

DYCD 2021 Fall School Year PROGRAM OPERATIONS GUIDE

Contents

Contents

OVERVIEW	4
SECTION I: ALL DYCD FUNDED PROGRAMS.....	5
CBOs' Privacy Responsibilities	5
Fall Program Start Dates.....	5
Enrollment and Rates of Participation (ROP) for After School Programming.....	5
Attendance	6
DYCD Incident Notice & Reporting Policy	6
Incident Guidance for Providers.....	6
How to Submit an Incident Report in DYCD Connect.....	7
Parent/Guardians Handbooks and Orientations.....	7
Staff Handbooks and Orientations	8
Field Trips	8
SECTION II – SACC LICENSING.....	8
Applying.....	9
Initial SACC Application	9
DOHMH-OCFS Borough Registrars	9
SACC Renewal Application	10
Programs with No SACC License.....	10
Required SACC Documents On Site.....	11
Background Clearances	12
Directors Clearances.....	12
Staff Clearances	13
Staff or Directors who are living out-of-state	14
Inquiries 6000 Packet	14
Visitors.....	15
Itinerant Service Providers	15
SACC Ratios.....	16
Supervision of Children	16
OCFS Staff Training	17

Details of Training.....	17
Required Training	17
OCFS E-Learning and Where to find trainers	18
FDNY - Certificates of Fitness	18
Additional Questions on FDNY Certificates.....	19
Certificate of Fitness Study Materials	19
Food Protection Certificate	20
SECTION III – SCHOOL-BASED AFTER SCHOOL	20
Space Utilization	20
Extended Use Permits for the 2020-21 School Year	21
Special Events.....	22
Holidays Service.....	22
In-service training & professional development.....	22
Security	22
Regulatory Framework	22
School-Age Child Care (SACC) Programs Located in Public School Buildings.....	22
DOE Background Clearances	23
Health Screening	24
Physical Distance in Schools	24
Public Assembly Spaces.....	24
Face Coverings in DOE Schools.....	25
Tele-Health Services for DYCD-funded Center-Based Programs	25
CBO and DOE Expectations for COVID-19 Closures	25
Snack.....	26
Building Response Teams	26
Holiday Relocations	26
Holiday Meals	27
SECTION III: CENTER-BASED	27
Center-Based Remote Scenarios	28
Center-Base Face Coverings	28
Physical Distancing Practices.....	28

Health Screening	28
Tele-Health Services for DYCD-funded Center-Based Programs	29
Section IV: COVID-19 Vaccinations.....	29
DOE Based Programs Vaccination Info.....	29
DOE Building’s Visitor Policy.....	30
Parent Meetings/Activities.....	31
SECTION V: COVID-19 CASE MANAGEMENT AND REPORTING.....	31
Reporting COVID-19 Cases: DOE School-based Programs	32
Reporting COVID-19 Cases: Center-Based and Other Non-DOE Programs.....	32
Center-Based Space Considerations - Multipurpose Buildings.....	33
Isolation Space.....	33
Case Management: Symptomatic Children and Staff	33
Case Management: Confirmed Cases of COVID-19.....	35
Workscope Contacts.....	38
Appendices	39
Appendix B.....	40
Quick Guide: Reporting COVID-19 Cases	40
Appendix C.....	43
DOE Situation Room Close Contact Template.....	43

Please note all content in this guidance document may be amended, edited, or supplemented at any time. See footer to ensure current version.

OVERVIEW

NYC Department of Youth and Community Development (“DYCD”) offers the following guidance to Beacon, Cornerstone, and COMPASS Programs (“Program”), to consolidate relevant health, safety and operational information for providers.

DYCD is committed to ensuring that Programs are safe, welcoming, and inclusive environments that value all participants, families, and community stakeholders. We encourage you to visit the “App Library” at nyc.gov/nycwell for online tools and resources to help manage the health and emotional well-being of participants and staff. Families and staff can connect with counselors at

NYC Well, a free and confidential mental health support service. NYC Well staff are available 24/7 and can provide brief counseling and referrals to care:

- Call 888-NYC-WELL (888-692-9355).
- Text “WELL” to 65173.
- Chat online at nyc.gov/nycwell

We hope that the mandated protocols and recommended strategies below are helpful as you design your program and create a supportive environment for young people and their families. All safety procedures take into account the most recent Office of Children and Family Services (“OCFS”) regulations, NYC Department of Education (“DOE”), Center for Disease for Control and Prevention (“CDC”), and NYC Department of Health and Mental Hygiene Bureau of Child Care (“DOHMH”) mandates and guidance.

All program types will provide data and information and be monitored by DYCD to ensure safe and quality programs.

SECTION I: ALL DYCD FUNDED PROGRAMS

CBOs’ Privacy Responsibilities

CBO staff must protect confidential student information, including but not limited to any personally identifiable information (“PII”) about program participants or their families. PII includes student name, date of birth, ID number or SSN, address, contact information, parent/guardian name or contact information, photographs, or any other information that could be used to identify a particular student. Please refer to your DYCD contract for confidentiality provisions, including the Identifying Information Law Rider. Consult your Principal or Site Supervisor and DYCD Program Manager with questions before sharing any student or parent information with anyone other than DOE or DYCD staff.

Fall Program Start Dates

After school and community center programs will begin in-person services by 9/20. If the school, community center or site of program operations is not available as of 9/20, providers will begin remote services until such time in-person services can be provided.

Enrollment and Rates of Participation (ROP) for After School Programming

General contractual requirements on enrollment and participation have not changed, and all programs should plan to meet their enrollment and attendance targets. Programs may begin to enroll participants as soon as possible and over-enrolling is permitted, where programs are serving different youth on different days.

The date for enrollment targets is 10/18. With that said, we understand that there are other circumstances impacting enrollment. Please continue to update your Program Manager.

Please note: this enrollment target is not applicable to Community Centers (Beacon and Cornerstone).

DYCD Connect: Participant Tracking System:

- [Participant Intake & Registration Guide](#)

Attendance

Attendance data must be reported as usual on DYCD Connect. Programs must maintain accurate records of daily attendance for all enrolled participants. We encourage providers to develop an attendance tracking and data entry practice that ensures timely attendance entry on a daily basis.

DYCD Connect: Participant Tracking System:

- [Service Tracking: Activity Enrollment and Attendance Guide](#)

DYCD Incident Notice & Reporting Policy

1. 24-Hour Notice: Providers must notify DYCD of an Incident within 24 hours via phone, e-mail, or by submitting an Incident report in DYCD Connect.

- a. Notifying DYCD should never delay or otherwise interfere with responding to Incidents. Emergency actions, such as calling for an ambulance, should always take precedence.

2. 24-Hour Email: Providers must additionally notify DYCD via email as soon as possible and within 24 hours of an incident involving:

- a. The NYPD, where the incident is of a serious nature
- b. EMS, where there may be serious injury
- c. Inappropriate conduct on part of program staff (e.g. alleged sexual conduct with a program participant or youth at program location or violation of Social Media Policy).

3. 3-Day Report: Providers must submit a completed DYCD Incident Report Form in DYCD Connect within three days of an Incident.

Failure to adhere to this policy may result in Corrective Action taken by DYCD

Incident Guidance for Providers

1. SCR: In cases of actual or suspected child abuse or maltreatment by a parent or person legally responsible for a child, Providers must report such Incidents to the New York Statewide Central Register of Child Abuse and Maltreatment (SCR). Reporting to the SCR should always take precedence over reporting to DYCD.

2. DOE Reporting: Any Provider delivering services in a NYC Public School Building is required to complete a [User Organizational Incident Report](#) Form when a safety, medical or criminal Incident occurs and submit it to the Principal or designated administrator and the School Safety Agent (SSA) on duty. Any Incident that happens must be reported to the school Principal or designee within 24 hours of the occurrence.

3. DOH Reporting: Any Provider operating with a NYS School-Age Child Care (SACC) registration is required to communicate with their registrar when a safety, medical or criminal Incident occurs. Any Incident that happens must be reported to DOHMH within 24 hours of the occurrence.

4. Records: Providers must maintain a record of all Incident Reports and a record of actions taken to address Incidents on file for a minimum of six years. Such records are subject to DYCD review and audit.

5. Report Requests: When determining whether to share a completed DYCD Incident Report with a participant's parents or representatives, Providers are encouraged to consult with DYCD.

6. Press Inquiries: Providers should notify DYCD of any media inquiries related to an Incident. Providers are encouraged to coordinate with DYCD in responding to such inquiries.

7. Insurance: Providers should review their insurance policies to determine whether it is necessary to report the Incident to their insurance carrier.

a. Providers enrolled in the City's Central Insurance Program must also email the completed Incident Report Form to cip@dycd.nyc.gov.

8. Incident Resolution: Providers should work with DYCD in addressing and resolving Incidents. However, it is ultimately Providers' responsibility to resolve Incidents.

How to Submit an Incident Report in DYCD Connect

Please refer to DYCD Connect Incident Guide on full guidance to submit reports on connect

- [DYCD Connect Incident Reports](#)

Parent/Guardians Handbooks and Orientations

Programs should create a parent handbook for families to understand and accept program policies. The program must provide copies of the behavior management plan to parents/guardians of children in care at the school age child care program. In addition, there should be an orientation offered for families throughout the year to review the handbook.

Staff Handbooks and Orientations

The program must provide copies of the behavior management plan to all staff at the school age child care program. Programs should create a staff handbook for employees to understand and accept the program's policies. In addition, there should be an orientation offered at the program level throughout the year to review the handbook and onsite staff expectations.

Field Trips

Programs may plan to take local field trips to settings where youth would not be likely to come into contact with people outside of the school's student and staff population.

Permitted trips include walks around the neighborhood, visits to local parks, and visits to local cultural institutions under the condition that youth and staff remain in stable groups and every effort is made to keep youth from interacting with the general public at trip sites.

For trips requiring transportation, programs are discouraged from using public transportation as physical distancing guidance may be difficult to maintain. Programs may use charter coach buses for travel as yellow busing for school field trips is not currently available.

At this time, out-of-town school trips are not permitted. Future trip guidance is subject to COVID-19 positivity rates, variants, and continued CDC guidelines.

SECTION II – SACC LICENSING

All multipurpose Programs are required to obtain a School Age Child Care (SACC) License.

The New York State Office of Child & Family Services is the licensing enforcement agency for School Age Care Programs. In New York City The New York City Department of Mental Health & Hygiene is contracted to be the oversight on behalf of OCFS due to the volume of programs. DYCD can provide some technical assistance; however, our agency is not the Licensing Agency and the program will need to follow the direction of OCFS/DOHMH overall.

All entities that require a SACC Licensed program follow Part [414](#), which are the regulations for these programs. Please review and be knowledgeable of these regulations at each SACC Licensed site. All regulations programs need to follow will not be in this guide and programs are responsible to review and have knowledge of all parts of the Part 414 regulations.

DOH will make inspections regularly that pertain to all of the Part [414](#) .

Applying

Initial SACC Application

FAMS is the Facility Application Management System, which is operated by DOHMH/OCFS (not DYCD). FAMS is now how DOHMH/OCFS approves new applications since December 2018. Paper applications are no longer accepted.

- A video explaining more details of FAMS can be found here:
<https://www.youtube.com/watch?v=1BsTZFzzrQ>
- After watching the video, an agency should sign on and take the Online SACC Orientation, found here: <https://www.pdp.albany.edu/ccfs/> .
- At the end of the Orientation they will have the option to “complete the application process online using the Facility Application and Management System (FAMS)” at the top of the page. Select “Yes”.
- The agency should sign up to FAMS on an email account that is general to the agency, is checked daily, and not affected by staff transition.
- After submitting all the requested information on FAMS, the status of the application can be checked there as well.
- In addition, it can take 90 Days for a License to be given.

DOHMH-OCFS Borough Registrars

Registrars are assigned to oversee School Age Child Care Programs in New York City, below are the main contacts and once your agency applies it will be assigned another one.

Office	Contact Name	Email
Bronx	Cherenice Petersen-Flores	cflores@health.nyc.gov
Brooklyn	Lynette Clark	Lclarke1@health.nyc.gov
Queens	Fertashia Wilson	fwilson@health.nyc.gov

Manhattan/Staten Island	Leslie Miller	lmiller@health.nyc.gov
-------------------------	---------------	------------------------

SACC Renewal Application

Renewal applications will be sent to the mailing address or facility that was entered for the initial license application. If the renewal package does not come within 120 - 90 Days of your license expiration date, contact the DOH Registrar to request a renewal application.

120 - 90 Days before Expiration	90 - 60 Days before Expiration	60-30 Days before Expiration	30-0 days before Expiration
Provider prepares all required documents and training for application submission	The Provider submits a complete application to the DOHMH Borough Office.	Address items on the deficiency checklist list, if provided. Prepare for renewal inspection if not already received.	Receive a copy of the renewed SACC License.

If the program needs to change its mailing address please send in a formal request via email requesting the change in mailing address, including the request on agency letterhead in an attachment on the email.

Programs with No SACC License

Programs should only operate as a Single-Service before they are licensed, if a Registered program choses to operate as a Single-Service Program, this would cause immediate termination of the SACC license. Programs should also not operate as a Single-Service in lieu of a SACC License unless it is a COMPASS Explore option or COMPASS High. Please see the full policy:

[Policy 16-1 - What Constitutes a School-Age Child Care Program](#)

Operating as a single purpose program for programs that must have a SACC License may be reflected negatively at the time of the program's DYCD evaluation. Please speak with your program team in regard to evaluations.

Best Practices for Programs operating as a Single Purpose

- Program info guide - what am I doing under the Single Service Policy
- Always Maintain SACC ratios

- Consistent info for parents and staff
- Keep a copy of the single service Policy Statement on site

OCFS Video link: [Single Service Introduction Video](#)

Youth Empowerment Programs - COMPASS High & Explore

Programs under COMPASS Explore contracts have a single-purpose program model and can run without SACC Licensing. Explore Elementary and Middle school programs follow the SACC licensing staff-to-participant ratio requirements in accordance with their age groups (as per RFP requirements), have staff trained in mandated reporting, CPR, and first aid. In addition, conduct evacuation drills and have safety plans on site which staff are knowledgeable of. Explore programs can determine if they are operating a multipurpose program here [Policy 16-1 - What Constitutes a School-Age Child Care Program](#) and if they are, they will need a SACC license.

COMPASS High contracts participants' ages are over school age child care licensing requirements and do not fall under what constitutes a SACC license. We do recommend COMPASS High programs to maintain a middle school age staff-to-participant ratio, have staff trained in mandated reporting, CPR, and first aid. In addition, conduct evacuation drills and have safety plans on site which staff are knowledgeable of.

District 79 DOE-located programs who serve middle school and/or high-school aged participants are required to obtain SACC Licensing, though Youth Empowered Programs located in Secure Detention and Shelter settings are not.

All COMPASS Explore and High programs are required to clear staff through DOE PETS.

Important note: Programs in DOE facilities will also need to follow DOE Health & Safety Protocols and all Chancellor Regulations.

Required SACC Documents On Site

The following documents are required to be maintained on file in a current and accurate manner at the School Age Child Care Program and must be available for inspection by the DOHMH at any time (Part 414.15 of the New York State Day Care Regulations).

- A copy of the SACC registration.
- An approved health care plan.
- Sample copies of all forms used in the school age child care program.
- 6000 Packet Clearances Letters

- Child (Participant) Information, list of authorized persons for dismissal, and emergencies.
- Daily attendance records.
- Children's health consents for any emergency treatment, medicine dosages, record of administration, injuries
- A list of all staff with job assignments and schedules.
- Policies and practices regarding appropriate supervision of children.
- Procedures which will assure the safety of a child who is reported to the Statewide Central Register of Child Abuse and Maltreatment as well as other children provided care in the SACC program.
- A copy of the evacuation plan specifying alternate means of egress.
- Description of the pattern of supervision of staff and procedures to assure adequate and appropriate supervision of employees and volunteers of the program.
- Copies of the SACC program's personnel policies and practices.
- A description of the procedure to be used to review and evaluate the background information supplied by applicants for employment and volunteer positions.
- Description of the schedule and content of staff training.
- Proof of staff training.
- A staff member on site always with the required First Aid/CPR certification.
- Copy of the certificate of insurance from an insurance company showing the intent to provide general liability insurance to the program upon registration and a copy of the insurance policy

Background Clearances

- Programs operating under School-Age Child Care Licenses/Registration are subject to OCFS NYS School-Age Childcare regulations. Therefore, all operators must review and evaluate the backgrounds of all applicants for staff and volunteer positions. Comprehensive Background clearances must be conducted as per [OCFS Regulation 414 for School Age Child Care](#).
 - Staff that are not cleared can still work in a school-age childcare program but must be supervised. See OCFS [Feb Dear Provider Letter](#) for full guidance.
- Reminder that programs are responsible to inform their registrar/ borough office immediately when there staffing changes. This includes submitting the required paperwork for clearance of a new staff. As a best practice Providers should submit yearly of their active staff roster to remove staff that are no longer at their programs. This is to ensure accurate clearance for staff assigned to their program.

Directors Clearances

<https://ocfs.ny.gov/main/childcare/assets/LR.Regulations.9.11.2019-Comprehensive-Background-Check-Packet.pdf>



Staff Clearances

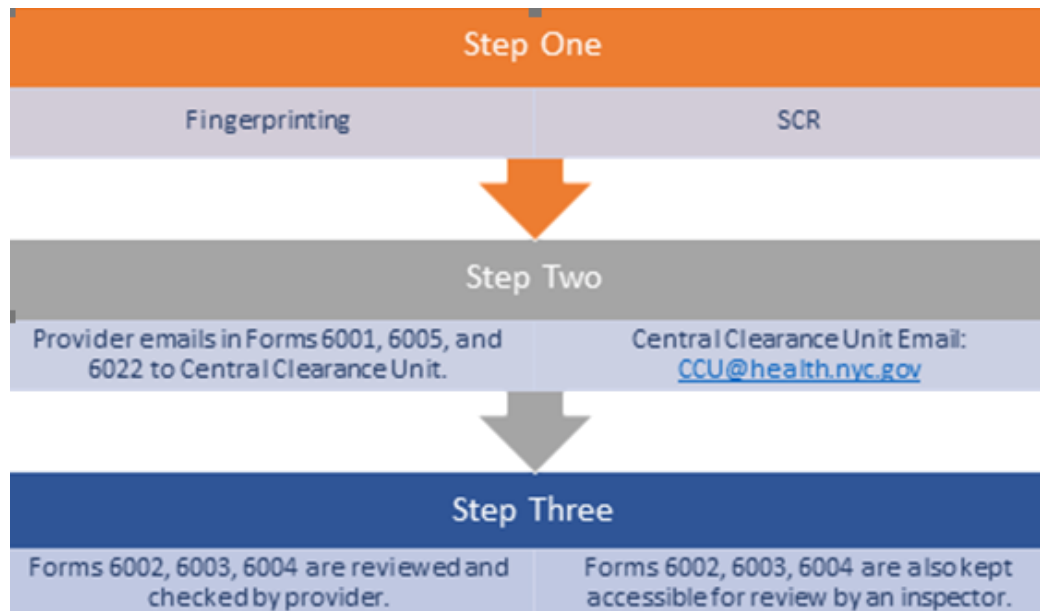
6000 Packet (aka Clearance Forms) – Forms found here: [OCFS Documents](#)

Staff & Clearances Steps: Employees, Volunteers, this includes Subcontractor

- New Prospective Hires can work ONLY if supervised by a fully cleared staff member at all times and cannot be left alone with participants.
- Staff need to be fingerprinted first. Then an SCR can be submitted.
- Once fingerprinting and SCR is complete, the fingerprinting receipt with forms 6001,6005,6022 should be emailed to the Central Clearance Unit - CCU@health.nyc.gov
- Staff Medical should also be on site for pending clearance staff members.

Best Practices 6000 Packet

- 6000 Forms should be typed using word or adobe instead of handwritten.
- If 6000 Forms are handwritten, please review that they are printed clearly.
- All forms need to be completed before emailing the CCU, do not send incomplete forms.
- SACC Registration Numbers/Facility ID needs to be on all forms written clearly and correctly.
- Criminal Conviction Statements need to be dated on the date of signing not D.O.B.
- Email Addresses to communicate with OCFS, DOHMH, and CCU should be an agency email address that multiple agency staff have access to respond to the licensing agency at an appropriate time. Email addresses should not be personal.



Staff or Directors who are living out-of-state

In addition, applicants, whether they are line staff or Directors who are living out-of-state and lived out-of-state in the prior five years must have background checks done from the state(s) they lived in, which OCFS will run, not the provider. Line staff can work provisionally while awaiting out-of-state checks. However potential Directors will need to have the out of state checks completed before taking on the role as the SACC Director

Inquiries 6000 Packet

For Inquiries on 6000 Packets please send emails to CCUquestions@health.nyc.gov . When inquiring about specific applications please use a grid like the one below in your email.

#*	SACC ID #	PROGRAM NAME	APP SUBMISSION DATE	APPLICANT NAME	APPLICANT DOB	EXISTING or NEW STAFF	PREVIOUS CBC (Y/N)	COMMENTS/UPDATES
1								
2								

**Add additional rows, if needed*

Visitors

Visitor means any person who is not a day care child, staff person, caregiver, volunteer, household member, employee, parent of a child in care, or person authorized to pick up or drop off a child to the day care program.

- Visitors do not need CBC 6000 Form Clearances and should be signed in as visitors. [OCFS-6009 - Visitor Log - Office of Children and Family Services](#)

Itinerant Service Providers

In order to facilitate access to outside service providers for youth, such as speech, occupational, or physical Therapy for example during program hours, the options below are available.

Please be advised paraprofessionals can be considered **itinerant service** providers, individuals not employed by the program but provide services to children under the federal Individuals with Disabilities Education Improvement Act (IDEA) or other state or federal law. OCFS has changed the regulations to allow providers to choose how to treat itinerant service providers. You may exercise the options outlined in the January 13, 2020, INF (the parental consent and waiver option) which provides increased flexibility for programs, parents, and providers.

If you choose this option, prior to paraprofessional services starting, an Itinerant Service Provider Consent Form must be completed for each child needing such services. This form is for use by parents, service providers and childcare programs when a child in a childcare setting is in receipt of individual services at the childcare setting, but those services are not provided by an employee or volunteer of the childcare program. With a signed form, the service provider will not be required to be in the direct line of sight of program staff. If you do not choose this option, a full background clearance must be completed by the paraprofessional in compliance with SACC regulations. To follow are directions on completing the Itinerant Service Provider Consent Form.

There are three parts to this form, which need to be completed in sequential order:

- **Part A:** To be completed by the service provider. By signing Part A, the service provider acknowledges that they are responsible for the safety of the child in their care while providing services.
- **Part B:** To be completed by the child's parent or guardian (or local social services district if the child is in foster care). By signing Part B, the parent/guardian allows their child to receive services by the outside service provider and acknowledges that the SACC program will not be directly supervising their child while these services are being provided.
- **Part C:** To be completed by your program's director. By signing Part C, the director acknowledges receipt of this consent form and confirms that the child is receiving services in a space approved by the New York City Department of Health and Mental Hygiene and listed on the SACC permit.

Please see the OCFS Service provider letter and Service Provider Consent Form :

- [OCFS Service provider letter](#)
- Service Provider Consent Form:
 - [English](#) [Español](#)

SACC Ratios

AGE OF CHILDREN	TEACHER/CHILD MAXIMUM RATIO	MAXIMUM GROUP SIZE
Kindergarten - 9 years	1:10	2:20
10-12 years	1:15	2:30

*DOHMH recommends keeping a 1:6 Off-Site Trip Ratio for SACC Programs

*There is no Passive Activities Category for SACC Programs.

Supervision of Children

The school-age child care program must provide supervision of the staff responsible for the care of children. Workloads and assignments must be arranged to provide consistency of care to children and to allow staff to fulfill their respective responsibilities. Awareness of and responsibility for the ongoing activity of each child.

Definition of Competent Supervision

- Children must be within a teacher's range of vision.
- Staff must be near enough to respond when redirection or intervention is needed.
- Consider the child's age and emotional, physical, and cognitive development.

Bathroom Supervision

Circumstances when children may walk to the restroom unescorted.

Children may walk to the restroom unescorted when:

- The bathroom is within sight.
- Permission from the teacher.
- One child at a time.

If a participant has not returned to class from leaving another participant may walk unescorted to the Bathroom when track time elapsed or to locate the child if he/she is late in returning

OCFS Staff Training

Must be logged and maintained for review on site. Training Logs found here: [OCFS Documents](#)

Staff working at a School Age Care program are required to participate in thirty (30) hours every two (2) years of training in specific areas.

Section 390 of the New York Social Services Law and the Child Care and Development Block Grant Act require training for individuals in certain roles in child care programs. This requirement is included in OCFS's child day care regulations.

This statute applies to all OCFS licensed or registered child day care programs in all counties of New York State and the five (5) boroughs of New York City.

Details of Training

Required Training Hours / When is Training Required?

- 15 Hours / Within the first six (6) months of employment
- 30 Hours / Every two (2) years in the nine (9) required training topic areas

Required Training

Health and Safety Training

Teachers, on-site supervisors, assistant teachers, group leaders, youth workers, substitutes, and volunteers who have the potential for regular and substantial contact with children in care.

- 5 hour e-learning course "Foundations in Health and Safety" Required pre-service or within three (3) months of start date.
 - Training available at: <https://www.ecetp.pdp.albany.edu/>

Directors

- 15 hour classroom training in "Health and Safety Training: Competencies in Child Care for Day Care Center, School-age Child Care, and Enrolled Legally Exempt Group Directors." Is required pre-service or within three (3) months of start date.
 - Find training at: <https://www.ecetp.pdp.albany.edu/findtraining.aspx>
 - Or complete a virtual 15 hour training by Network For Youth Success here: [New York State Network for Youth Success | Health and Safety](#) . There may be costs associated with these training sessions. Training costs can be invoiced to your DYCD Budget.

ACEs and Trauma-Informed Practice developed by the CUNY School of Professional Studies

- Directors, teachers, on-site supervisors, assistant teachers, groups leaders, substitutes, and volunteers
 - Available at <https://www.ecetp.pdp.albany.edu/findtraining.aspx?Prog=EL>

Cardiopulmonary Resuscitation (CPR) and First Aid

Each program must have at least one (1) person on site who is certified in CPR/First Aid during all hours of operation.

Best Practice: Each group should have at least one (1) person on site who is certified in CPR/First Aid during all hours of operation.

Mandated Reporter Training

New York State law recognizes certain professionals, such as child day care workers, as holding the important role of Mandated Reporter of child abuse or maltreatment. These professionals can be held liable by both the civil and criminal legal systems for intentionally failing to make a report of suspected abuse or maltreatment. Visit the Child Protective Services Frequently Asked Questions Page for a full listing of professionals who are considered Mandated Reporters.

A no-cost, OCFS-approved Mandated Reporter training is available online www.nysmandatedreporter.org / [Registration Instructions](#)

Medication Administration Training (MAT)

Optional except for programs that choose to administer medications or as otherwise required. Learn more about MAT.

OCFS E-Learning and Where to find trainers

[Professional Development Program](#)

FDNY - Certificates of Fitness

In New York City the FDNY requires SACC Licensed Programs to hold Certificates of Fitness for the program. Programs will need an F-07 Certificate of Fitness or a W-07 Fire and Emergency Drill Conductor and an S-95 Certificate of Fitness.

A staff member, ideally two, are expected to have these certificates per site.

Programs located in DOE Buildings will also need to have the F-07: Certificate of Fitness. Principals and Custodians may hold a F-07 Certificate of Fitness or similar certificates (S-95 Certificate of Fitness), however they are not always on site or work for the program itself, when the program is operating. FDNY wants to ensure staff at School Age Care Programs specifically hold the Certificate(s) where the program operates after school hours, school open holidays, and summer programming.

[F-07: Certificate of Fitness for Fire and Emergency Drill Conductor](#) - The F-07 Certificate of Fitness is to conduct and record fire drills during programming hours for a specific facility. This Certificate of Fitness is valid only at a specific location and for the specific person to whom it is issued.

[W-07 Fire and Emergency Drill Conductor \(Citywide\)](#) - The W-07 Fire and Emergency Drill Conductor is to allow the agency to designate a staff member as a Fire Drill Conductor to conduct and record fire drills across their programs within a borough. This Certificate of Fitness is valid only at a specific borough and for the specific person to whom it is issued.

[S-95 Certificate of Fitness](#) - The S-95 Certificate is to personally supervise the visual inspection of a Fire Alarm Systems without any voice communication system. This Certificate of Fitness is valid only at a specific location and for the specific person to whom it is issued.

Discuss with your leadership which Fire Drill Conductor Certificate fits best for your Agency. F-07: Certificate of Fitness for Fire and Emergency Drill Conductor or W-07 Fire and Emergency Drill Conductor (Citywide)

[Additional Questions on FDNY Certificates](#)

NYC Fire Department (FDNY)

Public Certification Unit

9 MetroTech Center, 1st Floor

Brooklyn, NY 11201

Phone: (718) 999-1988

pubcert@fdny.nyc.gov

[Certificate of Fitness Study Materials](#)

- [S-95 Study Materials](#)
- [F-07 / W-07 Exam materials](#)

Food Protection Certificate

Programs are not required to hold a Food Protection Certificate for SACC Licensing, however should consider and it is recommended at least one agency staff member or two staff members per site hold a certificate in the event the program decides to handle food themselves.

To receive a certification, you must first complete the [free Online Food Protection Course](#). The online course is offered in English, Spanish and Chinese. The course is self-paced and consists of 15 lessons. You must complete each lesson and pass a quiz before moving on to the next lesson. The study guide and exam are offered in English and 36 other languages.

The final exam, which includes a Food Protection Course Review, is available virtually for those who have completed the online course. The exam will be given via the WebEx application. Please [log in to your account](#) to register. There is a \$24 fee to take the final exam. When you pass the online final exam, you will be issued a temporary Food Protection Certificate.

prepare for the course, read:

- [Food Protection Course Training Manual](#) (PDF)
Other Languages: [Español](#) | [繁體中文](#) | [한국어](#) | [বাংলা](#)
- [Online Food Protection Course Study Guide](#) (PDF)
Other Languages: [Español](#) | [Русский](#) | [Kreyòl ayisyen](#) | [한국어](#) | [বাংলা](#) | [繁體中文](#) | [Italiano](#) | [Polski](#) | [العربية](#) | [Français](#) | [اردو](#) | [Shqiptar](#) | [አማርኛ](#) | [Bahasa Indonesia](#) | [myanmar](#) | [hrvatski](#) | [därē](#) | [فارسی](#) | [Deutsche](#) | [ελληνικά](#) | [עברית](#) | [हिन्दी](#) | [日本語](#) | [Malay](#) | [नेपाली](#) | [پشتو](#) | [ਪੰਜਾਬੀ](#) | [Português](#) | [Română](#) | [සිංහල](#) | [தமிழ்](#) | [Tagalog](#) | [ไทย](#) | [Lhasa Tibetan](#) | [Türk](#) | [Tiếng Việt](#)
- [Frequently Asked Questions about the Online Food Protection Course](#) (PDF)

SECTION III – SCHOOL-BASED AFTER SCHOOL

Space Utilization

Your space allocation may have changed from previous years. Please work closely with your school site to establish a footprint within the school to accommodate after school participants. Please inform DOHMH/OCFS if there have been room changes as they will need to inspect spaces.

Extended Use Permits for the 2020-21 School Year

Any individuals/groups that use DOE school building space before or after school or on weekends must follow all COVID-related requirements as outlined in the NYCDOE's [health and safety guidance](#) and [visitor protocols](#).

An extended use permit must be obtained to reserve DOE school building space for activities occurring outside normal school hours and days when schools are not in session. The User must complete and sign the permit when applying for the use of space. The request will be reviewed in accordance with this guidance and Chancellor's Regulation D-180.

- [Extended Use Permit Application](#)

COMPASS/SONYC programs that are operating in a Department of Education (DOE) School building or Charters Co-Located in DOE facilities can apply for space permits for Mondays through Fridays from the end of their school's day up till 6:00 PM.

Beacon programs that are operating in a Department of Education (DOE) School building or Charters Co-Located in DOE facilities can apply for space permits for Mondays through Fridays from the end of their school's day up till 10:00 PM with weekend flexible hours.

When a school representative creates and enters permits on their system, they must use the DYCD Program Field to select the DYCD Program: COMPASS, SONYC, and Beacon the permit is for. If the permit isn't for a DYCD Program, they will need to indicate N/A (Not Applicable).

Note: a permit will not be able to be approved unless a DYCD Program or NA is selected from the DYCD Program Field.

- COMPASS Elementary, High, and Explore program permits must select COMPASS.
- SONYC programs must be selected under SONYC.
- Beacon programs must be selected under Beacon.

It is important to note: The Extended Use Application should be completed by the after-school provider/CBO. When completing the Extended Use Permit application, the afterschool provider/CBO must specify their Agency's organizational information under section I. Organizational Information.

Additionally, also within section I. Organizational Information: the field "Description of Activities to be conducted:" needs to specify "Afterschool" and the field "Nature of Event:" needs to specify COMPASS/SONYC

Special Events

If or where necessary, programs may hold parent engagement and/or culminating events once monthly for two hours after 6pm and should be kept to small groups. A separate permit must be completed for each event. Programs should keep events to small groups and/or have hybrid options to attend virtually.

Holidays Service

COMPASS Programs may provide programming on school closing days (holidays, school breaks, or weekends) with the average maximum number of such alternative programming days being 13 across the COMPASS system. Physical Distance and Health and Safety Protocols apply during Holidays and should still be followed.

In-service training & professional development

Programs may use available space for professional development and in-service training to schedule staff training after 6pm once each week during the school year for up to an hour. A separate extended use space permit should be submitted for those dates. Physical Distance and Health and Safety Protocols apply during training and professional development and should still be followed.

Security

Requests for security coverage for After-School programs have been integrated into the extended use permit process. Please work with your school's administration and safety committees to determine your afternoon's security needs. If you have any questions or issues regarding your space permit, please contact your school representative.

Regulatory Framework

Multi-Purpose DYCD Youth Service programs will operate under their School Age Child Care License. In addition to submitting the OCFS 6000 Clearance Packets. CBO's will need staff to also have a clearance through DOE on PETS.

School-Age Child Care (SACC) Programs Located in Public School Buildings

OCFS is often asked why their inspectors cite school-age child care programs for violations found in school buildings. The answer lies in OCFS's role as the regulatory agency of child day care programs. As a regulatory agency, inspectors are tasked with inspecting for compliance with OCFS health and safety regulations. School-age child care programs are subject to the regulations of OCFS and, therefore, are responsible to remain in compliance with OCFS regulations regardless of the type of building from which a program operates. Building safety standards are set in building code. Both schools and school-age child care programs are held to the same safety standards set by the same building code. Because schools and OCFS inspect on different schedules, OCFS may identify issues that were not observed at the time of the annual school inspection.

Full OCFS Policy here: [School-Age Child Care \(SACC\) Programs Located in Public School Buildings](#)

DOE Background Clearances

School-Based Staff/Programs Located in DOE School

- Program staff will need to be added to the agency PETS roster/worksite and fingerprinted by the DOE.
- No one that is qualified to be processed by PETS can provide services at an NYCDOE school site without full clearance and a status of “eligible”.
- If staff on PETS is “Ineligible” it indicates that an individual does not have security clearance and is not allowed to provide NYCDOE services or be in contact with NYCDOE students.
- This requirement applies to individuals employed by or working in a relationship with a vendor/community-based organization or its subcontractor (if any). This includes support staff, volunteers, clerical, administrative, food service or custodial staff. Any of the aforementioned individuals who have direct contact with students, work in or visit a location during times that students are served there, even if such contact is on an occasional basis, or have access to confidential student data are subject to a fingerprint-supported background check for security clearance. Please refer to DOE Chancellor’s regulations C-105 for details.

Best Practice for adding Active DOE Staff Member on a CBO Worksite Roster

Any time a person is added to a PETS Roster it will initiate a new background clearance check. For active DOE employees being added to an afterschool roster, this can affect their security clearance for the school day. It is recommended to add DOE Staff on Thursdays/Fridays so the loss of their clearance can be minimal. In addition, CBOs should bring this to the potential employee's attention and the Principal so they are aware of the temporary loss of security clearance.

Youth Workers in School-Based Programs

- Youth workers who are NYCDOE students do not need to be fingerprinted, regardless of setting. They should not be added to a PETS roster.
- All Non-NYCDOE Youth Workers (i.e charter, private, etc) will need to be fingerprinted.
- No one that is qualified to be processed by PETS can provide services at an NYCDOE school site without full clearance and a status of “eligible”.

Exceptions

1. If the student graduates or drops out of school, they will need to be added to the program’s PETS roster immediately.
2. If their role carries over into another job in a different DOE program, for example they stay on working for the program or the school in a different capacity in the fall, they would need to be added to that PETS roster and fingerprinted as part of a security clearance check.

Health Screening

Staff must complete the DOE Health Screening form <https://healthscreening.schools.nyc/> prior to entering the school building each day. Anyone entering the building must confirm that they are not experiencing any symptoms of COVID-19, have not recently tested positive, and are not currently required to quarantine based on close contact with an infected person. If you need a thermometer to check for a fever, you can request one from your school.

- CBO providers check-in under “Guest Screening”
- Search for your building using the building code or DBN.

If a student or staff member is feeling ill, they should stay home and consider testing, which is an effective way of protecting the whole school community.

Physical Distance in Schools

The Centers for Disease Control and Prevention (CDC) “recommends schools maintain at least 3 feet of physical distance between students within classrooms to reduce transmission risk when possible. DYCD expects providers to follow this CDC recommendation for program participants. When it is not possible to maintain a physical distance of at least 3 feet, it is especially important to layer multiple other prevention strategies, such as keeping participants in cohorts, using masks, improved ventilation, handwashing and covering coughs and sneezes, staying home when sick with symptoms of infectious illness including COVID-19, and regular cleaning to help reduce transmission risk.

Students may join after-school programs outside of their home school. After School programs may keep students in stable groups, but it is not a requirement this school year.

Public Assembly Spaces

Use of large assembly spaces (e.g., cafeterias, auditoriums, libraries, and gymnasiums) must comply with three feet physical distancing guidelines, when possible. These areas may be used as additional classroom spaces in lieu of their traditional use.

Cafeterias can be used for food service so long as participants maintain at least three feet of physical distance and are seated in such a way that they are facing away from one another. For example, participants may sit on a single side of a cafeteria bench, three feet apart. Groups should also be separated as much as possible, for example, using the cafeteria at different times or sitting in different sections of the cafeteria.

In cafeterias where participants cannot remain three feet apart, programs should work with their custodial staff to increase ventilation through the use of additional air purifiers. Programs may utilize other spaces, including but not limited to classrooms, auditoriums, gyms, and outdoor spaces for cafeteria use. Snacks may be eaten in the classroom, if needed.

Face Coverings in DOE Schools

All students, staff participants, and visitors must wear a face covering when riding on school buses and anywhere on school property, indoors and outdoors, regardless of vaccination status, unless they have a medical exemption.

During snack time, masks may be removed so students can eat comfortably at a safe distance from one another. Masks may also be removed during designated “mask breaks”, during which students will maintain physical distance from each other.

Students who are not medically able to tolerate masks can be provided with alternative accommodations.

Tele-Health Services for DYCD-funded Center-Based Programs

To support programs with health and safety, DOE Division of Early Childhood Education established a tele nurse hotline that programs may call for additional support. The number for the telephone hotline is (212-287-0186). The phone will be staffed Monday-Friday from 8am-4pm by trained nurses and closed on major holidays.

CBO and DOE Expectations for COVID-19 Closures

If a classroom(s) is closed due to a positive COVID case, the after-school program will continue to operate in-person for other participants and the impacted students will return to the program when the quarantine period is over. Close contacts who are fully vaccinated against COVID-19 or have fully recovered from COVID-19 in the last 90 days will not be required to be quarantined. Students who are exempt from quarantine can continue to come to the program; they may need to be assigned to a temporary group where room is available if their group staff are quarantining.

Providers must prepare a 10-day remote service schedule in case of school closures, which can happen at any time.

Snack

CBOs with School Food Accounts can sign in here - [Single Sign On](#)

CBO operating an afterschool program must submit their own application requesting meal service. In order to meet the requirements of the State, Principal and CBO programs are to operate separately.

All CBO programs requesting Afterschool Cold/Hot Meals, Saturday and Holiday service must have a School Age Child Care License (SACC). It is the program's responsibility to apply and obtain the license from the Department of Health and Mental Hygiene. If you do not have a SACC license or it is currently pending for issuance /renewal you may request after-school snacks or contact Special Programs to discuss available options.

CBO Tutorial for Ordering can be found here [CBO Tutorial](#) and on the top left of the School Food - Special Programs page here: [Special Programs \(opt-osfns.org\)](#)

If you require further assistance please contact the Special Programs Unit at: 718-707-4320 Or Email Id: SF-SpecialPrograms@schools.nyc.gov

Building Response Teams

The Building Response Teams (BRT) are composed of building personnel who have volunteered to assist the school or non-school facility during an incident. DOE Facility Sites are responsible for establishing a BRT for the site, which should be composed of individuals working at that site. BRT leaders work closely with the Borough Safety Director, BCO Director of Student Services, and the Deputy Director of Facilities in directing and coordinating incident specific responses and resources.

The average BRT will consist of five core members plus the BRT Leader, as well as two alternates (e.g., counselors or other support staff) to fill in for sick or absent BRT members. However, BRT sizes will be determined on a case-by-case basis. It is a requirement that at least one BRT member be trained in CPR, AED, use of an EpiPen, and first aid.

Holiday Relocations

If your program in a DOE facility needs to relocate during a School Holiday due to school construction or scheduled building work during Holiday Camp date openings, please reach out to your Program Manager to request a relocation. The request will go to DOE Central Offices for approval. Always submit a school food request at your school year location. Even if the program is moving, it can be moved over to the relocation school. As though we ask for preferred relocation schools, we cannot guarantee the preferred relocation site provided will be available and the program may need to share space.

Holiday Relocation Request must include the following information:

- COMPASS Contract Number:
- Provider Name/Program Name:
- Relocation Dates:
- Hours of Operation:
- Number of Anticipated Participants:
- Number of Staff:
- Number of Rooms/Space Needed (Gym. Café. Aud, etc):
- Preferred Relocation School(s)(name, borough, address, zip):
- Program Director or Relocation Contact(s):

Holiday Meals

Please order Holiday Meals by the appropriate dates below

Holiday Name	Holiday Date	System Opens	System Closes
Yom Kippur	09/16/2021	08/09/2021	09/09/2021
Italian Heritage/Indigenous Peoples' Day	10/11/2021	08/09/2021	09/27/2021
Veteran's Day	11/11/2021	09/27/2021	10/28/2021
Winter Recess	12/24/2021 - 12/31/2021	11/09/2021	12/10/2021
Dr. Martin Luther King, Jr. Day	01/17/2022	12/03/2021	01/03/2022
Lunar New Year	02/01/2022	12/17/2021	01/18/2022
Mid-Winter Recess	02/21/2022 - 02/25/2022	01/07/2022	02/07/2022
Spring Recess	04/15/2022 - 04/22/2022	03/01/2022	04/01/2022
Eid Al-Fitr	05/02/2022	03/18/2022	04/18/2022
June Clerical Day	06/07/2022	04/23/2022	05/24/2022
Chancellor's Conference Day	06/09/2022	04/23/2022	05/24/2022
Juneteenth	06/20/2022	05/06/2022	06/06/2022

If you require further assistance please contact the Special Programs Unit at: 718-707-4320 Or Email Id: SF-SpecialPrograms@schools.nyc.gov

SECTION III: CENTER-BASED

Center-based after school programs may have one or more feeder schools from which students attend the after-school program.

Center-Based Remote Scenarios

If a program site is open, providers are expected to provide in-person services. Remote services can be provided under the following conditions:

- The center has been closed temporarily for a quarantine period

Center-Base Face Coverings

DYCD asks that programs implement face coverings for participants and staff in their buildings throughout the day regardless of vaccination status, unless they have a medical exemption.

During snack time, masks may be removed so participants can eat comfortably at a safe distance from one another. Masks may also be removed during designated “mask breaks”, during which students will maintain physical distance from each other.

Students who are not medically able to tolerate masks can be provided with alternative accommodations.

Physical Distancing Practices

The Centers for Disease Control and Prevention (CDC) recommends schools maintain at least 3 feet of physical distance between students within classrooms to reduce transmission risk when possible. DYCD expect providers to follow this CDC recommendation for program participants. When it is not possible to maintain a physical distance of at least 3 feet, it is especially important to layer multiple other prevention strategies, such as keeping participants in cohorts, using masks, improved ventilation, handwashing and covering coughs and sneezes, staying home when sick with symptoms of infectious illness including COVID-19, and regular cleaning to help reduce transmission risk.

Students may join after-school programs outside of their home school. After School programs may keep students in stable groups, but it is not a requirement this school year.

Health Screening

Health Screenings are currently no longer required for School Age Child Care programs; they are recommended. To the extent possible, all groups using the facility should retain the name and contact information of anyone entering the facility, to enable tracking and tracing efforts by the NYC Department of Health and Mental Hygiene.

Programs can use the following resources for Health Screening at Center Base Sites

Health screening assessments:

[OCFS-6039: Employee, visitor, parent/guardian Tracker](#) or [OCFS-6040: Health Care Screening One-Time Attestation for all staff, participants, parents/ guardians and or persons](#)

- If using the One-Time Attestation – programs need to check in with families daily that the health check was done.

Tele-Health Services for DYCD-funded Center-Based Programs

To support programs with health and safety, DOE Division of Early Childhood Education established a telenurse hotline that programs may call for additional support. The number for the telephone hotline is (212-287-0186). The phone will be staffed Monday-Friday from 8am-4pm by trained nurses and closed on major holidays.

Section IV: COVID-19 Vaccinations

The Mayor made an important announcement about expanding the vaccination mandate to all City-contracted childcare programs - this includes employees at DOE-contracted early childhood programs and Department of Youth and Community Development (DYCD) programs. **By September 27, 2021, all City-contracted child care and afterschool employees must have proof that they have received at least one dose of the COVID-19 vaccine.** Effective September 27th, there will no longer be an option to undergo weekly testing in lieu of vaccination.

The COVID-19 vaccine is free, safe and effective. Information about locations where New Yorkers can receive a vaccine for COVID-19 can be found at vaccinefinder.nyc.gov or by calling 877-VAX-4-NYC. Please encourage staff at your site to get the COVID-19 vaccine as soon as possible in order to meet this requirement.

This guidance will apply to all staff working in DYCD funded school aged child care/after school programs, including in non-DOE settings.

DOE Based Programs Vaccination Info

As announced on August 23 by Mayor de Blasio, Chancellor Porter, and Health Commissioner Chokshi, all DOE employees are required to provide proof that they have received at least one dose of the COVID-19 vaccine, effective September 27. Further, newly-hired staff must provide proof of vaccination (at least one dose), prior to their start date. All staff and new hires received an initial email on August 23 from

Chancellor Porter, informing them of these requirements and how to provide vaccination information using the DOE's [Vaccination Portal](#)

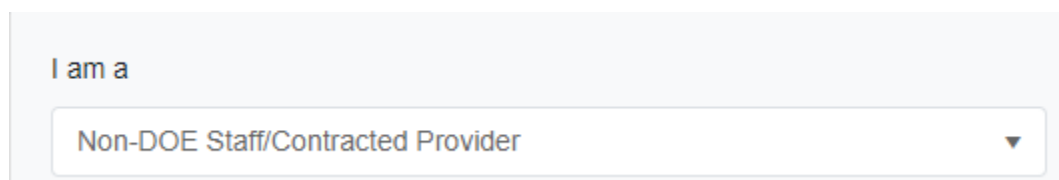
Additional individuals covered by this mandate include:

- All DOE volunteers, interns, and student teachers in a DOE school or DOE building,
- City employees who work in-person in a DOE school or DOE building,
- DOE/City contractors who work in-person in a DOE school or DOE building,
- Employees or contractors of any charter school, 3K, or PreK program located in a DOE building who work in person in such building.
- The above individuals must provide proof of at least their first shot of the COVID-19 vaccine by September 27. In addition, the above individuals must also be tested for COVID-19 at least once per week until they have submitted proof of full vaccination against COVID-19.

Please see this [Order](#) from the Commissioner of Health and Mental Hygiene for more information.

CBO's can use the following portal to enter updated Vaccine info: <https://vaccine.schools.nyc/Guest>

When on the Portal select:



The image shows a web form with the text "I am a" followed by a dropdown menu. The dropdown menu is open, showing the selected option "Non-DOE Staff/Contracted Provider".

When selecting a location, it is best to search by your programs DOE building number.

[DOE Building's Visitor Policy](#)

In order to protect staff and students in DOE buildings, all visitors wishing to enter DOE buildings must show proof of having at least one dose of the COVID-19 vaccination. **Visitors do not include students attending school in a DOE building, including adult students participating in D79, YABC, or DYCD programs.**

Acceptable proof of vaccination is one of the following:

[CDC Vaccination Card](#); a photo or photocopy is also acceptable.

[NYC Vaccination Record](#) or other official immunization record from within or outside the US, including from a health care provider. A photo or photocopy of this card is also acceptable.

NYC COVID Safe App on [Android](#) or [iOS](#).

[Excelsior Pass or Excelsior Pass Plus](#).

[DOE COVID-19 Vaccine Portal](#).

An acceptable COVID-19 vaccination includes one dose of any COVID-19 vaccine fully authorized or authorized for emergency use by the FDA or WHO.

Parent Meetings/Activities

The DOE is looking forward to welcoming students and families back into schools this fall, and creating opportunities for parent engagement, participation and leadership.

School Leadership Team (SLT), District Leadership Team (DLT), and Community Education and Citywide Council meetings may be held remotely or hybrid (in-person with an option for remote participation), until further notice.

Because visitors to DOE buildings must be vaccinated, all in-person attendees must show proof of vaccination. In order to attend these meetings, all individuals must follow all applicable DOE health and safety protocols when entering the school building, including showing proof of vaccination, properly wearing a face covering at all times and passing the DOE's health screener. To ensure safe physical distancing, where possible, schools may also use strategies such as setting up "spillover" rooms. These meetings must offer a remote participation option for attendees who cannot attend in-person due to the vaccine mandate. These meetings must be held outside of school hours (i.e., on evenings or weekends).

SECTION V: COVID-19 CASE MANAGEMENT AND REPORTING

Important information on where to report illness or COVID-19 positive cases will be found in this section. Programs should ensure that staff leadership is familiar with the reporting protocol and related actions. Guidance for how to respond should be followed directly. This guidance for DYCD-contracted programs is intended to supplement relevant City, State and Federal regulations, including guidance issued by New York State and the NYC Department of Health and Mental Hygiene (DOHMH).

Reporting COVID-19 Cases: DOE School-based Programs

DYCD providers should assign a staff member to serve as the Site Safety Monitor. DYCD providers based in DOE schools are expected to report all cases of COVID-19 or COVID-like symptoms in your program to the DOE Situation Room, and to inform their school principal when you report a case. At the beginning of the school year, ensure that you have a strong relationship with school leaders and the Building Response Team (BRT) in order to effectively and efficiently manage cases of COVID-19 in your afterschool program.

When a participant or staff member calls out sick due to COVID-like symptoms, begins exhibiting COVID-like symptoms while in the program, or reports that they have tested positive for COVID-19, the Program Director or alternate program leader must call the Situation Room at 212-393-2780 immediately to report the case. At that time, you must also inform the school principal. The Situation Room will be open from 7 AM to 3:30 PM Monday-Friday and 11 AM to 3:30 PM Sunday. Outside of these hours, school-based programs can report cases via email (rts@buildings.nyc.gov) or voicemail, which will be answered when the Situation Room re-opens. ***In the event that you are made aware of a COVID-19 case outside of the Situation Room hours, you should not wait until the following day to take action. Follow the guidance in the “Case Management” sections below to isolate and notify the individual as well as presumed close contacts.***

All schools and programs within a building will be copied on case management emails from the Situation Room. Providers should ensure that your On-Site Program Director and Program Director’s Supervisor contact information is up-to-date and tagged in Connect. DOE school-based providers will not be asked to report cases separately to DOHMH, or through the portal used during the 2020-2021 school year. ***If you receive an email about a COVID-19 case in the school building, contact the principal to find out if the individual also attends afterschool so that you can begin the reporting process for the program.***

Note that there are several ways you may become aware of COVID-19 cases in your DOE school-based program:

1. The staff member or participant/parent directly reports the illness to you or becomes symptomatic while in the program.
2. The school principal notifies you, or you receive an email about a case in your school from the Situation Room and you contact the principal to determine if the individual also attends your program.
3. You are contacted by the Situation Room because the individual tested positive during regular testing in school OR when the principal reported the case for the school day, they also notified the Situation Room that the individual attends your program.

Reporting COVID-19 Cases: Center-Based and Other Non-DOE Programs

DYCD providers should assign a staff member to serve as the Site Safety Monitor. Program Directors or Site Safety Monitors in center-based and other non-DOE programs must report suspected and/or confirmed cases of COVID-19 to DOHMH by calling the Provider Access Line at 866-692-3641 (identifying

yourself as a School-Aged Child Care site) and submitting a list of close contacts to be enrolled in the Test + Trace Corps program using [this form](#).

For more detailed guidance, see Appendix A - [Handling COVID-19 Cases in the Workplace: What Employers Need to Know](#)

The Provider Access Line is available between 9 AM and 5 PM daily, and you may ask to speak with a medical epidemiologist for additional support in case management. You may also contact your Program Manager for additional support, and trained DYCD staff are available to answer questions as needed. Letter templates to assist with communication to staff and families are also available for programs in DYCD Connects document library.

Center-Based Space Considerations - Multipurpose Buildings

Some child care programs are in buildings that are used for multiple purposes. Programs should collaborate with other groups using the building to:

- Ensure all groups using the facility are following shared health and safety guidelines (e.g., use of face coverings);
- Limit the number of shared spaces in the building;
- Minimize the number of people in the building when the program is open;
- Determine who is responsible for cleaning and disinfection between uses of shared spaces;
- Work on communication plans to ensure that the program is notified if a member of a group that uses the building tests positive or develops symptoms of COVID-19;
 - Programs do not and should not reveal the identity of the person with COVID-19. However, it can be shared that “there is a confirmed case of COVID-19 with POTENTIAL EXPOSURE to the community” between programs.
 - Non-DYCD programs in the space can also call the Provider Access Line at 866-692-3641 to report positive cases to DOHMH.

Isolation Space

Your program must have a private area (such as an enclosed room) provided for separating symptomatic participants under direct adult supervision until a family member can pick them up. Symptomatic staff members must also be isolated in a private area until they can safely leave the facility. Programs should maintain first aid kits and appropriate personal protective equipment (PPE) in these designated isolation space(s).

Case Management: Symptomatic Children and Staff

Follow the guidance below for cases of participants or staff experiencing COVID-like symptoms.

- All program staff must be familiarized with the symptoms of COVID-19. These symptoms may include:
 - Fever or chills

- Cough, shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat, congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Report the case as described above (via DOE Situation Room for DOE-based programs, and via the DOHMH Provider Access Line for non-DOE based programs).
- If a participant, regardless of vaccination status, is showing any symptoms of COVID-19, program staff should:
 - Escort the participant to the isolation space while wearing appropriate PPE.
 - If the participant is stable enough, notify the participant's parent/guardian to come and pick up the child. Strongly advise the family to visit a doctor and get the participant tested for COVID-19, and, if requested, provide the parent/guardian with information regarding [City-run testing sites](#).
 - Upon completing the supervision of the participant (transferring custody to the parent/guardian), the staff member should remove gloves (taking care to touch only the inner surface of the glove) and wash hands. Then remove the following in this order taking care to touch only the back of the items: face covering, smock, then wash hands. Hands should be washed after removing each item. All items may be disposed of in a regular garbage bin.
- If a staff member, regardless of vaccination status, is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at work, the staff member must be separated and sent home immediately. If the employee does not feel well enough to leave on their own, the program leader should assist with arrangement of ambulance services, if appropriate, or other ways to safely return home, such as calling a designated contact. Any adults waiting with the employee should stay at least six feet away from the employee in the designated isolation space.
- Immediately close off areas from participants and program staff that were used by any person with COVID-19 symptoms.
 - Open windows to increase air circulation in the affected areas, to the extent possible, while maintaining all health and safety standards.
 - Wait 24 hours before you clean and disinfect the affected areas. If 24 hours is not feasible, wait as long as possible (at least 2 hours). Thoroughly clean and disinfect any affected areas according to the CDC guidance on [Cleaning and Disinfecting Your Facility](#).
 - Clean and disinfect all areas used by the person with COVID-19 symptoms, such as the isolation space, bathrooms, common areas, and shared equipment.
 - After cleaning and disinfecting the affected areas, these areas can be used for other purposes.

- If the symptomatic individual gets tested, regardless of vaccination status, the person must stay home while waiting for their test results and cannot attend the program (or any other DYCD program).
 - If a positive case is confirmed, programs must follow the protocols in the next section.
 - If the individual shares documentation of a negative laboratory-confirmed test result or the negative test result is verified by DOHMH, the individual may then return to the program if they have been fever-free for 24 hours without the use of fever-reducing medication AND their overall illness has improved.
- If the symptomatic individual does not get tested, then the individual cannot return to the program until:
 - 10 days have passed since the first symptom, AND
 - The individual has been fever-free for 24 hours without the use of fever-reducing medication; AND
 - Their overall illness has improved.
- You are not required to notify families of other participants when someone in the program has symptoms of COVID-19 (if the case is not confirmed). If you want to communicate something to families about a symptomatic staff member or child, letter templates are available on DYCD Connect to inform families that:
 - An individual has symptoms, is not a confirmed case of COVID-19, and is not attending the program for at least 10 days (unless they receive a negative lab-based test).
 - Their child may continue to attend the childcare program.
 - If they are concerned, they should talk to their health care provider.
 - The symptoms of COVID-19 are very nonspecific, and are often similar to other respiratory viral diseases, including influenza.

Case Management: Confirmed Cases of COVID-19

Follow the guidance below for cases of participants or staff who have tested positive for COVID-19.

- Report the case as described above (via DOE Situation Room for DOE-based programs, and via the DOHMH Provider Access Line for non-DOE based programs).
- A person who has tested positive for COVID-19, regardless of vaccination status, cannot attend the program (or any other child care program), until all the following are true:
 - It has been at least 10 days since their symptoms started (or, if asymptomatic, the date they got tested); AND
 - They have been fever-free for the last 24 hours without the use of fever-reducing medication; AND
 - Their overall illness has improved.
- After confirming the positive diagnostic test of COVID-19, identify everyone who was a close contact of the person during their infectious period.
 - The infectious period is when someone with COVID-19 may potentially spread the virus to others (i.e., when they are contagious):

- The start date of the infectious period is two days before the person had their first symptom or two days before their COVID-19 test date if they never have symptoms.
 - The end date of the infectious period is 10 days after the person had their first symptom or 10 days after their COVID-19 test date if they never have symptoms.
 - The test date is when the test took place, not when the test results were reported to the provider or patient.
- A close contact is someone who has been within 6 feet for at least 10 minutes over a 24-hour period of someone who has COVID-19 during their infectious period, regardless of face covering use or the presence of plexiglass or other barriers.
 - Additionally, other people may be considered close contacts in certain situations, including when physical distancing cannot be consistently monitored or maintained, when people are participating in activities that require releasing more air, such as vigorous exercise, singing or playing wind or brass instruments in an enclosed space.
 - In K-12 classroom settings, students who are masked and spaced three or more feet apart from an infected student who is also wearing an appropriately fitting mask will not be considered close contacts.
 - If you have questions about who a close contact is, call the NYC Health Department at 866-692-3641, selecting prompts for facility reporting and ask to speak to a medical epidemiologist. Consultation is available from 9 AM to 5 PM daily.
- If the COVID-positive individual did not attend the program during their infectious period, there will be no intervention required as there is no exposure within the program community.
- Report close contacts, who will need to quarantine for 10 days from the date of their last exposure and will not be permitted to attend the program during that time (unless they meet an exception as described below).
 - School-based programs will work with DOE Situation Room staff to report close contacts.
 - Providers must also notify their school principal of who is considered a close contact so that these students do not attend school.
 - Students in a DOE classroom setting who are masked and spaced 3 or more feet apart from an infected student who is also masked will not be considered close contacts.
 - Center-based and other non-DOE programs may consult with DOHMH epidemiologists via the Provider Access Line, and must report close contacts using [this form](#). Refer to [this appendix](#) for additional information.
 - All providers may contact their program manager and/or covidreporting@dycd.nyc.gov for additional support.
 - Individuals who are considered fully vaccinated—two weeks after receiving the second dose in a two-dose vaccine series or two weeks after receiving a single-dose vaccine, or

who have recovered from COVID-19 and finished isolation in the past 90 days—are not subject to quarantine after exposure to COVID-19 or after completing domestic travel.

- Individuals who are required to quarantine may take a COVID-19 test on day 5 of their quarantine, and with proof of a negative result, may return to attending school/program in-person after day 7.
- Communicate with your program community regarding the confirmed case. Letter templates are available on DYCD Connect for the following communications.
 - **Notification for Close Contacts:** This letter is for staff and families of children who are identified as close contacts of the positive case. This letter will state that they or their child has been in close contact with a COVID-19 positive individual and inform them that, per the NYS Department of Health (NYSDOH) requirements, they must stay home and separate from others (including household members) for 10 days from the date of their last exposure. They should continue to monitor themselves for fever or other COVID-19 symptoms for four days after quarantine has ended. If symptoms occur, they should isolate themselves, contact their health care provider, and get tested for COVID-19.
 - Providers should contact the parents/guardians of any children who are presumed close contacts for immediate pickup and send home any staff members who are presumed close contacts immediately.
 - Any close contacts who cannot be picked up before the end of the program day should be isolated from others who were not close contacts and must not return to program the following day.
 - Those who meet an exemption to quarantine (because they are fully vaccinated or have recovered from COVID-19 within the past three months) may continue to attend the program as long as they do not have symptoms and can continue to pass the daily health screening.
 - Unvaccinated students or staff deemed close contacts must quarantine and cannot attend the program, or any other DYCD program, for 10 days after their last contact with the infectious person. These individuals may take a COVID-19 test on day 5 of their quarantine, and with proof of a negative result, return to attending program in-person after day 7.
 - NYC Test + Trace Corps will do ongoing monitoring of close contacts via phone during the 10-day quarantine and will provide a list of resources for those who are quarantining.
 - After day 10 (or after day 7, with proof of negative test from day 5), individuals can return to the program, but must continue self-monitoring for symptoms through day 14 and if any develop, they should immediately self-isolate and contact the local health department or their healthcare provider to report this change and determine if they should seek testing. Individuals should continue strict adherence

to all recommended safe behaviors to stop the spread - wearing masks, socially distancing and avoiding gatherings.

- You should never reveal the identity of the person with COVID-19 to families in your program or share information that might identify the person with COVID-19. That information is confidential. Maintaining confidentiality will help encourage other people to disclose when they have COVID-19. However, sharing with the Situation Room, school principals of the participants in your program, and DOHMH/Test + Trace as necessary is allowable as a public safety measure.
- **Notification of Positive Case in Program Community:** This letter is for staff and families of children who are not presumed to be close contacts of the individual who tested positive. This letter will state that there was a confirmed case of COVID-19 at the program, but that they or their child is not considered a close contact at this time and therefore there is currently no need to quarantine.
- Clean and disinfect all areas used by the person with COVID-19 symptoms, such as the isolation space, bathrooms, common areas, and shared equipment, as described above and following the Centers for Disease Control and Prevention guidelines on [Cleaning and Disinfecting Your Facility](#). After cleaning and disinfecting the affected areas, these areas can be used for other purposes.
- Inform your program manager of the confirmed case in your program and whether any staff/participants are quarantining as a result. If needed, discuss how cases where large numbers of staff/participants are quarantined may affect program operations.

Schools and other facilities within New York City will be closed only when it is determined by the Department of Health and Mental Hygiene (DOHMH) that there is widespread transmission in the facility—based on investigation, that there is a reasonably high likelihood that ongoing transmission is occurring within the facility. With the health and safety measures in place, we expect that closures will be limited.

Workscope Contacts

Each program Workscope should have the most up-to-date telephone number, email address, and alternate contact (e.g., cellphone) that can be reached after business hours if needed. Important contacts for case management include:

- Executive Director
- On-Site Program Director
- Program Director's Supervisor
- In some cases, the same person could provide multiple roles. Contacts in the Workscope should reflect the structure of communication that fits your organization.

Appendices

- A. [Handling COVID-19 Cases in the Workplace: What Employers Need to Know](#)
- B. [Quick Guide: Reporting COVID-19 Cases](#) (see below)
- C. [DOE Situation Room Close Contact Template](#) (see below)
- D. [Visual Aid: Case Management Map](#) (see below)

Appendix B

Quick Guide: Reporting COVID-19 Cases

Below you will find an overview of the reporting process for COVID-19 cases and individuals with COVID-like symptoms in your program. For more detailed information on reporting, as well as instructions for managing cases in your program, please refer to the “COVID-19 Case Management and Reporting” section of the DYCD Program Operations Guide. Please contact your Program Manager with any questions.

When to Report

DYCD-funded providers must report all cases of COVID-19 in their program community, including both lab-confirmed cases as well as those experiencing COVID-like symptoms who have not yet been tested. You may become aware of confirmed or suspected COVID cases in your program in several ways, including self-reporting from participants/parents or staff, individuals who become symptomatic during program hours, or through communication received from school principals or other programs in your building, random testing, or referrals from DOHMH or the Test & Trace Corps.

Where to Report

DOE-based Programs

Programs based in DOE facilities must report cases of COVID-19, or individuals with COVID-like symptoms, to the DOE Situation Room by calling 212-393-2780. The Situation Room is open from 7 AM to 3:30 PM Monday-Friday, and from 11 AM to 3:30 PM Sunday. Outside of these hours, you should continue to take immediate action—isolating those individuals and notifying presumed close contacts—following the Program Operations Guide and DOHMH health and safety guidelines. You can leave a voicemail with the Situation Room or email rts@buildings.nyc.gov, both of which will be returned the next operating day.

In addition, you should notify your school principal if the individual who has tested positive, or anyone in close contact with that individual, is a part of the school community so that school leaders can ensure they do not attend during the school day.

Center-based/non-DOE Programs

Programs based in centers or other non-DOE facilities must report cases of COVID-19, or individuals with COVID-like symptoms, to the DOHMH Provider Access Line by calling 866-692-3641 (identifying yourself as a School-Aged Child Care site) and submitting a list of close contacts to be enrolled in the Test + Trace Corps program using [this form](#). The Provider Access Line is available daily from 9 AM to 5 PM. For more detailed guidance, review [Handling COVID-19 Cases in the Workplace: What Employers Need to Know](#).

What You’ll Need to Report

Note: An individual's Personally Identifiable Information (PII) and health information is sensitive and should not be shared with other families/staff in your program. However, you will need to include this information when reporting cases to DOE or DOHMH to ensure proper case management and public health response.

Be prepared to submit the following information when reporting suspected and/or confirmed cases of COVID-19 in your program:

1. Program Information

- a. Contact information of person submitting the report and alternate contact person
 - i. Title, email address, phone number and cell phone number
- b. Provider name, site name, and full address
 - i. If relevant, school name and DBN/building code (*You can ask your school leadership or your DYCD Program Manager for this information.*)

2. Individual Information

- a. Name, date of birth, contact information, and home address of the person with a confirmed/suspected case of COVID-19
 - i. For participants (or staff under 18), parent/guardian contact information
- b. Student/staff ID number
 - i. For DOE-based programs, participant OSIS number or DOE Employee ID Number

3. Case Location Information

- a. Individual's room/cohort during program hours (including all spaces/groups the individual interacts with)
- b. Date the individual was last in the building
- c. Are they currently experiencing symptoms? When did those symptoms begin and what are the symptoms?
- d. Has the individual received a positive COVID-19 test result? If so, do you have a copy of the test results?
- e. Has the individual been vaccinated for COVID-19 or previously tested positive in the last 90 days?
- f. What rooms/cohorts did the individual travel to during their infectious period (two days prior to getting tested or starting symptoms, whichever was first)? Who did they come in close contact with? (Individuals who have been within 6 feet for at least 10 minutes over a 24-hour period of someone who has COVID-19 during their infectious period, regardless of face covering use or the presence of plexiglass or other barriers, is considered a close contact.)

4. Close Contact Information

- a. If the individual has a lab-confirmed case of COVID-19 and was in the building during their infectious period, the following information will be needed for each close contact:
 - i. Type (Staff or Student)

- ii. ID# (OSIS number or DOE Employee ID number, if applicable)
- iii. First Name
- iv. Last Name
- v. Date of Birth
- vi. Primary Phone Number
- vii. Secondary Phone Number (optional)
- viii. Most Recent Date of Contact with Case
- ix. Duration of Contact
- x. Distance from Case
- xi. Any Comments/Notes on the Interaction

Appendix C

DOE Situation Room Close Contact Template

Potential Close Contacts

Please complete with requested items, insert additional rows if needed.

Thank YOU!

Auto Calculated - DO NOT MODIFY

Case number

Your name

Phone number

Staff count

0

Student count

0

Facility type

Building ID

School Name

Contacts

Examples in italics

						Based on Attendance Records for Student				
						Most recent contact with case				
Contact Type	ID#	First Name	Last Name	DOB	Phone numbers		Date	Duration	Distance	Comment/Notes
					Primary	Secondary (optional)				
Staff	245412555	<i>James</i>	<i>Sample</i>	<i>4/12/01</i>	2125551212	9175551212	3/6/21	10 mins	<6 feet	<i>e.g. did a one on one meeting with the case</i>
Staff	345412566	<i>Also</i>	<i>Close</i>	<i>11/13/88</i>	7185551212	3475551212	3/6/21	class period	>6ft, same room	<i>e.g. in classroom for lunch</i>
Student	225412512	<i>Jimmy</i>	<i>Sample, Jr</i>	<i>10/27/09</i>	2125552121	9175551212	3/6/21	all day	classroom	<i>classmate</i>

Appendix D

Visual Aid: Case Management Map

