

# DRAFT - NESD Head Start MODIFIED & VIRTUAL Services Guidance– COVID-19

To be used when operating using Plan B: Modified Services or Plan C: Full Virtual Services

In addition to: NESD COVID-19 Planning – OVERVIEW information

Class Schedules	<i>IDEAS</i>
Follow as closely to “normal” as past years	
<b>Schedule</b> (and list) <b>extra hand washing times</b> (arrival/departure, after free choice, etc.)	
Increase outdoor time when possible	<i>Schedule normal “indoor” activities outside</i>
RESOURCES:	

CLASSROOM SET-UP	<i>IDEAS</i>
Follow <b>FIDELITY CHECKLIST</b> –when not in conflict with COVID recommendations	
<b>Limit large group</b> gatherings	<i>Spread out using carpet squares, marks on floor, etc. / sit at tables</i>
<b>Take out sand</b> /water table used as a group	<i>Individual bags/bins of sensory experiences</i>
Hard/ <b>easily cleaned surfaces only</b> (no cloth, blankets, etc.)	<i>Dramatic play – laminate pictures of clothes for kids to stick on their image in the mirror</i>
<b>Limit shared</b> art supplies	<i>-HS purchased “art totes” for each child and the supplies to keep – label for each child -Easel painting – hand sanitize before using, wash hands after</i>
<b>Face chairs in same direction</b> at tables if closer than 6 ft	<i>-Push some tables against wall – chairs facing wall - Limit chairs at circle tables / limits # of kids</i>
RESOURCES: “CC Fidelity Tool for Teachers”	

Assessment	<i>IDEAS</i>
Enter DIAL or SpeedDIAL results in GOLD as baseline (no DIAL – enter IEP skills into GOLD)	
Begin next observations and documentation ASAP	
RESOURCES: “DIAL-GOLD Correlation”	

CENTER CURRICULUM	IDEAS
<p><b>Complete “First 6 Weeks” Study and 1 other study</b> of choice – by Dec. 17</p> <p>(will find out more Sept 3<sup>rd</sup> at TS Training)</p>	<p>-Teachers choose which activities to complete in person/ which to send home virtual weeks</p> <p>- More time when in class to complete small groups, etc.</p>
<p><b>Virtual Weeks</b> in must include:</p> <ul style="list-style-type: none"> <li>- <b>4-6 activities</b> (should each only take 10-15 min to complete) (Half must be from curriculum – study, mighty minute, book discussion card, etc.) (Half can be “other school readiness activities” from other resources)</li> <li>- <b>1 video contact/day</b> – via Class Dojo, Teaching Strategies, Zoom, etc. of your choice. (reading a book, sharing a small group, etc.)</li> <li>- <b>1 Post/Week</b> – Class Dojo/Teaching Strategies (activity, encouragement, etc.)</li> <li>- <b>Can choose to do more if needed</b></li> </ul>	<p>-Utilize what families have in their home when assigning activities (from their “activity box” from HS AND what most families have)</p>
<p><b>Full Virtual Families/Weeks</b> must include:</p> <ul style="list-style-type: none"> <li>- In addition to the above...</li> <li>- One personal check-in contact (phone call, one-on-one ZOOM, of your choice.</li> </ul>	<p>-Find out how child is doing with sent-home activities, get observation information from parents, etc.</p>
<p><b>Emergency Lesson Plan</b></p> <p>Each site/classroom should have <b>at least 2 weeks of “Emergency Lesson Plans”</b> (to include videos and send home lessons) prepared in case no subs are available and support staff are not available</p>	
<p><b>SECOND STEP:</b></p> <p>Complete each lesson in the order intended- you can choose:</p> <ul style="list-style-type: none"> <li>- 2 lessons in person week</li> <li>- 1 lesson in person, 1 virtual</li> </ul>	<p>- Use the resources on the Second Step Website - <a href="https://www.secondstep.org/covid19support">https://www.secondstep.org/covid19support</a> (activities, some pre-recorded lessons, etc.)</p>
<p><b>In-Kind:</b></p> <ul style="list-style-type: none"> <li>- Collect Monthly</li> </ul>	

Parent Communication	IDEAS
<p><b>Class Dojo</b> – Information on NESD Website – Employee/Education</p>	<p><i>Sign up Teacher Assistants also</i></p>
<p><b>TeachingStrategies</b> – Family App/Portal – more info to come</p>	
<p>Each Center/Home Visitor <b>YouTube Channel</b> – Information on NESD Website – Employee/Education on how to sign up</p>	
<p><b>School Messenger</b> – System already in place – parents have to “opt in” – info in screening packet</p>	

<b>Attendance</b>	<b>IDEAS</b>
CENTER - For children attending virtually – mark as “present offsite”	
HOME BASE – for weeks completing virtual hv – Under “Type of Contact” – Choose “Virtual Home Visit” (instead of Home Visit)	

<b>Cleaning</b>	<b>IDEAS</b>
Use Sample Cleaning Checklist to assign extra cleaning duties – sign off when complete	- Schedule around other duties, utilize extra staff who have open schedule time
RESOURCES: “Sample Cleaning Checklist”; “Cleaning”	

<b>Meals/Snacks</b>	<b>IDEAS</b>
See: “Food Service” Handout from Carol	

<b>Professional Development</b>	
Staff will be given Professional Development to complete if Fully Virtual (See “NESD Training Schedule 20-21)	

<b>Ill Staff/Children</b>	
<b>Children/Staff at site:</b> <ul style="list-style-type: none"> <li>- Parent letter home (see Website)</li> <li>- School Messenger to all parents from week of exposure</li> <li>- Personal Call to classroom with exposure</li> </ul>	<i>“There has been an identified COVID case in the Head Start building. The DOH will contact you if your child was in close contact with this person. School will be completed virtually until... watch Class Dojo for more information/ activities...”</i>
<b>Sick Leave/ COVID Leave</b> <ul style="list-style-type: none"> <li>- Write “sick leave” on time sheet if staying home sick</li> <li>- IF illness is determined to be COVID related – add “COVID” next to “Sick Leave” on timesheet</li> <li>- Quarantining due to COVID exposure = “Sick Leave – COVID”</li> <li>- Caring for immediate family member with COVID = “Sick Leave – COVID”</li> </ul>	
CONTACT YOUR SUPERVISOR AND HR WITH QUESTIONS	
STAY HOME IF SICK!	

# HOME BASE - DRAFT - NESD Head Start **MODIFIED & VIRTUAL Services Guidance– COVID-19**

To be used when operating using Plan B: Modified Services or Plan C: Full Virtual Services

In addition to: NESD COVID-19 Planning – OVERVIEW – HOME BASE information

<b>HOME BASE CURRICULUM</b>	<i>IDEAS</i>
<p><b><u>Combo of Mini-Studies / Creative Curriculum / Parenting</u></b></p> <ul style="list-style-type: none"> <li>- Current Mini-Studies = combo of Paper Copies / Hands-On activities Can choose between 1 study/week or extending a study over several weeks</li> <li>- Teaching Strategies CLOUD = Combo of Virtual Services and resources/ paper copies / hands-on activities</li> <li>- Ready Rosie – Parenting Curriculum – Videos/Resources</li> </ul>	<p><i>-Home Visitors choose which activities to complete in person/ which to send home virtual weeks</i></p> <p><i>- More time when in home to complete certain activities</i></p>
<p><b><u>Virtual Weeks</u></b> must include:</p> <ul style="list-style-type: none"> <li>- <b>4-6 activities</b> (should each only take 10-15 min to complete)               <ul style="list-style-type: none"> <li>*1 from curriculum (study, mighty minute, book discussion card, etc.)</li> <li>*1 from “activity box materials”</li> <li>*1 literacy</li> <li>*1 from other items in their home</li> </ul> </li> <li>- <b>OPTIONAL: 1 video contact</b> – via Class Dojo, Teaching Strategies, Zoom, etc. of your choice. (reading a book, sharing an activity, etc.)</li> </ul>	<p><i>-Utilize what families have in their home when assigning activities (from their “activity box” from HS AND what most families have)</i></p>
<p><b><u>Full Virtual Families/Weeks</u></b> must include:</p> <ul style="list-style-type: none"> <li>- In addition to the above...</li> <li>- One personal check-in contact (phone call, one-on-one ZOOM, of your choice.</li> </ul>	<p><i>-Find out how child is doing with sent-home activities, get observation information from parents, etc.</i></p>
<p><b><u>In-Kind:</u></b></p> <ul style="list-style-type: none"> <li>- Collect Monthly</li> </ul>	-
<p>RESOURCES: “Home Base Weekly In-Kind”</p>	

<b>Group Socialization</b>	<i>IDEAS</i>
<p>See above center guidance on classroom schedules, set-up, cleaning and meals/snacks</p> <ul style="list-style-type: none"> <li>- Home Base will be allowed to serve easy-pre-packaged snacks, sit on the floor around the room or send home with families to ensure social distancing / or pre-package by self</li> </ul>	
<p>RESOURCES: “Sample Cleaning Checklist”; “</p>	