

# Child Care COVID Response & Preparedness Plan

## Program Information

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**Child care program name:**

Fordline Latchkey

## Introduction

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### ***Our Commitment to Health & Safety***

Fordline Latchkey 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

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### **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.
5. 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).

## Availability of Toys and Classroom Materials

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### **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.
2. Given that cloth toys are not recommended at this time, we will remove these from classrooms.
3. We will temporarily suspend use of water and sensory tables.
4. Toys will be washed and sanitized before being moved from one group of children to another.

## Mealtimes

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

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

## Naptime

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**To reduce potential for viral spread, we will engage in the following recommended practices:**

1. Storing each child's bedding in individually labeled bins, cubbies, or bags.
2. Labeling each child's cot/mat.
3. When possible, children will be placed head-to-toe (i.e., one child with their head at the top of the mat, the next child over with their head at the bottom of the mat).

### ***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.

**We ask that families and staff follow these guidelines with regard to children's comfort items:**

1. To avoid these items coming into contact with many children, efforts will be made for these items to be placed in a cubby or bin and be used at naptime or as needed.
2. If possible, comfort items should remain at the child care facility to avoid cross-contamination.
3. Items should be washed weekly (at our facility or the child's home) and daily if the comfort item is a soft material (e.g., blanket, stuffed animal, clothing).

### **Screening Families & Staff for COVID-19 Symptoms and Exposure**

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**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:**

The latchkey site director will be responsible for ensuring that each staff member, including themselves, perform temperature checks and health screening in a private location before starting a shift. There will be multiple thermometers available for screening, which will be cleaned and disinfected between uses. Staff arriving with a fever will be sent home. The site director will maintain daily logs documenting the absence of fever, shortness of breath, new or change in cough, and sore throat for each staff member.

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

When children arrive the parent or guardian will perform a temperature check while a staff member stands 6 feet away. There will be multiple thermometers available for screening which will be cleaned and disinfected between uses. Staff will perform a visual check for signs of illness, including flushed cheeks, rapid or difficulty breathing, fatigue, or extreme fussiness. A staff member will ask parents, "Has your child been in close contact with a person who has COVID-19?" and "Has your child felt unwell in the last 3 days?"

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

Crystal Priest, Child Care Director  
734-246-4636

### **Daily Temperature Checks**

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#### ***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 entering the latchkey room.

**Each child's temperature will be taken by:**

their parent or guardian while staff stand 6 feet away.

## **Responding to Symptoms and Confirmed Cases of COVID-19**

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### ***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.
- Children may need to be picked up if no other caregiver is available.
- If the ill staff member needs to be picked up or otherwise cannot leave the facility immediately, they will wait in the following safe, isolated location: classroom

## **Reporting Exposure**

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### ***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:**

734-727-7078

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

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

Staff members and children should stay home and self-isolate if they show symptoms of COVID-19. In the case that a staff member or child has a fever or cough (but no other symptoms) the program will follow their child and staff illness policy. At this time, it is recommended that children be fever free for 72 hours before returning to care (even if other symptoms are not present).

### **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:

The program's staffing plan will consist of an adequate number of substitutes to call if a staff member becomes ill or needs an extended amount of time off work to care for themselves or other family members.

**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.

## Maintaining Consistent Groups

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**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

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

In order to safely provide care during COVID-19, the program will be reducing the number of children in attendance. This allows for the accommodation of smaller group sizes within the program. If the program reaches capacity and there is a community need, we will evaluate whether or not an increase in small groups is necessary.

**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 adjust staffing patterns to have children dropped off and picked up in their classrooms rather than a combined before-/after-care space.
4. 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.
5. Limiting non-essential visitors, volunteers, and activities including groups of children or adults.
6. Canceling or postponing field trips and special events that convene larger groups of children and families.

## Drop-Off and Pick-Up Procedures

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**We will use the following recommended practices during drop-off and pick-up times to protect the health of children, families, and staff.**

1. Staff will greet children and families curbside or outside the building and walk children in and out of the building.
2. We will ask parents and other visitors to wear masks while in 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. 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.
5. We ask that parents avoid congregating in a single space or a large group.

## We will temporarily be changing our sign-in/-out policies as follows:

Parents will use a separate document to document pick-up/drop-off times, which they will sign and return at the end of each week.

### Hand Washing

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#### 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).

### Cleaning and Disinfecting

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#### *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. Use of a **schedule** for regular cleaning and disinfecting tasks.
5. Ensuring staff wear **disposable gloves** to perform cleaning, disinfecting, laundry, and trash pick-up, followed by hand washing.
6. Use of **CDC-recommended disinfectants** such as EPA-registered household disinfectants, diluted bleach solution, and/or alcohol solutions with at least 70% alcohol
7. Cleaning **dirty surfaces** using detergent or soap and water prior to disinfection.
8. 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:

1. 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").
2. We will clean toys with soapy water, rinse them, sanitize them with an EPA-registered disinfectant, rinse again, and air-dry.

### Safety Equipment

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#### *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:**

In accordance with Executive Order 2020-164, all children 4 and up must wear a face covering in all indoor common spaces and indoor small-group settings. Children are not required to wear a mask during meal/snack time and outside with social distancing.

## **Partnering and Communicating with Families & Staff**

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### ***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 : Crystal Priest 734-246-4636

The staff responsible for handling questions and outreach for **families** is : Crystal Priest 734-246-4636

### ***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

[Talking with Children about COVID-19](#), from the CDC

[Helping Young Children Through COVID-19](#), from Zero to Thrive (includes Arabic and Spanish translations)

### ***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**

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### **Email address**

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