

# Troy School District Preschool

## Child Care COVID Response & Preparedness Plan



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

Troy School District Preschool is committed to protecting the health of our children, families, staff, and community. Due to the COVID-19 Pandemic, 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.

### **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. 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. We will space seating as far apart as possible by limiting the number of children sitting together and rearranging seating
2. Staff and children will wash hands before and immediately after children have eaten.

#### **Other policies related to mealtimes include:**

3. Children will remain in their classroom for mealtimes with their consistent group of children and adults.

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## Naptime

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

1. Using bedding (sheets, pillows, blankets, sleeping bags) that can be washed.
2. Storing each child's bedding in individually labeled bins, cubbies, or bags.
3. Labeling each child's cot/mat and/or sanitizing after use
4. Ensuring that children's naptime mats/cots/cribs are spaced out as much as possible
  
5. 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. If possible, comfort items should remain at the child care facility to avoid cross-contamination.
2. 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.

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

**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:**

Staff will monitor their health symptoms daily and report any symptoms to the building administrator

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

- Before children enter classrooms each day parents will check their child for any symptoms and have them remain home if they are symptomatic while reporting symptoms to the school building
- Children will be rechecked throughout the school day if there are symptoms of COVID-19 displayed

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

If a child, staff member, family member or visitor becomes ill with COVID-19 symptoms or tests positive for the virus, Erin Keyser, Early Childhood Director, will be contacted (248) 823-4502 or ekeyser@troy.k12.mi.us. The Director will contact the OCHD and LARA consultant for further guidance.

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## Daily Temperature Checks

### ***Temperature Checks***

As fever is the key indicator of COVID-19 in children, we ask that parents of students & staff continue to closely monitor their health. We will do so as needed in the school building as well.

7/1/2021- Per MDHHS guidance and OCHD recommendation Health Screeners are no longer required prior to student arrival. Parents are still encouraged to monitor their children closely for symptoms and to keep them home and seek medical attention if their child is symptomatic and/or has had a known exposure to COVID-19.

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

## **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).
- The child will wait with the following designated staff member(s): Front office staff
- The child and designated staff will wait in the following safe, isolated location: Clinic

### **If a staff member develops symptoms during care hours:**

- They will be asked to go home immediately.
- 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: Clinic

## **Reporting Exposure**

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### **Reporting Exposure**

If a child, staff member, family member or visitor becomes ill with COVID-19 symptoms or tests positive for the virus, Erin Keyser, Early Childhood Director, will be contacted (248) 823-4502 or ekeyser@troy.k12.mi.us. The Director will contact the OCHD and LARA consultant for further guidance. Based on the guidance of Troy School District, LARA and OCHD, 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:** Oakland County Health Department: (248) 858-1286

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

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### **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:**

- 1-They have been fever-free for at least 24 hours without the use of medicine that reduces fevers AND
- 2-Other symptoms have improved AND
- 3-At least 5 days have passed since their symptoms first appeared and/or they received their positive COVID-19 test

**To accommodate for the potential need to isolate 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:**

We will utilize our substitute care provider list as well as the district provided support personnel

**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.

**Other policies related to returning to care and work include:**

- The Director will work individually with staff to determine a safe plan for return following all safety requirements

## **Maintaining Consistent Groups**

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**During this time, we will maintain the following group sizes:**

**Preschoolers, 3 years of age until 4 years of age**

1:10 ratio, 20 student classroom maximum

## Preschoolers, 4 years of age until school-age

1:10 ratio, 20 student classroom maximum

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

We will utilize all licensed classroom spaces to implement these reduced, consistent groupings

### 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 during the school day.
3. To the extent possible, 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.
4. Limiting non-essential visitors, volunteers, and activities including groups of children or adults.
5. When participating in inclusive preschool experiences, we will maintain consistent groups of students and adults.

## Drop-Off and Pick-Up Procedures

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### We will use the following recommended practices during arrival and departure times to protect the health of children, families, and staff.

1. Staff will greet children and families at their assigned exterior door outside the building and walk children in and out of the building.
2. We will have a hand hygiene station at the entrance to our building so children and adults can clean their hands.
3. We ask that parents avoid congregating in a single space or a large group.

## Transportation

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### We will use the following CDC-recommended practices to ensure the safety of children and staff during transportation:

1. We will limit non-essential work-related travel and have staff participate in training and technical assistance virtually whenever possible.

## 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).

### Other policies related to hand washing include:

Hand washing will be included in each teacher's daily schedule to reflect intended time each day in addition to situational requirements

## 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. Cleaning **dirty surfaces** using detergent or soap and water prior to disinfection.
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. Providing supplies for staff to wear **disposable gloves** to perform cleaning, disinfecting, laundry, and trash pick-up, followed by hand washing.
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 clean toys frequently, especially items that have been in a child's mouth.
2. 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").
3. We will clean toys with soapy water, rinse them, sanitize them with an EPA-registered disinfectant, rinse again, and air-dry.

**Other policies related to cleaning and disinfecting include:**

All TSD Preschool staff will have training in updated safety procedures and guidelines

## **Safety Equipment**

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### ***Face Mask/Coverings for Staff***

**Our plan for staff around face masks/coverings is as follows:**

As of 2/28/22 OCHD strongly recommends but does not require daycare or K-12 settings to wear masks.

### ***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:**

As of 2/28/22 OCHD strongly recommends but does not require daycare or K-12 settings to wear masks.

## **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: Erin Keyser, Early Childhood Director

The staff responsible for handling questions and outreach for **families** is: Erin Keyser, Early Childhood Director

### ***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. At the district level, TSD offers the TSD Cares team with a host of resources for children, staff and families to support their needs.

### **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)

[Georgie and the Giant Germ](#), from Zero to Thrive and Tender Press Books

TSD Cares

### ***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.

### **We commit to supporting our staff in the following ways:**

TSD Preschool will follow the district's guidance for continued support of our staff during the pandemic.

## **Contact Information**

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**TSD Preschool**

**205 W. Square Lake Rd.**

**Troy, MI 48098**

**(248) 823-3000**

**Erin Keyser, Early Childhood Director**

**ekeyser@troy.k12.mi.us**