



Sunshine Nursery and Day Care Center

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September 2, 2020

Dear Sunshine Community (parents, staff and students):

We have updated policies, procedures, and new protocols in response to the COVID-19 pandemic. The Center for Disease Control (CDC) has provided guidelines for child daycare facilities. We are committed to following their recommendations in

six key areas of health and safety:

1. Physical distancing

All people will maintain social distancing of 6 feet whenever possible. Signs will be placed throughout the building to support this.

2. Cleaning and disinfection

There will be heightened cleaning and disinfecting throughout the day

3. Drop off and pick up modifications

There are new drop off and pick up procedures that respect social distancing, and limit the number of people entering the building. Parents are no longer able to enter the building. They will only drop off their children at the side door entrance. After their child has been screened and they have signed the parent/ student log sheet a Sunshine staff member will escort the child to his or her classroom, and the parent will exit the building. Parents will pick up their children from the main entrance. Their children will be brought to them there.

4. Health Screening procedures upon arrival

All students and staff will receive a daily health screening upon their arrival that includes taking and recording their temperature.

5. Maintain adequate ratio of staff to children to ensure safety

We always maintain a small staff to children ratio, based on the requirements of the NYC DOHMH. Consequently, the maximum number of children in any room is 15. The majority of our classrooms are far under that number in keeping with the NYCDOHMH requirements for each age group.

6. Personal Protective Equipment (PPE) including face coverings (masks)

All staff and children over age two wear face coverings (masks) the entire time they are in the building. Staff will wear PPE that is required throughout the day including but not limited to masks which are worn throughout the day, and disposable gloves that are worn at certain required times.

In addition, to increase health and safety we have implemented the following measures:

- **Hand Hygiene:** Hand sanitizer stations are placed throughout the building. Particular emphasis is placed on using it at the entrances. Hand washing is required of staff and students throughout the day.
- **Signage and floor markings:** Signs have been posted regarding the practicing of: social distancing of 6 feet, hand washing, wearing of a face covering, and the necessity of staying home if you are sick. We also have floor markings to indicate where one must stand to remain 6 feet away from another person in high traffic areas.

Source of the guidelines for the 6 key areas was retrieved on September 1, 2020 at

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

Sincerely,

Ms. Alexis Anekwe

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Education Director of the Preschool Program, Sunshine Nursery and Day Care Center



Source of graphic retrieved on 9/1/20 from <https://www1.nyc.gov/site/doh/covid/covid-19-main.page>