



**COVID - 19  
Preparedness and Response Plan**

## Table of Contents

Introduction.....	3
Definitions.....	3
Communication.....	3
Tuition Payments.....	4
Drop Off and Pick Up Procedures.....	4
Visitors.....	5
Employee Arrival.....	5
Safety Equipment.....	5
Social Distancing.....	7
Monitoring Symptoms in Children and Employees.....	7
Enhanced Cleaning and Disinfecting Procedures.....	8
Responding to Possible or Confirmed Cases.....	8
Reporting Unsafe Working Conditions.....	9
Resources.....	9

## **Introduction**

The Child Development Center prioritizes the health and safety of our children, families and employees. As COVID-19 continues to spread, new health and safety protocols are necessary to maintain this safety.

The goal of the COVID-19 Preparedness and Response Plan is to help limit the spread of COVID-19. We will continue to update this document based on the most current guidelines from the Centers for Disease Control (CDC) and Michigan's Licensing and Regulatory Affairs (LARA).

Note: All child care providers are required to follow the Governor's most recent Executive Orders.

## **Definitions**

- Close Contact – someone who was within 6 feet of a known case for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask
- COVID-19 – a viral respiratory illness spread from person to person through respiratory droplets produced when an infected person coughs, sneezes or talks
- Known cases of COVID – a person who has been confirmed through diagnostic testing to have COVID
- Suspected cases of COVID – a person who has symptoms of COVID but has not been confirmed through diagnostic testing or unvaccinated persons who have had close contact with a person who has been confirmed through diagnostic testing to have COVID

## **Communication**

As the rules and regulations regarding COVID-19 continue to evolve, communication and transparency is of the utmost importance. The Child Development Centers will keep families informed when there is a change made to this document. Families will be notified immediately if a child, child's family member, or employee has a possible or confirmed case of COVID-19.

Communication from families to their appointed Center is of utmost importance and necessity. Families *must* report to their Center Director via phone call (text messages will *not* be accepted) if:

- Anyone in their household shows symptoms or has tested positive for COVID-19

- Symptoms include: temperature of 100.4 degrees Fahrenheit or higher; sore throat; cough; difficulty breathing; diarrhea or vomiting; severe headache (especially with fever)
- The enrolled child or children will be absent from care for *any reason*.

### **Tuition Payments**

In an effort to limit the amount of hand-to-hand transactions, we ask families to utilize our Tuition Express system to make automatic weekly payments. If Tuition Express is not an option for a family, money orders or checks should be used to make payments. Cash will *not* be accepted.

Please contact your Center's Program Director for more details.

### **Drop Off and Pick Up Procedures**

#### Drop Off

- Families will be greeted by an employee at the door. If an employee is not immediately available, families must wait at the door until the employee can make it to them. Please allow extra time when dropping off your child or children.
- An employee will perform a temperature check and visually check the child or children for any signs of illness.
  - If a child has a temperature of 100.4 degrees and up or is showing any other symptoms, they will not be permitted to enter the Center.
  - If a child is sent home or denied entry due to symptoms displayed, they must be fever and symptom free (without the use of medication) for at least 72 hours and have a doctor's clearance in order to return to the Center.
- Families must inform the employee of any special details regarding their child. The employee will relay any messages to the child's teacher.
- The employee will escort the child and take their belongings to the child's classroom.
- Before entering the classroom, the child must wash their hands.

#### Pick Up

- Families will be greeted by an employee at the door. If an employee is not immediately available, families must wait at the door until the employee can make it to them.
- The employee will bring the child and their belongings to the family member.
- The employee will bring the child's daily sheet, along with any incident/health forms, that need to be signed.

## **Visitors**

We are limiting the number of outside visitors that we allow into the building. Our visitor policy is as follows:

- One adult at a time dropping off and picking up their child
- No nonessential visitors, volunteers, or activities are permitted

## **Employee Arrival**

When an employee arrives for their scheduled shift, they are subject to an illness screening and temperature check. If an employee displays any of the following symptoms upon arrival at the Center, they will be sent home:

- Symptoms include: temperature of 100.4 degrees Fahrenheit or higher; sore throat; cough; difficulty breathing; diarrhea or vomiting; severe headache (especially with fever)

Employees must report contact with anyone outside of work who has had a documented case of COVID-19. Employees will be asked to self-quarantine if they have had close contact with an individual that tested positive COVID-19.

## **Safety Equipment**

### Masks or Cloth Face Coverings:

There is a proper way to put on and take off your mask. These are the steps you should follow to correctly put on your mask:

- Wash your hands or use hand sanitizer before putting on your mask
- Put the mask over your nose and mouth and secure it under your chin
- Fit the mask snugly against the sides of your face, slipping the loops over your ears or tying the strings behind your head
- If you have to continually adjust your mask, it doesn't fit properly, and you might need to find a different mask type or brand
- Make sure you can breathe easily

These are the steps you should follow to safely take off your mask:

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Place your mask in the washing machine
- Be careful not to touch your eyes, nose and mouth when removing and wash your hands immediately after removing

*For Children:*

- Cloth face masks are required for children ages 2 years old and up. There are, however, exceptions to this rule, they are as follows:
  - Face masks should never be placed on young children under the age of 2
  - The child has a medical condition and cannot medically tolerate a cloth face mask, has trouble breathing, or is unable to remove the face covering without assistance.
  - A cloth face covering may be removed when a child is eating or drinking
  - Children should never wear a face mask while sleeping or resting

*For Employees:*

- Employees will be provided nonmedical grade masks per the Governor’s Executive Order.
- Employees must wear masks all day, with a few exceptions (eating, while outside, and social distancing)
- Employees that have documented health conditions that prevent them from wearing a mask are exempt from wearing one. Evidence of the exemption must be on file at the Center.

<b>Environment</b>	<b>Staff, Visitors, Parents</b>	<b>Children Ages 2-4</b>	<b>Children Ages 5 and up</b>
Indoors (including vehicles)	Required	Required*	Required
Outdoors (100 people or less)	Not required (encouraged)	Not required (encouraged)	Not required (encouraged)
Outdoors (100+ people)	Required	Required*	Required

\* A good faith effort is made to ensure children ages 2-4 wear a mask when participating in gatherings

Face Shields:

Plastic face shields are not a substitute for a face mask, they may however be used with a face mask. In environments where masks are not required, shields may be used by themselves.

## **Social Distancing**

- Group sizes will be kept below 10 whenever possible
- Classrooms will be made up of the same group of children and staff members
- Playground time will rotate between groups
- Cribs, cots, and sleeping mats will be placed at least 6 feet apart wherever possible
- Bedding will be position head to toe
- Seating tables will be kept 6 feet apart wherever possible

## **Monitoring Symptoms in Children and Employees**

### *Symptoms in Children:*

- Temperature checks will be conducted upon arrival and periodically throughout the day
- Staff will constantly be monitoring children for the onset of symptoms
- Children that begin to display symptoms while at the Center will be isolated from their group while the family is contacted. Families must promptly pick up their children and contact their primary care physical/medical provider.
- In order to return to the Center, the child must be fever and symptom free (without the use of medication) for at least 72 hours and have a doctor's clearance.

### *Symptoms in Employees:*

- When employees arrive, they will be subject to an illness screening and temperature check. Staff arriving with any symptoms will be sent home.
- Employees will be monitored for cough, shortness of breath, difficulty breathing, and any change in smell or taste throughout the day.
- In order to return, an employee must be fever and symptom free (without the use of medication) for at least 72 hours and have a doctor's clearance.
- If an employee develops symptoms while on duty, the employee will have limited contact with others until arrangements can be made to relieve the employee.

### Mild Symptoms:

Per the health department, if a child displays any of the following symptoms they must be kept at home:

- Symptoms include: clear runny nose, diarrhea, unusual sleep patterns, lack of appetite

## **Enhanced Cleaning and Disinfecting Procedures**

### Cleaning and Disinfecting:

- On top of our normal cleaning procedures, all common areas will be wiped down with disinfectant wipes throughout the day (ex. between groups, after visitors, etc.)
- All common areas will undergo a deep clean each day
- Toys, especially those that have been a child's mouth, will be taken from the play area and set aside for later cleaning
- Bleach solutions and sanitizing wipes will be used in cleaning
- Cleaning checklists will be implemented and reviewed by the Program Director daily
- Sensory tables and soft playing materials, such as Play-Doh, will be removed from classrooms

### Handwashing:

- Regular handwashing will continue to be reinforced for children and employees
- All children and employees are encouraged to wash their hands for at least 20 seconds with soap that is at least 60% alcohol
- We highly encourage children and staff to wash their hands when:
  - Blowing your nose; coughing; sneezing; using the restroom; before eating or preparing food
- Children who cannot yet wash their hands safely, will have their hands wiped with hand wipes

### Personal Items:

- Items from home should be limited from being brought into the Center
- Children should be brought into the Center without their car seats
- Comfort items, when possible, should be kept in the Center until the end of the week and then taken home to be washed

## **Responding to Possible or Confirmed Cases**

- Any child or staff members who become symptomatic during the day will be sent home
- If an individual in a classroom receives a positive COVID-19 test, the classroom will be closed, cleaned and everyone in that classroom will be quarantined for 14 days
- If a child, employee or family member receives a positive COVID-19 test, the Center will contact the local health department and licensing consultant for the next steps

*Children:*

- If a child begins showing symptoms during the day, they will be isolated from their classroom until their parent/guardian can pick them up

*Employees:*

- If an employee begins showing symptoms during the day, they will have limited interaction with others and will leave once coverage has been found

**Reporting Unsafe Working Conditions:**

To report any unsafe working conditions, you can contact the Michigan Occupational Safety and Health Administration (MIOSHA) at 855-723-3219

**Resources:**

*For Families:*

- [https://www.michigan.gov/documents/ctf/CTF\\_Parent\\_Guide\\_687268\\_7.pdf](https://www.michigan.gov/documents/ctf/CTF_Parent_Guide_687268_7.pdf)
- <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>
- <https://zerotothrive.org/covid-19/covid-19-kids/>

*For Employees:*

- [https://goto.webcasts.com/viewer/event.jsp?ei=1307432&tp\\_key=457529d53e](https://goto.webcasts.com/viewer/event.jsp?ei=1307432&tp_key=457529d53e)
- <https://shop.aap.org/pedialink-child-care-courses/>
- <https://www.mmdhd.org/covid-19-complaints-and-mask-violations/>