



**OUR SAVIOR LUTHERAN**  
Church and School

# **COVID-19 Preparedness & Response Plan**

for the Early Childhood & Extended Care Programs  
at Our Savior Lutheran School

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Revised: November 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.
- 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 in the common hallway areas.

#### **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 school 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 at each wash.
- 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. Staff may remove masks 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 other staff or 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 be encouraged to wear facial masks/coverings inside of the classroom, and 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 occupy indoor common spaces. Staff and children do not need to wear masks while outdoors, as long as social distancing is observed. To that end, teachers and staff will utilize outdoor learning as much as possible while also taking care to protect the overall health and wellness of all children as outlined in the Early Childhood Program Handbook.

#### **VI. STAFFING PLAN & SCREENING**

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 school 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](#).

Staff will self-screen for COVID-19 symptoms via the MI Symptoms App each day upon or prior to arrival for their shift. Any staff person directed by the app to report to the Early Childhood Director to review their status is required to do so immediately and before entering the classroom. Any at-risk staff person will be sent home and may not return until instructed to do so based on their particular circumstances. Staff are asked not to come into the building if they are exhibiting any COVID-congruent symptoms. The Early Childhood Director will monitor staff screenings through the MI Symptoms App daily and will follow up with any staff as necessary.

## **VII. COMMUNICATION WITH FAMILIES**

The Early Childhood Director and classroom Lead Teachers will communicate with families regularly via email and/or digital communication applications. 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 the local health department via phone, and 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. WHEN CHILDREN SHOULD STAY HOME**

Our Savior Lutheran School's Early Childhood Programs will strictly enforce the illness policies as written in the Program Handbook. Children should stay home, and will be sent home, if they are experiencing any of the following symptoms not related to other known or diagnosed medical conditions:

- Fever of 100.4 degrees or above or signs of a fever (chills/sweating)
- Vomiting, diarrhea, or abdominal pain
- Sore throat
- New uncontrolled cough
- New onset of severe headache

- Shortness of breath
- Severe fatigue
- Unexplained muscle or body aches
- New loss of taste or smell
- Congestion or runny nose (in combination with other listed symptoms)
- Unexplained rash

Children should also stay home if they are in quarantine due to exposure to an individual with a confirmed case of COVID-19 or an individual being quarantined for possible exposure to COVID-19, or have other signs of illness described in the Program Handbook illness policy.

A child has a high risk of COVID exposure if they have experienced any of the following in the past 14 days:

- Close contact with a person with COVID-19
- Close contact with a person under quarantine for possible exposure to COVID-19
- History of international travel

Close contact includes exposures within 6 feet of a person with COVID-19 for 15 minutes or more. This includes brief exposures totaling 15 minutes in a 24-hour period.

Any student who is at high risk of COVID exposure as described above should refrain from attending school for 14 calendar days (or 10 school days, whichever is greater) from the date of possible contact or last day of international travel.

## **IX. 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:

“When a child can return to care depends on their symptoms, whether they have a high risk for COVID exposure, and whether they test positive.

A child has a high risk of COVID exposure if they have experienced any of the following in the past 14 days:

- Close contact with a person with COVID-19
- Close contact with a person under quarantine for possible exposure to COVID-19
- History of international travel

Close contact includes exposures within 6 feet of a person with COVID-19 for 15 minutes or more. This includes brief exposures totaling 15 minutes in a 24 hour period.”

If a child has a fever or other isolated symptoms and does not have high risk of COVID exposure:

- The illness policy outlined in the Program Handbook will be implemented.

If a child has multiple symptoms of COVID-19 and...

*No Testing Was Done*

- The individual should stay home until:
  - They have been fever-free for at least 24 hours without the use of medication that reduces fevers **AND**
  - Other symptoms have improved **AND**
  - At least 10 days have passed since symptoms first appeared.
- If a child visits a healthcare provider and another cause is identified for the symptoms, the child may return to care once symptoms improve and they have been fever-free for at least 24 hours without the use of medication that reduces fevers.

#### *Tests Negative*

- If a child was exposed to COVID-19 within the past 14 days, they should stay home for 14 days after their last exposure and follow all instruction from the local health department.
- If a child was not exposed to COVID-19, a child may return to care based as specified in the Parent Handbook illness policy.

#### If a child tests positive for COVID-19:

Our Savior Lutheran School must cooperate with the local public health department to determine when a child may return to care after testing positive for COVID-19. In general, individuals must stay home until they:

- Have been fever-free for at least 24 hours without the use of medication that reduces fevers **AND**
- Other symptoms have improved **AND**
- At least 10 days have passed since symptoms appeared or the individual tested positive.

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 as described above. 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.

#### **X. 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” \(Book for Children\)](#)