



I. Staged reopening

A. Stage 1 Reopening of Campus Child Care Centers

1. Campus child care centers reopen at 25% capacity.
2. Preparations, plans, practices, procedures, and protocol for re-opening.
3. Professional development for CUNY Campus Child Care Center staff.
4. Begin re-enrollment process.
5. Determine number of children to accommodate.
6. Drop-off and pick-up protocols, including daily health assessment.
7. Food handling protocols.
8. Staff clothing protocols.
9. Orientation for parents/families to review daily screening, drop-off and pick-up practices, isolation process, emergency pick-up expectations.

B. Stage 2 Reopening of Campus Child Care Centers 2

1. Centers continue to modify operation.
2. Center to 50% capacity, provided that all of the above steps are effective and the incidence of illness is being managed (NO traceable illness occurs for children and staff in the Center).
3. Additional staff return as enrollment for children increases.
4. All staff are tested weekly or with guidance from NYS Dept. of Health.
5. Continue all steps as outlined above.

C. Stage 3 Reopening of Campus Child Care Centers

1. Centers continue to modify operation.
2. Building to 75% capacity, provided that all of the steps in Stage 1 are followed and the incidence of illness is being managed (NO traceable illness occurs for children and staff in the center).

D. Stage 4 Reopening of Campus Child Care Centers

1. Full operation at child care centers, including the placement of student teachers, practicum students.
2. Parents are now welcome in and throughout the premises.
3. All functions are fully operational and program leadership is poised to adjust function accordingly if there should be any incidence of illness.

II. Reconfiguration of the Front Center Area

- A. To curtail the amount of traffic the front reception desk area will be moved so that it is parallel to the front door instead of perpendicular.
- B. Visitors who enter the center will have to stop for assistance and then be allowed in by walking around the right side to the reception desk.
- C. A partition will be installed near the Administrative office, room N375B, to stop the visitors from just entering into the office. This will allow us to engage students/visitors.

III. Precautionary Procedures

- A. The BMCC Early Childhood Center will use a non-contact thermometer (such as an infrared forehead thermometer or infrared scanner) to take the temperature of all staff, students, and visitors that enter the center.
- B. The center will maintain a continuous log of every person, including employees, parents/guardians, children, and any essential visitors who may have had close or proximate contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
- C. All visitors will be required to sign in or staff will sign them in.

IV. Preventative Actions to be Taken by Staff:

- A. Wash hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- B. Always wash hands with soap and water if hands are visibly dirty.
- C. Supervise young children when they use hand sanitizer to prevent swallowing alcohol.
- D. Cover cough and sneezes.
- E. Cover your mouth and nose with a cloth face covering.
- F. Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.
- G. Wear non allergic gloves as needed.
- H. Clean and disinfect frequently touched surfaces.

V. Face Coverings

- A. Face coverings are required at all times in the Child Care Center except when alone in a private office. While in the office, a face covering needs to be at hand to wear if someone enters the office.
- B. If needed, face coverings will be provided to employees at no cost as per NYS regulation.
- C. If an employee cannot wear a face covering due to health or religious reasons, they can apply of a work place accommodation using established procedures.
- D. All children over the age of 2 are required to wear face coverings.

VI. Cleaning

- A. BMCC facilities staff will perform a thorough cleaning every weeknight using products containing an active ingredient that is effective against Sars-CoV2 per the US EPA.
- B. A schedule for cleaning and disinfecting based on occupancy will be developed.
- C. Toys that are not easily cleanable (such as stuffed animals and pillows) will be temporarily removed.
- D. Dirty surfaces will be cleaned using a detergent or soap and water prior to disinfection.
- E. Toys that can be put in the mouth should be cleaned and sanitized consistently.
- F. Objects and surfaces that are frequently touched will be routinely cleaned, sanitized, and disinfected. Especially:
 - a. Toys
 - b. Games
 - c. Doorknobs

- d. Light switches
- e. Classroom sink handles
- f. Countertops
- g. Nap pads
- h. Toilet training potties
- i. Desks
- j. Chairs
- k. Cubbies
- l. Playground structures.