

Stephen Wise Free Synagogue Early Childhood Center Re-Opening Covid-19 Operations and Protocols

| | New York State Guidelines | ECC Additional Requirements & Best Practices |
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| Physical Distancing | <ul style="list-style-type: none"> Any time that employees are less than 6 ft. from each other or interacting with children/campers, they must wear a face covering. Ensure employee and children/camper groupings are as static as possible by having the same group of children/campers stay with the same staff whenever and wherever possible. Group size must be limited to no more than 15 children/campers (not including employees/staff). Ensure that different stable groups of up to 15 children/ campers have no or minimal contact with one another or utilize common spaces at the same time, to the greatest extent possible. Implement practices to maintain adequate social distancing in small areas, such as restrooms and breakrooms, and signage and systems (e.g. flagging when occupied) to restrict occupancy when social distancing cannot be maintained in such areas. Take reasonable steps to reconfigure space to limit overall density of rooms to 15 or fewer children/ campers. Prohibit non-essential visitors on site, to the extent possible. Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible. Limit in-person employee gatherings (e.g. breaks, meetings) to the greatest extent possible | <ul style="list-style-type: none"> Staff will wear face coverings while interacting with children or other staff members. Children and teachers will remain in their class groupings and will not mix with any other classes in shared spaces. Classes will be no larger than 12 children (not including staff). Classes will not use common spaces (rooftop, studio, bathrooms, terrace, etc.) at the same time as any other group. The playroom (Room 310) will be closed for use until further notice. Use is allowed only as a corridor to access the rear bathroom, Room 302 and Room 303. Clear signage will be used to indicate when a shared space is being used, so another group will not inadvertently enter. Parents will not have to enter the 3rd floor facility for drop-off and pick-up as this will occur outside the lobby with staggered times for a maximum scheduled arrival of 2 groups simultaneously. There will be a time block of 15 minutes at each drop off time. Prior to dropping off their children, Parents are required to complete the required data on the app. Children arriving for each of these 2 groups will, upon drop-off at the Main Door, be directed to their designated gathering area during the drop-off period. There will be provided two gathering areas, one in each of the left and right rear areas of the sanctuary so as not to have any persons waiting in the lobby. |

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| | | <ul style="list-style-type: none"> • At the end of the drop-off period, classes will travel together with their teachers to the classroom. • Pick-up will be staggered with no more than 2 groups dismissing at one time. Teachers will bring the children and wait in their designated area. Parents/Caregivers will line up outside with 6 ft. intervals and an ECC staff member will bring each child to the door as his/her adult arrives at the doorway. • Elevator posted capacities will be revised for ECC usage (only) as follows: Teachers and children who are part of the same class/pod can ride the elevator together (not to exceed 10 children and 2 adults). Talking is discouraged at any capacity while riding in order to minimize possible airborne spreading. • If a child misses the designated drop-off period on a given day, the ECC will allow admittance for late arrivals after the regular arrivals process is completed. This 'late arrivals' admittance time is currently designated at 9:30am after the end of the regularly scheduled drop-off time. Late-arrival children should be dropped off only at this second, last arrival time. They will be admitted through the Main Door entrance at that time. If this second arrival time is missed, the school will be unable to accommodate the child that day. The school is unable to accommodate early drop-offs. • Non-essential visitors will not be allowed on the third floor unless necessary. • Staff meetings will occur virtually or in the Social Hall with 6 ft. distance maintained between staff members. |

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| Protective Equipment | <ul style="list-style-type: none"> • Ensure employees wear face coverings any time they are 6 ft. apart from one another, and at all times when interacting with children/campers, regardless of distance. • Provide employees with an acceptable face covering at no-cost to the employees and have an adequate supply of coverings in case of need for replacement. • Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) or surgical masks. • Clean, replace, and prohibit sharing of face coverings. Consult the CDC guidance for additional information on cloth face coverings and other types of personal protective equipment (PPE), as well as instructions on use and cleaning and disinfection. • Train employees on how to put on, take off, clean (as applicable), and discard PPE. • Limit the sharing of objects (e.g. electronic equipment, arts and crafts materials, touch screens) and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, require employees to wear gloves (trade-appropriate or medical); or, require employees and children/campers to practice hand hygiene before and after contact | <ul style="list-style-type: none"> • Staff will wear face coverings while interacting with children or other staff members, regardless of distance. • Children over the age of 2 are not required to wear face coverings while in the child care facility or in outdoor spaces exclusively used by the program. However, children over the age of two and medically able to tolerate a face-covering are encouraged to utilize a face covering to cover their nose and mouth except in situations where such a covering would present a challenge, distraction, or obstruction to the program. Children over the age of two are not required to wear face coverings when utilizing outdoor space that is exclusively the Synagogue’s property. Families should provide their own face coverings for their children. Any family unable to provide their own face covering should notify the Director who will provide disposable child-sized masks. • Disposable face masks will be provided to all employees at no cost. Stephen Wise will maintain adequate supply of face coverings, masks and other required personal protective equipment (PPE) should a worker need a replacement, or should a visitor be in need. • Acceptable face coverings shall include surgical masks and cloth masks. • Everyone is prohibited from sharing face coverings worn at the synagogue. Consult the CDC guidance for additional information on cloth face coverings: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-facecoverings.html |

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| | | <ul style="list-style-type: none"> • Instructions for staff training on how to don and doff the masks provided by Stephen Wise can be found at https://youtu.be/etZK-GrUYgM • Staff should consult CDC guidelines on how to properly don, doff, clean, disinfect (as applicable), and discard PPE. See: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-washcloth-face-coverings.html • All staff, consultants, members and visitors shall be required to wear face coverings in common areas at all times, including elevators, lobbies, restrooms, meeting rooms, classrooms, offices and in hallways. • No one will be allowed to clear the guard security entry without wearing a face mask. Visitors who arrive without a face mask may obtain one from the guard. • Teachers will be encouraged to have multiple changes of clothing on site and are required to change any contaminated clothing. • Children will have individual art supplies for use, whenever possible. If they must share supplies, they will perform hand hygiene before and after contact. • Disinfectants will be provided for the purpose of cleaning materials used by multiple staff members in between usage. |
| Program Activities | <ul style="list-style-type: none"> • For food services: <ul style="list-style-type: none"> • Serve individual portions to children/campers; • Keep stable groups of children/campers separated; • Stagger mealtimes to reduce occupancy/congregation; • Separate tables with seating at least 6 ft. apart from other tables, as feasible. | <ul style="list-style-type: none"> • Teachers will serve individual portions of snack to children. • Children will bring lunches from home and will eat in their classroom. • Teachers will maintain 6 feet of distance from children when eating or drinking. • Excursions away from the building will be minimized and none will occur that require transportation. |

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| | <ul style="list-style-type: none"> Discourage excursions away from programs (e.g. field trips). If transportation occurs, make all reasonable efforts to maintain stable groups of children in vehicles. If groups of children must be mixed within a vehicle, seating must be arranged to maximize distance between different groups of children/campers and employees. All individuals (driver, employees, and children) over age 2 and able to medically tolerate a face covering must wear face coverings. | |
| Hygiene, Cleaning & Disinfecting | <ul style="list-style-type: none"> Adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain logs on site that document date, time, and scope of cleaning and disinfection. Provide and maintain hand hygiene stations: handwashing with soap, running warm water, and disposable paper towels; alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not available/practical. Make hand sanitizer available throughout common areas on site. Employees/staff and children/campers must perform hand hygiene immediately upon entering the program. Require staff and children to practice hygiene in the following instances: <ul style="list-style-type: none"> Upon arrival to the first program activity; Between all program activities; After using the restroom; Before eating; and Before departing the last program activity. Provide appropriate cleaning/disinfection supplies for shared and frequently touched surfaces (e.g. door handles, multi-seat strollers, toys, art supplies, areas where children eat), and encourage employees to | <ul style="list-style-type: none"> Children are not allowed at this time to bring in toys from home. We will only use toys and materials that can easily and frequently be sanitized. Hand sanitizer has been placed in convenient locations throughout the building. Hand sanitizer will be available in teacher emergency bags. Signage is present near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands. Receptacles for disposal of soiled items, including PPE will be placed in convenient locations. Indoor common spaces will be sanitized in between usage by different classes. Families will be required to provide extra sets of clothing to be used in the event that their child becomes soiled. Children will be required to use hand sanitizer immediately upon entering the building, and once upstairs, will perform hand washing in bathrooms supervised by teachers. Children will be required to perform handwashing multiple times a day |

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| | <p>use these supplies before/after use of these surfaces, followed by hand hygiene.</p> <ul style="list-style-type: none"> Regularly clean and disinfect equipment and toys using the Department of Environmental Conservation’s (DEC) list of products identified by the Environmental Protection Agency (EPA) as effective against COVID-19. Limit children/campers from using toys that can’t be cleaned/sanitized (e.g. dress-up clothes, puppets). For programs with rest periods for children/campers, make individual clean bed coverings available for each child/camper, and do not allow bedding to be shared unless cleaned/disinfected. Take the following precautionary measures when taking care of young children: <ul style="list-style-type: none"> Frequent and thorough hand hygiene for both staff and children/campers. Whenever a child is soiled with secretions, change the child’s clothes and clean the child, as needed. When diapering/providing assistance with toileting, wear gloves, wash hands (staff and child), and follow cleaning and disinfection steps between each child. Refer to CDC guidelines for additional information. | <p>including, but not limited to, after using the restroom and/or diapering, before eating, and after use of a shared space in the facility.</p> <ul style="list-style-type: none"> Cleaning supplies will be provided so housekeeping staff, maintenance, and teachers can frequently disinfect toys and other materials throughout the day. Toys that cannot be easily sanitized daily will be put on a rotation so they remain unused for a week in between uses. We have removed soft toys and fabrics that are not easily cleaned from classrooms to the extent possible. |
| Communication | <ul style="list-style-type: none"> Affirm you have reviewed and understand the state issued industry guidelines, and that you will implement them. Train all employees/staff on applicable precautions/ policies in the State’s guidance either remotely or in person, using appropriate social distancing and requiring face coverings for all participants. Post signage inside and outside of the facility to remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols. | <ul style="list-style-type: none"> The ECC Director, has affirmed to New York State that the minimum mandatory guidelines set forth for Childcare and reproduced in the left column of this document have been reviewed and will be followed. The ECC Director affirms that she has read and understands the obligation to operate in accordance with the full guidelines for Childcare (in addition to the summary guidance listed in the left column here). Signage will be posted inside and outside of the synagogue to remind individuals to adhere to proper hygiene, social |

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| | <ul style="list-style-type: none"> Conspicuously post completed summary safety plans on site | <p>distancing rules, appropriate use of PPE, health screening, and cleaning and disinfecting protocols.</p> <ul style="list-style-type: none"> All personnel will be trained on the new protocols and frequent communications via email, texts, and other means will be employed to reinforce the safety guidelines. Stephen Wise ECC will use its customary communications platforms as a consistent means of providing updated information. The mandated protocols have been completed by the ECC as a requirement for reopening and this completed protocol plan is posted conspicuously on the third floor near the elevator. |
| Screening | <ul style="list-style-type: none"> Instruct staff to stay home if they are sick and remind parents/guardians to keep sick children/campers home. Implement mandatory health screening assessment (e.g. questionnaire, temperature check) for employees, visitors (e.g. contractors, vendors), and children/campers, either directly or through their parent/guardian. Screening must ask about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close or proximate contact with confirmed or suspected COVID-19 case in past 14 days. Responses must be reviewed and such review must be documented For children/campers arriving to a program via bus transportation and for employees who provide supervision on the bus, screening must be completed prior to boarding the bus, where feasible. In the event that a parent/guardian of a child/camper must be isolated because they have tested positive for, or exhibited symptoms of, COVID-19, the parent/ guardian | <ul style="list-style-type: none"> Staff and parents will be reminded often that anyone who is sick must remain at home. Everyone entering the synagogue building will now be required to undergo a more involved entrance procedure upon arrival. The large center doorway will be used for ECC children for drop off. Those waiting to enter must maintain the minimum 6 ft. distance from others while queuing. This additional entry procedure consists of completing a required health screening questionnaire via an app for every employee, and each parent must complete one for each of their children. The screening should be completed prior to coming to school so as to help prevent intermingling in close or proximate contact with each other prior to completion of the screening. The Director will also be performing visual health screenings along with temperature checks for every child as they enter the building. Stephen Wise ECC will immediately notify the New York City and New York State |

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| | <p>must be advised that they cannot enter the site for any reason, including picking up their child.</p> <ul style="list-style-type: none"> • If the parent/guardian – who is the a member of the same household as the child/camper – is exhibiting signs of COVID-19 or has been tested and is positive for the virus, utilize an emergency contact authorized by the parent to come pick up the child. As a “close contact,” the child/camper must not return to the child care or day camp for the duration of the quarantine. • If the parent/guardian– who is the a member of the same household as the child/camper – is being quarantined as a precautionary measure, without symptoms or a positive test, staff should walk out or deliver the child/camper to the parent/guardian at the boundary of, or outside, the premises. As a “contact of a contact” the child/camper may return to the child care or day camp during the duration of the quarantine. • If a child/camper or their household member becomes symptomatic for COVID-19 and/or tests positive, the child must quarantine and may not return or attend the child care or day camp program until after quarantine is complete. Immediately notify the state and local health department about any positive test result by an employee or child/camper at their site. | <p>Health Departments of any confirmed positive cases and provide the individual with information on healthcare and testing resources.</p> |