

# Child Care COVID Response & Preparedness Plan

**Blue text** summarizes the LARA guidance and CDC recommendations.

**Black text** summarizes what our preschool plan is.

## Introduction

### *Our Commitment to Health & Safety*

Magdalen's Preschool is committed to protecting the health of our children, families, staff, and community. The following policies were designed in response to guidance from the Michigan Departments of Licensing and Regulatory Affairs (LARA) and Health and Human Services, in accordance with best practices from the Centers for Disease Control and Prevention, and with everyone's well-being in mind. To limit the potential spread of COVID-19, we will be making some temporary changes to our programming that include robust cleaning and disinfecting procedures and minimizing opportunities for person-to-person exposure (e.g., an infected person spreading respiratory droplets through actions such as coughing, sneezing, or talking). The following plan outlines the recommended practices and strategies we will use to protect the health of our children, staff, and families while at the same time ensuring that children are experiencing developmentally appropriate and responsive interactions and environments.

## Changes to Our Physical Spaces

**We will use the following strategies in our classrooms and facilities to minimize the spread of illness:**

1. Where possible, dividing large group spaces to allow more children to safely use the space (e.g., using child-sized furniture, such as rolling shelves and kitchenettes, to divide a room and prevent mixing between groups of children.)
2. Where possible, limiting or eliminating use of common spaces in the classrooms/facility. When common spaces must be used, we will rotate use of the space and clean between groups.
3. Rearranging classroom areas to seat children as far apart as reasonably possible and limiting the number of children sitting together.
4. Using touchless trash cans to provide a hands-free way to dispose of any waste.
5. Ensuring ventilation systems operate properly and increasing circulation of outdoor air as much as possible (e.g., keeping windows and doors open to the extent that this does not pose safety risks).

6. Before re-opening we will ensure all water systems and drinking fountains are safe and follow CDC guidelines. Drinking fountains will temporarily be shut off.

## Availability of Toys and Classroom Materials

It is *recommended* that programs remove toys and objects that cannot be easily cleaned or sanitized between use. The following *recommendations* are in place for types of toys:

- **Wooden toys:** not recommended, but if used should be appropriately cleaned on at least a daily basis.
- **Cloth toys:** not recommended at this time.
- **Books:** not considered high-risk for transmission and do not need additional cleaning or disinfection.
- **Water and sensory tables:** recommended that programs consider temporarily eliminating

**At this time, we will make the following changes to the toys and materials in our classrooms:**

1. We will remove toys and objects which cannot be easily cleaned or sanitized between use.
2. Given that cloth toys are not recommended at this time, we will remove these from classrooms.
3. We will temporarily suspend use of water and sensory tables.
4. Toys will be washed and sanitized before being moved from one group of children to another.
5. Each classroom will have a bin and all used toys will be placed here and brought to our sanitizing room prior to any other child having access to it.

## Mealtimes (Snack and Extended Day Lunch)

It is *recommended* that programs attempt to reduce opportunities for viral spread using strategies such as those listed below.

**To limit opportunities for exposure during mealtimes, we will engage in the following recommended practices:**

1. We will space seating as far as possible by limiting the number of children sitting together and rearranging seating.
2. We will eat lunch during our extended day program in the assigned classroom, or outside weather permitting.
3. Staff and children will wash hands before and immediately after children have eaten.
4. We will enjoy outdoor eating spaces as much as possible.
5. All parents will supply their child a daily snack and these will not be shared (teachers will supply more information based on their class requirements).
6. **Birthday Treats-** Your child may bring in individually wrapped, store-bought, **nut-free**, birthday treats to celebrate his/her birthday. If your child has a summer birthday, we can celebrate his/her ½ birthday instead!

7. Children enrolled in our extended day program will bring a nut-free lunch prepared for them by their parents. Our staff will help children if need be.

## Rest time (Extended Day only)

**To reduce the potential for viral spread, we will engage in the following recommended practices:**

1. Bedding that touches a child's skin will be sent home for cleaning weekly.
2. Rest mats will not be sent home. They will be cleaned and sanitized daily by our staff. These items will not be shared.
3. Using bedding (blankets, pillows) that can be washed.
4. Storing each child's bedding in individually labeled bins, cubbies, or bags.
5. Labeling each child's mat.
6. Ensuring that children's rest mats are spaced out as much as possible, ideally 6 feet apart.
7. When possible, children will be placed head-to-toe (i.e., one child with their head at the top of the mat, the next child over with their head at the bottom of the mat).

### *Items Brought from Home*

During this time, we are trying to limit the number of items brought into the facility because this can be a way to transmit the virus, so we ask that families refrain from bringing items from home as much as possible. However, we recognize that placing limits on children's comfort items may increase stress for children and staff as they may be especially needed during this time of transition. These items will only be available to children during our extended day programs rest time.

**We ask that families and staff follow these guidelines with regard to children's comfort items:**

1. To avoid these items coming into contact with other children, efforts will be made for these items to be placed in a cubby or bin and used at rest time only.
2. If possible, comfort items should remain in the preschool building to avoid cross-contamination.
3. Items should be washed weekly (at the child's home)

## Screening Families & Staff for COVID-19 Symptoms and Exposure

Child care providers are *required* to check for COVID-19 symptoms when children and staff arrive.

- **Who will be responsible for asking families/staff about symptoms and exposure,**
- **Where screenings will take place** (it is recommended that checks occur before children and staff enter classrooms, preferably in a relatively private place),

- **Whether information will be collected verbally or in writing** (e.g., an additional form at sign-in)
- **How you will protect staff/family privacy.**

**Upon arrival to the preschool, staff and families are required to report if they or anyone in their household:**

1. have received positive COVID-19 results;
2. have been in close contact with someone who has COVID-19; and/or
3. have experienced symptoms such as persistent cough, fever, difficulty breathing, chills, change in smell or taste, diarrhea, and/or vomiting.

**The procedures we will use to screen staff for symptoms and exposure include:**

Amanda Faiola will be responsible for asking staff about symptoms and exposure daily. These screenings will take place outside of the preschool wing (west wing). Information will be collected and recorded in the preschool staff members personnel binder. Information collected will not be shared.

**The procedures we will use to screen children/families for symptoms and exposure include:**

Amanda Faiola and Wende Cofield will be responsible for asking parents/families about symptoms and exposure. These screenings will take place outside of the preschool wing (west wing). Information will be collected and recorded in a daily log along with time check ins. Information collected will not be shared, or visible to others.

**If families or staff are absent or otherwise off-site but experience exposure or symptoms, they should contact:**

Amanda Faiola- Magdalen's Preschool Director – 810-229-0010, or  
[preschool1@saintmarymagdalen.org](mailto:preschool1@saintmarymagdalen.org)

## Daily Temperature Checks

**Child care providers are *required* to check for COVID-19 symptoms when children and staff arrive and re-check during the day if someone appears ill.**

### *Temperature Checks*

As fever is the key indicator of COVID-19 in children, we will check each child's temperature upon daily arrival to the preschool. Staff will also be asked to take their own temperatures upon arrival to work. Staff will re-check children's temperatures throughout the day if they appear ill or "not themselves" (e.g., flushed cheeks, rapid or difficulty breathing without recent physical activity, fatigue, or extreme fussiness).

**It is *recommended* that checks are conducted before children enter classrooms.**

When children arrive to the preschool, temperature checks will occur before children enter the preschool wing, at the, “welcome desk”.

Each child's temperature will be taken by: Amanda Faiola – Magdalen’s Preschool Director or Wende Cofield – Magdalen’s Preschool Teacher / RN

**The following are *recommendations* for best practices during temperature checks, with the exception of disinfecting non-disposable thermometers, which is *required*.**

**To minimize potential spread of illness, staff will:**

1. wear a face mask while taking the child’s temperature.
2. Stand behind a physical barrier (e.g., glass or plastic window or partition) while taking the child’s temperature.
3. Use hand sanitizer with at least 60% alcohol between checks.
4. Disinfect non-disposable thermometers between uses (e.g., cleaned with an alcohol wipe or isopropyl alcohol on a cotton swab).
5. Wear disposable gloves, which will be changed before the next check if physical contact with the child occurred.

## Responding to Symptoms and Confirmed Cases of COVID-19

**It is *required* that children and staff are sent home immediately if they have a fever or COVID-19 symptoms.**

### *Responding to COVID-19 Symptoms On-Site*

If a child or staff member has a temperature above 100.0 degrees F and/or symptoms such as persistent cough, difficulty breathing, chills, diarrhea, or vomiting, they will be sent home immediately with the recommendation to contact their primary care physician/medical provider.

If anyone shows emergency warning signs (e.g., trouble breathing, persistent pain/pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face), we will seek medical care immediately and notify a parent.

**It is *required* that programs have a plan to safely isolate any individual with symptoms. It is *recommended* that you pick a separate room away from other children.**

**If a child develops symptoms during care hours:**

1. Parents will be contacted for prompt pick-up.
2. The child will be isolated from other children and as many staff as possible (the child will not be left alone).
3. The child and designated staff will wait in the following safe, isolated location: Room 3.

It is *required* that programs have a plan to safely isolate any individual with symptoms. It is *recommended* that you pick a separate room away from other children

**If a staff member develops symptoms during care hours:**

1. They will be asked to go home immediately.
2. If the ill staff member needs to be picked up or otherwise cannot leave the facility immediately, they will wait in the following safe, isolated location: Room 3.

## Reporting Exposure

Programs are *required* to notify their health department and licensing consultant of presence of COVID-19 symptoms or confirmed cases.

If a child, staff member, family member, or visitor to our preschool shows COVID-19 symptoms or tests positive for the virus, we will contact our local health department and licensing consultant. Based on the guidance of the local health department, we will determine whether to close our facility, the duration of the closure, and other next steps. When communicating with families and staff about any COVID-19 cases, we will respect the privacy of individuals and not share health information of a specific person.

Our local health department can be contacted at: Livingston County, Howell phone- 517 546-9850 or fax- 545-9685

## Returning to the Program After Experiencing Symptoms and/or a Positive COVID Test

Staff members and children should stay home and self-isolate if they show symptoms of COVID-19. Most children and staff members can return to work/care based on improved symptoms and the passage of time (see guidance below). Staff and children with underlying health conditions (e.g., compromised immune systems, chronic respiratory conditions) or who are at higher risk should consult with their primary care physician/medical provider before returning to work/care. Some providers and/or local health departments may recommend that these individuals receive two negative tests in a row, 24 hours apart.

If a staff member or child has a fever or cough (but no other symptoms): follow your existing illness policies. It is *recommended* that children be fever free for 72 hours before returning.

If a staff member or child exhibits multiple symptoms, possible exposure is expected, or receives a positive test: the individual cannot return until the *required* criteria listed below are met.

### Health and Medical Policies

**Keep children home when symptoms of illness are present. Magdalen's Preschool shall temporarily exclude a child or send the child home as soon as possible if one or more of the following conditions (not all inclusive) exist:**

- Fever of 100.0 degrees F or above
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Yellow or green nasal discharge
- Conjunctivitis/Pinkeye (purulent drainage from eye/eyes)
- Unexplained rash, skin eruption or skin infection

**Students must be symptom/fever-free without taking any fever reducing medications and/or on antibiotic medication for 72 hours before returning to school.**

Parents should notify the school office at (810) 229-0010 before 9:00 a.m. each day their child will be absent from school. If you receive the school's voicemail, please provide the name of the child, reason for absence, and the nature of the illness (if any). This information is needed as part of our weekly attendance report for the Livingston County Health Department.

**If a staff member or child exhibits multiple symptoms of COVID-19, the individual must stay home until:**

1. They have been fever-free for at least 72 hours without the use of medicine that reduces fevers AND
2. Other symptoms have improved AND
3. At least 10 days have passed since their symptoms first appeared.

**If a staff member or child experiences possible exposure, OR an individual tests positive for COVID-19, the individual must stay home until:**

1. If a staff or child has been exposed to a positive test (not their own) they must self-quarantine for 14 days.
2. If a staff or child tests positive they must stay home for at least 21 days or until they have two negative test results.

As per [Executive Order 2020-36](#), if staff or their close contacts have possible or confirmed cases of COVID-19, staff will be allowed to remain home without penalty of discharge, discipline, or other retaliation.

**To accommodate for the potential need to quarantine staff or allow for longer**

**absences from work than normal, we will implement the following staffing plan to ensure we can meet staff to child ratios:**

1. Administrators will fill in for teachers.
2. We have an adequate roster of substitute teachers who can fill in.

Because child care staff members are part of Michigan's essential workforce, they are eligible to be tested for COVID-19.

## Maintaining Consistent Groups

**During this time, we will maintain the following group sizes:**

1. Preschoolers, 3 years of age until 4 years of age: 10 - 12 students each day
2. Preschoolers, 4 years of age until school-age: 10 - 12 students each day

**To minimize potential spread of COVID-19, we will engage in the following best practices:**

1. To the extent possible, classrooms will include the same group of children and providers each day.
2. Each group of children will be kept in a separate room.
3. We will limit the mixing of children across groups by staggering times for outdoor play and other activities where children from multiple classrooms are typically combined.
4. Canceling or postponing field trips and special events that convene larger groups of children and families.
5. Limiting non-essential visitors, volunteers and activities including groups of children and adults.
6. Any in-person staff meetings will be limited to 10 people and social distancing requirements will be followed as much as possible.

## Drop-Off and Pick-Up Procedures

We will use the following recommended practices during drop-off and pick-up times to protect the health of children, families, and staff.

During the first week of school all students will be wearing a name tag which will be labeled with their first and last name. This is to help teachers during our pick-up process.

### *Drop-off*

1. If there is a RED sign on the front doors this means the doors are locked and you should wait in your car. When the sign is GREEN the doors are unlocked, and you may enter the building.



2. Only one adult per family should be present at drop-off. Younger siblings may enter but must remain in a stroller or holding an adult hand. Ideally, this would be the same parent or designated person every day, though we recognize this is not always possible.
3. We will implement staggered drop-off and pick-up times to limit contact among parents.
  - a. 9A will be dropped off at 8:50am and picked up at 11:50am
  - b. 7B will be dropped off 9:00am and picked up at 12:00pm
  - c. 5BW will be dropped off at 9:10 and picked up at 12:10pm
4. We will provide hand sanitizer or wipes at the welcome desk where Amanda Faiola will sign all students in, screen students, and check temperatures.
5. We require parents and other visitors to wear masks while in the building.
6. We ask that parents avoid congregating in a single space or a large group.
7. The flow of foot traffic for drop-off will go in one direction in the building. Please follow the lines and arrows on the floor. Remember this needs to be a fast drop off so the next group can start on time.

### *Pick-up*

1. We will use the circle drive for pick up.
2. Please remain in your car and drive through the circle driveway at your assigned time.
  - a. 9A will be dropped off at 8:50am and picked up at 11:50am
  - b. 7B will be dropped off 9:00am and picked up at 12:00pm
  - c. 5BW will be dropped off at 9:10 and picked up at 12:10pm
3. We will supply each family with their name sign to be placed visibly on their passenger side front windshield.
4. Amanda Faiola will sign students out as they leave the building.
5. Magdalen's Preschool staff will escort children out of the building and to their parent/guardian. It will be the parent's responsibility to put children in the car safely.
6. The person picking up the child must be named on the student's emergency card, or the child will not be released from the preschool.

### **We will temporarily be changing our sign-in/-out policies as follows:**

1. Amanda Faiola will write the time every child arrives and departs.

## **Transportation**

**We will use the following CDC-recommended practices to ensure the safety of children and staff during transportation:**

We do not offer any kids of transportation.

# Hand Washing

Providers are *required* to comply with existing licensing regulations and CDC guidance on hand hygiene.

**We will reinforce regular health and safety practices with children and staff and continue to comply with licensing regulations and CDC hand washing guidelines as follows:**

1. Staff and children will wash hands often with soap and water for at least 20 seconds.
2. Soap and water are the best option, especially if hands are visibly dirty. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Staff and children should cover all surfaces of their hands with hand sanitizer, rubbing them together until they feel dry.
3. Staff should assist children with hand washing and use of hand sanitizer to ensure proper use and prevent ingestion.
4. Staff and children (with frequent reminders and support) will cover coughs and sneezes with a tissue or sleeve and wash hands immediately after.
5. Wearing gloves does not replace appropriate hand hygiene.
6. Hand hygiene is especially important after blowing one's nose, going to the bathroom, before eating or preparing food (or helping children do any of these actions).

# Cleaning and Disinfecting

The CDC provides the following *recommendations* with regard to cleaning (i.e., washing with soap and water to reduce germs and dirt) and disinfecting (i.e., killing germs with approved sanitizers) different types of surfaces:

- **High-touch surfaces:** at least daily cleaning/disinfecting.
- **Soft surfaces:** soap and water, laundry, or disinfectant as appropriate; vacuum as usual.
- **Electronics:** use of a wipeable cover and/or cleaning between uses with alcohol-based wipes or spray according to manufacturer's instruction.
- **Laundry:** use of warmest possible appropriate setting, dry completely; use of gloves followed by hand washing.
- **Playground equipment:** *do not* spray disinfectant on outdoor playgrounds as it is not an efficient use of supplies and has not been proven to reduce COVID-risk; normal routine cleaning is sufficient.
- **Outdoor wooden surfaces (play structures, benches, tables) and groundcovers (mulch, sand):** cleaning and disinfection is *not* recommended.

**We will engage in the following cleaning and disinfecting practices in accordance with CDC recommendations:**

1. Daily cleaning/disinfecting of high-touch surfaces (e.g., sinks, toilets, light switches, door knobs, counters and tabletops, chairs).
2. Normal routine cleaning of outdoor spaces, with special attention to high-touch plastic/metal surfaces (e.g., grab bars, railings).
3. Use of a schedule for regular cleaning and disinfecting tasks.

4. Ensuring staff wear disposable gloves to perform cleaning, disinfecting, trash pick-up, followed by handwashing.
5. Cleaning dirty surfaces using detergent or soap and water prior to disinfection.
6. Use of CDC- recommended disinfectants such as EPA-registered household disinfectants, diluted bleach solution, and/or alcohol solutions with at least 70% alcohol.
7. Keeping cleaning products secure and out of reach of children, avoiding use near children, and ensuring proper ventilation during use to prevent inhalation of toxic fumes.
8. Working with our maintenance team to make sure the preschool is cleaned and sanitized several times during the day (including restrooms after each group).

### *Cleaning and Disinfecting Toys*

**We will engage in the following best practices to clean and disinfect toys:**

1. We will clean toys frequently.
2. We will set aside toys that need to be cleaned (e.g., out of children's reach) with the container marked, "soiled toys"
3. We will clean toys with soapy water, rinse them, and sanitize them with an EPA-registered disinfectant, rinse again, and air dry.
4. We will clean toys in a dishwasher if possible.
5. We will have a room designed to hold all soiled toys until they can be cleaned and sanitized properly.

## **Safety Equipment**

### *Face Masks/Coverings for Staff*

**Our plan for staff around face masks/coverings is as follows:**

1. Staff are required to wear face coverings at all times on-site.

### *Face Masks/Coverings for Children (more information to follow from each teacher)*

Phase	Environment	Staff	Children ages 2-3	Children ages 4-11	Parents and visitors
1-4	Classroom, small group	Required	Strongly encouraged	Strongly encouraged	Required
1-4	Common spaces	Required	Strongly encouraged	Required	Required
1-4	Outside with social distancing	Not Required	Not Required	Not Required	Not Required

5	All environments	TBT	TBT	TBT	TBT
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1. We do ask that ALL children have a mask available daily.
2. We ask that children and adults wear masks upon arrival until children enter their classrooms. Teachers will instruct students what to do once they enter the classroom.
3. Masks need to be clearly and visibly labeled with students first and last name.

### *Use of Gloves*

Staff will wear gloves in a manner consistent with existing licensing rules (for example, gloves should be worn when handling contaminants, cleaning or when serving food). Staff members should wash hands before putting gloves on and immediately after gloves are removed. Gloves are not recommended for broader use and do not replace hand washing.

## Partnering and Communicating with Families & Staff

### *Communicating with Staff and Families*

We will actively communicate with staff and families to determine when they will return to work/care if they have been out, discuss concerns or questions, share new policies and expectations, and confidentially discuss any extenuating circumstances that have emerged and/or any health concerns/conditions that may elevate risk for complications if exposed to COVID-19.

**The staff responsible for handling questions and outreach for staff is:** Amanda Faiola

**The staff responsible for handling questions and outreach for families is:** Amanda Faiola

### *Training Staff*

To support staff in effectively engaging in best practices and making personal decisions, we will provide learning opportunities to help all of us understand how COVID-19 is transmitted, the distance the virus can travel, how long the virus remains viable in the air and on surfaces, signs and symptoms of COVID-19, and our new policies and procedures as outlined in this plan.

All of our staff members have completed COVID - 19 Awareness training.

### *Supporting Children's Social-Emotional Needs*

Staff and families will partner together to support the needs and emotional reactions of children during this time. We anticipate that children will experience a wide range of feelings during this

transition period. Some children will be relieved, some will have initial challenges with separation from their parent(s), some may demonstrate anger at the “disappearance” of their child care provider, and some may act out toward other children. Whatever the reactions, we acknowledge that staff and families may need some new tools in their toolkit to assist the child with emotional regulation and we will work together to support all caregivers.

We will have several resources available for staff and families, please don't hesitate to ask for them.

### ***Supporting Staff Members' Social-Emotional Needs***

To ensure the well-being of the children, it is also imperative to ensure the well-being of their teachers and caregivers, and to provide them with the emotional and administrative supports necessary during this time of re-integration, and in the months ahead. As essential workers in the COVID-19 pandemic, we understand our staff may have worries about their own physical or psychological health, and the potential risk to their family members at home. Because young children internalize the stress of the adults who care for them, we know it is vitally important to provide supports and services to ensure the emotional well-being of our staff.