



Temporary Suspension of Certain Child Care Staff Requirements

To help child care programs maintain staffing during the COVID-19 public health emergency, some NYC Health Code provisions related to assuming the role of education director and study plan school enrollment requirements have been temporarily suspended. These changes are effective immediately and will continue through the 2020-2021 school year (including summer school 2021) unless the Commissioner of Health determines that these changes no longer benefit the public's health.

Expanded Coverage for the Education Director

- This change allows group teachers without state certification to serve as acting education director. Use this decision-making process in designating the acting education director:
 - Designate a group teacher with state certification, if possible.
 - If no state-certified teacher is available, choose a group teacher qualified by related degree [47.13(d)(2)].
 - If neither of these options is available, a group teacher on study plan who has completed two years can serve as acting education director.
- Train all approved group teachers in administrative operations in case they are required to serve as education director.
- Plan for absences of the education director and any certified group teachers by updating the program safety plan to include new potential education director designees.
 - Amend your organizational chart to identify substitutes for staff who may be called on to act as the education director.

Temporary Suspension of Study Plan School Enrollment Requirement

- This change suspends the requirement that a group teacher on a study plan be currently enrolled in school if the person attests that they intend to enroll by fall 2021 and has received the approval of their education director.
- To qualify for this temporary suspension, the group teacher must meet study plan eligibility requirements described in the Health Code [47.13(d)(3)].
- The group teacher must complete the [Temporary Suspension of Study Plan School Enrollment Requirement form](#). This form, along with documentation of eligibility, must be submitted to and approved by the program's education director. This paperwork must be kept on-site and available if requested by the NYC Department of Health and Mental Hygiene.