

Preschool Programs COVID-19 Preparedness and Response Plan

6/9/2020; Updated: 7/7/2020; 9/8/2020; 11/12/2020; 1/4/2021

RCS Pre - K



Pandas

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Introduction

Rochester Community Schools and the Michigan Department of Licensing and Regulatory Affairs (LARA) have each made the health and safety of children a top priority. With the presence of COVID-19, new health and safety protocols are necessary to ensure that children, families, and staff members are as safe as possible. LARA has provided guidance to licensed child care programs in the state of Michigan to create safe spaces for children and staff members. This Plan follows that guidance. **As LARA receives updates on the best knowledge on how to fight this virus that information will be shared with licensed programs and this Plan will be updated to reflect that guidance.** This Plan, and any revisions of the Plan will be posted on the Pre-K webpage of the RCS website, in the Folder titled "Parent Information".

(Initial Plan: 6/9/2020; Updates: 7/7/2020, 9/8/2020, 11/12/2020, **1/4/2021**.)

Physical Space

- Each classroom will create a space in the cubby area to isolate children who develop symptoms during a Pre-K school day. An ill child will remain in this area until he/she can be picked up. The ill child and the adult caring for the ill child will each wear a surgical mask during this time (per Oakland County Health Division requirements). The adults in the classroom will monitor the ill child and provide comfort and reassurance until he/she is picked up.
- Toys and classroom materials that cannot be easily cleaned between uses have been removed. These include:
 - Puppets
 - Fabric dress-up clothes
 - Scarves, bean bags, and streamers (typically used in music and movement activities)
 - Stuffed animals
 - Parachutes
 - Play dough (shared by all students) (individual tubs of play dough will be available)
- The Sensory Table ("sand and water table") will not be available.
- 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 to be thoroughly cleaned and disinfected prior to being returned to the classroom.
- Playground time will be scheduled so that only one class is using the playground at a time.
- During the times in the Daily Routine when small groups gather (Planning, Recall, Snack, and Lunch), every effort will be made to limit the number of children sitting together. Strategies may include:
 - Staggering each of these times so that smaller groups can meet with better spacing.
 - A picnic style snack or lunch where children and adults are spread out.
 - Planning creatively in order to limit the amount of children gathered. (For example, use large areas in the classroom and/or open outdoor space.)
- In Full-Day classrooms rest mats will be placed so that no two children face each other. Rest mats will be placed so that one child looks at another child's feet.

Monitoring and Responding to Symptoms of COVID-19 in Children

- Teaching teams will strictly enforce The Pre-K Health Guidelines (pages 9 - 10 in the Preschool Programs 2020 - 2021 Parent/Guardian Handbook). Children should stay home, or be sent home, if they are experiencing any of the following symptoms not related to other known or diagnosed medical conditions:
 - Fever of 100.4 degrees or above or signs of fever (chills/sweating)
 - Vomiting, diarrhea, or abdominal pain
 - Sore throat
 - New uncontrolled cough
 - New onset of severe headache
- Children should also stay home if they are in quarantine due to exposure to an individual with a confirmed case of COVID-19 or an individual being quarantined for possible exposure to COVID-19.
- A child has a high-risk of COVID exposure if they have experienced any of the following in the past 14 days:
 - Had close contact with a person with COVID-19
 - Had close contact with a person under quarantine for possible exposure to COVID-19
 - Had a history of international travel
- Close contact includes exposures within 6 feet of a person with COVID-19 for 15 minutes or more. This includes brief exposures totaling 15 minutes in a 24 hour period.
- If you are concerned that your child may have COVID-19, please contact your healthcare provider or a local urgent care center. (You can call the COVID-19 hotline at 888-535-6136 for help finding a site.)
- If a child has multiple symptoms of COVID-19 and NO TESTING was done:
 - The child should stay home until
 - He/she has been fever-free for at least 24 hours without the use of fever reducing medicine AND
 - Other symptoms have improved AND
 - At least 10 days have passed since symptoms first appeared
 - If the child visits a healthcare provider and another cause is identified for the symptoms, the child may return to Pre-K once symptoms improve and he/she has been fever free for 24 hours without the use of fever reducing medicine.
- If a child had multiple symptoms, gets a COVID-19 test, and TESTS NEGATIVE:
 - If the child was exposed to COVID-19 within the past 14 days, he/she should stay home for 14 days after the last exposure and follow the guidelines from the local health department.
 - If the child was not exposed to COVID-19, he/she may return to school.
- If a child TESTS POSITIVE for COVID-19:
 - Teaching teams will work with the RCS Nurse and the Oakland County Health Division to determine when he/she may return to school. In general, individuals must stay home until:
 - They have been fever free for at least 24 hours without the use of fever reducing medication AND
 - other symptoms have improved AND
 - at least 10 days have passed since symptoms appeared or the child tested positive
- Parents will sign a one time contract for the school year that states that they will monitor their child's health each day their child attends school. Parents are asked to consider the following:
 - Has your child been in close contact with a person who has COVID-19? (If yes, the family should self-quarantine for 14 days.)

- What counts as a close contact?
 - Child was within 6 feet of someone who has COVID-19 for at least 15 minutes.
 - Child had direct physical contact with the person (touched, hugged, or kissed).
 - Child shared eating or drinking utensils.
 - The infected person sneezed, coughed, or someone got respiratory droplets on the child.
- Has your child felt unwell in the last 3 days? (Persistent cough, fever, difficulty breathing, chills, cold, diarrhea and/or vomiting.)

Monitoring and Responding to Symptoms of COVID-19 in Adults

- All staff will complete a daily screening before entering the building. Each staff member will be asked to if they have the following symptoms: fever, cough, shortness of breath, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. They also need to verify that they have not been in close contact with someone who has had a COVID-19 diagnosis in the past 14 days and that they have not traveled internationally in the past 14 days.
- Staff members should stay home if they are experiencing any of the following symptoms not explained by a known or diagnosed medical condition:
 - ONE of the following:
 - Fever of 100.4 degrees or above
 - Shortness of breath
 - Uncontrolled cough
 - Or TWO of the following:
 - Diarrhea
 - Loss of taste or smell
 - Muscle aches without another explanation
 - Severe headache
 - Sore throat
 - Vomiting
 - Chills
- Staff members should also stay home if they are in quarantine due to exposure to an individual with a confirmed case of COVID-19 or an individual being quarantined for possible exposure to COVID-19.
- A staff member has a high-risk of COVID exposure if they have experienced any of the following in the past 14 days:
 - Had close contact with a person with COVID-19
 - Had close contact with a person under quarantine for possible exposure to COVID-19
 - Had a history of international travel
- Close contact includes exposures within 6 feet of a person with COVID_19 for 15 minutes or more. This includes brief exposure totaling 15 minutes in a 24 hour period.
- If a staff member has multiple symptoms of COVID-19 and NOT TESTING was done:
 - The individual should stay home until he/she has been fever free for at least 24 hours without the use of fever reducing medication AND
 - Other symptoms have improved AND
 - At least 10 days have passed since symptoms first appeared

- If a staff member visits a healthcare provider and another cause is identified for the symptoms, the individual may return to work once symptoms improve and he/she has been fever free for at least 24 hours without the use of fever reducing medication.
- If a staff member has multiple symptoms of COVID-19, gets a COVID test, and TESTS NEGATIVE:
 - If he/she was exposed to COVID-19 within the past 14 days, he/she should stay home for 14 days after the last exposure and follow all instructions from the local health department.
 - If he/she was not exposed to COVID-19 and received a negative molecular diagnostic test result, he/she may return to work.
- If a staff member TESTS POSITIVE for COVID-19:
 - He/she will work with the Pre-K Supervisor, the RCS Nurse and the Oakland County Health Division to determine when he/she may return to work. In general, individuals must stay home until:
 - They have been fever free for at least 24 hours without the use of fever reducing medication AND
 - other symptoms have improved AND
 - at least 10 days have passed since symptoms appeared or the child tested positive.

Reporting a Confirmed Case of COVID-19

If a Child or Staff Member has a Confirmed Case of COVID-19

- We will report the case to the RCS Nurse who will work in partnership with the local health division.
- Questions that will be asked include:
 - When was the child or staff member in attendance?
 - Who is the child or staff member near (less than 6 feet) throughout the day?
 - Is there physical distancing throughout the day?
 - When are face masks worn in the building?
- The health department will also ask you to participate in contact tracing.
- A close contact includes:
 - Anyone who was within 6 feet of someone who has COVID-19 for a total of 15 minutes or more within a 24 hour period. This includes brief exposures totaling 15 minutes in the 24 hour period.
 - Anyone who provided care to someone who is sick with COVID-19.
 - Anyone who had direct physical contact with the person.
 - Anyone who shared eating or drinking utensils with the person.
- Next steps will be determined to reduce transmission.
 - The health department will assess each situation and identify the steps we should take to reduce transmission. This may include closing a classroom or a building.
 - At a minimum, the health department will recommend that the classroom be cleaned. They may also recommend that everyone in that classroom be quarantined for up to 14 days.
 - The health department may also recommend a 14 day quarantine for all other household members and close contacts.
- We are also required to report the case to our licensing consultant.
- We will notify families and staff members of possible exposure.

Social Distancing

Social distancing is very challenging in a child care setting. We have identified the following practices to help support social distancing.

- We will maintain consistent groups in each classroom (keeping the same group of children and teachers in the same classrooms). Ratios will remain no greater than 1:9 in Pre-K 4 classrooms and 1:8 in Pre-K 3, Full-Day, and GSRP classrooms.
- Group size guidelines vary based on which phase of the MI Safe Start plan our community is in.
 - Phases 1 - 3: It is highly recommended that group sizes be kept to 10 or fewer children.
 - Phases 4 - 5: We may operate at our licensed capacity. We will keep children and staff in consistent groups.
- Contact with external adults and between groups of children will be limited. For example, playground time will be rotated between groups.
- Cots and/or rest mats will be placed at least six feet apart, when possible and bedding will be placed in head-to-toe positioning.
- Field trips will be cancelled or delayed, according to current guidelines in place by the state of Michigan and/or CDC Recommendations.
- Drop Off and Pick Up times will be staggered at buildings where two or more Pre-K classes start and end at the same times.
- Teaching teams will meet children at the curbside and escort them into and out of the building.
- Parents, guardians, or caregivers dropping off and/or picking up will be limited to one adult per child.
- We ask that parents avoid congregating in a single space or a large group.
- We will restrict non-essential individuals from visiting classrooms.
- Full-Day classrooms will use a separate document for each family when signing in and signing out children.

Hygiene Best Practices

- Children and staff will wash their hands with soap and water for at least 20 seconds ...
 - When arriving in the classroom
 - After nose blowing, coughing, and/or sneezing
 - After using the bathroom
 - Before eating or preparing food
- Children will be taught to cover coughs with a tissue or sleeve.
- Common areas (sinks, bathrooms, doorknobs, tabletops) will be deep cleaned daily, according to CDC guidelines for cleaning and disinfecting.
- 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 to be thoroughly cleaned and disinfected prior to being returned to the classroom.
- Classroom toys and materials will be cleaned at least weekly in classrooms where the same children are in the same classroom all week. In classrooms that are shared (for example one class on MWF and another class on TU/TH) classroom toys and materials will be cleaned daily.
- Children and staff will have a pair of shoes or slippers that will remain in the classroom, they will change into these upon arrival in the classroom.
- Items from home are strongly discouraged. If a child uses a comfort item for rest time that may be brought into the classroom and left in the child's cubby (or rest bin) until rest time. If a child is comforted during transition time by the use of a comfort item that will need to be placed in the child's cubby after the child has successfully transitioned into the classroom. All comfort items will be set home weekly to be washed.

Face Masks and Appropriate Safety Equipment

- Wearing a cloth face mask indoors and outside when unable to physically distance from others is now mandated in Michigan per the *Gathering Prohibition and Face Mask Order (12/18/2020)* issued by MDHHS (Michigan Department of Health and Human Services).

- When and Where to Wear a Face Mask

Environment	Staff	Children Ages 2 -3	Children Age 4	Children Ages 5 and Up	Parents and Visitors
Classrooms	Required	Should be encouraged	Encouraged	Required	Required
Indoor hallways and common areas	Required	Should be encouraged	Required	Required	Required
Outside with social distancing	Not required	Not required	Not required	Not required	Not required

- Exceptions:
 - Age:** cloth masks should never be placed on young children under age 2.
 - Medical condition:** anyone who cannot medically tolerate a cloth face mask, has trouble breathing, or is unable to remove the face covering without assistance should not wear a face mask.
 - Eating and drinking:** cloth face masks may be removed while eating and drinking.
 - Sleeping:** children should never wear face masks while sleeping or resting.
 - Exercising outdoors** and are able to consistently maintain six feet of distance from others.
- Staff members will prepare children for seeing them in masks by sharing a picture of themselves with and without the mask before the start of school.
- Staff members will wear gloves in a manner consistent with licensing rules (when handling contaminants, cleaning children after a toileting accident, and 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.

Supporting Families

- Teachers will be in touch with families when children are not in attendance to determine a plan to return. Together they will discuss concerns and review questions about returning.
- It is recommended that immunocompromised children and children with chronic respiratory conditions return to school under the direction of their primary care provider.
- It is recommended that children be up to date with current vaccination schedules to protect from vaccine-preventable infectious disease outbreaks, including influenza. If vaccines have been delayed as a result of the stay-at-home order, families should have a plan with their child's medical provider for catch-up vaccinations in a timely manner.

Supporting Staff

- The Supervisor will be in touch 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 primary care physician/medical provider before returning to work.
- Under Executive Order 2020-36, employees will 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.
- Staffing will be based on projected enrollment, the need to limit exposure across groups, and the need to practice social distancing.
- We have substitute staff ready to cover for employees who may need to quarantine or be absent from work for an extended period. This includes two contract substitute assistant teachers who were former Pre-K employees and other third party contract substitutes that are available to use through our Human Resources Department.
- 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
 - steps they must take to notify RCS of signs and symptoms and a suspected or confirmed diagnosis
 - measures RCS is taking to limit the spread of the virus (including PPE)
- In person staff meetings will be limited to 10; social distancing requirements will be maintained.

Resources

Crisis Parent and Caregiver Guide, from the Michigan Children's Trust Fund

https://www.michigan.gov/documents/ctf/CTF_Parent_Guide_687268_7.pdf

Talking with Children about COVID-19, from the CDC

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>

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

<https://zerotothrive.org/covid-19-kids/>