



COVID-19 Preparedness and Response Plan

for

Winter Sun Schoolhouse

Revised Effective May 12, 2021

The WSS COVID-19 Preparedness and Response Plan was developed under the [Guidance for Safe Child Care Operations During COVID-19](#) provided by the Bureau of Community and Health Systems. The Michigan Department of Licensing and Regulatory Affairs (LARA), Michigan Departments of Education, Health and Human Services, and Labor and Economic Opportunity, the Executive Office, medical professionals, national experts, and child care providers across the state have collectively worked together in order to keep children safe in Michigan. Visit www.michigan.gov/coronavirus for updates.

This document is live and will be updated as needed to ensure the safety of the WSS community.

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How will we structure our day and physical space?

1. Provide a location ("Safe Space") to safely isolate individuals who develop symptoms during care. **When children show signs of illness at school, they will need to be picked up immediately.**
2. Post signage that will encourage a healthy lifestyle and COVID prevention.
3. Remove toys and objects which cannot be easily cleaned or sanitized between use.
4. Limit use of common spaces.
5. Rearrange seating to seat children six feet apart (when possible) and limit the number of children sitting together. This is especially important for meal times.
6. Use touchless trash cans to provide a hands-free way to dispose of tissues and contaminants if they are available.
7. Ensure water is safe and eliminate drinking fountains.
8. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
9. Compost containers will not be touched by children.
10. We are not allowing any visitors in our buildings during business hours except for WSS Staff, students or essential workers related to Child Licensing. Parents and guardians will be asked to drop-off and pick-up at the door.

How will we monitor symptoms of COVID-19 in children and their teachers?

Parents or caregivers are strongly encouraged to monitor their children for signs of infectious illness every day prior to sending children to care.

CHECK IN

WSS TEACHERS: We will check for COVID-19 symptoms when all teachers/adults arrive at work by doing the following:

- 1) We will take the temperature of all teachers/adults who enter our buildings.
- 2) When teachers sign-in to work on the Brightwheel App, they will answer 3 questions that will ensure that they are symptom-free, and that they have not knowingly been exposed within the past 14 days.

WSS STUDENTS: If your child is being dropped off at school, you are agreeing to the following three statements. We trust you, the parents and caregivers, to use integrity when bringing your child to school. We will no longer be taking your child's temperature as they enter the building. Over the past 10 months of taking temps everyday, we have only had one child be sent home with a slight fever. You are all doing a great job of monitoring your children! :) Thank you!

Three statements:

- 1) **My child has not had a fever of 100.4 degrees or above or signs of fever (chills/sweating), vomiting, diarrhea, abdominal pain, sore throat, new onset of severe headache or an uncontrolled cough or a cough that causes difficulty breathing within the last 24 hours AND has been medication-free.**
- 2) **Nobody that lives in my child's household has tested positive for COVID-19 in the past 14 days.**
- 3) **To my knowledge, my child has not been exposed to COVID-19 in the past 14 days.**

- Fever is a key indicator for young children and adults. If a child or teacher has a temperature, above 100.4, and it has been determined that teething is not the cause, they will be excluded from the group and be required to be picked up and/or leave the school promptly. See page for a list of symptoms.
- Families and staff are required to notify a director if they have been in close contact with a person who has COVID-19. After discussion, it may be determined that families and staff who have been exposed will quarantine for 14 days.

DEFINITION OF CLOSE CONTACT?

Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

How will we respond to possible or confirmed COVID cases?

For confirmed cases, we will:

1. Report the case and cooperate with the local public health department and our licensing consultant.
2. Collect the contact information for any close contacts of the affected individual while at the center or child care home from two days before he or she showed symptoms or tested positive to the time when he or she was last present in care.
3. Close a classroom for 14 days and recommend a 14-day quarantine for close contacts.
4. Notify families and staff. If your child is in a classroom that is asked to quarantine we encourage the family to social distance, wash their hands very often, and monitor for symptoms. If at any time, your child or a family member begin to develop symptoms of COVID-19 (such as cough, shortness of breath, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell), please call your healthcare provider for next steps.

For possible cases, we will:

1. Send anyone who becomes ill home immediately.
2. Isolate people who become ill while in care but cannot leave immediately.
3. Encourage anyone that is ill to visit their primary care provider.

What are the guidelines for returning to school and work?

GUIDELINES FOR WHEN TO STAY HOME

When Should a Sick Child or Teacher Stay Home?

Children and teachers should stay home if they are experiencing any of the following symptoms not related to other known or diagnosed medical conditions:

- Fever of 100.4 degrees or above or signs of fever (chills/sweating)
- Vomiting, diarrhea, or abdominal pain

Sore throat

- New uncontrolled cough or difficulty breathing
- New onset of severe headache
- 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.

GUIDELINES FOR RETURNING/ENTERING SCHOOL

When can a sick child or teacher return to school?

When a child or teacher can return to care depends on their symptoms, whether they have a high risk for COVID exposure, and whether they test positive. A child or teacher has a high risk of COVID exposure, if they have experienced any of the following in the past 14 days:

- Had close contact with a person with COVID-19
- Had close contact with a person under quarantine for possible exposure to COVID-19
- Had a history of international travel

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 NO testing was done, the child or teacher can return to school:

If a child visits a healthcare provider and another cause is identified for the symptom OR

- 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.

If a negative test result comes back:

- And the person was not exposed to COVID-19 and received a negative molecular diagnostic test result, they may return to care based on a provider's illness policy
- And the person was exposed to COVID-19 within the past 14 days, they should stay home for 14 days after their last exposure and follow all instructions from the local health department.

If a child or teacher tests positive for COVID-19:

We will 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.

OTHER CONSIDERATIONS:

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

We will NOT require sick employees to provide a COVID-19 test result or healthcare provider's note to validate their illness, qualify for sick leave, or return to work.

If a person is immunocompromised, it may be required that they receive two negative tests in a row, 24 hours apart, before returning.

Families are encouraged to have back-up care plans if a child or family member is required to self-quarantine due to possible COVID-19.

The CDC recommends people use the guidelines they have provided before returning to work or school. These guidelines can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/returning-to-work.html>.

Please see the link below for guidelines on what to do when you are sick:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.

Testing For anyone who needs a test, call the COVID-19 hotline at 1-888-535-6136 or look for a test site at https://www.michigan.gov/coronavirus/0,9753,7-406-99891_99912-531745--,00.html.

Your school director and/or myself are responsible for handling questions and reporting about COVID-19 concerns. Please contact us anytime!

How will we report a case of COVID-19?

If a Child or Staff Member Has a Confirmed Case of COVID-19, Winter Sun will:

1. Report the case to your local health department and participate in contact tracing, if necessary.
2. Determine the appropriate steps to take to reduce transmission through consultation with our local health department. This may include closing a classroom or a campus.
3. Report the case to your licensing consultant.
4. Notify families and staff members. You are required to notify families of possible exposure to a communicable disease, like COVID-19.

We will maintain confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. Even if a family/student acknowledges and publicly discloses a positive test, childcare staff must not participate in discussions or acknowledge a positive test.

What will social distancing look like at WSS?

We are going to roll with the notion that “less is more”. Classes will be split into smaller groups throughout the day in order to exercise social distancing. In addition to this, the number of people in the building each day will be minimal. These are the following actions we will take to support “social distancing” at school:

- 1) Small group sizes are recommended, therefore we will do our best to reduce the number of children in groups and/or spread out classes/groups across multiple rooms.
- 2) As much as possible, classrooms will include the same group of children and caregivers, children will not be cared for by more than two to three adults on the same day, and teachers will not be in more than two classrooms per week. In most cases, teachers will ONLY be in ONE classroom per week.
- 3) As always, infants less than six months will be kept separated from older children because they cannot be vaccinated against influenza.
- 4) Contact with external adults and between groups will be limited. Spanish, music, and yoga will be limited and only provided when it is safe to do so. This decision will be made on a day-to-day basis.
- 5) The daily schedule will stagger times for outdoor play so we aren't all outside at once. Much of our day will be spent outdoors. If a common space is used, it will be sanitized in between uses.
- 6) The time period between 7:00 am and 8:00 and 4:30 pm and 5:00 is intended to encourage staggering of the drop-off and pick-up process. If you notice another family at the door, please wait to approach until they are departing.

- 7) Visitors will be limited to "essential" only. Children, WSS staff, our licensing consultant and any inspectors are considered essential. No families are allowed in the buildings during this time.
- 8) No transportation will be provided at Winter Sun.
- 9) If children need a hug or need to be held, they will be hugged and held; however, it is highly recommended that we social distance when possible. We will continue to lovingly connect with your children; however, we will also encourage them to "not touch their face" and practice personal space, which has always been done. We will continue to be diligent with our loving actions.

How will we reinforce best practices to promote exceptional hygiene?

- We will reinforce best practice in regard to handwashing, cleaning and disinfecting, and reducing the amount of items brought from home.
- We will continue to implement the CDC handwashing guidelines and support children and staff in the process of watching their hands often with soap and water for at least 20 seconds.

Key Times to Wash Hands!

- *When arriving at school*
- *Before, during, and after preparing food*
- *Before eating food*
- *Before and after caring for someone at home who is sick with vomiting or diarrhea*
- *Before and after treating a cut or wound*
- *After using the toilet*
- *After changing diapers or cleaning up a child who has used the toilet*
- *After blowing your nose, coughing, or sneezing*
- *After touching an animal, animal feed, or animal waste*
- *After handling pet food or pet treats*
- *After touching garbage*
- We will also require that children wash their hands upon arriving at school and either wash hands or receive hand sanitizer when leaving the school.
- Hand sanitizer, if used, will only be used if it is alcohol-based with at least 70% alcohol.
- We will use the guidelines from the CDC for cleaning and disinfecting, using robust cleaning protocols on at least a daily basis for items touched frequently. These guidelines can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

The bleach solution we will use is: 5 tablespoons (1/3rd cup) bleach per gallon of water.

- We will keep a "dirty" materials basket in each classroom labeled for items that happen to find their way into a child's mouth.

- If your child rests/naps at school, they will use a designated cot, labeled with their name. Cots will be disinfected and air dried daily and will not be used by another child.
- NO TOYS FROM HOME ARE PERMITTED. This is a hard and fast rule! The items that are permitted; however, are the following:
 - A blanket for nap/rest; these will be kept in cubbies in a plastic bag and will be sent home on Fridays for washing.
 - Water bottle (will be sent home daily for washing). Please label, everyday!
 - Lunch to be packed in a paper-sack or a completely washable lunchbox (that can and will be washed every single day). I know it's not environmentally-friendly, but we are requiring a brand new paper sack every day (we will recycle these).
 - Slippers that can be left at school (no bare feet please).
 - Whatever is brought to school needs to fit inside one bag (no straggling stuff). We need to be able to deliver this same bag back to you daily, with ease.

How will we use appropriate safety equipment?

Wearing a cloth face mask indoors and outside when unable to physically distance from others is now mandated in Michigan per the Gatherings and Face Mask Order (January 13, 2021) issued by MDHHS.

Where and when face masks are required at camp and child care organization gatherings

Environment	Staff, visitors, and parents	Children Ages 2-4	Children Ages 5 and up
Indoors, including vehicles	Required	Required*	Required
Outdoors (gathering less than 100 persons)	Not required, still encouraged	Not required, still encouraged	Not required, still encouraged
Outdoors (gathering greater than 100 persons)	Required	Required*	Required

* A good faith effort is made to ensure children ages 2-4 wear a mask when participating in gatherings.

A good faith effort will be made to ensure children ages 2-4 years will wear a mask when indoors.

Teachers are required to wear a mask at all times when indoors at Winter Sun unless they are eating or drinking or are socially distanced. They are not required to wear a mask outside.

All essential visitors who enter the building are required to wear a mask.

If your child cannot medically tolerate a face covering, has trouble breathing, is unable to remove the face covering without assistance, or you have another reason your child should not wear a mask at school, please contact Jami directly at 231-329-0647.

Gloves will be worn in a manner consistent with the existing licensing rule guidelines, i.e., when handling contaminants, changing diapers, cleaning or serving food. We require that hands be washed before gloves are put on and after they are removed.

How will we partner and communicate with our families?

The teachers, administration team and myself will continue our commitment to actively communicate with currently attending students to share new policies and expectations, discuss any health concerns/conditions, and support your families social-emotional needs in any way we can.

Recommended Resources:

- Crisis Parent and Caregiver Guide, from the Michigan Children's Trust Fund
https://www.michigan.gov/documents/ctf/CTF_Parent_Guide_687268_7.pdf
- Talking with Children about COVID-19, from the CDC
<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>
- Helping Young Children Through COVID-19, from Zero to Thrive (includes Arabic and Spanish translations) <https://zerotothrive.org/covid-19-kids/>

How will we partner and communicate with our WSS team?

I will continue my commitment to my team and actively communicate with them in regards to their Employee Rights, new policies and expectations, and discuss any health concerns/conditions they may have, as well as offer emotional support in any way I can. Our staffing plan will be designed to limit exposure and consider the concerns of the personal lives of my teachers, as per usual. They will be trained about COVID-19 through a variety of courses and through direct instruction from Dr. Claudia Jarrin, Infection Disease Physician who is the current Medical Director for Infection Control at Mercy Health in Muskegon County.

COVID-19 Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Families are required to inform us if their child has exhibited any of the following symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell

- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

**This is a live document and is evolving daily, in order to meet the needs of the ever-changing times. Please contact me if you see any way that we can make this Response Plan more effective. I am always open to your thoughts.*