



St. Stephen School – Child Care

ENROLLED FAMILIES

COVID-19 PREPAREDNESS & RESPONSE PLAN

We are so excited to welcome children to the St. Stephen Child Care Programs! Although our day to day may look different than normal, we are prepared to provide a safe, healthy, and fun environment for your child. We need each other, and we truly believe that our children thrive when we work together. Please communicate with us regarding any special care needs your children may have during this time and we will do our best to accommodate these. Thank you for partnering with us. We greatly appreciate your understanding and support!

COVID-19 has changed the way we work. The following preparedness and response plan outlines the steps St. Stephen School and Child Care (“the Center”) will take when reopening its facility and when staff and children return. Guidance for this document comes from the [Center for Disease Control and Prevention](#) (CDC), the [Kent County Health Department](#) (KCHD), the [Michigan Department of Health and Human Services](#) (MDHHS), [Licensing and Regulatory Affairs](#) (LARA), [Spectrum Health COVID-19 Employer Resources Center](#), and [Kent County Back to Work](#) resources.

This is a living document and reevaluation of this plan and its requirements will occur weekly due to the unknown nature of COVID-19 and changing executive orders, legislation, and health department guidelines. Modifications of the plan will be done in accordance with additional or updated Executive Orders, CDC, Kent County Health Department, Michigan Department of Health and Human Services, OSHA guidelines, and/or State licensing rules.

We want to make sure all families have the resources to feel safe, prepared, and informed when attending the Center. It is our goal to remain consistent, caring, and conscientious during this time. As always, state licensing rules continue to guide and regulate our day-to-day operations.

COVID-19 Coordinators

The District has designated the following individuals as its COVID-19 Workplace

Coordinators/Supervisors (2020-97): Fr. Scott Nolan, Pastor; Cindy Thomas, Principal, and Megan Davison, Childcare Director The Coordinators are responsible for staying abreast of federal, state and local guidance and incorporating those recommendations into the District's workplace. The Coordinator/Supervisors are also responsible for reviewing policies and practices to make sure they are consistent with this Plan, District operations, and existing federal, state, and local requirements. They are also responsible for implementing, monitoring and reporting on the COVID-19 control strategies that are required per EO 2020-97. Any concerns or violations related to this COVID-19 preparedness and response plan shall be directed to one or more of the COVID-19 Coordinators. Please contact one of the following coordinators to report any unsafe working conditions.

COVID-19 Symptom Awareness

The health and safety of you, your children, and our staff is important is our number one priority. It is crucial that everyone is aware of COVID-19 symptoms so that if any arise, we can respond quickly to stop the spread within the Center.

COVID-19 is an infectious, respiratory disease caused by SARS-CoV-2. Most people infected with it will experience mild to moderate respiratory illness and recover without requiring special treatment. However, it can cause severe symptoms and can be fatal. Older people, and those with underlying medical problems are more likely to develop serious illness. COVID-19 is spread by person-to-person contact through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly inhaled in the lungs.

Symptoms include a runny nose, headache, aches and pains, chills or shaking with chills, fever, sore throat, cough, new loss of sense of smell, and taste and / or muscle pain. Shortness of breath and difficulty breathing are also symptoms and should not be ignored. It is important to seek medical attention immediately if you have trouble breathing, persistent chest pain or pressure, new confusion or inability to arouse, or bluish lips or face. This list is not all inclusive and anyone with severe or concerning symptoms should seek medical attention.

It is also important everyone knows their risk level and follow precautions accordingly. Exposure depends on multiple factors, including interactions with enrolled families and children, interactions with the general public, non-occupational activities engaged in while outside of work, and each individual's health level.

Screening for COVID-19 Symptoms

Staff Screening:

Staff will complete a COVID-19 health screening at the beginning of each shift to determine if they have any present symptoms. If any staff has any COVID-19 symptoms, they are not allowed to enter the Center or work their scheduled shift(s).

- Through required training, all staff are familiar with symptoms and exposure risks of COVID-19, best practices to minimize exposure and prevent the spread (including PPE use), and aware of steps the employee must take to notify the Center of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19, as well as how to report unsafe working conditions.

Child Screening:

- Parents are required to wear a cloth face covering during drop off and pick up.
- All children being dropped off for care will be screened by staff for COVID-19 temperature and symptoms.
- **Temperature Screening:**
 - Upon arrival, each parent dropping off a child will take his/her child's temperature with a Center provided thermometer, while being observed by the Center's staff.
 - After taking the temperature, the child's parent should show the temperature result to the staff for recording. The Center-owned thermometers used will be cleaned and disinfected between uses.
- **Symptom Screening:**
 - Prior to entering the Center each day, every family will need to complete the St. Stephen School symptom checker for each child attending the Center. This must be completed on the day of attendance for each child prior to admittance into the Center. The symptom checker houses a few quick questions that monitor for COVID-19 symptoms, using guidelines from the CDC.
 - Parents can complete the symptom check for each child on a computer or mobile device prior to arrival or upon arrival. Paper copies will be available.
 - If a child has any symptom or a temperature of 100.4 degrees F. or higher, he/she is not permitted to attend the Center. The child may return under the following conditions and guidance from the CDC:
 - Fever free for at least 72 hours, without the use of fever reducing medications
 - And, all other symptoms have improved
 - And, at least 7 days have passed from when symptoms first appeared
- **Close Contact:**
 - If a child has come into close contact with someone showing symptoms of COVID-19 or with someone who has tested positive for COVID-19, the child should self-isolate and is not able to attend the Center for 14 days.

- “Close contact” is not brief or incidental contact with a person with COVID-19 symptoms. Instead, the CDC defines “close contact” as either:
 - Being approximately within six feet of a COVID-19 infected person or a person with any COVID-19 symptom(s) for a “prolonged period of time” (more than 15 minutes) or
 - Having direct contact with infectious secretions from a COVID-19 infected person or a person with any COVID-19 symptom(s) (e.g., being coughed on)
- **Symptoms During the Day:**
 - If a child shows symptoms of COVID-19 during the day, the child will be given a mask to wear, and isolated from the other children in the main office. Parents will be called to come and pick up the child.
 - The child may return to the Center under the following conditions from the CDC:
 - Fever free for at least 72 hours, without the use of fever reducing medications.
 - And, all other symptoms have improved.
 - And, at least 7 days have passed from when symptoms first appeared.

Attendance Monitoring

- Computer tablets for checking in and checking out will not be utilized as in prior years due to COVID-19.
- Upon arrival/drop off, staff will record the time of arrival of each child scheduled to attend for the day on the daily attendance sheet included in the classroom binder.
- At departure/pick up, staff will record the time of departure of each child on the daily attendance sheet included in the classroom binder.
- Office staff will then input arrival and departure times of students into our electronic system on a daily basis.
- As part of our normal procedures that were already in place, the person who is dropping off/picking up the child will be recorded on the attendance sheet in addition to in-and-out times of the child.

Child Drop-Off Procedures

- The Center’s hours of 7:15am to 5:30pm will be adjusted to 7:30am to 5:30pm beginning June 15, 2020. This adjustment is to allow staff additional time for daily cleaning and preparation.
- Drop off will be done at the Main School Entrance. You may wait for a staff member at the School Secretary’s office.
- If a line forms please abide by the six feet social distancing guidelines. Six feet indicators will be visible to ensure social distancing is maintained while waiting in line.
- Children being dropped off will be escorted by staff to their classroom.

- In order to minimize social contact, parents will not be permitted to enter into the school building area to drop off their child for the day.
- Parents are required to wear a face mask during drop off and pick up.
- Staff coordinating drop offs are required to wear a mask.

Child Pick-Up Procedures

- The Center's hours of 7:15am to 5:30pm will be adjusted to 7:30am to 5:30pm beginning June 15, 2020. This adjustment is to allow staff additional time for daily cleaning.
- Weather permitting, pick up will take place at the front and back playgrounds to ensure social distancing. Students will be on the playground(s) from 4:30pm-5:30pm. Students will bring all belongings in a contained bag (backpack, etc.) to the playground and leave them along the fence line.
- Parents are welcome to pick up their children from the playgrounds. K-8th grade children will be located on the larger playground on Rosewood Ave. SE. Preschoolers will be located on the smaller playground located on Gladstone Ave. SE. Please practice social distancing during this time.
- Pickup will also be located at the school main entrance at the School Secretary's office if earlier than 4:30pm and in the case of inclement weather
- Parents will not be permitted to enter into the main school area of the building to pick up their child for the day.
- Parents are required to wear a cloth face mask during drop off and pick up.
- Staff coordinating pick-ups are required to wear a mask.

Cleaning and Disinfecting Procedures

General Procedures:

- Cleaning and preparation will be done before opening, throughout the day, and at the conclusion of the day.
- Multiple health and safety posters have been placed throughout the Center for reference.
- Additional cleaning products have been added to increase sanitation and disinfection of all areas of the Center.
- Increased frequency of a 3-step cleaning process of surfaces throughout each classroom.
- Thoroughly cleaning each classroom and closing unused areas.
- Increased frequency of disinfecting all commonly touched surfaces.
- Increased availability of hand sanitizer and tissues throughout the building.
- HVAC settings adjusted to allow increased outdoor air to flow through the classrooms.
- Students will be outdoors to the greatest extent possible.
- At the end of each day, used classrooms are entirely cleaned and reset for the next day.

Toys and Materials:

- Toys that cannot be cleaned and sanitized will not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand.
- Toys will not be shared with other groups, unless they are washed and sanitized before being moved from one group to the other.

- Toys that need to be cleaned will be set aside. The Center will try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Playgrounds:

- Use of a rotation schedule designed to limit playground use and interaction to one class/group at a time.
- Outdoor toys and balls are sanitized frequently.
- Regular inspection of the playground remains as usual.

Health and Hygiene Procedures

- Additional hand sanitizer dispensers, with at least 60% alcohol, have been placed throughout the Center and will be continuously replenished.
- Drinking fountain(s) will remain closed. Each child will need to bring and use his/her water bottle each day.
- Trash cans and tissues have been placed throughout the Center
- Inner-entry door remains locked for safety.
- Staff will teach hand washing and respiratory etiquette with children and parents are asked to assist with these efforts. Children are being encouraged to sneeze and cough into their elbow, not their hands. Hand washing instruction posters have been placed by all sinks.
- Hand washing practices will be increased with each child. Hand sanitizer will not replace hand washing with soap and water for children.
- Staff are required to wash their hands at a minimum of every 30 minutes and will coordinate increasing frequency of hand washing for children in their care.
- Face masks are not required for children at this time, but if parents prefer, their children are welcome to wear a face mask. Masks will be removed during meals, and snacks.
- Face masks are provided to staff and are required to be worn when in-doors when social distancing cannot be maintained.
- Snacks must be provided by parents for their child/children each day. Students are not able to share snacks.

Social Distancing Procedures

- Elimination of unnecessary people or visitors from entering the Center.
- Social distancing practices required for staff as sensibly and effectively as possible.
- Social distancing practices, in as much of a nurturing and sensible manner as possible, with children in care.
- Children will not wait in line for handwashing. Only one child at a time is permitted at the sink.
- Only 2 to 3 children are permitted on an outdoor play structure at a time.
- Elimination of activities that involve children touching one another for any reason.

- Only 2 to 3 children are permitted at a time for small group instruction.
- Encourage children to eliminate physical contact.
- Avoid to the extent possible mixing of groups throughout the day.
- Create standing places to eliminate bunching together when lining up.

Field Trips

Due to the current COVID-19 circumstances, no field trips will occur at this time. If circumstances change throughout the summer, field trips will be reevaluated and the Center will communicate with families.

COVID-19 Communication

If a positive COVID-19 case is confirmed at the Center, all employees and enrolled families will be informed due to the possibility that your child may have come into contact with the infected child or staff member. The Center will make immediate contact with the Kent County Health Department to assess risk, contact tracing, possible closure, and any other required actions. The areas where the positively tested person was within the Center will be closed for 72 hours and then deeply cleaned. After this process, the area will be reopened.

The confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under individual circumstances. When disclosure is required, the number of persons who will be informed of an affected individual's identity will be limited to those necessary to comply with reporting requirements and to limit the potential transmission to others.

The health and safety of our children and staff is dependent on all individuals immediately communicating COVID-19 symptoms or close contact with individuals with a positive case of COVID-19 or who show symptoms of COVID-19. Please report such instances to Megan Davison, Director of St.Stephen School Preschool and Child Care or Kelly Carey, School Administrative Assistant, upon having knowledge of such circumstances. One or both individuals will be in the Main Office during the day. Contact information: Main Office phone: 616-243-8998, Megan Davison's email: mdavison@ststephenparish.com and Kelly Carey's email: kcarey@ststephenparish.com.

The table below outlines the procedures for various circumstances related to COVID-19 cases, symptoms, or exposure to those with cases or symptoms.

SUMMARY OF PROCEDURES

| CIRCUMSTANCE | STATUS | FURTHER INFORMATION | COMMUNICATION |
|--|-----------------------|--|--|
| Temperature < 100F and Symptom Checker ✓ | | May attend the Center | |
| Temp. > 100F | May NOT attend | Child may return under the following conditions and guidance from the CDC: <ul style="list-style-type: none"> • Fever free for at least 72 hours, without the use of fever reducing medications • And, all other symptoms have improved • And, at least 7 days have passed from when symptoms first appeared | No communication to other families |
| Symptom Checker X | May NOT attend | Child may return under the following conditions and guidance from the CDC: <ul style="list-style-type: none"> • Fever free for at least 72 hours, without the use of fever reducing medications • And all other symptoms have improved • And at least 7 days have passed from when symptoms first appeared | No communication to other families |
| Symptoms arise during the day while at St. Stephen Child Care | May NOT attend | Child will be given a mask to wear and will be isolated from other children (still supervised) until the parent arrives to take the child home. The child may return under the following conditions and guidance from the CDC: <ul style="list-style-type: none"> • Fever free for at least 72 hours, without the use of fever reducing medications • And, all other symptoms have improved • And, at least 7 days have passed from when symptoms first appeared | No communication to other families |
| Close contact with someone showing symptoms of COVID-19 | May NOT attend | The child should self-isolate and may not attend the Center for 14 days. | No communication to other families |
| | | <p>“Close Contact” is not brief or incidental contact with a person with COVID-19 symptoms. Instead, the CDC defines “close contact” as either:</p> <ul style="list-style-type: none"> • Being within approximately six feet of a COVID-19 infected person or a person with any COVID-19 symptom(s) for a “prolonged period of time” (more than 15 minutes) or • Having direct contact with infectious secretions of COVID-19 infected person or a person with any COVID-19 symptom(s) (e.g., being coughed on) | |
| Close Contact with someone with a positive COVID-19 test | May NOT attend | The child should self-isolate and may not attend the Center for 14 days. | No communication to other families “ Close Contact ” - See definition above. |
| COVID-19 positive case for a child or staff member who has attended the center | May NOT attend | The Center will make immediate contact with the Kent County Health Department to assess risk, contact tracing, possible closure, and any other required actions. The areas where the positively tested person was within the Center will be closed for 72 hours and then deeply cleaned. After this process, the area will be reopened. | Communication to all staff and families will be made. The privacy of the individual who tested positive will be maintained. |