



Quality Programs for
Educators and Families
Supporting Long Island
Education Since 1964

Operations Center
100 Lawrence Avenue
Smithtown, New York 11787

George L. Duffy
Executive Director/CEO

631-360-0800 Phone
631-360-0356 Fax
www.scopeonline.us

March 1, 2022

Dear SCOPE Before & After School Child Parent or Guardian:

Effective Wednesday, March 2, 2022, unless required by a specific school district, the wearing of masks by SCOPE children will be **optional**.

Please note that SCOPE will continue to support parents who want their child to wear a mask during the SCOPE program. We will continue to provide back-up masks for children.

Please note that the wearing of masks is the only change made to the current Department of Health Regulations. All other safety protocols remain and are still to be followed.

Sincerely,

SCOPE Student Services Administration

SCOPE COVID-19 Update - August 2021

It is the practice of SCOPE Education Services to maintain the highest safety standards. SCOPE will follow all OCFS NYS regulations, CDC COVID-19 guidelines and the school district's COVID-19 policies. Please note that as information changes procedures may also change. Updates will be provided.

1. **Staff Daily Health Checks** – Each staff member is required to answer the following questions:

- a) Is your temperature 100.4 degrees Fahrenheit or higher?
- b) Have you had any known contact with a person confirmed or suspected to have COVID-19 in the past 14 days?
- c) Are you currently experiencing ANY of the following symptoms?
 - Cough
 - Shortness of breath (new or worsening)
 - Trouble breathing (new or worsening)
 - Fever
 - Chills
 - Muscle pain(new or worsening)
 - Headache (new or worsening)
 - Sore throat (new or worsening)
 - New loss of taste
 - New loss of smell
- d) Have you tested positive for COVID-19 through a diagnostic test in the past 14 days?

If a staff member answers “YES” to any of the questions, the staff member cannot come to work and must immediately contact their SCOPE Field Supervisor/District Manager.

2. **Student Daily Health Checks**: A daily visual health check will be conducted upon arrival each day in accordance with OCFS regulations.

- If a child becomes ill, they will be separated from the group and a parent/guardian or emergency contact will be called to pick up the child immediately.
- Children will be sent home if they experience the following:
 - Any signs/symptoms of COVID-19 including a fever of 100.4 degrees or higher, coughing, sore throat, shortness of breath or trouble breathing, headache, chills, muscle pain, or loss of taste or smell
 - Diarrhea and/or vomiting
 - Abdominal pain
 - Mouth sores
 - Head lice

*Any individual who tests positive for COVID-19 must be reported to the local Department of Health.

3. **Parents/Visitors:** Only staff and essential visitors (ex., SCOPE Health Care Consultant, SCOPE Field Staff, Licensing Inspectors) may enter the program area. An area outside of the program space will be designated for parents to drop-off and sign their child in each morning on the iPad in the Before School Program and to enter and sign-out their child on the iPad in the After School Program. Each afternoon a staff member will bring the child to the parent in the designated parent pick-up area and the parent will sign the child out. Essential visitors are required to wear a face covering and to sign the Visitor Log upon arrival and departure.
4. **Handwashing:**
Staff and students are **required** to wash hands with soap and water for no less than 30 seconds:
 - upon arrival
 - after toileting
 - before & after handling unwrapped food, drinks or eating
 - after coming in from outdoors
 - before and after administrations of medications
 - after contact with bodily secretion or fluid
 - whenever hands are dirty
 - after touching pets/animals
5. **Face Coverings:**
 - All SCOPE staff will be required to wear a face covering over their nose and mouth while indoors.
 - SCOPE will comply with the school district policy and practices with regard to students wearing face coverings. If the school district requires face coverings for students, SCOPE will not provide but will keep a supply on hand should a face covering break or become soiled. If the school district does not require students to wear a face covering, parents may opt for their child to do so while at SCOPE.
6. **Social distancing:** SCOPE will comply with the school district policy with regard to social distancing.
7. **Groupings:** Maintain a 1:10 staff to student ratio (and a 1:7 ratio for pre-school students) with a maximum group size of 20 at all times. Each group of ten (or seven) children should have no or minimal contact with one another or utilize common spaces at the same time, to the greatest extent possible. SCOPE will restrict floating staff as much as possible. Where possible, physical barriers will be maintained between each group (cones, tables, retractable walls, etc.)
8. **Hygiene/Cleaning/Disinfection:** SCOPE will provide each program with a supply of wipes, back-up soap, hand sanitizer and all-purpose cleaners. The school is responsible for cleaning the program space floors, table tops, bathrooms each day. SCOPE is responsible to clean all frequently touched surfaces or objects using the cleaners provided during the program hours as needed.
Hand sanitizers will be available to parents at drop-off and pick-up before using the SCOPE iPad.
9. **Disposable Gloves** - Disposable food gloves will be available for staff use and are required for serving food. Gloves will not be provided for children but parents may provide.
10. **Program Activities** - Children will not have access to toys and games that cannot be easily cleaned and sanitized (soft toys/ fabric toys such as puppets, dress-up clothes etc.). Any shared objects or surfaces will be sanitized between group uses.
11. **Snacks** – Only individual packaged servings of food and drinks will be provided. Children will be prohibited from sharing food.

12. **Contact Tracing** – SCOPE is required to report all cases of COVID-19 to the county Department of Health, the Office of Children & Family Services or Suffolk Child Care Council. Confidentiality will be maintained as required by federal and state law and regulations.
13. **Confidentiality** - Any medical information regarding staff and students is confidential. Disclosure of medical information will only be shared as required by law.

SCOPE is committed to providing the safest environment possible and will continue to monitor the OCFS and CDC website and other appropriate sources of information for updates.