

Warren County Head Start, Inc.

*Operational Procedures During
COVID-19 Pandemic*



March 3, 2022

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Introduction

Warren County Head Start would like to make you aware of the various changes in our protocols and procedures. These changes have been made in direct response to the COVID-19 virus outbreak across NY State and have been adopted to ensure the health and wellbeing of the children, families, and staff of Warren County Head Start. We understand these changes may be confusing or difficult for families, and especially for children, to adjust to, but please know that Warren County Head Start is here to support you. Our goal is to work together to ensure you feel safe and secure so we can all navigate the challenges that may arise.

Our Head Start and Early Head Start classrooms and Home Based Programs will be fully enrolled, Monday through Friday. Virtual services will not be provided unless it is determined by the Executive Director that the virtual service is needed.

To ensure smooth and efficient drop-off and pick-up of children, and more importantly their safety and the safety of our staff, please read and adhere to the following steps:

<u>Arrival/Drop off Procedures</u>	<u>End of Day/Pick up Procedures</u>
<p><u>SUNY Adirondack/QBY:</u> Children will arrive to the center according to their class schedule.</p> <p><u>All Other Centers:</u> Children will arrive at their designated time. Any child who is more than 15 minutes late must contact their Family Services Worker prior to coming to the center to arrange for a different drop-off location/time.</p>	<p><u>SUNY Adirondack/QBY:</u> Children need to be picked up according to their class schedule.</p> <p><u>All Other Centers:</u> Children need to be picked up at their designated time. If a parent/guardian is early or late picking up, they must contact the Family Services Worker to arrange a different pick up location/time.</p>
<p>A letter will be provided to each Warren County Head Start family indicating phone numbers to call and drop off/pick up times.</p>	<p>A letter will be provided to each Warren County Head Start family indicating phone numbers to call and drop off/pick up times.</p>

For the safety of all children, families, and staff, please plan to adhere to assigned times and areas for drop off and pick up.

Please understand at this time Warren County Head Start will be limiting access to the centers to staff, children, and **essential visitors** only. Essential visitors include therapists and vendor deliveries.

Thank you so much for your continued support and help as we navigate through this process.

Drop-off/Pick-up

Drop Off/Pick Up Times – Glens Falls Center					
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Yellow	Blue	Green	Red	Orange	Gold
8:00 – 2:00	8:00-2:00	8:30-2:30	8:30-2:30	9:00 – 3:00	9:00-3:00

Drop Off/Pick Up Times – Queensbury Center	
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Queensbury 2	Queensbury 1
8:00-2:00	8:15-2:15

Drop Off/Pick Up Times – Warrensburg Center 8:15-2:15

Drop Off/Pick Up Times – Chestertown Center 8:00-2:00

Drop Off/Pick Up Times – Lake Luzerne Center 8:00-2:00

Drop-off/Pick-up: Masks must be worn by all adults and children ages 2 and up, regardless of vaccination status unless there is medical documentation stating otherwise. Staff cannot assist you or your child if you are not wearing a mask. **If you or your child need a mask, please let your Family Services Worker know and one will be provided.**

- Entrance to the Glens Falls Center will be through the front door. Entrance to the Queensbury Center will be the side door by the Head Start classrooms. The entrances to the SUNY Adirondack Child Care Center will be on either end of the building. The Lake Luzerne and Chestertown Centers’ entrances will be the main doors of the school. The Warrensburg Center entrance will be the right side of the building facing the main entrance. Only one child and one parent/guardian will be allowed in the front foyer at a time during drop-off/pick-up. If you have more than one child enrolled in the program and they are in the same classroom you will need to speak with your Family Services Worker prior to the first day of school. If you are waiting to come in the building, you must maintain 6 feet social distancing. If staff are not present in the foyer at the time you are dropping off or picking up there will be a sign on the door with the phone number you need to call.
- Once you enter the foyer you and your child, if 2 years of age or older, must sanitize your hands utilizing the hand sanitizing station.
- To have your child come into the classroom or to complete a home visit, staff will ask a series of health questions and will review emergency contact information to ensure the information is up to date. For Center Based, on a daily basis, at drop-off time an emergency contact person must be designated from the emergency contact list on file. **Please make sure the person you designate for the day is aware and is available if we need to contact them.** If you wish to add an emergency contact to the list, a written statement must be provided to the staff before the person can be added.

- Staff will take your child’s temperature
- Staff will determine if your child can attend. Children may attend if:
 - Temperature is less than 100.0 °F
 - Absence of all the following signs/symptoms:
 - Cough
 - Sore throat
 - Shortness of breath
 - Vomiting
 - Chills
 - Headache
 - Muscle Pain
 - Loss of taste and/or smell
 - Diarrhea
 - Nasal congestion
 - Runny nose

If any of the above signs/symptoms are present, you may be required to contact your child’s pediatrician. A note from your pediatrician will be needed in order for your child to return to school. If you choose to not contact your child’s pediatrician, your child will not be able to return to school nor have their home visit for 10 days and must be sign, symptom and fever free, upon return. If your child has an underlying condition that causes one of the above symptoms and we have documentation from your child’s pediatrician, the Health/Nutrition Advocate or the Executive Director will determine whether or not your child can stay in school.

- If your child can attend, staff will escort your child to their classroom or the Home Based Visitor will hold the home visit. Once in the classroom your child will wash their hands with soap and water for at least 20 seconds and receive a health check. Staff will contact the parent/guardian with any questions or concerns resulting from the health check performed in the classroom.

Items Needed:			
-Bin/Roll-cart	-Headsets	-Green Binder	-Forms
-Garbage	-Scanner	-Paper/Pen	-Mask
-Wipes/alcohol wipes	-Thermometers	-iPad	

COVID-19
Drop-off/Pick-up
(Staff Copy)

Drop Off/Pick Up Times – Glens Falls Center					
Yellow	Blue	Green	Red	Orange	Gold
8:00 – 2:00	8:00-2:00	8:30-2:30	8:30-2:30	9:00 – 3:00	9:00-3:00

Drop Off/Pick Up Times – Queensbury Center	
Queensbury 2	Queensbury 1
8:00-2:00	8:15-2:15

Drop Off/Pick Up Times – Warrensburg Center 8:15-2:15

Drop Off/Pick Up Times – Chestertown Center 8:00-2:00

Drop Off/Pick Up Times – Lake Luzerne Center 8:00-2:00

Staff assigned to drop-off areas and Home Based Visitors are responsible for:

- Obtain child’s temperature
- Asks health questions and documents signs & symptoms, temps (pass/fail), and for Center Based, Emergency Contact
- Parent will sign in/out their child for Center Based
- Transports children to classroom or hold home visit

- Only one child and one parent/guardian are permitted during drop-off/pick-up time. If no one is present, they will call the phone number posted on the door.
- Masks must be worn by all adults and children ages 2 and up, regardless of vaccination status unless medical documentation states otherwise. Staff cannot assist anyone not wearing a mask. The only exception is when providing a mask to the individuals. **If masks are needed, they must contact a Family Services Worker/Classroom staff so one can be provided.**
- Parent/Guardian and child, if 2 years of age or older, must utilize hand sanitizer upon arrival to the Center. Use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Staff will ask parent/guardian a series of health questions and for Center Based will review emergency contact information to ensure the information is up to date. On a daily basis, at drop-off time an emergency contact person must be designated from the emergency contact list on file. This person will be noted on the DOPU form. If the parent/guardian wants to add an emergency contact to the list, a written statement must be provided and then given to the Family Services Worker to enter into COPA.

- Staff will obtain the child’s temperature and document a pass/fail result on the DOPU form. Thermometers must be wiped with an alcohol swab after each child. The same alcohol swab may be used as long as it remains wet. Gloves do not have to be changed between each child as long as contact has not been made.
- Staff will determine if child can attend. Determination is based on:
 - Temperature is less than 100.0 °F
 - Absence of all the following signs/symptoms (s/s):
 - Cough
 - Sore throat
 - Shortness of breath
 - Vomiting
 - Chills
 - Headache
 - Muscle Pain
 - Loss of taste and/or smell
 - Diarrhea
 - Nasal congestion
 - Runny nose

If a child has a fever of 100.0 or greater the child must go home and cannot return until fever free for 24 hours without the use of a fever reducers. The child must also be free of any other s/s before returning to school.

- If the child can attend- the child will be assisted to their classroom or the Home Based Visitor will hold the home visit.
- For Center Based, a staff member from the child’s classroom will escort the child to their classroom. This staff member must wear a face mask and must wash hands when they return to the classroom. Once in the classroom the child will wash their hands for at least 20 seconds and receive a health check. Staff will contact the parent/guardian with any questions or concerns resulting from the health check performed in the classroom.

Infectious Disease Control Policy

(Please note that this is a general Infectious Disease Control Policy that is applicable to disease in general. Please see the remaining document for COVID-19 specific protocols and policies that may vary slightly from this policy.)

INFECTIOUS DISEASE CONTROL POLICY

Warren County Head Start, Inc. will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Warren County Head Start during any such time period to strive to operate effectively and ensure that all essential services are continuously provided, and that employees and children are safe. Warren County Head Start is committed to providing authoritative information about the nature and spread of infectious diseases, including

symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace

Warren County Head Start will continue to ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles, scanners, time clocks, water coolers, railings, etc. Cleaning Logs will be completed daily.

Warren County Head Start asks all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious: frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets.

Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to the Executive Director for consideration.

Staying Home When Ill

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Examples include fever, cough, sore throat, runny nose, nasal congestion, muscle pain, headache, shortness of breath, vomiting, lost of taste and/or smell, and/or diarrhea. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines. **(Please see separate guidance for COVID-19 for “remain at home” protocols in the Exclusion and Readmittance of Staff and Children for Potential or Confirmed COVID-19 Illness or Exposure section of this manual.)**

Call-Out Procedure

Employees who are calling out of work due to employee and/or family illness must call the Executive Director between 6:00am and 7:00am of the workday. Employees calling out of work for personal reasons must call the Education Coordinator between 6:00am and 7:00am of the workday. This includes calling because you are going to be late. This includes coming in late. The Executive Director or Education Coordinator will contact the Center Director to let them know of any call outs for their center. If a staff member shows any signs and/or symptoms during the workday, they MUST call the Health/Nutrition Advocate. If the Health/Nutrition Advocate or the Education Coordinator are not available, the employee MUST call the Executive Director.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, Warren County Head Start would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, WARREN COUNTY HEAD START COVID19 Protocols

Warren County Head Start expects and appreciates your cooperation, if and when medical information is sought.

Confidentiality of Medical Information

Warren County Head Start policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is limited to supervisors, managers, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines for Infectious Disease Outbreaks

In the event of an infectious disease outbreak, Warren County Head Start may implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday

Employees MUST:

- Staff retrieving interoffice mail and/or supplies from the Glens Falls Center are permitted to do so without completing the Staff Arrival Health form, **unless** you are starting your day at the Glens Falls Center or you will be there for longer than 15 minutes.
- Static groups are now defined as the staff who work with in your Center or Home Based Office. For example, all classrooms, office staff and kitchen staff in the Glens Falls Center are considered one static group. Some examples of what this can look like are the following:
 - In person CTM's or other meetings
 - More than 1 or 2 people in a lounge
 - Classroom staff working with other classroom staff in the same Center
- Masking Update: If children and/or families are not in the building, masks are not required for fully vaccinated staff. Any staff that still want to wear a mask during these times absolutely can. Harassment and/or bullying of anyone who continues to choose to wear a mask will not be tolerated. More specific information around mask update on page 13.

Arrival Screening of Staff, Children, and Essential Visitors

Warren County Head Start Practice/Protocol:

All staff must be trained on proper use of personal protective equipment (PPE). See "Additional Resources" below for guidance.

First, ensure that the center or office is stocked at all times with the following:

- No-contact thermometers
- Alcohol pads
- Hand sanitizer
- Disposable face masks
- Trash cans

Anyone with a fever of 100.0°F (37.8°C) or above or who exhibits other signs of illness will not be admitted to the center or office or engage in a Home Based visit or home visit of any kind. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Staff are required to do the same. Screen children, staff, and essential visitors for illness prior to entering the building or home by doing the following **(Please see the associated checklists that must be completed for all staff, children and essential volunteers upon arrival and re-entrance to the Center or office)**. Health Screening Attestation forms are on file for all staff and essential visitors. This will allow all staff and essential visitors to take their temperature, monitor and report signs/symptoms (s/s) of illness prior to coming to a Center or office. If the employee has s/s of COVID or illness they must contact the Health/Nutrition Advocate or Executive Director immediately, depending on time of the day.

- [Staff Arrival Health Screening Form](#)
- [Children Arrival Health Screening Form](#)
- [Visitor Arrival Health Screening Form](#)

- All staff, upon arrival will wash their hands and put on a face mask.
- Parent/Guardian and child, must utilize hand sanitizer upon arrival. Use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Make a visual inspection of the child, staff, or essential visitor for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child, staff or essential visitor is not experiencing coughing or shortness of breath.
- Ask the parent, staff person, or essential visitor if they/their child are experiencing any of the following symptoms: fever, cough, shortness of breath, loss of taste or smell, sore throat, chills, headache, muscle pain, vomiting, diarrhea, nasal congestion and/or runny nose.
- Take the individual's temperature, using a non-contact thermometer provided.
 - When using the non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.
- **Anyone with a fever of 100.0° (37.8°C) or above or who has other signs of illness will not be admitted to the center.**
- If staff are permitted to enter, they MUST utilize hand sanitizer, put on their mask and move to their designated work area.
- After all screenings are complete, wash your hands with soap and water.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
- If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.
- Staff involved in Home Based visits or home visits of any kind will verbally screen parents and children by asking the COVID related questions from the Home Based Arrival Health Screening Form. If any symptoms are reported or observed, or they indicate that other household members are exhibiting them, the visit will be rescheduled as a virtual visit.

Additional Monitoring of children:

Midday temperature checks will be performed on all center-based children. Midday temperature checks are to be conducted at lunch time and documented on the temperature form. Actual temperature readings are not recorded, only the action of performing the temperature check with a pass or fail.

Additional Resources:

[Information on applying and removing personal protective equipment \(PPE\) in the proper order.](#)

Cleaning, Disinfecting, and Sanitizing

Source Guidance:

The Centers for Disease Control (CDC) Guidance for Child Care Programs; New York State Office of Child and Family Services

Warren County Head Start Practice/Protocol:

All Warren County Head Start policies, procedures, and schedules regarding cleaning, sanitizing, and disinfecting remain in effect. Additionally, staff will:

- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This also includes cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, tables, chairs, cubbies, scanners, door buzzers and playground structures. Use the cleaners typically used at your facility. Guidance is available for the selection of appropriate [sanitizers or disinfectants](#) for child care settings.
- Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#). If surfaces are dirty, they must be cleaned according to Warren County Head Start policy and procedure. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- If possible, use EPA-registered disposable wipes to wipe down commonly used surfaces such as keyboards, desks, and door buzzers before use.
- All cleaning materials must be kept secure and out of reach of children.
- Staff must ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
- Light 'N Easy steam mops have been provided to all centers with carpets/carpeted flooring. All carpets must be steamed at the end of each day that children are present.

Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized are not to be used.

- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions must be set in the yuck buckets immediately until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys will be used by one individual at a time or will not be used at all. These toys must be laundered before being used by another child.
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a yuck buckets. Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- Materials that have been used in family homes for Home Based visiting will be returned to the Home Based office in a plastic bag and will be properly cleaned and sanitized. Materials that are unable to be cleaned and sanitized will not be used.

Clean and Disinfect Bedding

Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats will be labeled for each child. Bedding that touches a child's skin will be cleaned weekly or before use by another child.

Clothing Smock Use and Cleaning

- Each staff member will be provided Warren County Head Start smocks, if requested as well as a cloth mask and disposable masks. Smocks may be worn but are not required at the following times: anytime staff are changing diapers, during the screening process, while feeding/holding infants, during drop off and pick up, during a Home Based visit or home visit of any kind, and in other instances that involve close contact with the children. In the event smocks and/or masks become visibly soiled, they must be removed/replaced, and laundered.
- Smocks and cloth masks must be laundered between each use and this may be done in a sink using soap and water.

Disposable Masks and Gloves

Source Guidance: The Centers for Disease Control and Prevention (CDC), Office of Children and Families (OCFS)

Warren County Head Start Practice/Protocol: To protect Warren County Head Start children, families, and staff as well as the Warren County Head Start community, the Agency will supply all who enter any Warren County Head Start center and/or office with a face mask.

- **Gloves:** All Warren County Head Start employees must adhere to regulations outlined by governing agencies as well as the procedures set forth by Warren County Head Start regarding glove usage. Warren County Head Start staff will have gloves available to them throughout the day. Follow the guidance below to take gloves off safely.



- **Disposal:** Trash bins for glove disposal are available throughout the centers, in offices and at main entrances where applicable.

Masks: All Warren County Head Start staff will be provided with both disposable and non-disposable masks. All others will be provided with disposable masks **only**. Masks must be worn by all staff and essential visitors at all times when children are present, regardless of vaccination status, unless they are outside or eating or drinking, as well as during the following times:

All unvaccinated staff **MUST** wear a face mask at all times. All fully vaccinated staff **MUST** wear a face mask when around a child, children, in a parent/guardian’s home, when preparing food and when in the hallway when a child or children are in the building.

- Masks are not required when outside, except when going for a walk with the children or during activities that involve sustained close contact with other people.
- Staff that go on the playground that do not receive a lunch break, may have two 10 minute face mask breaks. If the staff member goes on the playground in the morning for 10 minutes or more, the staff member will not receive a morning face mask break. The staff member’s face mask breaks will be midday and in the afternoon. If the staff member

goes on the playground in the afternoon for 10 minutes or more, the staff member will not receive an afternoon face mask break. The staff member's face mask breaks will be in the morning and midday. Staff that go on the playground and receive a lunch break, may have one 10 minute face mask break. If the staff member goes on the playground in the morning for 10 minutes or more, the staff member will not receive a morning face mask break. The staff member's face mask break will be in the afternoon. If the staff member goes on the playground in the afternoon for 10 minutes or more, the staff member will not receive an afternoon face mask break. The staff member's face mask break will be in the morning. Any exceptions to this MUST be approved by the Executive Director.

- Staff members that do NOT go on the playground and do not receive a lunch break, may have three 10 minute breaks, one in the morning, one midday and one in the afternoon. Staff members that do NOT go on the playground and receive a lunch break, may have two 10 minute breaks, one in the morning and one in the afternoon. Staff members that work 4 hours or less will receive one 10 minute face mask break. Any exceptions to this MUST be approved by the Executive Director.
- Mask breaks are not considered time away from work. Mask breaks must be utilized to complete work such as anecdotes, checking email, documentation in COPA, posting on your class facebook page...
- Staff who are able to take their face mask off throughout the day while they work, do not receive mask breaks.
- Follow the guidance below to wear masks safely. All children ages 2 and up must wear a mask.

WEAR MASK PROPERLY



1. Keep face dry and perform hand hygiene before putting on a mask, take a mask out.



2. Position the elastic bands around both ears.



3. Extend the mask to fully cover mouth, nose and chin, make sure there are no gaps between your face and the mask.



4. Mould the metallic strip over nose bridge.

- **Disposal:** Trash bins for mask disposal are available throughout the centers, in offices and at main entrances where applicable.

Additional Resources: CDC, OCFS

<https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>

<https://ocfs.ny.gov/main/news/covid-19/guidance.php>

Modification of Classroom Environments and Practices to Promote Physical Distancing

Source Guidance:

The Centers for Disease Control; The Office of Head Start; The Child and Adult Care Food Program

Warren County Head Start, Inc. Practice/Protocol:

Hygiene Practices

- Toothbrushing will occur in all classrooms. Oral Health Observations will also occur 3 times per year.
- Strict hand hygiene must be practiced at all times, in accordance with existing agency policies.
- Alcohol-based hand sanitizer must be used on children ages 2 and up, ONLY when regular handwashing is not available. Child use of hand sanitizer must be supervised at all times, and hand sanitizer must be kept out of the reach of children.
- Staff must execute strict cleaning/disinfecting practices and schedules, in accordance with our agency's policy and the "Cleaning, Disinfecting, and Sanitizing" procedure located within this guidance document.

Mealtimes/Nutrition Activities

- No sharing of food items is permitted.
- Children and staff are to be seated at least 6 feet apart during mealtimes (or as far apart as is possible, given space restrictions).
- All meals and snacks must be consumed in individual classrooms or in approved spaces where picnic style dining can take place outside. There will be no eating in cafeterias or other shared meal spaces.
- Nutrition activities will be planned twice a month.
- See "Food Preparation and Meal Service" in this guidance document for more information.
- For breastfeeding infants at the SUNY Adirondack Center, breastfeeding mothers will be escorted to a secluded breastfeeding area located in the lounge after they have received their COVID screening and temperature check by SUNY staff. A classroom staff member will bring the child to the secluded area. The staff member responsible for the delivery and retrieval of the child must wear a face mask. The mother will notify the

SUNY Center Director or SUNY Family Worker via phone when feeding has been completed. A classroom staff member will then retrieve the child from the mother and bring the child back to the classroom. The breastfeeding area must then be sanitized, and documentation of the sanitation must be completed on the cleaning log. It is the SUNY Center Director's responsibility to assign a staff member to the sanitation of this area.

Learning Activities

- Children each have their dedicated boxes with a cover (writing utensils, scissors, art supplies, etc.), whenever possible.
- Circle time and other activities requiring children to remain sedentary will be limited in length.
- Children have dedicated seating spaces for various activities such as meals, art, table work, circle time.
- Activities that prevent physical distancing will be avoided, such as: games that involve waiting in line, physical contact games (such as tag).
 - Sensory play can be provided for 2 children at a time and place each child at opposite ends of the sensory table.
 - Dress-up can be made available throughout the day (must be cleaned prior to next use) or children can design and make their own dress up with individual art supplies provided to them.
- Classroom schedules will be modified to encourage more outdoor play time, where possible.

Child Therapies and Special Education Times

- Child therapies and special education contacts will be provided in the classroom when required. A space in the classroom will be utilized and needs to be thoroughly cleaned and disinfected before and after each use. When a child is pulled out of the classroom for therapy, the therapist will use the available sanitizing kit to clean the therapy space before and after each use. Upon return to the classroom the child will be asked to wash their hands. The sign in/out sheet for the child will hang on the wall outside the classroom door so that the therapist can sign the child in/out.
- All essential visitors (therapists, special education teachers) will be apprised of agency policies and procedures related to COVID-19 operations, prior to entering the building.
- All therapists will be required to wear a face mask at all times.

Infant and Toddler Care

- When diapering, staff must wear gloves and a face mask
- It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Staff can protect themselves by wearing a Warren County Head Start -provided smock, and by wearing long hair up off the collar in a ponytail or other updo.
- Staff are to wash their hands, neck, and anywhere touched by a child's secretions.
- Staff will change the child's clothes if secretions are on the child's clothes.
- Staff will change their smock, if there are secretions on it, and wash their hands again.
- Contaminated clothes are to be placed in a plastic bag or washed in a washing machine.

- Infants, toddlers, and their caregivers should have multiple changes of clothes on hand in the center.
- Staff must wash their hands before and after handling infant bottles prepared in the facility, or breastmilk materials and supplies sent from home. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding are to be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.
- When caring for an infant or toddler, staff may wear full PPE, but this is not required.

Food Preparation and Meal Service

Source Guidance:

- The Centers for Disease Control (CDC) Guidance for Child Care Programs; New York State Office of Child and Family Services (NYS OCFS); The Child and Adult Care Food Program (CACFP)

Warren County Head Start Practice/Protocol:

- All meals will be served in individual classrooms or as a planned and approved picnic-style meal outside the facility.
- The children will eat family style and will serve themselves.
- Staff will keep their face mask on during meal time and will NOT eat with the children. The children are the only people allowed to take their face mask off during meal time.
- Milk may be purchased in individual serving units, to eliminate sharing of milk pitchers/pouring tools. Straws may be used in Head Start classrooms.
- Food preparation will not be done by the same staff who diaper children.
- Sinks used for food preparation will not be used for any other purposes.
- Staff will ensure children wash hands **prior to and immediately** after eating.
- Staff will wash their hands before preparing food and after helping children to eat.
- Physical distancing will be practiced during mealtimes, between staff and children, to the extent possible.

Additional Resources:

[Caring for Children while Social Distancing-a CACFP on-demand webinar](#)

Exclusion and Readmittance of Staff and Children for Potential or Confirmed COVID-19 Illness or Exposure

Source Guidance:

The Centers for Disease Control

Warren County Head Start Practice/Protocol:

Any child, staff, or essential visitor exhibiting fever of 100.0⁰ (37.8⁰C) and/or cough, muscle pain, loss of taste or smell, sore throat, shortness of breath, vomiting, chills, headache, diarrhea, nasal congestion, runny nose, come into contact with a confirmed positive COVID-19 test, and/or a confirmed positive COVID-19 test will not be permitted to enter any Warren County Head Start Center/office. Should a staff member become ill while at work, they will immediately

contact the Health/Nutrition Advocate for direction. Should a child become ill at the Center, the parent/guardian would be notified immediately to come pick up their child. Should a child become ill during a home visit, the staff member will end the visit immediately and leave the home.

- Quarantine is for someone who has had close contact with someone who tested positive for COVID-19 but who does not have any symptoms of COVID-19 and has not tested positive for COVID-19 in the last 90 days:
 - Unvaccinated children and adults will quarantine for 5 days. They may return to school on day 6 if they can wear a well-fitted mask.
 - Staff and children that have not received all recommended doses of the vaccine, including boosters if eligible, will quarantine for 5 days. They may return to school on day 6 if they can wear a well-fitted mask.
- Isolation is for individuals who have been infected with COVID-19, even if they don't have symptoms. Isolation is also for people suspected of having COVID-19 because of the symptoms they exhibit.
 - Children who test positive for COVID-19 must isolate for 10 days. They will return on day 11, if symptoms are improving and fever free for 24 hours without a fever reducer.
 - Staff who test positive for COVID-19 must isolate for 5 days. They will return on day 6, if symptoms are improving and fever free for 24 hours without a fever reducer. Days 6-10 the staff member must consistently wear a well-fitted mask.
- If a child exhibits any signs, symptoms or fever they will be required to contact their doctor. Medical documentation (ie Doctor's note, PCR result, quarantine letter, isolation letter...) is required before the child can return to the Center or have a Home Visit, or 10 full days from the start of signs, symptoms or fever.
- If a staff member exhibits any signs, symptoms or fever they may be required to contact their doctor.

Home tests will not be accepted for staff. Home tests will be accepted for children if they test positive and they then must follow the above isolation guidance. If a child has any signs, symptoms or fever and tests negative on a home test, medical documentation is required before they can return to the Center or have a home visit or 10 full days from the start of signs, symptoms or fever.

Determination of Center/Office Closure in the Event of COVID-19 Recurrence

Source Guidance:

NYS Department of Health, The Centers for Disease Control

WARREN COUNTY HEAD START Practice/Protocol:

The Warren County Head Start Management Team will monitor the situation continuously, to maintain the health and safety of staff, children, families, and the larger community. If the need to close Warren County Head Start centers and offices arises, the Executive Director will communicate the decision to close to the Warren County Head Start Board of Directors, Policy Council, Office of Head Start, and the Office of Children and Family Services, based on guidance from the local Department of Health and/or other regulatory authority, such as state and federal government. Communication will occur within 48 hours of closure. In the event of closure, Warren County Head Start will convert to its virtual service delivery model, to continue to provide high-quality, comprehensive services to children and families.

Additional Resources:

[Interim Guidance for Administrators of US K-12 Schools and Child Care Programs](#) (see section entitled “When a confirmed case has entered a school, regardless of community transmission”)



WARREN COUNTY HEAD START Center/Classroom _____

Child Arrival Health Screening Form (DOPU)

Date: _____

Child Name & Designated Emergency Contact (DEC)	Are you currently under a quarantine or isolation order?	Does the child have any of the following? If so, deny entry Cough, shortness of breath, fever, vomiting, chills, diarrhea, headache, sore throat, muscle pain, loss of taste and/or smell, nasal congestion, runny nose...	Take child's temperature. If below 100.0° check pass. If 100.0° or above, check fail and deny entry.	Check "Yes" to verify that entering children have applied a mask and used hand sanitizer.	For children who have been denied entry due to fever/symptoms, has this information been reported to HNA and CD?
Child: DEC:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
Child: DEC:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
Child: DEC:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
Child: DEC:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
Child: DEC:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
Child: DEC:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
Child: DEC:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
Child: DEC:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
Child: DEC:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
Child: DEC:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
Child: DEC:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
Child: DEC:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
Child: DEC:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
Child: DEC:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>

Signature of Screening Staff: _____



WARREN COUNTY HEAD START Center/Classroom: _____

Essential Visitor Arrival Health Screening Form

Date: _____

Visitor Name Phone Number Reason for Visit	Attestation Form On File	Time In Time Out	Are you currently under a quarantine or isolation order?	Does the visitor have any of the following? If so, deny entry Cough, shortness of breath, fever, vomiting, chills, diarrhea, headache, sore throat, muscle pain, loss of taste and/or smell, nasal congestion, runny nose...	Temperature: If below 100.0° check pass. If 100.0° or above, check fail and deny entry	Check "Yes" to verify that entering visitors have used hand sanitizer, and applied a face mask
Name: Phone: Reason:	<input type="checkbox"/>	Time In: Time Out:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>
Name: Phone: Reason:	<input type="checkbox"/>	Time In: Time Out:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>
Name: Phone: Reason:	<input type="checkbox"/>	Time In: Time Out:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>
Name: Phone: Reason:	<input type="checkbox"/>	Time In: Time Out:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>
Name: Phone: Reason:	<input type="checkbox"/>	Time In: Time Out:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>
Name: Phone: Reason:	<input type="checkbox"/>	Time In: Time Out:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>
Name: Phone: Reason:	<input type="checkbox"/>	Time In: Time Out:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>
Name: Phone: Reason:	<input type="checkbox"/>	Time In: Time Out:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>
Name: Phone: Reason:	<input type="checkbox"/>	Time In: Time Out:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>
Name: Phone: Reason:	<input type="checkbox"/>	Time In: Time Out:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>
Name: Phone: Reason:	<input type="checkbox"/>	Time In: Time Out:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>
Name: Phone: Reason:	<input type="checkbox"/>	Time In: Time Out:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>
Name: Phone: Reason:	<input type="checkbox"/>	Time In: Time Out:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>
Name: Phone: Reason:	<input type="checkbox"/>	Time In: Time Out:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Yes <input type="checkbox"/>

Signature of Screening Staff: _____



WARREN COUNTY HEAD START Center/Classroom _____

Home Based Child Arrival Health Screening Form

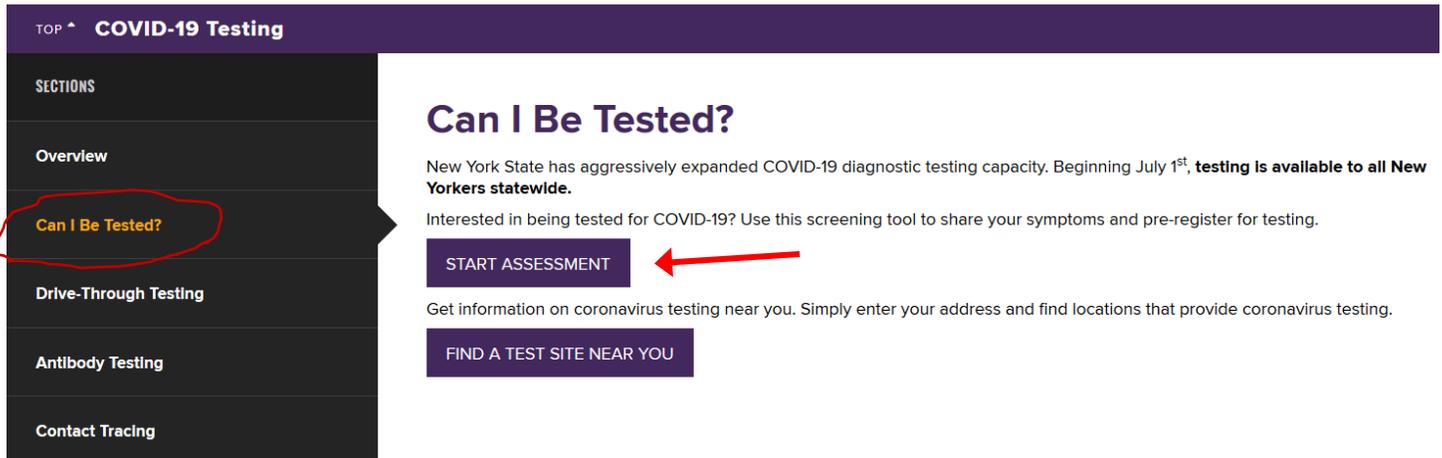
Date: _____

Child Name & Designated Emergency Contact (DEC)	Are you currently under a quarantine or isolation order?	Does the child or anyone in the household had or have any of the following? If so, deny entry Cough, shortness of breath, fever, vomiting, chills, diarrhea, headache, sore throat, muscle pain, loss of taste and/or smell, nasal congestion, runny nose...	Take child's temperature. If below 100.0° check pass. If 100.0° or above, check fail and deny entry.	For children who have been denied home visit due to fever/symptoms, has this information been reported to HNA or ED?
Child:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
DEC:				
Child:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
DEC:				
Child:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
DEC:				
Child:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
DEC:				
Child:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
DEC:				
Child:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
DEC:				
Child:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	NA <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>
DEC:				
Child:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
DEC:				
Child:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
DEC:				
Child:	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	NA <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
DEC:				

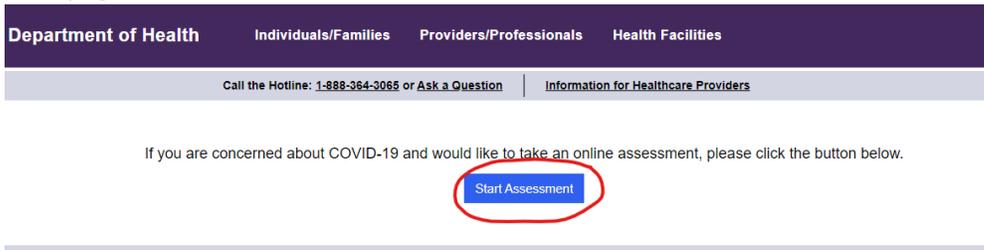
Signature of Screening Staff: _____

COVID-19 – Employee Testing Guidance

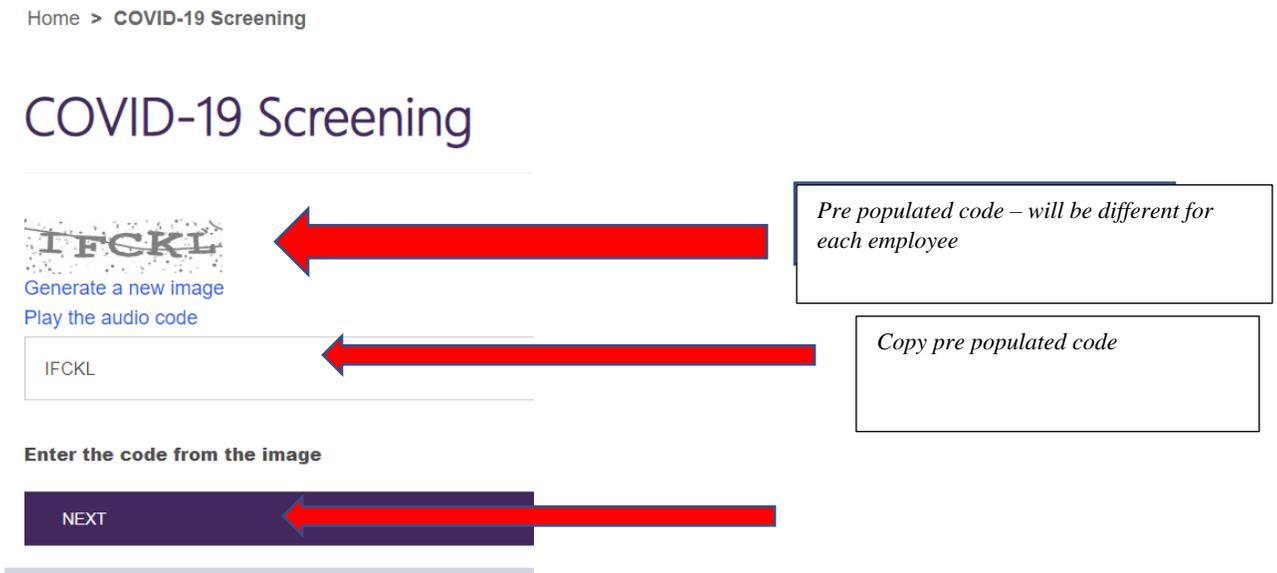
- I. Go to <https://coronavirus.health.ny.gov/covid-19-testing> (the testing results are only seen by the NYS Dept. of Health)
 - a. Select Can I Be Tested – left side of web page



- b. Next page



- c. Verification Page



II. Begin Assessment

- a. Symptoms - If you have No Symptoms select “None of the Above” then “Next”

COVID-19 Screening

Do you have any of these symptoms? Please select all that apply.

- Fever greater than 100 degrees
- Dry Cough
- Shortness of Breath
- Sore Throat
- Runny Nose
- None of the above

Other

NEXT

- b. Work – Essential Employee accurate answer for WARREN COUNTY HEAD START Employees

COVID-19 Screening

Do you work as a...?

First Responder *

No Yes

Healthcare Worker *

No Yes

Nursing Home Employee *

No Yes

Essential employee with direct contact with the public while working *

No Yes

PREVIOUS

NEXT

c. Contact with COVID – 19; answer to the best of your knowledge

Home > COVID-19 Screening

COVID-19 Screening

Have you been in close contact (within 6 feet) with someone who is diagnosed with COVID-19? *

No Yes

PREVIOUS

NEXT

d. Travel / Health; answer to the best of your knowledge

Travel History

Have you traveled internationally in the last 14 days?

No Yes

Do you have any of the pre-existing conditions?

Cancer

No Yes

Cardiovascular Disease (Heart)

No Yes

Chronic Kidney Disease

No Yes

Chronic Obstructive Pulmonary Disease

No Yes

Diabetes

No Yes

Other Underlying Illnesses

If you are over 70 years of age, you would indicate this here

- e. Contact information – All fields need to be complete to submit
COVID-19 Screening

Contact Information

Last Name *	Permanent Address *	Facility of Residence	<div style="border: 1px solid black; padding: 5px;"> <i>Juvenile Setting Selection</i> </div>
First Name *	City *	Home Phone (10 Digits Numeric)	
Middle Name	State *	Mobile Phone (10 Digits Numeric)	

f.

Date of Birth (MM/DD/YYYY) *	ZIP Code *	Email Address
Gender *	County *	New York State Employee? <input checked="" type="radio"/> No <input type="radio"/> Yes
Race *	Occupation *	State Agency
Ethnicity *	Other Occupation Details	

WARREN COUNTY HEAD START – Head Start Child Care Facilities

Can you arrive by vehicle? *

Do you agree to receive and respond to messages from the NYS Department of Health related to your COVID-19 testing?

Please select an option *

YES

Contact Preference

PREVIOUS
SUBMIT

"Submit"

COVID-19 Screening

Thank you for submitting this information. We may be in contact in the future about setting up an appointment. If your symptoms or health condition changes, please call your doctor or connect with a healthcare professional and come back to this page to submit your new symptom information.

- III. Once you have submitted your assessment and your contact information, you should hear from your local Department of Health regarding testing.
- a. If you do not hear back or would like to follow up, below are the numbers for local NYS Departments of Health
 - i. Saratoga County (518) 584-7460
 - ii. Washington County (518) 746-2400
 - iii. Warren County (518) 761-6580

EAP- Employee Assistance Program

Employees needing assistance with personal challenges, stressors, concerns, etc... related to COVID or non-COVID matters may contact the following agency at no cost to the employee.

EAP

559 Glen Street

Glens Falls, NY 12801

(518) 793-9768 or 1-800-734-6072

NYS COVID-19 Emotional Support Helpline

If you are experiencing anxiety due to the coronavirus emergency, you may call the NYS Emotional Support Helpline at 1-844-863-9314. This Helpline provides free and confidential support if you are experiencing anxiety related to COVID-19. The Helpline is staffed by volunteers, including mental health professionals, who have received training in crisis counseling.

COVID-19 Q&A

1. Milk for students? Breakfast and lunch preschool children will receive individual milk cartons.
2. Food Prep/Diapering? If you are providing support in the bathroom or changing diapers you are not able to do any food prep all day. The same goes with food prep. If you are preparing the food for breakfast and lunch you cannot assist with diapering and pottyng. If the person who is doing food prep or the person who is doing diapering are on break you will need to reach out to your Center Director or Family Worker to assist.
3. Can therapist bring outside equipment to use for therapy? Yes. The items must be sanitized between students with their own sanitizing equipment.
4. Can straws be used? Yes for Head Start
5. Kids in groups: No more than 2 kids together
6. Sensory Tables: Can use the water table with 2 children, one at each end.
7. Can you switch off who is doing diapering and food prep? Yes, this can be done, but not during the same day. You can switch this daily. (ex. Day 1 same person diapers all day, Day 2 the person who diapered yesterday can do food prep today)
8. Are we able to let kids use our clothes and shoes: Yes we can but make sure they are being sanitized between use.
9. What do we wear during the health check in the classrooms? face mask, gloves and wash hands between each child
10. Will we still do oral health observations? Yes
11. Can we go for walks? Yes with adults and children wearing masks
12. Can we sanitize the books with sanitizer? Yes
13. What do therapists need to wear? A face mask
14. Can therapists go in the classroom? Therapists must do therapies in the hallway. They can only do them in the classroom if the IFSP/IEP says so.
15. Will the therapist come to the classroom to get the child? When therapies occur in the hallway, the therapist will knock on the classroom door and a staff member will bring the child to them. When therapy is over, the therapist will knock on the classroom door and a staff member will come get the child.

COVID-19 VACCINE POLICY

REQUIRED VACCINATION: The US Department of Health and Human Services requires all Head Start employees to receive a COVID-19 vaccination in order to be eligible to be employed by Warren County Head Start, Inc..

If receiving the Moderna COVID-19 vaccine, proof of the first dose deadline is January 3, 2022. Proof of the second dose deadline is January 31, 2022. If receiving the Pfizer-BioNTech COVID-19 vaccine, proof of the first dose deadline is January 10, 2022. Proof of the second dose deadline is January 31, 2022. If receiving the Johnson & Johnson COVID-19 vaccine, proof of the first (only) dose deadline is January 31, 2022. Proof of full vaccination in the form of a copy of the employee's vaccination card must be presented to the Executive Director by January 31, 2022.

Full vaccination is defined as follows: at least two (2) weeks have passed since either the second dose of a two-dose vaccine (Moderna or Pfizer) or the first dose of a single-dose vaccine (Johnson & Johnson).

EXEMPTIONS: Employees may request an exemption from vaccination requirements if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees may be approved for an exemption if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Employees who believe they need an exemption are responsible for notifying the Executive Director who will provide an Exemption Request form. Upon receipt of a completed Exemption Request form, Warren County Head Start, Inc. will determine if an exemption may be made without imposing an undue hardship on Warren County Head Start, Inc. or posing a direct threat to the employee or others in the workplace. Warren County Head Start, Inc. reserves the right to request additional documentation supporting the need for an exemption.

TESTING: All employees who receive an exemption from the COVID-19 vaccine as identified in "Exemptions" above shall obtain a weekly COVID-19 test, at their own expense and at no cost to Warren County Head Start, Inc., and shall provide the results of the weekly COVID-19 test to the Executive Director no later than the start of their work day on Friday of each week. Employees who fail to do so may not report to work until test results are provided. A COVID-19 test must be a test for SARS-CoV-2 that is: cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the US Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus; administered in accordance with the authorized instructions; and not be a self-administered test. Antibody tests do not meet the definition of COVID-19 test in this Policy.

MISSED TESTS: Employees who miss a test may not report to work until a test is completed and turned in. Employees may not use sick/personal/or vacation time for this. It will be unpaid. Employees will receive two warnings if they fail to provide a test or turn in a test late. After second warning a letter of counsel will be issued and discussed with the employee member. A third missed test, may be cause for further disciplinary actions, up to, and including termination. If a test will be missed for a verified medical reason, the employee must request an additional reasonable accommodation from the Director of Human Resources for the missed test and schedule the next testing date.

FACE COVERINGS: Warren County Head Start, Inc. will require all employees who are not fully vaccinated to wear a face covering. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented as part of a multi-layered infection control approach for unvaccinated workers. The following are exceptions to Warren County Head Start, Inc.'s requirements for face coverings: 1. When an employee is alone in a room with floor to ceiling walls and a closed door. 2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements. 3. When an employee is wearing a respirator.

Fully vaccinated employees will be required to wear face coverings anytime children are present (except when outside) and when social distancing of at least 6 feet is not maintained.

RESIGNATION: Any employee that does not comply with these requirements will be considered to have effectively resigned the employee's position effective January 31, 2022.

NEW HIRES: All new employees hired after January 31, 2022 are required to comply with the vaccination, testing and face covering requirements as a condition of employment. Proof of the first (only) dose or proof of the second dose must be provided prior to employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

COMPLIANCE WITH OTHER INFECTION CONTROL POLICIES: Regardless of vaccination status, all employees will continue to be required to adhere to all Warren County Head Start, Inc.'s COVID-19 safety procedures while onsite or while working outside their home in accordance with CDC and local and state orders, regulations, guidance, and/or directives.

CONFIDENTIALITY AND PRIVACY: All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

POLICY MODIFICATIONS: Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 are changing rapidly as new information becomes available and further research is conducted. Warren County Head Start, Inc. reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

WARREN COUNTY HEAD START, INC.
REQUEST FOR MEDICAL EXEMPTION FROM COVID-19 VACCINATION

Section 1

Name (print):	Date:
Employee or Volunteer (circle one)	Position:
Supervisor:	Work/Cell Phone:

I am requesting a medical exemption from Warren County Head Start's mandatory COVID-19 vaccination policy.

I verify that the information I am submitting to substantiate my request for exemption from Warren County Head Start's vaccination policy is true and accurate to the best of my knowledge. I understand that any falsified information can lead to disciplinary action, up to and including termination.

I further understand that Warren County Head Start is not required to provide this exemption accommodation if doing so would pose a direct threat to myself or others in the workplace or would create an undue hardship for Warren County Head Start.

Employee Signature:	Date:
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Section 2

Medical Certification for Vaccination Exemption

Employee Name: _____

Dear Medical Provider,

Warren County Head Start requires vaccination against COVID-19 as a condition of employment. The individual named above is seeking an exemption to this policy due to medical contraindications.

Please complete this form to assist Warren County Head Start in the reasonable accommodation process.

The person named above should not receive the COVID-19 vaccine due to:

This exemption should be:

- Temporary, expiring on: __/__/____, or when _____.
- Permanent.

I certify the above information to be true and accurate, and request exemption from the COVID-19 vaccination for the above-named individual.

Medical Provider Name (print):

Medical Provide Signature:

Date:

Practice Name & Address:

Provider Phone:

HR USE ONLY

Date of initial request: __/__/____

Date certification received: __/__/____

Accommodation request:

- Approved __/__/____

Describe specific accommodation details:

- Denied __/__/____

Describe why accommodation is denied:

WARREN COUNTY HEAD START, INC.
REQUEST FOR RELIGIOUS EXEMPTION FROM COVID-19 VACCINATION

Section 1

Name (print):	Date:
Employee or Volunteer (circle one)	Position:
Supervisor:	Work/Cell Phone:

I am requesting a religious exemption from Warren County Head Start's mandatory COVID-19 vaccination policy.

In some cases, the Company will need to obtain additional information and/or documentation about your religious practice(s) or belief(s). We may need to discuss the nature of your religious belief(s), practice(s) and accommodation with your religion's spiritual leader (if applicable) or religious scholars to address your request for an exception.

If requested, can you provide documentation to support your belief(s) and need for an accommodation? _____ Yes _____ No

If no, please explain why:

I further understand that Warren County Head Start is not required to provide this exemption accommodation if doing so would pose a direct threat to myself or others in the workplace or would create an undue hardship for Warren County Head Start.

Employee Signature:	Date:
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HR USE ONLY

Date of initial request: __/__/____

Date certification received: __/__/____

Accommodation request:

- Approved __/__/____

Describe specific accommodation details:

- Denied __/__/____

Describe why accommodation is denied:
