

Elmcrest Early Education Center SPICE Program

Testing Protocol and Procedures

1. Screening of All Children, Parents, Staff and Visitors

A. In Building Screening.

- i. Everyone entering the building will be screened using Department of Health Questions as well as a temperature check.
- ii. If a child, parent, staff member or visitor answer Yes to any of the screening questions (or present with a fever greater than 100.0 F, that person will not be permitted to enter the school. An Administrator should be contacted.
- iii. Protocols found in Article 4 and 5 of this document will be followed for testing for anyone who fails a screening question.
- iv. COVID-19 Safety Coordinator will be contacted for follow up with the family and or Department of Health.

B. At Home Screening.

- i. Parents will be expected to screen their child and not put the child on the bus nor bring the child to the center if they answer Yes to any of the questions on the self-screening form. (See Attachment 3)
- ii. If a parent will be bringing a child to the Center, that parent should also use the At Home Screening questionnaire before arriving.
- iii. Staff should use the same At Home Screening form each morning before reporting to work. If a staff member is sick, he/she should stay at home.
- iv. If a child (or staff member) answers affirmatively to any of the At Home Screening Questions, then the parent should contact the Early Education Center either via our COVID dedicated email address – EarlyEdCOVID@elmcrest.org or by calling the building at (315) 446-3220.

- v. After contacting the building via phone or email, parents or staff should await further instructions unless it is a medical emergency in which case 911 should be called, or if the parent has concerns about the overall health of the child, then he/she should contact their Pediatrician.
- vi. Protocols found in Article 4 and 5 of this document will be followed for testing for anyone who fails a screening question.
- vii. COVID-19 Safety Coordinator will be contacted for follow up with the family and or Department of Health.

2. Ongoing Assessment of Sick Children and Staff

- A. Staff will be aware of and monitoring for COVID-19 symptoms during the day.
- B. In the case of a child who develops symptoms during the day an Administrator will be contacted to verify symptoms.
- C. If a staff member becomes ill at the program they should leave immediately and report to a medical professional. The staff member should inform a supervisor before leaving so that proper ratios can be maintained in the classroom. The staff member must contact his/her supervisor by the end of day with the details of the visit and if testing has been ordered.
- D. A staff member who must leave will be given an Employee COVID-19 form (See Attachment 1)

3. Isolation of Children who become ill during school with COVID-19 symptoms

- A. The child will be isolated from the other children while remaining under direct supervision in a separate room in The Conference Room. Multiple children with symptoms may be isolated in the Conference Room at one time, however they should be spaced 6 feet apart.

- B. Parents would be called to make pick up arrangements of the child immediately.
- C. Staff members who are supervising a child in isolation will wear an N95 mask which they have been properly fitted for in addition to gloves and eye protection. One staff member from each room shall be fitted for N95 masks in addition to administrators.
- D. When parents arrive to pick up a sick child, the child shall be escorted to the parent in the lobby.

4. Testing of Children

- A. Parents picking up a sick child will be directed to contact their Health Care Provider. They also will be provided a list of instructions along with contact numbers for community providers in the event the family does not have a health care provider. (See Attachment 2).
- B. A child will not be permitted to return to the Center until a Negative Test result and the child is asymptomatic, or until released to return to the Center by a Medical Professional.
- C. If a student or staff member reports being tested positive for COVID-19, school administration shall contact the COVID-19 Safety Coordinator who will contact the County Health Department to determine next steps for the school community.

5. Return to School following illness

A. Students following illness

Child must submit evidence of negative COVID19 test before returning or documentation determining testing is not necessary and/or child is not contagious.

B. Return to School for Students following positive COVID-19 test result

- i. If **symptomatic child tests positive**, they may return to care after:

At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications; **AND**
Improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND**
10 days have passed since symptoms first appeared.

If retesting is completed: child must receive two consecutive negative results within a 24 hours period.

- ii. If **asymptomatic child tests positive** they may return to care after: 10 days have passed since date of positive results **AND** has no subsequent illness;

If retesting is completed: child must receive two consecutive negative results within a 24 hours period.

C. Clearance of Employees who were exposed to COVID-19 or who tested positive: In consultation with HR, Operational Risk Manager and Administration, the Department of Health “Protocols for Essential Personnel to Return to Work Following COVID-19 Exposure or Infection” will be followed in order to get staff cleared to return to work.

Attachment 1

Elmcrest Early Education Center

EMPLOYEE COVID Testing / Medical Follow-up

Date: _____

Dear _____

_____ you may have been potentially exposed to COVID-19

_____ presented today with symptoms potentially related to COVID-19

As a result, we are sending you to follow up with your medical provider and be tested for COVID-19. You will either need; to present a Negative COVID-19 result (and be symptom free) or provide a note from your Medical Provider stating that your symptoms are not COVID-19 related, in order to return to work.

If you do not have a medical provider, or you choose to report directly for testing, below is contact information for testing sites in the Syracuse area.

1. **Upstate Medical Center.** (315) 464-2778 for appointment.
2. **WellNow** – any area location is conducting COVID-19 tests.
3. **Community Health Center**, 819 S. Salina Street, Syracuse. Drive thru hours of operation: M-F 9am to 5pm, Saturday 9am to 1pm.

After testing, you child should quarantine until negative test results have been returned.

Please also contact us to let us know that testing has been completed as well as the result of the testing once received. You may either call us at (315)446-3220 or email to EarlyEdCOVID@elmcrest.org. Once you have your test result, please also upload it to the Ask Here section of Paycom.

For additional information about Testing, Quarantines and Contact Tracing, you may contact the Onondaga County Health Department at (315) 435-3252 or consult their website at www.covid19.ongov.net

Please contact us with any questions or concerns.

Jerry Shannon
COVID-19 Safety Coordinator
(315)446-6250, Ext 133

Attachment 2

Elmcrest Early Education Center

COVID Testing / Medical Follow-up

Date: _____

Dear Parent,

Your child _____

_____ was potentially exposed to COVID-19

_____ presented today with symptoms potentially related to COVID-19

As a result, we are recommending that you seek medical attention for your child and/or have your child tested for COVID-19. Your child will either need; to present a Negative COVID-19 result (and be symptom free) or provide a note from your Medical Provider stating that the child's symptoms are not COVID-19 related, in order to return to school.

If you do not have a medical provider, or you choose to report directly for testing, below is contact information for testing sites in the Syracuse area.

1. **Upstate Medical Center.** (315) 464-2778 for appointment.
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Attachment 3

Elmcrest Early Education Center

At Home Self-Screening Questionnaire

In an effort to keep everyone safe at Early Education Center, we are implementing an At-Home Self-Screening Questionnaire. You will be asked these same questions in person at The Early Education Center upon arrival. If you answer Yes to any of these questions or present with a fever greater than 100.0 F, then you will be denied access to the Early Education Center.

Staff: Before reporting to work, the following Self-Screening Questionnaire should be completed.

Parent: Before putting your child on the bus, the following Self-Screening Questionnaire must be completed for your child. If you will be dropping off or picking up your child, you must also complete the questionnaire for yourself.

Note for Parents sending a Child by Bus: If a child arrives by bus and has any COVID-19 symptoms, the parent will be called and advised to pick the child up immediately. Parents are expected to answer any phone calls from the Center and to arrive ASAP to pick up a child who has any symptoms on the COVID-19 list of symptoms.

At Home Screening Questions:

- 1. Is your child experiencing any of the following symptoms** that are not associated with a pre-existing condition: Dry Cough, Shortness of Breath, Loss of Taste, Fatigue, Chills, Sore Throat, Congestion/Runny nose, Nausea / vomiting, Diarrhea, Body Aches or Headaches out of the ordinary?
- 2. Does your child have a fever over 100.0 degrees or had a fever greater than 100.0 degrees in the past 14 days?**
- 3. Has your child tested positive for COVID-19 in the past 14 days?**
- 4. Has your child had contact with a confirmed or suspected COVID-19 case in the past 14 days?**
- 5. Has the child traveled to any States that are listed on New York's Travel Advisory list in the past 14 days?**

If a child (or staff member) answers affirmatively to any of the At Home Screening Questions, then the parent should contact the Early Education Center either via our COVID dedicated email address – EarlyEdCOVID@elmcrest.org or by calling the building at (315) 446-3220.

Please feel free to contact us with any questions or concerns.

Jerry Shannon
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