

# Kid Builders

## Covid-19 Preparedness and Response Plan

### This response plan is available to all families and staff as follows:

Online via our KB Facebook page (since parents are dropping children off at the exterior doors)

Licensing Notebook located by the sign-in computer

Emailed copy upon request

### DROP OFF AND PICK UP PROCEDURES UNTIL FURTHER NOTICE – WE WILL TRY THIS

**Parents** – will have designated doors to drop off child(ren). We ask that all parents drop off outside and not enter the building unless necessary. Please allow for social distancing when dropping off your child with other families dropping off their child.

**Infant** – Use regular door – STAY IN THE VESTIBULE AREA AND RING THE DOORBELL. A staff member from the infant room will meet you.

Car seats will not be brought into the building. Please keep them in the closet in the vestibule area. Overflow will be taken to the hallway by a designated staff member. Parents will need to take their child out of the car seat to hand them to the caregiver. We continue to feel this is an important part of the drop off routine.

If a parent is in the vestibule area are dropping off or picking up their infant, parents waiting will need to wait outside.

**Wobblers** – Use exterior door located in the back of the building. This is the door that leads to the playground from the classroom.

**Toddlers**- Use exterior door on the west side of the building by staff parking, this door leads directly to the classroom.

**YPS**-- Use exterior door located in the back of the building. This is the door that leads to the playground from the classroom.

**3 year olds**-Use exterior door located on the east side of the building. This is the door that leads directly to the classroom.

**Pre-K**-Use exterior door located on the east side of the building. This is the door that leads directly to the classroom.

**School-Agers**- Use regular door – STAY IN THE VESTIBULE AREA AND RING THE DOORBELL. A staff member will meet you.

**All children (except infants) need to have a pair of “indoor shoes” that are kept at the center.**

Parents will need to sign the attendance sheets completed by staff at the end of the week to confirm hours in attendance.

## **TOYS FROM HOME**

As per our policy, please do not allow children to bring toys from home unless it's a security items. School-agers may continue to bring items from home.

**GATES TO THE PLAYGROUND WILL BE UNLOCKED 6am-9am/4:00-6:00pm** to gain access to the exterior doors. If you come outside of this time, please call 668-7777 when you arrive, and we will meet you at the front door that is closest to your child's classroom.

If it is raining and you prefer to have valet service at the front door, please call 668-7777 when you arrive, and we will have someone meet you at the door. We ask that you use the front middle exterior door that is in the hallway in front of my (sandy) office.

**\*All children will have their temperature taken upon arrival before parents leave their child in our care.**

**\*All children will wash their hands with soap and water upon arrival, staff helping younger children.**

**Staff will ask parents the following questions at drop off:**

**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?** (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, rash, nausea or vomiting, and/or diarrhea)

**Staff will 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 we will contact parents for prompt pick up. Parents should contact their primary care physician/medical provider.**

## **Infants / Wobblers / Toddlers - This is for the Monday, June 15<sup>th</sup> only**

Please sign-up for a designated time to drop off your child. We will have 10 minutes time slots per child for the first day. We want to make sure parents have time to communicate important information regarding schedules.

We also ask that parents complete an **"all about me"** form and bring this form with you at your first drop off when we reopen.

## **Monitoring symptoms of COVID-19 in Children**

Children – Parents will need to take their child’s temperature at home prior to arriving at Kid Builders to ensure there is no temperature 100.4 or higher.

Parents will need to complete a health check at home prior to drop off, ensuring their child is not displaying the following symptoms prior to leaving their child in our care.

Cold-like Symptoms

Fever of 100.4 or higher

Runny Nose

Cough

Vomiting and diarrhea have also been reported as a symptom

**If child has temperature of 100.4 or higher, the child will not be allowed to attend daycare. They will need to be fever free for 24 hours (without medicine that reduces fever) before returning to care.**

If the child is displaying multiple symptoms of COVID-19 and has a temperature, they will not be allowed to attend daycare. They will need to be fever free for 72 hours (without medicine that reduces fever) before returning to care.

Children may return earlier **with a note from the DR** stating that COVID-19 is not suspected, and It is a non-contagious diagnosis, such as an ear infection. All our other illness policies apply.

**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.

## **Monitoring symptoms of COVID-19 in Staff**

Staff - Health check includes the following: Checking for temperature of 100.4 or higher

Staff will need to take their temperature prior to arriving at Kid Builders to ensure there is no temperature 100.4 or higher.

Staff will need to arrive 10 minutes prior to the start of their shift for a health check.

Staff will report directly to the office to get their temperature taken by a designated person prior to the start of their shift.

Staff will be required to complete an Occupational Health Employee Screening Tool online prior to starting their shift or complete a hardcopy located in the office.

If staff are displaying symptoms of COVID-19 with a temperature, they will be required to get tested for COVID-19 and NOT return to work until the test is back with a negative test result.

**If staff has temperature of 100.4 or higher, the staff will not be allowed to work. They will need to be fever free for 24 hours (without medicine that reduces fever) before returning to work.**

If the staff is displaying multiple symptoms of COVID-19 and has a temperature, they will not be allowed to work. They will need to be fever free for 72 hours (without medicine that reduces fever) before returning.

Staff may return earlier **with a note from the DR** stating that COVID-19 is not suspected, and It is a non-contagious diagnosis. All our other illness policies apply.

**Kid Builders reserves the right to request a COVID-19 test for any staff at any time.**

#### **Know the Symptoms of COVID-19 in Adults**

The following symptoms may appear 2-14 days after exposure.

Fever of 100.4F (38C) or higher

Cough

Shortness of breath

#### **Isolate**

Staff will be sent home immediately if they become symptomatic.

Children will be isolated and sent to the office with a designated staff member. Staff providing care will wear a mask while waiting for the child to be picked up by the parent. The child will need to be picked up immediately.

Families are encouraged to have backup childcare plans if your child or a family member becomes ill or is required to self-quarantined due to possible COVID-19.

#### **Report exposure / Respond to possible or confirmed cases of COVID-19**

If a child, staff member, family member, or visitor becomes ill with COVID-19 symptoms, we will contact Van Buren County Health Department and licensing consultant for next steps. Staff and families of children in care are also required to report to Kid Builders if they become symptomatic or receive positive COVID-19 test results.

When notifying parents if COVID-19 was present in the facility, we will respect the privacy of individuals in our care by not sharing health information of a specific person.

We will determine whether to close the classroom or facility based on guidance from our local health department if someone test positive for COVID-19. Our local health department may also ask you to participate in contact tracing to limit the spread of the virus.

If a child or staff exhibits multiple symptoms of COVID-19, you suspect possible exposure, or an individual test positive for COVID-19, the child/staff 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.

## **Resources For Parents and Staff**

[https://www.michigan.gov/documents/coronavirus/DHHS\\_Guidance - COVID-19 Childcare Symptoms Monitoring Protocol 685194 7.pdf](https://www.michigan.gov/documents/coronavirus/DHHS_Guidance_-_COVID-19_Childcare_Symptoms_Monitoring_Protocol_685194_7.pdf)

### **How to maintain required staff to child ratios if a staff member(s) becomes ill.**

Kid Builders makes it a regular practice to have additional staff in the building that are considered “extra” and are not assigned to a specific classroom. These individuals help with miscellaneous tasks as follows: daily cleaning, sanitizing toys, lunch breaks, support in the classroom as needed, etc. These staff members will be available if needed in the room in the event a staff member becomes ill.

### **Children and Staff Actions to Take to Prevent Illness**

#### **How to Check for Illness**

Encourage children and staff to take everyday preventive actions to prevent the spread of respiratory illnesses:

Strict adherence to staying home when sick

Appropriately covering coughs and sneezes

Cleaning and disinfecting frequently touched surfaces

Washing hands often with soap and water ▪ If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty. ▪ Remember to supervise young children when they use hand sanitizer

#### **Social Distancing**

Children will eat in small groups, rotating breakfast/snacks/lunch time to allow children to spread out when seated.

Children will divide into small groups as much as possible throughout the day.

#### **Food/Snacks**

This is **NOT** a change in our policy! However, we will strictly adhere to these policies moving forward as we will want to be extra cautious during this time.

It is our policy to have food sent in containers that children can be served from, now more than ever, we will need to make sure this happens every time. We want to eliminate the need for handling food as much as possible. This means a divided container should only contain hot food or cold food. We will not be transferring food on to other containers to serve or to heat.

Food should be “ready to serve” washed, cut, and prepared for serving, as always in the containers that children will eat from.

### **Safety Equipment**

KB will provide face coverings for staff that do not have their own. Staff will be required to wear face coverings when preparing food. It is up to individual staff if they want to wear them at other times throughout the day.

We will continue to follow our KB policy using gloves during diaper changes, food service, and cleaning.

### **Mask or Facial Coverings**

Mask or facial coverings need to be properly worn covering nose and mouth.

# HYGIENE

## **Hand Washing Procedure**

Review procedure with Staff

**Common areas** will require at least a daily deep clean. For example, sinks, bathrooms, door knobs, table tops, and shared items. We regularly clean these items multiple times throughout the day.

Food tables/high chairs are sanitized before and after each meal as usual.

## **Things to Clean and Disinfect**

Staff will clean and disinfect all areas

Focusing on frequently touched surfaces

Doorknobs, Counters, Changing Tables, Toys, Light Switches, Faucet Handles, Toilets, Keyboards, Crib Railings, etc.

## **Clean and Disinfect**

Surfaces:

If surfaces are dirty, they will be cleaned using a detergent or soap and water before disinfection.

Disinfection, the items listed below should be effective:

Diluted household bleach solutions can be used if appropriate for the surface.

Check product expiration date, to ensure it has not passed. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Never mix household bleach with ammonia or any other cleanser.

Prepare a bleach solution by mixing:

5 tablespoons (1/3 cup) bleach per gallon of water or

4 teaspoons bleach per quart of water

Alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants.

Chart for diluting bleach is also posted in each individual classroom.

Follow the manufacturer's instructions for all cleaning and disinfection products.

**For Soft (porous) surfaces:** such as carpeted floors, rugs, and drapes.

Remove visible contamination if present

Clean with appropriate cleaners indicated for use on these surfaces.

After Cleaning:

If the items can be laundered,

Launder items in accordance with the manufacturer's instructions.

Use the warmest appropriate water setting for the items.

Dry items completely.

If the items cannot be laundered,

Use products with the EPA-approved emerging viral through the air.

Wash items as



