



# Reopening Plan Family Child Care Affiliated Providers

New York City Department of Education  
Division of Early Childhood Education  
July 2020



# Welcome

Family Child Care Support Team

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# Agenda

- Timeline
- Operational Requirements
- Enrollment & Learning Models
- Health & Safety Guidance
- Action Steps
- Links & Resources



# Summer 2020 Timeline



# Summer 2020 Timeline

Activity	Timing
<b>Networks</b> begin readiness checks for affiliated providers <i>*Prioritize affiliated providers that are already open</i>	July 13
Family Schedule Needs Survey Completed	July 13-July 22
Deadline for <b>affiliated providers</b> to apply for <b>New York Forward Child Care Expansion Incentive Temporary Operating Assistance Program</b>	July 22th
<b>Affiliated providers</b> expected to resume some in-person learning	August 31

# Funding Opportunity: NYS Forward

- The **New York Forward Child Care Expansion Incentive and Temporary Operating Assistance Application** is available now.
- To qualify, programs must apply no later than July 22, and **reopen for some onsite services no later than August 5.**
- Funds may be utilized to:
  - Purchase supplies and equipment needed to meet cleanliness and social distancing requirements
  - Temporarily cover costs associated with newly re-opened programs



Questions?

# Enrollment and Learning Models



# Services to Currently Enrolled Families

- All DOE Network affiliated family child care providers will be expected to provide services to **all** eligible children and families **currently enrolled** in their programs. **Networks should not drop any children or families from affiliated providers' rosters at this time, unless:**
  - families have confirmed they no longer need child care, or
  - affiliated provider has confirmed they will not be resuming in-person services this summer.
- In a child's early years, learning is most impactful when it takes place in person. **All affiliated providers should plan to provide at least some in-person services by Monday, August 31.** Affiliated providers must continue to provide remote services to all enrolled children in the interim if they remain closed.

# Understanding Family Needs

**The needs and preferences of enrolled families will be different, and the services provided by programs will need to reflect these differences.** Some families may not be able or ready to send their child to a program for in-person learning; other families may need a full day and full week of care; others may be able to accommodate a more flexible schedule.

Affiliated Providers may serve enrolled children and families through **three potential learning models:**

- In-person learning
- Remote learning
- Blended learning (a combination of on-site and remote learning opportunities)

# Re-Opening Capacity

- In addition to understanding family needs, it is important for you to also understand your capacity, as well as that of your assistant(s).
- We recommend that you communicate with your assistant and any other program staff to understand whether or not they will be able to return to program, and to what capacity.
- Knowing this information in advance will help you plan how to accommodate children

# Flexibility in Hours Served

To maximize in-person learning opportunities for currently-enrolled children, affiliated providers may request flexibility in their operating hours for in-person service, **including providing fewer than the usual 10 hours per day.**

Affiliated providers who need this accommodation should contact Network and email the DECE at [fccsupportteam@schools.nyc.gov](mailto:fccsupportteam@schools.nyc.gov) to request this flexibility.

- Affiliated providers must provide their reasoning for requesting accommodations.
- Affiliated provider must clearly communicate operating hours to families and the DECE

# Priorities for In-Person Learning

There may be higher demand for in-person services than you are able to meet based on current staffing or inability to resume in-person services. DECE will soon release information about how you should prioritize in-person services if demand exceeds capacity.

**Networks or affiliated providers should not communicate to families what learning model they will be receiving until this information on priority groups for in-person services is shared by the DECE.**

# Hardship Exceptions

Our goal is that all affiliated providers are able to resume some in-person services by **Monday, August 31**. If an affiliated provider is not able to re-open, your Network should request an exemption on your behalf by emailing the DECE at [fccsupportteam@schools.nyc.gov](mailto:fccsupportteam@schools.nyc.gov).

- Affiliated providers will be able to maintain affiliation with the Network during this time, if the exemption is approved by the DOE.
- If an **affiliated provider is not able to re-open by August 31**, they will not be able to continue to receive payment for enrolled children whose families need in-person care. More guidance will follow.



Questions?



# Health & Safety





# Affiliated Program Staff Documentation

- **Affiliated provider must have the following documentation on-site for all staff:**
  - All affiliated providers must maintain a primary contact number and two [emergency contacts](#) for program staff.
  - Affiliated providers must have documentation on site ensuring appropriate security clearances for all program staff.
  - Current Medical Form
  - Affiliated providers, program staff, volunteers, families, and essential visitors must read and sign the [Child Care Employee Volunteer, Parent, Child and Essential Visitors Health Screening One-Time Attestation](#)
  - Evidence of training in [child abuse and maltreatment identification](#), reporting and prevention.
  - At least one person certified in CPR and First Aid must be onsite at all times.

# Security Clearances

- Executive Order 202.5 will not be extended.
- What does this mean?
  - Effective July 7, 2020, all child care program employees, volunteers and household members, over 18 years of age, in family/group family child care programs are again subject to the OCFS Comprehensive Background Check requirements.
  - [Additional information and guidance](#)
  - Anyone who was issued the emergency employment waiver are now required to complete the comprehensive background check.

# Affiliated Program Staffing Needs for Health and Safety

## Health Monitors

Affiliated provider must identify a program staff member to :


1. Oversee daily staff and child health checks
2. Ensure systems are implemented to track all people entering the facility

## Custodial Supports

Affiliated provider must identify a program staff member to clean and disinfect throughout the day and document in the [cleaning and disinfecting log](#) on site, especially in common areas such as shared bathrooms, onsite playgrounds, hallways, and on frequently touched surfaces.

# Group Size

## Maximum group size and staff-to-child ratios for affiliated FCC Providers

<b>Group Family Day Care Ratio: 2:12:4 (One lead affiliated provider and one assistant provider required)</b>	
<b>Age of Children</b>	<b>COVID-19 Reconfigured Ratio (2:12:3)</b>
<b>Under 2 years (24 months)</b>	2 adults to up to 4 children
<b>2 years to 3 years</b>	2 adults to up to 8 children   
<b>School Age</b>	Up to 3

<b>Family Day Care Ratio: 1:6:2 (One lead affiliated provider)</b>	
<b>Age of Children</b>	<b>Min. Ratio</b>
<b>Under 2 years (24 months)</b>	1 adult to up to 2 children
<b>2 years to 3 years</b>	1 adult to up to 4 children
<b>School Age</b>	Up to 2

# Physical Distancing

**Adults should maintain a physical distance of 6 feet from each other, whenever possible**

- Additionally, adults should avoid congregating in groups, whenever possible (e.g. during drop-off and pick-up routines, staff meetings, and breaks)

Anytime that staff are less than 6 feet from each other or children, they must wear a face covering.

**Children should stay in stable groups of 15**, and should avoid coming into contact with each other during their time on-site. For the most part, there is **not** an expectation that young children within groups will maintain physical distancing

# Face Coverings

**Affiliated provider and program staff must wear face coverings at all times** when interacting with children or families onsite, both indoors and outdoors.

- Reusable face coverings are strongly encouraged as they are best for the environment, most sustainable over time, and easier to disinfect.
- Affiliated providers must provide face coverings to program staff at no cost, if needed. It is also recommended that affiliated providers keep a supply of additional face coverings for distribution to family members and other visitors as needed.

\*All family members and/or other adults (e.g. delivery personnel, etc) who enter the program must wear a face covering.



Questions?

# Health Checks

Daily health checks should happen for both children and program staff at home and upon arrival. Affiliated providers must instruct program staff members to **stay home if they are sick** and remind families to **keep sick children home**.

## Upon Arrival:

**Daily health checks must happen for children, affiliated providers, and program staff upon arrival and must be documented.**

- Consider using these resources to document the [child health checks](#) and [staff health checks](#).

**When completing daily health checks, designated affiliated provider or program staff must check for the following:**

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
- Tested positive for COVID-19 in the past 14 days;
- Has experienced any symptoms of COVID-19 in the past 14 days; and/or
- Has traveled internationally or from a state with widespread community transmission of COVID-19 per the [New York State Travel Advisory](#) in the past 14 days.



# Exposure and Contact Tracing Protocols

If an **affiliated provider, staff member, or enrolled child tests positive for COVID-19**, affiliated provider must:

1. Identify all close contacts. This includes adults and children in the FCC and any other person that has been within 6 feet of the person diagnosed with COVID-19 for at least 10 minutes.
2. **All close contacts must stay home for 14 days from the last contact with the individual who has COVID-19.**
3. Immediately notify the DOE at [fccsupportteam@schools.nyc.gov](mailto:fccsupportteam@schools.nyc.gov) and your Network.
4. Notify the NYC Test and Trace Corps at [CovidEmployerReport@nychhc.org](mailto:CovidEmployerReport@nychhc.org) with the following information
  - a. Full name of individual with positive test result;
  - b. Program name, address, and phone number;
  - c. Date program was informed of positive test results; and
  - d. Date individual with positive test result was last in program building.
  - e. FCCs must also follow [existing communicable disease reporting processes per DOHMH](#).
5. Let your [Borough Office](#) know if there are any **confirmed** cases.

# Exposure and Contact Tracing Protocols

## **Upon notification of a positive staff or child test result at an FCC:**

- The DECE will inform the FCC of any required next steps and will share letter template(s) for the FCC to use to notify staff and families (while maintaining the confidentiality of sensitive health information).
- The Test and Trace Corps will direct any individuals who test positive for COVID-19 to isolate at home, and will also attempt to interview all diagnosed individuals (or their family members, in the case of young children) to identify close contacts who were potentially exposed. These close contacts will be directed to get tested and isolate based on their exposure.
- There is no testing requirement for a staff or child who has previously tested positive to return to an FCC after their quarantine is complete.

# Out of State Travel

Per [State guidance](#), all travelers entering New York who have recently traveled within a state with significant community spread **are required to quarantine for a period of 14 days.**

- The requirements of the travel advisory do not apply to any individual passing through designated states for a limited duration (i.e., less than 24 hours) through the course of travel.
- The designated states with significant community spread **will be conspicuously posted on [the State DOH website](#) and will be updated weekly.** FCC programs should check the website frequently as the information will change as often as daily, as rates of COVID-19 transmission increase or decrease.



Questions?

# Immunizations and Medicals

All children must have the following **before resuming in-person learning**:

- Completed [Emergency Reservation Form](#) that includes a primary contact, two emergency contacts, health specifics, and health care provider information;
- Current medical form (within 12 months of the date of re-entry);
- Proof of completed immunizations, based on the age;
  - Children must meet at least the [provisional vaccination requirements](#) (1 dose from each series) to begin on-site services, and continue to obtain vaccinations based on the “catch-up” schedule
- Written consent for staff to act and obtain appropriate health care in the event of an emergency

# Immunizations and Medicals

**If applicable**, children must also have:

- An individualized health care plan indicating specific emergency medications (i.e., an epinephrine auto-injector, asthma inhaler and/or nebulizer) to be administered for the child;
- An [Allergy Response Plan](#) identifying their allergy(ies) and detailing the steps that need to be taken; and
- All necessary documentation to allow trained medical personnel to administer over-the-counter or prescription medicine (for programs with a designated MAT trained staff member or nurse).

# Meals and CACFP Policy

Affiliated providers must serve meals non-family style. **No food should be shared.**

New: CACFP Sponsors are now able to serve “grab-and-go” style meals for participating children.

- This option will allow **all enrolled children to continue to receive nutritious and well-balanced meals and snacks daily, even when they are not on-site.**
- CACFP-participating child care centers interested in this option should review [this guidance](#) for more information and complete [this application](#).

# Facility Needs

## Preparing programs to resume on-site services:

- 5 to 10 days prior to resuming any child care, **programs should flush all faucets for at least 10 minutes.**
  - Flush cold water from all outlets first, and then flush hot water.
- Create **distance and directional markers** inside and outside of the program to support physical distancing
- Identify a **private, enclosed area for isolating anyone who becomes ill while onsite.**
- Designate **specific entrances and exits** to help avoid crowding during pick up and drop off



# Emergency Preparations

**With the support of Networks, affiliated providers should be prepared to implement changes if the public health situation in NYC worsens, and in accordance with State and City guidance.**

It is possible that if multiple individuals connected to a specific affiliated provider become ill, or there is a widespread community outbreak of COVID-19, affiliated providers may need to transition to a fully remote learning model for a period of time.



Questions?



# Action Steps for Networks and Affiliated Providers



# Reminder

**Prior to resuming in-person services**, all affiliated providers must:

- train their assistants and other program staff on the [NYS June 2020 guidance](#),
- Complete and post the [NYS Business Reopening Safety Plan Template](#) (in addition to updating their existing safety plan).
- Read and sign the [Child Care Employee Volunteer, Parent, Child and Essential Visitors Health Screening One-Time Attestation](#), and have program staff do the same.
- Complete [reopening readiness checklist](#) with your Network

# Complete the NYC Health Readiness Checklist

**Affiliated providers must complete a [reopening readiness checklist](#) with a Network staff member prior to resuming DOE-funded in-person services.**

- If Network is not able to complete these checks, the checklist may be self-certified by the affiliated provider, but it must be submitted to the DECE and Network before in-person services resume.
- Networks must support affiliated providers in understanding and determining readiness to reopen.
- All affiliated programs will receive a virtual or in-person visit from a Network staff member over the coming weeks.

**Networks will prioritize affiliated providers that have already resumed in-person services as we need to ensure the health and safety of the affiliated providers, program staff, children, and families.**

# Cleaning & Disinfecting Log

**Providers must complete a daily Health and Safety check of the program and complete the [Cleaning & Disinfecting Log](#).**

- Consider using the [Health and Safety Supplementary Checklist](#)
- Must follow hand hygiene and cleaning and disinfection guidelines.
  - [FDA warning About the Dangers of Hand Sanitizers with Methanol](#)

**If the child is suspected to have COVID-19 infection, the room should be left with the door closed for a minimum of 2 hours before cleaning and disinfection.**

# Connect with Families and Staff

- **Connect with your families** to learn more about their needs and to understand what learning model would be best for them.
- **Reach out to your Network if you** may seek accommodations based on your program's HR policies.
- **Affiliated providers and program staff with outdated medical forms should** schedule physician appointments now.
- **Encourage all adults affiliated with the program to get tested for COVID-19**, even if they have no symptoms. It is especially beneficial for program staff to be tested prior to supporting in-person learning. More information about the free COVID-19 diagnostic test, and a map of available testing sites, is available [here](#).

# Weekly Child Care Enrollment Survey

**OCFS is now requiring** all opened and operating licensed child care providers to complete a [weekly survey](#) documenting the number of children attending the program.

- Must be completed every Wednesday.
- Available in Spanish

For all providers receiving the CARES2 Child Care Expansion Incentive, completing this form each week will satisfy the enrollment reporting requirement.



# Re-certifications and Child Care Eligibility

Any questions regarding re-certifications and child care eligibility should be directed to [earlylearn@schools.nyc.gov](mailto:earlylearn@schools.nyc.gov).

Families and Networks are able to email this inbox with any questions.



Questions?

# Next Steps for DECE

The DECE will release additional guidance to Networks and affiliated providers in the coming days, including:

- **Detailed health and safety guidance**
- **Budget guidance**; and
- **Attendance and enrollment guidance**
- **Learning model guidance**

# Links and Resources

# Resources

## Operational Planning Guidance & Resources

- [Summer 2020 Guidance for Family Child Care](#)
- [NYC Health](#)
- [Centers for Disease Control \(CDC\) guidance](#)
- [NYS June 2020 guidance](#)
- [Reopening NYC: Checklist for Child Care Programs](#)
- [State DOH website](#)

# Resources

## Family Engagement and Instructional Guidance and Resources

- [Family Schedule Needs Sample Survey](#)
- [Early Childhood Framework for Quality \(EFQ\)](#)
- [Learn at Home: Early Childhood](#)
- [Meaningful Child and Family Engagement and Interaction to Account for Attendance](#)

## Medical, Nutrition and Mental Health Services Guidance and Resources

- [Medical Requirements for Child Care](#)
- [Allergy Response Plan](#)
- [Emergency Contact Card](#)
- [CACFP Guidance](#)
- [NYC Well](#)

# Thank you

Thank you for your time today.

- Take it slow - you do not need to open on Monday!!!

If you have any questions please reach out to your FCC Support Manager, or our team at [fccsupportteam@schools.nyc.gov](mailto:fccsupportteam@schools.nyc.gov) .