

Fall 2020 COVID-19 Preparedness and Response Plan

How The Crayon Box will monitor children's symptoms of COVID-19.

Fever is the key indicator for young children. If a child's temperature is above 100.4 degrees, the child should be excluded from care. Cough and/or diarrhea in addition to fever is suggestive of coronavirus.

When children arrive, The Crayon Box staff will:

- Perform temperature checks. We will have multiple thermometers available for screening. Thermometers are non-contact and will not need to be cleaned and disinfected between uses.
- Ask parents:
 - ❖ 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 24 hours (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste of smell, sore throat, congestion or runny nose, rash, nausea or vomiting, and/or diarrhea)
- Visually check the child for signs of illness, including flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. As young children are not reliable reporters of their symptoms, asking children about additional coronavirus symptoms is not useful.
- 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 should be isolated from the group and their parents contacted for prompt pick up. Their parents should contact their primary care physician/medical provider.

How The Crayon Box will monitor our staff's symptoms of COVID-19.

Before The Crayon Box staff arrive:

- Perform temperature check and report their symptoms to Andrews University with the Campus Clear app. Symptoms of COVID-19 will be reported to the Director as well.
- 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 must be sent home.
- Staff should report contact with anyone outside of work who has had a documented case of COVID-19. Staff should be instructed to self-quarantine if they have been exposed to COVID-19.

How The Crayon Box will practice social distancing, as developmentally appropriate.

When creating a plan to safely provide care during COVID-19, The Crayon Box remembers "less is best." The Crayon Box will limit group sizes, the number of staff members caring for a child, and the number of spaces a child is in during the day as much as possible. We acknowledge that social distancing is challenging in a child care setting. These best practices identify steps providers can take to help.

Maintain Consistent Groups

Whenever possible, The Crayon Box will keep group sizes below 10 when in Phase 1-3. There may be multiple groups of children in one larger room with appropriate space between the groups. As much as possible, classrooms will include the same group of children and caregivers. In our center, consistent adults will remain with groups of similar aged children. It is particularly important that infants less than six months are separated from older children because they cannot be vaccinated against influenza. Contact with external adults and between groups of children will be limited. For example, playground time will be rotated between groups. While smaller groups sizes are strongly recommended, The Crayon Box will continue to follow licensing guidelines for group size during Phase 4 and 5. We will adhere to strict hand hygiene, social/physical distancing, no mixing of groups, and require cloth face coverings (for those staff and children that can tolerate). Symptom screening and protocols on how to handle illness for staff and children will be followed and enforced.

Assess Drop Off and Pick Up Times

To minimize the potential spread of COVID-19, we are limiting the number of individuals in our facility at drop off, pick up, and throughout the day. The Crayon Box's flexible scheduling allows for staggered arrival and drop off times. Please arrive at your scheduled drop off time and call if you will arrive before your scheduled pick up times. We will also plan to limit direct contact with parents as much as possible. The staff will meet parents outside the classroom doors and parents will not be allowed to enter the classrooms. If possible, The Crayon Box is asking families to limit the number of people dropping off or picking up a child to one masked adult. We ask that you do not bring un-enrolled siblings into the center.

Parents are asked to avoid congregating in a single space or a large group.

The Crayon Box has set up a hand hygiene station at the entrance of our facility so children and parents can clean their hands with hand sanitizer with at least 60% alcohol. The hand sanitizer will be used under parent supervision only except for children exiting buses.

Limit Visitors

The Crayon Box is restricting individuals in our center as much as possible. Non-essential visitors, volunteers, and activities including groups of children or adults are banned at this time. Families interested in attending can have one masked adult tour the center from the hallway only. Only staff are to enter the classrooms. Licensing consultants are considered essential visitors. Family night and potlucks are canceled during Phase 1-4.

How The Crayon Box will ensure hygiene (including regular cleaning and disinfecting).

Child care providers are experts in limiting the spread of illness. We will reinforce the best practices we already use with children and staff members to limit the spread of COVID-19 too.

Hand Washing

Reinforce regular health and safety practices with children and staff. Wash hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, sneezing; going to the bathroom; and before eating or preparing food. Continue to implement CDC handwashing guidelines. Wearing gloves does not replace appropriate hand hygiene. Soap and water are the best option, especially if hands are visibly dirty. If you use hand sanitizer, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Continue to cover coughs with a tissue or sleeve.

Cleaning and Disinfecting

Continue to use robust cleaning protocols on at least a daily basis for items touched frequently. This continues to require a designated cleaning staff from the Andrews University Custodial department. Common areas will receive at least a daily deep clean (for example, sinks, bathrooms, doorknobs, tabletops, and shared items). We will continue to use guidelines from the CDC for cleaning and disinfecting. We clean toys frequently, especially items that have been in a child's mouth. Carpet in all classrooms will be cleaned bi-weekly by the extraction method

Items from Home

We are limiting the number of items brought into the facility because this can be a way to transmit the virus. For example, children should be brought into the center without car seats. Comfort items may be especially needed during this time of transition as they may reduce stress for children and staff members. To avoid these items coming into contact with many children, efforts should be made for these items to be placed in a cubby or bin and be used at naptime or as needed. If possible, a comfort item should remain at The Crayon Box to avoid cross contamination from another location. Items should also be washed at least weekly. No comfort items will be brought into the summer camp/Young 5s classroom. Soft materials (such as blankets and soft comfort items) will be washed daily by the staff. Thick blankets and large pillows will be sent home by staff. We ask that all families have thin, easily washed blankets.

How The Crayon Box will use safety equipment (including PPE, when appropriate).

Personal protective equipment (PPE) is necessary in many settings to keep individuals safe. Child care providers do not need to wear N95 or surgical masks, smocks, or face shields, however, other protective equipment is appropriate.

Masks or Cloth Face Coverings:

Staff members are required by the state to wear cloth face masks while in care. The Crayon Box will provide cloth masks, face shields and gloves for all staff. Staff are asked to also wear PPE when in the common areas (hallways bathroom, hallway, office, stairways). Staff are required to wear masks when with their consistent group in the classroom but not outside. By Executive Order, Governor Whitmer has required all employers whose workers perform in person work to provide non-medical grade face coverings to their workers. This includes child care providers. Cloth face coverings, such as a homemade mask, scarf, bandana, or handkerchiefs, are best. N95 masks and surgical masks are not recommended at this time. The CDC provides more guidance for how to properly wear and sanitize a cloth face covering.

Attend to children's social emotional health. Child care providers will need to use strategies to prepare children for seeing their caregivers in masks and attend to children's emotional responses to this new normal.

Masks or Cloth Face Coverings: For Children

If a center maintains consistent groups, children under the age of 12 do not need to wear a mask when with their consistent group. Medical professionals recognize that many young children will not reliably wear a mask, and a mask may result in increased touching of the face which would negate the purpose of the mask. Young children will take the

masks off multiple times a day and in the process the mask will touch the floor and other objects making them a potential source of infection.

The Crayon Box ask that children over the age of 2 years old wear cloth masks when in the common areas (hallways bathroom, hallway, office, stairways). Children are not required to wear masks when with their consistent group in the classroom or outside. If children do wear masks, ensure children can remove the face covering without assistance. Cloth face coverings should never be placed on young children under age 2, anyone who has trouble breathing, or anyone unable to remove the face covering without assistance. Masks must be washed daily at home or a new cloth mask used each day.

The Crayon Box will be requiring children arriving from other schools on a bus to use hand sanitizer when exiting the bus and children will have their temperature taken before entering the building. Masks will be worn at all times by school age children attending our aftercare during after school activities (except during snack or when outside) when social distancing is not possible.

Masks or Cloth Face Coverings: For Parents

The Crayon Box ask that parents wear masks when in the common areas (hallways bathroom, hallway, office, stairways). We ask that un-enrolled siblings do not enter the center but if they must, siblings over the age of 2 must wear a mask.

Gloves

It is recommended that providers 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.

Communication protocol for families to report symptoms or a positive test and policies on when children will be excluded from care.

Communication from The Crayon Box with families to report symptoms or a positive test will continue to be all of the following: notices on the classroom and center doors, posts on the center's Facebook page and our website, and text messages using the Remind App. Staff members and children should stay home and self-isolate if they show symptoms of COVID-19. It can be challenging to determine when to isolate young children because they are ill more often than adults, and the cause of a fever is sometimes unknown. If a staff member or child has a fever or a cough, The Crayon Box will follow their child and staff illness policy. At this time, it is recommended that children 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, you suspect possible exposure, or an individual tests positive for COVID-19, the individual must stay home until: 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 your symptoms first appeared.

Most children and staff members can return to care/work based on improved symptoms and the passage of time. Families should be encouraged to have back-up child care plans if the child or a family member becomes ill or is required to self-quarantine due to possible COVID-19.

Isolation procedure in case of symptoms or confirmed cases onsite.

The Crayon Box has established an isolation procedure which, if necessary, creates an isolation area (the child's cot in a corner of the classroom) that can be used to isolate a sick child. We will follow CDC guidance on how to disinfect our facility if someone is sick. If a sick child has been isolated in our facility, we will clean and disinfect surfaces in our isolation area after the sick child has gone home.

If COVID-19 is confirmed in a child or staff member, we will: close off areas used by the person who is sick. Open outside doors and windows to increase air circulation in the areas. Wait up to 24 hours or as long as possible before we clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas. If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

How to maintain required staff to child ratios in the event that a staff member(s) becomes ill.

The Crayon Box strives to maintain a list of substitutes in anticipation of staff absences and the Director, kitchen staff and office staff can run any classroom in case of an emergency. However, there are times when substitutes are not available, and classrooms may need to be closed to maintain compliance with licensing regulations.