

Oak Lane Child Care Center

COVID-19 Handbook

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GOAL

Our goal is to reduce the risk of transmission of the COVID-19 virus to every extent possible. We maintain strict sanitation practices in order to provide a safe environment for both the children in our care and the adults who care for them.

NEED FOR VIGILANCE

We all need to work together closely and follow these guidelines in order to protect our Oak Lane community.

CONFIDENTIALITY

Oak Lane is committed to maintaining confidentiality regarding COVID-19 information. We will share contact information with the Westchester County Department of Health as required by law.

CLEANING & SANITATION

Frequently touched surfaces are cleaned and disinfected regularly throughout the day, including doorknobs, doorbells, handrails, toys, chairs, cots, tables, and rest rooms.

We utilize a dishwasher/sanitizer and use disposable tableware as recommended. The house is thoroughly cleaned and disinfected each weekday evening by a professional cleaning company who uses a team dedicated to Oak Lane.

Air purifiers are installed in each classroom, the cubby room, the staff rest room, the office, and the stairwell to the second floor. Filters are replaced regularly per the manufacturer's recommendations.

RESTRICTING ACCESS

Only Oak Lane Staff and students are allowed into the building. Parents, caregivers, and siblings of students are not allowed into the building.

Exceptions are made for OCFS or CPS personnel, police, fire or emergency medical personnel, itinerant therapists caring for special education students whose presence is required by law, and outside contractors to perform necessary inspections or make emergency repairs.

TEMPERATURE CHECK

Prior to leaving your home you should take your child's temperature. If it is 100 degrees or higher, please do not bring your child to Oak Lane.

HEALTH SCREENING QUESTIONS

A teacher will perform a daily health check, a visual assessment of your child for signs of illness. If your child shows any signs of illness during the visual assessment, the teacher will ask Screening Questions before admitting the child into the Center.

The Screening Questions are:

1. In the past 3 days, has your child or any of the people in your household had:
 - a fever of 100 degrees or higher
 - any illness including a runny nose, cough, sore throat, body aches or headache, gastrointestinal issues, or general malaise
 - shortness of breath or trouble breathing
 - chills or shaking with chills
 - a new loss of taste or smell

2. In the past 3 days, has your child had direct contact with anyone with known COVID?

HANDWASHING

Staff, students, and visitors entering Oak Lane need to wash their hands:

- immediately upon entering the building
- when they are dirty
- after toileting or assisting children with toileting
- after changing a diaper
- before and after administering medication
- before and after applying sunscreen
- before and after food handling or eating
- after handling pets or other animals
- after contact with any bodily secretion or fluid

The staff ensure that the children thoroughly wash their hands and assist them when necessary.

GLOVES

The teachers are required to wear gloves for serving food, toileting, changing soiled clothing, applying sunscreen, and any time it is necessary to handle bodily fluids. The chef wears gloves as per the NYS DOH requirements.

ILLNESS AND EXCLUSION WHILE AT THE CENTER

If a child becomes ill at the Center, they will be isolated from the group, and a parent/guardian will be contacted immediately.

Illness includes but is not restricted to a fever of 100 degrees or higher, runny nose, cough, sneezing, trouble breathing, diarrhea, vomiting, stomach pain, rash, pale skin, or general malaise.

In case of illness at the Center, it is expected that you will pick up your child as soon as possible. Please be certain to communicate changes to your emergency contacts.

DROP-OFF AND PICKUP

WHICH GATE TO USE

Acorn parents should enter and leave the property through the double gate to the Acorn front playground, to the far left of the property by the big hedge and the toy cars.

Chestnut and Walnut parents should enter through the gate to the brick pathway on the right side of the front yard when facing the house.

Coconut parents should enter and leave the property through the double gate to the far right of the yard by the shed and the accessible parking space.

The Acorn Class

Drop-off

Come in through the gate and across the safety surface to the porch next to the toy shed. There is a doorbell on the post of the Art Room porch. Ring the bell and a teacher will come out to greet you and your child. Once the health check is complete, you will say goodbye to your child and the teacher will take your child into their classroom.

Pickup

Return through the same gate you used for drop-off to the Art Room porch and ring the bell. A teacher will acknowledge you and bring your child to you.

The Chestnut Class

Drop-off

Enter through the brick path gate, cross the front yard, right at the house, past the garden, and go up the ramp to the Chestnut back door. There is a doorbell by the back door. Ring the bell and a teacher will come out to greet you and your child. Once the health check is complete, you will say goodbye to your child and the teacher will take your child into their classroom.

Pick up

Return through the same gate you used for drop-off and ring the bell. A teacher will acknowledge you and bring your child to you.

The Walnut Class

Drop-off

Go through the brick path gate and up the left stairs to the front porch. Ring the Walnut Bell and a teacher will come out to greet you and your child. Once the health check is complete, you will say goodbye to your child and the teacher will take your child into their classroom.

Pick up

Return through the same gate you used for drop-off and ring the bell. A teacher will acknowledge you and bring your child to you.

The Coconut Class

Drop-off

Enter through the double gate to the far right of the yard by the shed and the accessible parking space, cross the safety surface and go all the way around the house to the Coconut back stairway. Ring the bell and a teacher will come out to greet you and your child. Once the health check is complete, you will say goodbye to your child and the teacher will take your child into their classroom.

Pick up

Return through the same gate you used for drop-off and ring the bell. A teacher will acknowledge you and bring your child to you.

MASKS

Children over the age of two, staff, volunteers, etc., in a child care program should wear a mask, regardless of vaccination status, in the following circumstances:

- when they had close contact with someone with COVID-19 (this means when they were within six feet of someone with COVID-19 for more than 15 minutes in a 24-hour period) for 10 days whenever feasible;
- if they are moderately-to-severely immunocompromised and have discussed the need to mask with their healthcare provider(s);
- if they feel more comfortable wearing a mask for personal reasons;
- if they are required to mask by the child care program or by their municipality (city/county);
- if required to mask by any relevant federal licensure or regulator;
- if they have returned to a program after a 5-day isolation or quarantine, masks should be worn by anyone over age two, whenever feasible, on days 6-10.

COVID-19 Tests

We are determined to do the best we can to ensure the health and safety of our children and staff. We may ask you to provide a COVID PCR Test result versus a Home Test result. We review each COVID positive, COVID exposure, and COVID contact individually.

OCFS Recommended Guidelines for Child Care Programs:

- Anyone with symptoms of COVID-19 should stay out of the child care program for 5 days OR until they receive a negative COVID-19 test (whichever is first). Before returning to program, symptoms should be improving, and you should be fever-free for at least 24 hours;
- Anyone who comes to the child care program with symptoms or who develops symptoms while at the program should be sent home and encouraged to get tested. Symptomatic children or staff who are able to wear a mask should do so while at the program. If possible, children with symptoms who cannot wear a mask should be separated from others and provided supervision while waiting to leave the program;
- Anyone who tests positive for COVID-19 should remain isolated at home for a period of at least 5 days and symptoms should be improving and be fever-free for at least 24 hours before returning to the child care program;
- Anyone who tested positive for COVID-19 and is returning to program between days 5 and 10 should wear a well-fitting mask, up through day 10, if they are able to tolerate one; OR may remove their mask following two negative COVID tests taken 48 hours apart. Children who are unable to wear a mask may still return to the child care program if they do not have symptoms;
- Anyone who has had close contact with someone with COVID-19 (this means when they were within six feet of someone with COVID-19 for more than 15 minutes in a 24-hour

period) should wear a mask for 10 days whenever feasible. If they do not have symptoms, they do not need to quarantine and can attend the child care program.

CDC GUIDANCE

- Continuing to promote the importance of being [up to date with vaccination](#) to protect people against serious illness, hospitalization, and death. Protection provided by the current vaccine against symptomatic infection and transmission is less than that against severe disease and diminishes over time, especially against the currently circulating variants. For this reason, it is important to stay up to date, especially as new vaccines become available.
- Updating its guidance for people who are not up to date on COVID-19 vaccines on what to do if exposed to someone with COVID-19. This is consistent with the existing guidance for people who are up to date on COVID-19 vaccines.
- Recommending that instead of quarantining if you were exposed to COVID-19, you wear a high-quality mask for 10 days and get tested on day 5.
- Reiterating that regardless of vaccination status, you should isolate from others when you have COVID-19.
 - You should also isolate if you are sick and suspect that you have COVID-19 but do not yet have test results.
 - If your results are positive, follow CDC’s full isolation recommendations.
 - If your results are negative, you can end your isolation.
- Recommending that if you test positive for COVID-19, you stay home for at least 5 days and isolate from others in your home. You are likely most infectious during these first 5 days. Wear a high-quality mask when you must be around others at home and in public.
 - If after 5 days you are fever-free for 24 hours without the use of medication, and your symptoms are improving, or you never had symptoms, you may end isolation after day 5.
 - Regardless of when you end isolation, avoid being around people who are more likely to get very sick from COVID-19 until at least day 11.
 - You should wear a high-quality mask through day 10.
- Recommending that if you had [moderate illness](#) (if you experienced shortness of breath or had difficulty breathing) or [severe illness](#) (you were hospitalized) due to COVID-19 or you have a weakened immune system, you need to isolate through day 10.
- Recommending that if you had [severe illness](#) or have a weakened immune system, consult your doctor before ending isolation. Ending isolation without a viral test may not be an option for you. If you are unsure if your symptoms are moderate or severe or if you have a weakened immune system, talk to a healthcare provider for further guidance.
- Clarifying that after you have ended isolation, if your COVID-19 symptoms worsen, restart your isolation at day 0. Talk to a healthcare provider if you have questions about your symptoms or when to end isolation.

CONCLUSION

We appreciate your cooperation and assistance in following our guidance. If you have any suggestions or concerns, please feel free to reach out to the Executive Director, Ronnie Weinberger, by email oaklaneccc@gmail.com, or by telephone 914-238-3756.

RESOURCES

New York State Office of Children Services Child Care Regulations: [418-1-DCC.pdf \(ny.gov\)](#)

New York State Office of Children Services Child Care Provider Letter August 22, 2022: <https://ocfs.ny.gov/programs/childcare/provider-letters/2022/Dear-Provider-2022Aug22-New-Quarantine-Guidance.pdf>

CDC: <https://www.cdc.gov/media/releases/2022/p0811-covid-guidance.html>

Westchester County Department of Health: <https://health.westchestergov.com/2019-novel-coronavirus>

The Child Care Complaint Line Telephone Number: 1.800.732.5207

NYS Child Abuse Hotline: 1.800.342.3720

Internet Citizen's Guide to Reporting: <http://ocfs.ny.gov/ohrd/ccg/ccg.asp>

CONTACT INFORMATION

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