



COVID-19 Preparedness and Response Plan Spanish for Toddlers

Introduction

Spanish for Toddlers has always prioritized the health and safety of the children in our care. With the spread of COVID-19, new health and safety protocols are necessary to ensure children, families, and staff members are as safe as possible. Please note, these may change as new health and safety requirements are put in place or updated by the CDC and licensing.

Monitoring Symptoms of COVID-19

Child care providers are required to check for Covid-19 symptoms when children and staff arrive. This will include a daily health check and temperature screening. Screenings will include a touchless temperature check, visual physical assessment and a few health screening questions. Rechecks are required if an individual appears sick or displays symptoms of Covid-19.

Children - Fever is the key indicator for young children. If a child's temperature is 100.4 degrees or above, or has symptoms of illness (cough and/or diarrhea with a fever is suggestive of coronavirus), the child will not be allowed into care. Parents and visitors will not be allowed to enter the building. When children arrive, we will perform temperature checks in our check-in station which will be located outside the entrance of the building. We will have multiple thermometers available for screening. Thermometers will be cleaned and disinfected between uses; temperatures will be taken by a non-touch thermometer. At check-in, parents will be asked to complete a quick health screen in Brightwheel each day in regards to their child's health. This screening asks you to confirm three simple statements by checkboxes:

- No fever
- No cough or shortness of breath
- No contact with COVID-19 in the last 14 days

Staff will also do a visual check of the child for signs of illness, including flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. We will continue to monitor symptoms throughout the day and monitor temperatures when children appear ill or "not themselves." When applicable, you will be able to see this monitoring on your Brightwheel app.

Staff - We will perform temperature checks when staff arrive and will have multiple thermometers available for screening. Thermometers will be cleaned and disinfected between uses. We will screen for fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. Staff arriving with fever above 100.4 or other symptoms must be sent home. Staff must report contact with

anyone outside of work who has had a documented case of COVID-19. Staff will be required to self-quarantine if they have been exposed to COVID-19. Because Child Care staff member are part of Michigan essential workforce, they are eligible to be tested for Covid-19.

Families – Parents will be asked to complete a health questionnaire on a daily basis in regards to their child’s health. Families should report possible illness if anyone in their household shows symptoms or has tested positive for Covid-19, including the child or family members if they or their children experience possible symptoms or have a positive test. If your child is sick, please do NOT bring your child to school, call and notify SFT of your child’s absence and reason for the absence. If your child is immunocompromised or has a chronic respiratory condition, they should only return to care under the direction of their primary care physician/medical provider.

Response to Possible Confirmed Cases of COVID-19

If a child becomes ill during the day, the child will be isolated from the group and monitored. Families will be contacted for prompt pick up. The parents should also contact their primary care physician/medical provider. If a staff member becomes ill, they will go home immediately or isolate until able to do so. Families and staff who find out they have been exposed must inform SFT and self-isolate.

If a child, staff member, family member or visitor becomes ill with COVID-19 symptoms, the local health department will be notified as well as our licensing consultant. Staff and families of children in care are also required to report to SFT if they become symptomatic or receive positive COVID-19 test results. Staff and families will be notified if there is a positive case of COVID-19 in the center. SFT will respect the privacy of individuals by not sharing health information of a specific person. If an individual in a classroom is identified with a positive test of COVID-19, the classroom or facility will be closed, cleaned and everyone in that classroom should be quarantined for 14 days initially, unless otherwise directed by our licensing consultant or local health department.

We will allow staff who are not feeling well to remain home without penalty. Under Executive Order 2020-36, employees may not be discharged, disciplined, or otherwise retaliated against for staying home when he or she is at particular risk for infecting others with COVID-19.

Parents are encouraged to have a back-up child care plan. Backup care may be necessary if the child or a family member becomes ill, is required to self-quarantine, or if a classroom needs to temporarily close on short notice due to possible COVID-19.

Guidelines for Returning to Care and Work

If a staff member or child exhibits multiple symptoms of COVID-19, suspects possible exposure, 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 14 days have passed since your symptoms first appeared.

If anyone shows symptoms or tests positive for COVID-19 they should report the illness and email SFT directly. Most children and staff members can return to care/work based on improved symptoms and the passage of time. Local health departments may recommend that some individuals (for example, immunocompromised individuals) receive two negative tests in a row, 24 hours apart. State of Michigan guidelines need to be followed here.

Spanish for Toddlers will need to report any positive cases to the Dean of Cathedral, and follow the guidelines below (as modified for the school)

What If?: Addressing Positive Infection

In the event that someone has tested positive for COVID-19 and has entered the building or attended a church-sponsored activity during the infection period, the following requirements and guidelines must be followed.

After receiving word of a positive infection, the clergy person in charge or warden will verify with the person that the county is doing contact tracing. Using our entry registration log, we will conduct notifications of all people who may have come in contact with the person, while keeping their identity confidential, if appropriate. These notifications might include, but are not limited to:

- Fellow worshippers
- Outside groups or small groups that used the building within 72 hours of the person's presence.
- People who may have cleaned the building within 72 hours of the person's presence.

We will encourage all people who may have been affected to self-quarantine for 14 days.

All in-person worship and other in-person gatherings will be suspended for 14 days.

If the person had entered the building, parish leadership will make provision for a deep cleaning of the space, including any affected rooms, access hallways, doorknobs, and bathrooms.

Leadership will plan for and adopt the following communications plan, including:

- Clergy in charge or warden will serve as a spokesperson for any press inquiries that may arise
- The Vestry will develop and share the church's clear, concise, constructive, and transparent message
- Parish leadership will be in communication with the members of the congregation
- Parish leadership will be in communication with the bishop and diocesan office

Operating Hours

To accommodate new Health and Safety procedures and cleaning requirements, we will be temporarily adjusting our operating hours. We will be open from 8:00 am to 5:00pm (Mon- Thr) and from 8:00 am to 4:30pm (Friday)

Outside Drop Off and Pick Up

Please allow extra time in your schedule for the extra protocols that will need to take place before you can leave your child in care. Adults must wear a face covering and practice social distancing when at the school building. Please avoid congregating in groups. Parents will not be allowed in the building at this time.

Drop Off/Pick up: Parents need to stay in their car and wait for teacher/staff member from SFT. We will check for temperature before removing child from the car. Please follow the posted driving directions and do not linger. You can always contact us via Brightwheel with any concerns or comments. Make sure you have your phone charged and with the Brightwheel app ready to go.

Signing In/Out: Please line up outside on curb and we will bring your child to your car. The sign in/out will be done by the Brightwheel app.

Social Distancing

Spanish for Toddlers will make some changes to make our space safer for our children and staff. The list below outlines some of the changes we are making to help to prevent the spread of COVID-19 and encourage social distancing.

- Class sizes may be smaller than usual. Student and teacher ratios will follow all current licensing regulations per age group.
- Staff will remain in the same classroom with the same group of children as much as reasonably possible.
- Identifying a location to safely isolate a child who develops symptoms during care. We will keep the child in the office separate away from other children where the sick child can wait until they are picked up.
- Limit, or eliminate, use of common spaces.
- Each class/group will have a schedule to use our common playground, we will try to have only one small group each hour.
- Eliminate the use of the gym (entrance of the building).
- Rearrange seating to seat children six feet apart (when possible) and limit the number of children sitting together, this is especially for meal times but we will also apply this for our class routine.
- Cribs and cots will be placed in a head-to-toe position and will be placed six feet apart when possible.

Hygiene (including regular cleaning and disinfecting)

Hand washing: Reinforce regular licensing standards for health and safety practices with children and staff. Wash hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, sneezing; going to the bathroom; and before/after eating or preparing food. Soap and water are the best option, especially if hands are visibly dirty. Continue to cover coughs with a tissue or sleeve.

Cleaning and Disinfecting: In addition to licensing standards, we will increase the frequency of cleaning and sanitizing of frequently touched surfaces according to CDC Learning and Disinfecting guidelines. We will continue to use robust cleaning protocols on at least a daily basis for items touched frequently.

- Common areas require at least a daily deep clean (for example, sinks, bathrooms, doorknobs, tabletops, and shared items).
- Remove toys and objects which cannot be easily cleaned or sanitized between use.
- Clean toys frequently, especially items that have been in a child's mouth. Some have recommended that toys should be cleaned after each child uses them. Although this is ideal, it is not a recommendation most child care settings can implement due to time and staff resource limitations.
- We will use touchless trash cans to provide a hands-free way to dispose of tissues.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible. Open windows and doors, if possible. We will do not open windows or doors if doing so poses a safety or health risk to children using the facility.

Items from Home: Limit the number of items brought into the facility because this can be a way to transmit the virus. Infant car seats will not be allowed in the building.

- Consider leaving a pair of shoes or slippers at the facility for each child and staff member. If possible, they should be washed or sanitized weekly.
- Soft materials (such as blankets, soft comfort items, or clothing) should be washed daily

Safety Equipment

Personal protective equipment (PPE) is necessary in many settings to keep individuals safe. Under current orders, Child Care providers do not need to wear N95 or surgical masks, smocks, or face shields, however, other protective equipment is appropriate.

Masks or Cloth Face Coverings For Staff Members: SFT will provide cloth masks to all our staff. Given the possibility of asymptomatic transmission occurring, nobody knows if and when they may be actively infected and able to infect those around them. Wearing a cloth face covering is one of the most important ways to reduce transmission occurring in this manner. Staff members are not required by the state to wear masks while in care, however, for the safety of your children and our staff, SFT will require all teachers and staff to wear a mask while in the building. As always, SFT will attend to the children's social emotional health. We will use strategies to prepare children for seeing their teachers in masks and attend to children's emotional responses to this new normal.

Masks or Cloth Face Coverings For Children: If we maintain consistent groups, children do not need to wear a mask when with their consistent group. Medical professionals recognize that many young children will not reliably wear a mask, and a

mask may result in increased touching of the face which would negate the purpose of the mask. Young children will take the masks off multiple times a day and in the process the mask will touch the floor and other objects making them a potential source of infection. If your children do wear masks, ensure they can remove the face covering without assistance. Cloth face coverings should never be placed on young children under age 2, anyone who has trouble breathing, or anyone unable to remove the face covering without assistance.

Gloves - It is recommended that providers 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 will wash hands before putting gloves on and immediately after gloves are removed. Gloves are not recommended for broader use.

Family Health & Safety Agreement**September 2020**

I, (family member name) _____, parent/guardian of, _____, have read and agree to the above health and safety policies regarding COVID-19. I agree to let the staff of Spanish For Toddlers take my child's temperature every morning before he/she is allowed to enter the building. I agree to complete the health questionnaire on a daily basis to the best of my ability in regards to my child's overall health. I also understand that this document may change in order to stay in line with the best and most current practices available and that Spanish for Toddlers staff may email updates as needed.

Family Member Signature _____

Date: _____