

Trinity Lutheran School Early Childhood Covid-19 Preparedness & Response Plan

In accordance with the Michigan Department of Licensing and Regulatory Affairs all child care providers are required to follow the Governor's most recent Executive Orders. All child care providers must develop and implement a COVID-19 preparedness and response plan consistent with the guidelines offered by LARA. The written response plan must be available at your site. Response plans must be made available to families and staff. Your plan should include:

- 1. How you will monitor symptoms of COVID-19.*
- 2. How your programs practice social distancing, as developmentally appropriate.*
- 3. How you will ensure hygiene (including regular cleaning and disinfecting).*
- 4. How you will use safety equipment (including PPE, when appropriate).*
- 5. Communication protocol for families to report symptoms or a positive test and policies on when children will be excluded from care.*
- 6. Isolation procedure in case of symptoms or confirmed cases onsite.*
- 7. How to maintain required staff to child ratios in the event that a staff member(s) becomes ill.*

Monitoring symptoms of COVID-19

- Early Childhood families will enter the school at the **Gym Entrance** (glass doors on the east side of the school, #14). *Older siblings may enter here as well.
- All children will be met individually by staff to complete a brief health screening at the time of arrival. Screenings will be held outside, weather permitting, or in our meeting room located just inside the Gym Entrance.
- Your child's temperature will be taken using a non-contact thermometer.
- Your child's appearance will be assessed for flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- You will be asked the following questions regarding your child's health:
 - Has your child had a fever?
 - Has your child experienced shortness of breath?
 - Has your child had a cough?

Upon completion of the health screening your student will be taken to their classroom by a staff member/caregiver or their older sibling. *If your child is scared a parent may be allowed to walk their student to the classroom during the first week. This will be at the teachers discretion. *

If your child has a fever (at or above 100 degrees) you will be asked to take your child home and follow CDC recommendations.

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How we will practice social distancing

- Our students will have limited use of common areas (hallways, restrooms) in the school building. Each class will remain in their classroom while in the building (with the exception of 3 year olds using the restroom). We will not use the gymnasium at this time, but will re-evaluate when restrictions are no longer required.
- Face masks must be worn when outside our classroom(s).
- Classroom environments have been created that allow children more space to spread out within the room.
- Our students will be able to use the Early Childhood Playground (the colorful area).
- Snack schedules will be implemented that will allow children to eat in smaller groups with greater distance.
- Children who are in attendance for lunch will be spread out from one another as much as possible.
- Children in attendance for afternoon rest-time will have their own rest mat (blanket & pillow from home) appropriately and safely spaced.

Proper Hygiene, Cleaning & Disinfecting

- Handwashing has always been important, but will be increased.
- Children will wash their hands upon arrival and before departure, after using the restroom, before eating, whenever soiled, after blowing or wiping their nose, etc. Children will be taught to wash their hands with soap and warm running water for a minimum of 20 seconds.
- Approved hand sanitizer will be used when hand washing is not available. Teachers will dispense hand sanitizer into the child's hand. Children will NOT be allowed to handle the hand sanitizer dispenser.
- Toy selections have been limited to allow for proper cleaning and disinfection between uses.
- All toys used throughout the day will also be disinfected again at the end of the day to ensure they are ready for use the next day.

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- Tables will be cleaned and disinfected between uses using the 3 step sanitizing process (wash with soap and water, rinse, sprayed with approved disinfectant and allowed to air dry).
 - All surfaces will be sprayed with an approved disinfectant at the end of the day and when appropriate drying time is available throughout the day.
 - Surfaces such as door knobs, light switches, faucets, drawer handles, etc. will be disinfected periodically throughout the day.
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Use of Safety Equipment (including PPE)

Personal Protective Equipment (PPE) will be used in accordance with LARA and school protocols. Face masks will be worn by staff and children when in any common area (hallways, restrooms, etc), during health screenings at drop off, and at pick up times. (Other times may be added if deemed appropriate.) Children will NOT wear masks when in their classroom as long as they are able to maintain an appropriate distance. Teachers and caregivers will wear face masks at all times (clear masks are preferred, but not required, masks should be made of cloth and should not be medical grade). The only time masks will not be required is when the person is not medically able to do so (written documentation from the person's health care provider is required).

It is recommended that providers wear gloves in a manner consistent with existing licensing rules (for example, gloves should be worn when handling contaminants, when helping with toileting, 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. Gloves are to be discarded after one use.

Communication protocol for families to report symptoms or a positive test and policies on when children will be excluded from care.

- Anyone who becomes symptomatic will be sent home immediately. If possible, children and staff should leave care right away if they are ill. You will be contacted and asked to make arrangements to pick up your child as soon as possible (15 minutes plus travel time).
- Isolate people who become ill while in care but can't leave immediately.
- For children: A child will be isolated in a safe and supervised location until the child can be picked up. Children will not be left alone.

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- For staff: If a staff member begins to feel ill during the day, they should go home. If an individual is the only caregiver, they should 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.
 - The CDC offers guidance for how to watch for warning signs that symptoms are escalating and how to safely care for someone who is sick.
 - Reporting exposure. If a child, staff member or family member becomes ill with COVID-19 symptoms -
 - Parents must notify the school immediately.
 - The Program Director is required to contact the Bay County Health Department and licensing consultant for next steps. Staff and families of children in our program are also required to report to the provider if they become symptomatic or receive positive COVID-19 test results.
 - Determination whether to close the classroom or facility will be based on guidance from the Bay County Health Department.
 - If an individual in a classroom is identified with a positive test for COVID-19 the classroom should be closed, cleaned and everyone in that classroom should be quarantined for 14 days initially.
 - The Bay County Health Department will determine the extent of the closure (single room, multiple rooms, entire facility).
 - The health department may also ask our program to participate in contact tracing to limit the spread of the virus.
 - When notifying parents of possible and positive COVID-19 exposure the privacy of individuals in our program will be protected. Parents will be notified of the date and group, but no health information of a specific person will be shared.
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When can your child or a staff member return to our program?

Staff members and children should stay home and self-isolate if they show symptoms of COVID19. It can be challenging to determine when to isolate young children because they are ill more often than adults, and the cause of a fever is sometimes unknown. If a staff member or child has a fever or a cough, we will follow our regular child and staff illness policy (found in our handbook).

At this time, it is recommended that children be *fever free for 72 hours, without the use of fever reducing medication*, before returning to care (even if other symptoms are not present).

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

- Has 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 your symptoms first appeared.

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Most children and staff members can return to school/work based on improved symptoms and the passage of time. The local health department may recommend that some individuals (for example, immunocompromised individuals) receive two negative tests in a row, 24 hours apart.

Isolation procedure in case of symptoms or confirmed cases onsite.

In case of symptoms or confirmed cases onsite, the child and a care giver will be required to wear a face mask and wait in the isolation area designated by school administration. That location will be determined and parents will be informed of the location before our return to school. *Location is bench in main lobby, closest to the basement stairs.*

How to maintain required staff to child ratios in the event that a staff member(s) becomes ill.

If a staff member becomes ill while working they will be required to maintain appropriate distance from children and other staff. A replacement will be called in to relieve the ill staff member as soon as possible. If the ill staff member needs to leave immediately, we will call in an available staff member from within the school building. (All school staff members have passed an extensive background check through the State of Michigan.)



During these very uncertain times our school leadership has decided that Trinity Lutheran Early Childhood Program will remain open and in operation as long as the Governor allows child care centers and programs to be operational. This means that if our region returns to Phase 3 and schools are mandated to close we will remain open to provide educational based care for our families. We will be required to follow any guidelines set forth by the executive order at that time. Attendance during such a time

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*would be optional. *Policies regarding tuition rates for such time have not yet been determined.*