



Eden II Programs Early Childhood Center regulated by NYCDOH (article 47) and NYSED (4410 and 853)

Addendum for 663 Manor Road (St. John's Lutheran site)

Staff and students at St. John's Lutheran will follow all points of the Reopening Plan for 309 St. Paul's Avenue (see attached) except for the following site-specific points:

- At St. John's, a reminder will be made every half-hour to either wash hands or use hand sanitizer.
- **Arrival When Dropped Off By The Parent:** At St. John's, students being dropped off by the parent will drive onto Reon Avenue and wait in a line in front of the building. Families will be let in one at a time. Families who walk will be asked to line up 6 feet apart until they are called. Temperatures will be taken before entering the building. An Eden II Staff person will wait there to escort the student to the classroom after check-in.
- **Arrival When Arriving Via School Bus:** Buses will come into the parking lot and students will be escorted by staff to the classroom. Staff should be wearing a 3-ply surgical mask and gloves. Students must have their temperatures cleared by a trained staff suited in appropriate PPE in the vestibule area before entering the classroom.
- If a participant starts to show any signs or symptoms of COVID-19 while at program, an employee must immediately and directly escort the participant to the speech room and call the front desk at x 1500.
- **Signing In/ Signing Out:** Staff will be required to use the side door (off of the parking lot and up the steps) to enter or exit the building. There will be one door where all staff must enter each morning, where they will have spots on the ground indicating 6 ft. of distance between each other while they wait for their sign-in. Staff will be signed in virtually each day by program administration after being checked in at the door. Staff will be signed out virtually by the administration at the end of shift and must exit through the door that they came into the building through in the morning.
- **Dismissal When Picked Up By The Parent:** Parents of students being picked up by will drive onto Reon Avenue and wait in a line in front of the building. Students will be called to be brought out one at a time and families should wait in the car. Families who walk will be asked to line up 6 feet apart until they are called.
- **Dismissal Via School Bus:** Students will be brought out to the bus (in the parking lot) one at a time.
- **Bathroom Use:** A limited amount of students will be allowed in the bathroom to allow for social distancing. Students and staff must remain 6 ft. apart and wear masks at all times walking to and from the bathroom and while using the facility. Students should be brought to the bathroom one at a time by staff.