



## **Greenridge Early Childhood Center Child Care COVID Preparedness and Return to School Plan**

### **Program Information**

Greenridge Early Childhood Center  
3125 Oakridge Ave. NW  
Comstock Park, MI 39321  
616-254-5700  
<https://www.cppschoools.com/schools/greenridge/>

### **Introduction**

#### **Our Commitment to Health & Safety**

Greenridge Early Childhood Center 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.

### **Screening Families & Staff for COVID-19 Symptoms and Exposure**

All staff will be trained in recognizing potential symptoms of COVID-19 including flushed cheeks, cough, chills, muscle pain, headache, sore throat, new loss of taste or smell, runny nose, diarrhea, vomiting, fever, rapid or difficulty breathing (without recent physical activity), fatigue, ore extreme fussiness.

Upon arrival to the program, staff and families are required to report if they or anyone in their household:

- A staff person will verbally complete the COVID-19 screener with the parent/guardian and take the child's temperature.



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- If the COVID-19 screener is not passed, and/or the child's temperature is higher than 100.4 degrees the child will not be permitted to attend and parent/guardian will be encouraged to contact their healthcare provider for evaluation.
- If the COVID-19 screener is passed and the child's temperature is below 100.4 degrees, a staff person will sign the child in by writing the time of drop-off and the name of the parent/guardian that dropped the child off.
- A staff person assigned to assist the classroom will transport the child/belongings for arrival and departure. We ask families to limit additional items brought from home.
- If arriving before your child's scheduled pick-up time, please call the building to notify staff and make necessary arrangements.
- Parents/guardians will be required to verify attendance records for their child weekly.

### **Responding to Symptoms and Confirmed Cases of COVID-19**

#### **Responding to COVID-19 Symptoms On-Site**

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:

- If no other caregiver is immediately available to be with children, the staff member 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.
- Children may need to be picked up if no other caregiver is available.
- If the ill staff member needs to be picked up or otherwise cannot leave the facility immediately, they will wait in the following safe, isolated location: office conference room



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### **Reporting Exposure**

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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:  
616-632-7228

### **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):

- The parent will be called to have their child picked up immediately.
- The child will be isolated from other children (not left alone).
- The child may return to school once they are fever free for 24 hours without the use of medication.

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.

### **Changes to our Physical Space**

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

1. Where possible, dividing large group spaces to allow more children to safely use the space.
2. Rearranging classroom areas to seat children as far apart as reasonably possible and limiting the number of children sitting together.



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3. 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).
4. 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.

### **Availability of Toys and Classroom Materials**

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

1. We will remove toys and objects which cannot be easily cleaned or sanitized between use.
2. We will temporarily suspend use of water and sensory tables.
3. Toys will be washed and sanitized before being moved from one group of children to another.

### **Mealtimes**

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

1. Staff and children will wash hands before and immediately after children have eaten.

Other policies related to mealtimes include:

2. We will space seating as far apart as possible by limiting the number of children sitting together.
3. Family style meal service will be suspended so that multiple children are not using the same serving utensils.

### **Naptimes**

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

1. Using bedding (sheets, pillows, blankets, sleeping bags) that can be washed.
2. Storing each child's bedding in individually labeled bins, cubbies, or bags.
3. Ensuring that children's naptime mats/cots/cribs are spaced out as much as possible, ideally 6 feet apart.
4. 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).



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### **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:

1. 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.
2. If possible, comfort items should remain at the child care facility to avoid cross-contamination.

### **Maintaining Consistent Groups**

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

Preschoolers, 3 years of age until 4 years of age: 15

Preschoolers, 4 years of age until school-age: 15

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

1. 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.
2. Canceling or postponing field trips and special events that convene larger groups of children and families.
3. Limiting non-essential visitors, volunteers, and activities including groups of children or adults.

### **Arrival and Departure**

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

1. Only one adult per family should be present at drop-off/pick-up. Ideally, this would be the same parent or designated person every day, though we recognize this is not always possible.



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2. Parents/guardians are required to wear a mask during drop-off and pick-up and to wait in the designated screening area to maintain social distancing.
3. A staff person will verbally complete the COVID-19 screener with the parent/guardian and take the child's temperature.
  - a. If the COVID-19 screener is not passed, and/or the child's temperature is higher than 100.4 degrees, the child will not be permitted to attend and the parent/guardian will be encouraged to contact their healthcare provider for evaluation.
  - b. If the COVID-19 screener is passed and the child's temperature is below 100.4 degrees, a staff person will sign the child in by writing the time of drop-off and the name of the parent/guardian that dropped the child off.
    - i. A staff person assigned to assist the classroom will transport the child/belongings for arrival and departure.
4. If arriving before your child's scheduled pick-up time, please call the building to notify staff and make necessary arrangements.
5. We ask that parents avoid congregating in a single space or a large group.

### **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).



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### **Cleaning and Disinfecting**

#### **Cleaning and Disinfecting Surfaces**

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

1. Daily cleaning/disinfecting of high-touch surfaces (e.g., sinks, toilets, light switches, door knobs, counter and tabletops, chairs).
2. Normal routine cleaning of outdoor spaces, with special attention to high-touch plastic/metal surfaces (e.g., grab bars, railings).
3. Regular cleaning of electronics (e.g., keyboards, parent/staff check-in kiosks) according to manufacturer's instructions.
4. Ensuring staff wear disposable gloves to perform cleaning, disinfecting, laundry, and trash pick-up, followed by hand washing.
5. Use of a schedule for regular cleaning and disinfecting tasks.
6. Use of CDC-recommended disinfectants such as EPA-registered household disinfectants, diluted bleach solution, and/or alcohol solutions with at least 70% alcohol.
7. 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:

1. We will set aside toys that need to be cleaned (e.g., out of children's reach in a dish pan with soapy water or separate container marked for "soiled toys").
2. We will clean toys frequently, especially items that have been in a child's mouth.

### **Safety Equipment**

#### **Face Mask/Coverings for Staff and Visitors**

- Face masks will be worn by all visitors and staff except when eating.
- Masks will be provided to all staff, children, and visitors who need one.

#### **Use of Gloves**

- Staff will 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).



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- 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**

- Children will wear masks (if tolerated) except when eating, outside, or when practicing safe social distancing.

### **Partnering and Communicating with Families & Staff**

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.

The staff responsible for handling questions and outreach for staff is : Jodi LaFeldt

The staff responsible for handling questions and outreach for families is : Jodi LaFeldt

### **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.

We will make the following resources available for staff and families to support children:

- Crisis Parent and Caregiver Guide, from the Michigan Children's Trust Fund
- Talking with Children about COVID-19, from the CDC
- Helping Young Children Through COVID-19, from Zero to Thrive (includes Arabic and Spanish translations)
- Georgie and the Giant Germ, from Zero to Thrive and Tender Press Books





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### **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 reintegration, 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.

### **Contact Information**

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