



COVID-19 Preparedness and Response Plan

Summer 2021

How The Crayon Box Children's Learning Center will monitor symptoms of COVID-19.

Children

- 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 will be cleaned and disinfected between uses, following the manufacturer's instructions. Temperatures can be taken orally or by a body scan.
 - 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 3 days? (persistent cough, temperature, difficulty breathing, cold, diarrhea and/or vomiting)
 - 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 (for example, shortness of breath, change in taste).
 - 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.

Staff

- When staff members arrive: The Crayon Box staff will:
 - Report their symptoms on Campus Clear.
 - 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 Children's Learning Center 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 very challenging in a child care setting.

These best practices identify steps providers can take to help.

Maintain Consistent Groups

Whenever possible, The Crayon Box Children's Learning Center will keep group sizes below 10. 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 whenever possible. 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 may continue to follow licensing guidelines for group size. We will adhere to strict hand hygiene, social/physical distancing, no mixing of groups, and recommend cloth face coverings (for those staff and children that can tolerate). Symptom screening and protocols on how to handle illness for staff and children need to be followed and enforced.

Assess Drop Off and Pick Up Times

To minimize the potential spread of COVID-19, limit the number of individuals in your facility at drop off, pick up, and throughout the day.

- The Crayon Box Children's Learning Center 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 should remain out of the reach of children and be used under adult supervision.
- The Crayon Box's flexible scheduling allows for staggered arrival and drop off times. We will also plan to limit direct contact with parents to the extent 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 Children's Learning Center is asking families to limit the number of people dropping off or picking up a child to one adult.
- Parents are asked to avoid congregating in a single space or a large group.

Limit Visitors

- Restrict the individuals in your facility or home as much as possible. Limit non-essential visitors, volunteers, and activities including groups of children or adults.
- Licensing consultants are considered essential visitors.

How The Crayon Box Children's Learning Center 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. The CDC has flyers you can print and post in your facility.

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 will clean toys frequently, especially items that have been in a child's mouth.

Items from Home

- Limit 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 Children's Learning Center to avoid cross contamination from another location. Items should also be washed at least weekly.
- Soft materials (such as blankets and soft comfort items) will be washed frequently by the staff of The Crayon Box Children's Learning Center.

How The Crayon Box Children's Learning Center 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. Use these guidelines, as well as technical assistance from the United States Department of Labor, Occupational Safety and Health Administration.

Masks or Cloth Face Coverings: For Staff Members

Staff members are required by the state to wear masks while in care. The Crayon Box Children's Learning Center will provide masks, face shields and gloves for all staff. Staff are asked to wear PPE when in the common areas (hallways bathroom, hallway, office, stairways). Staff are not required to wear masks when outside. Staff with medical exemption letters can work without a mask when in the classroom. Masks are required of all staff in the common areas.

- **Provide cloth facing coverings to staff.** 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

Masks are required for children ages 2-12 in the classroom and common areas at this time except for eating and rest time. We will always follow the guidance of The State of Michigan and this guidance may change at any time.

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.

Monitor and Respond to Symptoms of COVID-19 in Children

When Should a Sick Child Stay Home?

The Crayon Box will strictly enforce our sick policy, especially during flu season. The presence of any of the symptoms below generally suggests a child has an infectious illness and should not attend child care, regardless of whether the illness is COVID-19. For children with chronic conditions, a positive screening should represent a change from their typical health status.

- Temperature of 100.4 degrees Fahrenheit or higher
- Sore throat
- Cough (for children with chronic cough due to allergies or asthma, a change in their cough from baseline)
- Difficulty breathing (for children with asthma, a change from their baseline breathing)
- Diarrhea or vomiting
- New onset of severe headache, especially with a fever

Children should also stay home if they:

- Are in quarantine due to exposure to an individual with a confirmed case of COVID-19 or
- Have other signs of illness described in a provider's sick policy.

The Crayon Box encourages families to contact their healthcare provider or follow up with a local clinic/urgent care before returning to care.

Where Can Children Get Tested for COVID-19?

If family is concerned that their child may have COVID-19, they should contact their healthcare provider or follow up with a local clinic/urgent care.

When Can A Sick Child Return to Child Care?

When a child can return to care depends on their symptoms, whether they have a high risk for COVID exposure, and whether they test positive.

A child has a high risk of COVID exposure if they have had close contact with a person with COVID-19 within the past 14 days.

Close contact includes exposures within 6 feet of a person with COVID-19 for 15 minutes or more. This includes brief exposures totaling 15 minutes in a 24-hour period.

If a Child Tests Negative for COVID-19 or No Testing Was Done

No Testing Was Done

- If a child visits a healthcare provider and another cause is identified for the symptoms, the individual may return to care once symptoms improve and they have been fever-free for at least 24 hours without the use of medicine that reduces fevers.
- If a test is not done, the individual should stay home until:
 - Has 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 symptoms first appeared.

Tests Negative

- If a child was not exposed to COVID-19, a child may return to care based on a provider's illness policy.
- If a child was exposed to COVID-19 within the past 14 days, current MDHHS guidelines recommend they quarantine for at least 14 days, even with a negative test result and follow all instruction from the local health department.
 - If symptoms appear, the child should be immediately isolated and contact the local health department or a health care provider.

If a Child Tests Positive for COVID-19

Providers must cooperate with the local public health department to determine when a child may return to care after testing positive for COVID-19. In general, 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 symptoms appeared or the individual tested positive.

Most children can return to care based on improved symptoms and the passage of time. There is no need to get a negative test or a doctor's note to clear the child to return to care.

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 Children's Learning Center 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 an un staff member or child has a fever or a cough, The Crayon Box Children's Learning Center 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 Children's Learning Center 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:
 - 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 an ample 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.