



Department of  
Youth & Community  
Development



## DYCD 2021 - 2022 School Year PROGRAM OPERATIONS GUIDE



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

## OVERVIEW

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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](https://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](https://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, in particular where programs are serving different youth on different days.

The date for enrollment targets is 10/18.

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 taking 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. 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](mailto: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 with program staff.

## Staff Handbooks and Orientations

The program must provide copies of the behavior management plan to all staff at the school age childcare 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 encounter 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, schools 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 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 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 submits an application 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 chose 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 regards 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 ratio
- 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 childcare 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 which serve middle 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.

### 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 childcare 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 at all times 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.



## Directors Clearances

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



**The entire 6000 Packet is sent in for Directors**

## 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, submit only forms 6001, 6005, 6022 to the Central Clearance Unit - [6000Packet@health.nyc.gov](mailto:6000Packet@health.nyc.gov)
- Staff Qualifications are not sent in but must be on site for pending clearance and cleared staff members.
- Staff Medical are not sent in but must be on site for pending clearance and cleared staff members.

## Submitting Documents to CCU

- Send only one application per email
- Subject line must read: [Application Type], [Child Care Program Name], [Facility ID#], [Applicant's First and Last Name]
  - Example: 6000 Packet, ABC SACC, 32512, John Doe

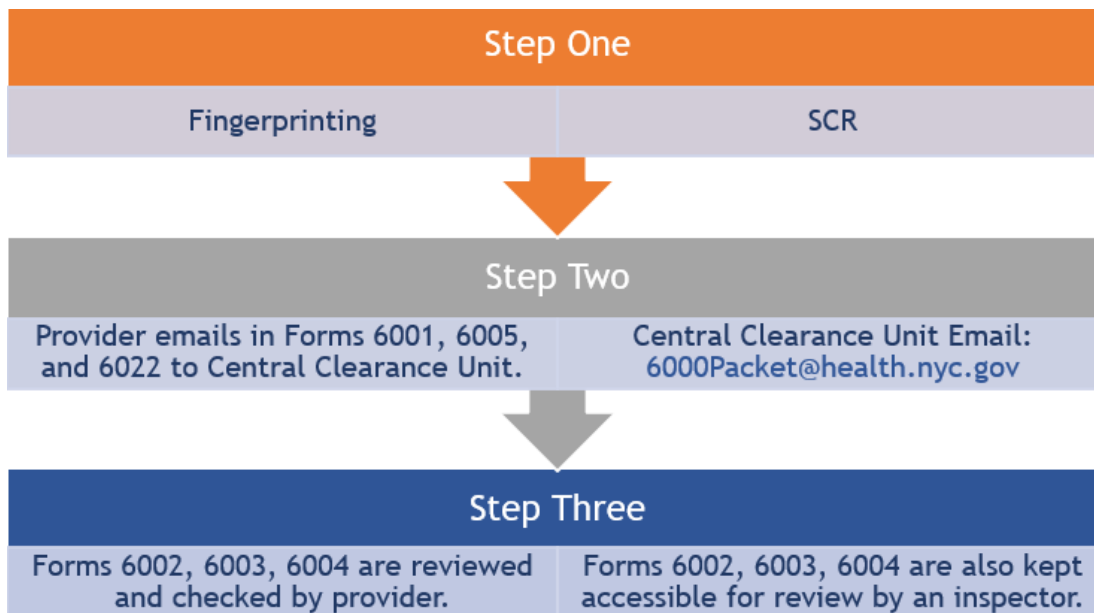


## Best Practices 6000 Packet

- 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



### Waivers

#### Before CBC Cleared

- On the 6001 forms, enter the facility ID number for all the associated programs in which the individual will be working

#### After CBC Cleared



- Submit an email to CCU requesting for the applicant to be associated with the additional facilities and including the applicant's name, date of birth, facility ID number(s) and name of program
- A new SCR and SEL must accompany the request for waiver
- Can only be waived to another program provided that the individual has not separated from their role in a program(s) for more than 180 days

## CBC Challenges & Reminders

### Information Form (6001)

- Program Name: Enter program name listed on registration
- Facility id #: Facility for which person was fingerprinted
- Other Facility ID numbers: List all programs in which person will be working
- Contact Person- Enter complete information (name, phone number, e-mail)
- Role: Make sure to check off Director, Group Teacher or Assistant Teacher and either Employee or volunteer
- Out of State: Only check if have lived out of state over the past 5 years

### Criminal Conviction Statement (6005) Form

- Include date of signature on bottom of form and not date of birth

### Staff Exclusion 6022 Form (SEL)

- Enter either the social security number, if applicable, or date of birth

## Inquiries 6000 Packet

For Inquiries on 6000 Packets please send emails to [CCUquestions@health.nyc.gov](mailto: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*



## Who to Contact

### NYC DOHMH Central Clearance Unit (CCU)

- E-mail: [6000packet@health.nyc.gov](mailto:6000packet@health.nyc.gov) Fax: (347) 396-8052 for submission of 6000 packet
- General Inquiries: [CCUQuestions@health.nyc.gov](mailto:CCUQuestions@health.nyc.gov)

### NYC DOHMH Borough Offices

- Bronx - (347) 854-1971 or (347) 854-1972
- Brooklyn - (718) 222-6390 or (718) 222-6399
- Queens - (718) 553-3981
- Manhattan/Staten Island - (646) 632-6305

### OCFS NYC Regional Office

- (212) 383-1415

## DYCD Youth Service Providers - DOHMH Comprehensive Background Check Support Form

In partnership with the Department of Health and Mental Hygiene - Bureau of Child Care, DYCD is offering providers another avenue of support regarding their staff background clearances.

**If after reaching out to the CCU Questions email and not receiving a response within 3 weeks**, DYCD Youth Service providers can submit a request for support via the form linked below. The form will ask you to send information regarding individual staff members for DOHMH to check their clearance status. After completing the form, your submission will be directly sent to the DOHMH team. They will then reach out to you regarding your submission and provide support as necessary. Note that if you need to request for multiple staff members, you will need to submit an individual response for each staff member. [DYCD Youth Service Providers - DOHMH Comprehensive Background Check Support Form](#)

## 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 /](http://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](mailto: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](#) | [därë](#) | [فارسی](#)



[Deutsche](#) | [ελληνικά](#) | [עברית](#) | [हिन्दी](#) | [日本語](#) | [Malay](#) | [नेपाली](#) | [پښتو](#) | [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 FACILITY OPERATION

### 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 8:00 PM.

Beacon programs operate on evenings and weekends and will begin providing services on or after October 1st, 2021.

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.

### 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.

### 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 daycare 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 the 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/worksites 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.

NYCDOE staff currently working with DOE vendors or CBOs that are not in compliance with the vaccine mandate, will NOT be eligible on PETS.



## 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 will need to be added to that PETS roster and fingerprinted as part of a security clearance check.

## Office of Personnel Investigation

OPI will complete the background investigation and render a decision not PETS.

- If the individual is cleared, the person’s eligibility status in PETS will automatically update too “Eligible”. The individual may now start working for the CBO.
- If the individual is not cleared, the person’s eligibility status in PETS will remain “Ineligible.” If the individual has begun working, he/she must stop working for the CBO immediately.
- If there is a question about OPI’s decision, the CBO may reach out to OPI to discuss a particular clearance decision by emailing [OPIinfo@schools.nyc.gov](mailto:OPIinfo@schools.nyc.gov) after the applicant has gone for fingerprinting and received a status. Please note that due to confidentiality reasons OPI will not be able to divulge the specific reason(s) why an individual was denied, to the CBO. The applicant will be mailed a letter explaining the decision of OPI and the reason why the individual was denied. The applicant can also email [OPIinfo@schools.nyc.gov](mailto:OPIinfo@schools.nyc.gov).



## PETS Nomination Status Summary

Providers can see where staff are in the fingerprinting process by running a “Nomination Status Report”, under the Reports Tab on their PETS Account.

Reports	Sup
Roster Report (by Contract)	
Program Types Report	
Vendor w/ No Real Contracts	
Roster Report (full Search)	
Roster Certification History	
Vendor List by Program	
Summary Worksite Report	
Program Certification History Report	
Nomination Status Summary	

## PETS Contacts

- Please email [PETS@schools.nyc.gov](mailto:PETS@schools.nyc.gov) or [PETSAdminSupport@schools.nyc.gov](mailto:PETSAdminSupport@schools.nyc.gov) for PETS questions, including help if you have forgotten your PETS login information or having trouble logging in.
- Please email HRC Service Center by emailing [HRCServiceCenter@schools.nyc.gov](mailto:HRCServiceCenter@schools.nyc.gov) for questions about fingerprinting.
- Please email [OPIInfo@schools.nyc.gov](mailto:OPIInfo@schools.nyc.gov) for general OPI questions, including inquiries about an individual’s eligibility status after fingerprinting.

## PETS/OPI TIPS

- All staff (including current DOE employees) must be entered onto your PETS roster.
- Staff that have been previously fingerprinted by DOE will not need to go again, however they will need to fill out the applicant gateway forms.
- If fingerprinting is required, staff must be “Active” on your COMPASS roster to ensure staff are not charged for fingerprint processing.
- When staff is initially added to your roster with a roster status of “Active,” you may receive PETS notifications indicating one or more of your staff is ineligible. Please keep those individuals “Active” in PETS as an indication that you still desire to hire the individual(s).
- Each individual listed on your PETS roster must be both “Active” and “Eligible” in order to work and/or tutor students. Your hiring process must give enough lead time to allow for the DOE security clearance review to be completed.



- CBO's must update and review their rosters on an on-going basis to ensure your PETS roster is accurate. The roster status of staff no longer working at the program must be changed to "Inactive".
- Make sure to add the staff to your correct roster. If your CBO delivers services under more than one funded program in DOE buildings (e.g., Advantage after school, 21st CCLC), the CBO must put the person on each program roster the staff member works for.
- Potential staff should check their junk and spam folders, and providers should check if they filled out social numbers, names and emails correctly. I have noticed many issues from potential employees' information being incorrect.
- Staff must complete and e-sign all required forms in the Applicant Gateway before being able to get an appointment. Staff should then print out the Fingerprint Referral Form and bring the Fingerprint Referral Form and valid government-issued photo identification, to the HR Connect Walk-in Center for fingerprinting. Staff can call HR Connect at 718-935-4000 if they experience issues logging into Applicant Gateway.

## 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](mailto: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](mailto:SF-SpecialPrograms@schools.nyc.gov)

## 504 Accommodations

Information can be found here <https://www.schools.nyc.gov/school-life/health-and-wellness/504-accommodations>

## SECTION III: CENTER-BASED FACILITY OPERATIONS

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

### Space Utilization

Some programs are in buildings that are used for multiple purposes. Programs should collaborate with other groups using the building. Please inform DOHMH/OCFS if there have been room changes or requests for capacity increases as they will need to inspect spaces.

### Relocations

If your program is in a facility that needs to relocate due to construction or scheduled building work, please reach out to your Program Manager to request a relocation. Programs should not move on their own without approval from DYCD.



## 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.

## Safe Passage

Center based programs within walking distance of local schools that “pick up” youth will need to ensure youth are in ratio and accompanied by a CBO staff member.

CBOs that have youth that are picked up and are walk-ins that are School Age Child Care age must make sure they have parental consent for either type of program entry method.

## 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.

# SECTION IV: SCHOOL-BASED COVID PRACTICES

## Face Coverings in DOE Schools

Face coverings will be optional at DYCD Youth Service provider DOE sites for participants and staff.

Mask-wearing will become optional indoors, outside. Anyone who chooses to wear a mask may continue to do so.

In addition, any staff member or participant returning on Day 6 following a positive COVID-19 diagnosis or after having COVID-19 symptoms without testing is still required to wear a well-fitting mask at all times at the school and Center-based sites through Day 10.

Masks are strongly recommended for any staff member or participant who knows they have been exposed to COVID-19 within the previous 10 days from known exposure.

Mask wearing is still required in areas used as health spaces and nurses’ offices in DOE buildings.



## Tele-Health Services

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.

## 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. In response to the new policy, effective 1/3/2022, the screening is updated to screen for close contacts that have tested negative and will return to school/program. 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

There are no requirements for social distancing in public spaces, including classrooms, cafeterias and auditoriums, unless the person is returning from isolation. As per NYS guidance, those that are required to still wear face coverings due to returning from isolation should distance themselves when they have to remove their mask for eating.

## Public Assembly Spaces

A face covering is now optional for visitors.

All visitors wishing to enter DOE school buildings must continue to show proof of having at least one dose of the COVID-19 vaccination, show identification, and complete the daily health screening form.

# SECTION V: CENTER-BASED COVID PRACTICES

## Center-Based Remote Scenarios

If a program site is open, providers are expected to provide in-person services. Remote services can be provided if the center has been closed temporarily for a quarantine period, or to enhance any supplemental in-person services.

## Health Screening



Health Screenings are currently no longer required for School Age Child Care programs; they are recommended and highly encouraged. 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.

DOE has recently added a health screening question that includes a test to stay option. Providers may add this to their health screening at center-based sites.

- Example for Question - “Have you experienced any symptoms of COVID-19, including a fever of 100.0 degrees F or greater, a new cough, sore throat, loss of taste or smell or shortness of breath that started in the past 5 days?”
  - Additional answers to add:
    - Yes, and I have received a negative result from a COVID-19 diagnostic test performed by a health care provider OR I am a student or school-based staff member who received two negative results from a take-home test taken at least 24 hours apart since the onset of symptoms AND have only mild symptoms (no runny nose; if cough, cough minimal and non-productive; fever-free for 24 hours without the use of medication). Go to the next question.
    - Yes, and I am a staff member returning on Day 6 of isolation with mild symptoms (no runny nose; if cough, cough minimal and non-productive; fever-free for 72 hours without the use of medication), wearing a higher-grade face covering such as a KN95 or N95. Go to the next question.
    - Yes, and I am not in the categories above. No further screening is needed. The individual may not enter the building.

### Center-Base Face Coverings

Face coverings will be optional at DYCD Youth Service provider center-based sites for participants and staff.

Mask-wearing will become optional indoors, outside. Anyone who chooses to wear a mask may continue to do so.

In addition, any staff member or participant returning on Day 6 following a positive COVID-19 diagnosis or after having COVID-19 symptoms without testing is still required to wear a well-fitting mask at all times at the Center-based sites through Day 10.



Masks are strongly recommended for any staff member or participant who knows they have been exposed to COVID-19 within the previous 10 days from known exposure.

Mask wearing is still required in areas used as health spaces.

### Physical Distancing Practices

There are no requirements for social distancing in public spaces, including classrooms, cafeterias and auditoriums, unless the person is returning from isolation. As per NYS guidance, those that are required to still wear face coverings due to returning from isolation should distance themselves when they have to remove their mask for eating.

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.

## SECTION IV: COVID-19 VACCINATIONS

### Staff Vaccinations

There is a COVID-19 vaccination mandate for all City-contracted child-care program staff, including Department of Youth and Community Development (DYCD) programs. **By September 27, 2021, all City-contracted child-care and afterschool employees were required to have proof that they have received at least one dose of the COVID-19 vaccine.** There will no longer be an option to undergo weekly testing in lieu of vaccination. All eligible staff are also encouraged, but not required, to get the booster shot.

CBO's can use the following portal to enter updated Vaccine info for staff (not participants):

<https://vaccine.schools.nyc/Guest>

### Youth Vaccinations

As of December 14<sup>th</sup>, 2021, all youth (5 and up) participating in DYCD childcare programs will need to be vaccinated in order for them to participate in high-risk sports and activities. We are defining high-risk as:

- sports as competitive sports,
- gameplay,
- and leagues.

The mandate also applies to:

- chorus,



- musical theater,
- dance/dance team,
- band/orchestra (with concern for woodwinds),
- marching band, and
- cheerleading/step teams/flag team activities.

The Department of Education – Division of School Climate and Wellness hosted a webinar in response to the latest vaccine mandate and to provide additional context and details for high-risk activities.

Below you will find a link to the presentation and a recording of the meeting for your reference. This is helpful for both school-based and center-based programs.

[Presentation PDF](#)

[Video Recording of the Meeting](#)

Please use the New York State guidance regarding Sports and Recreation to assist in determining High Risk Activities.

[Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#)

### Vaccination Site information

Vaccination is safe, free, and available regardless of immigration status. For any unvaccinated staff or eligible students, the Department of Health and Mental Hygiene and the New York City Department of Education strongly encourage you to make a vaccination appointment by visiting [vaccinefinder.nyc.gov](https://vaccinefinder.nyc.gov).

You can also call 877-VAX-4-NYC (877-829-4692) for help making an appointment at a city-run vaccination site. Many sites now have walk-in appointments.

For answers to frequently asked questions about the COVID-19 vaccine, visit <https://www1.nyc.gov/site/doh/covid/covid-19-vaccine-facts.page>.

## SECTION VI: COVID-19 CASE MANAGEMENT AND REPORTING

Important information on where to report illness or COVID-19 positive cases and how to respond will be found in this section. Programs should ensure that staff leadership is familiar with the reporting protocol and related actions. This guidance for DYCD-contracted programs aligns with 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: All Programs (Center-Based, DOE and Non-DOE)

DYCD providers should assign a staff member to serve as the Site Safety Monitor. Program Directors or Site Safety Monitors must report suspected and/or confirmed cases of COVID-19 to DOHMH by using [this form](#). Providers can call the Provider Access Line at 866-692-3641 if they wish to speak to an epidemiologist only.

DYCD programs, please select "Other Facility" then specify "DYCD." On question 2 of form.

On question 10 DYCD Programs for “Name of facility/business” please write “DYCD - (program contract number) - Example – DYCD - 123178

Facility/Business Information	
10. Name of facility/business	<input type="text"/>
<b>Note:</b> If your facility is a DYCD program, please enter name of your program.	

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. You may ask to speak with a medical epidemiologist for support in case management, if needed. You may also contact your DYCD Program Manager for additional support, and trained DYCD staff are available to answer questions as needed at [covidreporting@dycd.nyc.gov](mailto:covidreporting@dycd.nyc.gov).

Letter templates to assist with communication to staff and families are also available for programs in DYCD Connects document library.

### Reporting COVID-19 Cases: DOE School-based Programs

DYCD providers based in DOE schools are expected to report all cases of COVID-19 to the school principal when you report a case to the PAL. It is important to 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 between the school and the after-school program, daily.

DYCD-funded programs will continue to be copied on communications from the Situation Room regarding positive cases in a DOE school. Providers should ensure that your On-Site Program Director and Program Director’s Supervisor contact information is up-to-date and tagged in Connect.

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.



## Center-Based Space Safety 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.
- 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.

## 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 any case via the DOHMH Provider Access Line as described above.
- 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. 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 if 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:
  - 5 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 5 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 the DOHMH Provider Access Line.
- Asymptomatic Staff: New State policy, which aligns with new CDC guidance, shortens the isolation period for fully vaccinated critical workers who test positive but are asymptomatic, to five days, including childcare staff. Staff can return on the 6th day if they remain asymptomatic (no runny nose and no more than minimal, non-productive cough), have not had a fever in 72 hours and wear an appropriate high-quality mask until day 10 (KN95). The NYS [advisory](#) also states that individuals working under this policy must continue to stay at home, take precautions to avoid household transmission, and observe other required elements of isolation while not at work until the end of the 10day period.
- Symptomatic Staff: A staff person who has tested positive for COVID-19, regardless of vaccination status, and is symptomatic, cannot attend the program (or any other childcare program), until all the following are true:
  - It has been at least 5 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.

### Case Management: Close Contacts of Confirmed COVID-19 Cases

- After confirming a 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 5 days after the person had their first symptom or 5 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 15 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.
  - 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. You can also reach out to your DYCD Program Manager, or email [covidreporting@dycd.nyc.gov](mailto:covidreporting@dycd.nyc.gov).
- This list of confirmed close contacts will likely include all the staff and participants from the same group cohort or classroom as the individual who tested positive. Depending on the program's schedule, there may be other close contacts identified. For example, if a participant or staff moves between groups or groups participate in certain activities together, there may be close contacts in these other groups.
- 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.
- Vaccinated
  - Close contacts 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.
  - Close contacts who are considered fully vaccinated and symptomatic will need a negative test to return to programming.
- Unvaccinated
  - Without a negative test, unvaccinated close contacts will need to be quarantined for 10 days from the date of their last exposure and will not be permitted to attend the program during that time.
- School-based programs will report close contacts to the principal. Close contacts could be provided with test kits based on availability from the school or may test independently with a home test or PCR test and return the following day if they test negative.
  - Students and staff will test again on day five and may continue to attend if the test remains negative.
  - Close contacts in center-based programs can also self-test to return the following day if they test negative and pass a health screening.
- 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 of the guidance outlined above.
  - 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.
  - 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.
  - You should never reveal the identity of the person with COVID-19 with 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.
- 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 Workscape 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 Workscape should reflect the structure of communication that fits your organization.







## **Appendix A**

### **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**

##### **All Programs (Center-Based, DOE and, Other Non-DOE)**

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. Please select Option 4 and (identifying yourself as a DYCD-funded School-Aged Child Care site). Submit 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](#)