

## **UPK Reopening Plan- Updated April 23, 2021**

### **Early Learning/Prekindergarten**

#### **Ken-Ton YMCA Reopening**

Based on the guidance of the New York State Department of Health and New York State Department of Education the YMCA has developed procedures related to operations and instruction for the Universal Pre-K programs operated by the Ken-Ton YMCA in the Kenmore-Tonawanda School District. If the Ken-Ton School District selects a Hybrid model the Y will deliver a Hybrid model of instruction with 2 to 3 days of face to face instruction with opposite days of self-guided/independent learning. The UPK program is delivered at the Kenmore Middle School, Holmes Elementary and Franklin Elementary school sites.

Given the constant changes in the nature of the pandemic, the YMCA is prepared to switch learning modalities as necessary between all students, hybrid and remote.

Should CDC Guidelines change to the positive the YMCA is prepared to combine 2 groups and go to the full classroom model. Should CDC guidelines tighten their restrictions the YMCA will be prepared to move to a full remote/independent model of instruction.

In coordination with the Ken Ton School District, on-going monitoring and assessment will take place during the 2020-2021 school year.

### **Health and Safety**

#### **Health Screenings**

Daily: Upon entering the facility at the Kenmore Middle School location each staff member will wash their hands and report to the Program Manager on site for their individual Health Check (staff member trained in HIPPA). For the Y teachers at the Holmes and Franklin locations arrival procedures will follow procedures set forth by the KTUFSD. Their temperature will be taken and they will be asked the screening questions below. Any person who has temperature of 100.4 or greater or answers yes to the screening questions will not be allowed into the program.

Questions for COVID screening:

1. Have you knowingly been in close proximate contact in the past 14 days with anyone who has tested positive for COVID 19?
2. Have you tested positive for COVID 19 in the last 14 days?
3. Have you experienced any symptoms of COVID 19 in the past 14 days?
4. In the last 14 days, have you traveled from another state or country for which New York requires a mandatory self-quarantine period?
5. If you answered yes to question #4, have you completed the 14 day self-quarantine as currently required by New York State.

**Healthy Hygiene Practices**

- o Children and staff will wash and/or sanitizer their hands when they enter the program, when they move to a new space, before and after meals, after using the restroom, after touching their face and whenever soiled.

**Social Distancing**

- o Social distancing will occur whenever possible
- o Staff must wear masks at all times, children will wear masks throughout the program but will be allowed mask breaks when appropriate and only when they can social distance at 6 feet.
- o Visual cues should be provided for social distancing.
- o Only one group/class can be in a designated area at one time. Areas will be have signage or objects that mark separation
- o Groups cannot interact with other groups. Shared spaces should be scheduled so groups do not intermingle.
- o The YMCA will also conduct training with all staff regarding COVID-19 procedures. This training will include:

§ Cleaning and disinfection responsibilities.

§ Handwashing, social distancing protocols.

§ Department specific rules and procedures.

§ Program design and policies to ensure safety of students and co-workers.

§ Communicating with members/participants.

### **Personal Protective Equipment (PPE) and Cloth Face Coverings**

- o In accordance to the NYSDOH guidance regarding face coverings, we will communicate and enforce expectations for the wearing of face coverings as follows:
- o Staff must wear masks at all times, children will wear masks throughout the program but will be allowed mask breaks when appropriate and only when they can social distance at 6 feet
- o The YMCA will provide COVID-19 training to Y staff on transmission prevention, cleaning protocol and how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.
- o The YMCA will provide masks to all staff. There will also be masks available on site for staff should they forget their mask

### **Management of Ill Persons**

- o Any Y staff member exhibiting symptoms of COVID-19 will be required to leave the facility **RETURNING TO WORK FOLLOWING COVID-19 INFECTION OR EXPOSURE**
- o If an employee tests positive for COVID-19:
  - § The employee may return to work upon completing at least 10 days of isolation upon the onset of symptoms.
  - § The employee may return to work upon completing 10 days of isolation after the first positive test if they remain asymptomatic.
- o If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing 10 days of isolation from the onset of symptoms.
- o If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period AND is NOT experiencing COVID-19 related symptoms, the employee may return to work upon completing 10 days of self-quarantine.
- o If an employee is symptomatic upon arrival at work or becomes sick with symptoms while at the workplace, the employee will be separated from others and sent home immediately. The employee will be advised to monitor their symptoms and contact their doctor if they are concerned.
- o An employee sent home can return to work when:
  - He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
  - Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) days; AND
  - At least seven (7) days have passed since the symptoms began.
- o If a student presents with symptoms related to COVID-19, they will not be allowed into the program and the YMCA will communicate with the office the name and reason why the student was not allowed into the program.

- o The YMCA will follow any further District protocol for parent communication, **contact tracing** and any school safety drills during COVID.

### **Communication:**

Teachers will communicate directly with families via email and telephone. In addition, the teachers and/or aides will support families as needed during hybrid learning.

In efforts to support social distancing, Parent/Teachers conferences will be via video conferencing. The Y Program Director, Program Manager (on-site) will be available for communication with the District and families. The Y has provided incoming UPK families with a Virtual Open House introducing teachers and classrooms.

### **Mandatory Requirements**

Districts and schools operating Prekindergarten programs must include Prekindergarten in the mandatory requirements outlined under Teaching and Learning.	
All Prekindergarten programs that have a direct contract or a Memorandum of Understanding with NYSED must submit a Reopening Plan to the Office of Early Learning.	NA; we do not have a direct contract or MOU with NYSED

Districts that contract with eligible agencies, including SBO's, to provide Prekindergarten programs must attest that they have measures in place to ensure eligible agencies with whom they contract will follow the health and safety guidelines outlined in this guidance and required by NYSDOH. The district must also ensure that their eligible agencies have a Continuity of Learning Plan that addresses in-person, remote and hybrid models of instruction.

The YMCA operates under OCFS Guidelines and DOH.

**Schedule:**

Per the updated State and CDC guidelines the UPK program will be operating in person instruction five days a week. Children and YMCA staff will follow CDC guidelines of face coverings at all times during instruction unless able to social distance at 6 feet, and remaining social distance of 3 feet at all times. YMCA staff will still remain 6feet distance from students.

Virtual learning academy will be offered to the current participants, following the previous month's schedule of 2 to 3 days using a virtual platform delivered by the classroom teacher, which will keep the students academically engaged based on the pre-k curriculum. The remaining days will be self-guide/independent learning selected and sent by the teacher to the students. The teacher will provide virtual support.

The Continuity of Learning Plan includes a Hybrid model of instruction or a Remote model. The hybrid model would break the group of students in half with 2-3 days of in person/classroom learning. There will 4 groups of students consisting of 9 children per classroom with 1 certified teacher and 1 teacher's aide.

There are 16 classes total which will allow each group to participate in 2 to 3 days of classroom instruction weekly. This model will give the Y the ability to accommodate 288 (available spots) students.

The remaining days outside the classroom will be self-guided/ independent learning based on

	<p>assignments provided by the teacher. Assignments would mirror classroom curriculum including authentic learning and experiential activities.</p>
<p>Family Style eating should not be practiced due to social distancing requirements and for health and safety requirements.</p>	<p><b>Child Nutrition:</b></p> <p>Snacks will be served individually in classrooms with social distancing of 6 feet, on trays that are sanitized in between uses or in individually packaged containers.</p>
<p>For classrooms without an interior bathroom, an adult should accompany each child to and from the bathroom outside the classroom and ensure that proper hand washing protocols are followed.</p>	<p><b>Hygiene:</b> Restrooms are exterior and not located in the classroom. The classroom aide will accompany the student to the restroom. Signage and adult assistance will be available for proper hand washing protocols. Hand sanitizer dispensers will also be available at the classroom door.</p>
<p>Napping materials should be sanitized daily and, to the extent practicable, assigned to individual students for the school year.</p>	<p>Napping does not take place during UPK class times.</p>

<p>Center-based and small group learning is a critical component of a Prekindergarten instructional program. Districts, schools, and eligible agencies (including CBO's) should:</p> <p>~avoid centers that include multiple students using it at one time, such as water/sand tables, sensory tables, etc.</p> <p>~provide students with individual sets of materials to avoid sharing of common items</p> <p>~follow proper sanitation guidelines from the DOH after children have been at a learning center or in small groups</p>	<p>Sensory tables/water/sand tables will be removed or used as a flat surface table for table top activities.</p> <p>Center based learning will be limited to one child per center at time</p> <p>Students will be provided individual containers for their own crayons, markers, pencils, scissors and glue stick. Extra materials are available to replenish as needed.</p> <p><b>Cleaning and Disinfecting:</b></p> <p>The Y will adhere to DOH and District guidelines and procedures for cleaning.</p> <p>Sanitizing work spaces for staff and students before and after use will be followed, as will sanitizing playground and outdoor areas used by staff and students, (by school maintenance staff). Sanitizer is available in each classroom and has been in use as per OCFS Guidelines</p>
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## Instructional Practices and Programming Considerations

...refrain from strategies and practices that encourage physical contact, such as hand-holding buddy systems	When going for walks students walk single file with an adult at the front and end of the line; without hand-holding and maintaining social distancing.
...be cognizant of the amount of time young learners spend directly viewing screens. Time spent learning remotely can be devoted to authentic learning activities at home.	<p><b>Technology and Connectivity:</b></p> <p>the use of individual electronic devices or video will be avoided; students will engage in authentic learning activities in school and suggested activities will be provided for home</p> <p>Teachers and/or aides will be available virtually to provide additional support for self-guided/independent learning.</p>

### Staffing Regulatory Flexibilities

Primary instruction should be delivered by a certified teacher.....	Primary instruction is delivered by a NYS Certified teacher.
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....another staff member can oversee students during learning centers in an alternate learning space so the lead teacher can provide primary instruction to students.

**Room configuration considerations:**

The focus on room configuration will be on social distancing. The following steps will occur:

Removal of classroom rugs

Removal of classroom gathering spaces (couches, lounge area, etc.)

Removal of unnecessary furniture to increase space for social distancing

Reallocation of classroom spaces/staff as needed

Limited use of shared items and equipment along with YMCA and district cleaning procedures

Classroom setup will be adjusted to accommodate 18 children. In addition, students can be grouped in opposite areas of the classroom. Primary instructional activity will be provided by the teacher and experiential activities will be provided by the aide. Groups will alternate activities during class time.

Staffing Ratios:....districts may choose to offer smaller Prekindergarten classes with only 1 certified teacher in the room; for 4-year-olds: 1 teachers with 8 students

**Capacity:** the Y will have one teacher and one aide in each classroom for up to 18 children. We would utilize the standard group sizes, with the goal to increase classroom size to everyday instruction by allowing 5 days of classroom instruction.

**Spaces:** in common spaces such as the gym and outdoor areas we will maintain cohorts of 18 children while maintaining a social distance of 6 feet at all times. Classroom spaces will be clearly defined on where students are able to participate in class with 3feet social distance. Students will remain socially distant and wear a face covering at all times unless social distancing of 6 feet can occur for a mask break or eating.

## Cohorts Consideration & Classroom Group Selection

....prevent intermingling between cohorts....self-contained groups of reasonable size

**Contact Tracing:** In efforts to mitigate risk and have the ability to activate **contact tracing** (in the event a student or staff who tests positive for COVID-19); students utilizing the Wrap Around Care Program will be placed in the same UPK classroom(s) with the same teacher. Any siblings (twins) will also be placed in the same classroom.

All children will play within their cohorts when outside and the gym will be used by one cohort at a time. Masks will be required and breaks will be given during gym and outdoor activities dependent on ability to social distance of 6 feet.

**Arrival/Dismissal:**

Arrival/dismissal times will be staggered to ensure that social distancing can occur when entering the building.. Parent drop off will occur at three separate entrances to ensure social distancing. At one door there is a thermal scanner to take children's temperatures, at the other two doors, a YMCA staff member will take each child's temperature with a no-contact thermometer. Parents are encouraged to complete daily Health screening questions prior to arrival. YMCA staff members at each entrance will ensure that health questions were completed or request parent answers questions prior to entering the building. Parent Pick up will also occur at three separate doors to ensure social distancing. Parent will remain outside and the child will be brought to the parent. Parents that arrive outside of the scheduled drop off time will have a number to call and staff will come greet them at the door for a entrance procedure

**Flexibility in Duration of Half-Day and Full Day Programs including Attendance and Participation**

<p>... 2.5 hour classes...allow for proper sanitation between class sessions.</p>	<p>Our classes are scheduled for 2.5 hours each session; allowing 1 hour in between. This hour will be used for custodial staff to clean each room between sessions while the teachers are on lunch break.</p> <p><b>Attendance:</b></p> <p>Recorded daily via the school district system during in person/classroom instruction.</p> <p>Remote/self- guided learning will be graded on completion of activity sent home (participation grade).</p> <p><b>Absenteeism:</b></p> <p>Teachers and/or aid will contact families to determine lack of engagement. If necessary the District may determine the student is eligible for Remote Learning.</p> <p><b>Referrals/ Special Education:</b></p> <p>If it is determined that a student needs a referral the teacher will follow the district's procedure. Reasonable accommodations may be made per the district's guidance for the child's in-person and self-guided learning.</p> <p>CSE meetings will be scheduled and conducted under the district's guidelines.</p>
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## Prekindergarten Screening Considerations and Flexibility

...done as soon as possible...following DOH...	<b>Social Emotional Wellbeing:</b>  If a high risk student is identified and is in need of support the Y will contact the District student support specialist for further direction.  Screening will be done as soon as possible following DOH guidelines
....screened by December 1....	Teachers are required to submit any student referrals for OT, PT and speech to KTUFSD by December 1st. This is an ongoing process.
.... As soon as practicable after a closure....	Determined by KTUFSD
...ENL language profile as soon as practicable...	Part of the registration packet is the Home Language Questionnaire, student need for additional screening for services are determined right away

### Considerations for Volunteers, Visitors and Service Providers

...limit the number of volunteers and unnecessary visitors to Prekindergarten classrooms	<b>Parent pick up and drop off:</b> will be at three entrances with staff performing building entrance procedures.. Pick up will be at separate entrances with the parents remaining outside of the building. The Y will not be utilizing volunteers for the program during COVID.
....communicate clearly....any protocols that must be followed prior to entering prekindergarten classrooms	The Y will continue to work with the District to ensure all eligible service providers have access and are familiar with and meet all protocols.

While in prekindergarten classrooms, volunteers and visitors should follow all the health guidance....

All Service Providers (OT/PT) must enter the front door, sign in and out at the main office of the building; complete a daily health check. A mask must be worn upon entry and disposable masks are available if needed