COVID-19 Template Safety Plan

<table>
<thead>
<tr>
<th>Responsible Faculty/Staff Member:</th>
<th>Fleurivienne Walsh</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Karina Casillas</td>
</tr>
<tr>
<td>Phone:</td>
<td>718-208-9983</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:Fleur25@yahoo.com">Fleur25@yahoo.com</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Karina.Casillas@brooklyn.cuny.edu">Karina.Casillas@brooklyn.cuny.edu</a></td>
</tr>
</tbody>
</table>

This person is the responsible party for monitoring, updating and communicating changes to personnel, including ensuring each individual signing below has completed & initialed this and any subsequent required COVID-19 training. This person is responsible for ensuring compliance with this Plan. Failing to follow this plan will result in restrictions up to and including immediate shutdown of the offending area.

**Location(s) to which this Safety Plan applies (specify applicable Building/Floor/Room Numbers):**


**I. People (steps to keep people safe)**

Describe the steps that will be taken to (1) maximize physical distancing; (2) minimize gathering in enclosed spaces; (3) reduce interpersonal contact; (4) reduce transmission via deliveries/contact. These steps must be consistent with CDC guidelines, state guidelines, and applicable University & College health and safety policies, including CUNY Working Alone guidelines and FDNY C-14 requirements. The steps/plan must be specific for your research area or situation. The description should include, but is not limited to, the following:

1) A description of the of areas or locations (size, configuration, shared or single space, etc.) where people may be present, such as the lab, project space, and areas with common equipment. Describe how gathering spaces e.g. meeting/break/lunch/locker rooms, will be addressed;

2) The number of people that will be in the area/space at any one time and how that number minimizes personnel density and will generally provide for distancing of 6 feet.

3) A description of anticipated work schedules, including staggering, alternate days, partial days or other adjustment and how work schedules minimize personnel density and provide for general distancing of 6 feet.

4) State if coordination with other teams or labs also using the space or area is required and if so how will you coordinate access to minimize personnel density;

5) State if certain rooms or areas involve tightly confined spaces e.g. storage/stock/equipment rooms, and whether ventilation is adequate and how you will control access & use.

6) A description of situations or conditions where individuals will need to be in close proximity to perform work, operate equipment, travel, etc. and what steps will be taken to minimize contact time and lessen transmission risk.

7) A description of any work that cannot be done while wearing PPE or a cloth face covering and steps that will be taken to minimize the potential for viral spread.

8) Other area/location specific steps or considerations

#1

In order to ensure the safety of the children upon arrival, we propose that the children enter and exit through an alternate egress other than the main entrance to the building. This may be
facilitated by: 

a) Use the emergency exit door adjacent to the yard on Campus Road, equip the area as an intake station where a wellness check can be performed on the children before they are escorted to their classrooms.

b) Have the children enter through the backyard gate to one of the classrooms where a wellness check will be performed.

The wellness check will consist of:

- a temperature check using a contactless thermometer
- a visual inspection of the child for overt symptoms such as conjunctivitis, nasal discharge, malaise and cough as well as a brief interview with the person dropping the child off as to the child’s wellbeing with regard to symptoms of nausea and stomach upset and any other relevant information.
- A questionnaire about travel and vaccination status

The teacher and the person dropping the child off will sign a document indicating that the wellness check was performed and will record the results of such.

All adults will wear face masks when social distancing is not possible and all children two years and older will be encouraged to wear a face mask when social distancing is not feasible.

During the re-opening phase, all meals will be provided by the families of the children and social distancing will be enforced during mealtimes when possible.

#2
The children will return to the Center at the rate of 25-50% enrollment. All Staff will be required to return with the exception of those who are on FMLA who for medical reasons have been excused.

The children and Teachers will remain in their classrooms and will not mingle with other children or staff.

#3

a) 25-50% of children will return to the Center for a full school day 9:00-3:00.

OR

b) Children will return 3 days a week on a rotational basis and those who are at home will continue to receive remote learning activities with the staff who are not onsite.

#4  NA

#5 Ventilation needs to be assessed to determine if the classrooms and offices are safe and remediation of any problems need to be addressed.

We would like to purchase air purifiers for all rooms.
The nature of our work requires that we remain in close proximity to the children. By following frequent hand washing, proper and frequent sanitization of toys, removal of outside shoes and possibly changing clothing and providing individual materials for the children to use we may be able to minimize transmission risk. The wearing of face masks will be encouraged for anyone over the age of two when social distancing is not possible.

Working with infants and very young children makes wearing masks and most PPE not advisable as it is extremely important for this population to be able to read facial cues for their wellbeing and development. All attempts will be made to social distance the children whenever possible. During rest time a minimum of six feet of separation will be enforced.

The children spend as much time as possible outside without co-mingling with other children. The vast backyard space as well as the Quad will be used to facilitate this.

b) **Places (facilities readiness and safety)**
   1) Describe the phased return to full capacity
   2) Protective Equipment: Beyond reusable face coverings provided by the College, describe the need for protective equipment
   3) Communications: Describe how requirements and personal protective measures will be communicated to those returning (both signage and ongoing communication).
   4) Hand Hygiene: Describe how the area will provide access to hand hygiene or sanitizing products (at least 60% ethanol or 70% isopropanol) and how good hand hygiene will be promoted.
   5) Hygiene & Cleaning: Describe the process that will be used to clean common touch points and equipment that will *not be cleaned by Custodial Services*. CDC and state guidelines must be followed. The minimum standard that must be used by all areas is to at least daily clean/disinfected using an EPA-registered cleaning product or alternative disinfectants (1/3 cup bleach to 1 gallon water; or 70% alcohol solutions). Examples of common touch points include:
      - Benchtops, desktops, sinks, and other work surfaces;
      - Equipment & tools handles, latches, controls, touchpads, keyboards, and mice;
      - Drawer and cabinet handles;
      - Area-specific products & equipment e.g. shared pipettes; hood sashes, chemical containers
      - Non-fabric chair backs and armrests (NOTE: Soft porous materials, such as rugs and seating, may be removed or stored to reduce the challenges with cleaning and disinfecting.);
      - Doorknobs and light switches.

The Center will follow the recommendations of the DOHMH, CDC, CUNY, OCFS and the Office of Childhood Initiatives in determining the phase-in plan to full capacity.
The Center will need foot coverings, disposable gloves, gowns (to be used during intake of children)

The staff will be required to attend trainings to address these topics.

The staff will practice and encourage frequent hand washing. The children will wash their hands after transitioning from one activity to another. Each classroom and office will have hand sanitizer available both inside the classroom/office and outside the classroom/office. Clear partitions will be in the offices and at the intake site. Posters and signage will be place in key areas to remind everyone to social distance and to wash hands.

All hard surfaces will be washed with soap and water and then sanitized with a water/bleach solution that will be sprayed on the surface and allowed to air dry as prescribed by the CDC. Most soft surfaces will be removed from the classrooms and blankets, sheets and comfort toys will be kept separately and will be used by an individual child. All bedding will be sent home regularly for laundering.

c) Processes and Procedures

1) Describe the process that will be used to conduct daily health screenings prior to starting work (see https://forward.ny.gov/), either remotely or onsite.
2) Procedures for screening must account for protection of screening personnel, data management, and process for positive screens.
3) Describe how your area will log personnel contact to facilitate Public Health contact tracing up to 48 hours prior to last time on campus.

Upon arrival to work, all staff will have their temperature taken and will be required to fill out a brief questionnaire that lists each of the symptoms. Under HEPA laws we are not permitted to record the temperature of adults but anyone who presents symptoms including an elevated temperature of 100.4F will not be permitted entry to the building and will be sent home.

Screening personnel will be outfitted in PPE. Any information collected will be kept confidential. The DOH will be notified if the person presents with symptoms and their protocol will be followed.

Follow guidance from the CDC and DOH/OCFS and CUNY.
d) With an understanding of the College’s current budget reality, please describe the new needed resources, supplies, and facilities-related requirements beyond existing stocks, given the steps outlined above to reduce the chances of transmission.

1) Barriers, partitions or other items needed to be purchased or constructed.
2) Any special PPE requirements beyond required cloth face coverings that will be required.
3) Supplies or equipment not listed above.
4) Space requirements not listed above.
5) Other resource or facilities considerations.

<table>
<thead>
<tr>
<th>#1 Barriers/ plexi-glass partitions need to be used during the intake interview and in the three offices within room 1604J</th>
</tr>
</thead>
<tbody>
<tr>
<td>#2 Disposable face masks in the event cloth coverings are not available, contactless thermometers to be used during the intake interview and throughout day as deemed necessary, foot coverings to maintain a sanitary environment within the classrooms and offices, disposable non-latex gloves, hand sanitizer and bleach.</td>
</tr>
<tr>
<td>#3 Hand held ultraviolet wands used to aid in sanitizing items such as books and papers that cannot be otherwise sanitized are requested if possible.</td>
</tr>
<tr>
<td>#4 The Ed. Director’s office will be used in the event an isolation area is needed for children and staff who through the course of the day present with symptoms of illness. The children will remain there until a parent or guardian arrives to pick them up and a staff member will escort the child to them.</td>
</tr>
<tr>
<td>#5 None</td>
</tr>
</tbody>
</table>

The Center uses their budget to purchase PPE, barriers, signage, and any other necessary material to ensure the safety of children and staff if necessary.

It has been determined that a major cause of the viral spread is through aerosolization of particles in saliva and much of this contamination can be controlled through proper ventilation.

It is requested that an assessment of the ventilation system be performed and necessary updates and repairs be made to control the spread of the virus.
e) **Other Plan Considerations**

Other plans to consider:
- Have a health care professional available to screen the children and staff. To have someone trained in COVID-19 conduct a training for the staff. To have a Mental Health professional available to offer support to the staff and parents.
- In the event none of these supports are available, the Director and Ed. Director will conduct trainings in the identification of COVID – 19 symptoms and sanitation and disinfecting techniques as prescribed by the CDC and NYCDOHMH and the student parents and employees will be referred to the Mental Health services offered on campus.
- Each staff member has been presented with a COVID – 19 Handbook for their reference.
- Parents and guardians will receive in writing prior to starting all information regarding health and safety practices that will be initiated to ensure the well being of the children and staff.

**Resources**
- Center for Disease Control
- New York State
- New York City
- CUNY Covid-19 Updates Brooklyn College

**Human Resources Related Questions**
- Brooklyn College Human Resources
- Brooklyn College Environmental Health & Safety

**Plan Review and Approval**

<table>
<thead>
<tr>
<th>Supervisor / Program Lead</th>
<th>Signature / Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fleurivienne Walsh</td>
<td></td>
<td>8/01/2021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior Vice President / Provost</th>
<th>Signature / Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Personnel Sign-Off**

Once the Safety Plan is fully approved by the Review Board, all personnel, graduate students, postdoctoral researchers, staff, and faculty must be documented below. Note: Undergraduate students are not allowed to participate in work at this time. By signing below, I acknowledge that I have read, understand, and agree to comply with this COVID-19 Safety Plan.

<table>
<thead>
<tr>
<th>Name (print)</th>
<th>Name (signature)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>