



**WEST BLOOMFIELD
PRESCHOOL**
Academy

5810 Commerce Road * West Bloomfield, MI 48324
(248) 865-6460



COVID-19 Return to Learn Plan

Our Commitment to Health & Safety

West Bloomfield Preschool Academy West Bloomfield School-Age Child care is committed to protecting the health of our children, families, staff, and community. The following policies were designed in response to guidance from the Michigan Departments of Licensing and Regulatory Affairs (LARA) and Health and Human Services, in accordance with best practices from the Centers for Disease Control and Prevention, and with everyone's well-being in mind. To limit the potential spread of COVID-19, we will be making some temporary changes to our programming that include robust cleaning and disinfecting procedures and minimizing opportunities for person-to-person exposure (e.g., an infected person spreading respiratory droplets through actions such as coughing, sneezing, or talking).

The following plan outlines the recommended practices and strategies we will use to protect the health of our children, staff, and families while at the same time ensuring that children are experiencing developmentally appropriate and responsive interactions and environments.

Changes to Our Physical Spaces

We will use the following strategies in our classrooms and facilities to minimize the spread of illness:

- Where possible, dividing large group spaces to allow more children to safely use the space.
- Where possible, limiting or eliminating use of common spaces in the classrooms/facility. When common spaces must be used, we will rotate use of the space and clean between groups.
- Rearranging classroom areas to seat children as far apart as reasonably possible and limiting the number of children sitting together.
- Using touchless trash cans to provide a hands-free way to dispose of tissues and contaminants.
- Ensuring ventilation systems operate properly and increasing circulation of outdoor air as much as possible (e.g., keeping windows and doors open to the extent that this does not pose safety risks).
- Before re-opening we will ensure all water systems and drinking fountains are safe following CDC guidelines.

Other policies related to our physical space include:

- Signage or visible markers will be posted to indicate proper social distancing, hand washing, and cloth face covering wearing.
- A location will be identified to safely isolate individuals who develop symptoms during care.
- Playground time will be scheduled so that only one class is using the playground at a time.

Toys and Classroom Materials

At this time, we will make the following changes to the toys and materials in our classrooms:

- We will remove toys and objects which cannot be easily cleaned or sanitized between use.
- Given that cloth toys are not recommended at this time, we will remove these from classrooms.
- We will temporarily suspend use of water and sensory tables.

Mealtimes

To limit opportunities for exposure during mealtimes, we will engage in the following recommended practices:

- We will space seating as far apart as possible (ideally 6 feet apart) by limiting the number of children sitting together and rearranging seating.
- We will serve meals in the classroom instead of group dining spaces.
- We will modify our family-style meal service and have staff plate each child's meal so that multiple children are not using the same serving utensils.
- Staff and children will wash hands before and immediately after children have eaten.

Other policies related to mealtimes include:

- Students in our tuition based programs will bring individual lunches.
- Traditional preschool will bring individual snacks.

Naptime**To reduce potential for viral spread, we will engage in the following recommended practices:**

- Using bedding (sheets, pillows, blankets, sleeping bags) that can be washed.
- Storing each child's bedding in individually labeled bins, cubbies, or bags.
- Labeling each child's cot/mat.
- Ensuring that children's naptime mats/cots/cribs are spaced out as much as possible, ideally 6 feet apart.
- When possible, children will be placed head-to-toe (i.e., one child with their head at the top of the mat, the next child over with their head at the bottom of the mat).

Items Brought From Home

During this time, we are trying to limit the number of items brought into the facility because this can be a way to transmit the virus, so we ask that families refrain from bringing items from home as much as possible. However, we recognize that placing limits on children's comfort items may increase stress for children and staff as they may be especially needed during this time of transition.

We ask that families and staff follow these guidelines with regard to children's comfort items:

- To avoid these items coming into contact with many children, efforts will be made for these items to be placed in a cubby or bin and be used at naptime or as needed.
- Items should be washed weekly (at our facility or the child's home) and daily if the comfort item is a soft material (e.g., blanket, stuffed animal, clothing).

Screening Families & Staff for COVID-19 Symptoms and Exposure**Upon arrival to the program, staff and families are required to report if they or anyone in their household:**

- Have received positive COVID-19 results
- Been in close contact with someone who has COVID-19
- Have experienced symptoms such as persistent cough, fever, difficulty breathing, chills, change in smell or taste, diarrhea, and/or vomiting.

The procedures we will use to screen staff for symptoms and exposure include:

- Staff will be required to complete an online questionnaire before entering the building.
- 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. Because child care
- If a staff member begins to feel ill during the day, they will be sent home. If an individual is the only caregiver, they will put on a cloth face covering (if not already on) and limit close interactions with children until they can be relieved by another staff member.

The procedures we will use to screen children/families for symptoms and exposure include:

Before children enter classrooms each day, Pre-K staff (and/or parents) will check them for symptoms of COVID-19. (Children will be re-checked during the school day if there are symptoms of COVID-19 displayed.)

This check includes:

- Visually checking students for signs of illness, including flushed cheeks, rapid or difficulty breathing, fatigue, or extreme fussiness.
- Performing temperature checks. (Thermometers will be cleaned and disinfected between uses.)
- Fever is the key indicator for young children. If a child's temperature is above 100.4 degrees the child will be excluded from school. A cough and/or diarrhea in addition to fever is suggestive of coronavirus.

Parents will answer the following questions each day their child attends school:

- 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, fever, difficulty breathing, chills, cold, diarrhea and/or vomiting.)
- If a child develops a fever during the school day, or a fever with a cough and/or diarrhea he/she will be isolated from the group and his/her parent will be contacted for prompt pick up.
 - The parent(s) should contact their primary care physician/medical provider.

Parents will be responsible for checking that their school-age children are symptom free before entering the school. Teachers will observe students for any change in the student.

If families or staff are absent or otherwise off-site but experience exposure or symptoms, they should contact:

If a child, staff member, family member, or visitor becomes ill with COVID-19 symptoms, the classroom teacher will contact the Preschool Coordinator, Laura Poxon at 248-865-645 or laura.poxon@wbsd.org, who will contact the Oakland County Health Department and the licensing consultant for next steps.

Staff and families of children in care are also required to report to the Preschool Coordinator if they become symptomatic or receive positive COVID-19 test results. A determination whether to close the classroom or facility will be based on guidance from RCS and the Oakland County Health Department.

If an individual in a classroom is identified with a positive test for COVID-19 the classroom will be closed, cleaned and everyone in that classroom may be quarantined for 14 days.

Daily Temperature Checks

Temperature Checks

As fever is the key indicator of COVID-19 in children, we will check each child's temperature upon daily arrival to the program. Staff will also be asked to take their own temperatures upon arrival to work. Staff will re-check children's temperatures throughout the day if they appear ill or "not themselves" (e.g., flushed cheeks, rapid or difficulty breathing without recent physical activity, fatigue, or extreme fussiness).

When children arrive to the program, temperature checks will occur before children enter the building. Each child's temperature will be taken by program staff; such as administration, teachers, assistant, and aides.

To minimize potential spread of illness, staff will:

- Wear a face mask while taking the child's temperature.
- Disinfect non-disposable thermometers between uses (e.g., cleaned with an alcohol wipe or isopropyl alcohol on a cotton swab).

Responding to Symptoms and Confirmed Cases of COVID-19

If a child or staff member has a temperature above 100.4 degrees and/or symptoms such as persistent cough, difficulty breathing, chills, diarrhea, or vomiting, they will be sent home immediately with the recommendation to contact their primary care physician/medical provider. If anyone shows emergency warning signs (e.g., trouble breathing, persistent pain/pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face), we will seek medical care immediately.

If a child develops symptoms during care hours:

- Parents will be contacted for prompt pick-up.
- The child will be isolated from other children and as many staff as possible (the child will not be left alone).

If a staff member develops symptoms during care hours:

- They will be asked to go home immediately.

Reporting Exposure

If a child, staff member, family member, or visitor to our program shows COVID-19 symptoms or tests positive for the virus, we will contact our local health department and licensing consultant. Based on the guidance of the local health department, we will determine whether to close individual classrooms or our facility, the duration of the closure, and other next steps. When communicating with families and staff about any COVID-19 cases, we will respect the privacy of individuals and not share health information of a specific person. Our local health department can be contacted at 248 858-1286.

Returning to the Program After Experiencing Symptoms and/or a Positive COVID Test

If a staff member or child has a fever OR a cough (but no other symptoms):

Staff member or child will remain at home until symptom/fever free for 72 hours without the use of fever-reducing or other symptom-altering medicines.

If a staff member or child exhibits multiple symptoms of COVID-19, possible exposure is expected, OR an individual tests positive for COVID-19, the individual must stay home until:

They have 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 their symptoms first appeared.

As per [Executive Order 2020-36](#), if staff or their close contacts have possible or confirmed cases of COVID-19, staff will be allowed to remain home without penalty of discharge, discipline, or other retaliation. To accommodate for the potential need to quarantine staff or allow for longer absences from work than normal, we will implement the following staffing plan to ensure we can meet staff to child ratios:

We will use our substitute teachers to cover classrooms when a teacher is out.

Maintaining Consistent Groups

During this time, we will maintain the following group sizes:

Preschoolers, 30 months until 3 years of age: 14

Preschoolers, 3 years of age until 4 years of age: 14

Preschoolers, 4 years of age until school-age: 14

School-agers: 15

To minimize potential spread of COVID-19, we will engage in the following best practices:

- To the extent possible, classrooms will include the same group of children and providers each day.
- Each group of children will be kept in a separate room.
- We will limit the mixing of children across groups by staggering times for outdoor play and other activities where children from multiple classrooms are typically combined.
- Canceling or postponing field trips and special events that convene larger groups of children and families.
- Limiting non-essential visitors, volunteers, and activities including groups of children or adults.

Drop-Off and Pick-Up Procedures

We will use the following recommended practices during drop-off and pick-up times to protect the health of children, families, and staff.

- Staff will greet children and families curbside or outside the building and walk children in and out of the building.
- Children should enter the building without car seats.
- We will have a hand hygiene station at the entrance to our building so children and parents can clean their hands.
- We will provide hand sanitizer or wipes at the sign-in station for parents/guardians to clean pens/keypads between each use.
- We will ask parents and other visitors to wear masks while in the building.
- We ask that parents avoid congregating in a single space or a large group.

We will temporarily be changing our sign-in/-out policies as follows:

Parents will use a separate document to document pick-up/drop-off times, which they will sign and return at the end of each week.

Hand Washing

We will reinforce regular health and safety practices with children and staff and continue to comply with licensing regulations and CDC hand washing guidelines as follows:

- Staff and children will wash hands often with soap and water for at least 20 seconds.
- Soap and water are the best option, especially if hands are visibly dirty. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Staff and children should cover all surfaces of their hands with hand sanitizer, rubbing them together until they feel dry.
- Staff should assist children with hand washing (especially infants who cannot wash hands alone) and use of hand sanitizer to ensure proper use and prevent ingestion.
- Staff and children (with frequent reminders and support) will cover coughs and sneezes with a tissue or sleeve and wash hands immediately after.
- Wearing gloves does not replace appropriate hand hygiene.
- Hand hygiene is especially important after blowing one's nose, going to the bathroom, before eating or preparing food (or helping children do any of these actions).

Cleaning and Disinfecting

We will engage in the following cleaning and disinfecting practices in accordance with CDC recommendations:

- Daily cleaning/disinfecting of high-touch surfaces (e.g., sinks, toilets, light switches, door knobs, counter and tabletops, chairs).
- Normal routine cleaning of outdoor spaces, with special attention to high-touch plastic/metal surfaces (e.g., grab bars, railings).
- Regular cleaning of electronics (e.g., keyboards, parent/staff check-in kiosks) according to manufacturer's instructions.

- Use of a schedule for regular cleaning and disinfecting tasks.
- Ensuring staff wear disposable gloves to perform cleaning, disinfecting, laundry, and trash pick-up, followed by hand washing.
- Cleaning dirty surfaces using detergent or soap and water prior to disinfection.
- Keeping cleaning products secure and out of reach of children, avoiding use near children, and ensuring proper ventilation during use to prevent inhalation of toxic fumes.

Cleaning and Disinfecting Toys

We will engage in the following best practices to clean and disinfect toys:

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

Safety Equipment

Face Mask/Coverings for Staff

Staff are required to wear face coverings at all times on-site.

Use of Gloves

Staff will wear gloves in a manner consistent with existing licensing rules (for example, gloves should be worn when handling contaminants, 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 and do not replace hand washing.

Face Masks/Coverings for Children

Our plan regarding children wearing cloth face coverings during care is:

Children will be required to wear face coverings common areas, such as pick up and drop off time, in the hallway or when using communal bathrooms. Children will not be required to wear them in the classroom or outside. Parents have the option to request that their child wear a mask all day. Teachers will communicate with those families on how it is going.

Partnering and Communicating with Families & Staff

Communicating with Staff and Families

We will actively communicate with staff and families to determine when they will return to work/care if they have been out, discuss concerns or questions, share new policies and expectations, and confidentially discuss any extenuating circumstances that have emerged and/or any health concerns/conditions that may elevate risk for complications if exposed to COVID-19.

Training Staff

To support staff in effectively engaging in best practices and making personal decisions, we will provide learning opportunities to help all of us understand how COVID-19 is transmitted, the distance the virus can travel, how long the virus remains viable in the air and on surfaces, signs and symptoms of COVID-19, and our new policies and procedures as outlined in this plan.

Supporting Children's Social-Emotional Needs

Staff and families will partner together to support the needs and emotional reactions of children during this time. We anticipate that children will experience a wide range of feelings during this transition period. Some children will be relieved, some will have initial challenges with separation from their parent(s), some may demonstrate anger at the "disappearance" of their child care provider, and some may act out toward other children. Whatever the reactions, we acknowledge that staff and families may need some new tools in their toolkit to assist the child with emotional regulation and we will work together to support all caregivers.

Supporting Staff Members' Social-Emotional Needs

To ensure the well-being of the children, it is also imperative to ensure the well-being of their teachers and caregivers, and to provide them with the emotional and administrative supports necessary during this time of re-integration, and in the months ahead. As essential workers in the COVID-19 pandemic, we understand our staff may have worries about their own physical or psychological health, and the potential risk to their family members at home. Because young children internalize the stress of the adults who care for them, we know it is vitally important to provide supports and services to ensure the emotional well-being of our staff.

West Bloomfield Early Childhood and School-Age Childcare Program