Belmont Community day Care Center

2340 Cambreleng Avenue

Bronx N.Y. 10458

718-584-1576

Safety Plan - Emergency protocol throughout the program:

* All employees’ temperatures are taken when entering the building and logged. Temperatures that exceed 1.04 will be asked to return home and see a physician.
* All employees are required to wear mask throughout the day with the exception of eating.
* All employees are required to complete a daily visitors screening Questionnaire upon entering the program.
* All employees are required to change from outdoor clothing into designated scrubs. Scrubs are to remain clean and tidy.
* All employees are required to report to designated work areas, unless advised differently.
* Located throughout the building are social distancing cues on the hallway floors, doors, etc.. These ques are to assist staff and children with proper social distancing.
	+ - Yellow Areas throughout the building are six feet apart serving as social distancing spots to utilize while in the hallway.
		- Yellow arrows throughout the hallways serve as the direction that traffic can move throughout the building.
		- Staircase AB on the Cambreleng Side of the building is the UP staircase – all traffic at all times, with the exception of an emergency (ex. Fire, code green, or Code yellow) shall travel up.
		- Staircase CD on the Beaumont side of the building is the Down staircase – all traffic at all times, with the exception of an emergency (ex. Fire, code green or code yellow) shall travel down.

This is to prevent playrooms from crossing paths when moving throughout the building. It is also to reinforce social distancing protocol.

* Located on the Cambreleng and Beaumont sides of the building are automatic hand sanitizing stations, with Alcohol based hand sanitizing solution.
* Located at the front desk on the first floor is a glove and mask station for employees and visitors who have forgotten and or misplaced their mask. The program has provided a variety of masks for employee use. (Disposable masks, masks with clear facial windows, cloth masks, head bands for easier mask wearing, face shields, etc.) Employees are free to wear their own masks. Masks are to be worn correctly at all times during the day and must be maintained in good condition at all times. Staff are required to write their names in their masks as well. For easy identification if they become lost.
* Adult bathrooms can be utilized on the first and second floor until further directions are provided. On the bathroom doors you will find Social distancing cues. When entering the bathroom please press the sign to Stop Occupied, when leaving the bathroom please push the sign in the opposite direction that shows Go vacant.
* Children’s bathrooms will have little people to identify that the bathroom is currently occupied or not. One child is to enter the bathroom at a time. Best practice is to remind children to utilize the bathroom throughout the day. Only in emergency situations shall there be more then one child utilizing the restroom at a time. This is aligned with social distancing requirements.
* Throughout the hallways, offices, and playrooms you will find sneeze guards. These guards have been situated in areas to assist employees and children with proper social distancing requirements. Please do not remove them from the positions that have been installed in.
* Throughout the building you will find chairs with distancing social cues, please utilize these cues and do not move chairs from them. Please speak to children about these ques and how to match the chair to the cue.
* Communal Areas such as staff room, family room, eligibility office also have in and out cues, as to how many persons can be in any given room at any given time. Please utilize outside rear and front courtyard as often as possible in good weather.
* Employee breaks will be scattered to assist with social distancing requirements.
* Throughout the build you will find social distancing signs as reminders, of social distancing best practices.
* Sensory and Animal Care Areas have been sectioned off with a clear plastic guard. Please keep guard closed when going in and out of these areas.
* All kitchen employees are to wear face mask and gloves when preparing food in the kitchen.
* Staff are to remind children to practice social distancing cues throughout the day.
* Class size will be between 9-12 children per playroom.
* Belmont will operate from 7:30 to 6:00 pm each day with Staff.
* Belmont will provide services from 8:00-4:30, inclusive of an off-set schedule to allow for social distancing.
* The family room is the designated space in case of an emergency sickness and or if a child or employee needs to be quarantined.
* Throughout the building Self -Care checklist for going home have been shared with all employees and have been distributed throughout the program.
* The New York Department of Education Division of early childhood Education Program Readiness Self Checklist for early Learn Centers has been completed and submitted to the DOE and shared with employees.
* The New York Department of Health NY forward Safety Plan Template has been completed and shared with employees. A copy is kept on site to share with government agency.

The above guidelines are to be complied with to the best of your abilities. The above guidelines are subject to change by city and state officials. Changes will be shared as soon as possible.

Thank you for your patience during these very trying times.