

## **THE DISCOVERY CENTER COVID-19 PREPAREDNESS AND RESPONSE PLAN**

*Updated 11-18-2020*

Guidelines used by The Discovery Center for COVID-19 preparedness and exposure control follow those put forth by the State of Michigan Licensing and Regulatory Affairs (LARA) in “Guidelines for Safe Child Care Operations During COVID-19” (updated November 2, 2020), the Michigan Occupational Safety and Health Administration’s (MIOSHA) “COVID-19 Workplace Guidelines”, and the Centers for Disease Control and Prevention (CDC). We will strive to create a school culture of support, respect, and collaboration. In doing so, we will work together to promote best practices in hygiene, screening, distancing, and mask usage to promote wellbeing and good health for our students, staff and families. Adhering to the following guidelines and policies will ensure good health and well-being for all. We have a mutual responsibility to keep each other healthy and well.

### **Child Screening**

Families are required to complete a health questionnaire daily before bringing children to the building using the QR code app provided by the Center to all families. Our staff will conduct additional health checks before any children (and staff, see below) enter the building each day. Health checks our staff will conduct at drop-off (see below) will include, but are not limited to, taking temperature with a touch-free (remote) thermometer (sanitized as needed), visual assessment and checks for illness, and a brief set of questions where needed based on a visual check by our staff.

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. A visual check will be performed, looking for signs of illness such as flushed cheeks, rapid or difficult breathing (without recent physical activity), fatigue, or extreme fussiness. The Discovery Center will continue to monitor children for symptoms throughout the day and check 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.

Parents must report any child’s contact with anyone who has had a documented case of COVID-19. Families must quarantine any child who has been exposed to COVID-19.

### **Drop-Off**

The Discovery Center will be limiting the number of individuals entering the facility at drop-off, pick-up, and throughout the day. We ask that only one adult accompany a child for drop-off and pick-up.

Parents will not be entering the building. Instead, they will be met by staff at the entryway with proper social distancing provided by signs / marks outside the entrance. Staff will help children sanitize their hands. Staff will then escort the children to their classrooms and get them settled, relaying any necessary information to the classroom teachers.

## **Pick-Up**

Pick-up is to occur at the entryway. Parents will need to wait at times, adhering to the social distancing guidelines provided by signs / marks outside the entrance. If staff is not present at the door at the time to greet parents when they arrive, parents can press the buzzer or call the Center's main number, 734-663-7496, directly for pick-up support. Staff will escort children to parents at the entrance.

Communication about the child's day will be relayed at this time. Ongoing communications between parents and teachers can be maintained through the classroom dojo and other written communication.

## **Staff Screening**

Health checks for COVID-19 symptoms will be conducted before staff enter the building each day. Staff must also use the Mi Symptoms free online tool every day before reporting for work to record their daily updates, <https://misymptomapp.state.mi.us/login>.

When staff members arrive, we will perform temperature checks and screen for cough, shortness of breath, difficulty breathing, change in smell or taste, and diarrhea. Staff arriving with fever above 100.4 or other symptoms will be sent home.

Staff must report contact with anyone outside of work who has had a documented case of COVID-19. Staff must self-quarantine if they have been exposed to COVID-19.

## **Hygiene and Sanitizing**

Regular handwashing is required with soap and water for a minimum of 20 seconds for staff and children.

Center staff will regularly disinfect all surfaces, toys, play equipment after each use, and they will employ safe practices for use recommended by LARA.

Staff will sanitize outside play areas using a sprayer and wipes after each use.

Staff must wear gloves in a manner consistent with existing licensing rules (for example, gloves will be worn when handling contaminants, changing diapers, cleaning or when serving food). Staff members will wash hands before putting gloves on and immediately after gloves are removed. Gloves are not recommended for broader use.

Hand sanitizer will be located in the entryway, lobby, and in all classroom and staff office areas.

Blankets and sheets will be washed after each use, immediately following naptime.

## **Social Distancing**

Class size will be limited based on state guidelines.

Children will remain with their group at all times. There will be no mixing of classrooms. This includes all school events, outdoor play, and use of the Rainbow Room (large motor room).

There will be head-to-toe positioning of cots for naptime, with cots spread out away from each other to the maximum extent possible.

Tables will be distanced 6 feet apart, if possible, for mealtimes (snacks/lunch) and during playtime activities.

Outdoor play will occur regularly throughout the day for fresh air and movement.

### **Masks**

Staff must wear disposable or cloth masks at all times except as noted in the next sentence. Keeping in mind that working with children presents its own challenges, staff may remove their cloth masks to eat with children during meal and snack times and, if necessary, during group and story time, as well as when supervising outdoor play. Where practical, use of plastic face shields (provided by the Center) is encouraged as an adjunct to (not a substitute for) masks.

In compliance with the recommendations and requirements contained in the Gathering Prohibition and Face Mask Order (October 29, 2020) issued by the MDHHS, we require that all children who attend The Discovery Center wear a disposable or cloth mask at all times while within the building except for naptimes, when eating snacks or meals, and when exercising/playing in the Rainbow Room. Children are exempted who are deaf, deafblind, or hard of hearing and whose ability to see the mouth is essential to communication. When outdoors, children are not required to wear masks. Masks are to be provided by the family.

### **Items from Home**

Items brought from home should be limited in number.

Comfort items may be especially needed during this time of transition as they may reduce stress for children. To avoid these items coming into contact with multiple children, such items will be kept in the child's cubby except when needed, e.g., for use at naptime.

Soft materials (blankets, soft comfort items) should be sent home for washing or washed daily at school.

### **Responding to Possible or Confirmed Cases of COVID-19**

For children who appear ill or exhibit possible COVID-19 symptoms, The Discovery Center will isolate the child in a safe location until the child can be picked up.

If a staff member begins to feel ill during the day, they must go home immediately.

If a child, staff member, family member, or visitor becomes ill with COVID-19 symptoms, The Discovery Center will contact the health department for next steps and its licensing consultant. Such notification will be made consistent with the confidentiality requirements of the Americans with Disabilities Act (ADA) and other applicable federal and state privacy law.

Staff and families of children in care are required to report to The Discovery Center if they become symptomatic or receive positive COVID-19 test results.

If an individual in a classroom is identified with a positive test for COVID-19, The Discovery Center will contact the Washtenaw County Department of Public Health for guidance. In addition, the classroom will be closed and cleaned, and everyone in that classroom will be advised not to return and to stay home until they have met CDC criteria to discontinue home isolation. The Discovery Center will provide

information to staff and parents based on additional requirements and/or recommendations as issued by the Washtenaw County Department of Public Health.

### **Guidelines for Returning to School and Work**

Staff members and children should stay home and self-isolate if they show symptoms of COVID19.

If a staff member or child has a fever or a cough, The Discovery Center will follow its child and staff illness policy. The Discovery Center illness policy is temporarily amended to indicate that children must be fever-free for 72 hours before returning to care (even if other symptoms are not present).

If a staff member or child exhibits multiple symptoms of COVID-19, exposure is suspected, or an individual tests positive for COVID-19, the individual must stay home until that individual has 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 symptoms first appeared. Additionally, staff and children who are not symptomatic must stay home in quarantine due to exposure to an individual with a confirmed case of COVID-19. Quarantine must be 14 days starting the day after the last date of known exposure. Symptomatic individuals must follow the guidelines for return separately addressed for individuals who have tested positive for COVID-19.

Most children and staff members can return to care/work based on resolved symptoms and the passage of time. Local health departments may recommend that some individuals (for example, immunocompromised individuals) receive two negative tests in a row, 24 hours apart.

## **Appendix A**

### **The Discovery Center Exposure Control Plan**

MIOSHA guidelines call for employers to prepare an exposure control plan. This exposure control plan for The Discovery Center addresses the following key elements, as identified by MIOSHA. Parenthetical citations to applicable elements in our Preparedness and Response Plan are included by reference in this exposure control plan.

#### **Exposure Determination (See “Child Screening” and “Staff Screening”.)**

All individuals will be screened before entering the building.

Children will be monitored for symptoms throughout the day, with temperature checks when children appear ill.

#### **Engineering Controls**

A Plexiglas panel at the front desk will separate the staff member working at the desk from individuals who approach the desk.

All drinking fountains will be covered so they cannot be used.

Windows will remain open whenever practicable to promote fresh air circulation.

#### **Administrative Controls (See “Drop-Off”, “Pick-Up”, “Hygiene and Sanitizing”, “Social Distancing”, and “Items from Home”).**

Child drop-off and pick-up procedures have been redesigned to maximize social distancing and limit the number of individuals entering the building.

Class sizes will be limited and staffing will not exceed the level needed to properly care for the children in attendance.

There will be no mixing of children from multiple classrooms.

Tables and cots will be positioned to maximize social distancing.

Outdoor play will occur regularly throughout the day for fresh air.

Frequent handwashing will be enforced.

Hand sanitizer will be available throughout the building, and its frequent use will be encouraged.

Soft materials (blankets, sheets, comfort items from home, etc.) will be washed daily.

#### **Hand Hygiene and Environmental Surface Disinfection (See “Hygiene and Sanitizing”).**

Indoor and outdoor equipment and surfaces will be disinfected after each use.

Frequent hand washing and use of hand sanitizer will be required of both staff and children.

**Personal Protective Equipment (See “Masks” and “Hygiene and Sanitizing”.)**

Staff and children will wear disposable or cloth masks at all times except when precluded by specific activities (such as during meals). Staff are encouraged to wear plastic face shields (provided by the Center) where practical as an adjunct to (not substitute for) masks.

Staff will wear gloves as required by existing licensing rules.

**Health Surveillance (See “Responding to Possible or Confirmed Cases of COVID-19” and “Guidelines for Returning to School and Work”.)**

Symptomatic children and staff members will be isolated and sent home.

If symptoms occur in any staff member, family member, or visitor, The Discovery Center will contact the health department and licensing consultant for guidance.

Staff and families must report to The Discovery Center if they become symptomatic or test positive for COVID19.

If an individual in a classroom receives a positive COVID-19 test, the classroom will be closed and cleaned, and everyone in that classroom will be advised to remain home until they have met the CDC criteria to discontinue home quarantine if exposed (or isolation if infected).

Staff members or children with COVID-19 symptoms, a positive test, or suspected exposure should self-isolate and may not return to The Discovery Center program until they have met CDC and LARA criteria for ending quarantine or isolation.

**Training**

Training in exposure control will be provided to all new hires. Ongoing training and procedural updates will be provided via the Executive Committee.