

COVID-19 PREPAREDNESS AND RESPONSE PLAN FOR FAMILIES

MONITORING SYMPTOMS OF COVID-19

All staff will be trained in recognizing potential symptoms of COVID-19 including flushed cheeks, cough, chills, muscle pain, headache, sore throat, new loss of taste or smell, runny nose, diarrhea, vomiting, fever, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

- Children will be able to return when symptoms have improved and they are fever free without the use of medication for 72 hours.
- Children will be asked to remain home if they have had close contact with someone who has tested positive for COVID-19 or are experiencing symptoms and waiting for test results for COVID-19.
- Staff will monitor children during the day for any signs of illness.

ARRIVAL AND DEPARTURE

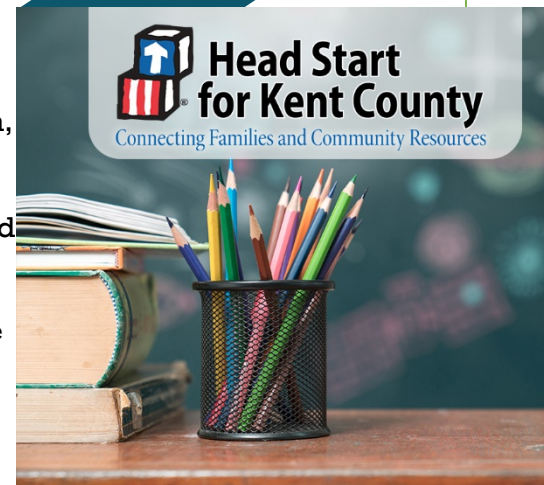
- Parents/guardians are required to wear a mask during drop-off and pick-up and to wait in the designated screening area to maintain social distancing.
- Drop off and pick up is limited to one adult.
- If there are several children being dropped off or picked up at the same time, parents/guardians may be asked to wait in the order of arrival until staff returns.
- A staff person will verbally complete the COVID-19 screener with the parent/guardian and take the child's temperature.
 - If the COVID-19 screener is not passed, and/or the child's temperature is higher than 100.4 degrees the child will not be permitted to attend and parent/guardian will be encouraged to contact their healthcare provider for evaluation.
 - If the COVID-19 screener is passed and the child's temperature is below 100.4 degrees, a staff person will sign the child in by writing the time of drop-off and the name of the parent/guardian that dropped the child off.
 - A staff person assigned to assist the classroom will transport the child/belongings for arrival and departure. We ask families to limit additional items brought from home.
- If arriving before your child's scheduled pick-up time, please call the building to notify staff and make necessary arrangements.
- Parents/guardians will be required to verify attendance records for their child weekly.

SOCIAL DISTANCING

- Classroom group sizes will be limited, as well as the number of staff members that are in contact with the children each day.
- We will limit the amount of visitors and additional staff members in and out of our buildings.
- Children will be spaced 6ft apart whenever possible and assigned individual spaces when applicable.

MAINTAINING STAFF TO CHILD RATIOS

HS4KC will follow the Kent County Health Department (KCHD) guidelines for all staff who become symptomatic during their scheduled work hours, and send them home immediately. Staff will not report to work if they have had an exposure or positive test, and will work closely with Human Resources to determine an appropriate return to work date in accordance with CDC guidelines. All classrooms will be staffed according to the Michigan Licensing Rules and Regulations.



ENSURING HYGIENE

- Staff are trained on proper handwashing technique and will reinforce and monitor proper handwashing for children.
- Staff and children will wash their hands often throughout the day with soap and water. This will occur when they enter the classroom, before and after activities such as meals, after restroom use, after blowing one's nose, after the use of gloves, and/or coughing or sneezing.
- Handwashing will be the primary method of hand hygiene. Gloves and hand sanitizer will also be utilized by staff throughout the day in addition to handwashing.
- Tooth brushing and infant gum wiping will not occur in the classroom. Tooth brushing and gum wiping are encouraged to be done at home. We will supply a toothbrush for children with teeth or gauze pads for infants without teeth so that you can do this at home with your child.
- Meals will not occur family style; children will be provided plated meals/snacks by staff.
- Toys that cannot be easily cleaned or sanitized have been removed. All group sensory and water tables will no longer be used; children will have an individual sensory bin for play.
- Staff will place toys that have been in or near a child's mouth in a designated container; these toys will be sanitized prior to another child playing with them.
- Cleaning and disinfecting of all high touch areas will take place throughout the day along with an additional cleaning by HS4KC staff after children leave.

SAFETY EQUIPMENT

Personal protective equipment (PPE) has always been necessary for certain procedures. HS4KC will provide face coverings for all staff, children and visitors who need one. They are required to be worn by staff at all times excluding meals/snacks.

- Visitors and parents/guardians will be required to wear a face covering while at a site. Children over 2 years of age will be provided a mask to wear in common spaces throughout the building unless the program has documentation from a healthcare provider stating child should not wear a mask for medical reasons.
- Gloves will be worn by staff during diapering, wiping noses and preparing and serving meals, as well as while performing health screens and caring for an ill child.

COMMUNICATION PROTOCOL FOR REPORTING SYMPTOMS OR POSITIVE CASE AND EXCLUSION FROM CARE

- Staff and children must stay home and self-isolate if they show symptoms of COVID-19.
- If you suspect you or your child may have been exposed or have a confirmed case of COVID-19, please contact your healthcare provider and your child's teacher as soon as possible.
- Families are encouraged to have back up child care plans if the child or family member becomes ill or is required to self-quarantine due to possible COVID-19.

ISOLATION PROCEDURE

If a child becomes ill while in care, the parent/guardian will be notified to pick up the child immediately. Staff will place a mask on the child when appropriate, (2 years and older), and move the child to the designated isolation area within the classroom. Staff will utilize appropriate PPE (mask, gloves, gown) while monitoring and caring for the child.

REPORTING EXPOSURE

If a child, staff, family member or visitor to our agency becomes ill with COVID-19 symptoms, we will report to the KCHD and our licensing consultant for next steps. Staff and families of children in care must report to HS4KC if they become symptomatic or receive positive COVID-19 test results. HS4KC will follow KCHD guidelines for notifying parents if COVID-19 is present in any of our sites and will close a classroom or a facility based on guidance from KCHD.