



CORONAVIRUS HEATH AND SAFETY REOPENING PROCEDURES

Caterpillar Corner Childcare's number 1 priority is the health and safety of the children in our care. With the spread of COVID-19, new health and safety protocols are necessary to ensure children, families, and staff members are as safe as possible. We have developed and implemented a COVID-19 preparedness and response plan consistent with the State of Michigan, CDC and Health Department guidelines.

Our Plan includes:

- How we will monitor symptoms of COVID-19.
- How our programs practice social distancing, as developmentally appropriate.
- How we will ensure hygiene (including regular cleaning and disinfecting).
- How we will use safety equipment (including PPE, when appropriate).
- Communication protocol for families to report symptoms or a positive test and policies on when children will be excluded from care.
- Isolation procedure in case of symptoms or confirmed cases onsite.
- How to maintain required staff to child ratios in the event that a staff member(s) becomes ill.

Changes To Our Physical Space

Each one of these changes helps prevent the spread of COVID-19 and encourage social distancing.

- **Identify a location to safely isolate individuals who develop symptoms during care-**
This will be our front cubby room. We will have a small table and toys that can be washed and sanitized after each use. Your child will sit in that room, separated from the other children, until a parent picks up. Children will be supervised until a parent pick up.
- **Remove toys and objects which cannot be easily cleaned or sanitized between use-**
Toys will be limited to items made of materials that can be easily sanitized or disinfected. **All Cloth toys will be removed at this time. Children are not allowed to bring toys from home.**
- **Limit, or eliminate, use of common spaces.** When possible, we will divide large group spaces to allow more children to safely use the space. For example, use child-sized furniture, such as rolling shelves and kitchenettes, to divide a room and prevent mixing between groups of children. If common spaces must be used, we will rotate the use of the space.
- **We will no longer combine classrooms at drop off or at pick up.** We will keep each age group separate as much as possible.
- **We will continue with maintaining social distance during nap time (No cot sharing)**
- **We will socially distance during group time using carpet squares or larger area spacing.**
- **Rearrange seating** to seat children six feet apart (when possible) and limit the number of children sitting together. This is especially true for mealtimes. During Lunch we practice family style meal service. We will allow them to continue to eat together but the teacher will serve the children. They will not be allowed to serve themselves.
- **Use touchless trash cans** to provide a hands-free way to dispose of tissues and contaminants.
- **Ensure water is safe-** We will not be using the water fountain at this time. We will provide each child with their own water bottle. This will eliminate the possible transfer of saliva.
- **All extra clothing must be in a sealed large zip lock bag and placed in individual cubby or bin with their name on it. No unnecessary items brought from home.**

Monitor Symptoms of COVID-19

We are required to check for COVID-19 symptoms when children and staff arrive. Checks are conducted before children, parents and staff enter the center. re-check is required if an individual appears sick or displays symptoms for COVID-19.

Parents

- All parents **MUST** wear a mask at pick up and drop off.
- **1 Parent per family** entering the center at a time (if you need assistance with dropping children off or picking up a staff member will assist).
- **1 family at a time** will be allowed to enter the main lobby entrance to be screened before entering the center. Please line up outside of the main entrance standing on the individual lines designated on the sidewalk.
- **Staff will check for signs/symptoms of all children entering the facility.** This includes forehead temperature taken. Multiple thermometers will be made available and cleaned after each use.
- **Parents will be asked** -Has your child been in close contact with a person who has COVID-19? (If yes, the family should self-quarantine for 14 days.), Has your child felt unwell in the last 3 days? (persistent cough, temperature, difficulty breathing, cold, diarrhea and/or vomiting) If so, your child will not be able to attend care without being seen by a doctor and getting Covid test if necessary.
- Parents please communicate with us about possible or confirmed cases of COVID-19. Families should report possible illness if anyone in their household shows symptoms or has tested positive for COVID-19, including the child or family members if they or their children experience possible symptoms or have a positive test.
- We will continue to report weekly to the Ingham County Health Department and with our families regarding cases, exposures, updates to our policies and procedures.
- Please go straight to the bathroom and wash your hands and your child's hands when entering the center after screening.

Children

- Fever is the key indicator for young children. If a child's temperature is above 100.4 degrees, the child will be excluded from care. Cough and/or diarrhea in addition to fever is suggestive of coronavirus.
- We will continue to monitor symptoms throughout the day and monitor temperatures when children appear ill or "not themselves."

- Children develop a fever alone, or a fever with a cough and/or diarrhea will be isolated from the group and their parents contacted for **prompt pick up**. Parents should contact their primary care physician/medical provider. It is very important that children are picked up **Immediately**.

If an individual in a classroom is identified with a positive test for COVID-19 the classroom will be closed, cleaned and everyone in that classroom will be quarantined for 14 days initially. We will Contact the health department for guidance and best practices and to determine if the entire facility must close.

Staff

- When staff members arrive: Temperature checks before entering the facility. Have multiple thermometers available for screening. Thermometers will be cleaned and disinfected between uses.
- Screened for cough, shortness of breath, difficulty breathing, change in smell or taste, and diarrhea.
- Staff arriving with fever above 100.4 or other symptoms will be sent home.
- Staff will report contact with anyone outside of work who has had a documented case of COVID-19. Staff will be instructed to self-quarantine if they have been exposed to COVID-19.
- Staff will be required to get a Covid 19 test and have a negative result to return to work.
- All staff must wear a face mask which will be provided. If re-useable mask is worn it must be washed every day.
- Gloves are provided but must be discarded after each use per child. Do Not use the same pair of gloves when assisting multiple children.
- DO NOT WEAR the same gloves when going from room to room.
- Keep your hands off your face mask and face as much as possible

Guidelines for Returning to Care and Work

Staff members and children must 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. If a staff member or child has a fever or a cough, we will follow our child and staff illness policy.

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) instead of our normal 24hrs fever free policy. If a staff member or child exhibits multiple symptoms of COVID-19, we 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 recommend that some individuals (for example, immunocompromised individuals) receive two negative tests in a row, 24 hours apart.

Parents please have back-up childcare plans if the child or a family member becomes ill or is required to self-quarantine due to possible COVID-19.

Staff Handwashing Policy

- Before and after each Diapering
- Before and after serving meals
- After assisting a child with any type of bodily fluids such as: wiping noses, cleaning up spit up or vomit, aiding a child in the restroom etc.
- If leaving the classroom and before returning into the classroom.

Classroom Handwashing Policy

- Wash all children's hands when entering the classroom.
- Handwashing after each transition activity
- Wash hands every bathroom break
- Handwashing before and after each meal
- Handwashing when necessary after sneezing, coughing in hand, hands in mouth etc.

Cleaning Protocols

We will continue to use robust cleaning protocols daily for items touched frequently. This will require designated cleaning staff.

- We have designated staff to clean the center twice a day. After lunch and at the end of the night.
- We will clean the center once a week using a ULV Fogger to thoroughly disinfect and sanitize all surfaces (ULV foggers are used by hospitals to sanitize and disinfect).
- Any toys that have any type of bodily fluids on them will be removed from circulation immediately to be sanitized and disinfected.
- After each transition and activities staff will spray toys, surfaces with disinfectant.
- Diapering stations will be cleaned using the 3-step process: 1-Wash, 2-Rinse, 3-Disinfect after each use.
- Bathrooms will be cleaned thoroughly multiple times throughout the day.
- All outdoor toys will be sanitized and disinfected after each class use.
- CDC recommends leaving a pair of shoes or slippers at the center for each child and staff member. If possible, they should be washed or sanitized weekly.
- All Blankets must be taken home daily to be washed and brought back to the center each day