

# Four Season COVID Response & Preparedness Plan (Updated 8/26/2020)

## Introduction

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### Our Commitment to Health and Safety

The City of Royal Oak and the Four Seasons Pre School 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 Department 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. The following plan outlines the recommended practices and strategies used 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.

These policies are guidelines in which staff will utilize daily and are subject to change if new guidelines are provided by local and state authorities.

### 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:

- Where possible, dividing large group spaces to allow more children to safely use the space (dividing room and prevent mixing between groups of children).
- Where possible, limiting or eliminating use of common spaces in the classroom/facility. When common spaces must be used, we will rotate use of the space and clean between groups.
- Rearrange classroom areas to seat children as far apart as reasonably possible and limiting the number of children sitting together.
- Using touchless trash cans to provide a hands-free way to dispose of tissues and containments.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
- Ensure all water systems are safe, and drinking fountain will not be used. Children will bring their own water bottles clearly labeled with their name.

### 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

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

### Mealtimes

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To limit opportunities to exposure during mealtimes, we will engage in the following recommended practices

- We will space seating as far apart as possibly (ideally 6 ft apart) by limiting the number of children sitting together and rearranging seating.
- Staff and children will wash hands before and immediately after children have eaten.
- Staff will have gloves on when service and handling any food or beverages.

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## 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 of smell or taste, diarrhea, and/or vomiting.

Parents/guardians acknowledge when they drop off their child that they or anyone in their household has been clear of these symptoms.

## Daily Temperature Checks

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Temperature checks

As fever is the key indicator of Covid-19 in children, we will check each child's temperature upon daily arrival to the program. Staff will re-check children's temperatures throughout the day if they appear ill or "not themselves"

Staff will be asked to take their own temperatures prior to or upon arrival to work.

**When children arrive to the program, temperature checks will occur**

Before children enter their classroom

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

Program staff

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

Any employee working in the Four Season Pre School

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

- Wear a face mask while taking the child's temperature
- Wear disposable gloves, which will be changed before the next check if physical contact with the child occurred

## 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 recommendations to contact their primary care physician/medical provider. If anyone shows emergency warning signs, 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).

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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.

### 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, we will contact our local health department and licensing consultant. Based on the guidance of the local health department, we will determine whether to close our facility, the duration of the closure and other next steps. When communicating with families and staff about any Covid-19 cases, we will respect the privacy of individuals and not share health information of a specific person.

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

248-858-1280

### Returning to the program after experience 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):

If a staff member or child has a fever or cough (but no other symptoms): we will follow our existing illness policies which states that children should be fever free for 24 hours (without medication) before returning.

If a staff member or child exhibits multiple symptoms of Covid – 19, possible exposure is expected, OR an individual test positive for Covid-19, the individuals must stay home until:

They have been fever free for at least 24 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:**

We will call any substitutes that are available.

### Drop-off and Pick-up procedures

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We will use the following recommended practice during drop-off and pick-up times to protect the health of children, families and staff.

- Only one adult per family should be present at drop-off/pick-up. Ideally, this would be the same parent/designated person every day, though we recognize this is not always possible.
- At drop off there will be 6ft markers on the ground to practice social distancing.

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- We will have a hand hygiene station at the entrance to our building so children and parents can clean their hands.
- We will ask parents wear masks while in the building.
- We ask that parents avoid congregating in a single space or a large group.

### 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 those who cannot wash hands alone) and use of hand sanitizer to ensure proper use and prevent ingestion.
- Three year old children (with frequent reminders and support) will cover coughs and sneezes with a tissue or inside of elbow 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).

### Cleaning and Disinfecting

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We will engage in the following cleaning and disinfecting practices in accordance with CDC recommendations:

- Daily cleaning/disinfecting of **high-touch surfaces** (sinks, toilets, light switches, doorknobs, counter and tabletops, chairs).
- Use of **CDC recommended disinfectants** such as EPA-registered household disinfectants, diluted bleach solution and/or alcohol solutions with at least 70% alcohol.
- Ensuring staff wear **disposable gloves** to perform cleaning, disinfecting, laundry and trash pickup, followed by hand washing.
- 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 clean toys frequently, especially items that have been in a child's mouth.
- We will set aside toys that need to be cleaned (out of children's reach, marked "soiled toys").
- We will clean toys with soapy water, rinse them, sanitize them with a bleach solution, air dry or use a paper towel.

### Safety Equipment

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Face mask/coverings for staff: Our plan for staff around face masks/coverings is as follows:  
Staff are required to wear masks on site except when eating six feet from other.

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### Use of gloves

Staff will wear gloves in a manner consistent with existing licensing rules (for example, gloves should be worn when handling contaminants, cleaning or service 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 face coverings during care:

We will follow the guidelines listed below.

Phase	Environment	Staff	Children Ages 2-3	Children Ages 4 - 11	Children Ages 12+	Parent and Visitors
Phases 1-4	Classrooms, Small Groups, and Homes	Required	Should be encouraged*	Should be encouraged*	Required	Required
	Common Spaces	Required	Should be encouraged*	Required	Required	Required
	Outside w/ social distancing	Not Required	Not Required	Not Required	Not Required	No Required
	Transportation	Required	Required	Required	Required	Required
Phase 5	All Environments	Providers are strongly encouraged to continue wearing cloth face coverings as described in phase 1 through 4.				

### Partnering and Communicating with Families and Staff

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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.