up utilizing the length of the sidewalk and exit their cars (with masks) to accept their child from the teacher
- Teachers will "sign students out" with clipboard
- Parents will buckle children into car seats and get back in the car and wait for the line to move

Supplies / Backpack

- We will forgo backpacks for this year.
- All information will be communicated digitally.
- All student work will be placed in a folder (or some container) to be picked up outdoors by parents at the end of each week.
- We will provide each teacher with a plastic tub to place student folders in on Thursdays/Fridays.
- Tubs will be labeled and placed outside (under the overhang) for parent pick up.

Coats will be hung on the hooks far apart, kids will go one at a time to get coat.

Classroom setup:

- Windows will be open as much as possible to increase air flow.

- **Classrooms will have reduced furniture and toys to increase overall open floor space. Small corners and nooks created by furniture should be removed.**
- **Circle times may need to use the entire perimeter of the room to avoid shoulder to shoulder seating.**
- No dress up clothes or stuffed animals will be available. Items that are difficult to disinfect will need to be removed for this year. (SEE CLEANING SLIDE ABOVE)
- Each child will have their own bin of books that teachers will rotate every week.
- Children will not be required to bring a backpack. **See slide on Backpacks**
- No sensory bins.
- Children will be required to have their own materials to use and not share including: Pencil Box with their name on it; containing playdough, one pack of crayons, glue stick, kid safe scissors. Playdough will need to be replaced quarterly

Snacks/Water

- Children will be required to wash hands before and after snack & water time with soap for 20 seconds.
 - Singing Kelly Jeffers song “fronts and backs and in between...”
- Snacks will be provided by the school. Shelf stable.
- Snacks will not be shared.
- Water will be provided by the school in disposable cups.
- Teachers will wear gloves to provide snack.

Outside Time

- Outside time will be split between the classrooms.
- **Pop up tents (4-8?) to be donated by families or purchased by the school to accommodate shaded outdoor learning spaces.**
- **Need to survey the property to find a safe and comfortable space for this (away from music and movement space).**
- **Moveable fence or some sort of boundary**
- **Children do not have to wear mask during a attempted socially distanced activity outside.**

Music & Movement

- Outside as much as possible
- Children will sanitize hands with hand sanitizer upon entry to Music & Movement.
- Students must be 6 feet apart outside.
- Students must be 12 feet apart when inside when singing/heavy exertion. (Fellowship

Hall).

- Increased sessions (of both m&m and/or a physical education based session)
 - This will provide teachers the ability to have half a class at a time for more distanced direct/ explicit instruction or circle time.
- Barrier will be purchased and placed for safety from the road or traffic.
- **Doing two sessions per class of M&M to offer teachers more 1-1 instruction time.**

Enrichments

No enrichments will be offered this year.

Meet the Teacher/Parent Orientation/Conferences

Meet the teacher will be:

- 15 minute increments, 10 minutes with parent and child. Both must wear masks. One parent per child, no siblings.
- Wash hands
- Bring supply box.

Conferences and Orientation will be via Zoom. Phone calls available as well for conferences.

Shutdowns & Closures

If the Governor decides to not provide in person instruction for the start of the school year, we will not offer in person instruction. At that point, we will offer a **Digital Only** program.

If the Governor delays in person instruction, we will follow the lead of our BCSD schedule, and delay our opening as well for in person.

If we close at any point for longer than 4 weeks due to NY State mandate, Parents will be asked to pay the Digital rate in their next tuition payment. All teachers would teach to the "Digital only Plan". No refunds on previous quarter payments.

Positive Case Closure

- Parent co-chairs will notify parents via Email.
- **If a student or teacher has a confirmed case of COVID-19, the School will close for 14 days, as students and teachers will have been exposed and are required to quarantine for 14 days, as per government mandate. Confidentiality will be maintained.**
- Teachers will be given a 2-3 business day grace period to provide digital materials for learning, however, a link will be provided for digital resources and instruction for that

period.

- Teachers will have pre-prepared 10 days of lessons.
- Tuition will not be refunded for the duration of the closure.
- Students will have the digital only materials provided to them if they are in Mandatory quarantine for any reason regarding to COVID-19 as well.

Digital Program

We will be offering a digital program regardless of in person closures.

Curriculum will follow what we do in person. We will use the platform Bloomz to post digital content, photos, activities, and videos. Students and parents will be able to interact with each other using the platform. Small zoom sessions will also be included.

Occasional outdoor meetings with small groups will be scheduled and social distance will be maintained.

Date: Friday, July 31st, 2020

Tri Village Nursery School

A handwritten signature in black ink, appearing to read 'Nicole Collins', with a long horizontal flourish extending to the right.

By: Nicole Collins

President, Board of Trustees

Tvnboardpresident@gmail.com / trivillagenurseryschool@gmail.com

Trivillage Nursery School is Permanently Chartered by the NYS Board of Regents