



# Saline Cooperative Preschool

Learn, Play, Grow... Together!

## COVID-19 PREPAREDNESS AND RESPONSE PLAN

*Updated 8/14/2020*

*Reviewed by Washtenaw County Health Department 8/13/20*

### Safety procedures and guidance for teachers and assist parents

#### **1. Monitor health**

- Sick students, teachers and parents should not come to school.
- Alert SCOOP and health care authorities if someone in your home has been diagnosed with COVID-19 and keep your child at home.
- If a child or staff member develops a cough, fever, shortness of breath, chills, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, rash, nausea or vomiting, and/or diarrhea, send them home as soon as possible. They should stay home for 10 days since symptoms first appeared AND 24 hours with no fever without the use of fever-reducing medications AND COVID-19 symptoms have improved.
- While waiting for a sick child to be picked up, a staff member will stay with the child in a room isolated from others. If the child has symptoms of COVID-19 (fever, cough, or shortness of breath), the caregiver should remain preferably six feet from the child. If an infected person has been in the building a short-term closure will be implemented.
- If anyone who has entered the facility is diagnosed with COVID-19, consult with the health department regarding cleaning and closure.
- Families will answer a series of health questions before passing through the sign-in area.
- Assist parent checks for symptoms and takes the temperature of anyone entering the building and sanitizes between each reading. Individuals with a fever over 100.4 F will not be allowed to stay.
- Families should report possible illness if anyone in their household shows symptoms or has tested positive for COVID-19 to the health chair. Risk will be assessed and policies on when children will be excluded from care will be communicated by the health chair.

#### **2. Promote and demonstrate positive hygiene behaviors and monitor their uptake.**

- Ensure soap and safe water is available at hand washing stations.
- Encourage frequent and thorough washing (at least 20 seconds).
- Place hand sanitizers (60% alcohol) in bathroom, classroom, and near door/sign-in, wherever possible. Keep out of reach from children when not in use.
- Teach and model good hygiene practices.
- Parents provide an individual snack for their child.
- Modify snack time so that children are not serving themselves.
- Ensure safe drinking water is available.
- Teacher, parents and children wear face coverings when appropriate.
- Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose.

- Wear gloves when handling contaminants, cleaning or when serving food. Clean hands after gloves are removed.
- Post signs encouraging good hand and respiratory hygiene practices.
- Remove toys and objects which cannot be easily cleaned or sanitized between use. Keep comfort items in cubbies.
- Focus on outdoor activities when possible.
- Increase airflow and ventilation when climate allows (open windows, use air conditioning where available, etc.)

### **3. Clean and disinfect**

- Clean classroom and especially sinks and toilets at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, playground equipment, door handles, toys, teaching and learning aids etc.)
- Use sodium hypochlorite at 0.5% (equivalent 5000ppm) for disinfecting surfaces and 70% ethyl alcohol for disinfection of small items, and ensure appropriate equipment for cleaning staff.
- Ensure trash is removed daily and disposed of safely.
- Wash machine-washable items such as smocks in the hot setting before reuse.

### **4. Promote social distancing.**

- Limiting class size to accommodate social distancing guidelines.
- Teach and model creating space.
- Avoid unnecessary touching.
- Limit number of students in any given space.
- Mark areas where students gather to accommodate additional space.
- No one outside of students and staff will be allowed inside the classroom.

### **5. Help children understand and cope.**

- Provide age-appropriate facts about what has happened, explain what is going on and give them clear examples on what they can do to help protect themselves and others from infection.
- Encourage children to ask questions and express their feelings; be patient and understanding.
- Respond to children's reactions in a supportive way and explain to them that they are normal reactions to an abnormal situation.
- Listen to their concerns and take time to comfort them and give them affection, reassure them they're safe and praise them frequently.
- Prevent stigma by using facts and reminding students to be considerate of one another.

### **6. Accommodate children that are considered high risk**

- Parents of children who are considered high risk should talk with their child's doctor and develop a care plan. The plan should be communicated with the teacher who will then work with the family to make reasonable accommodations per child's care plan.

## **Drop Off and Pick Up Procedure**

1. Limit the number of people dropping off or picking up a child to one adult.
2. Adults must wear a mask when entering the building and not go beyond the sign-in area.
3. Parents clean their hands with hand sanitizer upon entry.
4. An assist parent will implement the symptom monitoring protocol.
5. Drop-off adult leaves the building after child completes monitoring protocol and signs their child in. If the child shows any symptoms they are to leave with the parent.
6. Once child passes the symptom protocol they go directly to the sink and wash their hands.

7. All materials brought into the facility should be wiped down and sanitized if possible.
8. Parents are to avoid congregating in a single space or large group.
9. Soft materials (such as blankets, coats, or clothing) should be taken home daily and washed.

## Symptom monitoring protocol (administered by assist parent)

1. Gather necessary supplies for screening including wipes, touchless thermometer, alcohol based hand sanitizer, tissues, face masks/cloth face coverings, etc.
2. Ask parents/caregivers:
  - Has your child been in close contact with a person who has COVID-19? (If yes, the family should self-quarantine for 14 days from the last contact with the person with COVID-19.)
  - Has your child felt unwell in the last 24 hours (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste of smell, sore throat, congestion or runny nose, rash, nausea or vomiting, and/or diarrhea)? Visually check the child for signs of illness, including flush
  - Visually check the child for signs of illness, including flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
3. Ask adults/staff:
  - Have you been in close contact with a person who has COVID-19? (If yes, the family should self-quarantine for 14 days from the last contact with the person with COVID-19.)
  - Do you have any of these symptoms? Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste of smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea.
  - Visually check adults and children for signs of illness, including flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
4. Perform temperature checks on all individuals entering the facility using a temporal thermometer. Children and staff members with a fever above 100.4 should be sent home.
5. Clean and disinfect the thermometers between uses.
6. Monitor for symptoms throughout the day. Send symptomatic individuals home immediately.
7. If the teacher begins to feel ill during the day, they will self-isolate. The assist parent will cover for the teacher until children can be picked up.
8. Children with a fever above 100.4 alone, or a fever with a cough and/or diarrhea will be isolated from the group and their parents contacted for prompt pick up. Their parents/caregiver should contact their primary care physician/medical provider.
9. Staff arriving with fever above 100.4 or other symptoms must be sent home.

## Plan of action if a child/caregiver is showing symptoms or a COVID-19 infected person has been inside the co-op

1. **Procedures for students and staff that display symptoms of COVID-19 at the preschool**
  - Students: The child should wear a cloth face covering and will be isolated in a safe location (with a caregiver) until they can be picked up. Any staff member caring for a child shall wear a cloth face covering as well.

- 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 limit close interactions with children until they can be relieved by another staff member.
- If an individual in the classroom tests positive for COVID-19, the local public health department will be notified. Contact information will be collected for any close contacts of the affected individual while at the center or child care home from two days before he or she showed symptoms or tested positive to the time when he or she was last present in care. The classroom will be closed, cleaned and everyone in that classroom should be quarantined for 14 days initially.

## **2. Cleaning procedure after an infected person has been in the school.**

- Areas used by the individuals with COVID-19 will be closed off immediately and we will wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Outside doors and windows will be opened to increase air circulation in the area.
- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
- EPA-registered household disinfectants or a bleach solution by mixing 5 tablespoons (1/3rd cup) bleach per gallon of water will be used to disinfect.

## **3. Exclusion policy**

- Children and staff who exhibit symptoms of COVID-19, have possible exposure, or test positive for COVID-19 must stay home for 10 days since symptoms first appeared AND 24 hours with no fever without the use of fever-reducing medications AND COVID-19 symptoms have improved.
- Anyone who has had close contact with someone with COVID-19 should follow current CDC guidelines and follow up with their healthcare provider.
- Persons who are severely immunocompromised may require testing to determine when they can be around others. Your healthcare provider will let you know if you can resume being around other people based on the results of your testing.

## **4. SCOOP communication protocol for reporting to families/caregivers if a symptomatic or covid-infected person has been inside SCOOP**

- If a person who has been in the classroom receives a lab-confirmed positive COVID-19 test they are to report this information to the health chair as soon as possible. The health chair will immediately contact all families and staff members belonging to the co-op and the Pastor of Holy Faith Church. The school's licensing consultant will be notified as well.
- Confidentiality of the student or staff member will be maintained as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
- The health chair will notify the health department and assess risk/spread and receive guidance regarding further action.

## **5. Family communication protocol for reporting symptoms to SCOOP**

- Parents/caregivers are to report a positive test or COVID-related symptoms as soon as possible to the health chair as well as the county health department. The health chair will notify the health department and assess risk/spread and receive guidance regarding further action.

- If the person has been inside the classroom within the past 14 days, families will be notified immediately by the health chair.
- Confidentiality of the student or staff member will be maintained as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

**6. Spread will be traced in consultation with local health officials and any additional action required will be determined.**

**No community spread:**

- Healthy hygiene will be taught and reinforced
- Classroom will be cleaned and disinfected
- Absenteeism will be monitored
- Upcoming gatherings are assessed
- Sick students and staff are required to stay home
- Monitor changes in community spread

**Minimal to moderate spread:**

- Coordinate with local health officials.
- Social distancing strategies for gatherings and movements throughout the building will be implemented.
- The teacher will work with families to make reasonable accommodations for those who are considered high risk according to their doctor's care plan.

**Substantial spread:**

- Coordinate with the health department
- Gatherings and movement throughout the building will be minimized or stopped.
- The teacher will work with families to make reasonable accommodations for those who are considered high risk according to their doctor's care plan.
- The board will make decisions about extending school dismissal.

**7. School dismissal.** Temporarily dismissing school is a strategy to stop or slow the further spread of COVID-19 in communities.

- During school dismissals (after cleaning and disinfection), SCOOP may stay open for staff members (unless ill) while students stay home. Keeping facilities open allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the school will be made in collaboration with local health officials.
- The board will work in close collaboration and coordination with local health officials to make dismissal and event cancellation decisions.
- The board will seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

**8. Policy for maintaining staff to child ratio in the event that a staff member becomes ill.**

- Due to the nature of our co-op environment, class sizes are small and require only one assist parent working alongside the teacher. If that parent becomes ill they will refer to the class roster and contact an alternative parent to assist for them.
- If the teacher becomes ill, an assist parent will cover for the teacher until students can be picked up by a parent/caregiver.

- If an assist parent (that has been in the classroom within 14 days) or the teacher tests positive for COVID-19, the classroom will be closed, cleaned and everyone in that classroom should be quarantined for 14 days initially.

## Guidelines for returning to the preschool

- The board will cooperate with the local public health department to determine when children and staff members may return to care and work after testing positive for COVID-19.
- Children must be fever free for 24 hours before returning to care (even if other symptoms are not present).
- If a child or staff member visits a healthcare provider and another cause is identified for the symptoms, the individual may return to care once symptoms improve and they have been fever-free for at least 24 hours without the use of medicine that reduces fevers.
- If another cause is not identified, the individual should be tested for COVID-19.
- If a test is not done, the individual should stay home until they are 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 symptoms first appeared.
- If a child or staff member has tested positive for COVID-19, the health department will inform them when they may return. In general, individuals 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 symptoms first appeared or the individual tested positive.

### Contact information:

**Scoop Cooperative Preschool:** 734-429-0685, leave message for Health Chair

**Washtenaw County Health Department:** 734-544-6700

Covid cases can also be reported through the online portal:

<https://www.washtenaw.org/3200/Report-a-COVID-19-Case-or-Concern>

**Michigan Coronavirus Hotline:** 1-888-535-6136. Open seven days a week from 8:00 am - 5:00 pm.

\*\* Our policies are subject to change as we continue to learn about and monitor the developments of COVID-19 and plan accordingly following local, state, and federal health guidelines.

Resources: [https://www.michigan.gov/documents/lara/Child\\_Care\\_Re-Opening\\_5-21-20\\_-\\_FINAL\\_691941\\_7.pdf](https://www.michigan.gov/documents/lara/Child_Care_Re-Opening_5-21-20_-_FINAL_691941_7.pdf)