

# Child Care COVID Response & Preparedness Plan

## Program Information

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### Child care program name:

Seasons of Learning ECC

## Introduction

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### *Our Commitment to Health & Safety*

Seasons of Learning ECC 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. Rearranging classroom areas to seat children as far apart as reasonably possible and limiting the number of children sitting together.
3. 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).
4. Using touchless trash cans to provide a hands-free way to dispose of tissues and contaminants.

### **Other policies related to our physical space include:**

Outside playgrounds and gym space will be used by each classrooms separately and during different parts of the day.

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

### **Other policies related to toys and materials include:**

All classroom material will be washed and cleaned on a daily basis. Sensory and water tables will be added back into the program when licensing and the CDC feels it may be safe to do so.

## 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 (ideally 6 feet apart) 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.
3. We will modify our family-style meal service and have staff plate each child's meal so that multiple children are not using the same serving utensils.
4. 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. 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.
4. Ensuring that children's naptime mats/cots/cribs are spaced out as much as possible, ideally 6 feet apart.
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, Seasons of Learning limiting 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).

**Other policies related to naptime/items from home include:**

Seasons of Learning will limit items coming from home, at this time, all regular toys from home will not be permitted inside the preschool classrooms. Only those special items for nap time will be permitted. We ask that these items stay in the child's cubby during the school week.

## **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:**

All staff will be checked for COVID-19 symptoms upon arrival to work. Staff members will need to stop in the Seasons of Learning office to have their temperatures checked before heading to the classroom. Staff will also be screened for coughs, shortness of breath, difficulty breathing, changes in smell or taste, and for diarrhea.

If a staff member comes to work with a temperature of 100.4 or above, that staff member will be sent home. Seasons of Learning does understand that a staff member may have another medical issue or condition that is NOT related to the COVID-19 but is presented with a temperature. That staff member must have a medical clearance from his/her physician stating that the staff member does not have the COVID-19. A re-check will be required if a staff member appears sick or displays the COVID-19 symptoms.

Staff members must report to the Seasons of Learning office immediately if they have become in contact with an individual outside of work that has had a documented case of the COVID-19. Staff will be instructed to self-quarantine if directly exposed. Childcare teachers/staff members are part of Michigan's essential workforce, they are eligible to be tested for COVID-19

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

Each child and their parent or family member must meet their child's teaching team at the designated preschool door, located at the Seasons of Learning playground on the north side of the building. Each preschool classroom is numbered 7, 8, 9. Seasons of Learning will notify parents on which preschool classroom door that they are to meet their teaching team. A health screening and temperature check will be completed before entering the classroom. Once a parent answers the health screening form, staff reviews the form and temperatures have been taken, the child may proceed into the classroom. All screenings forms will be kept on file in the Seasons of Learning office.

Parents will be asked if their child has been in contact with an individual who has the COVID-19? (If the answer is yes, the family should self quarantine for up to 14 days.)

Has your child felt unwell in the past 3 days? (This would include a persistent cough, temperature, difficulty breathing, cold, diarrhea and vomiting.)

Staff will continue to monitor children throughout the school day, and monitor temperatures when children appear ill, or not themselves.

Families will be asked to report to the Seasons of Learning office and discuss the possibility of being exposed to the COVID-19 illness, or has a confirmed case of COVID-19 within the family, especially if experiencing possible symptoms.

All families will be informed in advance about the daily health screenings and temperature checks. A separate policy informing parents will be given at the time of registration and again at the orientation.

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

All families and staff members are required to contact the Seasons of Learning office if he/she has been exposed to the COVID-19 virus. Families and staff may call the office at 586-248-4949 and speak confidentially to the director.

Staff is to contact the main preschool office immediately if a parent shares with the staff that they have been exposed to the COVID-19 virus.

## **Daily Temperature Checks**

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### ***Temperature Checks***

As fever is the key indicator of COVID-19 in children, Seasons staff 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 children enter their classroom.

: Temperatures will also be checked at lunch time

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

program staff.

### **The following staff members will be responsible for temperature checks:**

The following staff members will assist in temperature checks before children may enter their classrooms.

Denise Hall, Director

Hillary Carico, Teacher

Paula Woomer, Teacher

Darlene Stern, Assistant Teacher

Charlene Shuboy, Assistant Teacher

### **To minimize potential spread of illness, staff will:**

1. wear a face mask while taking the child's temperature.
2. **disinfect non-disposable thermometers between uses (e.g., cleaned with an alcohol wipe or isopropyl alcohol on a cotton swab).**

## **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).
- The child and designated staff will wait in the following safe, isolated location:: Not feeling well wait room

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

- They will be asked to go home immediately.
- If no other caregiver is immediately available to be with children, the staff member will put on a cloth face covering (if not already on) and limit close interactions with children until they can be relieved by another staff member.
- 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: Not feeling well wait room

## **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, Seasons of Learning's Director will contact our local health department and licensing consultant. Based on the guidance of the local health department, Seasons of Learning's Director and Health Department 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, Seasons of Learning staff will respect the privacy of individuals and not share health information of a specific person.

### **Our local health department can be contacted at:**

586-783-8190

## 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):**

Seasons of Learning encourage safeguarding the health of all of our children and staff by requiring families and staff to follow these guidelines when determining if a child is healthy enough to be present in the classroom.

Symptom, Keep Child at Home Until

Fever:: Fever free for 24 to 72 hours dependent on illness and clearance from physician

Running Nose:: Thick discharge subsides

Cough:: Cough diminishes

Red or Watery Eyes:: Eyes return to normal

Upset Stomach/Diarrhea:: No problems exists/cleared by doctor

Earache:: Examined by a doctor

Rash:: Cause determined by doctor on when to return to school

Pale/Flushed Skin:: Color returns to normal

Draining Sore:: Drainage has completely stopped

Head Lice:: Hair is treated and no nits remain

Vomiting:: Completely cleared for 72 hours

For any reason, a child that comes down with a fever of 100.4 degrees or higher, the teaching staff will contact the child's parent or guardian to come and pick up their child from school. Children must be fever free for up to 72 hours before returning to school. (Must be fever free from 24 to 72 hours dependent on the illness.)

If your child, or a family member is exposed to the COVID-19 virus, you must self-isolate for at least 14 days of first symptoms. Families/Staff must notify the Seasons of Learning Office if he/she susceptible or has been confirmed to have the COVID-19 virus.

If your child should contract any contagious disease of any kind, please notify your child's teacher.

### **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:**

Seasons of Learning staff will not be penalized if ill, have become infected with the COVID-19 virus, or is caring for a family member with COVID-19 virus. Staff will need a clearance from their health care professional that says it is safe for them to return to work.

If a staff member becomes ill and is sent home, a substitute teacher or the director will be called in to assist the co-teacher thru the remainder of the day. For any reason, that no substitute teacher or director is available and staff to child ratios are not met, classes may be canceled for the remainder of the school day. If the child count is low, the co-teacher will continue to teach the class for the remainder of the school day.

If a staff member is diagnosed with the COVID-19 virus, the classroom will be disinfected and will not be in use for at least 14 days before the classroom will return to use. During that time, a substitute teacher will be hired to assist the co-teacher in teaching the class until the regular teacher is cleared to return to work.

Each staff member will be assured of their job position and regular job duties upon returning to work.

**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**

16

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

16

**School-agers**

10

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

Seasons of Learning has very large classrooms that can easily accommodate up to 16 children and continue to provide plenty of space. Children will be split up into 2 small groups of 8 children each. Each group will be allowed to use different parts of the room at different times of the day.

Classrooms will be disinfected throughout the day and at the end of each day that school is in session.

Each classroom at Seasons of Learning will also use the playground and gym at different times of the day, so that no more than one class is using these facilities at one time. After each use, the playground and gym will be disinfected before the next class will be granted access.

**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. We will adjust staffing patterns to have children dropped off and picked up in their classrooms rather than a combined before-/after-care space.
3. Canceling or postponing field trips and special events that convene larger groups of children and families.
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. Any in-person staff meetings will be limited to 10 people and social distancing requirements will be followed as much as possible.

## **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. 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.
2. We will ask parents and other visitors to wear masks while in the building.
3. We will provide hand sanitizer or wipes at the sign-in station for parents/guardians to clean pens/keypads between each use.
4. Children should enter the building without car seats.
5. We ask that parents avoid congregating in a single space or a large group.
6. We will implement staggered drop-off and pick-up times to limit contact among parents.

**Other policies related to drop-off and pick-up include:**

Parents will be required to sign-in and sign-out their child on a daily basis. Sign-in/Sign-out sheets will be placed by the child's classroom door. Parents are required to sign-in their child before entering the classroom. At the end of the school day, parents will be required to sign their child out before leaving the school building. Teachers may also sign children in after temperature checks are completed in order to assist parents in the sign-in and sign-out process.

**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:**

Seasons of Learning will reinforce our health and safety hand washing procedures for both staff and children in our care. Hands will be washed frequently with soap and water for at least 20 seconds. Staff and children will wash hands before and after each meal, after using the bathroom, playing with toys, playing outside, and especially after blowing of noses, coughs and sneezes. Staff and children must continue to cover coughs and sneezes with a sleeve or a tissue. Wearing gloves does not take the place of hand washing set by the CDC guidelines.

Hand Sanitizer with at least 60% alcohol base may be used if soap and water is not available. All hand surfaces must be covered and must be rubbed together until hands are dry.

**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. Cleaning **dirty surfaces** using detergent or soap and water prior to disinfection.
3. Regular cleaning of **electronics** (e.g., keyboards, parent/staff check-in kiosks) according to manufacturer's instructions.
4. Use of **CDC-recommended disinfectants** such as EPA-registered household disinfectants, diluted bleach solution, and/or alcohol solutions with at least 70% alcohol
5. Normal routine cleaning of **outdoor spaces**, with special attention to high-touch plastic/metal surfaces (e.g., grab bars, railings).
6. 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 with soapy water, rinse them, sanitize them with an EPA-registered disinfectant, rinse again, and air-dry.
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 frequently, especially items that have been in a child's mouth.

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

Seasons of Learning maintains a robust cleaning schedule on a daily basis.

Janitorial staff will clean all sinks, bathrooms, doorknobs and flooring on a daily basis, using the proper disinfectants in order to keep these areas sanitized and cleaned.

Teaching staff will continue to use the 3 step cleaning system while cleaning down tables that the children use on a daily basis. Tables must be washed and sanitized before and after each meal and class activity. The steps is as follows:

\*Spray down tables with soapy water, wipe down with paper towels

\*Spray down tables with clear rinse water, wipe down with paper towels

\*Spray down tables with a bleach/water solution and air dry

At the end of each day, all toys will be disinfected and sanitized before being used the next school day. If a toy or class material is mouthed by a child, it will be washed, sanitized and air dried before being used again in the classroom.

All bathroom accidents will be cleaned immediately and sanitized. The child's clothing will be placed in a plastic bag and stored safely until the end of the school day, or if the child's parent comes early to pick up the child from school.

## **Safety Equipment**

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

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

Other - Write In: Staff are required to wear a face covering at all times while in the school building. Teachers are not mandated to wear a face covering while outside on the playground and are social distancing.

### ***Use of Gloves***

Seasons of Learning 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:**

The Michigan Safe Schools Preparedness and Response Plan requires that preschool children 2 years and older to wear a face mask in all common areas of the center, which includes, hallways, libraries, gyms, large bathrooms, and lunchrooms. Preschoolers will NOT be mandated to wear a mask in the classroom, but highly encouraged as long as the child remains in his/her consistent group settings. "Medical professionals recognize that many young children will not reliably wear a face mask, and a face mask may increase the child's need to touch his/her face and would negate the purpose of wearing the mask." Children will take off face masks several times during the day and drop to the floor and also touching items that could cause potential sources of infection. Parents and children must wear a mask when entering the school, while in the hallways, libraries, gyms, bathrooms, offices and all other common spaces.

\*\*Parents will be required to make an appointment to meet with the director.\*\*

## **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 : Denise Hall, Director

The staff responsible for handling questions and outreach for **families** is : The director and teaching staff

### **Training Staff**

In order support Seasons of Learning staff in effectively engaging in best practices and making personal decisions, Seasons of Learning 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**

Seasons of Learning 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 and teachers.

### **We will make the following resources available for staff and families to support children:**

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

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

[Crisis Parent and Caregiver Guide](#), from the Michigan Children's Trust Fund

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

Other - Write In:

### **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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