



Considerations for Reopening Series for Early Childhood Programs

Q&A SESSIONS: SHARING LESSONS LEARNED DURING REOPENING

RESOURCE TOOLKIT

This toolkit was created as part of the QUALITYstarsNY *Considerations for Reopening* webinar series to support early childhood programs during the COVID-19 pandemic. It provides a collection of resources and materials developed by QUALITYstarsNY and various organizations, in alignment with state and federal guidance and best practice in early childhood. This toolkit was designed to support live Q&A discussions to address reopening questions and challenges submitted by QUALITYstarsNY programs as part of the series.

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Information and Ideas to Address Common Reopening Challenges

Below is a compilation of information and resources captured during QUALITYstarsNY's Q&A Sessions on September 29, 2020. Please know that QUALITYstarsNY does not endorse any specific vendor and we strongly encourage you to reach out to your licensing and funding agencies and Health Care Consultants as you develop polices and procedures for your program.

HEALTH CONCERNS

How long should a child/staff member be excluded from the program?

- OCFS, NYSDOH, and Health Care Consultants advise 72 hours. This is currently not in writing, but is best practice, and we strongly recommend maintaining this in your programs. Children and staff must be symptom-free without fever reducing medication for 72 hours before returning to the program.
- Check your licensing requirements and be sure to exclude children with a temperature of 100(OCFS) or 100.4 (DOHMH) and above.
- If you exclude a child or staff member due to testing positive for COVID, you would then follow DOH, contact tracing staff and/or physician's guidance on when it is safe for them to return.

Many children and staff are coming to program with symptoms of COVID -19, but those are also symptoms of many other common illnesses. When do I exclude staff and children?

- OCFS, NYSDOH, and Health Care Consultants advise excluding staff or children with a temp of 100 degrees.
- Follow all CDC COVID-19 symptoms. OCFS programs are able to take children's chronic conditions into consideration such as allergies and asthma when making this determination, but these children should be closely monitored for any changes or increases in symptoms. You need to know the child and their medical history well before making any exceptions to your practices and should have a doctor's note verifying this condition and that they are allowing the child to participate in program.
- When in doubt, have the child get tested; this is the only way to be sure and protect yourself.

COVID testing:

- As free tests are now more widely available, consider amending policies to mandate COVID-19 testing before returning to care. Be sure to put any change in writing, share it with parents, and have them sign off.
- When going for testing, parents and staff should say [they or their child] are around many others at child care and would pose a risk, which validates the need to get tested.
- Some school programs require tests **and** a doctor's note saying the test was negative, so be sure you are following your applicable guidance before creating a policy for your program.

- Rapid vs. Standard (swab) tests: rapid tests are less accurate, but occasionally all that is available. You should have a doctor's note and a test result before returning to the program.
- It is not a HIPPA violation to ask for a COVID-19 test result. However, similar to any other illness, you cannot share results of any tests, or names, with other families or staff members.

Free Testing Options: Reach out to local DOH for info on free testing:

- [NYC Get Tested](#)
- [NYS Get Tested](#)

Other Tips:

- To contain the spread of illness, maintain pods/static groups of children and staff. Reduce staff "runners" or floaters who have contact with children from multiple rooms.
- If using runners/escorts/floater, assign them to a specific classroom. They can also be responsible to sanitize the materials and equipment in that classroom, and cover staff lunch breaks in that classroom.
- Develop a system to track who is working in each classroom at what time. (i.e. staff sign-in/sign out clipboard in each classroom), in case you need to track COVID-19 exposure.
- Label all masks to avoid mix ups.
- Reach out to your Health Care Consultant with any questions.
- When taking temperatures using an infrared thermometer, it is not recommended that you do so outside, because the climate can throw off the accuracy of the instrument. If necessary, acclimate the thermometer to outdoor temps for at least 30 minutes prior to use. When in doubt, take temperature a second time with a different thermometer inside the program, but not in the classroom.
- Some programs are using online health screenings through different apps. Parents/guardians show a checkmark on their phone at drop-off to indicate the screening was completed.
- Enforce health policies consistently.

What's one great cleaning tip/tool you're using in your program?

- [Tabletop UV Sanitizer](#) - UV box lights- sanitizes phones, masks, bottles, pacifiers, small toys etc.
- [Sanitation Mat](#) - Disinfecting mat to sanitize shoes before entering building
- [Fog Machine](#) - Disinfecting fogger to sanitize materials and equipment
- [SafeHandles](#)
- [Wall-Mounted Infrared Thermometer](#)
- Portable sinks throughout building (get OCFS/DOHMH approval before purchasing)

Additional Resources

- Respiratory-illness-symptoms-chart-coronavirus-flu-cold-allergies (PDF English and Spanish)
- Albany County Department of Health Protocol: Screening for COVID-19 (PDF)
- Albany County Department of Health (ACDOH) School Reopening FAQs (PDF)
- COVID Closure Reference Chart NYC DOE (PDF)
- Vendors for PPE/Cleaning supplies (PDF)

STAFFING

What do you do to keep staff morale high?

- Have on-going communication and transparency. Keep communication a priority.
- Decrease the number of operating hours to allow staff time to prepare and clean up (avoiding overtime and burnout).
- Staff “Gift Thursdays” – small gifts for all staff every Thursday, Halloween “Boo,” or “Being Elved,” -giving a small treat to a staff member and then having that staff member anonymously select another to get a treat (domino effect), goody bags that include chocolate, cards, and other trinkets.
- Honor a teacher or teaching team every month by highlighting their great work in the program's newsletter or emails to families. Create a “Shout Out” wall to acknowledge everyone's great work (all staff members can post).
- Check-in with staff daily and nurture your teachers; simple eye contact and virtual hugs go a long way.
- Write positive messages on each staff member's pay stub.
- Create a private Facebook page for your program where you can share ideas and staff can thank each other and write messages.
- Promote staff events outside of the program, such as walks at the beach or park where you can maintain social distancing.
- If you don't have time, assign another administrator or staff member to be responsible for fun activities to boost morale. Make it part of their job responsibilities.
- If your program has additional space (and as regulations allow), create an area for staff to take their masks off or have a lunch break without worrying about social distancing.
- Talk to your staff about safety so they truly understand that you are concerned about their health and well-being. As much as possible, make sure that they are taking time off.
- Have virtual staff meetings.

Tips for hiring new staff during the pandemic:

- Reach out to Community Colleges, reach out to students that are taking a gap year, post openings on mom's sites and other platforms (Indeed, Zip Recruiter, etc.).
- Check with your payroll company; they may be able to advertise your openings.

What do you do to reduce your stress?

- We need to care for and take time for ourselves if we are going to be effective for the staff, children, and families.
- Network with other leaders; share stories.

Additional resources:

- [Career Development Center](#) - Post job openings and match with early childhood professionals looking for work.
- [Leadership Initiative](#) – Network and strategize with other program leaders

FAMILIES

Open communication with families is the key to success. Here are some ways to maintain ongoing engagement with families:

- Value honesty, truth, and transparency with families. Transparency with families is most important. Survey families, have direct conversations, and share all reopening plans and guidance documents.
- Have a notebook for each family to keep ongoing communication between teacher and parent.
- Provide a daily report form for each child, not just infants.
- Provide remote learning options and supports for interested families.
- To support family engagement, offer a virtual open house and curriculum night.
- Offer outdoor playground pick up so that families can take a moment to talk with staff if needed.
- Share newsletters or program updates with entire community of families, even the ones that are not currently attending, so that they can see what the program looks like during this time and they feel included.
- Create a culture of WE in your program - teaming together with families!
- Host virtual book clubs for families.
- Create parent groups on social media sites (Facebook) for families to stay connected, to see to their child's school life, and to share photos and daily happenings.
- Pledge to your families each day to keep your program safe.
- Using child care software/apps to support frequent communication with families.
- Create videos to send out to families and share special activities and events.
- Offer virtual workshops, safety meetings, curriculum nights, and speaker series for families.

What strategies can you use to support the transitions back into the program, for families?

- Send home bags with materials that the children can use at home.
- To help families feel comfortable with your program, share videos of what your program looks like and spotlight your new practices to keep children safe.
- Call each family regularly before reopening. Once open, have each teacher call each family every day during the first week and gradually decrease as time goes on.
- Remain transparent with questions from families. Hand-hold families back into the program as they build their comfort and safety with the process.
- Post pictures of teachers on Instagram to share with families.
- Host regular meetings with families via Zoom or other online platforms. Conduct virtual home visits to get to know families and children before school begins.
- Display photo boards and documentation panels outside where the families drop off and pick up so that they can see what is happening during the school day.
- Use a Google Site for sharing songs, books, and photos of the materials used in class and the curriculum.
- Think of possible places to meet outside (park or other large outdoor, public space), socially distanced, with families, children, and staff.
- Support families by providing dinners for them to pick up and take home.

- Have resources readily available for families in need, especially single parents.
- Act as a shoulder to lean on for families; be that listening ear when they may have no one else to hear them.
- Ask families, “Is there anything I can do to help you feel comfortable in bringing your child back?”
- Share virtual tours (either in real time with families in a video call or posted on your website).

Additional resources:

- [NYS Early Learning Guidelines](#)
- [Parent Resources](#) – State Education Department
- [The National Center for Pyramid Model Innovations](#) (NCPMI)
- Child Care Apps (PDF)

BUSINESS PRACTICES

Many programs are struggling financially. What are some strategies to reach full capacity and be financially viable?

- Be transparent: let parents know why you are doing things, and don't be afraid to say you don't know the answer to a question. Establish clear and consistent communication with staff and families.
- Request parent testimonials to use in marketing, and encourage families to spread the word about your program.
- Have frequent stakeholder meetings to inform everyone of program updates (even virtually).
- Involve parents and staff in decision-making; create and use your community of support.
- Change and update policies when needed and be sure they are in writing and shared with everyone. Include a disclaimer on each policy that they may change as new information becomes available.
- To attract new families, share photos of classrooms and children on the website in order to demonstrate that health and safety protocols are working.
- Use social media: Create Facebook, Instagram, and Twitter accounts and post frequently about program happenings.
- Analyze family needs and adjust program options and scheduling accordingly; families may be working remotely and have different scheduling needs, right now.
- Update your website with all the changes you have made to your program.
- Offer live virtual tours of your program and record a virtual tour for your website.
- Return to normal operating hours to meet parent needs or reduce hours if it's not cost effective to remain open for only a few children.
- If cost is an issue in extending hours, consider keeping the “regular” hours as they are now, and structure any additional time as an after-school program or additional hours that bring an additional fee.
- Think about how part-time and salaried staff are used and see how you can strategize scheduling to minimize staffing costs and maximize quality.
- Restructure scheduling options: offer part-time options or new age groups (school age).

- Consider offering a drop-in school-age program to support many children who are participating in remote learning. This will also position the program to be responsive to the families if schools in the area have to close for 2 weeks because of COVID issues. Flexibility to meet the needs of your families and children is important. Reach out and partner with local school districts to help advertise your program.
- If you live in an area where there is a real estate boom, create a brochure about your program and distribute it to local realtors. Remember to include that you participate in QUALITYstarsNY. Ask your Quality Improvement Specialist for brochures if you need them.
- Request parent testimonials to use in marketing, and encourage families to spread the word about your program.
- Work with other child care programs to buy large amounts of supplies together in order to get better prices.
- Use [Shared Source NY](#) to access sample forms, policies and procedures. (Membership is free for QUALITYstarsNY programs).

Are there apps/software that you're using that have helped?

- Many programs use apps to communicate with parents. It can be especially useful to have an app like ClassTag that translates for you if you have families who speak languages other than English.
- ClassTag is free as is Class Dojo. Both are FERPA (Family Educational Rights and Privacy Act) compliant and keep children connected. With the KangarooTime app, families can check-in for attendance, and teachers can use it for daily reports throughout day. It also includes a messaging feature (see separate PDF handout on apps).
- Consider increasing your Wi-Fi bandwidth in the program to support the virtual communication tools.
- Switch from a kiosk/fingerprint-based system to app-based software for billing, sign-in, etc.
- Consider paperless business practices, including using a tablet for classroom-based paperwork.

Additional resources:

- [Network for Youth Success](#): Support for those serving school age children, or considering expanding to offer school age.
- [Jotform](#): Easy-to-use online form builder for every business. Create online forms and publish them.
- [Shared Source NY](#): provides sample forms, policies and procedures to strengthen the capacity of programs to provide quality early childhood services and to support their financial viability.
- [CARES 3 Applications](#): Child Care Aware guides to opening and running child care programs: resources and information mainly focused on the business side of child care.
- [New York Forward Loan Fund](#): a new economic recovery loan program aimed at supporting New York State small businesses, nonprofits and small residential landlords as they reopen after the COVID-19 outbreak and NYS on PAUSE.

CHILDREN'S NEEDS

Many programs are considering expanding their services to school-age children. Can you share any resources?

Kelly Sturgis from the NYS Network for School Success provided an overview of their agency, which helps to support access to high quality programs for school-aged children. Both Erin Broderick and Kelly Sturgis would be happy to talk with anyone who is looking to provide school-aged services. You can email them at Erin@NetworkforYouthSuccess.org or Kelly@NetworkforYouthSuccess.org. You can also visit their website for several free resources (some available in Spanish) [Network for Youth Success](#).

How can programs utilize the outdoor environments at this time?

- Create additional outdoor space for the children to play and additional fenced in areas for the children to use.
- Staff additional outdoor teachers.
- Take children outside more throughout the day.
- Provide portable sinks to allow children to wash hands just as they come in from the outdoor play yard (seek OCFS approval before purchasing).

How can you support the transitions back into or within the program?

- Create Daily reports for families to provide a brief overview of how their child's day went. Some programs provide a notebook to parents, where the teacher writes a brief summary about the child's day and will encourage the parent to write back to address any questions or concerns they may have.
- Use the "Getting Acquainted" form. This is helpful so that the staff can get to know the children again. It is also helpful when children transition from one room to another.
- Bring children in for part of the day or half of the day to get used to being back in the program.
- When you keep the parents feeling safe, they in turn can care for their children better. In relationships with the families, honesty is important.
- Post pictures of the teachers on social media and have cameras in the classrooms.
- Send meals home; full bellies are happy children.

Additional resources:

- [NYS Early Learning Guidelines](#)

MISCELLANEOUS INFORMATION:

- [Most current information from the NYC DOE](#)

QUALITYstarsNY does not endorse any of these products/vendors and cannot guarantee that any of these services will serve as documentation to meet our Program Standards. This list is being provided as a resource only.

Child Care Apps

App	Cost	Significant Info	Demo
Bloomz	Contact for pricing.	Bloomz makes it easy for teachers to securely share photos, classroom updates and reach parents instantly through messaging, as well as to coordinate events (like PT Conferences) and sign up volunteers.	
Brightwheel	Free for programs with less than 20 children. Request a quote for larger programs or more features. Approximately \$2.50 per child.	"A lot of early education centers choose Brightwheel when they are looking to reduce paperwork, streamline processes, and engage with their families. It helps you manage classrooms, observe student progress, collect tuition, and communicate with parents. Brightwheel gets tons of feedback on how easy it is to use. It's also one of the few systems that's integrated so that you have everything in one place."	mybrightwheel.com/demo/
ChildWatch	Business: \$69.95/month Family: \$49.95/month CACFP: \$99.95/month childwatch.com/pricing/serviceplans	Business management tools. All key data for Client and Child are managed here including enrollments, waiting list, immunizations and more. Trigger cycle or hourly billings, record payments (or draft electronically*) and print reports. ChildWatch helps to facilitate the collection and tracking of key CACFP data such as meals & attendance and meal nutrition planning. Quickly process your claim each month with automatic USDA disallowances. Report your claim information for submission to your sponsor or directly to the state.	childwatch.com/inquiry?type=DEMO
ClassDojo	Free.	Teachers can encourage students for any skill or value — whether it's working hard, being kind, helping others or something else. Students can showcase and share their learning by adding photos and videos to their own portfolios. Get parents engaged by sharing photos and videos of wonderful classroom moments.	
Class Tag	Free.	"ClassTag connects teachers and families with one easy to use app for all their communication needs. Remote, blended, hybrid, in person, we are here for you through it all!"	
EZCare child care software	Varies depending on needs. www.ezcaresoftware.com/pricing/	Completely customizable to the needs of almost every type of childcare center and school age program, EZCare is packed with features that make it easy to eliminate paperwork, reduce administrative hassles, streamline billing, and simplify record keeping.	www.ezcaresoftware.com/demo/#Groupdemo
Family	Ranges between \$89.00-\$199.00/month	Excellent for communicating with families with daily updates, instant messaging, and automatic reminders.	family.co/us/demo/

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<u>HiMama</u>	Home Daycares pricing is \$270 semiannually and \$540 annually. Center Based is approximately \$3 per child per month.	"We are fairly in line with other apps within the industry but our customer support, high quality features and training teams make us the best choice."	
<u>Jackrabbit Care</u>	Varies by program size Learn more at jackrabbitcare.com/pricing/	"The Jackrabbit Care support team is ready to help you set up your database successfully. We assign a personal Jumpstart Coach to help you during the initial software setup process. Your Coach can answer your questions, too. We offer: -Jumpstart Coach -Support phone call -Detailed instructions -Data import help -ePayments support -Web integration assistance".	
<u>Kangarootime</u>	Contact for pricing: Kangarootime One Seneca Tower, Floor 24 1 West Seneca Street Buffalo, NY U.S. Support: +1 (716) 261-9889 U.S.Sales: +1 (716) 220- 8110	kangarootime.com/blog/ Offers many features as well as countless free webinars and resources for educators.	
<u>Kaymbu</u>	Contact for pricing at kaymbu.com/pricing/ 770 Massachusetts Ave #391075 Cambridge, MA 02139-0011 (857) 600-1540	Kaymbu aligns with High Scope curriculum and COR, equips educators with the best assessment, instructional planning, family engagement, and professional development tools to drive positive outcomes for every child.	
<u>Kindertales</u>	Contact for pricing at: kindertales.com 1.844.3KINDER	Has marketing features, milestone trackers, logs & lists, as well as Covid-19 related procedural check lists.	
<u>Learning Genie</u>	Small Center/Family Childcare / Single Classroom 0-28 children Free for One Semester and \$1 per child per year; Larger Centers/ Districts contact for pricing at: Call: 760-576-4822 Email: help@learning-genie.com	Learning Genie's Auto Translated Chat solves this problem. You can now send and receive messages in 104 different languages.	
<u>LifeCubby</u>	0-15 Students = \$30.00 16-30 Students = \$60.00	LIFECUBBY is QRIS aligned to ITERS-R and ECERS-R rating system. Meal Tracking & CACFP Teachers log breakfast, lunches,	try.lifecubby.me/contact

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	31-60 Students = \$100.00 61-100 Students = \$150.00 101-125 Students = \$185.00 126-150 Students = \$215.00 151-200 Students = \$285.00 201-250 Students = \$350.00 351+ Students = Custom Pricing	snacks, baby food, and bottles for the families using LifeCubby - and it's all tallied for your CACFP reporting.	Testimonial: youtu.be/h8CgpJcDLes
<u>moment</u>	Starter plan free for up to 50 students. Premium plan \$49/month; \$499/year.	Has case studies of program's documentation of children's work. Good for project based and Reggio-inspired schools. "Moment makes the on-going, dynamic communications with parents easier. Send urgent posts, newsletters, calendar events and quick updates in seconds. Combine this with our class management tools to keep everyone up-to-date and organized. Add-on our online registration and payments to create preschool applications, setup summer camp registration, and handle tuition payments all in one place."	
<u>Prime Childcare</u>	Starts at \$99.00/month	"We work tirelessly to build reliable, easy-to-use software that simplifies the most complex and time-consuming parts of child care administration so that our customers can stay focused on successful relationships with children, parents, and staff."	pccsoft.com/childcare-software/#GetStarted
<u>Procare</u>	0-60 Students = \$49.00 61-90 = \$69.00 90+ = \$89.00 (These are current sale prices)	Features: Online registration, Lesson and Activity Planning, Family Lead Management, Staff Time Tracking, Contactless Check-in and Check-out, Integrated Tuition Collection and Payment.	procaresoftware.com/request-a-demo/
<u>Remind</u>	Free for teachers and families	Easy to use. Quick communication between teachers and families/students. Remind is a communication platform that helps every student succeed. Whether you're in the classroom, at home, or anywhere in between, Remind makes it easy to stay connected to your school community.	
<u>Sandbox</u>	Pricing varies by # of Children 0-24 children = \$47.00/month 200+ children = \$159.00/ month	Online Registration: Simplify the registration process at your center and get rid of paper forms. Parents can register online and upon approval, their profile will be created in Sandbox. Reports: Detailed reporting on all the information required for your child care center. Reports: From enrollment projection reports	runsandbox.com/demo

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		and allergy lists to detailed financial and multi-location reports, the information you need is at your fingertips.	
<u>Seesaw</u>	Free for teachers. For schools, requires a minimum of 100 students.	Seesaw is a student-driven digital portfolio that inspires your students to do their best work and saves you time. Seesaw helps you see and hear what each student knows so you can better understand their progress. Used by teachers to encourage students.	
<u>Smartcare</u>	Varies by program size - \$59-\$179 learn more at smartcare.com/pricing	Trains staff and pairs with consultant to work with you over time. Good for multi-center operations and larger centers.	smartcare.com/ demo/
<u>Storypark</u>		Storypark includes your curriculum, framework or philosophies and can be fully customized to align with your practice. Weave links through your stories and observations.	
<u>Tadpoles</u>		Connects directly with Teaching Strategies. Share photos, videos, notes to parents throughout the day. Record meals, activities, naps, and more in daily reports. Prepare lesson plans up to 4 weeks in advance, and much more!	tadpoles.com/ demo

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Vendor Options

- Kaplan: kaplanco.com/shop/personal-protective-equipment-ppe
- Discount School Supply: discountschoolsupply.com/ppe-covid-prevention-bundles
- Becker's School Supplies: shopbecker.com/products/Classroom---Teacher-Supplies/ppe/
- Golden Protective: Contact 1-800-896-6230
- Philips Hardware: Contact 518-347-9338
- Cooley Group: cooleybrand.com – contact kballway@cooleybrand.com
- Dependable Office Supplies: dependableofficesupplies.com – contact phazle@dependableofficesupplies.com
- MAC Janitorial: macjan.com – contact 518-561-6871
- Child Care Supply Co. (NJ): childcaresupplycompany.com – contact 800-269-8105, Kate will ship to NYS
- New York State Preferred Source Program: nyspsp.org – contact Rene' Handford at 518-621-0638
- Hill and Markes: hillnmarkes.com – contact 800-836-4455
- Med Shop Solutions, Inc.: medshopsolutions.com – contact Michael Brown

Albany County Department of Health (ACDOH)

School Reopening FAQs

FAQs

Reopening Guidance

- Q1.** What guidance is available for school reopening?
- A.** Please see the school reopening guidance document from the New York State Department of Education and their responses to frequently asked questions related to this guidance.

Health Screening & Testing

- Q2.** Are parents required to ensure that their child or children do not show symptoms of COVID-19 or a fever before boarding the bus or entering school each day?
- A.** School districts are required to have a protocol in place to perform temperature and health screenings for COVID symptoms. Screening by the parent/guardian prior to school is preferred. (See page 22 and 62 of NYSED Reopening Guidance).
- Q3.** Is a COVID-19 test required if symptomatic?
- A.** COVID-19 testing is essential to appropriate identification and containment of cases in Albany County. ACDOH **strongly** recommends testing and medical evaluation if a student or staff member is symptomatic. For a list of symptoms, visit the [CDC Symptoms of Coronavirus](#) webpage. If you need assistance with finding a medical provider, please contact the Albany County Department of Health at 518.447.4659.
- Q4.** Where can students and staff members get tested for COVID-19?
- A.** For a list of area testing sites, visit the [NYS COVID-19 Test Finder](#) webpage. There is no out-of-pocket charge for COVID-19 tests conducted at state-run facilities, though insurance information may be requested. For other testing sites, please check with the site or your insurance provider to confirm any costs that may be associated with the test. You may also contact your primary care provider to ask about testing.



Daniel P. McCoy, Albany County Executive
Elizabeth Whalen, MD, MPH, Commissioner of Health

Albany County Department of Health (ACDOH)

School Reopening FAQs

Q5. What if a symptomatic student or staff member is not tested for COVID-19?

A. Student or staff cannot return to school until it has been 10 days since onset of symptoms AND 3 days since last fever without use of fever-reducing medication AND documentation of a completed evaluation by a health care provider is submitted.

Q6. What if a medical note is provided citing an alternate diagnosis?

A. If a student or staff member has a negative COVID-19 test, they may return to school with a note from their medical provider clearing them to return. Without a COVID-19 test, they must follow the recommendations in the above question (Q5). Health care provider documentation of long-standing alternative diagnosis such as migraine headaches or allergies is valid until or unless symptoms change from usual pattern.

Positive Cases & Contact Tracing

Q7. When and how should the school report positive COVID-19 cases to ACDOH?

A. If the school is notified first (before ACDOH) of a student's or staff member's positive test result, immediately notify ACDOH by calling (518) 447.4640. Case investigation and contact tracing continues after normal business hours and over the weekend.

Q8. Will contact tracers release the name of positive individual to their contacts?

A. No. Contact tracers will tell potentially infected persons that they were exposed and they will not disclose the identity of the person to whom they were exposed. In some situations, the positive case has already reached out to their contacts and notified them of their positive status.

Travel Quarantine

Q9: Do students coming back from vacation from a state identified on Governor Cuomo's travel advisory or other countries need to quarantine?

A. Yes, students who are coming to New York from any of the restricted states or international travel need to quarantine for 14 days. Please complete the [New York State Traveler Health Form](#).

Reference:

Interim Guidance For In-Person Instruction At Pre-K To Grade 12 Schools During The Covid-19 Public Health Emergency. (2020, August 26).
https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf



Daniel P. McCoy, Albany County Executive
Elizabeth Whalen, MD, MPH, Commissioner of Health

ALBANY COUNTY
Cares about our health

Albany County Department of Health Protocol: Screening for COVID-19

No Flags:

Proceed to School.

LHD Confirmed Exposure, No Symptoms:

Exclude from school.

Placed on quarantine and monitored by LHD.

If remain asymptomatic, remain home for 14 days since last exposure.

COVID-19 Symptoms

- Fever >100
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea
- Congestion or runny nose

Positive Diagnosis, No Symptoms:

Exclude from school.

Placed on isolation and monitored by LHD.

Remain home until released from isolation by LHD.

At Least 1 Symptom:

Exclude from school.

Refer to medical provider for evaluation and [COVID-19 testing](#).

If confirmed positive COVID-19 test: See protocol for Positive Case.

If negative COVID-19 test: See protocol for Symptomatic Student or Staff.

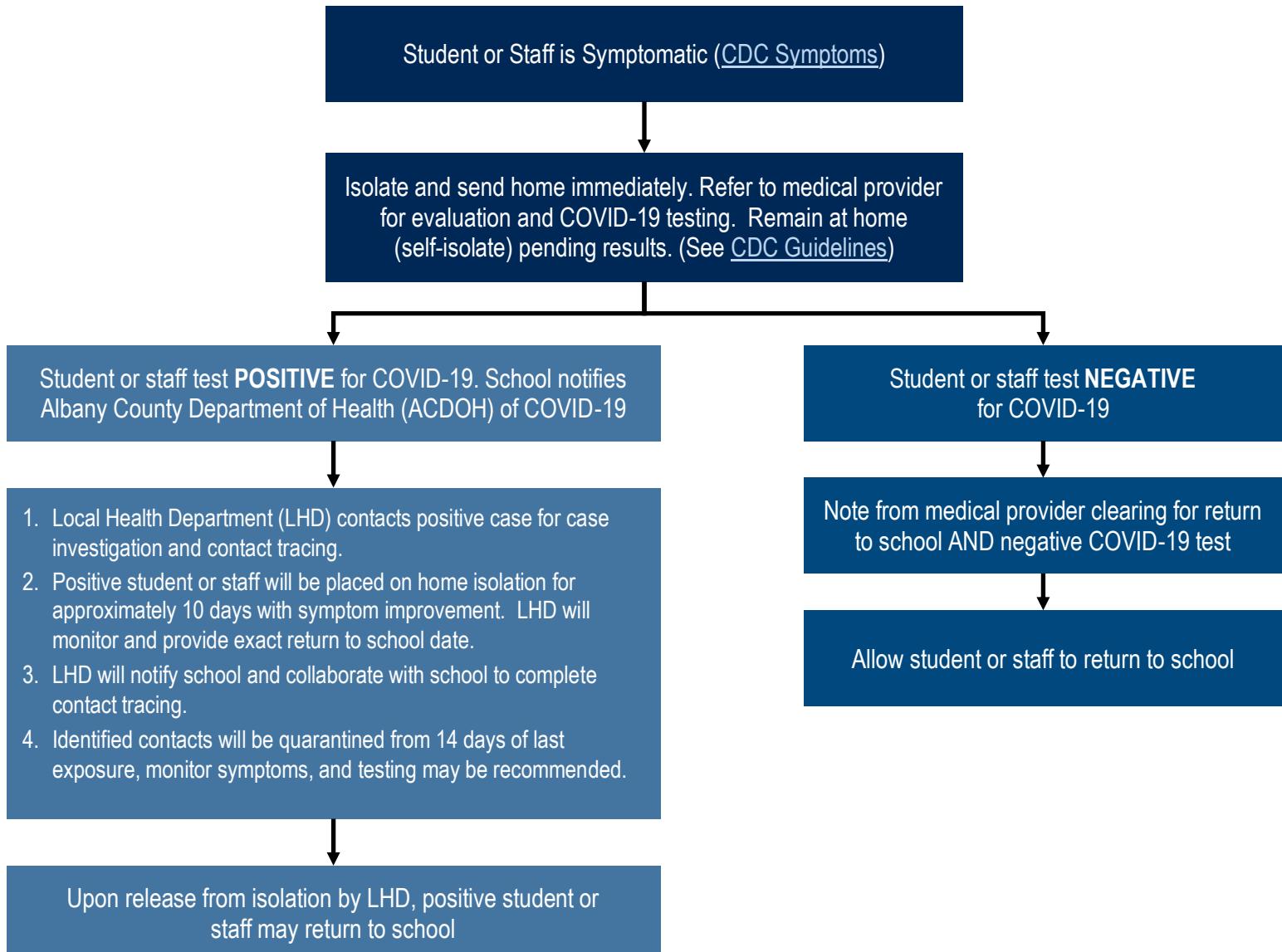
COVID-19 Symptoms Resource: Centers for Disease Control and Prevention. 2020. *Coronavirus Disease 2019 (COVID-19) – Symptoms*. [online] Available at: <<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>> [Accessed 18 August 2020].



Daniel P. McCoy, Albany County Executive
Elizabeth Whalen, MD, MPH, Commissioner of Health

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ACDOH COVID-19 Protocol for Symptomatic: Student or Staff (*not identified as contact*)



Contacts to positive case can return to school after 14 day quarantine period if asymptomatic. If symptomatic, LHD will continue to monitor and provide exact return to school date.

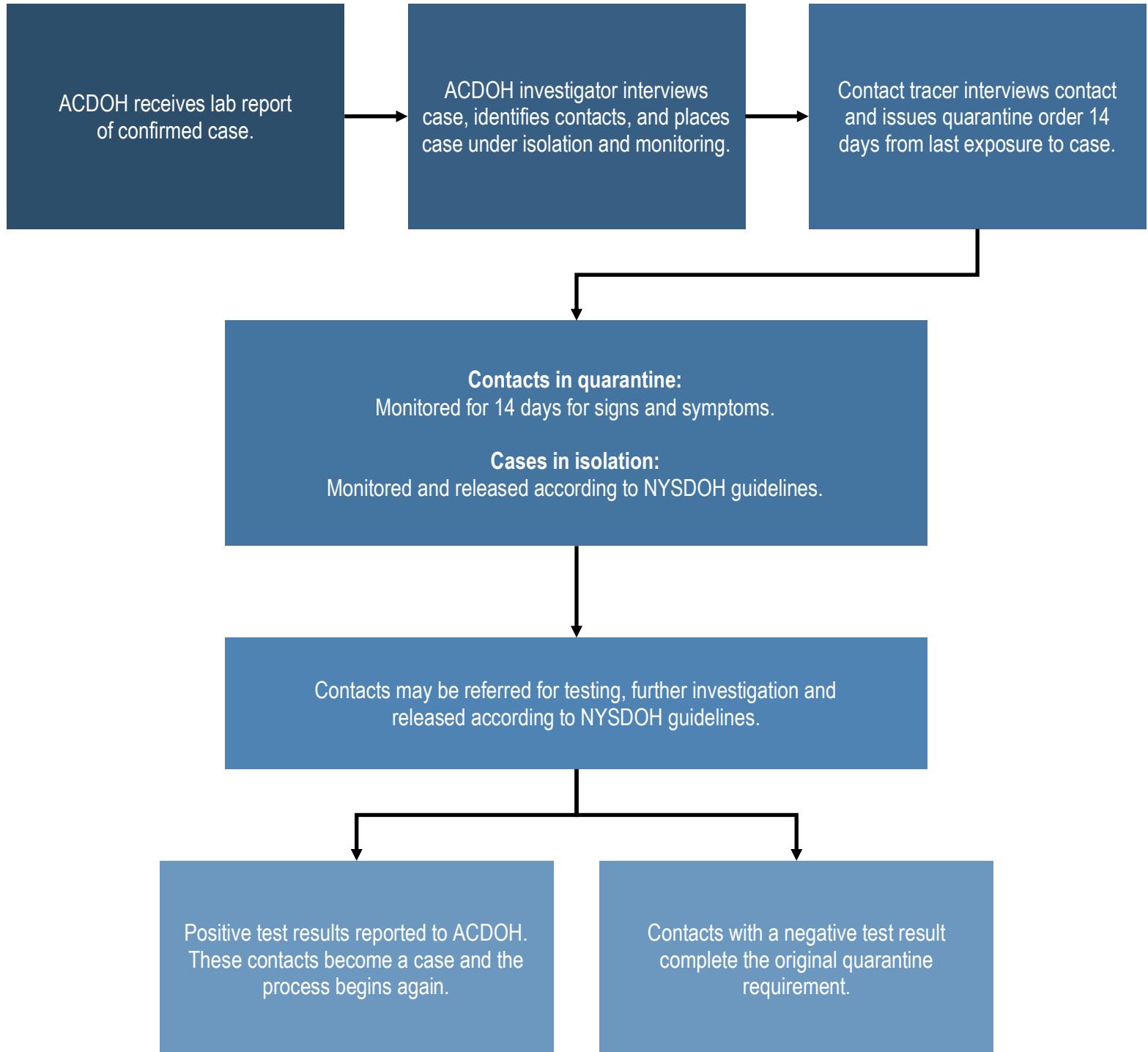
Please see Albany County Department of Health School Reopening FAQs for students or staff that are symptomatic and are NOT tested for COVID-19.



Daniel P. McCoy, Albany County Executive
Elizabeth Whalen, MD, MPH, Commissioner of Health

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Albany County Department of Health Protocol: COVID-19 Case Investigation & Contact Tracing



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COVID Closure Reference Chart - NYC Department of Education (DOE)

Reference: <https://www.schools.nyc.gov/school-year-20-21/return-to-school-2020/health-and-safety>

Conclusion of Investigation	During Investigation	Post Investigation
A. 1 confirmed case	Close Classroom	Classroom remains closed for 14 days; students and staff in close contact with positive case self-quarantine for 14 days.
B. At least 2 cases linked together in school, same classroom	Close Classroom	Classroom remains closed for 14 days; students and staff in close contact with positive cases self-quarantine for 14 days
C. At least 2 cases linked together in school, different classrooms	Close school	Classrooms of each case remain closed and quarantined, additional school members are quarantined based on where the exposure was in the school (e.g., the locker room);
D. At least 2 cases linked together by circumstances outside of school (i.e., acquired infection by different setting and source)	Close school	School opens post investigation; classrooms remain closed for 14 days
E. At least 2 cases not linked but exposure confirmed for each one outside of school setting	Close school	School opens post investigation; classrooms remain closed for 14 days
F. Link unable to be determined	Close school	Close school for 14 days

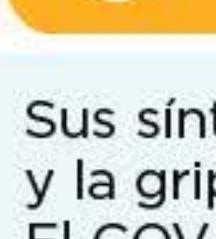
Additional information can also be found at the NYC Department of Health and Mental Hygiene (DOHMH):

- [Daily Health Screening and Handling a Case of COVID-19 in Child Care: What Child Care Operators Need to Know](#)
- [Child Care Programs and COVID-19: What Parents and Guardians Need to Know](#)
- [COVID-19: Guidance for Businesses and Schools](#)

Symptoms	Coronavirus* (COVID-19) Symptoms range from mild to severe	Cold Gradual onset of symptoms	Flu Abrupt onset of symptoms	Seasonal Allergies Abrupt onset of symptoms
 Length of symptoms	7-25 days	Less than 14 days	7-14 days	Several weeks
 Cough	Common (usually dry)	Common (mild)	Common (usually dry)	Rare (usually dry unless it triggers asthma)
 Shortness of breath	Sometimes	No**	No**	No**
 Sneezing	No	Common	No	Common
 Runny or stuffy nose	Rare	Common	Sometimes	Common
 Sore throat	Sometimes	Common	Sometimes	Sometimes (usually mild)
 Fever	Common	Short fever period	Common	No
 Feeling tired and weak	Sometimes	Sometimes	Common	Sometimes
 Headaches	Sometimes	Rare	Common	Sometimes (related to sinus pain)
 Body aches and pains	Sometimes	Common	Common	No
 Diarrhea	Sometimes	No	Sometimes for children	No
 Chills/repeated shaking	Sometimes	No	Sometimes	No
 Loss of taste or smell	Sometimes	Rare	Rare	Rare

Your symptoms may vary. *Information is still evolving. **Allergies, colds and flus can all trigger asthma, which can lead to shortness of breath. COVID-19 is the only one associated with shortness of breath on its own.

Sources: Asthma and Allergy Foundation of America, World Health Organization, Centers for Disease Control and Prevention. edited 4/29/20 • aafa.org/covid19

Síntomas	Coronavirus* (COVID-19) Los síntomas varían de leves a graves.	Resfriado inicio gradual de los síntomas	Gripe inicio abrupto de los síntomas	Alergias temporadas inicio abrupto de los síntomas
 Duración de los síntomas	7-25 días	Menos de 14 días	7-14 días	Varias semanas
 Tos	Frecuente (normalmente seca)	Frecuente (leve)	Frecuente (normalmente seca)	Raro (normalmente seca a menos que desencadene asma)
 Falta de aire	A veces	No**	No**	No**
 Estornudos	No	Frecuente	No	Frecuente
 Congestión o goteo nasal	Raro	Frecuente	A veces	Frecuente
 Dolor de garganta	A veces	Frecuente	A veces	A veces (normalmente leve)
 Fiebre	Frecuente	Corto período de fiebre	Frecuente	No
 Fatiga o debilidad	A veces	A veces	Frecuente	A veces
 Dolor de cabeza	A veces	Raro	Frecuente	A veces (relacionado con dolor sinusal)
 Dolor corporal	A veces	Frecuente	Frecuente	No
 Diarrea	A veces	No	A veces ocurre en niños	No
 Escalofríos	A veces	No	A veces	No
 Pérdida del sentido del gusto u olfato	A veces	Raro	Raro	Raro

Sus síntomas pueden variar. *La información sigue evolucionando. **Las alergias, los resfriados, y la gripe pueden desencadenar los síntomas del asma, lo cual puede provocar falta de aire. El COVID-19 es la única enfermedad en esta lista que por sí sola puede causar la falta de aliento.

Fuentes: Asthma & Allergy Foundation of America, World Health Organization, Centers for Disease Control & Prevention



NEW YORK STATE
NETWORK FOR
YOUTH SUCCESS



EMPOWER YOUTH SUCCESS

MISSION

To strengthen the capacity and commitment of communities, programs, and professionals to increase access to high-quality programs and services beyond the traditional classroom.

NETWORK VISION

We believe that ALL youth deserve the right to participate in expanded learning opportunities that support their success in school, college, work, and life.

Why the Network:

- We are the only statewide organization dedicated to increasing access to high-quality programs beyond the traditional classroom
- We educate the community on the value of expanded learning opportunities
- We offer high-quality professional development
- We work to professionalize the field

FAST FACTS ON AFTERSCHOOL, SUMMER, & EXPANDED LEARNING

Support student growth and learning.

Regular participation in high-quality afterschool programs has been found to contribute to higher student achievement, including significant gains in standardized test scores, grades, and work habits.

Keep students safe and reduce negative behaviors.

The hours from 3 pm to 6 pm are the hours of highest risk for youth to commit a crime or be a victim of a crime. Afterschool program participation leads to a decrease in negative behaviors, including a decline in drugs and alcohol abuse, and participation in gang and other criminal activities, when compared to non-participating students.

Help working families.

On average, the amount that New York State families pay for afterschool care is nearly 7 times what it costs the State to fund high-quality afterschool programs. Parents also miss an average of eight days of work per year due to a lack of afterschool care. Decreased worker productivity related to parental concerns about afterschool care costs business up to \$300 billion per year.

NETWORK INITIATIVES

REGIONAL NETWORKS

We support the capacity building of programs at the local level through regional networks. Regional networks help share best practices, coordinate local professional development resources for programs and providers, and provide effective means to distribute information and engage programs and parents on state and local policy issues. All afterschool, summer, and expanded learning programs and stakeholders are invited to participate in our regional networks.

POLICY AND ADVOCACY

We seek to increase access to high-quality programs for all students in need of a safe place to learn when school is not in session. We make recommendations related to federal and state funding for expanded learning opportunities based on feedback from the field, provide testimony in support of those recommendations, track the history of public funding, and keep stakeholders and the media informed of important issues in this field.

PROFESSIONAL DEVELOPMENT

We provide training and technical assistance to programs, hold webinars to inform the field, and host an annual conference for professionals every spring. Additionally, the Network hosts Regional Training Institutes around the state throughout the year.

STEM

We are the state lead for the National Girls Collaborative Project. We promote informal Science, Technology, Engineering, and Math (STEM) learning in New York through the Expand STEM Initiative. This project focuses on connecting expanded learning opportunities with STEM expertise from K-12 schools, higher education, and businesses.

COMMUNITY SCHOOLS

We serve as the backbone organization for the New York State Community Schools Network, which is a statewide coalition that supports and advances the development of all local and statewide community school initiatives.

PROGRAM ACCREDITATION

We facilitate program improvement through accreditation, the ultimate indication of program quality. Accreditation provides afterschool professionals with performance indicators, benchmarks of quality that guide program planning, implementation, and evaluation. Moreover, the accreditation process supports a team approach to program improvement and fosters a competent, caring, and qualified staff.

SCHOOL-AGE CARE CREDENTIAL

We administer the New York State School Age-Care (SAC) Credential, which promotes quality services to children and families by providing specific standards, training, and evaluation for afterschool professionals. In addition, the Network offers a full distance learning option for the credential coursework.

MEMBERSHIP

We offer professional development, resources, tips and tools for programs, advocacy alerts, support of your regional network, and much more. When you join the Network, you are helping empower youth success. Together we are louder, stronger, and better able to communicate a unified message.

QUALITY SELF-ASSESSMENT TOOL

We believe that clear quality standards and ongoing program assessment are central to building effective and sustainable afterschool programs. A quality program is one that is reflective, willing to improve, change and grow, and believes in successful outcomes for its participants. Moreover, practitioners must understand that improving program quality is an ongoing process. Self-assessment provides an important opportunity for programs to identify strengths and weaknesses free from the pressures of external monitoring and evaluation. It is upon these concepts that the Quality Self-Assessment (QSA) Tool is based.

NUTRITION

We seek to increase the sustainability of afterschool programs by helping eligible programs enroll for reimbursement for their afterschool meals and snacks through the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP).

