

Child Care COVID Response & Preparedness Plan

Program Information

Child care program name:

Immanuel Lutheran Preschool

Introduction

Our Commitment to Health & Safety

Immanuel Lutheran 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 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. Using touchless trash cans to provide a hands-free way to dispose of tissues and contaminants.
4. 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).

Other policies related to our physical space include:

- Seating will be rearrange to best support distancing children when applicable.
- If a child becomes sick during the day, a separate room has been established to isolate the sick child from the rest of the class. A teacher or staff member will stay with the sick until their are picked up.

Availability of Toys and Classroom Materials

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. Toys will be washed and sanitized before being moved from one group of children to another.

Other policies related to toys and materials include:

- Classrooms will be arranged and organize to limit toy contamination and a cleaning procedures will be established to ensure each center is sanitized before being used by another group of children.
- All toys and classroom surfaces will be disinfected using a safe, diluted bleach solution.

Mealtimes

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

1. Staff and children will wash hands before and immediately after children have eaten.

Other policies related to mealtimes include:

- Snack Time will take place in the classroom
- Parents must provide a snack for their child.
- All snacks must be prepackaged with the exception of fresh fruit and veggies.
- All snacks must be free of peanuts and tree nuts and have been manufactured in a peanut free factory
- A safe-snack list will be given to parents at Meet the Teacher Night

Naptime

Items Brought From Home

Items that should come to school everyday include:

- backpack with their folder and an extra set of clothes
- snack

Screening Families & Staff for COVID-19 Symptoms and Exposure

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

- have received positive COVID-19 results;**
- been in close contact with someone who has COVID-19; and/or**
- 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:

All staff are required to self-assess their health by submitting a symptom screening and temperature check before arriving on campus. We will screen for: cough, shortness of breath, difficult breathing, change in smell or taste, nausea, and diarrhea. A few questions will be asked in regards to exposure and symptoms within the last 72-hours. Staff arriving with a fever above 100.0 or other symptoms will be sent home. Staff will self-quarantine if they have been exposed to COVID-19. Since Immanuel staff members are part of Michigan's essential workforce, they are eligible to be tested for COVID-19.

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

Before leaving for school, parents will be screening their child for symptoms that indicate possible illness that may decrease the student's ability to learn and put them at risk for spreading illness to others:

- Temperature of 100.0 degrees Fahrenheit or higher when taken orally.
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergy/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

At the entrance of the building, staff will perform temperature checks for adults and children and a visual physical assessment of the child. Parents will also be asked a few questions on behalf of their child about close contact and potential exposure.

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

Andrea Weiss, Preschool Director. aweiss@immlutheran.org -or- (586) 286-1940

Daily Temperature Checks

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 program. 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).

When children arrive to the program, temperature checks will occur

: At the entrance of the building

Each child's temperature will be taken by:

program staff.

The following staff members will be responsible for temperature checks:

Depending on the day, the following individuals will be responsible for temperature checks:

Andrea Weiss, Preschool Director

Joel Neumeyer, Principal

Kelly Prisby, Assistant Principal

Kristin Bujak, Preschool Assistant

Karen Reincke, Family Life Director

Pastor Michael Heiden, Lead Pastor

Pastor Nikolai Gibbons, Assistant Pastor

To minimize potential spread of illness, staff will:

1. wear a face mask while taking the child's temperature.

Responding to Symptoms and Confirmed Cases of COVID-19

Responding to COVID-19 Symptoms On-Site

If a child or staff member has a temperature above 100.0 degrees 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.

If a child develops symptoms during care hours:

- Parents will be contacted for prompt pick-up.
- The child will be isolated from other children and as many staff as possible (the child will not be left alone).
- The child will wait with the following designated staff member(s):: Andrea Weiss

If a staff member develops symptoms during care hours:

- They will be asked to go home immediately.

Reporting Exposure

Reporting Exposure

If a child, staff member, family member, or visitor to our program 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 individual classrooms or 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:

586 783-8190

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

If a staff member or child has a fever OR a cough (but no other symptoms):

The staff member or child may return if they achieved least 24 hours with no fever without fever-reducing medication and symptoms have improved

If a staff member or child exhibits multiple symptoms of COVID-19, possible exposure is expected, OR an individual tests positive for COVID-19, the individual must stay home until:

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

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:

Immanuel has an adequate amount of substitute teachers to cover teaching responsibilities in the event of an extended absence due to sickness.

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

Staff can visit [this resource](#) to locate a nearby test site.

Other policies related to returning to care and work include:

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

- They have been fever free for at least 72 hours without the use of fever reducing medication AND
- Other symptoms have improved AND
- At least 10 days have passed since your symptoms first appeared.

All positive COVID-19 cases will be handled under the direction of the CDC, licensing agency, and the local health department.

Maintaining Consistent Groups

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

Leave blank if this age group does not apply to your program.

Infants and Toddlers, birth until 30 months of age

Preschoolers, 30 months until 3 years of age

Preschoolers, 3 years of age until 4 years of age

18

Preschoolers, 4 years of age until school-age

20

School-agers

Other policies related to group size include:

Immanuel is committed to fully staffing each preschool classroom with a lead teacher and teacher assistant. Our teacher to child ratios are well below what is recommended by licensing to ensure your child receives the best care and education possible while attending preschool.

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. Limiting non-essential visitors, volunteers, and activities including groups of children or adults.
5. 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.

1. Only one adult per family should be present at drop-off/pick-up. Ideally, this would be the same parent or designated person every day, though we recognize this is not always possible.
2. We will have a hand hygiene station at the entrance to our building so children and parents can clean their hands.
3. We will ask parents and other visitors to wear masks while in the building.
4. We ask that parents avoid congregating in a single space or a large group.

Other policies related to drop-off and pick-up include:

Drop off Procedure:

Morning Class- West Entrance doors will open at 8:15am

Afternoon Class- West Entrance doors will open at 12:00pm

-Please remain in your vehicle or practice social distancing if you arrive early.

-Masks are required for adults and children while entering the building and while transitioning in the hallway.

-Temperature checks will be taken as parents and students step inside the building

-Parents will then be allowed to walk their child to the entrance of the classroom

-Parents are not allowed inside the classroom at this time

-Parents are asked to leave immediately after saying goodbye at the classroom entrance. Please do not idle in the hallway.

Pick-up:

AM 3 yr old - 11:00am

PM 3 yr old - 2:45pm

AM 4 yr old MWF - 11:00am

PM 4 yr old MWF - 2:45

AM 4 yr old 5 day - 11:15am

PM 4 yr old 5 day - 3:00pm

- Please practice social distancing outside the West Entrance doors as you wait for your child to be dismissed.

- Teachers will dismiss children to their parent or designated adult outside.

- Parents will not be permitted inside the building at pick-up

Hand Washing

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:

- Staff and children will wash hands often with soap and water for at least 20 seconds.
- 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.
- Staff should assist children with hand washing (especially infants who cannot wash hands alone) and use of hand sanitizer to ensure proper use and prevent ingestion.
- Staff and children (with frequent reminders and support) will cover coughs and sneezes with a tissue or sleeve and wash hands immediately after.
- Wearing gloves does not replace appropriate hand hygiene.
- 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

Cleaning and Disinfecting Surfaces

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, counter and tabletops, chairs).
2. Use of **CDC-recommended disinfectants** such as EPA-registered household disinfectants, diluted bleach solution, and/or alcohol solutions with at least 70% alcohol
3. 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.

Cleaning and Disinfecting Toys

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

1. We will clean toys frequently, especially items that have been in a child's mouth.

Other policies related to cleaning and disinfecting include:

All toys and surfaces will be cleaned with a diluted bleach solution by teachers and assistants throughout the day. The school building will be thoroughly cleaned and disinfected by our night-time cleaning company.

Safety Equipment

Face Mask/Coverings for Staff

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

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

Use of Gloves

Staff will wear gloves in a manner consistent with existing licensing rules (for example, gloves should be worn when handling contaminants, changing diapers, 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..

Face Masks/Coverings for Children

Our plan regarding children wearing cloth face coverings during care is:

All preschool students will be required to wear a face covering as they enter the building and while transitioning throughout the hallway. Once students are in their classroom with their cohorts they will not be required to wear a face covering.

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 : Andrea Weiss

The staff responsible for handling questions and outreach for **families** is : Andrea Weiss

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.

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 make the following resources available for staff and families to support children:

[Crisis Parent and Caregiver Guide](#), from the Michigan Children's Trust Fund

[Talking with Children about COVID-19](#), from the CDC

[Helping Young Children Through COVID-19](#), from Zero to Thrive (includes Arabic and Spanish translations)

[Georgie and the Giant Germ](#), from Zero to Thrive and Tender Press Books

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.

Contact Information

Email address

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