

Utica Community Schools

Early Childhood and School Age Child Care Programs

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Monitoring Symptoms of Covid-19

Children

- Children will be greeted outside of the building by their teacher.
- Parents will not be permitted into the building.
- Before children enter the building, each day staff will check each child for symptoms of Covid-19. Children will be re-checked during the school day if there are symptoms of Covid-19 displayed. This check includes:
 - Visually monitoring students for signs of illness, including flushed cheeks, rapid or difficulty breathing, fatigue, coughing and/or runny nose.
 - Perform temperature checks on arrival using a thermometer. Thermometers will be cleaned and disinfected between uses with isopropyl alcohol. (Child Care Centers Only)
- A child will not be permitted to enter the building with a temperature of 100.2 or higher.
- Parents will be asked each day by staff: Has your child been in contact with a person who has Covid-19 in the past 14 days? If yes, the family should self-quarantine for 14 days.
 - What counts as close contact?
 - You were within 6 feet of someone who has Covid-19 for a total of 15 minutes or more
 - You provided care at home to someone who is sick with Covid-19
 - You had direct physical contact with the person (hugged or kissed them)
 - You shared eating or drinking utensils
 - They sneezed, coughed, or somehow got respiratory droplets on you
- Parents will be asked each day by staff if their child has displayed any these symptoms in past 24 hours:
 - Fever of 100.2 degrees Fahrenheit or higher when taken by mouth
 - Sore Throat
 - Uncontrolled Cough that causes difficulty breathing
 - Diarrhea, vomiting or abdominal pain
 - Severe headache, especially with fever
- If a child develops a cough, runny nose, fever of 100.2, or gastrointestinal symptoms during the school day, the child will be isolated from the other children and remain in the care of a staff member.
- Parents must pick up a sick child within ONE HOUR of being contacted by the teacher or staff member.

Staff and Children

- Upon arrival, all adults and children will self-screen prior to entering a UCS building. All children and adults must comply with the self-screening protocol requirements before reporting to work or attending a UCS Community Education program. If the answer is yes to ANY of the following, do not report in-person and promptly contact the Department of Health and Human Services or physician for further guidance.
 - In the past 10 (ten) days I have tested positive for Covid-19. Timely notification to Human Resources is required.
 - In the past fourteen (14) days I have been in close contact with someone who has tested positive for Covid-19. This includes being notified of close contact by a reliable source in which the positive carrier may not always be named but tracing information has been gathered. Timely notification to Human Resources is required.
 - I am experiencing **one** of the following illness or illness symptoms that I consider different from any explainable circumstances or known existing baseline condition such as seasonal allergies, asthma, migraine headaches, etc.:
 - Cough
 - Shortness of breath
 - Difficulty breathing,
 - New loss of sense of taste of smell
 - I am experiencing **two or more** of the following illness or illness symptoms that I consider different from any explainable circumstance or known existing baseline condition such as seasonal allergies, asthma, migraine headaches, etc.:
 - Fever over 100.2
 - Child
 - Rigors
 - Muscle aches
 - Headaches
 - Sore throat
 - Nausea
 - Vomiting
 - Diarrhea
 - Fatigue
 - Congestion and/or runny nose

Staff

- Upon arrival, all staff will be temperature checked.
- Substitute staff will be available in the event a staff member would need to quarantine.
- Any symptoms that a staff member may develop during the school day will be reported to the Program Coordinator.
- If a child, staff member, or a family member of staff becomes ill with Covid-19 symptoms, the classroom teacher will contact the Program Coordinator who will contact the Macomb County Health Department and the licensing consultant for the next steps.
- Families of children in the care of our childcare and Early Childhood programs are also required to report to the classroom teacher if they become symptomatic or receive a positive Covid-19 test result. A determination whether to close the classroom or facility will be based on guidance from Utica Community Schools and the Macomb County Health Department.
- Staff is required to report positive cases of Covid-19 to your licensing consultant and your local health department.

- If a Child or staff member has a confirmed case of Covid-19:
 1. Report the case to your local health department and respond to questions such as:
 - When was the staff/child in attendance?
 - Who is the staff/child near (less than 6 feet) throughout the day?
 - Has there been adequate physical distancing throughout the day?
 - Are there others at the childcare facility that live with the staff or child?
 - When are face coverings worn in the facility?

Your local health department will also ask you to participate in contact tracing to limit the spread of the virus.

2. Determine the appropriate steps to take to reduce transmission.
 - Your local health department will assess your specific situation and identify the steps you should take to reduce transmission. This may include closing a classroom or your facility.
 - At a minimum, your local health department will recommend the classroom/facility be cleaned, and they may recommend that everyone in that classroom be quarantined for up to 14 days.
 - The local health department may also recommend a 14-day quarantine for all other household members and close contacts.

If you cannot reach your local health department immediately:

- Monitor children and staff members for symptoms.
- Clean and disinfect the classroom or your facility. If possible, close off the area for at least 24 hours. If that is not feasible, wait as long as possible and then clean and disinfect your home or the facility following CDC guidance.
- Clean high touch surfaces more frequently.
- Clean hands more frequently.
- Wear a cloth face covering, whenever possible.

Local health departments typically respond within 24 hours. If you don't receive a response within 24 hours, reach out to them again.

3. Report the case to your licensing consultant.
4. Notify families and staff members. You are required to notify families of possible exposure to a communicable disease, like Covid-19. Your local health department can help you do this. Speak with your local health department before notifying families. Remember to maintain confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. Even if a family/student acknowledges and publicly discloses a positive test, childcare staff must not participate in discussions or acknowledge a positive test. LARA has posted a sample letter you can share with families at www.michigan.gov/michildcare.

Social Distancing or Physical Distancing

Physical or Social Distancing can be challenging in any childcare or early childhood program. The following practices have been identified to best support physical distancing.

- A cohort of children and staff members will maintain consistent groups in each classroom. Ratios will be no greater than 1:9 in Pre-K 4 classrooms and 1:8 in Pre-K 3, Full Day, and GSRP classrooms.
- Contact with external adults and between groups of children will be limited.
- Playground and outside time will be rotated among classrooms, so as not to have contact with other adults or children. (Child Care and GSRP).
- Tuition based preschool classrooms will not use playground or common spaces in elementary schools.
- Executive order 2020-142 All staff and students in grades pre-kindergarten and up when in indoor hallways and common areas are required to wear masks.
- Full Day programs will create a schedule to ensure only one classroom is using the playground or gross motor room at a time.
- Preschool classes will not use common rooms for activities.
- Cots will be placed in accordance with licensing guidelines, as well as a head to toe placement.
- Field trips will be cancelled or delayed according to the current guidelines in place by the state of Michigan and/or CDC recommendations.
- In buildings where there are two or more preschool programs, start times will be staggered.
- Families or caregivers dropping off and picking up will maintain physical distance at the door. It is required that families wear a mask when picking up and dropping off.
- Families or caregivers are asked to have one adult at a time come to the drop off and pick up door.
- Families and caregivers are asked to avoid congregating in a single space or large group.
- Families are not permitted in the building.
- No visitors are allowed in the classroom at this time.

Physical Space

- Post signage or visible markers to indicate proper social distancing, hand washing, and cloth face covering wearing. Printable signs are available from:
 - CDC, including signs in multiple languages (handwashing; all signs)
 - Department of Labor and Economic Opportunity (workplace safety; masks)

- Children will be required to use individual materials such as:
 - Scissors
 - Pencil Boxes with writing utensils
 - Playdough
 - Sensory tubs (large sensory table will not be available)

- Soft toys such as dress up clothes, scarves and puppets will be limited to a particular day. Each child will receive their own items, not to be shared. After each use, the items will be washed, sanitized and returned to the classroom.
 - Other soft toys/furniture that can not be easily sanitized will be removed from room.
 - Wooden toys are not ideal but can be used if appropriately cleaned on at least a daily basis.

- A “Yuck Bucket” will be used in each classroom. If a child puts a toy into his/her mouth it will be placed into this bucket until it is properly sanitized.

- Every effort will be made to limit the size of small groups, large groups, meal/snack times and lining up. This may include:
 - Staggering these times in the daily routine to allow for distancing.
 - Placing X’s on the rugs to allow for distancing.
 - Keeping “Airplane Arms” when lining up to allow for distancing.
 - Facing children in one direction during mealtime to avoid face to face contact.
 - If this is not possible staggering children so they are not directly across from one another.

- Only one classroom will be allowed on the playground at a time (Full Day/GSRP @ Gibbing)

- In classes that rest:
 - Cots at rest time will be placed head to toe so that no two children will face each other (GSRP and Early Childhood full day programs)
 - Cots will be spaced out using required State of Michigan licensing guidelines.

- Each school will have a designated area in the room for sick children to be isolated until they are picked up. Should a child become sick or symptomatic the child will remain in the sick room in the care of the teacher or staff member. Pick up of the sick child must be within one hour.

Hygiene Best Practices

- Children and staff will wash their hands with soap and water for a least 20 seconds:
 - When arriving in the classroom.
 - After nose blowing, coughing, and/or sneezing.
 - After using the bathroom.
 - Before eating or preparing food.

- Hygiene stations will be at the entrance of buildings so children and parents can clean their hands. Use soap and water or hand sanitizer with at least 60% alcohol. The hand sanitizer should remain out of the reach of children and be used under adult supervision

- Children will be taught to cover their coughs and sneezes with a tissue or sleeve.
- Common areas such as sinks, bathrooms, doorknobs and tabletops will be cleaned and sanitized according to the licensing guidelines.
- A “Yuck Bucket” will be used in each classroom. If a child puts a toy in his/her mouth the toy will be placed in the yuck bucket to be washed and sanitized.
- Classroom toys and materials will be cleaned daily. Classroom toys and materials will be cleaned between AM & PM classes, and after PM classes.
- Items from home are **Not Allowed**.
- Rest/Sleep items must be kept in a zip lock sealed bag. Rest/Sleep items will be taken home weekly to be washed.
- Extra clothing will be kept in a zip lock bag and kept at school.

Safety Equipment

- Staff members are required to wear masks while in the care of children. Cloth face coverings, such as homemade mask, scarf, bandanna, or handkerchiefs are best.
 - Executive order 2020-142 Page 4. All staff are required to wear face coverings when in classrooms.
- Providing Cloth Face Coverings to Staff by Executive Order, Governor Whitmer has required all employers whose workers perform in person work to provide non-medical grade face coverings to their workers.
- Gloves will be worn in a manner consistent with existing licensing rules.
- Executive order 2020-142 All staff and students in grades pre-kindergarten and up when in indoor hallways and common areas are required to wear masks.
- It is required children age 2 and older wear a mask if the child is able to remove it independently.
- Children under 2 cannot wear a mask.
- Messmore Montessori preschool students will be required to wear a mask in class.
- Tuition based preschool and GSRP students will be required to wear a mask in class.
- School Age Child Care participants will be required to wear a mask in class.

- Tuition Based Preschool Programs and GSRP classrooms will remain self-contained and not use any common areas in the elementary buildings.

When and Where to Wear a Cloth Face Covering in Your Facility

Phase	Environment	Staff	Children Ages 2-3	Children Ages 4-11	Children Ages 12 and up	Parents and visitors
Phases 1-4	Classrooms, Small Groups, and Homes	Required	Required	Required	Required	Required
	Common spaces	Required	Required	Required	Required	Required
	Outside with social distancing	Not required	Not required	Not required	Not required	Not required
	Transportation	Required	Required	Required	Required	Required
Phase 5	All environments	Providers are strongly encouraged to continue wearing cloth face coverings as described in phases 1 through 4.				

- Exceptions:
 - Age: Cloth face coverings should never be placed on young children under age 2.
 - Medical condition: Anyone who cannot medically tolerate a cloth face covering, has trouble breathing, or is unable to remove the face covering without assistance should obtain a Dr.'s note and set up a meeting with the program coordinator or school nurse to discuss needs.
 - Eating and drinking: Cloth face coverings may be removed while eating and drinking.
 - Sleeping: Children should never wear face coverings while sleeping or resting.
 - Activity: Cloth face coverings are not appropriate during some activities
 - Swimming: People should not wear cloth face coverings while engaged in activities that may cause the cloth face covering to become wet, like when swimming at the beach or pool. A wet cloth face covering may make it difficult to breathe. For activities like swimming, it is particularly important to maintain physical distance from others when in the water.
 - High intensity: People who are engaged in high intensity activities, like running, may not be able to wear a cloth face covering if it causes difficulty breathing. If unable to wear a cloth face covering, consider conducting the activity in a location with greater ventilation and air exchange (for instance, outdoors versus indoors) and where it is possible to maintain physical distance from others.

Guidelines for Returning to Work/School

- Provider must cooperate with local public health department to determine when children and staff member may return to work after testing positive for Covid-19.
- If a staff member or child becomes ill the classroom teacher will notify the Program Coordinator.
- Staff members and children must be fever free for 24 hours (without medication) before returning to school (even if other symptoms are not present).
- If the symptomatic individual does not have recent history of close contact with a positive COVID-19 case, return-to-work or school **now requires** either a negative COVID-19 PCR

test result (**rapid/antigen results no longer accepted**) or a note from a qualifying physician that the symptoms are not COVID-19 related.

- If the symptomatic individual also has recent history of close contact with a confirmed positive COVID-19 case or tests positive themselves, she/he must follow the established applicable quarantining and return guidelines specific for their situation and timeline.
- If a staff member or child exhibits multiple symptoms of Covid-19, or possible exposure is suspected, or an individual tests positive for Covid-19, the individual must stay home until:
 - Fever free for 24 hours without the use of medicine
 - Other symptoms have improved AND
 - At least 10 days have passed since symptoms first appeared.

Supporting Families

- Teachers will be in contact with families when children are not in attendance to determine a plan to return. Teachers will work with families to address concerns and questions about returning to school.
- Nebulizers will not be permitted to be used in the building or classrooms. Parents will be required to pick their child up from school should they require a breathing treatment.
- It is recommended that children be current on vaccinations. If vaccines have been delayed due to the Stay-at-Home order, families should contact their physician to be brought up to date. Children are required to have proof of vaccines or a waiver to attend school.
- Resources will be provided to help staff support children's social emotional needs when returning to childcare. 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, staff may need some new tools in their toolkit to assist the child with emotional regulation.

Supporting Staff

- The Program Coordinator will be in contact with staff members who are not in attendance to determine a plan to return. Together they will discuss concerns and review questions about returning.
- Staff with underlying health conditions or at higher risk should consult with their doctor before returning to work.
- Staffing will be based on projected enrollment, the need to limit exposure, and the need to practice physical distancing.
- Substitute staff will be available in the event a staff member would need to quarantine.
- Staff will be trained about Covid-19, including:
 - How it is transmitted.
 - The distance the virus can travel.
 - How long the virus remains viable in the air and on surfaces.
 - Signs and Symptoms.
 - How to limit the spread.
 - Who to notify if symptoms appear or if exposure is suspected.
- Resources will be provided to staff to support both children's emotional needs and their well-being.
- **Testing** – In Michigan, anyone who needs a test should get one. Expanded testing is available across the state. Now, most people are eligible to be tested for COVID-19, even if they do not have symptoms. Look for a testing site using the [Testing Site Look Up Tool](#) or call the Covid-19 hotline at 888-535-6136 for help finding a site near you.