



Roslyn Trinity Co-op
Reopening Policy
2020/2021 School Year

1579 Northern Boulevard, Roslyn NY
(516) 621-3380
theroslyncoop.org

Roslyn Trinity Co-op Reopening Policy

Introduction

A. Health & Safety

B. School Start

C. Co-op Traditions

D. Curbside Drop Off and Pick up

E. Illness and Covid-19

G. Specific Cleaning Guidelines

H. Remote Learning

I. The Roslyn Trinity Co-op Commitment!

Introduction

Dear Parents,

Welcome back! We could not be more excited to open our doors to your children after being closed for nearly six months. Know that we have been working hard all summer to provide your children with a safe, fun, and stimulating learning environment that fosters emotional, physical, and intellectual growth. While some aspects will be different, this will still be an environment that encourages fun and learning through play. Our “hands on” approach to learning in which process is emphasized over product will remain our focus.

However, as we are all well aware, COVID-19 is still very much present, and thus, we want to make sure we are all on the same page. We know this can be a fearful time as none of us have ever experienced something like this before but rest assured that the teachers and administration remain committed to the Co-op philosophy.

This policy will lay out the changes and procedures as we plan on reopening our school. This situation is unprecedented and is constantly evolving, so all changes included in this policy will remain as the “new normal” until further notice. As we all know, what may be acceptable today, may not be acceptable tomorrow, let alone in September. However, we will make sure that all changes and procedures being implemented are realistic and feasible for staff and children by following the Centers for Disease Control and Prevention (CDC) guidelines, as well as those put forth by the State of New York, the Office of Children and Family Services (OCFS), the New York State Education Department, and the American Academy of Pediatrics. Please be sure to read through this and sign and return the acknowledgment of receipt, the assumption of risk, and the OCFS-6040 Form (separate attachment) by **August 17th, 2020.**

As always, please feel free to reach out should you have any questions or concerns about this document. Remember that this policy is in place to ensure that the Roslyn Trinity Co-op is a safe and enjoyable place for your family.

Best regards,
Jeannine Votruba and the Executive Committee

A. Health & Safety

In order to keep everyone safe, the Co-op will be a closed facility in the fall. That means no parents/caregivers will be permitted inside the building, and children will have to be dropped off per our new curbside drop off/pick up policy. We understand this may seem upsetting to some as we have always prided ourselves on our gentle separation policy. We promise you that we will do everything in our power to continue to honor that policy although it may seem different at first.

1) *Class Size and Social Distancing*

In order to keep our staff and children safe, and in accordance with CDC guidelines, all of our classes will have a maximum of 15 children at any given time. Furthermore, if there is enough interest we are prepared to run an additional three days 3s class with a maximum of 10 children to further reduce exposure.

Since mixed groupings are not currently allowed per the CDC, all students will remain together with their class for the duration of their time in the building. Each class is considered a “family unit.” Therefore, social distancing will be encouraged whenever possible, but the children will be allowed to interact with each other as you would with your own family. Please note that we will alter in-class activities slightly to naturally allow for social distancing, e.g., circle time will be adequately spaced, and center groups will be more limited in number. Each “family” will social distance from other “families” to assure safety.

Children will not be required to wear face masks/coverings while they are in their classroom, on the playground during their designated time, or in the bathroom. However, should you feel more comfortable, you can certainly choose to have your child wear one. All staff will wear masks, and if they prefer face shields also, when interacting with the children and when in the building.

2) *Handwashing*

Before children arrive at their designated classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used when soap and water is not available. Sanitizing stations have been installed at every building entrance.

3) Bathrooms

We have enough bathroom facilities that each class will have its own designated bathroom solely for their use. This will contribute to reducing the risk of spreading germs amongst different classes/family units. In addition, high touch areas will be cleaned and disinfected throughout the day (i.e. doorknobs, sinks, toilet paper dispensers and toilet seats). The entire bathroom will be cleaned and disinfected nightly and in accordance with CDC guidelines.

4) Sanitizing/Disinfecting

All hard surfaces will be wiped down throughout the day, before and after use, as well as at the end of each day. Any toys that go into a child's mouth will be disinfected per our usual procedure. Tables, chairs, and center areas will be sanitized multiple times during the day. All soft toys, pillows, dress-up clothes, and any other toys that increase the risk of germ spreading will be put away for the time being. In addition, we have hired additional staff in the capacity of a "floater position" to help assist with new routines and in the daily cleaning and disinfecting. Please see below for a more detailed description of our cleaning process.

5) Floater Position

Our floater will initially assist with the following tasks:

- Helping children with the new routines
- Assisting teachers with the daily cleaning and disinfecting of toys, surfaces, playground, indoor play space, etc.
- Accompanying children to the bathroom
- Curbside Drop off/Pick Up
- Substituting in case a teacher cannot be admitted into the building due to their health screening.

Since this is a newly created position, obligations and responsibilities of the floater may change as we get more accustomed with the new routines and guidelines. However, while it may be necessary for the floater to assist inside a classroom and with the children, such interaction will be kept at a minimum and social distancing will be maintained, whenever possible. Please keep in mind that adults are allowed to interact with different "family units," while children are not.

6) Common Areas

Common areas such as our outdoor playground and indoor play space will be cleaned after use by each family unit. As stated below, outdoor areas such as our playgrounds generally require normal routine cleaning, but do not require disinfection. The CDC advises against spraying disinfectant on outdoor playgrounds as it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public. Instead the CDC recommends that high touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely. The same will be applied to our indoor play space structures. In addition, the sand tables and the carton blocks will be sectioned off for the time being as there is no way to effectively clean these items.

7) Personal Belongings

For the time being, children may not bring in any personal belongings aside from what is approved. This includes toys and art bags. Art will be sent home on your child's last day of the week in a disposable brown bag.

B. School Start

In order to ease all children into being back in school, we will have a staggered start to the school year for all classes and split each class in half for the first two days of school. This will allow for our staff to familiarize themselves with each child on a more individual basis and explain new procedures and routines to the children.

1) Start Dates

During your home visit, the teacher will assign each child with a group (i.e. group 1 or group 2). Group 1 will meet on the first day of school for a shortened day, while group 2 will meet on the second day for a shortened day. On day 3, the entire class will meet for the full class time.

For our 4s classes, both classes will start school on September 9th:

- Group 1 will meet September 9th
- Group 2 will meet on September 10th
- Entire class will meet on September 11th for the entire class time

For our 3s classes, the start dates are as follows:

- Monday/Wednesday/Friday class:
 - Group 1 starts on September 9th
 - Group 2 starts on September 11th
 - Entire class will meet on September 14th for the entire class time
- Monday through Thursday class:
 - Group 1 starts on September 14th
 - Group 2 starts on September 15th
 - Entire class will meet on September 16th for the entire class time
- Tuesday through Thursday class:
 - Group 1 starts on September 15th
 - Group 2 starts on September 16th
 - Entire class will meet on September 17th for the entire class time

For our Two's For me Class, the start dates are as follows:

- Group 1 will start on September 21st
- Group 2 will start on September 23rd
- Entire class will meet on September 25th for the entire class time

For our Port Washington UPK Students, classes will begin as follows:

- September 3rd, 4th and 8th from 9:30 am to 12:00 pm

Please note that in the event school cannot open on the September 9th start date, tuitions will be prorated until the start date is determined and classes commence.

2) Start Times

To help ease the congestion and facilitate a smooth transition to our new drop off routine (as outlined below), we have staggered class start times and pick up times.

Classes times will be as follows:

- 3s: 9:00 am to 12:00 pm
 - Wednesday afternoon class will be held from 12:30 pm to 3:30 pm
- 4s: 9:30 am to 1:30 pm
- 2s: 10:00 am to 12:30 pm

3) *Gentle Separation*

In an effort to continue our gentle separation philosophy, we purposefully planned for our 2s to be the last group to be dropped off. While we understand that separation anxiety occurs in the 3s and the 4s as well, this is the age group where separation anxiety is most commonly encountered. However, we assure you that all of our teachers and staff will continue to work with any child and family in **any class** that exhibits difficulty separating.

In addition to being dropped off last, and weather permitting, we will start our 2s class on our outdoor playground so that parents may be present during the first few weeks of school should it be necessary. This will allow any parent whose child is showing signs of separation anxiety to observe from a distance. We remind you that social distancing rules must be upheld even when outside. This includes wearing a mask or face covering when interacting with your child, any other child in that class, or the teachers.

C. Co-op Traditions

Changes have been made to the following Co-op Traditions:

1) *Home Visits*

One of the Co-op's loved traditions are the home visits by our teachers to each child in their class before the start of the school year. Home visits will still take place but must be held outdoors with social distancing enforced. If there is no adequate space in the child's yard, the teacher and family can agree to meet at a local park or other outdoor space that allows for social distancing.

2) *Enrichments and Lunch Bunch*

Since mixing groups of children is not allowed at this time, there will be no enrichments and lunch bunch offered as we open school in September (note the 4s exception below). However, by late fall Class Parents will survey the classes on interests and desire for such extensions, and if enough interest is present and taking all the guidelines into consideration as they stand at that time, a decision will be made as to what we can, and will offer.

As for our 4s classes, lunch will continue to be a part of their regular school day. Lunch will be eaten in each “family’s” class room, as it has been done in the past. In an effort to reduce the spread of germs, lunch boxes and backpacks will not be permitted. All lunches must be sent in disposable containers and labeled brown bags. Refrigerators are present in our 4s classrooms to keep food cold if necessary.

We are planning on offering a “Pre-K Booster” class for our 4s once a week. Information and details regarding this class will be sent separately to all of our 4s families.

3) *Parent Participation*

The current guidelines do not allow for any additional persons, other than staff and students, to be admitted into the building unless they are deemed essential. Such essential staff would include therapists and SEITS. Accordingly, at this time there will be no parent participation in any classes. However, to keep the parents connected to their children and be a part of their classroom, we will be utilizing an online platform to share photos and videos throughout the week.

We are also still asking for parents to send in snack on their designated days. We ask that these snacks be pre-packaged and adhere to our allergy policy. Any food prepared at home such as cut fruit and baked goods, will no longer be allowed. We will provide a “suggested snack list” with orientation materials.

4) *Specialty Classes*

Specialty classes such as yoga will be on hold for the time being.

5) *Movement and Play*

At the Co-op we are very much aware that children need physical movement throughout the day. We will make sure that the children will get plenty of outdoor playground time, and in the case of bad weather, indoor play space time. Exact schedules and how much extra time each class will get is being worked on with the teachers. We will also make use of the grass area and each class will be working on our new garden area that has been designated to our school by the front door.

D. Curbside Drop Off and Pick up

In an effort to reduce exposure, drop-off and pick up times will be staggered. You will be given a drop off and pick up time and a designated lane in our curbside area to do so. Please only come at your designated time to keep everyone safe. We ask for your patience during drop off and pick up times.

Note that curbside is the only entrance students can utilize at this time. The red door entrance by the parking lot previously used by our families and guests will be locked for everyone but staff and deliveries. This door will remain locked and access can only be gained by key.

1) *Drop-Off Procedure*

Upon entering the curbside driveway during your designated time, each class will have a specific lane to use. You must be in your correct lane to exit the car. All cars must have a visible sign in the driver's window stating the child's name and the teacher's name.

Every car must pull up to the cones and turn off their engine and face coverings must be worn by every person, except for the child, in the vehicle. A designated check-in staff will come directly to your car wearing proper face covering. This check-in staff will look in through your child's window for a visual assessment. They will then ask a series of yes/no questions regarding symptoms and travel.

While you may choose to record your own temperature at home and attest to its accuracy through an app or form provided by the school, your child must get their temperature checked at the time of drop off through the open window. If it is below 100.0F (meaning it cannot be above 99.9F), the parent will receive the ok to exit and assist the child out of the car.

Our staff will then direct your child to his or her class' designated waiting area. Since there are two doors leading into the building from the drop off area, every class will have their own building entrance, limiting interaction between children in different classes. The children's teachers will be outside the door to greet them. Once inside the building they will have their own designated drop off and pick up waiting area, which will be used exclusively by that class.

If the child's temperature is over 99.9F, the student will not be allowed inside the building and must return home. In addition, if any of the answers given by the parent/caregiver are not acceptable, according to the CDC guidelines, the child will be sent home as well.

We ask that the designated drop-off (and pick up) person not be a "vulnerable" person (older person such as a grandparent or person with a serious underlying medical condition). If possible, have the same person responsible for drop off/pick up daily and limit the amount of people in the car, whenever possible.

2) *Pick-Up Procedures*

Just as drop off times, pick-up times will be staggered as well to allow for safe social distancing. Please abide by this pick-up time and make sure you pull into your correct lane. If you see another family being helped, please be patient until it is your turn. Make sure you remain in your car until your child is brought to the vehicle. You may then exit the vehicle and assist your child into their car seat. You, and any passengers in the car, must wear a face covering/mask until you and your child are securely back in your vehicle.

3) *Punctuality*

To ensure smooth transitions and enforce social distancing from other classes, punctuality is essential. Please note that there is a 15 minute window for drop-off times. That means the 3s can be dropped off between 9:00 am and 9:15 am, the 4s between 9:30 am and 9:45 am, and the 2s between 10:00 am and 10:15 am. It is important for you to keep in mind that no class can move out of the waiting area into the classroom until the entire class has arrived. Please make every effort to be on time and be patient as we navigate this new normal.

In the event you run late, you must call the office and notify them that someone needs to come meet you outside at the Curbside/Northern Boulevard entrance. The office will advise of a time when someone is able to do so. This needs to take place after the other classes are inside so that there is limited exposure.

E. Illness and Covid-19

All of our hired staff will be taking a COVID-19 test before the start of school. This allows us, to the best of our ability, to start the school year COVID free. Furthermore, **all parents/caregivers are required to sign and submit the OCFS-6040 Form (attached), by August 17th, 2020. By signing this document, all parents/caregivers agree that they will self-monitor COVID-related symptoms each day and report the outcome per the instructions on the form and will not enter our facility (including curbside drop-off) if any of the above symptoms or conditions are present.**

Parents are our first line of defense and we kindly ask that you DO NOT send your child to school if they have a fever, sore throat, body aches, cough, difficulty breathing, fatigue, an unexplained loss of smell and taste, or any other symptom that has been associated with COVID or any other contagious illness.

Upon arrival at school, all staff and students will be screened for symptoms and temperature tested using a non-contact infrared thermometer. Anyone with a temperature of 99.9F or higher will be sent home.

1) *Management of Ill Persons*

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with the following symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

At the Co-op we will be following the below guidelines:

- If a child or staff member tests positive for COVID-19, the school must contact the Department of Health (DOH) and follow the guidance set forth. This may result in the whole class staying home to self-isolate for a period of time as instructed by the DOH. Parents/caregivers will be notified.
- If a child's or teacher's family member tests positive for COVID-19, the child or teacher must remain home for a 14-day period to ensure they do not also present with symptoms. Parents/caregivers will be notified.
- If a child presents with any COVID-19 symptoms, they must be sent home immediately (i.e. picked up within one hour). While the child is waiting to be picked up, he or she will be isolated from the class and supervised by a staff member.
- Children should remain out of school for a minimum of 10 days from the onset of symptoms.
- Children may return to school when:
 - Fever free without the use of antipyretics (fever reducing medicine) for 72 hours before returning to school
 - Other symptoms have improved and no new symptoms are present
 - Or they are seen by a doctor and test negative for COVID-19.
- If a child travels to one of the states or countries on the DOH Travel Advisory, they must remain home for 14 days before returning to school. This is subject to change based on DOH, OCFS and CDC guidelines.
- If a child's family member travels to one of the states or countries on the DOH Travel Advisory, the parent must quarantine for 14 days and may not bring the child to school for drop off or pick up.

In the event an entire class is quarantined, and in order to minimize the disruption to the class as much as possible, class will immediately resume virtually for that time period. Should any of the isolated classmates become sick, we ask that the parents/caregivers immediately advise the school and further instruction will be provided to the class as a whole.

Please note that these guidelines are ever-changing. Accordingly, we will advise of any changes to this policy throughout the school year.

G. Specific Cleaning Guidelines

Please be assured that we are following CDC guidelines with all of our cleaning, disinfecting, and sanitizing procedures and protocols. We have spoken to our cleaning company and they have made the necessary improvements to adhere to these guidelines.

1) During the Day

As stated above, during the course of the day, our teachers, as well as additional floating staff will make sure hard surfaces are being wiped down before and after use, as well as at the end of each day. This includes high touch surfaces such as tables, doorknobs, light switches, countertops, handles, desks, center stations, chairs, phones, keyboards, toilets, faucets and sinks. Any toys that go into a child's mouth will be disinfected according to our usual protocol. All soft toys, pillows, dress-up clothes, and any other toys that increase the risk of germ spreading will be put away for the time being.

Note that all products used by the Co-op have been deemed effective by the CDC against the coronavirus. Furthermore, the CDC recommends that all surfaces be washed with water and soap first and then disinfected. Cleaning with soap and water reduces the number of germs, dirt and impurities on the surfaces, while disinfecting kills the germs. Our staff will wear disposable gloves while cleaning and disinfecting. We have also installed hand sanitizing stations at every entrance so that children and staff may use sanitizer upon entry and when leaving the building.

2) After School

Our cleaning service has advised of the following procedures:

- Bathrooms will be cleaned every night with CDC approved products
- All surfaces will be cleaned and disinfected daily
- All the floors will be vacuumed twice a week
- All floors will be mopped twice a week
- Every 3 months the carpets will be deep cleaned
- All cleaning products used are approved by the CDC

3) Outdoor Spaces

Outdoor areas such as our playgrounds generally require normal routine cleaning, but do not require disinfection. The CDC advises against spraying disinfectant on outdoor playgrounds as it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public. Instead the CDC recommends that high touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely. Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended. Note that we have decided to keep our sandbox closed for the time being. As stated above, there is no way of safely “cleaning” the sandbox and thus, to keep our children safe, we will forego its use until further notice.

4) If someone gets sick with COVID-19

The CDC recommends that any area used by the infected person gets closed off, and if possible, doors and windows are opened to increase air circulation in the area. A 24 hour waiting period is then required before cleaning or disinfecting the contaminated area. Once the waiting period is up, our cleaning service would come in and clean and disinfect all areas used by the person who is sick, such as the bathrooms and classroom, as outlined by the guidelines.

Once an area has been appropriately disinfected, it can be opened for use. Any children and staff without close contact with the child or staff member who is sick can return to school immediately after disinfection. After the initial deep cleaning and disinfecting, routine cleaning procedures will continue.

H. Remote Learning

It is our every intention to remain in school for the entire school year. However, in the event that the school opens but is later forced to close down, per state and local directives, remote learning will take place.

1) Remote Learning Plan

We have taken all your feedback and input into consideration and have created the following plan.

- Each 3s and 4s class, except for the class with a maximum of ten students, will be broken down into two groups. No group will exceed 8 students.
- Each class will meet on their scheduled school days on Zoom (i.e. three day 3s, will meet three times a week, four day 3s will meet four days a week, and the 4s will meet five days a week).
- Each class group will meet remotely for no less than 1 hour per class.

In addition to the Zoom sessions, each class will be provided with a weekly newsletter to supplement the Zoom classes. These newsletters will contain class appropriate activities and idea extensions to be used at home.

2) Refund Policy

We are aware that every child is different and we know that remote learning is not ideal for this age group. However, if we are not allowed to meet in person, in order to keep the children socially and intellectually stimulated, this is how we will proceed. **These online classes will commence immediately upon school closure and will continue for 8 weeks. There will be no refunds given during this time for loss of instruction. By signing the below waiver, you have full knowledge of this refund policy and agree thereto.**

If we are forced to close down with no set date to reopen, and remote learning has to take place for more than 8 weeks, families will have the following two choices:

1. Fully withdraw from the school and receive a prorated refund, **minus 20% for operating costs**, for the remaining school year.
 - a. Please note that if you withdraw your child and school reopens, we will make every effort to re-enroll your child should you wish to do so, but **cannot guarantee** that there will be a spot available.
2. Receive a prorated refund, **minus 15% for operating costs**, for the months the school remains closed. Once the school reopens, and contingent on enrollment, your child will return to his or her class and prorated tuition refunds will cease. From that point on you will be responsible for the remaining prorated tuition payment.

By signing the below waiver, you have full knowledge of this refund policy and agree thereto.

We understand this is a difficult position to be in and one no one wants to occur. We are hopeful that even if schools have to close, they will not remain closed for a long period

of time. The numbers in New York have been promising. For the past few weeks, the infection rate in the State of New York has been hovering around 1%. While we know this can change at any time, we are hoping the people of New York remain diligent, and you will not have to make the aforementioned choice.

However, we are prepared to switch to remote learning for the 8 weeks should we have to, and we promise you that we will do everything in our power to make this a fun, productive, and enjoyable experience for all children. Our children's well-being will remain our main focus whether that be through in-person or remote learning.



I. The Roslyn Trinity Co-op Commitment!

- Our amazing staff will be creating curriculum based on your children's interests and curiosities.
- We will still be caring for your children as if they were our own.
- Your child will still make friends and socialize with their peers.
- All of our students will play outside every day (unless it's freezing or raining!).
- The classrooms will be set up in the same manner as before - encouraging exploration and cooperative learning.
- Your child will still come home excited because of events that occurred at school that day.
- Your child will still learn and grow exponentially at the Roslyn Trinity Co-op this year!

The Roslyn Trinity Co-op
Parent or Guardian COVID-19 Reopening Policy Receipt Form

Parents or Guardians,

Please thoroughly review our school's reopening policy for the 2020-2021 school year, which contains the procedures for the Roslyn Trinity Co-op while in the process of reopening. After reading the policy, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Jeannine Votruba
Director
Roslyn Trinity Coop

I, _____ (print your name), the parent/guardian of _____ (print child's name), hereby acknowledge receipt of the Roslyn Trinity Co-op's Reopening policy. I have read the policy and regulations set forth in this document, and:

_____ I agree to the above addendum

_____ I decline the above addendum. By declining this addendum, any tuition I have paid thus far towards the 2020-2021 school year, except for the \$125 non-refundable registration fee, will be returned to me and my child will be considered withdrawn from the Roslyn Trinity Co-op.

Parent/Guardian Signature: _____

Date: _____

ASSUMPTION OF RISK

The Roslyn Trinity Cooperative Day School has implemented reasonable preventative protocols, policies and procedures designed to reduce the spread of COVID-19 during your child(ren)'s participation in the 2020-2021 school year. These policies and procedures may be updated to reflect the most current information from the CDC and other government and health agencies. Children and their families are expected to adhere to these protocols in order to reduce the risks of contracting or spreading the virus at school. However, despite the protocols and procedures in place to mitigate the transmission of COVID-19 at school, there are inherent risks that your child(ren) may become infected with COVID-19 due to their participation in school. By sending your child(ren) to school, you acknowledge and assume these risks. The school, or the church in which it resides, is not liable for any possible illness.

I, _____ (print your name), the parent/guardian
of _____ (print child's name), hereby
acknowledge that I have read and understand the Roslyn Trinity Co-op's assumption of risk
statement. I hereby agree to assume the risk of sending my child(ren) to the Co-op as outlined
above.

Parent/Guardian Signature: _____

Date: _____

OCFS-6040 attachment (separate)