

# Child Care COVID Response & Preparedness Plan

## Program Information

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Child care program name:

Added Advantage Child Care

## Introduction

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### *Our Commitment to Health & Safety*

Added Advantage Child Care 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

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

1. 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.
2. Rearranging classroom areas to seat children as far apart as reasonably possible and limiting the number of children sitting together.
3. Using touchless trash cans to provide a hands-free way to dispose of tissues and contaminants.

Other policies related to our physical space include:

In the event that a child becomes ill while in care the Community Education office will be used for the child to rest until the parent can pick up their child. A staff member will be with the child at all times until picked-up. Weather permitting, office windows will be opened to increase air circulation.

Children and staff will use social distancing guidelines as needed. Mask will be used by both children and staff if social distancing guidelines cannot be followed.

## Availability of Toys and Classroom Materials

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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.

Other policies related to toys and materials include:

5. To limit possible spread of the COVID-19 virus, children are asked not to bring any items from home including backpacks, toys, and electronics. Younger children should bring a complete change of clothing sealed in a plastic bag and left in their locker. For preschool age children, they may bring a blanket or a comfort item for rest time. These items need to remain in their locker and only used at Quiet Time. Items should be washed daily if taken home at the end of the day or weekly if left in their assigned locker at the center.

## Mealtimes

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

1. We will space seating as far apart as possible (ideally 6 feet apart) by limiting the number of children sitting together and rearranging seating.
2. Staff and children will wash hands before and immediately after children have eaten.

Other policies related to mealtimes include:

Children will eat all meals and snacks in their assigned room. AACC will provide both breakfast and snacks to children. Parents need to provide their child with a cold lunch daily with a drink in a disposable container/bag or one that can be easily sanitized. Lunch bags should be disinfected at home before returning to the facility. Children should not bring a water bottle in the facility as this could aid in the transmission of the COVID-19 virus. Disposable cups will be provided.

## Naptime

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

1. Bedding that touches a child's skin will be cleaned weekly or before use by another child.
2. Storing each child's bedding in individually labeled bins, cubbies, or bags.
3. Labeling each child's cot/mat.
4. Ensuring that children's naptime mats/cots/cribs are spaced out as much as possible, ideally 6 feet apart.

### *Items Brought From Home*

During this time, we are asking parents not to allow children to bring any items from home other than food. Children may not bring toys or electronics to the center. All rooms will have sufficient toys and activities for the children to do. School IPADs may also be available for children to use during the day as allowed and will be sanitized between uses.

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 many children, efforts will be made for these items to be placed in a cubby or bin and be used at naptime or as needed.
2. If possible, comfort items should remain at the child care facility to avoid cross-contamination.

Other policies related to naptime/items from home include:

Comfort items are considered items only used at Quiet Time. If parents have concerns with this policy, please contact the center.

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

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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:

Staff will enter the facility through the main entrance to W.K. Kellogg.

1. It is required for staff to wear a mask when entering the building at the start of their shift.
2. Staff must have their temperature checked and answer the required health questions. If they have a temperature of 100.4 or above, they will be sent home.
3. These responses will be logged by the program health monitor.
4. Thermometer(s) will be sanitized before further use.
5. Upon admittance, staff will use hand sanitizer in entryway and then proceed to a washing area to wash hands with soap and water.
6. Provider must notify the local health department and the licensing consultant if staff shows symptoms or tests positive for the COVID-19 virus. We will be required to provide name and contact info of the staff member.
7. Families will be notified of potential COVID-19 virus exposure, but staff members name will be confidential.

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

1. Upon arrival, a staff member will greet the children at their vehicle. Children and family members must be wearing a mask.
2. Staff will ask parent if they had submitted their google health form for the day for each child or if they need a paper form to complete. Children will not be admitted into AACC without completion of the form.
2. The Health Monitor will check the temperature of children before coming into the building.
3. If child's temperature exceeds 100.4, the child must go home.
4. If child or family has been in close contact with a positive covid virus case, the parent will need to take the child home.
5. Provider must notify the local health department and the licensing consultant if child shows symptoms or tests positive for the COVID-19 virus. We will be required to provide name and contact info of the child.
6. Notice will be put out for parents and staff to inform them of the possible exposure but names will remain confidential.
7. If health check okay, children should use hand sanitizer and wash hands with and water upon entrance to their classroom.

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

If your child or a family member exhibits COVID\_19 symptoms or has a confirmed case, please contact the center at the following numbers:

Community Ed office: 269-548-3815

Program Cell Phones: 269-207-1625, 269-217-7096 or 269-998-9224

## Daily Temperature Checks

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### *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:

before children enter the building.

Each child's temperature will be taken by:

program staff.

The following staff members will be responsible for temperature checks:

The scheduled Health Monitor is designated on the staff work schedule for each day. The Health Monitor will meet children and parents at their car. They will perform a temperature as well as asking if parents have already submitted via email, their child's health questionnaire. If the health questionnaire has not been filled out, parents will need to complete before child is accepted into care.

To minimize potential spread of illness, staff will:

1. wear a face mask while taking the child's temperature.
2. wear disposable gloves, which will be changed before the next check if physical contact with the child occurred.
3. wash their hands (using soap and water for 20 seconds or using a 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).

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

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

If a child or staff member has a temperature above 100.4 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 (staff or children) 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): Daily Floater
  - The child and designated staff will wait in the following safe, isolated location: Community Ed office
- Other procedures include: staff will disinfect all materials which came into contact with the child.

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

- They will be asked to go home immediately.
  - 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: Community Education office
- Other procedures include: Staff will readjust assignment to cover for the ill staff member and Child Care and Community Education Coordinator will follow up with staff member on the status of their health.

## **Reporting Exposure**

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### ***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:

269-373-5267

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

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

If a staff member or child has a fever or a cough, providers should follow their child and staff illness policy. At this time, it is recommended that children be fever free for 72 hours before returning to care (even if other symptoms are not present).

### **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.

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.

## **Maintaining Consistent Groups**

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

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

Preschoolers, 3 years of age until 4 years of

age

10

Preschoolers, 4 years of age until school-age

10

School-agers

10 -12

To support these smaller group sizes, we will implement the following policies:

To maintain successful social distancing, group size per room will be limited to 10-12 students. All effort will be made to put school-age siblings in the same room.

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. Any in-person staff meetings will be limited to 10 people and social distancing requirements will be followed as much as possible.
6. Limiting non-essential visitors, volunteers, and activities including groups of children or adults.

## Drop-Off and Pick-Up Procedures

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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. Staff will greet children and families curbside or outside the building and walk children in and out of the building.
3. Children should enter the building without car seats.
4. We will have a hand hygiene station at the entrance to our building so children clean their hands.
5. We will provide hand sanitizer or wipes at the sign-in station for parents/guardians to clean pens/keypads between each use.

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

The Health Monitor will sign children in and out of the facility as needed. We request that parents do not enter the building.

## Transportation

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Other policies related to transportation include:

Field trips and swimming have been canceled for this summer to limit virus transmission.

## Hand Washing

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**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).

Other policies related to hand washing include:

Instruct children on the correct way to cover when they sneeze or cough. Hand sanitizer will be available in all areas.

## **Cleaning and Disinfecting**

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### ***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. Regular cleaning of electronics (e.g., keyboards, parent/staff check-in kiosks) according to manufacturer's instructions.
3. Use of a schedule for regular cleaning and disinfecting tasks.
4. Ensuring staff wear disposable gloves to perform cleaning, disinfecting, laundry, and trash pick-up, followed by hand washing.
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.

### ***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.
2. We will clean toys with soapy water, rinse them, sanitize them with an EPA-registered disinfectant, rinse again, and air-dry.
3. We will set aside toys that need to be cleaned (e.g., out of children's reach in a dish pan with soapy water or separate container marked for "soiled toys").

Other policies related to cleaning and disinfecting include:

Staff will use robust cleaning protocols on a daily basis based on information provided from the CDC and Michigan Child Care Licensing (LARA). Staff will use bleach made into a solution safe to use or disinfecting wipes. Items that cannot be cleaned or sanitized have been removed from all classrooms.

Janitorial staff will disinfect following their companies protocols.

## **Safety Equipment**

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## ***Face Mask/Coverings for Staff***

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

Other - Write In: staff will wear masks upon entering the building, if unable to social distance and when going to Kellogg Elementary.

## ***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 children who enter the facility for are to wear a face mask. All children must have a mask to wear at the center if the situation arises such as unable to properly social distance while playing a game.

## **Partnering and Communicating with Families & Staff**

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### ***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: Whitney Brockway or AACC directors  
The staff responsible for handling questions and outreach for families is: Whitney Brockway or AACC directors

### ***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.

### ***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**

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Email address

[wbrockway@gulllakecs.org](mailto:wbrockway@gulllakecs.org)

