

School Age Child Care COVID Response & Preparedness Plan

School Age Child Care (SACC)

Our Commitment to Health & Safety

SACC 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

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

- 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).
- 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.
- Using touchless trash cans to provide a hands-free way to dispose of tissues and contaminants.
- Ensuring ventilation systems operate properly and increasing circulation of outdoor air as much as possible (e.g., keeping windows and doors open to the extent that this does not pose safety risks).

Other policies related to our physical space include:

Please note that social distancing will be utilized whenever possible. Field trips and on-site presenters will not be scheduled at this time. Limited attendance policies may be instituted to insure social distancing.

Availability of Toys and Classroom Materials

At this time, we will make the following changes to the toys and materials in our classrooms:

- We will remove toys and objects which cannot be easily cleaned or sanitized between use.
- Given that cloth toys are not recommended at this time, we will remove these from classrooms.
- We will temporarily suspend use of water and sensory tables.
- Toys will be washed and sanitized before being moved from one group of children to another.

Other policies related to toys and materials include:

Children will be asked to supply their own craft boxes with crayons, markers, scissors, glue sticks, etc.

Mealtimes and Snacks

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

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

Other policies related to mealtimes include:

- Staff will ensure children wash their hands before eating and after using the bathroom.
- Staff will wear gloves when serving or assisting children with food during snack and lunch.

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 children refrain from bringing unnecessary items from home (personal items - backpacks and coats will be separated as much possible).

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 result.
- 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:

- All staff before entering any classroom will fill out screening questions daily. Staff will take their own temperature daily either at home before coming to work or using the thermometer located in SACC prior to going into their classroom.

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

- Temperatures will be done upon entering the building. Parents will answer the screening questions when signing their child/children in daily.
- As of right now all children will have their temperatures taken before entering the classroom.

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

- Staff should contact site director and HR.
- Families should contact site director with details of illness and date of when child or staff was last at school.

Daily 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 their classroom.
- Each child's temperature will be taken by program staff.
- Directors and SACC staff members will be responsible for temperature checks.
- To minimize potential spread of illness, staff will wear a face mask while taking the child's temperature.

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).
- The child and designated staff will wait in the following safe, isolated location:
Directors office

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: 586-783-8190

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 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 24 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:

When a staff member is sent home someone from the office will fill in until a caregiver is called in to sub. May use another staff member to assure proper licensing ratios.

Because childcare 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

During this time, we will maintain the following group sizes: School-agers 1:18 maximum, 1:10, or less when possible.

To minimize potential spread of COVID-19, we will engage in the following best practices:

- To the extent possible, classrooms will include the same group of children and providers each day.
- Canceling or postponing field trips and special events
- Limiting attendance to allow adequate social distancing and staff to child ratio when possible
- Limiting non-essential visitors and volunteers

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.

- 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.
- We will have a hand hygiene station at the building entrance so children and parents can clean their hands.
- We will provide hand sanitizer or wipes at the sign-in station for parents/guardians to clean pens/keypads between each use.
- We will ask parents and other visitors to wear masks while in the building.
- We ask that parents avoid congregating in a single space or a large group.

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 dry.
- 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).

Cleaning and Disinfecting

Cleaning and Disinfecting Surfaces

We will engage in the following cleaning and disinfecting practices in accordance with CDC recommendations:

- Daily cleaning/disinfecting of high-touch surfaces (e.g., sinks, toilets, light switches, doorknobs, counter and tabletops, chairs).
- Normal routine cleaning of outdoor spaces, with special attention to high-touch plastic/metal surfaces (e.g., grab bars, railings).
- Regular cleaning of electronics (e.g., keyboards, parent/staff check-in kiosks) according to manufacturer's instructions.
- Use of a schedule for regular cleaning and disinfecting tasks.
- Cleaning dirty surfaces using detergent or soap and water prior to disinfection.
- Use of CDC-recommended disinfectants such as EPA-registered household disinfectants, diluted bleach solution, and/or alcohol solutions with at least 70% alcohol
- 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:

- We will clean toys frequently.
- 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").
- We will clean toys with soapy water, rinse them, sanitize them with an EPA-registered disinfectant, rinse again, and air-dry.

Other policies related to cleaning and disinfecting include:

- All classrooms, gym and outside play equipment will be cleaned daily.

PPE

Pursuant to Executive Order N0. 2020-164 regarding Face Mask/Coverings

Our plan pursuant to face masks/coverings is as follows:

- All staff and children ages 4 and up when in indoor hallways and common areas shall wear face masks/coverings
- All staff and all children attending Kindergarten and up when in classrooms, homes, cabins, small groups, common spaces, or similar indoor settings
- All visitors to the child-care organization

Exceptions

- For any child who cannot medically tolerate a face covering, has trouble breathing, or is unable to remove the face covering without assistance, performing high-intensity activities (not including singing or cheering)
- When a child or staff member is outdoors and able to consistently maintain six feet or more
- For child-care centers located in a region that is in Phase 5 of the Michigan Safe Start Plan, though face coverings are highly recommended

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.

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.

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 childcare 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.

The following resources are available online 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.

Contact Information

Please see [CVS district website](#) for program directors contact information.