

## **COVID PREPAREDNESS AND RESPONSE PLAN**

### **MONITORING SYMPTOMS**

- Upon arrival both staff and children will have their temperature screened. Temperature will be taken by receptionist. Thermometer will be sanitized between uses.
- If a child or staff member present with a fever (above 100.4), they will be sent home and told that they must contact their health provider.
- Both staff and children's parents (guardians) will be questioned about their health by the receptionist by asking the following:
  - Have you (staff member) or your child been in close contact with a person who has COVID-19? If yes, family or staff member should self-quarantine for 14 days.
  - Have you (staff member) or your child felt unwell in the last 3 days?
- Receptionist will perform a visual check for signs of illness (flushed cheeks, rapid or difficulty breathing, fatigue or extreme fussiness)
- Child will be isolated within the classroom or in the office with their childcare staff member if they show symptoms of COVID-19. The Director or Assistant will substitute for them until they are able to return to the classroom.
- Staff members will be sent home if they develop symptoms. If the adult/child ratio does not permit their exit, the Director or Assistant will substitute for them until another staff member can be found.

### **REPORTING**

- Families are requested to inform us if anyone in their family shows symptoms or has been tested positive for COVID-19.
- If a child, staff member or family member becomes ill with COVID-19 symptoms or is tested positive for COVID-19, the Director or Assistant Director will contact the Macomb County Health Department. We will follow the advice of the Health Department concerning closure of a classroom or center.
- If a staff member believes that another staff member is not following this plan, they should immediately report this to Karen Pitters or Jessica Platte so that this can be corrected.

### **RETURNING TO WORK/SCHOOL**

- If a staff member or child has a fever (above 100.4), they should remain at home until they are fever free for 72 hours (with no fever reducing medication) and other symptoms (if any) are improved.
- If a staff member or child has multiple symptoms of COVID-19, they must allow at least 10 days to pass until first symptom appeared and be symptom free for at least 72 hours.

### **SOCIAL DISTANCING**

- Groups of children will remain in consistent groups throughout each week and not combine with other groups of children.
- Playground and gym time is rotated to avoid the combining of different classrooms or groups of children.

- Groups of children will be limited to the lowest number possible in accordance with our enrollment and licensing allowances.
- Whenever possible, cots and cribs being used by children will be spaced at least 6 feet apart.
- Masks will be worn by staff in shared areas and classrooms in the center except at meal time.
- Sensory Tables and soft toys are not permitted in any classroom
- Gym toys used by a group will be sanitized at the end of each use.
- Playground equipment will be sanitized before first use of the day.
- Drop off and pick up will be done from the hallway whenever possible to limit the number of adults entering the classroom. The infant/toddler group can be an exception if needed.
- Hand sanitizer is available and its use encouraged upon entrance to office by all adults (parents and staff members)
- Start and Stop times are staggered naturally by the needs of parents and parents are asked to come in singly. Drop off and pick up times will be staggered for programs that begin at designated times.
- Parents will sign in on the iPad and the iPad will be sanitized frequently.
- Visitors will no longer be asked or permitted to be part of the program
- We no longer serve family style meal service
- Children are encouraged to spread out as much as possible during meal times.

#### HYGIENE

- Hand Washing- we will continue to encourage/teach/monitor proper handwashing by all staff members and children as posted by each sink.
- Hand sanitizer is encouraged upon entrance to building and does not replace handwashing.

#### CLEANING AND DISENFECTING

- Common areas (bathrooms, sinks, drinking fountains, tile floors) are cleaned and sanitized daily by the cleaning company. Doorknobs, phones, light switches, paper towel dispensers are cleaned and sanitized daily by classroom staff. Tables are sanitized before and after each use.
- Toys that are seen going into children's mouths are picked up and sanitized before returning to the classroom toy bins.
- All toys in the classroom are sanitized on a weekly cleaning schedule
- Toys from home are prohibited.
- We encourage parents to leave car seats in their car unless needed by other parent at pick-up.
- Comfort items are stored in child's bedding box unless used by child. All bedding and comfort items are sent home weekly to be laundered.
- Soft materials have been removed from classroom (blankets, stuffed animals, dress up clothing)

## SAFETY EQUIPMENT

- MASKS
  - Cloth face masks are given to each staff member
  - Staff members must wear a mask in the center at all times except meal times.
  - Children age 0-1 are not required to wear a mask in the center.
  - Children ages 2-3 are recommended to wear a face mask in common areas (office and hallways).
  - Children ages 4 and up must wear a face mask in common areas (office and hallways).
  - Children age 12 and up must wear a mask in common areas (office and hallways and in classrooms).
- GLOVES
  - Gloves will be worn by staff when handling food
  - Gloves may be worn by staff when changing diapers

## COMMUNICATION

- Parents and staff will be informed of this plan. Staff will be expected to comply with this plan.
- We encourage families to inform us if their child will be absent and the reason for the absence.
- We will contact families whose child is not in attendance to find out the reason for their absence and when they will return to care.
- We will encourage families with children who are immune-compromised to consult their physician before returning to care.
- We always encourage families to vaccinate on schedule.
- Staff with underlying health conditions or are at higher risk are encouraged to consult their health care provider before returning to work.

## SOCIAL/EMOTIONAL SUPPORT

- Staff are encouraged to reach out to Director or Assistant to help with children who are returning to care.
- Staff are encouraged to reach out to talk with Director or Assistant if they need additional support in working in the COVID-19 world. Pastors are also available to talk with them as is Trinity Counseling Service. Trinity Counseling Service offers the first session free to staff members and charges on an income scale.