

**PETER STUYVESANT LITTLE LEAGUE  
QUALIFIED SAFETY REQUIREMENTS  
2021**

1. League Safety Officer: **Linda Fox**, on file with Little League Headquarters
2. Peter Stuyvesant Little League (PSLL) will distribute an electronic copy of this Safety Manual to all Managers/coaches, umpires and the District Administrator.
3. Emergency Phone Number: **911**  
Local Police Emergency: **212-477-7411**  
Local Fire Emergency: **212-433-3334**  
PSLL President: **Seth Coren** **917-686-9565**  
PSLL VP Baseball Ops: **Keith Medeck** **917-664-2387**  
PSLL VP Softball Ops: **Eric Goldberg** **917-770-9164**  
League Field Maintenance: **Terry Brennan** **917-696-9174**  
League Treasurer: **Teddy Cohen** **917-913-7825**  
League Safety Officer: **Linda Fox** **917-648-9770**  
SUMMER CAMP: **Renae Beauchman** **818-631-1726**

This list will be posted in the concession area.

4. PSLL will use the Little League approved JDP Little League Volunteer Online Process to screen all of our volunteers.

5. Fundamentals Training: March 6<sup>th</sup> & March 13<sup>th</sup>, 2021.

At least one manager/coach from each team must attend the training. Every manager/coach will attend this training at least once every two years. Training this year will be at Con Edison Field, New York, New York, by Manhattan Mayhem professional staff and other PSLL officials.

6. First Aid Training: Feb-March 2021.

PSLL will require at least one manager/coach from each team to attend CPR/AED training. Every manager/coach, per New York City law, must attend this training once every two years. Medical professionals from Mount Sinai Beth Israel Hospital will conduct the training on various dates throughout the month of March at the Mount Sinai Beth Israel Training Center, 330 E. 16<sup>th</sup> Street, 4 Silver, Room 4S09H, New York, New York or alternate outdoor location.

**Medical Doctors, Registered Nurses and Paramedics may provide a copy of their CPR/ACLS training that will be accepted as per Little League Regulations.**

7. Coaches will be required to walk/inspect the fields prior to practices and games. Umpires are also required to walk the fields for hazards before each game.
8. PSLL has completed and updated our 2021 Facility Survey online.

**9. Concession Stand Safety This section follows key guidelines for Food Services in the “Reopening New York, Child Care and Day Camp Programs Guidelines”**

**For food services:**

- Serve individual portions to children/ campers;**
- Keep stable groups of children/campers separated;**
- Stagger mealtimes to reduce occupancy/ congregation;**
- Separate tables with seating at least 6 ft. apart from other tables, as feasible.**

## **Additional PSLL Food Service Guidelines**

- Menu shall be posted & approved by the Safety Officer and the League President.
- The PSLL concession stand is run by a professional company retained by PSLL. No managers/coaches, umpires, league officials or volunteers are allowed inside the Concession Stand during hours of operation.
- The Concession Stand is locked when not in use.
- Trash cans will be provided.
- An additional AED and ice packs will be located in the Concession Stand.
- Workers are required to stay home if sick
- Concession Stand workers are required to wash their hands with soap and running water or with alcohol-based hand rubs containing at least 60% alcohol
- According to the FDA, to avoid foodborne illness, Concession Stand Staff with adhere to the 4 food safety steps: **Clean, Separate, Cook, and Chill**

- As per the FDA (Food and Drug Administration), there is no evidence of food packaging being associated with the transmission of COVID-19. Product packaging can be wiped down and allowed to air dry *as an option* for extra precaution.
- Learn more about COVID-19. (Information in other languages available here)
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

#### Cleaning and Disinfecting TIPS:

- Surfaces will be cleaned regularly using a detergent or soap and water before disinfecting
- To disinfect a surface, use a diluted household bleach solution or an alcohol solution with at least 70% alcohol. Most common EPA-registered household disinfectants should be effective
- Follow manufacturer's instructions for application and proper ventilation.
- Diluted household bleach solutions can be used if appropriate for the surface.
- Check that the product is not expired as unexpired household bleach is effective against coronavirus when properly diluted
- Never mix with ammonia or any other cleanser

10. The League Safety Officer, together with field management volunteer staff, will inspect all equipment in the pre-season.

- Managers/coaches will inspect equipment prior to each game
- Umpires will be required to inspect equipment prior to each game

## 11. Implement Prompt Accident Reporting.

PSLL will use the provided incident tracking form from the Little League website and will provide completed Accident forms to the Safety Officer within 48 hours of the incident. A copy of the Accident Reporting form is attached.

Common injuries to be aware of and ways to prevent injury are:

- Little League Elbow and Little League Shoulder

These are conditions due to overuse where repeated stress to the elbow or shoulder causes inflammation and irritation to the growth plate on the inside of the elbow in athletes between the ages of 9-14.

Symptoms:

- Pain on the inside of the elbow (pinky side) or the shoulder
- Swelling and stiffness
- Pain is intensified when throwing and becomes worse with continued throwing

Prevention:

- Adhere to recommended pitch counts, pitch types and recovery days.
- Ensure proper throwing and pitching mechanics
- Stop arm use until player is pain free

- Ankle Sprains

Ankle sprains are a common injury that occurs due to twisting or turning beyond the normal range of motion ie. Rolling the

ankle inward or outward. This can cause a stretching or tearing of the ligaments that support the ankle.

**Symptoms:**

- Mild to severe pain
- Ankle joint swelling
- Bruising
- loss of range of motion of the ankle
- Inability to walk

**Prevention:**

- Proper warm up prior to exercise or a sport activity
- Use caution while performing an activity on an uneven surface
- Maintaining good muscle strength and flexibility
- Properly conditioning and training for a sport activity

**▪ Concussions**

A concussion is a traumatic brain injury (TBI) that can be mild to severe and is caused by a significant blow or jolt to the head or neck that temporarily affects how the brain works.

Although not common in baseball a concussion could occur by being hit by a ball or bat, colliding with teammates or opponents, running into fences, walls or backstops.

**Symptoms:**

- Headache
- Blurred vision
- Dizziness
- Sensitivity to light
- Nausea or vomiting
- Changes in mood

**Prevention:**

- Wear proper batting helmets when batting or on base
- Wear properly fitted catchers mask and helmet
- Maintain safe distance and area for batting practice
- Stay alert on while on base
- Protect yourself from line drives, especially pitchers
- Avoid collisions

12. Each team in its equipment bag will be issued an updated First Aid Kit, and it is a requirement to have it at every practice and game.
13. Per New York City law, each baseball team is required to have a portable AED unit in one dugout during every practice and game at a NYC Park.
14. PSLL requires ALL TEAMS to enforce ALL LITTLE LEAGUE RULES, including:
  - Proper equipment for catchers, including for boys an athletic cup.
  - No on-deck batters.
  - Bases will disengage on all fields.
  - **Proper pre-activity warm ups to reduce the risk of potential injury during practice or games.**
15. League Player Registration Data or Player Roster Data and Coach and Manager Data.

League Player Registration Data or Player Roster Data and Coach and Manager Data is submitted via the Little League Data Center at [www.LittleLeague.org](http://www.LittleLeague.org).

16.

17. PSLL provides strict safety protocols through its close relationship with its local police **-13<sup>th</sup> Precinct**, Peter Cooper Village-Stuyvesant Town private security, Con Edison security – which maintains the keys to most PSLL fields – and the New York City Parks Department and local city officials. Moreover, PSLL's strict adherence to New York City law governing the training and use of portable AEDs ensures the safest possible environment for players and spectators during practices and games.

## **18. COVID -19 Pandemic**

COVID-19 is a Coronavirus illness caused by a virus that can spread between people through respiratory droplets when an infected person coughs, sneezes or talks. The virus that causes COVID-19 has spread throughout the world and is currently a pandemic. PSLL will comply with all requirements in the attached document: "Reopening New York, Child Care and Day Camp Programs Guidelines," as well as any recommendations from local, city, state, and federal agency guidelines regarding this rapidly developing situation.

In an effort to be prepared for the potential opening of the 2020 season PSLL has adopted the following guidelines for Coaches, Players, Parents, Volunteers and Spectators for safe play.

- No in person little league gathering will occur until local and state officials grant permission.
- During social distancing restrictions PSLL is providing **ONLINE WORKOUTS** to help reduce the stress and anxiety associated with social distancing. Online workouts provide a way to connect

safely with others, encourage physical activity and conditioning for players that will help them be ready when the season is able to commence.

- Once play resumes, additional precautions may be added in accordance with current recommendations from local, city, state and federal agency guidelines
- Precautions should be taken as per cold and flu season:
  - Stay home at all times if you are sick, call your doctor if sick for 3-4 days
  - Avoid contact with people who are sick
  - Cover your nose and mouth with a tissue or sleeve when sneezing or coughing. Do not use your hands
  - Wash your hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer containing least 60% alcohol
  - Avoid touching your eyes, nose and mouth with unwashed hands

## ATTACHMENTS FOLLOW

## ASAP Plan

### Facility and Field Inspection Checklist

Facility Name \_\_\_\_\_

Inspector \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Holes, damage, rough or uneven spots

Slippery Areas, long grass

Glass, rocks and other debris & foreign objects

Damage to screens, fences edges or sharp fencing

Unsafe conditions around backstop, pitchers mound

Warning Track condition

Dugouts condition before and after games

Make sure telephones are available

Area's around

Bleachers free of debris

General Garbage clean-up

Who's in charge of emptying garbage cans?

Conditions of restrooms and restroom supplies

Concession Stand inspection

NOTES / HAZARDS

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Signature \_\_\_\_\_

## ASAP Plan

<b>For Local League Use Only</b>		<b>A Safety Awareness Program's Incident/Injury Tracking Report</b>	
<b>Activities/Reporting</b>			
League Name:	League ID:	Incident Date:	
Field Name/Location:		Incident Time:	
Injured Person's Name:		Date of Birth:	
Address:		Age:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
City:	State:	ZIP:	Home Phone: ( )
Parent's Name (If Player):		Work Phone: ( )	
Parent's Address (If Different):		City:	
Incident occurred while participating in:			
<input type="checkbox"/> A.) Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Challenger <input type="checkbox"/> TAD <input type="checkbox"/> B.) Challenger <input type="checkbox"/> T-Ball <input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> Intermediate (50/70) <input type="checkbox"/> C.) Junior <input type="checkbox"/> Senior <input type="checkbox"/> Big League <input type="checkbox"/> D.) Tryout <input type="checkbox"/> Practice <input type="checkbox"/> Game <input type="checkbox"/> Tournament <input type="checkbox"/> Special Event <input type="checkbox"/> E.) Travel to <input type="checkbox"/> Travel from <input type="checkbox"/> Other (Describe): _____			
Position/Role of person(s) involved in incident:			
<input type="checkbox"/> D.) Batter <input type="checkbox"/> Baserunner <input type="checkbox"/> Pitcher <input type="checkbox"/> Catcher <input type="checkbox"/> First Base <input type="checkbox"/> Second <input type="checkbox"/> F.) Third <input type="checkbox"/> Short Stop <input type="checkbox"/> Left Field <input type="checkbox"/> Center Field <input type="checkbox"/> Right Field <input type="checkbox"/> Dugout <input type="checkbox"/> G.) Umpire <input type="checkbox"/> Coach/Manager <input type="checkbox"/> Spectator <input type="checkbox"/> Volunteer <input type="checkbox"/> Other: _____			
Type of injury:			
Was first aid required? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what: _____			
Was professional medical treatment required? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what: _____ (If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)			
Type of incident and location:			
<input type="checkbox"/> A.) On Primary Playing Field <input type="checkbox"/> B.) Adjacent to Playing Field <input type="checkbox"/> C.) Off Ball Field <input type="checkbox"/> D.) Base Path: <input type="checkbox"/> Running or <input type="checkbox"/> Sliding <input type="checkbox"/> E.) Hit by Ball: <input type="checkbox"/> Pitched or <input type="checkbox"/> Thrown or <input type="checkbox"/> Batted <input type="checkbox"/> F.) Collision with: <input type="checkbox"/> Player or <input type="checkbox"/> Structure <input type="checkbox"/> G.) Grounds Defect <input type="checkbox"/> H.) Other: _____		<input type="checkbox"/> I.) Seating Area <input type="checkbox"/> J.) Parking Area <input type="checkbox"/> K.) Concession Area <input type="checkbox"/> L.) Volunteer Worker <input type="checkbox"/> M.) Customer/Bystander <input type="checkbox"/> N.) Travel: <input type="checkbox"/> O.) Car or <input type="checkbox"/> Bike or <input type="checkbox"/> P.) Walking <input type="checkbox"/> Q.) League Activity <input type="checkbox"/> R.) Other: _____	
Please give a short description of incident: _____			
Could this accident have been avoided? How: <small>This form is for local Little League use only (should not be sent to Little League International). This document should be used to evaluate potential safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all accident claims or injuries that could become claims to any eligible participant under the Accident Insurance coverage, please file an Accident Insurance Claim Form available at <a href="http://www.littleleague.org/leagueinfo/accident/accidentclaimform.pdf">http://www.littleleague.org/leagueinfo/accident/accidentclaimform.pdf</a> and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim Form available here: <a href="http://www.littleleague.org/accident/forms_publ/accil/GCLclaimform.pdf">http://www.littleleague.org/accident/forms_publ/accil/GCLclaimform.pdf</a>.</small>			
Prepared By/Position: _____		Phone Number: ( ) _____	
Signature: _____		Date: _____	

# PSLL 2020 QUALIFIED SAFETY PLAN

## ASAP Plan

**Little League-Volunteer Application -2015**

Do not use forms from past years. Use extra paper to complete if additional space is required.

**A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Social Security # (mandatory with First Advantage or upon request)  
Cell Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
Home Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Occupation \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Special professional training, skills, hobbies: \_\_\_\_\_  
Community affiliations (Clubs, Service Organizations, etc.): \_\_\_\_\_  
Previous volunteer experience (including baseball/softball and year): \_\_\_\_\_  
Do you have children in the program? Yes  No  If yes, list full name and what level? \_\_\_\_\_  
Special Certification (CPR, Medical, etc.): \_\_\_\_\_  
Do you have a valid driver's license? Yes  No   
Driver's License#: \_\_\_\_\_ State \_\_\_\_\_  
Have you ever been convicted of or plead guilty to any crime(s) involving or against a minor? Yes  No   
If yes, describe each in full: \_\_\_\_\_  
Are there any criminal charges pending against you regarding any crime(s) involving or against a minor? Yes  No  If yes, describe each in full: \_\_\_\_\_  
Have you ever been refused participation in any other youth programs? Yes  No   
If yes, explain: \_\_\_\_\_  
In which of the following would you like to participate? (Check one or more.)  
League Official  Coach  Umpire  Field Maintenance   
Manager  Scorekeeper  Concession Stand  Other   
  

Click on Sign to add t  
and place signatures  
PDF file.

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:  
Name/Phone \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which may contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
If Minor/Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
  
Applicant Name (please print or type) \_\_\_\_\_  
NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

**LOCAL LEAGUE USE ONLY:**  
Background check completed by league officer \_\_\_\_\_  
on \_\_\_\_\_  
System(s) used for background check (minimum of one must be checked):  
Sex Offender Registry  Criminal History Records  \*First Advantage   
\*Please be advised that if you use First Advantage and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter directly from LexisNexis in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.

Only attach to this application copies of background check reports that reveal convictions of this application.

## ASAP Plan

# Concession Stand Tips

## SAFETY FIRST

## Requirement 9

## 12 Steps to Safe and Sanitary

*Food Service Events: The following information is intended to help you run a healthful concession stand.*

*Following these simple guidelines will help minimize the risk of foodborne illness. This information was provided by District Administrator George Glick, and is excerpted from "Food Safety Hints" by the Fort Wayne-Allen County, Ind., Department of Health.*

## 1. Menu.

Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from source to service, is the key to safe, sanitary food service.

## 2. Cooking.

Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F; poultry parts should be cooked to 165° F. Most foodborne illnesses from temporary events can be traced back to lapses in temperature control.

## 3. Reheating.

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices.

Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

## 4. Cooling and Cold Storage.

Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

## 5. Hand Washing.

Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!

## 6. Health and Hygiene.

Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

## 7. Food Handling.

Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil

to serve food. Touching food with bare hands can transfer germs to food.

## 8. Dishwashing.

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process:

1. Washing in hot soapy water;
2. Rinsing in clean water;
3. Chemical or heat sanitizing; and
4. Air drying.

## 9. Ice.

Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause foodborne illness.

## 10. Wiping Cloths.

Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

## 11. Insect Control and Waste.

Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

## 12. Food Storage and Cleanliness.

Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

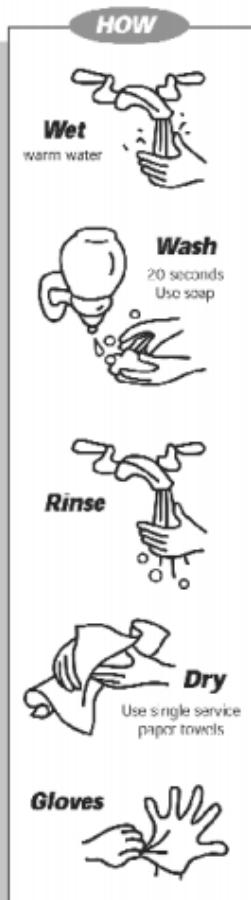
## 13. Set a Minimum Worker Age.

Leagues should set a minimum age for workers or to be in the stand; in many states this is 16 or 18, due to potential hazards with various equipment.

*Safety plans must be postmarked no later than May 1st.*

## ASAP Plan

### Volunteers Must Wash Hands



#### WHEN

**Wash your hands before you prepare food or as often as needed.**

**Wash after you:**

- use the toilet
- touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- interrupt working with food (such as answering the phone, opening a door or drawer)
- eat, smoke or chew gum
- touch soiled plates, utensils or equipment
- take out trash
- touch your nose, mouth, or any part of your body
- sneeze or cough

**Do not touch ready-to-eat foods with your bare hands.**

Use gloves, tongs, deli tissue or other serving utensils.  
Remove all jewelry, nail polish or false nails unless you wear gloves.

**Wear gloves.**

when you have a cut or sore on your hand  
when you can't remove your jewelry

**If you wear gloves:**

- wash your hands before you put on new gloves

**Change them:**

- as often as you wash your hands
- when they are torn or soiled

Developed by the Massachusetts Nutrition Education Program with support from U.S. Food & Drug Administration in cooperation with the MA Partnership for Food Safety Education. United States Department of Agriculture Cooperative State Research Extension Program equal opportunity in education and employment.





# Reopening New York

## Child Care and Day Camp Programs Guidelines



These guidelines apply to all child care and day camp programs statewide. This guidance does not apply to overnight child care and camp programs, which are not authorized to operate at this time. See "Interim COVID-19 Guidance for Child Care and Day Camp Programs" for full details.

During the COVID-19 public health emergency, all owners/operators of child care and day camp programs should stay up to date with any changes to state and federal requirements related to child care program and summer day camp entities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

	Mandatory	Recommended Best Practices
Physical Distancing	<ul style="list-style-type: none"> <li>✓ Any time that employees are less than 6 ft. from each other or interacting with children/campers, they must wear a face covering.</li> <li>✓ Ensure employee and children/campers groupings are as static as possible by having the same group of children/campers stay with the same staff whenever and wherever possible. Group size must be limited to no more than 10 children/campers (not including employees/staff).</li> <li>✓ Ensure that different stable groups of up to 10 children/campers have no or minimal contact with one another or utilize common spaces at the same time, to the greatest extent possible.</li> <li>✓ Implement practices to maintain adequate social distancing in small areas, such as restrooms and breakrooms, and signage and systems (e.g. flagging when occupied) to restrict occupancy when social distancing cannot be maintained in such areas.</li> <li>✓ Take reasonable steps to reconfigure space to limit overall density of rooms to 10 or fewer children/campers.</li> <li>✓ Prohibit non-essential visitors on site, to the extent possible.</li> <li>✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.</li> <li>✓ Limit in-person gatherings of employees (e.g. breaks, meetings) to the greatest extent possible.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Ensure employees maintain a distance of at least 6 ft. at all times, unless safety of the core activity requires a shorter distance (e.g. jointly responding to the needs of a child).</li> <li>✓ Restrict/modify the number of work areas and seating areas for employees, so that individuals are at least 6 ft. apart in all directions (e.g. side-to-side and when facing one another).</li> <li>✓ Reduce bi-directional foot traffic using tape or signs with arrows in narrow aisles, hallways, or spaces, and post signage and distance markers denoting spaces of 6 ft. in commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g. vestibules in large facilities during drop off/pickup).</li> <li>✓ Limit on-site interactions (e.g. designate separate ingress/egress for employees, as well as separate ingress/egress for parents/guardians/caregivers picking up and dropping off their children).</li> <li>✓ Put in place measures for child drop-off and pick-up procedures to allow for strict 6 ft. distance between parents/guardians and employees.</li> <li>✓ Stagger arrival and drop-times and, when feasible, have staff receive the child or camper from the parent/guardian at the beginning of the day and bring the child/camper out to the parent/guardian at the end of the day, so that parents/guardians don't have to enter the facility or program area.</li> <li>✓ Maintain a staffing plan that does not require employees to "float" between different classrooms or groups of children, unless such rotation is necessary to safely supervise the children/campers due to unforeseen circumstances (e.g. staff absence).</li> <li>✓ At nap/rest time, facilitate children to rest at least 6 ft. apart and head-to-toe.</li> </ul>

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.



# Reopening New York

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During the COVID-19 public health emergency, all owners/operators of child care and day camp programs should stay up to date with any changes to state and federal requirements related to child care program and summer day camp entities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

	Mandatory	Recommended Best Practices
Physical Distancing (cont'd)		<p>✓ On rainy days, set program or activity capacity that allows for appropriate social distancing between stable groups of children/campers, when groups must remain indoors or under shelters (e.g. park pavilions).</p> <p>✓ When caring for young children: <ul style="list-style-type: none"> <li>Wear an over-large button-down, long sleeves shirt or smock and put long hair up off the collar in a ponytail or other updo.</li> <li>Have multiple changes of clothes on hand for employees and children in the program.</li> <li>Place contaminated clothes in a plastic bag and send home for laundry or wash on premises.</li> </ul> </p>
Protective Equipment	<p>✓ Ensure employees wear face coverings any time they are 6 ft. apart from one another, and at all times when interacting with children/campers, regardless of distance.</p> <p>✓ Provide employees with an acceptable face covering at no-cost to the employees and have an adequate supply of coverings in case of need for replacement.</p> <p>✓ Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) or surgical masks.</p> <p>✓ Clean, replace, and prohibit sharing of face coverings. Consult the CDC <a href="#">guidance</a> for additional information on cloth face coverings and other types of personal protective equipment (PPE), as well as instructions on use and cleaning and disinfection.</p> <p>✓ Train employees on how to put on, take off, clean (as applicable), and discard PPE.</p> <p>✓ Limit the sharing of objects (e.g. electronic equipment, arts and crafts materials, touch screens) and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, require employees to wear gloves (trade-appropriate or medical); or, require employees and children/campers to practice hand hygiene before and after contact.</p>	<p>✓ Install barriers (e.g. plexiglass or similar materials) at reception and security desks, in accordance with <a href="#">OSHA guidelines</a>.</p>



# Reopening New York

## Child Care and Day Camp Programs Guidelines



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During the COVID-19 public health emergency, all owners/operators of child care and day camp programs should stay up to date with any changes to state and federal requirements related to child care program and summer day camp entities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

	Mandatory	Recommended Best Practices
Child Care Program and Camp Activities	<p>For pool and aquatic activities:</p> <ul style="list-style-type: none"> <li>Ensure face coverings are not worn while in the water;</li> <li>Keep stable groups of children/campers separated;</li> <li>Encourage water activities where staff can safely supervise older children/campers in the water without being in the water by themselves;</li> <li>Ensure appropriate social distancing is kept, to the extent possible;</li> <li>Enhance cleaning and disinfection protocols;</li> <li>Refer to <a href="#">CDC guidelines</a>.</li> </ul> <p>For sport and athletic activities:</p> <ul style="list-style-type: none"> <li>Keep stable group of children/campers separated;</li> <li>Focus on activities with little or no physical contact (e.g. hiking, running);</li> <li>Encourage sports that involve less physical closeness over those that are close-contact or involve shared equipment;</li> <li>Encourage activities that are lower risk such as skill-building and conditioning;</li> <li>Enhance cleaning and disinfection protocols;</li> <li>Refer to <a href="#">CDC guidelines</a>.</li> </ul> <p>For food services:</p> <ul style="list-style-type: none"> <li>Serve individual portions to children/ campers;</li> <li>Keep stable groups of children/campers separated;</li> <li>Stagger mealtimes to reduce occupancy/ congregation;</li> <li>Separate tables with seating at least 6 ft. apart from other tables, as feasible.</li> </ul> <p>Discourage excursions away from programs (e.g. field trips). If transportation occurs, make all reasonable efforts to maintain stable groups of children in vehicles.</p> <ul style="list-style-type: none"> <li>If groups of children must be mixed within a vehicle, seating must be arranged to maximize distance between different groups of children/campers and employees.</li> <li>All individuals (driver, employees, and children) over age 2 and able to medically tolerate a face covering must wear face coverings.</li> </ul>	<p>If transportation occurs:</p> <ul style="list-style-type: none"> <li>Ensure that when children are boarding the vehicle, they are occupying seats from back to front, where feasible.</li> <li>Increase ventilation, when weather permits, within any vehicle (e.g. opening the top hatches of buses or opening windows).</li> </ul>

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	Mandatory	Recommended Best Practices
Hygiene, Cleaning, and Disinfection	<ul style="list-style-type: none"> <li>✓ Adhere to hygiene, cleaning, and disinfection requirements from the <a href="#">Centers for Disease Control and Prevention (CDC)</a> and <a href="#">Department of Health (DOH)</a> and maintain logs on site that document date, time, and scope of cleaning and disinfection.</li> <li>✓ Provide and maintain hand hygiene stations: handwashing with soap, running warm water, and disposable paper towels; alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not available/practical.</li> <li>✓ Make hand sanitizer available throughout common areas on site.</li> <li>✓ Employees/staff and children/campers must perform hand hygiene immediately upon entering the program.</li> <li>✓ Require staff and children to practice hygiene in the following instances: <ul style="list-style-type: none"> <li>• Upon arrival to the first program activity;</li> <li>• Between all program activities;</li> <li>• After using the restroom;</li> <li>• Before eating; and</li> <li>• Before departing the last program activity.</li> </ul> </li> <li>✓ Provide appropriate cleaning/disinfection supplies for shared and frequently touched surfaces (e.g. door handles, multi-seat strollers, toys, art supplies, areas where children eat), and encourage employees to use these supplies before/after use of these surfaces, followed by hand hygiene.</li> <li>✓ Regularly clean and disinfect equipment and toys using the <a href="#">Department of Environmental Conservation's (DEC) list of products identified by the Environmental Protection Agency (EPA)</a> as effective against COVID-19.</li> <li>✓ Limit children/campers from using toys that can't be cleaned/sanitized (e.g. dress-up clothes, puppets).</li> <li>✓ For programs with rest periods for children/campers, make individual clean bed coverings available for each child/camper, and do not allow bedding to be shared unless cleaned/disinfected.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Strongly encourage children to not bring toys from home.</li> <li>✓ If staff eat separately from the children, encourage staff to bring lunch from home.</li> <li>✓ Place hand sanitizer in convenient locations (e.g. entrances/exits, security/reception desks).</li> <li>✓ Place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.</li> <li>✓ Place receptacles around the facility for disposal of soiled items, including PPE.</li> </ul>



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	Mandatory	Recommended Best Practices
Hygiene, Cleaning, and Disinfection (cont'd)	<p>✓ Take the following precautionary measures when taking care of young children:</p> <ul style="list-style-type: none"> <li>• Frequent and thorough hand hygiene for both staff and children/campers.</li> <li>• Whenever a child is soiled with secretions, change the child's clothes and clean the child, as needed.</li> <li>• When diapering/providing assistance with toileting, wear gloves, wash hands (staff and child), and follow cleaning and disinfection steps between each child.</li> <li>• Refer to <a href="#">CDC guidelines</a> for additional information.</li> </ul>	
Communication	<p>✓ Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them.</p> <p>✓ Train all employees/staff on applicable precautions/policies in the State's guidance either remotely or in-person, using appropriate social distancing and requiring face coverings for all participants.</p> <p>✓ Post signage inside and outside of the facility to remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.</p> <p>✓ Conspicuously post completed summary safety plans on site.</p>	<p>✓ Develop a communications plan for employees, parents/guardians and children/campers that includes applicable instructions, training, signage, and a consistent means to provide information.</p> <p>✓ Train staff on how to support children's development of good public health behaviors and social interaction practices in congregate settings to prevent the spread of COVID-19.</p> <p>✓ Designate a staff person to be responsible for responding to COVID-19 concerns. Employees and parent/guardians should know who this person is and how to contact them.</p>
Screening	<p>✓ Instruct staff to stay home if they are sick and remind parents/guardians to keep sick children/campers home.</p> <p>✓ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) for employees, visitors (e.g. contractors, vendors), and children/campers, either directly or through their parent/guardian.</p> <p>✓ Screening must ask about (1) COVID-19 <a href="#">symptoms</a> in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close or proximate contact with confirmed or suspected COVID-19 case in past 14 days. Responses must be reviewed and documented daily.</p>	<p>✓ Perform screening remotely (e.g. by telephone or electronic survey) before individuals arrive, to the extent possible.</p> <p>✓ Prevent individuals from intermingling in close or proximate contact with each other prior to completion of the screening, if on site.</p> <p>✓ Screeners should be trained by individuals familiar with CDC, DOH, and OSHA protocols and wear appropriate PPE, including at a minimum, a face covering.</p>

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	Mandatory	Recommended Best Practices
Screening (cont'd)	<ul style="list-style-type: none"> <li>✓ For children/campers arriving to a program via bus transportation and for employees who provide supervision on the bus, screening must be completed prior to boarding the bus, where feasible.</li> <li>✓ In the event that a parent/guardian of a child/camper must be isolated because they have tested positive for, or exhibited symptoms of, COVID-19, the parent/guardian must be advised that they cannot enter the site for any reason, including picking up their child. <ul style="list-style-type: none"> <li>• If the parent/guardian – who is the a member of the same household as the child/camper – is exhibiting signs of COVID-19 or has been tested and is positive for the virus, utilize an emergency contact authorized by the parent to come pick up the child. As a "close contact," the child/camper must not return to the child care or day camp for the duration of the quarantine.</li> <li>• If the parent/guardian – who is the a member of the same household as the child/camper – is being quarantined as a precautionary measure, without symptoms or a positive test, staff should walk out or deliver the child/camper to the parent/guardian at the boundary of, or outside, the premises. As a "contact of a contact" the child/camper may return to the child care or day camp during the duration of the quarantine.</li> <li>• If a child/camper or their household member becomes symptomatic for COVID-19 and/or tests positive, the child must quarantine and may not return or attend the child care or day camp program until after quarantine is complete.</li> </ul> </li> <li>✓ Immediately notify the state and local health department about any positive test result by an employee or child/camper at their site.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Maintain a continuous log of every person, including employees, parents/guardians, children, and any essential visitors who may have close or proximate contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means.</li> <li>✓ Refer to DOH <a href="#">guidance</a> regarding protocols and policies for employees, parents/guardians, or children/campers seeking to return to work or the site after a suspected or confirmed case of COVID-19 or after such person had close or proximate contact with a person with COVID-19.</li> </ul>