

Spartan Child Development Center
COVID-19 Preparedness and Response Plan: 2021-2022



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 Physical 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. As much as possible, we will not have staff placed in multiple classrooms and there will be limited movement between classrooms. If the multipurpose room is used it will be thoroughly sanitized before another group uses the space. Class sizes remain reduced, however, we will begin to increase class sizes as staffing permits. To limit possible exposure, no families, guests, or visitors will be allowed in the building.

Environmental Procedures

Building Procedures

- Ample PPE is available for the building (hand soap, hand sanitizer, alcohol pads, thermometers, and medical masks).
- Teachers will follow physical distancing guidelines for breaks and planning. Masks will only be removed indoors for meals within the class pods.
- 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.
- Tours, volunteers, students, and other outside guests will not be permitted to enter SCDC. Licensing inspectors and NAEYC validators are considered essential and can enter the building at any time.

Classroom Procedures

- We will maintain regular handwashing routines for children and adults and increase as necessary.
- Frequently touched surfaces (doorknobs, light switches, chairs, sink handles, and tabletops) will be cleaned and disinfected throughout the day.
- All toys are sanitized with bleach at the end of the day. Mouthed toys or toys with high contact, will be sanitized in our high heat sanitizer. The classroom toys and hard surfaces are misted with a bleach water solution that evaporates overnight, per licensing requirement.
- All cleaning materials should be kept secure and out of reach of children.
- Teachers will begin implementing toothbrushing when safe to do so.

Outdoor Areas (playground and gardening spaces) Procedures

- The toddler and preschool playgrounds will have two scheduled outdoor times each day for each classroom. Groups can be combined outdoors with staff and children wearing masks. Toddler classrooms will not be combined, as they cannot be masked.
- Classrooms will use the cart provided with materials for all outdoor times.
- Hand sanitizer will be available outdoors and/or in the cart for use in other outdoor spaces.
- Outdoor areas do not require disinfection.

Washing, Feeding, or Holding a Child

It is important to comfort crying, sad, and/or anxious children, and they often need to be held. To do this in the safest possible way, we are adhering to the following guidelines:

- As needed, teachers will wash areas that have been exposed to a child's secretions.
- Teachers will have multiple pairs of clothing on hand to change if needed.
- Teachers will change the child's clothes if any secretions are on the child's clothes and will be sent home to be washed.

Face Coverings

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. Facial coverings are required indoors for both children and adults. Facial coverings are not required outdoors.

- All SCDC teachers and staff must wear a mask indoors. 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.

Food Program

We are temporarily suspending family style meals. Teachers will serve the meals to the children based on USDA required serving sizes. We will use paper plates and plastic silverware to reduce possible contamination.

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.
- 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
- Once at your child's classroom door, you will complete the health check and sign-in your child on Brightwheel.
 - 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 10 days.)
 - Has your child felt unwell in the last 2 days? (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste of smell, sore throat, congestion or runny nose, rash, nausea or vomiting, and/or diarrhea) If yes, the child cannot be at school.
- We are unable to take car seats into SCDC; please keep them in the vehicle.
- 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.

- 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 or Brightwheel messages 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.

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

- 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 and other individuals picking up will be maintained. Late fees will be assessed after 5:00 pm.
- 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.
- 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 an app, email, phone calls, and written notes.

Staff Arrival

- Upon entering the building, staff will apply hand sanitizer to their hands at the front desk and get a mask if needed.
- All staff will complete a wellness check for COVID-19 symptoms
- 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 unvaccinated staff member has had contact with someone with a confirmed case of COVID-19 or has had close contact with a person under quarantine for possible exposure to COVID-19 will be required to stay home for a 10-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. Teachers who have been vaccinated may be assigned alternate duties until the reopening of the classroom.

If a teacher feels that a child needs their temperature checked, they will call the front desk from their classroom and an administrator will check the temperature with an ear thermometer. When a child becomes sick at school, they will be housed in the sick room (within the administration hallway) until picked up. Due to the unique nature of each illness, administration will work with families on a return plan for both COVID and non-COVID related illnesses. At a minimum, children must remain home for one full school day after the child has been sent home. Additional details about illnesses can be found below.

If a child will be remaining home due to *any* illness, please call SCDC for clarification and guidance. We also ask for a follow-up email to Gloria Sabourin, the Assistant Director, at gsabouri@msu.edu, with the reason your child was not in attendance and the symptoms your child is experiencing. We are required to report any symptoms present in people in the school community to the Department of Health and Human Services and they will provide direction regarding exclusion time, if necessary.

Health policies will be strictly adhered to.

Symptoms* and Exclusions for Children

1. **Any ONE** of the following symptoms requires children to stay home from school and inform us as soon as possible.
 - Fever of 100 degrees or above or signs of fever (chills/sweating)
 - Sore throat
 - New onset of Cough (for children with chronic cough due to allergies or asthma, a change in their cough from baseline)
 - Diarrhea, vomiting, or abdominal pain
 - Difficulty breathing (for children with asthma, a change from their baseline breathing)
 - New onset of severe headache
 - Loss of taste or smell

Children should also stay home if they:

- Are in quarantine due to exposure to an individual with a confirmed case of COVID-19 or
 - Have other signs of illness described in our sick policy.
2. If a family member living within your home has any one of the above symptoms, consider keeping members of the household home to ensure symptoms are not related to COVID-19.

When Can a Sick Child Return to Child Care?

When a child can return to care depends on their symptoms, whether they have a high risk for COVID exposure, and whether they test positive for COVID-19.

- A child has a high risk of COVID exposure if they have had close contact with a person with COVID-19 within the past 14 days.
- Close contact includes exposures within 6 feet of a person with COVID-19 for 15 minutes or more. This includes brief exposures totaling 15 minutes in a 24-hour period.

If a Child Has Symptoms Related to COVID-19 (listed above)

- If a child visits a healthcare provider and an alternate diagnosis is identified, they may return to care after symptoms have improved and they have stayed home for one full day of school. This is at least 24 hours but may be longer if sent home from school the day prior. The child must also be fever-free for at least 24 hours without the use of medicine that reduces fevers.
 - If a child is exhibiting any of the symptoms listed above at home (in the evening or on the weekend), please contact SCDC for guidance before bringing your child to school.
 - In rare cases, a child may return within a shorter timeframe following administrative review of medical diagnosis and/or 24 hours of treatment using necessary medication.
- If another cause is not identified, the individual must be tested for COVID-19 with a PCR test. The child will remain home until the results from the PCR test have been returned.
- If a test is not done, the individual should stay home until:
 - At least 10 days have passed since symptoms first appeared **AND**
 - Overall symptoms have improved **AND**
 - Has been fever-free for at least 48 hours without the use of medicine that reduces fevers.

**Other non-COVID related symptoms are listed under Health Procedures within the Family Handbook.*

If a Child Tests Negative for COVID-19 with a PCR test

- If a child was not exposed to COVID-19, they may return to care following the guidance under *Symptoms Related to COVID-19* above.
- If a child was exposed to COVID-19 within the past 14 days, current MDHHS guidelines recommend they quarantine for at least 10 days, even with a negative test result.

If a Child Tests Positive for COVID-19

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

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

A negative test is not required to return to care if all guidance above has been followed.

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.

Symptoms and Exclusions for Adults

Staff members should stay home, or be sent home, if they are experiencing any of the following symptoms not explained by a known or diagnosed medical conditions:

ONE of the following

- Fever of 100 degrees or above
- Shortness of breath or difficulty breathing
- New or worsening cough
- Loss of taste or smell

OR TWO of the following

- Chills
- Muscle aches without another explanation
- Severe headache
- Sore throat
- Diarrhea
- Nausea or Vomiting
- Congestion or runny nose

Unvaccinated staff members should quarantine if they have been in close contact of an individual with a confirmed case of COVID-19. Vaccinated staff members who have been in close contact with someone who has tested positive for COVID-19, are not required to quarantine if they show no symptoms.

If a Staff Member Has Symptoms of COVID-19

- If a staff member visits a healthcare provider and another cause is identified for the symptoms, they may return to care once symptoms improve and they have been fever-free for at least 24 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:
 - At least 10 days have passed since symptoms first appeared **AND**
 - Other symptoms have improved **AND**
 - Has been fever-free for at least 48 hours without the use of medicine that reduces fevers.

A negative test is not required to return to work if all guidance above has been followed.

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 unvaccinated individuals should quarantine for 10 days initially. The Department of Health and Human Services will be contacted for additional guidance and procedures below will be followed.

Procedures after a confirmed case of COVID-19

- Health Department will be contacted for recommendations of next steps.
- Families will be notified if a COVID-19 case is confirmed at the school.
- Area will be closed that was used by the person who is sick.
- Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible (such as bathrooms), we will wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as classroom, bathrooms, common areas, shared equipment and toys
- Once the area has been appropriately disinfected, it can be opened for use.

Procedures for Families

1. Commit to physical distancing as a family.
2. Make sure that your child's immunizations are up to date.
3. Take the temperatures of both children and parents before drop off each day. Anyone with a fever of 100.00 or above must be excluded from school. Monitor symptoms of family.
4. Dress your child in clean clothes and mask each day they attend school.
5. **Please no pillows, large stuffed animals, or large blankets** for nap time.
6. Soft comfort items, nap items, and other cloth items will be sent home as needed.
7. 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.
8. Provide multiple sets of extra clothes, extra masks, bibs (if needed), etc. (We will change your child's clothes as needed throughout the day)

Procedures for Teachers

1. Perform daily health screening and monitor symptoms.
2. Commit to physical distancing and face-covering guidelines outside of work hours.
3. Wear masks indoors while at SCDC.
4. Clean your mask daily.
5. Bring multiple sets of clothing to change into if needed during the day.
6. Seek support from administration as needed.

Resources

Ingham County Health Department COVID-19 2021-2022 School Guidance

<https://hd.ingham.org/Portals/HD/Home/Documents/cd/coronavirus/ICHDSchoolCOVIDHandouts.pdf>

Recommendations from the CDC, <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

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/>

http://globalhealth.emory.edu/pdfs/GoingToBeOk_FINAL1.pdf

Children wearing masks

<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%20_Going%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.

_____ Date _____
Parent/Guardian Signature

_____ Date _____
Parent/Guardian Signature

_____ Classroom _____
Child's Name