

Spartan Child Development Center
COVID-19 Preparedness and Response Plan: Fall 2020



Reduced Hours of Operation:

Monday – Friday

8am – 5pm (we will continue to work on increasing hours during the semester)

Any questions regarding COVID-19 policies and procedures should be directed to the Executive Director, Liz Lauren, at l Lauren@msu.edu. Any health or illness reporting should be directed to the Assistant Director, Gloria Sabourin, at gsabouri@msu.edu.

Framework for Supporting Social Distancing at SCDC

Each classroom will be self-contained, and we will do our best to keep children and staff from one classroom coming into contact with other classrooms. Staff assigned to a classroom will be in that classroom only. As much as possible, we will not have staff placed in multiple classrooms. There will be limited movement between classrooms and we have closed the multipurpose room. We will maintain lower group sizes in all classrooms until conditions of COVID-19 decrease within our community. As we feel comfortable, we will slowly begin to increase class sizes throughout the school year. To limit additional exposure, no families, guests, or visitors will be allowed in the building.

Environmental Procedures

Building Procedures

The building is regularly cleaned and sanitized following the safety standards established and implemented by MSU. This summer, we had our carpets cleaned and our hard surface floors were redone with Buckeye Clarion25 and Microban, both of which protect against microbes.

- We have ample PPE for the building (hand soap, hand sanitizer, alcohol pads, thermometers, masks/homemade masks).
- Disinfectant wet wipes (or bleach and paper towels) and gloves are available at each utilized entrance for sanitation purposes. These entrances include the lobby door, playground doors, and exit doors at the end of hallways.
- Teachers will not break in common areas, and the teacher resource room is closed for planning. Suggested areas for planning and lunch are the outdoor picnic table, an individual's car, or an observation booth.
- The multipurpose room will not be used until further notice.
- The toddler and preschool playgrounds will have two scheduled outdoor times each day for each classroom. Groups will not be combined outdoors. Each classroom will have its own designated timeframe to be outside which consists of one 60-minute session in the morning and one 30-minute session in the afternoon, with time for transitions. Per CDC guidelines, we hope to schedule even more time outdoors and encourage small groups and large groups be brought outside on blankets as the weather permits.
- The building will be cleaned by the MSU custodial team after the close of school each day. This will involve cleaning all common areas, including floors, bathroom fixtures/floors, door handles, and railing handles.
- Windows will be opened as often as possible throughout the building to increase airflow.
- Indoor and outdoor door handles will be cleaned by SCDC staff after morning drop-off and morning outdoor play, and in the evening by the cleaning company.
- Tours, volunteers, students, and other outside guests will not be permitted to enter SCDC. We will work to create a virtual tour for prospective families. Licensing inspectors are considered essential and can enter the building at any time.
- Indoor team meetings will be limited to 10 people. Outdoor meetings may be necessary or we may continue weekly zoom calls in the evening.

Face Coverings

Michigan State University is directing everyone to take personal responsibility to protect their own health and safety, as well as the health and safety of faculty, staff, students, visitors, and loved ones. Face coverings are a crucial public health measure and help protect others by reducing exposure to droplets if someone is unknowingly infected with COVID-19. Wearing a face covering, whether you feel ill or have been diagnosed with COVID-19, is critical to maintaining everyone's health and safety.

- Per Executive Order No. 2020-164 and as part of the initiative Keeping Spartans Safe, "Face coverings must be worn by everyone (including all faculty, staff, students, vendors, and visitors) indoors and outdoors while you are on property owned or governed by MSU."
 - All SCDC teachers and staff must wear a mask indoors and outdoors. Face coverings must be clean.
 - Children 2 years old and older must wear a face covering. We will make every effort to ensure masks are used during the day; however, children will not be forced. Parents/guardians must provide a **clean mask for their child(ren) each day**. Children should be able to put the mask on and off themselves. Children younger than 2 years of age are not permitted to wear masks.
 - If a child over two years old or a staff member has a medical condition that may prevent them from safely wearing a face covering a medical letter stating exemption is required. Any child or staff member who cannot wear a face covering should at minimum wear a face shield to provide a layer of protection within the SCDC environment.

Classroom Procedures

- School shoes will be worn in the building and on the playground. Children will change in/out of their home shoes in the entryway and store those shoes in a plastic bag in their backpack/bag until the end of the day.
- We will maintain regular handwashing routines for children and adults and increase as necessary.
- Toddler classrooms who have a shared bathroom space need to identify a toilet for each room. As much as possible, toilets will only be used per class (left toilet is for yellow, the right toilet is for peach). To be safe, after each use, the toilet will be disinfected. All other rooms do not share restrooms.
- All bathrooms will be wiped down with disinfectant as needed throughout the day.
- Doorknobs, light switches, and tabletops will be cleaned regularly and throughout the day.
- All toys are sanitized with bleach at the end of the day. Each classroom can also run a sanitation cycle of items. Infant and toddler rooms already implement this practice for "mouthed toys"—depending on use, other classrooms will also implement this practice. The classroom toys and hard surfaces are misted with a bleach water solution that evaporates overnight, per licensing requirement.
- Children's books and paper products are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- Teachers will review their toothbrushing routine.

Outdoor Areas (playground and gardening spaces) Procedures

- Classrooms will be provided a cart with their own outdoor materials. Those items will be brought with them outdoors daily.
- Hand sanitizer will be available outdoors and/or in the cart for use in other outdoor spaces.
- Door handles and gate handles will be periodically cleaned and after each classroom use.
- Outdoor areas, like playgrounds in schools and parks, generally require normal routine cleaning but do not require disinfection.
 - Spray disinfectants will not be used on outdoor playgrounds - it is not an efficient use of supplies and is not proven to reduce the risk of COVID-19 to the public.

- High touch surfaces made of plastic or metal, such as grab bars and railings, will be cleaned routinely and in between each classroom use.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- Sidewalks and roads should not be disinfected. The spread of COVID-19 from these surfaces is very low and disinfection is not effective.

Staff Training

- Facts about COVID-19, including transmission, signs and symptoms, who to notify, and measures we are taking to limit the spread of the virus.
- New arrival and dismissal procedures.
- Use of PPE (face-coverings, gloves) including cross contamination.
- Social distancing at work.
- Review of cleaning and sanitizing routines and schedule.

Intensified Cleaning and Disinfection Efforts

In our classrooms and general spaces, we are adhering to the following guidelines:

- Facilities should develop a schedule for cleaning and disinfecting.
- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games.
- Routinely clean doorknobs, light switches, classroom sink handles, countertops, chairs, and cubbies. Use the cleaners typically used at your facility.
- Disinfectant wipes in each classroom can be used to clean commonly used surfaces such as keyboards, desks, and remote controls before each use.
- All cleaning materials should be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling fumes.

Washing, Feeding, or Holding a Child

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Teachers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo. We are also adhering to the following guidelines:

- Teachers should wash their hands, neck, and anywhere touched by a child's secretions.
- Teachers should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and their providers should have multiple changes of clothes on hand in the childcare center or home-based childcare.
- Teachers should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

Food Program

We are temporarily suspending family style meals. Teachers will keep all food on the teacher counter and teachers will serve the meals to the children based on USDA required serving sizes. Teachers will wear a mask and gloves during all mealtimes. We will also be switching to paper plates and plastic silverware for the summer months.

Arrival Procedures and Dismissal Procedures

Child Arrival (8:00 a.m. – 8:45 a.m.)

- Arrival will begin promptly at 8:00 a.m. and will conclude at 8:45 a.m. In the rare circumstance that you need to arrive after 8:45, please call the front desk for a health check and we will bring your child to the classroom.
- Bring a pair of school shoes that will be left at SCDC, these will not be sent home. Home shoes can be easy slip-on shoes such as crocs. Slip-on shoes would be helpful for children as they switch from home shoes to school shoes in the morning and afternoon.
- Families should apply sunscreen to your child 30 minutes prior to arrival. This will help reduce the time necessary to go outdoors and ensure that all children have adequate time outside.
- The individual dropping off the child is **required** to have a mask on, as well as, any children aged two years old and older.
- At drop-off, a 6-foot distance from the classroom door will be maintained.
- Drop-off will take place at the outside exterior doors of each classroom. To find your classroom, look for your associated colored column (ex. purple room has a purple column) at their exterior door. Infant classroom(s) will be dropped off at the hallway exterior door.
 - **Green, Orange, Red, and Blue:** You will drop off at the exterior classroom door located on the preschool playground.
 - Orange and Green families will enter using the double fence entrance near the basketball hoop. We suggest parking at the tennis facility.
 - Blue and Red will enter the playground by the tire swing and closest to the sidewalk from the tennis facility. We suggest parking at the tennis facility and go towards the back of the parking lot.
 - **Peach and Yellow:** You will drop off at the exterior classroom door located on the toddler playground. You will enter through the grassy playground gates. We suggest parking at SCDC.
 - **Purple and Royal:** You will drop off at the exterior door located on the garden patio.
 - Due to limited space, we ask that only two families per classroom be on the patio at the same time. We suggest parking at SCDC.
 - **Lavender and Seafoam:** You will drop off at the hallway exterior door closest to the classrooms. This door will be adjacent to the covered playground area. We suggest parking at the tennis facility and closest to the sidewalk.
- Parking at the tennis facility may help with drop-off as it may be closer to the entry points for your classroom. The entrance to the tennis facility is on Mt. Hope Rd.
- Once at your child's classroom door, the teacher will take your child's temperature with a non-contact thermometer and do a wellness check that will be recorded.
 - If you answer yes to either of the questions below, your child must remain home:
 - Has your child been in close contact with a person who has COVID-19? (If yes, the family should self-quarantine for 14 days.)
 - Has your child felt unwell in the last 3 days? (fever or 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, rash, nausea or vomiting, and/or diarrhea) If yes, the child cannot be at school.
 - The teacher will visually check the child for signs of illness, including flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- As an additional measure, we will also be looking at symptoms related to MIS-C: rash, red eyes, red lips or tongue, and red or swollen hands or feet.

- If the temperature is borderline (close to 100), the teacher will ask you to go to the front entrance so that an administrator can take your child's temperature with an ear thermometer. If the temperature is below 100, an administrator will then bring your child to their classroom.
- If the temperature is 100.0 or higher, or if symptoms are present or observed, the child will be unable to attend.
- We are unable to take car seats into SCDC; please keep them in the vehicle.
- Upon entering the classroom, the child will change out of their home shoes, place them in their locker, put on the school shoes, and wash hands with soap and water.
- Teachers will sign the child in and out each day.
- Per the health department, we need to be able to get in touch with a parent or guardian within 30 minutes in case of emergency pick up. Your phone number must be up to date with the school.
- For the time being, we are requesting that only **one** (consistent) parent/guardian drops off and picks up each day. If you need to assign a different, consistent, pick up person, it should be someone who lives in your home.
- Any special instructions or information regarding your child can be communicated by phone to admin and the information will be given to the teacher. You may also use email to communicate with staff, however, emails will only be responded to during the teacher's planning time.
- Drop-off should be brief and conversations minimal to allow the teachers to get back to the children in their care.
- Other daily information or changes should be emailed to the office.
- We may have to consider giving each classroom a designated window of time for arrival.

Dismissal (4:15 p.m. - 5:00 p.m.)

- Teachers and administrators will wear masks at pick-up time.
- The individual picking up the child is **required** to have a mask on and will maintain 6 feet distance between other individuals who are picking up.
- Pick up will begin promptly at 4:15 p.m. Children should be out of the building by 5:00 p.m.
- At pick-up, a 6-foot distance from the classroom door will be maintained.
- Pick-up will take place in the same format as drop-off and will occur at the outside exterior doors of each classroom. Infant classroom(s) will be picked up at the hallway exterior door.
 - Infant families, please call the front desk to let us know you are here for pick-up.
- The individual picking-up will not be allowed to enter the building to gather home items. Teachers will send home the child's backpack daily with items that need daily sanitation, such as water bottles.
- Backpacks will be packed and soft items, including nap items, will be sent home to be laundered at a minimum weekly and when necessary, daily, per licensing recommendations. Teachers will take care of packing these items.
- Pick-up should be brief and conversations minimal to allow the teachers to get back to the other children in their care.
- Once your child has been picked up, we ask that families refrain from gathering in a single space or large group on the grounds of SCDC. We are working diligently to keep groups separate, and this includes before and after school.
- We ask that pick-up times are within the scheduled timeframe, however, understand that you may have appointments that require an early pick-up. If you are picking up outside the pick-up time, parents will call the office 5 minutes before arrival. A staff person will bring the child to the lobby. Office staff will wait for the parent and walk the child out to the car.
- Parents/guardians will not enter the building, so more in-depth communication between teachers and parents will happen through the Remind app, email, phone calls, and written notes.
- We may have to consider giving each classroom a designated window of time for dismissal, depending on how many children return.

Staff Arrival

- Have your mask on prior to entering the building. If you are in need of a mask, enter the building, sanitize your hands, get a mask from the wellness check-in room and continue the procedures below.
- Staff will change out of street shoes and into school shoes in the lobby. Shoes may be left in the lobby or bagged and taken to the classroom.
- Upon entering the building, staff will apply hand sanitizer to their hands at the front desk and enter the multipurpose room to follow check-in procedures.
- All staff will complete a wellness check, including screening for COVID-19 symptoms: fever, dry cough, shortness of breath, chills, loss of taste or smell, sore throat and muscle aches. We will use the recommended form from Michigan State University and the Department of Health and Human Services.
- Staff will take their temperature with a non-contact thermometer and record their temperature on the wellness check form. They will wipe down the thermometer and used pen with a disinfectant wipe after use.
- Staff will wash their hands immediately upon entering the classroom. All personal belongings will be stored in a locked cabinet.

Updated Health Policies and Procedures

If a child or staff member has had contact with someone with a confirmed case of COVID-19, they are asked to stay home for a 14-day quarantine period and will not be allowed to attend SCDC. This includes all children and staff within a classroom where a confirmed case has been identified.

If a teacher feels that a child needs their temperature checked, they will call the front desk from their classroom and an administrator will go down to the locker room area to check the child's temperature. This is to avoid any cross contamination if another child is ill in the sick room.

If a person becomes sick at school, they will be housed in the sick room (within the administration hallway) until picked up. The child and/or staff member must be fever free for 48 hours before returning to care/work (even if other symptoms are not present). The sick room will remain closed and untouched for at least an hour before disinfecting the cot and surrounding area.

If a child will be remaining home due to *any* illness, please email Gloria Sabourin, the Assistant Director, at gsabouri@msu.edu, with the reason your child is not in attendance and the symptoms your child is experiencing. Per licensing requirements, this information is sent to the Department of Health and Human Services weekly.

Health policies will be strictly adhered to.

Symptoms and Exclusions

1. Children and teachers with pre-existing health conditions that could make them more vulnerable to COVID-19 will need verification from a doctor to return. (ex. Asthma)
2. We are required to report any symptoms present in people in the school community to the Department of Health and Human Services and our licensing consultant and they will provide guidance regarding exclusion time, if necessary.
3. **Any ONE** of the following symptoms require children or teachers to stay home from school and inform us as soon as possible. The child and/or staff member must be fever and/or symptom free for 48 hours before returning to care/work (even if other symptoms are not present).
 1. Chills or a fever of 100.00 or above
 2. Cough
 3. Shortness of breath/Rapid breathing/Difficulty breathing
 4. Loss of taste or smell
 5. Diarrhea
 6. Nausea or vomiting
 7. Sore throat
 8. Fatigue
 9. Congestion or runny nose

4. If a family member living within your home has any one of the above symptoms, consider keeping members of the household home for 48 hours.

If a Child or Staff Member Has Multiple Symptoms of COVID-19 (listed above)

- If a child or staff member visits a healthcare provider and another cause is identified for the symptoms, the individual may return to care once symptoms improve and they have been fever-free for at least 48 hours without the use of medicine that reduces fevers.
- If another cause is not identified, the individual should be tested for COVID-19.
- If a test is not done, the individual should stay home until:
 - Has been fever-free for at least 48 hours without the use of medicine that reduces fevers **AND**
 - Other symptoms have improved **AND**
 - At least 10 days have passed since symptoms first appeared.

If a Child or Staff Member Tests Positive for COVID-19

The local health department will inform us when the individual may return. In general, individuals must stay home until:

- Has been fever-free for at least 48 hours without the use of medicine that reduces fevers **AND**
- Other symptoms have improved **AND**
- At least 10 days have passed since symptoms first appeared or the individual tested positive.

Families should have back-up child care plans if the child or a family member becomes ill or is required to self-quarantine due to possible COVID-19.

If COVID-19 is confirmed in a child or staff member, per CDC guidelines:

If an individual in a classroom is identified with a positive test for COVID-19, the classroom or work areas should be closed, cleaned and everyone in that classroom should be quarantined for 14 days initially. The Department of Health and Human Services and our Licensing consultant will be contacted for additional guidance and procedures below will be followed. We will then adhere to the following procedures:

Procedures after a confirmed case of COVID-19

- Close off area used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible (such as bathrooms), wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as classroom, offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, and keyboards.
- Once the area has been appropriately disinfected, it can be opened for use.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.
- Families will be notified if a COVID-19 case is confirmed at the school.
- Licensing will be contacted for recommendations of next steps.
- Most children and staff members can return to care/work based on improved symptoms and the passage of time. Local health departments may recommend that some individuals (for example, immunocompromised individuals) receive two negative tests in a row, 24 hours apart.

Procedures for Families

1. Commit to physical distancing as a family. See more about physical distancing below.
2. Read a book with your child about COVID-19. Show them what a mask looks like and explain why it is important.
3. Make sure that your child's immunizations are up to date.
4. Take the temperatures of both children and parents immediately before drop off each day. Anyone with a fever of 100.00 or above must be excluded from school. (See Symptoms and Exclusions below.)
5. Wear masks at drop off and pick up.
6. Schedule your child's bath time for immediately after school.
7. Dress your child in clean clothes and mask each day they attend school.
8. Prepare to have a pair of school shoes that will be left at SCDC and will be used while in our care. (if you need assistance with this, please let us know)
9. Send your child to school with a zippered backpack or a drawstring bag to store personal items that we will send home on a daily basis. Please also send a gallon sized Ziploc bag, with your child's name, to store their shoes in. We will place the home shoes and nap items in this bag.
10. If your child brings a soft comfort item to school, it will be sent home daily, and we ask that it is disinfected each day after school.
11. Nap items should fit within a zippered backpack or drawstring bag, along with the school shoes. **Please no pillows, large stuffed animals, or large blankets.**
12. Soft comfort items, nap items, and other cloth items will be sent home daily and should be laundered, per licensing recommendations. If possible, we ask that the bag also be laundered at a minimum weekly.
13. Apply sunscreen to your child 30 minutes prior to dropping off at school. This will help reduce the time necessary to go outdoors and ensure that all children have adequate outdoor time.
14. Bring a water bottle for your child daily, filled with water, and labeled with your child's name. Water bottles will be sent home every day in your child's bag and should be cleaned daily. Infants will bring sippy cups.
15. Provide multiple sets of extra clothes, bibs (if needed), etc. (We will change your child's clothes as needed throughout the day)

Physical Distancing

1. Whenever possible, keep 6 feet between yourself and other people who do not live in the same household.
2. No hugs; no handshakes.
3. Work from home if you can.
4. Keep children and teens from gathering.
5. Avoid group gatherings. The smallest group in the largest space poses the least risk.
6. Stay out of crowded places.
7. Limit close contact with others outside your household in indoor and outdoor spaces.

Procedures for Teachers

1. Sign the Work Safety Commitment Form.
2. Commit to physical distancing guidelines outside of work hours.
3. Complete all required COVID-19 training prior to returning.
4. Wear masks indoors and outdoors.
5. Clean your mask daily.
6. Prepare to have a pair of school shoes that will only be used while only at work.
7. Bring multiple sets of clothing to change into if needed during the day.
8. Seek support from administration as needed. ASK QUESTIONS, we are in this together!
9. Attend team meetings via Zoom.

Resources

www.michigan.gov/coronavirus Go to “Frequently asked questions” and click on “Childcare”
Center for Disease Control and Prevention: <https://www.cdc.gov/>
State of Michigan Licensing and Regulatory Affairs (LARA) Guidelines for Safe Child Care Operations During COVID-19 [file:///C:/Users/laeri/OneDrive/Documents/COVID-19/SOM%20Child%20Care%20Re-Opening%205-21-20%20-%20FINAL%20\(1\).pdf](file:///C:/Users/laeri/OneDrive/Documents/COVID-19/SOM%20Child%20Care%20Re-Opening%205-21-20%20-%20FINAL%20(1).pdf)
Recommendations from the CDC, <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>
Executive Order No. 2020-164 Requiring masks at child-care centers and camps, https://content.govdelivery.com/attachments/MIEOG/2020/08/06/file_attachments/1512889/EO%202020-164%20Emerg%20order%20-%20masks%20and%20camps.pdf

Talking to your child about COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>
<https://zerotothrive.org/covid-19/covid-19-kids/>
https://www.michigan.gov/documents/ctf/CTF_Parent_Guide_687268_7.pdf
http://globalhealth.emory.edu/pdfs/GoingToBeOk_FINAL1.pdf

Children wearing masks

<https://www.cff.org/CF-Community-Blog/Posts/2018/How-I-Got-My-Toddler-to-Wear-a-Mask/>
<https://www.healthychildren.org/English/health-issues/conditions/COVID-19/Pages/Cloth-Face-Coverings-for-Children-During-COVID-19.aspx>
https://content.govdelivery.com/attachments/MILARA/2020/07/28/file_attachments/1505825/English-%20Kai%20Ming%20Going%20To%20School%20Social%20Story.pdf



COVID-19 Preparedness and Response Plan Acknowledgement

- I/We have read and agree to follow the policies and procedures outlined in the Spartan Child Development Center COVID-19 Preparedness and Response Plan. I have read and understand the policies and procedures outlined in the handbook and had the opportunity to ask questions. I also understand that due to the nature of COVID-19, these procedures are subject to revision and updates to meet the needs of the center and the surround community. Families will be notified in writing of any changes.
- I/We understand that while present in the facility each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I also understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined in this document.

Please sign & return this page.

Parent/Guardian Signature Date_____

Parent/Guardian Signature Date_____

Child's Name Classroom_____