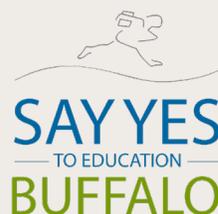


# Say Yes Buffalo Virtual Learning Support Centers

## Health and Safety Protocols

September 2020



**Virtual Learning Support Centers are made possible by Live Well Erie Cares Act Child Care Funding, Buffalo Public Schools, and Say Yes Buffalo.**

The following guidelines and protocols have been developed by Say Yes Buffalo and are based upon guidance and regulations from the Centers for Disease Control and Prevention, the NYS Department of Health and the NYS Office of Child and Family Services. These guidelines and protocols serve to communicate Say Yes Buffalo's health and safety expectations to its partners hosting Virtual Learning Support Centers.

For more information, please contact Say Yes Buffalo's Virtual Learning Support Center Health Coordinator, Jesse Harmon, LPN: [jharmon@sayyesbuffalo.org](mailto:jharmon@sayyesbuffalo.org).

## BEFORE PROGRAM STARTS

### Student enrollment

- Application must contain a COVID-19 waiver and a medical health history form
- Sites must review student health histories before start of program, paying particular attention to students with chronic illness, allergies, asthma, vulnerabilities, etc.
- Sites obtain individual health plans from medical providers for students with health vulnerabilities or create one themselves

### Develop communication systems for families and staff to be used in case of emergency. Test the system to ensure it is functional

### Provide education to families on the following topics

- Preventative measures they should take to keep their family healthy amidst COVID-19
- Only children who aren't exhibiting symptoms of communicable diseases are allowed in program
- Ensure families know and understand signs and symptoms of illness, specifically COVID-19 pick-up/drop-off procedures
- Protocol for when student/staff become sick at program or program site needs to close

### Professional development

- Train staff on all health and safety protocols, including healthy hygiene, cleaning/disinfecting, communicable diseases, universal precautions, symptoms of COVID-19, social distancing
- Ensure all staff are familiar with individual health plans of vulnerable students

## DURING PROGRAM

### Arrival/dismissal

- Only one masked adult allowed to accompany the child. The adult is not allowed in the building and must stay until the child is cleared to enter program
- Have as many staff available as possible to assist with screening and escorting students
- A designated staff member should be used every morning in the same screening location. If multiple entry points are being used, each entry point should have the same designated staff member every day
- Once a student has been cleared by screening staff, another staff member will escort student to their proper program space

### Perform daily health check for all students and staff

- Performed upon arrival and before individuals are allowed into program space
- Screen temperature to ensure individual is below 100.4 degrees
- Ask COVID-19 screening questions from OCFS:
  - Have they or their child knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?
  - Have they or their child tested positive for COVID-19 in the past 14 days?
  - Have they or their child experienced any symptoms of COVID-19 in the past 14 days? (See [CDC "Symptoms of Coronavirus" for reference](#))
- Complete health screening form for each child each day and maintain records
- For staff:
  - Arrive at least 30 mins before first children

- Anyone not cleared is sent home and not allowed into program space
- For students:
  - For those dropped off, parent/guardian must stay until child is cleared. If the child is not cleared, parent/guardian must take child home and contact their medical provider for guidance
  - For walkers, if not cleared, staff take child to **Isolation Room** (see page 4) with all possessions, must be picked up by parent/guardian or emergency contact ASAP
- Notifications
  - Site immediately notifies Say Yes Buffalo Health Coordinator of anyone sent home
- Before returning to program, anyone sent home needs to:
  - Be determined by a licensed medical provider to have had an illness other than COVID-19 and be fever-free for 72 hours without the use of fever-reducing medicine (eg. Tylenol, Ibuprofen). Documentation must be provided to site.
  - Test negative for COVID-19, as confirmed by documentation from a licensed medical provider
  - Stay home from program for 14 days and be fever-free for 24 hours prior to return

### **Practice healthy hygiene in program**

- Teach proper infection control protocols to students and staff, including cough/sneeze etiquette, proper hand washing, no touching eyes/noses/mouth and social distancing strategies
- Ensure children/staff wash hands upon arrival/departure, after each program activity, after restroom and before eating. Hand washing must be with soap and water
- Staff must wear masks at all times ensuring nose and mouth are both covered.
- It is recommended that students wear a mask when moving around the room or transitioning from place to place. When students are seated in their individual areas, masks do not have to be worn. *(Example: When a student is sitting alone at their desk they may have their mask off, but when they get up to use the bathroom, they should put their mask on prior to leaving their seat )*
- Have hand sanitizer at all entrances, and in common areas and program spaces
- Limit sharing of phones, personal items, food/drinks and work items
- Post signs at entrances and throughout program regarding healthy hygiene practices

### **Practice strong cleaning/disinfection efforts**

- Disinfect all program spaces/equipment before a new group of students uses it. Disinfect at conclusion of each day as well.
- Disinfect all high traffic/touch surfaces every two hours throughout the day, and at the conclusion of each day.
- Maintain a cleaning log to record when spaces, equipment and surfaces are cleaned.
- Provide staff with disinfectant wipes for “in-the-moment” cleaning.
- Have garbage cans throughout the facility. Ensure they are emptied on a regular basis.

### **Ensure there is an ample supply of hygiene/cleaning supplies at each site**

- Hand sanitizer, hand soap, tissues, paper towels, cleaners, wipes, masks, gloves, thermometer, biohazard bags
- [Ensure disinfectants meet EPA specifications](#)
- Ensure all poisonous or potentially hazardous supplies are locked up and inaccessible to the children

### **Implement multiple social distancing strategies**

- Store any personal items in a separate room immediately upon arrival
- Limit group sizes to no more than 15 students, not including staff

- No field trips, assemblies, large gatherings, don't bring sites together
- Cancel/modify programming in which students will be in close contact
- Try to maintain 6' between people as much as possible
- Work spaces must be 6' apart
- Avoid mixing students in common areas/hallways
- Staff and students are the only ones allowed in program space
- If any children nap, ensure 6' of separation and sleep head-to-toe. To mitigate space constraints, stagger nap time and/or ensure only those who need it take a nap.

### **Follow procedures for when students/staff exhibit COVID-19 symptoms at program**

- Ensure all sites have an identified Isolation Room (should ideally be near an entrance)
  - This room must be labeled "Isolation Room"
  - Isolation room cannot be used for any other purposes, except its intended use
  - A designated staff member will visibly monitor the Isolation Room at all times should a student require isolation while waiting for parent/guardian pick up
- Staff monitor for symptoms and report up to the Site Coordinator
  - Staff are trained on symptoms to watch for. Students taught to let staff know when not feeling well
  - Staff constantly monitor themselves and their group for COVID-19 symptoms, and are intentional about doing so at the start of each activity session
  - Staff immediately notify Site Coordinator of anyone exhibiting symptoms
  - Site Coordinator immediately reports all Isolation Room admissions to SYB Health Coordinator
- If a staff person becomes symptomatic, they are sent home immediately
  - Staff gathers up individual's personal belongings in biohazard bag using appropriate PPE
  - Program spaces and areas with personal possessions disinfected immediately upon symptomatic individual's departure
- If a child becomes symptomatic, they are sent to the Isolation Room immediately
  - The child is to wear a mask until they leave the site
  - While child is in Isolation Room, no one but designated staff are to enter
- Symptomatic children are to go home ASAP
  - Student leaves the site as soon as parent/guardian/emergency contact is able to pick them up. Parents/guardians must be advised that if they are called regarding their sick child, their child must be picked up within one hour
  - Staff gathers up individual's personal belongings in biohazard bag using PPE, provides bag to adult at pick-up
  - Isolation Room and areas with personal possessions are disinfected immediately upon symptomatic individual's departure
- Follow procedures outlined in individual health plans of vulnerable students
- Communication
  - Site Coordinator notifies parent/guardian/emergency contacts immediately if child has COVID-19 symptoms
  - Site Coordinator notifies Say Yes Health Coordinator ASAP
  - Site submits incident report to SYB for each symptomatic individual
- Before returning to program, anyone sent home needs to either:
  - Be determined by a licensed medical provider to have had an illness other than COVID-19 and be fever-free for 72 hours without the use of fever-reducing medicine (eg. Tylenol, Ibuprofen). Documentation must be provided to site.
  - Test negative for COVID-19, as confirmed by documentation from a licensed medical

- provider
- Stay home from program for 14 days and be fever-free for 24 hours prior to return

## IN THE EVENT A CONFIRMED CASE OF COVID-19 ENTERS A SITE

### **Dismiss all students and staff at the site for 3 days and take guidance from Erie County Department of Health on whether a longer closure is warranted**

- Site partner identifies all staff and students who had contact with the confirmed case over last 5 days. These individuals must stay home for 14 days or until they test negative for COVID-19
- Notify all staff, families and Say Yes Health Coordinator. Submit Say Yes incident report
- Ensure identification of individual with positive COVID-19 is kept confidential
- If program is in session when the site learns of the confirmed case, go about the schedule as normal, but have children picked up/sent home ASAP
- Staff are dismissed as soon as their students have all gone home

### **Clean and disinfect the program site thoroughly**

- Wait 24 hours to avoid exposure to respiratory droplets
- [Follow CDC cleaning recommendations](#)
- Wait at least 24 hours after cleaning before reopening site

## APPLICATION OF HEALTH AND SAFETY PROTOCOLS

### **Before a site is permitted to open as a Virtual Learning Support Center:**

- It must submit a safety plan that meets the approval of the Say Yes Health Coordinator
- The Say Yes Health Coordinator must conduct a site visit to determine the space is conducive to the provision of a safe and healthy program

### **Once a site is open, the Say Yes Health Coordinator will monitor for compliance:**

- Conduct unannounced site visits
- Review site records
- Process incident reports

### **If a site is found to be in breach of health and safety protocols, Say Yes will take corrective action as needed. Measures could include, but are not limited to:**

- Mandating the site work with a consultant to make improvements
- Requiring modifications to the site's safety plan and/or an addendum to address specific areas for improvement
- Requiring a site to close for a period of time
- In the most severe instances, the breach could result in Say Yes terminating the site partner's contract