

# Child Care COVID Response & Preparedness Plan

## Program Information

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**Child care program name:**

Second Home Child Development Center

## Introduction

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### ***Our Commitment to Health & Safety***

Second Home Child Development Center 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

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**Other policies related to our physical space include:**

Creating outdoor play schedules which minimizes the number of children outside together.

Eating all snacks and meals within the classroom-no family style meals.

Staggering pick up and drop off times where possible. (see schedule and plan below)

Limiting the amount of visitors in the building.

Rearranging classroom furniture and sleeping equipment to encourage social distancing.

Suspending toothbrushing while at the center but encouraging parents to do at home.

No large group size activities (field trips, whole center gatherings, etc) will be held.

Refraining from mixing different classrooms of children (no shared classroom experiences or lessons such as on the playground, in the gymnasium etc)

**SHCDC Staggered Start & Dismissal Times**

If you are not at the building within your child's arrival time, you must contact Mrs. Michelle after 8:30am at 586-209-4267. Dismissal times must be followed in order to comply with all the cleaning precautions we must do for the health and well-being of our students.

**Arrival**

- Parents will wait on the designate circle until they are called/waived in
- Parents will scan QR code on the door to sign the child in My Kidz Day
- Teacher/director will take and document the child's temp within My Kidz Day
- Teacher will take child to his/her classroom (parents not permitted beyond check in table)
- Parent and child must wear mask upon entering the building

**Classroom Door Start Time**

1 – Llama Room 12 8:00

2- Otter Room 11 8:00

6 Panda Room 13 8:00

3- Ducklings Room 11 8:15

7 – Turtle Room 13 8:15

5 – Peacock Room 12 8:15

4 – Elephant Room 11 8:30

8 – Giraffe Room 13 8:30

**Dismissal**

- During warmer weather children will be lined up outside and standing on a circle and teacher will have QR code available for you to sign your children in & out
- During colder or rain weather teacher will be at door with QR code

**Classroom Door Dismissal Time**

1 – Llama Room 12 3:00

2- Otter Room 11 3:00

6 Panda Room 13 3:00

3- Ducklings Room 11 3:15

7 – Turtle Room 13 3:15

5 – Peacock Room 12 3:15

4 – Elephant Room 11 3:30

8 – Giraffe Room 13 3:30

Door 12 – SHCDC Main Entrance

Door 11 – Near classroom 3 & 4

Door 13 – Near Library & Kitchen

Edited 7/16/2020 MN

8/4/2020 MN

8/11/2020 MN

**Availability of Toys and Classroom Materials**

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### **Other policies related to toys and materials include:**

Not permitting outside toys/objects being brought into the classroom with the exception of rest time blanket/comfort item. Blanket/comfort item will be kept in an individual cubby so that it does not touch another child's item. Blanket/comfort items will be sent home weekly to be washed.

## **Naptime**

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### ***Items Brought From Home***

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

## **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:**

The center will monitor symptoms of COVID-19 by:

Ensuring all staff have received Coronavirus Awareness Training prior to caring for children.

Developing and implementing a system for checking for COVID-19 symptoms when children and staff arrive daily including taking a temperature reading, asking parents basic questions and performing a visual screening.

Continuing to monitor children for symptoms throughout the day and taking additional temperature readings if necessary.

Not permitting staff, children or parents to enter the building if they feel ill including but not limited to:

Cough

Shortness of breath/difficulty breathing

Fever over 100.4

Chills

Muscle pain

Sore throat

New loss of taste or smell

Exposure to someone who has COVID-19 within the past 14 days

The center will practice social distancing, as developmentally appropriate by:

Creating outdoor play schedules which minimize the number of children outside together.

Eating all snacks and meals within the classroom-no family style meals.

Staggering pick up and drop off times where possible.

Rearranging classroom furniture and sleeping equipment to encourage social distancing.

Suspending toothbrushing while at the center but encouraging parents to do at home.

No large group size activities (field trips, whole center gatherings, etc) will be held.

Refraining from mixing different classrooms of children (no shared classroom experiences or lessons such as on the playground, in the gymnasium etc).

The center will ensure hygiene (including regular cleaning and disinfecting) via the following measures:

Ensuring all staff complete sanitation and hygiene practices training.

Ensuring staff wear disposable gloves while preparing and serving food.

Providing soap and running water to children to use after toileting and prior to eating and other times as needed.

Providing hand sanitizer for situations where soap and running water may not be readily available.

Providing hand sanitizer in high traffic areas (pick up/drop off, reception areas, etc).

Following licensing procedures for cleaning and sanitizing/disinfecting surfaces before/after meals.

Temporarily removing objects/toys that can not easily be cleaned and sanitized.

Not permitting outside toys/objects being brought into the classroom with the exception of rest time blanket/comfort item.

The center will use safety equipment (including PPE, when appropriate) by engaging in the following practices:

Providing face masks for staff who do not have one of their own.

Wearing masks while greeting families.

Wearing masks in areas beyond their own classroom (common areas such as hallways, multi stall bathroom, etc).

Permitting but not requiring staff to wear masks while in their own classrooms.

Requiring parents/guardians to wear their own mask at pick up/drop off.

Children riding bus will wear a program provided mask.

The center's protocol for communicating with families to report symptoms or a positive test and policies on when children will be excluded from care are as follows:

Parents are expected to notify the center director or classroom teacher if their child has contracted or been exposed to someone with COVID-19 OR the child is displaying or has been exposed to someone with the following symptoms:

Cough

Shortness of breath/difficulty breathing

Fever

Chills

Muscle pain

Sore throat

New loss of taste or smell

Children or staff displaying any of the following symptoms will be isolated until they can be picked up. Proof of a negative test and/or a doctor's note will be required to return to the center. If a test is given, a negative result must be provided prior to returning.

Cough

Shortness of breath/difficulty breathing

Fever of 100.4 or higher

Chills

Muscle pain

Sore throat

New loss of taste or smell

The center will implement the following isolation procedure in case of symptoms or confirmed cases onsite:

Children displaying signs of illness will be placed in supervised isolation (could be within the classroom) until a parent/emergency contact is able to be notified and the child is picked up.

Requesting parents/guardians pick up sick child(ren) within 30 minutes of contact.

Staff displaying symptoms will be immediately isolated and removed from the center.

The center will ensure required staff to child ratios are maintained in the event that a staff member(s) becomes ill by:

Making every effort to isolate the ill staff member immediately either by removal from the classroom or via social distancing until an additional staff member is available to support the classroom.

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

The center will monitor symptoms of COVID-19 by:

Ensuring all staff have received Coronavirus Awareness Training prior to caring for children.

Developing and implementing a system for checking for COVID-19 symptoms when children and staff arrive daily including taking a temperature reading, asking parents basic questions and performing a visual screening.

Continuing to monitor children for symptoms throughout the day and taking additional temperature readings if necessary.

Not permitting staff, children or parents to enter the building if they feel ill including but not limited to:

Cough

Shortness of breath/difficulty breathing

Fever over 100.4

Chills

Muscle pain

Sore throat

New loss of taste or smell

Exposure to someone who has COVID-19 within the past 14 days

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Ensuring all staff complete sanitation and hygiene practices training.

Ensuring staff wear disposable gloves while preparing and serving food.

Providing soap and running water to children to use after toileting and prior to eating and other times as needed.

Providing hand sanitizer for situations where soap and running water may not be readily available.

Providing hand sanitizer in high traffic areas (pick up/drop off, reception areas, etc).

Following licensing procedures for cleaning and sanitizing/disinfecting surfaces before/after meals.

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Providing face masks for staff who do not have one of their own.

Wearing masks while greeting families.

Wearing masks in areas beyond their own classroom (common areas such as hallways, multi stall bathroom, etc).

Permitting but not requiring staff to wear masks while in their own classrooms.

Requiring parents/guardians to wear their own mask at pick up/drop off.

Children riding bus will wear a program provided mask.

The center's protocol for communicating with families to report symptoms or a positive test and policies on when children will be excluded from care are as follows:

Parents are expected to notify the center director or classroom teacher if their child has contracted or been exposed to someone with COVID-19 OR the child is displaying or has been exposed to someone with the following symptoms:

Cough

Shortness of breath/difficulty breathing

Fever

Chills

Muscle pain

Sore throat

New loss of taste or smell

Children or staff displaying any of the following symptoms will be isolated until they can be picked up. Proof of a negative test and/or a doctor's note will be required to return to the center. If a test is given, a negative result must be provided prior to returning.

Cough

Shortness of breath/difficulty breathing

Fever of 100.4 or higher

Chills

Muscle pain

Sore throat

New loss of taste or smell

The center will implement the following isolation procedure in case of symptoms or confirmed cases onsite:

Children displaying signs of illness will be placed in supervised isolation (could be within the classroom) until a parent/emergency contact is able to be notified and the child is picked up.

Requesting parents/guardians pick up sick child(ren) within 30 minutes of contact.

Staff displaying symptoms will be immediately isolated and removed from the center.

The center will ensure required staff to child ratios are maintained in the event that a staff member(s) becomes ill by: Making every effort to isolate the ill staff member immediately either by removal from the classroom or via social distancing until an additional staff member is available to support the classroom.

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

Michelle Nighbert  
586-209-4267  
MichelleNighbert@choiceschools.com

## 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).

Second Home Child Development Staff will check each child's temperature upon daily arrival to the program. It is the parent's responsibility to review the Covid-19 questions prior to bringing their child to school. The temperature of each child will be documented on The Kidz Day app. If it is less than 100.4 it will be documented as normal.

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.

Staff:

Staff will also be asked to take their own temperatures upon arrival to work. Staff will respond daily to a survey with questions regarding their health that will be provided upon arrival through the front doors. If there is a response that is in question, we will contact human resources for more guidance on specific questions/concerns. The survey will request information about Covid-19 related symptoms.

Guests:

When guests enter the building, they will be asked a series of health questions, have their temperature checked and sign themselves in/out documenting name, date, time, initial that they have read the questionnaire, location/reason and sign out when leaving with initials and time. (Pens will be disposed of or wiped down with a PPE approved wipe before being reused)

Guests will have to wear a mask and sanitize their hands prior to entering the building, if they do not have one, we will provide them one.

**When children arrive to the program, temperature checks will occur**

before children enter the building.  
: prior to lunch

**Each child's temperature will be taken by:**

program staff.

**The following staff members will be responsible for temperature checks:**

Michelle Nighbert - Program Director  
All Lead Teachers

## 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 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):: Michelle Nighbert, Deb Giddey, Rochelle Cowart, Jenn Poster
- The child and designated staff will wait in the following safe, isolated location:: Cot in the classroom or hallway with a staff member

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

- They will be asked to go home immediately.
- If no other caregiver is immediately available to be with children, the staff member will put on a cloth face covering (if not already on) and limit close interactions with children until they can be relieved by another staff member.
- Children may need to be picked up if no other caregiver is available.
- 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: SHCDC Workroom

## **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:**

586-783-8190

## **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):**

Visitors, students, and staff, are to be excluded from the building if they exhibit or report any of the following:

- » Elevated temperature >100.4, or they are experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath.
- » They have been confirmed positive for COVID-19 in the last 14 days.
- » They have had close contact in the last 14 days with someone with a diagnosis of COVID-19.
- » They have traveled internationally, or to known pandemic hot spots within the U.S., in the last 14 days, OR they have been in close contact with someone who has traveled to these areas and who are also exhibiting acute respiratory illness symptoms.
- If visitors, students, or staff exhibit COVID-19 symptoms, they must remain home until they are symptom free for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers or other symptoms). Students and staff will be required to obtain a doctor's note clearing them to return, to the extent that is practical (OSHA is not requiring return to work notes if it means burdening a health system).
- If visitors, students, or staff tests positive for COVID-19, they will be directed to self quarantine away from the building. They may return after 14 days and have been symptom free for the last 72 hours. Anyone hospitalized with COVID-19 may return to work when directed to do so by their medical care provider. Documentation to return to school or work will be requested from those who have tested positive, to the extent that is practical and not burdensome on the health system. Confirmed cases of COVID-19 in staff or students must be reported to the local public health department. General exposure information must be reported to any students, co-workers, contractors, or suppliers that may have come in contact with the confirmed person, following local public health guidance.
- If visitors, students, or staff had close contact with someone who tested positive for COVID-19, or came in close contact with someone who traveled internationally or to a known pandemic hot spot within the U.S., they will be directed to self quarantine for 14 days from the last date of close contact. Close contact is defined as less than 6 feet for a prolonged period of time.

Contact tracing and investigation - If the school or company learns that an staff or student has tested positive, they will conduct an investigation into others in the school community that may have had close contact with the confirmed-positive person in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive person to self-quarantine for 14 days from the last date of close contact with the carrier. If a student or staff learns that he or she has come into close contact with a confirmed-positive individual outside of the school, he/she must alert the school leader of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

- Isolation - students or staff who have the aforementioned symptoms or report testing positive for COVID-19, and obtain access to the school building, will be directed to isolate in a room with closable doors until they can leave the building.

## **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:**

Second Home Child Development Center will make sure to always stay within the ratio. We will ask our float, admin or in-house substitute teacher to assist us.

**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.

**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**

16

**Preschoolers, 4 years of age until school-age**

16

**School-agers**

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

Second Home Child Development Center will enroll with a "slow" start. We will enroll 8 children and add children to the classroom until each classroom has 16 children.

**Other policies related to minimizing exposure risks include:**

We will space seating as far apart as possible (ideally 6 feet apart) by limiting the number of children sitting together and rearranging seating.

We will modify our family-style meal service and have staff plate each child's meal so that multiple children are not using the same serving utensils.

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

There will be no large gatherings or extracurricular activities to assure safety guidelines are met.

Second Home Child Development Center will not be hosting before and after school childcare until further notice.

## **Drop-Off and Pick-Up Procedures**

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

We will confirm attendance times with parents via email.

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

Second Home Child Development Staff will check each child's temperature upon daily arrival to the program. It is the parent's responsibility to review the Covid-19 questions prior to bringing their child to school. The temperature of each child will be documented on The Kidz Day app. If it is less than 100.4 it will be documented as normal.

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.

**Staff:**

Staff will also be asked to take their own temperatures upon arrival to work. Staff will respond daily to a survey with questions regarding their health that will be provided upon arrival through the front doors. If there is a response that is in question, we will contact human resources for more guidance on specific questions/concerns. The survey will request information about Covid-19 related symptoms.

**Guests:**

When guests enter the building, they will be asked a series of health questions, have their temperature checked and sign themselves in/out documenting name, date, time, initial that they have read the questionnaire, location/reason

and sign out when leaving with initials and time. (Pens will be disposed of or wiped down with a PPE approved wipe before being reused)

Guests will have to wear a mask and sanitize their hands prior to entering the building, if they do not have one, we will provide them one.

#### SHCDC Staggered Start & Dismissal Times

If you are not at the building within your child's arrival time, you must contact Mrs. Michelle after 8:30am at 586-209-4267. Dismissal times must be followed in order to comply with all the cleaning precautions we must do for the health and well-being of our students.

#### Arrival

- Parents will wait on designate circle until they are called/waived in
- Parents will scan QR code on door to sign child in My Kidz Day
- Teacher/director will take and document child's temp within My Kidz Day
- Teacher will take child to his/her classroom (parents not permitted beyond check in table)
- Parent and child must wear mask upon entering the building

#### Classroom Door Start Time

- 1 – Llama Room 12 8:00
- 2- Otter Room 11 8:00
- 6 Panda Room 13 8:00
- 3- Ducklings Room 11 8:15
- 7 – Turtle Room 13 8:15
- 5 – Peacock Room 12 8:15
- 4 – Elephant Room 11 8:30
- 8 – Giraffe Room 13 8:30

#### Dismissal

- During warmer weather children will be lined up outside and standing on a circle and teacher will have QR code available for you to sign your children in & out
- During colder or rain weather teacher will be at door with QR code

#### Classroom Door Dismissal Time

- 1 – Llama Room 12 3:00
- 2- Otter Room 11 3:00
- 6 Panda Room 13 3:00
- 3- Ducklings Room 11 3:15
- 7 – Turtle Room 13 3:15
- 5 – Peacock Room 12 3:15
- 4 – Elephant Room 11 3:30
- 8 – Giraffe Room 13 3:30

Door 12 – SHCDC Main Entrance

Door 11 – Near classroom 3 & 4

Door 13 – Near Library & Kitchen

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## Transportation

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

1. If travel is necessary (e.g., picking up/dropping off children), vehicles will be modified to allow for social distancing (e.g., roping off seats that should not be used).
2. We will take the temperature of all children and staff members as they enter the vehicle.
3. We will clean commonly touched surfaces in vehicles between transporting passengers (e.g., seats, arm rests, door handles, seat belt buckles, etc.) with appropriate cleaning products if visibly dirty followed by disinfectant.

#### **Other policies related to transportation include:**

Second Home Child Development Center does not offer transportation.

### **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:**

The center will ensure hygiene (including regular cleaning and disinfecting) via the following measures:

Ensuring all staff complete sanitation and hygiene practices training.

Ensuring staff wear disposable gloves while preparing and serving food.

Providing soap and running water to children to use after toileting and prior to eating and other times as needed.

Providing hand sanitizer for situations where soap and running water may not be readily available.

Providing hand sanitizer in high traffic areas (pick up/drop off, reception areas, etc).

Following licensing procedures for cleaning and sanitizing/disinfecting surfaces before/after meals.

Temporarily removing objects/toys that can not easily be cleaned and sanitized.

Not permitting outside toys/objects being brought into the classroom with the exception of rest time blanket/comfort item.

### **Cleaning and Disinfecting**

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#### **Other policies related to cleaning and disinfecting include:**

Requiring all staff complete sanitation and hygiene practices training through GCN.

Ensuring staff wear disposable gloves while preparing and serving food.

Providing soap and running water to children to use after toileting and prior to eating and other times as needed.

Providing hand sanitizer for situations where soap and running water may not be readily available.

Providing hand sanitizer in high traffic areas (pick up/drop off, reception areas, etc).

Following licensing procedures for cleaning and sanitizing/disinfecting surfaces before/after meals.

Temporarily removing objects/toys that cannot easily be cleaned and sanitized.

Not permitting outside toys/objects being brought into the classroom with the exception of rest time blanket/comfort item. Blanket/comfort item will be kept in an individual cubby so that it does not touch another child's item.

Blanket/comfort item will be sent home weekly to be washed.

### **Safety Equipment**

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#### ***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:**

The center will use safety equipment (including PPE, when appropriate) by engaging in the following practices: Providing face masks for staff and children who do not have one of their own.

We have purchased disposable masks and face masks with a clear panel.

Staff will follow proper procedures to sanitize these daily with PPE sanitizing wipes. Masks will be replaced as recommended. Cloth masks will be washed at home, for those providing their own masks.

GSRP students are expected to wear masks into the building, in our common areas and hallways. GSRP students are encouraged to wear masks within the classroom. Students must wear either a cloth or disposable level one basic grade surgical mask in all common areas. We have purchased disposable masks for students who demonstrate this preference. Masks will be disposed of daily. For those who are choosing a cloth mask, the expectation is that they are washed daily by the students wearing cloth masks.

If anyone is incapacitated or unable to remove the facial covering without assistance, they may not wear a facial covering. If any GSRP student refuses to wear a mask without a medical concern, a conversation will take place between the student and school leadership. If a resolution is not agreed upon, an additional conversation will involve parents. GSRP students and staff who have documented medical needs that limit their ability to wear masks will provide those documents to school leadership.

## **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 : Michelle Nighbert

The staff responsible for handling questions and outreach for **families** is : Michelle Nighbert

### ***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.

**We commit to supporting our staff in the following ways:**

**Mental Health Needs**

Students who need social and emotional support due to the pandemic should be referred to their primary teacher or school social worker for assistance or referral. The HR Team will be available to assist and support staff during this time. In addition to reaching out to HR at any time, if you feel the need to utilize the Choice Employee Assistance Program, please know that there is no cost to you and it is completely confidential. No one at Choice Schools will know that you used the service. Choice Mutual of Omaha's Employee Assistance Program provides professional, confidential quality consultation, 24 hours a day. A support representative can be reached by phone at 1-800-316-2796 or by visiting the website at [mutualofomaha.com/eap](http://mutualofomaha.com/eap). EAP professionals can assist you by locating affordable support and solutions in your area.

**Contact Information**

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**Comments:** gloves facial masks hand sanitizer spray bottles