



OUR SAVIOR LUTHERAN
Church and School

COVID-19 Preparedness & Response Plan

for the Early Childhood & Extended Care Programs

at Our Savior Lutheran School

Created: May 2020

Revised: July 2020

I. INTRODUCTION & RATIONALE

Our Savior Lutheran School is dedicated to protecting and preserving the health and safety of all children, families, and staff. In compliance with the Michigan Department of Licensing and Regulatory Affairs (LARA), this document serves as a guide and plan against the spread of COVID-19 for all participants in our Early Childhood and Extended Care Programs. Our K-8 School will be governed by a separate document in compliance with Executive Order–142 relating to schools.

As COVID-19 is a novel virus, global, national, state, and local response and recommendations are ever-evolving. Thus, Our Savior Lutheran School pledges vigilant monitoring of new information, policy and procedure updates as necessary, diligent maintenance of all protocols, and thorough communication with staff and families. The policies and procedures outlined in this document are, therefore, subject to change in order to best protect the wellness of all children and staff. Any changes to these policies and procedures through the duration of the program, as dictated by LARA or Executive Order of the Governor of Michigan, will be communicated to families via email as early as possible. Compliance with all policies and procedures is required for participation in the Early Childhood programs.

II. MONITORING SYMPTOMS ONSITE

Upon arrival, all staff and students will be screened for symptoms of COVID-19 before being allowed to join their group. Screenings will include temperature checks using a body scan (no touch) thermometer and verbal confirmation that the staff person or child is not experiencing other COVID-related symptoms (such as difficulty breathing, persistent cough, loss or change in senses of taste or smell, diarrhea, and/or vomiting), and has not come into contact with any person who has confirmed COVID-19. For all children, a parent or adult guardian must accompany the child in for the wellness screening in order to answer the required questions and supervise the screening.

Arrival screenings will be the main method for identifying and isolating children and adults from school. Anyone with a body temperature over 100.4 degrees Fahrenheit or exhibiting any of the aforementioned symptoms will not be allowed into the building and will be excluded from participating. Guidelines and requirements for returning to school are outlined in Section VIII.

Staff will continuously monitor children throughout the day for new or developing COVID-19 symptoms. A child with a fever alone or a fever combined with a cough or diarrhea will be isolated and parents will be contacted for immediate pick up. Children who have been isolated from their group will be brought to the school office to wait for pick up and will be supervised by a staff member until pick up is complete.

Families are expected to report any new COVID-19 symptoms in a participating child or family member of a participating child to the Early Childhood Programs Director via email immediately, including symptoms emerging over a weekend or break from school.

III. PRACTICING SOCIAL DISTANCING

In a child care or school setting, social distancing is a challenge. Young children typically have a much more difficult time than adults remembering to limit their physical interactions with others and often hold hands, high-five, and hug each other. These are interactions that will likely not be completely mitigated by even the most diligent staff supervision and verbal reminders. However, there are several

measures that will be implemented in order to help limit the number of children and staff in contact with one another.

- A. Staff and children will be assigned to a class. Classes will not be combined at any part of the day and staff will take measures to ensure that only one group at a time occupies any common usage areas (hallways, gymnasium, playground, sports fields).
- B. Classes will be kept as small as possible, considering building space and available staffing. More information on the staffing plan is available in Section VI.
- C. Furniture/seating in each room will be arranged with as much space between them as possible. Nap mats (in groups that practice a rest time each day) will be spaced out so that there is at least six feet between them.
- D. Each class will have their own supplies and equipment to the extent that it is possible to avoid passing of pathogens on objects from class to class. Any items that must be shared will be sanitized with an approved product between uses.
- E. Siblings from one household will be placed in the same class whenever possible to minimize the number of families in contact with one another.
- F. Lunch and snacks will be served in each classroom to eliminate the need to congregate in the Commons (lunch room).
- G. Staff will practice proper social distancing amongst themselves and between themselves and children whenever possible. When staff are required to physically touch a child (to help them with sunscreen application, help with bathroom accidents/needs, provide first aid, and provide emotional support, etc.), they will wear medical gloves and facial masks.
- H. Field trips and special guests will either be cancelled or modified to allow for distancing between classes and limit interactions with people not affiliated with Our Savior Lutheran School.
- I. Only one parent or adult guardian may enter the building to pick up a child or multiple children from the same household. Siblings not attending Our Savior should not enter the building for pick up or drop off of an attending student whenever possible to minimize exposure.
- J. Adults entering the building for the purpose of picking up or dropping off a child must wear a facial mask that covers the nose and mouth. Masks must remain on until the family has left the building.
- K. Entry into classrooms by adults other than staff will be prohibited. All drop-off and pick-up procedures will take place either outside the building (as in Outdoor Classroom drop-off), or in the common hallway areas. Further drop-off and pick-up plans will be outlined for parents in the Implementation Plan that will be published in August 2020.

IV. INCREASED HYGENIC & SANITIZATION MEASURES

Our Savior Lutheran School's facilities maintenance team under the direction of the Facilities Manager will clean and sanitize all rooms at the end of each school day. In addition to the daily cleaning and sanitization routine, the following protocols will be put into practice:

- A. Throughout the day, Early Childhood staff will be responsible for cleaning and sanitizing items used including, but not limited to, toys/games, shelving units, door handles, faucet and toilet

handles, countertops, and furniture. Staff will use only the approved sanitizing products and will be trained on sanitization procedures to ensure proper sanitization of surfaces.

- B. Items not easily sanitized (plush toys, blankets, pillows) will be minimized or removed from rooms.
- C. Non-necessary items from home will not be allowed at school. Children may bring a backpack or other bag to camp containing a change of clothes, extra underwear, socks, and/or shoes, lunch, and hygiene or medical products only. All other items not necessary to the health and wellness of the child should be left at home. It is recommended that children leave their bag with essential items in their assigned cubby or locker throughout the school year unless it is absolutely vital to transport home. Leaving bags in place can reduce the possibility of transmission of microbes carried between locations.
- D. Staff will be vigilant in regular handwashing, making sure to follow thorough washing procedures for at least 20 seconds.
- E. Staff will remind and supervise children in their regular handwashing.
- F. Hand sanitizer will be available for use throughout the building for children, staff, and parents.

V. UTILIZING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Use of personal protective equipment (PPE) is important in helping to protect the health of all participants. The following protocols will be implemented:

- A. All staff supervising children, as well as any staff entering child use areas, will wear a facial mask whenever possible. Staff may remove masks when not in close proximity to children, or if a medical need precludes them from wearing a mask. Staff may also remove masks to eat or drink, use their emergency whistles, communicate over the phone, or when necessary to preserve their own health or provide life-saving first aid (i.e. - Cardiopulmonary Resuscitation –CPR). Anytime a staff person must remove their mask, they will take care to maintain a distance of six feet from any student until the mask can be replaced, whenever possible.
- B. Staff will work in accordance with existing child care licensing rules regarding medical and food preparation gloves and thorough handwashing using soap and water. Medical gloves will be used in any instance in which staff must administer first aid to a child. Food preparation gloves will be used when staff must handle food or food vessels including plates, cups, bowls, napkins, straws, and utensils.
- C. Children will not be required to wear facial masks/coverings inside of the classroom, but will need to wear a facial mask when entering or utilizing common spaces inside the building, including the hallways. Staff will take care to limit the number and length of times children will be required to wear a mask throughout the day.

VI. STAFFING PLAN

In an attempt to minimize interactions between classes, staff will be assigned to work in just one group whenever possible. Staff schedules will be regular and analogous across days and weeks. Should a staff person fall ill, show symptoms of COVID-19, or require time off for any other reason, a substitute care giver will take their place from the approved substitute list. If possible, another staff person who already works in that group will cover the absent staff member. In the case that no substitute care giver is

available, the Early Childhood Program Director will fill in. All staff schedules, including any substitute care givers, will be stored on file at the camp to allow for contact tracing if necessary.

Staff will be trained on the contents of this COVID-19 Preparedness and Response Plan and daily sanitization measures necessary to protect the health of all staff and children. Staff will also be apprised of their rights with regard to protecting their own health, in compliance with [Executive Order 2020-36](#).

VII. COMMUNICATION WITH FAMILIES

The Early Childhood Director and classroom Lead Teachers will communicate with families regularly via email. Any communication from support staff will be by telephone to the parent/guardian number on file. Communication to families specifically about COVID-19 will be as follows:

- A. Staff will contact parents of any child exhibiting symptoms and in need of immediate pick-up via telephone. If parents are not available by telephone, staff will begin calling the authorized adults listed on the child's Child Information Record (CIR) until contact is made with an adult able to come pick up the child.
- B. The Early Childhood Director will contact all parents via email in the event of a confirmed case of COVID-19 among children or staff. Families will be notified of which class(es) may have had contact with the affected person, but the identity and private medical information of that person will be held in confidence unless otherwise directed/required by local health officials.
- C. In the event that the Director is absent or unavailable, the Business Administrator will notify families of any reported cases of COVID-19.
- D. Parents must call or email the Early Childhood Director immediately upon any positive diagnosis of COVID-19, to report new symptoms of their child attending Our Savior Lutheran School's Early Childhood Programs, or to report any known exposure of a child or family member. Early identification of symptomatic children, possible exposures, and/or positive diagnoses is imperative to slowing and stopping the spread of the virus.

VIII. GUIDELINES FOR RETURNING TO SCHOOL AFTER ILLNESS

The Michigan Department of Licensing and Regulatory Affairs (LARA) gives the following guidance on returning to a child care facility after an illness:

“Staff members and children should stay home and self-isolate if they show symptoms of COVID19. It can be challenging to determine when to isolate young children because they are ill more often than adults, and the cause of a fever is sometimes unknown.”

“At this time, it is recommended that children be fever free for 72 hours before returning to care (even if other symptoms are not present). If a staff member or child exhibits multiple symptoms of COVID-19, you suspect possible exposure, or an individual tests positive for COVID-19, the individual 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.

Most children and staff members can return to care/work based on improved symptoms and the passage of time. Local health departments may recommend that some individuals (for example, immunocompromised individuals) receive two negative tests in a row, 24 hours apart.”

Our Savior Lutheran School’s licensed Early Childhood and Extended Care Programs will comply with LARA guidance in allowing children or staff to return to school after any illness that includes identified symptoms of COVID-19. For all other illnesses, staff and families may refer to the Early Childhood Program Handbook for general illness policies. This COVID-19 Preparedness and Response Plan supersedes the general illness policies set forth in the Early Childhood or School handbooks with regard to handling of COVID-like symptoms.

It is recommended that families have back-up child care plans in case their child or a family member becomes ill and must quarantine.

IX. REPORTED/CONFIRMED CASES RESPONSE

In response to any reported or confirmed cases of COVID-19, the Early Childhood Director will, in cooperation with the School Principal:

- A. Alert families in accordance with measures described in Section VII.
- B. Contact the local Health Department to report the confirmed or suspected case(s).
- C. Take measures as outlined in this document to protect the health and safety of all children and staff.
- D. Comply with any guidance provided by governing bodies, including the local Health Department, the Centers for Disease Control and Prevention (CDC), and the Michigan Department of Licensing and Regulatory Affairs (LARA), up to and including the closure of our programs/school.

X. RESOURCES FOR STAFF AND FAMILIES

[LARA Guidelines for Safe Child Care Operations During COVID-19](#)

[Michigan Children’s Trust Fund Crisis Parent & Caregiver Guide](#)

[Zero to Thrive: Helping Young Kids Through the Coronavirus \(COVID-19\) Crisis](#)

[Find a COVID-19 Testing Site](#)

[Talking with Children about COVID-19](#)

[What To Do If You Are Sick](#)

[CDC Handwashing Guidelines](#)

[Zero to Thrive: “Georgie and the Giant Germ” \(Book for Children\)](#)