

Perinton Nursery School
2 Mountain Drive
Fairport, New York 14450
(585)223-9549
July 31, 2020



Dear New York State Officials,

In response to the ongoing COVID crisis, the Perinton Nursery School (PNS) board is submitting the following reopening and operational plan. PNS is a not-for-profit, small cooperative preschool, employing one lead teacher and a teacher assistant. PNS provides instruction to children ages 2 – 5, five days per week, from mid-September to mid-May. We hold one 2.5-hour class each morning, and one 2.5-hour class each afternoon. The school is run by a group of volunteer parents, whom have children currently enrolled at the school. This group of parents are the parties responsible for developing and implementing this plan, and are henceforth referred to as the PNS Board. Updates may be made to this plan periodically as information is provided by the applicable federal, state and local agencies. All changes to this plan will be updated on our website, www.PerintonNuserySchool.org.

I. Reopening of School Facilities for In-Person Instruction

Capacity, Reducing Density, and Social Distancing

- ✓ To reduce capacity, PNS has split up the preschool morning class as follows: 1) a Tuesday/Thursday morning class and 2) a Monday/Wednesday/Friday morning class.
- ✓ Per NYS mandate, cohorts will be fixed: once students have been placed into their respective classes, there will be no switching of students for the duration of the COVID-19 public health emergency. All field trips and whole school events have been cancelled to prevent intermingling of cohorts.
- ✓ PNS will ensure that social distancing (6 ft or more OR a physical barrier) is maintained between individuals while in school facilities and on school grounds unless safety requires a shorter distance.
- ✓ PNS will be utilizing outdoor spaces whenever possible.
- ✓ PNS will limit the number of adults and siblings on school grounds.

Face Coverings

- ✓ Per NYS mandate, PNS has obtained and will provide approved face coverings (masks) at no-cost to all employees. PNS will also provide coverings for all students and approved visitors. PNS will maintain an adequate supply of coverings for replacement.
- ✓ Lead teacher and assistant teacher, along with substitute teacher/s are, as per mandated by NYS and CDC, to wear NYS approved face coverings at all times, other than when able to appropriately socially distance from others, and when eating (done socially distanced).

- ✓ As per CDC guidelines, children 3 years of age and older will wear appropriate face coverings when not able to be kept socially distanced. They will be given breaks from wearing their face coverings for instruction and when able to be socially distanced 6 feet or greater.
- ✓ Children and staff will receive regular training on how to properly wear a mask and engage in proper respiratory hygiene. This includes instruction on: avoiding rubbing eyes, avoiding touching face, sneezing into elbow even when wearing a mask, washing hands frequently and washing hands after touching one's face.

Hygiene, Cleaning, and Disinfection

- ✓ PNS will educate students and staff, on how to properly wash their hands. Teachers will adhere to and promote proper handwashing and respiratory hygiene.
- ✓ Signage will be in place at every sink and bathroom of the school showing proper handwashing techniques. Similarly, videos and in-class instruction may be used to teach kids the proper way to do this, as well as why it's important.
- ✓ The bathrooms in the classroom are used only by students, are single occupancy, and have a fan that turns on automatically when the light is turned on.
- ✓ Per NYS mandate, PNS will provide and maintain hand hygiene stations, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- ✓ Hand sanitizer will be utilized when handwashing is not available (at the playground, upon entrance and exit of school).
- ✓ Teachers will be educated on how to properly clean and disinfect per the protocol set forth by DOH and CDC.
- ✓ Per NYS mandate, teachers will maintain logs that include the date, time and scope of cleaning and disinfecting, as well as identify cleaning and disinfection frequency.

Space

- ✓ PNS has designated specific rooms for each class, thus allowing proper disinfecting between classes. Similarly, bathrooms have been assigned to each class to ensure proper disinfection in-between classes.
- ✓ Limited materials will be shared between cohorts and will be disinfected between uses.
- ✓ Open windows and or doors will be utilized when weather and safety permits. Similarly, outdoor spaces (playgrounds and grassy area) will be utilized when available based upon weather as well as specific student health concerns.

In-Person Instruction

- ✓ In-person instruction will be available for all tuition paying students at the start of the year, unless otherwise contraindicated by the county and/or NYS. This will be done through a phased-in approach.
- ✓ Prior to the start of the school year, an outdoor story time will be offered, on three separate dates, with an RSVP required. Social distancing will be in place with blankets used as markers on the ground.

- ✓ There will be a gradual start to school, where a parent/guardian will have time slots to stay with their child/children on the first day of class only, starting with an outdoor setting, where social distancing and face coverings will be required.
- ✓ Staggered drop off and pickup will be utilized to: reduce density at the school entrance, ensure timely wellness checks. and to safely bring only children into the building. The goal is to keep adults other than the school's teachers outside of the school building as much as possible.
- ✓ Based upon the nature of the local transmission of COVID-19, if the need arises, the PNS Board will coordinate with the teachers to provide distance learning.

Food

- ✓ Snack and water will be provided on a daily basis. Children will be kept socially distanced to ensure a safe eating/drinking environment. There will be no shared dishes, bowls, utensils etc.

Ventilation

- ✓ Ventilation to class rooms and space will be increased, when allowed/weather permitted, by opening windows and/or doors, while maintaining health and safety protocols for facility and the students.

Transportation

- ✓ Each student is brought to and picked up from the school by their parent or guardian. Therefore, the school has no additional plans for transportation.

II. Monitoring of Health Conditions

Screening

- ✓ Per NYS mandate, health screenings, including temperature checks of students, teachers and visitors will be conducted prior to entering the school and documented (pass/fail) daily.
- ✓ Per NYS mandate, the teachers conducting in-person screening activities will be appropriately protected from exposure through the use of PPE.
- ✓ Per NYS mandate, a daily screening questionnaire for teachers, students and visitors will determine whether the individual has: (1) 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) tested positive through a diagnostic test for COVID-19 in the past 14 days; (3) has experienced any symptoms of COVID-19, including a temperature of greater than 100.0 degrees F, in the past 14 days; and/or (4) has traveled internationally or from a state with widespread community transmissions of COVID-19 per the [New York State Travel Advisory](#) in the past 14 days.
- ✓ Per NYS mandate, any individual who screens positive for COVID-19 exposure or symptoms, has a temperature 100.0 degrees F or above, will not be allowed to enter the school and will be sent home with instructions to follow up with their healthcare provider.
- ✓ The PNS Board will notify the state and local health department about the case if diagnostic test results are positive for COVID-19.

- ✓ Asthma or any other acute respiratory treatment will be done as needed and immediately, in an isolated area, using up to date standards of care.

Communication

- ✓ Responsible parties have reviewed and understand the NYS guidelines. A plan is in place for re-opening of the school and the start of the new school year, which includes sanitization, face coverings, and social distancing.
- ✓ This plan, along with PNS COVID-19 protocols and safety measures, will be shared with parents/legal guardians, teachers, and the building supervisor.
- ✓ Per NYS mandate, this plan will be made public on our website, as well as posted conspicuously in the facility.
- ✓ Trainings of proper hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene will be handled through signage at the school, meetings, and written communication with parents.

III. Containment of Potential Transmission of the 2019 Novel Coronavirus

Isolation

- ✓ No person who is symptomatic will be allowed to enter school grounds.
- ✓ If a student becomes symptomatic during their time at school, they will be removed from the classroom to a dedicated area (away from other students) with a staff member, and the student's contact person will be called for immediate pick-up with instructions that the student must be seen by a health care provider.
- ✓ If a teacher or teacher assistant becomes symptomatic during their time at school, he/she/they will be removed from the classroom, isolated, and a substitute will be called in for the remainder of class. When another responsible adult can take their place, said person will relocate off the school grounds. The symptomatic individual will be instructed to be seen by a health care provider.
- ✓ Individual who tested positive will be required to quarantine for the duration of what is recommended by the DOH.
- ✓ Individual will be allowed back to school following the recommendations of the DOH.

Return to School

- ✓ In the event a student, teacher or teacher assistant, tests positive for COVID-19, the PNS Board will work with the local DOH regarding the requirements for determining when the individual can return to school for face-to-face instruction.
- ✓ Per NYS mandate, our return to school protocol will include documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation.
- ✓ Similarly, in the event of a suspected or confirmed case of COVID-19 amongst staff, the PNS Board will utilize the DOH's "Interim Guidance for Public and Private Employees Return To Work Following COVID-19 Infection or Exposure" protocol.

Tracking

- ✓ The daily wellness check will serve as documentation of students, teachers and any visitors, that have entered the school. This information will be shared with DOH for contact tracing when necessary.
- ✓ The PNS Board will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within the school.
- ✓ PNS will work with the Monroe County Health Department and will support the agency, as needed, to implement robust processes to trace and contact relevant parties who may have been exposed to quickly mitigate potential spread of COVID-19.
- ✓ Confidentiality will be maintained as required by federal and state law and regulation.

IV. Closure of School Facilities and In-Person Instruction

Closure Triggers

- ✓ PNS, in consultation with the DOH, will determine what conditions necessitate a closure.

Operational Activity

- ✓ Upon closure, in-person instruction will cease, and remote instruction will be utilized as appropriate. The PNS Board will communicate closure information to parents and staff immediately.

Communication of Closure

- ✓ PNS will make use of email, personal phone calls and/or class app to communicate throughout the closure process.
- ✓ PNS will maintain confidentiality when notifying individuals of reduced in-person education or closure.