

Zion Lutheran Preschool and Early Childhood Center
COVID-19 Preparedness and Response Plan
Updated Last 8/18/2020
Subject to Change

Zion Lutheran Preschool and Early Childhood Center will open August 24, 2020. We will be able to open to all who are interested in care as space allows in compliance with all current or updated [regulatory requirements](#) and current CDC guidelines. Below is an overview of some of the new procedures that will be implemented to help keep our staff and families safe and healthy. *Please note, these may change as new health and safety requirements are put in place or updated by the CDC or 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 per [Michigan.gov screening protocols](#). Screenings will include a touchless temperature check, visual physical assessment, and a few questions in regards to exposure and symptoms within the last 72-hours (fever, respiratory distress or any other symptoms of COVID-19). Rechecks are required if an individual appears sick or displays symptoms for COVID-19.

Children- Fever is the key indicator for young children. Anyone whose temperature reads higher than 100.4 or has symptoms of illness (cough and/or diarrhea with a fever is suggestive of coronavirus) will not be allowed into care and will need to follow [CDC what to do if you are sick](#). When children arrive, staff will meet each car to perform temperature checks and a visual physical assessment and ask a few questions.

Staff - When staff members arrive, we will perform temperature checks. We will screen for cough, shortness of breath, difficulty breathing, change in smell or taste, and diarrhea. Staff arriving with fever above 100.4 or other symptoms will be sent home. Staff will self-quarantine if they have been exposed to COVID-19. Because Child Care staff members are part of Michigan's 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 their children experience possible symptoms or have a positive test. If your child is sick, please do NOT bring your child to school, call to notify the center director 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. See section below. If you have any questions, please reach out to your center director Christina Roe at zionlutheranpreschool48858@gmail.com.

Response to Possible or Confirmed Cases of COVID-19

If a child becomes ill during the day, the child will be isolated and monitored. Families will be contacted and children with symptoms of illness must be picked up promptly. If a staff member becomes ill, they will go home immediately or isolate until able to do so. Families who find out they have been exposed should inform the center director and self-isolate.

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

If a child, staff member, family member or visitor becomes ill with COVID-19 symptoms Isabella County Health Department will be notified as well as our licensing consultant. Staff and families will be notified if there is a positive case of COVID-19. If an individual in a classroom is identified with a positive test of COVID-19, the classroom or the center will be closed, cleaned and everyone in that classroom should be quarantined for 14 days initially unless otherwise directed by our licensing consultant or the local health department.

Guidelines for Returning to Care and Work

If a staff member or child exhibits multiple symptoms of COVID-19 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 your symptoms first appeared

If anyone shows symptoms or tests positive for COVID-19 they should report the illness and email the center director directly. Most children and staff members can return to care/work based on improved symptoms and the passage of time. The local health department may recommend that some individuals (i.e. immunocompromised individuals) receive two negative COVID-19 tests in a row, 24 hours apart. The CDC recommends using the following [guidelines](#) to determine when to return to child care or work after showing symptoms of COVID-19.

Operating Hours

To accommodate new Health and Safety procedures and cleaning requirements, morning staff will arrive early in order to perform health and temperature checks before children arrive and also complete classroom prep for the day. Please drop off your child between 8:20am and 9:00am. If you arrive outside of this window, there may not be an available staff member able to escort your child to or from their classroom. In the evening, staff will thoroughly clean all used materials, toys, tables, and other frequently touched surfaces.

Thank you for your understanding of our modified schedule of operation.

Class Size and Consistency

Class sizes may fluctuate from one day to the next. Student to 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. We will limit the mixing of classrooms and large groupings including staggering playground time as stated in their current classroom schedules.

Lunches

We will practice social distancing when eating. Staff will also practice social distancing and clean and sanitize areas where food is consumed while on breaks. Staff will eat in their classrooms or outside with their students.

Drinking fountains

Drinking fountains will not be available. All children and staff will need to bring their own water bottle. Water bottles must be taken home each night to be washed. Staff will have disposable cups available for drinks in the classroom.

Naptime

We will continue our current naptime policies (i.e. frequent washing of bedding and stored individual bins, bags, or cubbies) and may increase the frequency of washing to daily. Cots will be placed in a head-to-toe positioning and will be placed six feet apart when possible. Please limit the number of items brought into the facility, this can be a way to transmit the virus.

Outside Drop off and Pick up

Please allow extra time in your schedule to allow for the extra protocols that will need to take place before you can leave your child in care. Adults will wear a face covering and practice social distancing when at the front door of the building. Please avoid congregating in groups.

Drop off will occur between 8:20am-9:00am. A staff member will come out to your car to complete a health screening. Parents will not be allowed to enter the building at this time. A staff member will assist your child into the building, wash hands, and enter the classroom.

Pick up time for preschool will be between 11:15am-11:30am. A staff member will bring your child out to your car. Children will wash hands when leaving the classroom at the end of the day.

Ideally the same adult should drop off and pick up everyday. We recommend that grandparents and any adult with underlying health conditions should not be the designated drop off and pick up person.

If you need to drop off or pick up outside of these times, please call the church office and a staff member will bring your child to your car.

Signing in and out

Staff will note drop off and pick up times. Staff members will bring the sign-in system to each car for signing in and out. Smartcare has implemented an new hands free sign-in module that will be explained at open-house.

Limit Visitors

Please limit the number of people dropping off or picking up your child to *one* adult.

We will also be limiting the number of non-essential visitors, volunteers, and other individuals that come into the center. Any adult entering the building must wash their hands with soap and water or use hand sanitizer with at least 60% alcohol. Children should not use any hand sanitizer without adult supervision.

Hand Washing

We will continue to follow and reinforce licensing standards for health and safety hand washing and glove use. We will hand wash often according to [cdc guidelines](#) which will be posted in the classrooms and on class bulletin boards. Staff will also help children with [proper hand-washing](#) which is also posted at all hand-washing sinks.

Cleaning & Disinfecting

In addition to licensing standards, we will increase the frequency of cleaning and sanitizing of frequently touched surfaces according to [cdc cleaning and disinfecting guidelines](#). Additional staff will be available to help disinfect frequently touched surfaces. Non-washable and play food items will not be used. Items that are not easily cleaned or machine washable only items will be stored away or washed between single uses. Any item that is put in the mouth or is soiled will be washed and sanitized. Toys and items will not be shared between groups of students without being washed and sanitized first. Enough toys and learning materials will be provided to rotate items for cleaning.

Masks or Cloth Face Coverings

Under current orders, child care providers do not need to wear N-95 or surgical masks, smocks, or face shields, however, other protective equipment is appropriate. Staff will be required to wear non-medical grade cloth face masks or face shields [appropriately](#) while moving around the building, when in close contact with other adults, during drop off and pick up, and any time they are unable to maintain proper social distancing. It is up to the staff member's comfort level if they will wear a covering in the classroom. Preschool and toddler classrooms will discuss wearing face coverings in a developmentally appropriate way and respond positively and supportively to each individual's response to this new normal.

A disposable face covering will be available for anyone entering the building who does not have a face covering.

Children may be uncertain wearing or seeing others wear masks. At this time, we are following the guidance of LARA and [American Academy of Pediatrics](#) as to best practices for children and face covering use.

- Cloth face coverings will never be placed on young children under age 2, anyone who has trouble breathing, or anyone unable to remove the face covering without assistance.
- Children over the age of two should wear a mask when in public. We suggest that preschoolers and older children should become comfortable with wearing coverings when moving to and from their consistent child care group per these guidelines.
- Children who are socially distanced and are in a consistent group are not required to wear a mask while in the consistent group.

[CDC](#) provides guidelines with how to wear cloth face coverings.

Gloves

Staff will use gloves consistent with standards already set forth by State of Michigan Licensing. Staff will also wash hands before and after glove use using the Healthy Hand Hygiene Behavior through the [CDC guidelines](#). Gloves are not recommended for broader use.

**Family Health & Safety Agreement
August 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 Zion Lutheran Preschool and Early Childhood Center take my child's temperature every morning before they are 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 Zion Lutheran Preschool staff may email updates as needed.

Family member signature: _____ Date: _____