

Child Care COVID Response & Preparedness Plan

Program Information

Child care program name:

Aspire Program/SPS

Introduction

Our Commitment to Health & Safety

Aspire Program/SPS 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

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

1. Where possible, dividing large group spaces to allow more children to safely use the space (e.g., using child-sized furniture, such as rolling shelves and kitchenettes, to divide a room and prevent mixing between groups of children).
2. 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.
3. Rearranging classroom areas to seat children as far apart as reasonably possible and limiting the number of children sitting together.
4. Using touchless trash cans to provide a hands-free way to dispose of tissues and contaminants.

Other policies related to our physical space include:

5. Outdoor programming will occur as much as possible, weather permitting.

Availability of Toys and Classroom Materials

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.

Mealtimes

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. We will serve meals in the classroom instead of group dining spaces.
3. Staff and children will wash hands before and immediately after children have eaten.

Naptime

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

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:

1. The Aspire Project Director will email all Aspire staff members a COVID-19 survey each evening at 5:00 p.m. prior to any in-person programming. Survey questions will include if staff member has received positive COVID-19 test 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.
2. Aspire staff members will be told in advance to stay home and notify their supervisor if they are experiencing any COVID-19 symptoms.
3. All Aspire staff members will arrive 30 minutes prior to program time and will have their temperatures taken.
4. Staff members who exhibit symptoms during program will be sent home.

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

1. Children who attend in-person programming will have their temperatures taken upon arrival by an Aspire Site Coordinator.
2. Aspire Site Coordinators will conduct a survey asking children and/or the person dropping them off at programming about COVID-19 exposure and/or symptoms.
3. Temperature and symptoms screening will occur outside the building in clearly marked, designated areas. Summer Aspire screenings will occur in the parking lot west of the Middle School for children who are dropped off. Students who walk to the in-person Aspire events will be screened on the walkway directly east of the soccer field.
4. Children who exhibit symptoms during Aspire in-person programming will be isolated from the group setting until an adult can pick them up to take home.

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

Kolleen Lenon, Aspire Project Director. 231-301-2629

Daily Temperature Checks

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.
- as they enter the bus/van.
- : Before they enter outdoor program setting

Each child's temperature will be taken by:

program staff.

The following staff members will be responsible for temperature checks:

Kolleen Lenon, Aspire Project Director
Heather Baffi, Aspire Thomas Read Site Coordinator
Anna Morales, Aspire New Era Site Coordinator
Shelly Dorman, Aspire Middle School Teacher

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. **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

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).

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.

Reporting Exposure

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:

231-873-2193

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

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

If a staff member has a fever OR a cough but no other symptoms, they will be asked to work remotely until they have been fever free for 72 hours. If a child has a fever OR a cough but no other symptoms, they will be asked to not attend the program until they have been fever free for 72 hours.

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:

Aspire will maintain a staff to child ratio of 1:10 during the COVID-19 pandemic. This will allow the program to shift staff and children in order to accommodate the potential need for a staff member to quarantine. The Aspire Project Director and Site Coordinators will also be available to substitute for front line staff members in the event of illness or quarantine. Aspire staff members will be allowed to remain home without penalty of discharge, discipline or other retaliation if they or their close contacts have possible or confirmed cases of COVID-19.

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.

Other policies related to returning to care and work include:

Prior to in-person Aspire programming, Aspire staff will be encouraged to obtain a COVID-19 test.

Maintaining Consistent Groups

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

Preschoolers, 4 years of age until school-age

School-agers

10

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

Aspire will modify class sizes, grades 1st through 8th, to not exceed 10 children. Class groups will remain consistent to reduce COVID-19 exposure.

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

Drop-Off and Pick-Up Procedures

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. We will have a hand hygiene station at the entrance to our building so children and parents can clean their hands.
4. We will ask parents and other visitors to wear masks while in the building.

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:

Aspire will confirm attendance via text message.

Transportation

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

1. We will limit non-essential work-related travel and have staff participate in training and technical assistance virtually whenever possible.
2. We will take the temperature of all children and staff members as they enter the vehicle.
3. 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).
4. Cloth face coverings should be worn by everyone in the vehicle to the extent possible.
5. 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.
6. Staff will use disposable gloves while performing cleaning and disinfecting and leave doors and windows open for ventilation.

Other policies related to transportation include:

Transportation of children to and from the Aspire program will be temporarily suspended until further notice.

Hand Washing

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:

Children and staff will utilize the Middle School restrooms during outdoor Summer Aspire in-person events. Staff will wear gloves when escorting children to the restrooms. Children will only be allowed to go in one at a time and doors to the building will be opened by staff members only. Children will be reminded to wash their hands for 20 seconds after they use the restroom.

Cleaning and Disinfecting

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. Normal routine cleaning of **outdoor spaces**, with special attention to high-touch plastic/metal surfaces (e.g., grab bars, railings).
3. Regular cleaning of **electronics** (e.g., keyboards, parent/staff check-in kiosks) according to manufacturer's instructions.
4. Ensuring staff wear **disposable gloves** to perform cleaning, disinfecting, laundry, and trash pick-up, followed by hand washing.

Safety Equipment

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:

Children will not be required to wear face coverings while attending in-person, outdoor events. Children will be required to wear face coverings when in-person programming takes place inside a building.

Partnering and Communicating with Families & Staff

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 : Kolleen Lenon

The staff responsible for handling questions and outreach for **families** is : Kolleen Lenon

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

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

Email address

lenok@shelby.k12.mi.us

lenok@shelby.k12.mi.us