

2020

Preparedness and Response Plans - Children's Institute, July 2020

Eastern Michigan University

**Eastern Michigan University
Children's Institute**

**Getting Back to Business
Re-Opening the Children's Institute After COVID-19
July 2020**

A. Arrival

Staff:

1. Upon entering the building, you need to have your face mask (if medically able) on and have your temperature taken and recorded.
2. Staff will provide a pair of their own work shoes to be worn in the Children's Institute and on the playgrounds. These need to be left at the Children's Institute.
3. Upon arrival, you will go to the shoe cubbies provided and change into your Children's Institute shoes and then bag your outside shoes and put them away in your cubby.
4. Your hair needs to be pulled back if it is long.
5. After washing your hands, using CDC recommended protocol, put on a smock and go to your assigned area.
6. If you are working the drop-off/pick-up area, you will wear a face mask, gloves and shoe coverings.
7. Physical distancing needs to be maintained inside and outside of the Children's Institute as much as possible.

Parent/Guardian:

1. Entrance to the Children's Institute by parents will not be permitted except in the case of an emergency.
2. Parents must provide a pair of clean, safe shoes for their child to be worn while at the Children's Institute and they will remain at the Children's Institute.
3. Parents must provide a complete change of clothes and a spring jacket or sweatshirt to remain at the Children's Institute.
4. Parents will need to wear a cloth face covering or face mask (if medically able) while dropping off/picking up their child.
5. At check-in, a staff member will do a visual health check of your child (extreme fussiness, red cheeks, lethargy, etc.) and your child's temperature will be taken and recorded. If the child does not pass the health check, the child will not be permitted to attend.
6. Staff will take your child to the lobby to help change their shoes and then to the classroom to assist with CDC recommended hand washing protocol.
7. We need you to maintain physical distancing of six feet outside the Children's Institute except with your own child.
8. Six foot interval sections will be taped off outside the building to maintain physical distancing protocol.
9. There will be a designated sanitized table area for parents to place items, if needed.
10. For health and safety concerns, adult restrooms are not available for public use.

B. Departure

Staff:

1. When leaving the Children's Institute, staff will put aprons in the laundry area and change from their Children's Institute shoes to non-Children's Institute shoes.
2. Children's Institute shoes are placed in the designated shoe cubby in the front lobby area.

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Parent/Guardian

1. When children are ready to be picked up to go home, the front desk staff will notify the classroom teacher via walkie talkie to bring the child and their belongings to the front door.
2. This allows the teacher to have that very important face-to-face contact with the families to share how their child's day went.
3. Staff will help children take their Children's Institute shoes off and put their non-Children's Institute shoes on to go home.
4. Teachers and parents should be wearing masks (if medically able) during this transition. Staff will be wearing gloves at drop-off and pick-up.

C. Preventing Spread of the Coronavirus

Staff

1. Wash hands often with soap and water following the CDC protocol.
2. Cover cough and sneezes with a tissue or in your elbow, then wash hands. Remind everyone to avoid touching eyes, nose, mouth, and face.
3. Clean and disinfect hard surfaces and objects that are frequently used in your area: door knobs/handles, light switches, counter tops, office supplies. Recommended two times per day.
4. During the day, if any of the following COVID-19 symptoms appear with staff or child they will be separated from the rest of the people at the Children's Institute (fever over 100.4 degrees Fahrenheit, dry cough, shortness of breath, chills, loss of taste or smell, sore throat, muscle aches, swollen hands or feet related to inflammatory disease).
5. Staff with symptoms will be evaluated and it will be up to the Children's Institute Director's discretion to send the staff member home.
6. If a staff member is sent home, a student staff substitute will be available to cover that staff member in the classroom.
7. Children with symptoms will be isolated until parents arrive. Staff will wear protective gear while with the ill child. Parents must pick their child up as soon as possible after being notified. It will be up to the Children's Institute Director's discretion to send a child home.
8. Follow CDC recommendations if someone in the Children's Institute gets ill with the virus. Contact the Washtenaw County Health Department and the Dean of Students Office to report the situation. Possibility of closure for two weeks if virus is identified.
9. If the person was only in the Children's Institute for a very short time (10 minutes), it may close for a couple of days to thoroughly clean.

D. Physical Distancing

1. Limit the amount of children in each area.
2. Limit nonessential visitors to the Children's Institute and postpone special events with groups of people.
3. Keep children in the same group each day with the same teacher or teachers, as much as possible.
4. Stagger outside play time with the different groups of children. Spray CDC recommended bleach solution on equipment between classrooms.
5. Avoid mixing children in common areas (playgrounds, gym, hallways).
6. Cots should be six feet apart. Also, head-to-toe set-up helps avoid germ spreading.
7. Only one classroom will be in the hallway at a time.

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8. Family style meal service will not be provided. Teachers will serve children's individual meals. Children will eat together, with a limited number at each table to allow for physical distancing.

E. Clean and Disinfecting

1. Make sure we have cleaning supplies readily available (bleach solution, sanitizer, disinfectant wipes, etc.).
2. Toy shelves and large toys that cannot go into the sanitizer need to be hand washed and sanitized daily. Continue to be diligent with cleaning and disinfecting.
3. Make sure each area has a written cleaning/sanitizing schedule posted in their area.
4. Continue to use bleach cleaning wipes or cloths to wipe down office supplies.
5. Toys that cannot be cleaned and sanitized should not be used. We need to be more diligent with toys that have been mouthed.
6. Cloth toys should not be used. Toys from home are not permitted in the Children's Institute.
7. Blankets from home are not permitted. Sheets and blankets will be laundered 1x a week or as needed and stored on their children's cots.
8. We will follow CDC handwashing protocol.
9. Playground equipment will be sprayed with a CDC recommended solution between classroom usage.

F. Food Prep and Meal Service

Set-up for snacks and lunch

1. The tables will be 3-step cleaned (soap, water, bleach) allowing enough time for the bleach water to sit for 2 minutes before children sit down for service.
2. All children and staff must wash their hands before sitting for service.
3. If possible, spread seating out so there is more room between children (physical distancing).

Service

1. Staff will serve the children breakfast, lunch and snacks (no more family style).
2. Staff will serve the children milk or water (NO touching the jugs to the cups).

Tear-Down

1. After eating, all children must wash their hands.
2. 3-step cleaning will be used on the whole table (top/edges/where needed) and chairs (backs/seat/edges/where needed).
3. Staff need to wash their hands when finished cleaning.
4. The cart will be returned to the kitchen.
5. The kitchen staff will sanitize the milk jugs before putting them back into the refrigerator.
6. All service ware that was taken out of the kitchen and used for service is cleaned as usual with the soap/water/sanitizer method.
7. Cart is sanitized after every service.

G. Practicum Students

1. Limit the number of practicum students to 2 each morning.
2. Add afternoon placements to accommodate number of practicum student slots needed.

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CLASSROOM PROTOCOL - COVID-19

A. Toddlers

1. Toddler staff need to wear smock coverage to protect themselves when holding children who are in distress, eating or washing. If needed, eyewear will be provided for protection (goggles).
2. Staff should wash any body part where a child's secretions have touched them. They need to have a couple changes of clothes in case they get secretions on their clothes.
3. The children should also have several changes of clothes if they get secretions on themselves.
4. Staff will follow diaper changing protocol posted in the bathroom areas. Staff will use gloves on both hands to do diaper changes.

B. Nap

1. Blankets, pillows, toys, stuffed animals, or any type of soft sleeping toy that comes from home is not permitted in the classrooms.
2. The Children's Institute provides blankets and sheets for the children and they will be stored in the child's individual basket/or cot.
3. Cots will be separated by an unused cot.
4. Blankets and cot sheets will be laundered every week and clean sheets will be placed on the child's individual cot and clean blankets placed in their nap basket.
5. Blankets and cot sheets will be placed in the laundry immediately if a child has a potty accident, if an excess of bodily secretions contacts the sheet, or if the sheet is excessively dirty.
6. Cots will be cleaned and sanitized before clean cot sheets and blankets are placed on the cot.

C. Breakfast/Snack/Lunch

1. Staff and children will wash their hands before and after mealtimes.
2. Tables will be cleaned before and after mealtimes.
3. Chairs will be cleaned after lunch (top, bottom, back, seat and legs).
4. Children will be spread out at lunch time, allowing for more room to eat and less chance of food handling by another child.
5. Staff will serve children breakfast, lunch and snack with milk/water, we will discontinue family style serving.

D. Daily Operations

1. Pacifiers will no longer be allowed (if possible) in the classroom to help mitigate the spread of germs.
2. Mouthed toys will be picked up and placed in a mouthed toy bin throughout the day, staff will wash hands after handling mouthed toys.
3. Mouthed toys will be sanitized at least twice daily.
4. Eliminate small group times
5. Use carpet squares at large group times
6. The tops, sides, hooks, and shelves of the cubbies will be cleaned and sanitized once weekly.
7. The contents of the cubby baskets will be removed, and the baskets will be cleaned and sanitized as needed.
8. The tops, sides, and shelves of the toy storage areas will be cleaned and sanitized twice daily.

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9. Toys that cannot be cleaned and sanitized thoroughly will not be used.
10. The sides and surrounding area of the changing table will be cleaned and sanitized twice daily, to include the sink, faucet and cupboard door handles. The diaper trash can will be cleaned and disinfected daily. Diaper trash cans use a foot pedal for opening and closing.
11. The trash cans will be cleaned and disinfected daily. Trash cans are no-touch.
12. The bathroom sinks, faucets, toilets and stall doors and walls will be cleaned and sanitized twice daily.

E. Cleaning Process

We will use the 3-step cleaning process for anything that cannot be run through the sanitizer or cannot be laundered. The 3-step process is as follows:

1. Spray the objects with soapy water and wipe off.
2. Spray the objects with clean water and wipe off.
3. Spray a bleach solution on the objects to sanitize, let sit for a minimum for 2 minutes.

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COVID-19 Special Work Condition Acknowledgement and Disclosure Form

FAMILY and CHILD

This document should be initialed and signed by every adult potentially dropping-off and picking up a child at the Children's Institute

Please read and initial each statement below.

1. _____ I have been advised that drop-off and pick-up will occur at the front door entrance/curbside to the Children's Institute. Admittance will be for child-related emergencies only. Adults must wear a cloth face covering or face mask (if medically able) during drop-off and pick-up on the Children's Institute premises.

2. _____ I have been advised that drop-off times will be between 7:30am and 9:00am. If I am unable to bring my child to the Children's Institute during these times, I will need to call the Children's Institute upon my arrival so that a staff member can meet me to bring my child into the program.

3. _____ I have been advised that I will need to call the Children's Institute upon arrival to pick-up my child. A staff member will meet me at the front entrance with my child(ren).

4. _____ I have been advised that it is my responsibility to inform any **Emergency Contact Persons** of the information contained herein. **Emergency Card procedures apply.**

5. _____ I have been advised that upon drop-off, my child's temperature will be taken and documented. As warranted, my child's temperature will be taken throughout the day and documented.

6. _____ I have been advised that during this COVID-19 Public Health Emergency, I will NOT be permitted to enter the facility beyond the designated drop-off and pick-up area outside. I understand that this procedural change is for the safety of all persons present in the facility and to limit, to the extent possible, everyone's risk of exposure.

7. _____ I have been advised that to enter the Children's Institute premises and participate in care and educational activities, my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear, my child will be separated from the rest of the people in the Children's Institute. I will be contacted, and my child MUST be picked-up from the facility as soon as possible after being notified. While waiting to be picked-up, a sick child over the age of 2 years will be encouraged to wear a cloth face covering and be isolated from other children. The face covering will be provided by the Children's Institute.

Emergency Card procedures apply.

Symptoms include:

- Fever of 100.4 degrees Fahrenheit or higher
- Dry cough
- Shortness of breath
- Chills
- Loss of taste or smell
- Sore throat
- Muscle aches

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- Swollen hands or feet
- Congestion or runny nose
- Rash
- Nausea or vomiting
- Diarrhea
- Other unusual symptoms

While we understand that many of these symptoms can also be related to non-COVID-19 related issues, we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. If a child has a fever, they will not be allowed to return to the Children's Institute until after 72 hours fever free, along with either a negative COVID-19 test or a doctor's note. The Children's Institute Director will make the determination as to any person's ability to return to the Children's Institute.

8. _____ I have been advised that **IF there is an emergency** requiring me to enter the facility beyond the designated drop-off and pick-up area, I MUST wear shoe coverings, wash my hands, and wear a mask (if medically able) before entering the area where my child is present. While in the facility, I must practice physical distancing and remain 6ft from all other people, except for my own child; and I must continue to wear a cloth face covering or face mask (if medically able).

9. _____ I have been advised that I must bring my child a pair of shoes to the Children's Institute that will **ONLY** be worn while my child is at the Children's Institute, and they will remain at the Children's Institute each evening.

10. _____ I have been advised that I must bring my child a complete change of clothes as well as a spring jacket or sweatshirt that will remain at the Children's Institute.

11. _____ I have been advised that my child will be required to wash their hands using CDC recommended hand washing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds. Children will be teacher assisted.

12. _____ I have been advised that outside of care, in order to control my child's exposure in the community, I will comply with the current Local and State of Michigan Directives.

13. _____ I will immediately notify The Children's Institute Director and classroom teacher if I become aware of any person with whom my child or I have had contact that exhibits any of the symptoms listed in Number 7 contained in this document, and is subsequently advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19.

14. _____ I will immediately notify the Children's Institute Director and classroom teacher if anyone from my place of employment is presumed positive or tests positive for COVID-19, whether or not I have had direct contact with that person.

15. _____ I have been advised that while present in the facility, each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

I, _____ certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that it is my responsibility to follow all procedures contained in

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this document. I acknowledge that failure to act in accordance with the provisions listed within this document could result in termination of care.

Child's Name _____ DOB _____

Parent/Guardian Name _____

Parent/Guardian Signature

Date

Parent/Guardian Name _____

Parent/Guardian Signature

Date

Center Director Signature

Date

**Eastern Michigan University
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July 6, 2020

Dear Parent:

Attached you will find **important information about The Children's Institute reopening policies and procedures**. Please print, initial, and sign the **COVID-PUBLIC HEALTH EMERGENCY - SPECIAL WORK CONDITION ACKNOWLEDGMENT AND DISCLOSURE** form and bring it on your first day back at the Children's Institute. Forms will be available at the center to sign as well.

Other important information you need to know:

1. Center hours will be 7:30am to 5:30pm.
2. All guidelines adhere to CDC Guidance for Child Care Programs protocol.
3. Please plan accordingly as the new drop-off procedures will take some time and adjustment for all. You will have to wait outside or stand in line to drop-off and pick-up your child. Physical distancing practices will be observed.
4. All adults must wear a cloth face covering or face mask (if medically able) at drop-off and pick-up.
5. All staff and children will have their temperatures taken and documented upon arrival and intermittently throughout the day.
6. Parents will not be allowed into the Children's Institute except in case of emergency.
7. Children will be taken to their classroom by the Children's Institute staff only.
8. Parents must provide their child with a pair of clean shoes to be worn at the Children's Institute only. The shoes will remain in a bag in the child's cubby each night.
9. Staff will help the children change in/out of their shoes each day.
10. Parents must provide a complete change of clothes as well as a spring jacket or sweatshirt that will remain at the Children's Institute.
11. Blankets and toys from home will not be allowed.
12. For Health and Safety reasons, restrooms will be available to CI staff and enrolled children only.
13. Help your child to know what is coming. Explain the procedures and tell them you will "say goodbye" at the front entrance.
14. Explain to them the wearing of masks by the staff and children. Help them to feel comfortable.

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July 6, 2020

Dear CI Staff:

Attached you will find **important information about the Children's Institute reopening policies and procedures**. We will discuss and you will initial and sign the **COVID-PUBLIC HEALTH EMERGENCY - SPECIAL WORK CONDITION ACKNOWLEDGMENT AND DISCLOSURE FORM**.

Other important information you need to know:

1. Center hours will be 7:30am to 5:30pm.
2. All staff are required to complete a COVID-19 screening form prior to entering the Children's Institute each day.
3. Student Staff will be sanitizing and washing all materials and equipment on Monday's and Friday's during this pilot.
4. All adults must wear a face mask (if medically able) upon entrance to the Children's Institute. The Children's Institute will provide a face mask for you.
5. Staff will wear a face mask (if medically able), gloves, smock and face shield when working in the drop-off and pick-up area.
6. All staff and children will have their temperatures taken and documented upon arrival and intermittently throughout the day.
7. Staff will wash their hands and put on a smock before entering the classroom. Smocks will be laundered every night, or as needed throughout the day.
8. Child drop-off and pick-up will occur at the Children's Institute front entrance only.
9. Children will be taken to the classroom by the Children's Institute staff.
10. Only children and the Children's Institute staff will be allowed in the building except in case of a child-related emergency.
11. Blankets and toys from home will not be allowed.
12. Children and Staff will need a pair of clean shoes to be worn at the Children's Institute only.
13. Staff and children will change in and out of these shoes each day at drop-off and pick-up. The shoes will remain in the Children's Institute each night.
14. To help children know what is coming, we will explain and talk about the procedures often, especially the wearing of face masks.

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COVID-19 Special Work Condition Acknowledgement and Disclosure Form

EMPLOYEE

Please read and initial each statement below:

1. _____ I have been advised that entrance to the Children's Institute will only be by using the assigned Children's Institute security card. Everyone entering the building must possess an official Eastern Michigan University security card and wear a face mask (if medically able).

2. _____ I have been advised that to enter the Children's Institute premises I must be free from COVID-19 symptoms. If, during the course of the day, any of the following symptoms appear, I must immediately notify a member of the management team.
Symptoms include:
 - Fever of 100.4 degrees Fahrenheit or higher
 - Dry cough
 - Shortness of breath
 - Chills
 - Loss of taste or smell
 - Sore throat
 - Muscle aches

While we understand that many of these symptoms can also be related to non-COVID-19 related issues, we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. If an employee has a fever, they will not be allowed to return to the Children's Institute until after 72 hours fever free, along with either a negative COVID-19 test, or a note from the doctor. The Children's Institute Director will make the determination as to any person's ability to return to the Children's Institute.

3. _____ I have been advised that my temperature will be taken and documented upon arrival at the Children's Institute and throughout the day, as warranted, while on facility premises.

4. _____ I have been advised that when I wear a face mask (if medically able) throughout the day, one will be provided to wear while in the facility and on the playgrounds.

5. _____ I have been advised that protective covering will be mandatory attire. The Children's Institute will provide an apron.

6. _____ I will wash my hands using CDC recommended hand washing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.

7. _____ I have been advised that outside of work, in order to control my exposure in the community, I WILL follow current Local and State of Michigan Directives.

8. _____ I will immediately notify the Children's Institute Director if I become aware of any person whom I have had contact that exhibits any of the symptoms listed in Number 2 contained in this

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document, and who is subsequently advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19.

9. _____ I will immediately notify the Children's Institute Director if anyone from another place of my employment is presumed positive or tests positive for COVID-19, whether or not I have had direct contact with that person.

10. _____ I have been advised that while working at the Children's Institute each day, I will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

I, _____, certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by the Children's Institute may result in disciplinary action up to and including termination

Employee Signature

Date

The Children's Institute Director Signature

Date

**Eastern Michigan University
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August, 2020

Dear CI Practicum Student:

Attached you will find **important information about the Children's Institute reopening policies and procedures**. We will discuss and you will initial and sign the **COVID-PUBLIC HEALTH EMERGENCY - SPECIAL WORK CONDITION ACKNOWLEDGMENT AND DISCLOSURE FORM**.

Other important information you need to know:

1. Practicum hours are 9am - 12pm.
2. All Practicum students are required to complete a COVID-19 screening form prior to entering the Children's Institute
3. All Practicum students must wear a face mask (if medically able) upon entrance to the Children's Institute. The Children's Institute will provide a face mask for you.
4. All Practicum students will have their temperatures taken and documented upon arrival and intermittently throughout the day.
5. All Practicum students will wash their hands and put on a smock before entering the classroom. Smocks will be laundered every night, or as needed throughout the day.
6. All Practicum students will need a pair of clean shoes to be worn at the Children's Institute only.
7. All Practicum students will change in and out of these shoes each day at drop-off and pick-up. The shoes will remain in the Children's Institute each night.