

## COVID-19 Preparedness and Response Plan

**Program Name: MDS CAA Early Childhood Program**

**Address: 507 1<sup>st</sup> Avenue North Escanaba, MI 49829**

**Delta Schoolcraft Intermediate School District**

Directions: After considering required and strongly required details, in the space available describe your practice/procedure you plan on implementing.

MDS CAA ECP shall submit a completed Preparedness Plan (Executive Order 2020-142) to Delta-Schoolcraft ISD by August 15, 2020. The Preparedness Plan must be posted on DSISD website home page no later than August 17, 2020.

### **Preparedness Plan Assurances**

MDS CAA ECP agrees to meet the following requirements of Executive Order 2020-142. MDS CAA ECP Assures that:

- When schools are closed to in-person instruction, the agency must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to all children and families.
- While any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students.
- During **Phase 1, 2, or 3** of the ***Michigan Safe Start Plan***
  - Will suspend in-person student instruction and close its buildings to anyone except: (a) employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, necessary to facilitate alternative modes of instruction. (b) Food-service workers preparing food for distribution to students and their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by LARA.
  - Will suspend after-school activities, inter-school activities and busing of children
  - Will pay employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan.
  - Will continue to provide food distribution of food to enrolled children.

- During **Phase 4** of the ***Michigan Safe Start Plan***
  - Will prohibit indoor assemblies that bring together children from more than one classroom
  - Will cooperate with local public health department if confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he/she showed symptoms to the time when he/she was last present in school.

### **Preparedness Plan**

MDS CAA ECP must develop a COVID-19 Preparedness and Response Plan that is informed by Michigan's 2020-2021 Return to School Roadmap and follow Guidelines for Safe Child Care Operations During COVID-19 provided by LARA. In accordance with Executive Order 2020-142 a plan must include all of the following parts:

- A. **Phase 1, 2, or 3 of the *Michigan Safe Start Plan***
  - a. **Social-Emotional Health: Strongly Recommended**
    - i. Describe how you will implement a screening for all students and communicate the guidelines regarding identification factors and referral for all at-risk families and children.
  - b. **Remote Instruction: This is also the Continuity of Learning Plan submitted in April. You can up-date your current plan ensuring the following items are included in your plan and attach updated COL plan:**
    - i. Revise COL plans based on lessons learned and feedback from parents and teachers.
    - ii. How you will deliver high-quality instructional materials that align with best practices and promote engagement, consistency, and individualization for child/family.
    - iii. How you will screen every child in the first 45 days to understand where they are academically and to inform instructional decisions.
    - iv. Explain your process for ongoing monitoring of student progress and provide feedback to families.
    - v. Describe your modes of communication with each family to share resources and resources for families to use at home.
    - vi. Describe how you will monitor that families have adequate connectivity to successfully engage in programming and are participating in the programming on a daily basis,
    - vii. If any part of your remote instruction relies on electronic instruction describe how you will aid the families who lack access.

## **B. Phase 4 of the *Michigan Safe Start Plan* Safety Protocols:**

### **a. Personal Protective Equipment: REQUIRED**

- i. Face masks always **must be worn** by staff **except** for meals.
- ii. Masks should be washed or disposed of each day.
- iii. Children, staff, and bus drivers must wear masks during school transportation

**Strongly Recommended:** Masks are not required for use in classrooms by children ages 3 and 4. Children wearing masks should be considered in hallways and common areas.

### ***Describe your Personal Protective Equipment protocol:***

- Staff will be provided a mask to use while on site and/or on home visits. Staff are required to wear face masks at all times.
- Home visiting staff will be supplied with a safety kit which will include a mask, hand sanitizer, disinfectant wipes, and gloves.
- Staff doing health screenings will be provided with a mask, face shield, and gloves.
- Children will be required to wear a face mask when they ride the bus and when they are in common areas in our centers. These masks will be provided by the program.

## **C. Hygiene: REQUIRED**

- a. Provide supplies to support healthy hygiene behaviors
- b. Teach and reinforce handwashing with soap and water for at least 20 seconds and/or safe use of sanitizer that contains 60% alcohol
- c. Follow Best Practices to Promote Hygiene (Page 10) provided by LARA: Guidelines for Safe Child Care Operations During COVID-19
- d. **Strongly Recommended:**
  1. Teach children how to sneeze/cough into their elbows or use a tissue to cover mouth
  2. Scheduled handwashing every 2-3 hours
  3. Limit sharing of personal items and supplies such as writing utensils
  4. Keep children's personal items separate
  5. Limit use of classroom materials to small groups and disinfect between use

### **Describe your Hygiene protocol:**

#### **Handwashing**

- All children, staff, and volunteers should engage in hand washing at the following times:
  - Arrival to the facility and after breaks

- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors or in sand
- After handling garbage
- Wash hands with soap and water for at least 20 seconds. Please use provided sand timers to assist children in length of time.
- Assist children with handwashing, including infants who cannot wash hands alone.
  - After assisting children with handwashing, staff should also wash their hands.

## **D. Spacing, Movement and Access**

### **a. Strongly Recommended**

- i. Rearrange seating to seat children 6 feet apart (when possible) and limit the number of children sitting together, especially at meal times
- ii. Family members or other guests are not allowed in school building except under extenuating circumstances
- iii. Floor tape or other markers should be used at 6 feet intervals where line formations, in waiting/reception areas
- iv. Post signs indicate proper social distancing and hand hygiene techniques.
- v. Any adult guest entering the building should be screened for symptoms, wear a face mask, wash/sanitize hands prior to entering. Strict records, include date/time should be kept

### **b. Recommended:**

- i. Open windows as much as possible.
- ii. Entrances and Exits should be kept separate
- iii. "Specials" should be brought to the classroom
- iv. 6 feet distancing in hallways and staggered movements if feasible.

## **Describe your Spacing, Movement and Access protocol:**

### **Identify a location to safely isolate**

- A place in the classroom will be identified in each classroom where a child would isolate when a child is showing symptoms of COVID 19. This area will be identified with a specific color tape.

### **Adjustments to some materials in the classroom**

- Easel only one side in use. Paint brushes will go into a bin after each use
- Writing table; only one chair
- Art centers will include items that can be sanitized. Individual bags of other supplies will be provided to each child when requested.

- Individual boxes will be provided for each child with crayons, scissors, markers, glue sticks, bingo dobber and watercolors, and pencils.
- Wooden toys will be sprayed at end of day.

### **Limit, or eliminate, use of common spaces**

- Gyms and libraries will not be used.
- Playground schedules will have a rotation so only one class is on the playground at a time.
- Large group areas will be taped off for six feet distancing.
- Large group times will take place with two groups of children separated amongst the classroom
- small group times will take place in different parts of the room
- Classroom will be divided by furniture and visual makers such as tape to define work areas.
- Field trips are not allowed
- Arrival and departure times will be staggered.
- Entrance into buildings will be defined by classroom.
- Health checks will be taken at entrance one at a time as defined by classroom.
- Markers 6 feet apart will be placed when needed
- Children's locker/cubbies will be assigned every other locker. Children will wear masks due to close proximity where six feet distancing can't be maintained

### **Rearrange seating**

- Chairs at tables will be arranged to maintain six feet apart distance. Tape will be placed on the floor. Pre-teaching to children about the need to keep the chair on the tape.
- Velcro circles will be placed on the carpeted areas for group time seating.

### **Touchless trash cans**

- Open trash cans will be available in classrooms and bathrooms.
- Diaper trash cans will be touchless. Diaper Genies will not be used.

### **Ensure ventilation systems operate properly**

- Environmental inspections ensure ventilation systems are working properly.
- Changing ventilation filters will happen more often. **(will include how often)**

### **Ensure water is safe**

- Facility Assistant will run water weekly at each site during closures.
- Water samples will be taken during closures where required.

### **Maintain Consistent Groups**

- Group size per session will be 8 children and 2 staff with 1 additional staff member running meals or delivered to classrooms.

- Children will be primary grouped and remain together for the day during meals, small and large group activities and arrival and departure.
- No volunteers, visitors or onsite guests will be permitted in the classroom.
- Licensing consultant, administrative staff and therapists are essential and are permitted in the classrooms.
- Mats will be placed 6 feet apart with children laying head to toe.

- c. If all children cannot fit in the classroom space consider implementing staggered school schedules with alternate dates of attendance or use of remote learning. Need more guidance from MDE on this!! Class size, schedules, and attendance requirements expect the guidance on 7/28/2020

#### **Describe planned school schedule during Phase 4**

- Each session will include 8 children and 3 adults.
- Part day classes will have a hybrid model with a Monday/Tuesday class and a Wednesday/Thursday class and virtual learning activities
- School day classes will have class Monday-Thursday

#### **E. Screening Children and Staff: REQUIRED**

- a. Programs must cooperate with local public health department regarding the implementation of screening and reporting protocols of COVID-19 case
- b. Must implement protocols for screening children and staff
- c. Follow Best Practices to Promote Hygiene (Page 4-7) provided by LARA: Guidelines for Safe Child Care Operations During COVID-19

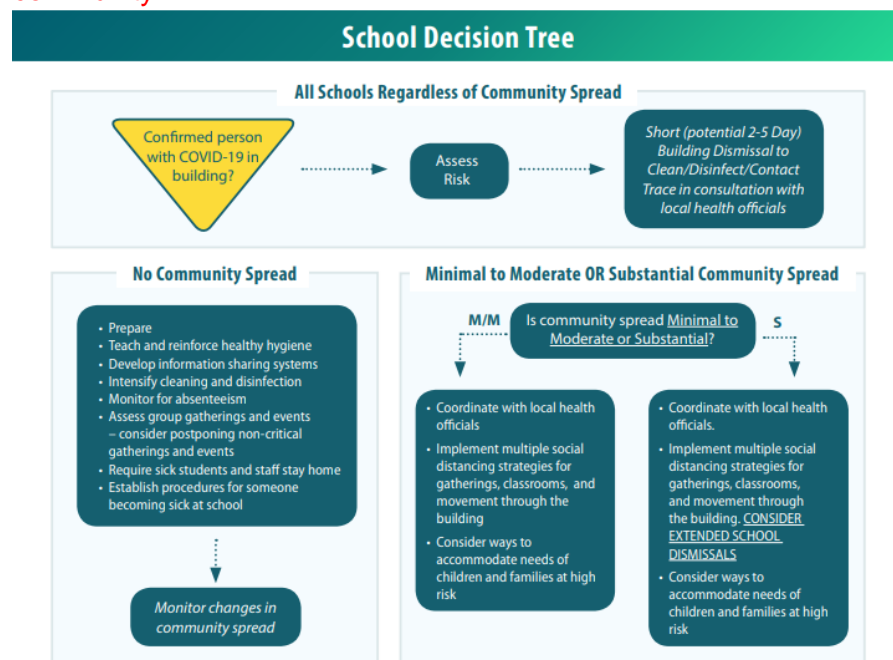
Describe your screening and reporting positive cases protocol.

- **Health screenings will be conducted on all children daily.** Fever is the key indicator for young children. If a child's temperature is above 100.4 degrees, the child will be excluded from care. Cough and/or diarrhea in addition to fever is suggestive of coronavirus. All parents and staff will be required to wear a face mask at all times. Children ages 5 and younger will not be required to wear a mask in their classroom. Children will be required to wear a face mask on the bus and in any other common areas.
  - When a child arrives at the center, or before getting on the bus, staff will perform a health screening and a temperature check. Temperatures will be taken by a touchless thermometer. Hand sanitizer will be made available for all children and staff. Parents will be required to wear a mask during pick up and drop off of their child.

- Staff will ask the parent some questions to assess risk of exposure: Has your child been in close contact with a person who has COVID-19? (If yes, the family should self-quarantine for 14 days.) Has your child felt unwell in the last 3 days? (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea)
- Staff will visually check the child for signs of illness, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness
- Staff will continue to monitor symptoms throughout the day and monitor temperatures when children appear ill or “not themselves.”
- Children with a fever alone, or a fever with a cough and/or diarrhea will be isolated from the group and their parents contacted for prompt pick up. Their parents should contact their primary care physician/medical provider.
- The classroom that the child was in will be cleaned following the program cleaning procedure.
- The program will determine if the classroom/center should be closed and for how long based on guidance from the Local Health Department.
- If a family suspects that a family member or someone the family has had close contact with has been exposed to COVID-19, or a family member is showing any symptoms, they will contact their EHS home visitor or Teacher.
- The Health Manager will contact the family to follow up on their concerns.
- The Health Manager will contact the health department for guidance on next action steps.
- If a family member does have a confirmed positive test for COVID-19, the program will implement the exposure policy discussed below.
- **Families will be notified of exposure to a confirmed case of COVID- 19.** A letter from the administrative office will be sent home to all families in that center once there is confirmation of a positive case. The letter will include information about symptoms to look for, what to do if you see symptoms, how the virus is spread, and how to prevent further spread of the virus.
- **We will coordinate with local health officials.** Once learning of a COVID-19 case in someone who has been in the school, we will immediately notify local health officials. These officials will help administrators determine a course of action for their child care programs or schools. One course of action might be to dismiss students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to

help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- **Follow local health officials' recommendations.** All centers will use the School Decision Tree to assess risk of confirmed person with COVID-19 in the building. The following decision tree will be used to help the program determine which set of safety strategies may be most appropriate for their current situation. The duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.



- **Confidentiality will be maintained.** In such a circumstance, it will be a priority to maintain the confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
- **Health screenings will also be conducted on all staff daily.** These screenings will include temperature checks and questions assessing their risk of exposure similar to families.

## F. Food Service, Gathering, and Extracurricular Activities: **REQUIRED**

- Prohibit indoor assemblies that bring together children from more than one classroom
- Recommended:
  - Large scale assemblies or more than 50 children are suspended.
  - Off-site field trips that required bus transportation to an indoor location are suspended.
  - Recess should be conducted outside with appropriate social distancing and cohorting of classrooms. If more than one class is outside, children should wear masks.



- iv. School-supplied meals should be delivered to classrooms with disposable utensils.
- v. Extracurricular activities may continue with the use of mask coverings.

**Describe your Food Service, Gathering and Extracurricular Activities protocol:**

**Meals/Food Service**

- As recommended by the CDC, those who assist with diapering children cannot prepare or assist with meal prep. Therefore the classroom team will designate a staff to diapering and toileting children. Then the team will designate another staff for meal/food prep.
- The meal prep designee will be required to:
  - To disinfect the counters where the meal prep will occur, 10 minutes prior to the preparing of the meals to allow for proper disinfection.
  - Wash hands prior to preparing the meals
  - Wear a mask and gloves while preparing and serving meals
- Sinks used for food preparation should not be used for any other purposes; including hand washing.
- Meals will not be served at the tables or family style at this time. Meals are to be plated on the classroom counter.
  - The counter to where the meals will be plated, if separate from where they are prepared is to also be disinfected 10 minutes prior.
  - Plate each child's meal to serve it, so that multiple children are not using the same serving utensils.
- Staff and children should wash hands prior to and immediately after eating.

**G. Cleaning: REQUIRED**

- a. Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every 4 hours
- b. Child tables must be wiped down with a disinfectant after every use.
- c. Playground structures must continue to undergo normal routine cleaning

**Describe your Cleaning protocol:**

**Classroom cleaning and disinfecting**

- Common/high touch surfaces will be cleaned and disinfected every 2 hours using the classroom's disinfectant electrostatic sprayer or a bleach solution. You must allow 10 minutes for the proper disinfection. This will include:
  - Cleaning objects/surfaces such as doorknobs, light switches, classroom sink handles, countertops, cots, toilet training potties, desks, chairs, cubbies/lockers, toys, games and playground structures.
  - Each classroom will have a bucket to place toys that have been mouthed. Toys will be washed at the end of the day.
  - Blankets, pillows, stuffed animals and all soft items in the classroom will be washed every day.
  - Children can bring one comfort toy from home but it is to be kept at the center and washed daily.
  - All items to be laundered will be placed in a washable laundry bag. The bag will be washed daily. There will be hampers for clean laundry
  - Cots will be disinfected daily and washed at the end of the week.

#### Play grounds and outdoor equipment

- Playgrounds and outdoor toys require routine cleaning after every use.
  - Use soap and water spray and dry towel; to clean playground equipment after each use of the playground and outdoor toys.
  - Be sure to clean high touched surfaces and popular toys. Such as grab bars, railings, outdoor kitchens, and sand toys.
  - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
  - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) are not recommended.

#### **H. Busing and Student Transportation: REQUIRED**

- a. Use of hand sanitizer and take the temperature of children and staff before entering the bus. Hand sanitizer must be supplied on the bus. (LARA page 10)
- b. Must wear mask while on the bus
- c. Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.
- d. Create a plan for getting students home safely if they are not allowed to board the vehicle
- e. If a child becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above. Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- f. Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

- g. Weather permitting, consider keeping windows open while the vehicles is in motion to help spread of the virus by increasing air circulation, if appropriate and safe.

**Describe your Busing and Transportation protocol:**

**Transportation**

- Parents transporting their own child is recommended as the most effective way to avoid possible exposure to COVID-19. It is recommended that the child be transported by the same person as much as possible.
- For children who will be bussed, there will be a health screen performed by staff before the child enters the bus.
- For children who are being transported by a parent, a health screen will be conducted prior to the child entering the center.
- **If any questions are answered with a yes, or there are symptoms present, the child will not be allowed to attend school and the protocol for possible exposure will be implemented.**
- For children who are bussed, they may be asked to meet at a pick up point rather than picked up at their door. Door to door pick up/drop off will be very limited. This is due to the extra time it will take staff to perform health screenings and also keep with the licensing regulation of bus routes being no longer than one hour. We ask that only one adult per child be present at the pickup point if possible and that it is the same adult each time. Families are asked to maintain social distancing at the pickup point.
- Children will be seated on the bus, 1 child per seat in order maintain social distancing. Children coming from the same home will be permitted to sit together. Children will keep the same seat assignment for the school year as the COVID precautions apply.
- Buses will be cleaned and disinfected according to CDC guidelines.
- If there is a staff illness, transportation may not be available. Parents should have a back-up plan in case this happens.
- Children and staff will be required to wear a face mask while on the bus. If there any concerns about wearing a mask, parents will need to discuss those with the Family Service Worker.
- Parents will be required to wear a face mask at pick up and drop off.

**I. Mental & Social-Emotional Health: Strongly Recommended**

- a. By screening families and children for additional mental health supports
- b. Provide resources for staff self-care, including resiliency strategies
- c. Communicate with families the return to school transition information

## **Describe how you will support the social-emotional health:**

### **Social Emotional Support**

Staff will provide resources to support social emotional needs of children and families to include the following:

- 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

### **More information can be found at:**

[www.michigan.gov/lara/0,4601,7-154-89334\\_63294\\_5529---,00.html](http://www.michigan.gov/lara/0,4601,7-154-89334_63294_5529---,00.html)

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

[https://www.michigan.gov/documents/whitmer/MI\\_Safe\\_Schools\\_Roadmap\\_FIN\\_AL\\_695392\\_7.pdf](https://www.michigan.gov/documents/whitmer/MI_Safe_Schools_Roadmap_FIN_AL_695392_7.pdf)

## **J. Instruction for In-Person or Hybrid**

### **a. Ensuring that hybrid or remote instruction includes:**

- i. Best practices
- ii. Mode of student assessment
- iii. Differentiated support for children/families
- iv. Guidance around daily instructional time
- v. A plan that ensures all families have connectivity and access
- vi. A system to monitor and track families' online attendance on a daily basis.
- vii. How will teachers assess the child's development during hybrid instruction

## **Describe the program model for instruction that will be implemented during Phase 4.**

### **Virtual Services**

Virtual services will be offered to families during this time. Staff will be using social media and other communication platforms to engage children and families. It is our intent that learning will be occurring with a blended approach of face to face instruction and virtual instruction. If a family chooses not to send their child to one of our sites for face to face instruction, that family may choose an all virtual option.

1. Virtual posts will be done on Class Dojo, private Facebook page.

2. Post daily activities listed on the lesson plan form by noon Monday-Thursday.
  - a. Week 1 will include an introduction post explaining what teachers will be posting, and the importance of parent feedback. Encourage families to share pictures and information on what their child is learning. This information will be used for TSGold assessment documentation.
  - b. Week's 2-6 one post will be the bus curriculum and the other posts will be activities relating to the areas listed on the lesson plan.
  - c. Following weeks will include posts for all areas listed on the lesson plan.
  - d. Consider what the family has available to them at home when posting activities.
  - e. Virtual resources can be used. Examples maybe posting a virtual field trip, a You Tube link to cosmic yoga or a story reading. Link should be tested before putting as a resource for families.
3. The Virtual Lesson Plan/Parent Log form will be completed weekly. The form will be emailed to the Education Coordinator by Friday of each week.
4. If a parent is not able to connect to the virtual platform the teacher will talk with the Education Coordinator to develop a plan for supporting the family.

- b. Follow Best Practices to Prepare Your Physical Space (page 4) provided by LARA: Guidelines for Safe Child Care Operations during COVID-19.

**Describe your process of implementation:**

**Identify a location to safely isolate**

- A place in the classroom will be identified in each classroom where a child would isolate when a child is showing symptoms of COVID 19. This area will be identified with a specific color tape.

**Removal of toys and objects which cannot be easily cleaned or sanitized between use**

- Sand and water tables as well as playdough will not be used.
- Cloth toys will be removed from the classrooms.
- Toys from home will not be permitted.
- Comfort toys will be allowed. One per child. Toy will stay with child's blanket in cubby. Toy must be washable.
- A special labeled bin to place mouthed toys in for disinfecting will be available in each classroom
- Individual boxes will be provided for each child with crayons, scissors, markers, glue sticks, bingo dobber and watercolors, and pencils.
- No dress up clothes or hats
- Battery operated toys will be removed.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

### **Adjustments to some materials in the classroom**

- Easel only one side in use. Paint brushes will go into a bin after each use
- Writing table; only one chair
- Art centers will include items that can be sanitized. Individual bags of other supplies will be provided to each child when requested.
- Individual boxes will be provided for each child with crayons, scissors, markers, glue sticks, bingo dabber and watercolors, and pencils.
- Wooden toys will be sprayed at end of day.

### **Limit, or eliminate, use of common spaces**

- Gyms and libraries will not be used.
- Playground schedules will have a rotation so only one class is on the playground at a time.
- Large group areas will be taped off for six feet distancing.
- Large group times will take place with two groups of children separated amongst the classroom
- small group times will take place in different parts of the room
- Classroom will be divided by furniture and visual makers such as tape to define work areas.
- Field trips are not allowed

### **Rearrange seating**

- Chairs at tables will be arranged to maintain six feet apart distance. Tape will be placed on the floor. Pre-teaching to children about the need to keep the chair on the tape.
- Velcro circles will be placed on the carpeted areas for group time seating.

### **Touchless trash cans**

- Open trash cans will be available in classrooms and bathrooms.
- Diaper trash cans will be touchless. Diaper Genies will not be used.

### **Ensure ventilation systems operate properly**

- Environmental inspections ensure ventilation systems are working properly.
- Changing ventilation filters will happen more often. **(will include how often)**

### **Ensure water is safe**

- Facility Assistant will run water weekly at each site during closures.
- Water samples will be taken during closures where required.

## **K. Communications and Family Support: Strongly Recommended**

- a. Describe your communication systems for families including:
  - i. Expectations around their child's return to school
  - ii. Clear information about the program model (schedules and configurations)

- iii. Information regarding the modification to the implantation of curriculum
- b. Follow Best Practices to Communicate with Families (page 12) provided by LARA: Guidelines for Safe Child Care Operations during COVID-19.

**Describe your protocol for communicating with families:**

Each family will receive a COVID 19 response plan handbook. Teachers and Family Service Workers will communicate any changes in schedules etc. to families.

**C. Phase 5 of the Michigan Safe Start Plan Safety Protocols:**

- a. **Personal Protective Equipment: Strongly Recommended**
  - i. Face masks should **be worn** by staff **except** for meals.
  - ii. Masks should be washed or disposed of each day.
  - iii. Children, staff, and bus drivers must wear masks during school transportation
  - iv. Masks should worn in hallways and common areas by staff and children.

**Describe your Personal Protective Equipment protocol:**

- Staff will be provided a mask to use while on site and/or on home visits. Staff are required to wear face masks at all times.
- Home visiting staff will be supplied with a safety kit which will include a mask, hand sanitizer, disinfectant wipes, and gloves.
- Staff doing health screenings will be provided with a mask, face shield, and gloves.
- Children will be required to wear a face mask when they ride the bus and when they are in common areas in our centers. These masks will be provided by the program.

**L. Hygiene: Strongly Recommended**

- a. Provide supplies to support healthy hygiene behaviors
- b. Teach and reinforce handwashing with soap and water for at least 20 seconds and/or safe use of sanitizer that contains 60% alcohol
- c. Follow Best Practices to Promote Hygiene (Page 10) provided by LARA: Guidelines for Safe Child Care Operations During COVID-19
- d. **Recommended:**
  - 1. Teach children how to sneeze/cough into their elbows or use a tissue to cover mouth
  - 2. Scheduled handwashing every 2-3 hours
  - 3. Limit sharing of personal items and supplies such as writing utensils

4. Keep children's personal items separate
5. Limit use of classroom materials to small groups and disinfect between use

**Describe your Hygiene protocol:**

**Handwashing**

- All children, staff, and volunteers should engage in hand washing at the following times:
  - Arrival to the facility and after breaks
  - Before and after preparing food or drinks
  - Before and after eating or handling food, or feeding children
  - Before and after administering medication or medical ointment
  - Before and after diapering
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After playing outdoors or in sand
  - After handling garbage
- Wash hands with soap and water for at least 20 seconds. Please use provided sand timers to assist children in length of time.
- Assist children with handwashing, including infants who cannot wash hands alone.
  - After assisting children with handwashing, staff should also wash their hands.

**M. Spacing, Movement and Access**

**a. Recommended**

- i. Rearrange seating to seat children 6 feet apart (when possible) and limit the number of children sitting together, especially at meal times
- ii. Floor tape or other markers should be used at 6 feet intervals where line formations, in waiting/reception areas
- iii. Post signs indicate proper social distancing and hand hygiene techniques.
- iv. Guest may be allowed but any guest entering the building should be screened for symptoms, wear a face mask, wash/sanitize hands prior to entering. Strict records, include date/time should be kept

**b. Recommended:**

- i. Open windows as much as possible.
- ii. Entrances and Exits should be kept separate
- iii. "Specials" should be brought to the classroom
- iv. 6 feet distancing in hallways and staggered movements if feasible.



## **Describe your Spacing, Movement and Access protocol:**

### **Identify a location to safely isolate**

- A place in the classroom will be identified in each classroom where a child would isolate when a child is showing symptoms of COVID 19. This area will be identified with a specific color tape.

### **Adjustments to some materials in the classroom**

- Easel only one side in use. Paint brushes will go into a bin after each use
- Writing table; only one chair
- Art centers will include items that can be sanitized. Individual bags of other supplies will be provided to each child when requested.
- Individual boxes will be provided for each child with crayons, scissors, markers, glue sticks, bingo dobber and watercolors, and pencils.
- Wooden toys will be sprayed at end of day.

### **Limit, or eliminate, use of common spaces**

- Gyms and libraries will not be used.
- Playground schedules will have a rotation so only one class is on the playground at a time.
- Large group areas will be taped off for six feet distancing.
- Large group times will take place with two groups of children separated amongst the classroom
- small group times will take place in different parts of the room
- Classroom will be divided by furniture and visual makers such as tape to define work areas.
- Field trips are not allowed
- Arrival and departure times will be staggered.
- Entrance into buildings will be defined by classroom.
- Health checks will be taken at entrance one at a time as defined by classroom.
- Markers 6 feet apart will be placed when needed
- Children's locker/cubbies will be assigned every other locker. Children will wear masks due to close proximity where six feet distancing can't be maintained

### **Rearrange seating**

- Chairs at tables will be arranged to maintain six feet apart distance. Tape will be placed on the floor. Pre-teaching to children about the need to keep the chair on the tape.
- Velcro circles will be placed on the carpeted areas for group time seating.

### **Touchless trash cans**

- Open trash cans will be available in classrooms and bathrooms.
- Diaper trash cans will be touchless. Diaper Genies will not be used.

### **Ensure ventilation systems operate properly**

- Environmental inspections ensure ventilation systems are working properly.
- Changing ventilation filters will happen more often. **(will include how often)**

### **Ensure water is safe**

- Facility Assistant will run water weekly at each site during closures.
- Water samples will be taken during closures where required.

### **Maintain Consistent Groups**

- Group size per session will be 8 children and 2 staff with 1 additional staff member running meals or delivered to classrooms.
- Children will be primary grouped and remain together for the day during meals, small and large group activities and arrival and departure.
- No volunteers, visitors or onsite guests will be permitted in the classroom.
- Licensing consultant, administrative staff and therapists are essential and are permitted in the classrooms.
- Mats will be placed 6 feet apart with children laying head to toe.

## **N. Screening Children and Staff: Strongly Recommended**

- a. Programs must cooperate with local public health department regarding the implementation of screening and reporting protocols of COVID-19 case
- b. Must implement protocols for screening children and staff
- c. Follow Best Practices to Promote Hygiene (Page 4-7) provided by LARA: Guidelines for Safe Child Care Operations During COVID-19
  - Describe your screening and reporting positive cases protocol
  - **Health screenings will be conducted on all children daily.** Fever is the key indicator for young children. If a child's temperature is above 100.4 degrees, the child will be excluded from care. Cough and/or diarrhea in addition to fever is suggestive of coronavirus. All parents and staff will be required to wear a face mask at all times. Children ages 5 and younger will not be required to wear a mask in their classroom. Children will be required to wear a face mask on the bus and in any other common areas.
    - When a child arrives at the center, or before getting on the bus, staff will perform a health screening and a temperature check. Temperatures will be taken by a touchless thermometer. Hand sanitizer will be made available for all children and staff. Parents will be required to wear a mask during pick up and drop off of their child.
    - Staff will ask the parent some questions to assess risk of exposure: Has your child been in close contact with a person who has COVID-19? (If yes, the family should self-quarantine for 14 days.) Has your child felt unwell in the last 3 days? (fever or chills, cough, shortness of breath or

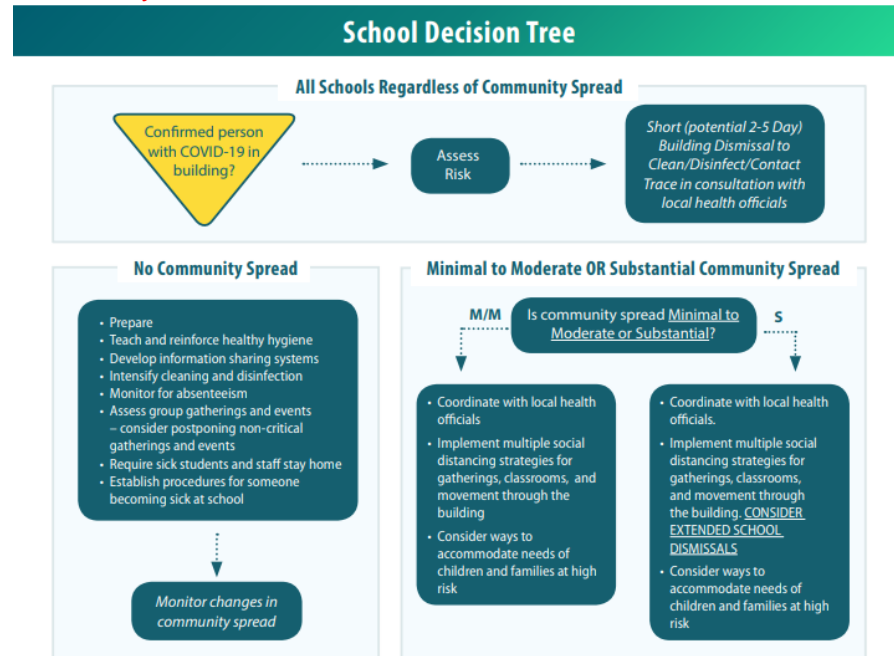
difficulty breathing, fatigue, muscle or body aches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea)

- Staff will visually check the child for signs of illness, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness
- Staff will continue to monitor symptoms throughout the day and monitor temperatures when children appear ill or “not themselves.”
- Children with a fever alone, or a fever with a cough and/or diarrhea will be isolated from the group and their parents contacted for prompt pick up. Their parents should contact their primary care physician/medical provider.
- The classroom that the child was in will be cleaned following the program cleaning procedure.
- The program will determine if the classroom/center should be closed and for how long based on guidance from the Local Health Department.

- If a family suspects that a family member or someone the family has had close contact with has been exposed to COVID-19, or a family member is showing any symptoms, they will contact their EHS home visitor or Teacher.
- The Health Manager will contact the family to follow up on their concerns.
- The Health Manager will contact the health department for guidance on next action steps.
- If a family member does have a confirmed positive test for COVID-19, the program will implement the exposure policy discussed below.

- **Families will be notified of exposure to a confirmed case of COVID- 19.** A letter from the administrative office will be sent home to all families in that center once there is confirmation of a positive case. The letter will include information about symptoms to look for, what to do if you see symptoms, how the virus is spread, and how to prevent further spread of the virus.
- **We will coordinate with local health officials.** Once learning of a COVID-19 case in someone who has been in the school, we will immediately notify local health officials. These officials will help administrators determine a course of action for their child care programs or schools. One course of action might be to dismiss students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
- **Follow local health officials’ recommendations.** All centers will use the School Decision Tree to assess risk of confirmed person with COVID-19 in the building. The following decision tree will be used to help the program determine which set of safety strategies may be most appropriate for their current situation.

The duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.



- **Confidentiality will be maintained.** In such a circumstance, it will be a priority to maintain the confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
- **Health screenings will also be conducted on all staff daily.** These screenings will include temperature checks and questions assessing their risk of exposure similar to families.

#### O. Food Service, Gathering, and Extracurricular Activities: Strongly Recommended

- a. All gatherings(indoor and outdoor) assemblies should comply with current and future executive orders
- b. If field trip occurs they must comply with transportation guidelines

#### P. Cleaning: Strongly Recommended

- a. Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every 4 hours
- b. Child tables must be wiped down with a disinfectant after every use.
- c. Playground structures must continue to undergo normal routine cleaning

## **Describe your Cleaning protocol:**

### **Classroom cleaning and disinfecting**

- Common/high touch surfaces will be cleaned and disinfected every 2 hours using the classroom's disinfectant electrostatic sprayer or a bleach solution. You must allow 10 minutes for the proper disinfection. This will include:
  - Cleaning objects/surfaces such as doorknobs, light switches, classroom sink handles, countertops, cots, toilet training potties, desks, chairs, cubbies/lockers, toys, games and playground structures.
  - Each classroom will have a bucket to place toys that have been mouthed. Toys will be washed at the end of the day.
  - Blankets, pillows, stuffed animals and all soft items in the classroom will be washed every day.
  - Children can bring one comfort toy from home but it is to be kept at the center and washed daily.
  - All items to be laundered will be placed in a washable laundry bag. The bag will be washed daily. There will be hampers for clean laundry
  - Cots will be disinfected daily and washed at the end of the week.

### **Play grounds and outdoor equipment**

- Playgrounds and outdoor toys require routine cleaning after every use.
  - Use soap and water spray and dry towel; to clean playground equipment after each use of the playground and outdoor toys.
  - Be sure to clean high touched surfaces and popular toys. Such as grab bars, railings, outdoor kitchens, and sand toys.
  - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
  - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) are not recommended.

## **Q. Busing and Student Transportation: Strongly Recommended**

- a. Should use hand sanitizer and take the temperature of children and staff before entering the bus. Hand sanitizer must be supplied on the bus.
- b. Should wear mask while on the bus
- c. Clean and disinfect transportation vehicles regularly. Children must not be present when a vehicle is being cleaned.
- d. Create a plan for getting students home safely if they are not allowed to board the vehicle
- e. If a child becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above. Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.

## **Describe your Busing and Transportation protocol:**

### **Transportation**

- Parents transporting their own child is recommended as the most effective way to avoid possible exposure to COVID-19. It is recommended that the child be transported by the same person as much as possible.
- For children who will be bussed, there will be a health screen performed by staff before the child enters the bus.
- For children who are being transported by a parent, a health screen will be conducted prior to the child entering the center.
- **If any questions are answered with a yes, or there are symptoms present, the child will not be allowed to attend school and the protocol for possible exposure will be implemented.**
- For children who are bussed, they may be asked to meet at a pick up point rather than picked up at their door. Door to door pick up/drop off will be very limited. This is due to the extra time it will take staff to perform health screenings and also keep with the licensing regulation of bus routes being no longer than one hour. We ask that only one adult per child be present at the pickup point if possible and that it is the same adult each time. Families are asked to maintain social distancing at the pickup point.
- Children will be seated on the bus, 1 child per seat in order maintain social distancing. Children coming from the same home will be permitted to sit together. Children will keep the same seat assignment for the school year as the COVID precautions apply.
- Buses will be cleaned and disinfected according to CDC guidelines.
- If there is a staff illness, transportation may not be available.
- Children and staff will be required to wear a face mask while on the bus. If there are any concerns about wearing a mask, parents will need to discuss those with the Family Service Worker.
- Parents will be required to wear a face mask at pick up and drop off.

## **R. Instruction for In-Person or Hybrid**

- a. Ensuring that hybrid or remote instruction includes:
  - i. Best practices
  - ii. Mode of student assessment
  - iii. Differentiated support for children/families
  - iv. Guidance around daily instructional time
  - v. A plan that ensures all families have connectivity and access
  - vi. A system to monitor and track families' online attendance on a daily basis.
  - vii. How will teachers assess the child's development during hybrid instruction

## **Describe the program model for instruction that will be implemented during Phase 5.**

### **Virtual Services**

Virtual services will be offered to families during this time. Staff will be using social media and other communication platforms to engage children and families. It is our intent that learning will be occurring with a blended approach of face to face instruction and virtual instruction. If a family chooses not to send their child to one of our sites for face to face instruction, that family may choose an all virtual option.

- 1 Virtual posts will be done on Class Dojo, private Facebook page.
- 2 Post daily activities listed on the lesson plan form by noon Monday-Thursday.
  - a. Week 1 will include an introduction post explaining what teachers will be posting, and the importance of parent feedback. Encourage families to share pictures and information on what their child is learning. This information will be used for TSGold assessment documentation.
  - b. Week's 2-6 one post will be the bus curriculum and the other posts will be activities relating to the areas listed on the lesson plan.
  - c. Following weeks will include posts for all areas listed on the lesson plan.
  - d. Consider what the family has available to them at home when posting activities.  
a resource for families.
3. The Virtual Lesson Plan/Parent Log form will be completed weekly. The form will be emailed to the Education Coordinator by Friday of each week.
4. If a parent is not able to connect to the virtual platform the teacher will talk with the Education Coordinator to develop a plan for supporting the family.
  - b. Follow Best Practices to Prepare Your Physical Space (page 4) provided by LARA: Guidelines for Safe Child Care Operations during COVID-19.

### **Describe your process of implementation:**

#### **Identify a location to safely isolate**

- A place in the classroom will be identified in each classroom where a child would isolate when a child is showing symptoms of COVID 19. This area will be identified with a specific color tape.

#### **Removal of toys and objects which cannot be easily cleaned or sanitized between use**

- Sand and water tables as well as playdough will not be used.
- Cloth toys will be removed from the classrooms.
- Toys from home will not be permitted.

- Comfort toys will be allowed. One per child. Toy will stay with child's blanket in cubby. Toy must be washable.
- A special labeled bin to place mouthed toys in for disinfecting will be available in each classroom
- Individual boxes will be provided for each child with crayons, scissors, markers, glue sticks, bingo dabber and watercolors, and pencils.
- No dress up clothes or hats
- Battery operated toys will be removed.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

### **Adjustments to some materials in the classroom**

- Easel only one side in use. Paint brushes will go into a bin after each use
- Writing table; only one chair
- Art centers will include items that can be sanitized. Individual bags of other supplies will be provided to each child when requested.
- Individual boxes will be provided for each child with crayons, scissors, markers, glue sticks, bingo dabber and watercolors, and pencils.
- Wooden toys will be sprayed at end of day.

### **Limit, or eliminate, use of common spaces**

- Gyms and libraries will not be used.
- Playground schedules will have a rotation so only one class is on the playground at a time.
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- Large group times will take place with two groups of children separated amongst the classroom
- small group times will take place in different parts of the room
- Classroom will be divided by furniture and visual makers such as tape to define work areas.
- Field trips are not allowed

### **Rearrange seating**

- Chairs at tables will be arranged to maintain six feet apart distance. Tape will be placed on the floor. Pre-teaching to children about the need to keep the chair on the tape.
- Velcro circles will be placed on the carpeted areas for group time seating.

### **Touchless trash cans**

- Open trash cans will be available in classrooms and bathrooms.
- Diaper trash cans will be touchless. Diaper Genies will not be used.

### **Ensure ventilation systems operate properly**

- Environmental inspections ensure ventilation systems are working properly.
- Changing ventilation filters will happen more often. **(will include how often)**



### **Ensure water is safe**

- Facility Assistant will run water weekly at each site during closures.
- Water samples will be taken during closures where required.

### **S. Communications and Family Support: Recommended**

- a. Describe your communication systems for families including:
  - i. Expectations around their child's return to school
  - ii. Clear information about the program model (schedules and configurations)
  - iii. Information regarding the modification to the implantation of curriculum
- b. Follow Best Practices to Communicate with Families (page 12) provided by LARA: Guidelines for Safe Child Care Operations during COVID-19.

### **Describe your protocol for communicating with families**

Each family will receive a COVID 19 response plan handbook. Teachers and Family Service Workers will communicate any changes in schedules etc. to families.

### **D. Phase 6 of the Michigan Safe Start Plan Safety Protocols:**

- Required
  - Responding to positive tests
- Recommended
  - Hygiene
- No longer a requirement
  - Personal Protective Equipment
  - Spacing and Movement
  - Screening
  - Food Service, Gatherings and Extracurricular Activities
  - Cleaning
  - Busing and Transportation

Describe any protocol you may additional plan for Phase 6 (if any).

Submission of the GSRP Preparedness & Response Plan to Delta-Schoolcraft ISD constitutes acknowledgement of an agreement to abide by and adhere to the Assurances listed above and to notify Delta-Schoolcraft ISD of any changes to the plan.

\_\_\_\_\_

Program Director

Date\_\_\_\_\_

\_\_\_\_\_

DSISD Superintendent

Date\_\_\_\_\_

\_\_\_\_\_

Early Childhood Contact

Date\_\_\_\_\_