COVID-19
Preparedness and Response Plan

Grand Haven
Area Public Schools
Child Services

Information, guidelines and requirements provided by

LARA
Licensing and Regulatory Affairs

CDC
Centers for Disease Control and Prevention
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Staff Training Agreement Included in this COVID-19 Preparedness and Response Plan are guidelines, policies, and procedures that staff are expected to follow.

By means of training, staff will read over the plan in its entirety and develop an understanding of the material found within.

If employees have questions or need further clarification, please direct all questions to Jayne Pofahl, either via email or phone.

pofahlj@ghaps.org or (616) 850-6828

Before returning to work at GHAPS Child Services, staff will follow the steps below. These steps MUST be taken before being allowed to return to work.

1. Read and understand the information as outlined in this document, COVID-19 Preparedness and Response Plan.
2. Email your Director (see contact information below).
3. The subject of your email should be “Plan.”
4. The body of the email should contain the following statement: “I have read and understand the information in the GHAPS Child Services COVID-19 Preparedness and Response Plan.”

This will serve as the required employee training that will allow GHAPS Child Services to re-open and meet state and federal requirements for employee education on COVID-19, according to the Occupational Health and Safety Administration.

Contact Information

All communication regarding this plan, questions about COVID-19, and the employee training email response should be directed to:

Jayne Pofahl, Child Services Coordinator

pofahlj@ghaps.org or (616) 850-6828
Adults are expected to read and understand the following, regarding symptoms of Coronavirus:

**Symptoms of Coronavirus (COVID-19)**

Your symptoms can include the following:

- **Fever**
  - If you have COVID-19, you may have mild (or no symptoms) to severe illness.
  - Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

- **Cough**

- **Shortness of breath**

Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)
Social Distancing Plans, Implementation, and Training

According to the CDC (Center for Disease Control) it is important that you not only know about COVID-19, but also how to protect yourself and others from the spread of this virus.

What you should know about COVID-19 to protect yourself and others

Know about COVID-19
- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

Know how COVID-19 is spread
- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

Protect yourself and others from COVID-19
- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Practice social distancing
- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.

Prevent the spread of COVID-19 if you are sick
- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.

Know your risk for severe illness
- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

cdc.gov/coronavirus
How to Protect Yourself and Others

Know how it spreads
- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact
- Avoid close contact with people who are sick.
- Stay at home as much as possible.
- Put distance between yourself and other people.
  - Remember that some people without symptoms may be able to spread virus.
  - This is especially important for people who are at higher risk of getting very sick. [Source](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)

Cover your mouth and nose with a cloth face cover when around others
- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes
- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
  - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect
- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. [Source](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)
- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.
Social Distancing

Child Services will implement the following social-distancing procedures and will adhere to the following guidelines when possible and feasible:

- Staff, parents, and visitors shall respect 6-feet social distancing when two or more persons are sharing space within the building and outside of the building for drop-off and pick-up. When possible, staff will seat children 6-feet apart for meal & group times, temporarily discontinue family-style serving of food, and position children 6 feet apart when sleeping.
- Site Directors and office staff shall have a 6-foot social distancing line in offices, so that physical contact between directors and parents/families is kept to a minimum.
- Staff shall only work in the classroom they are assigned, and not travel in and out of other rooms.
- Staff shall minimize contact with other’s personal belongings, in an effort to reduce the spread of germs. (for example, not using someone else’s phone)

As recommended by the CDC, if you have symptoms of COVID-19 or have knowingly been exposed to someone with COVID-19, please contact the Child Services office or Site Director and know what you will be asked to stay home.
Screening Protocols

Child Services will adhere to screening procedures for staff, children, and parents/visitors.

1. Screening of PARENTS, FAMILIES, and VISITORS:
   Child Services will inform parents, families, and all visitors that they or their child(ren) are not permitted to enter the building if they display signs or symptoms of COVID19. This includes fever, cough, or shortness of breath. To minimize the spread of infection, parents/guardians are encouraged to communicate by email (children@ghaps.org) or phone (616/850-6825). In the event that a face-to-face meeting is needed, parents and visitors must wear a face mask. Staff will make a visual inspection of the parent/visitor for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Staff will ask the parent/visitor the following questions and they will have their temperature taken.
   a) “Have you or your child been in close contact with a person who has COVID-19?”
   b) “Does you have a fever, shortness of breath or cough or exhibited these symptoms in the last 24hrs?

   Staff will fill in information on the Visitor Screening Log (see attached).

Testing criteria for Coronavirus Disease (COVID-19) has been expanded in Michigan to include individuals with mild symptoms and essential workers still reporting to work in person, whether they have symptoms or not.

Please call the testing site or your health care provider before you go for testing. https://www.michigan.gov/coronavirus/0,9753,7-406-98189---,00.html is a link to the COVID-19 Test Site Finder.

Upon arrival, it is important that family members/visitor follow these steps:

- Bring as little as possible into the building with you.
- Place your items down and wash hands or use hand sanitizer.
- Put on your mask (if not already on).
- Follow the procedures for temperature screening
- Wash hands or use hand sanitizer again.
2. Arrival & Screening of Staff:

Upon entering the building, before beginning a shift, staff will have their temperature taken by a designated staff member. Staff will make a visual inspection of the staff member for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Staff will be asked the following questions and have their temperature taken.

a) “Have you been in close contact with a person who has COVID-19?”

b) “Do you have fever, shortness of breath or cough or exhibited these symptoms in the last 24hrs?

The designated staff member will record temperature of the staff on the employee’s Employee Screening Log (see attachment). If temperature is 100.4 degrees or higher they will not be permitted to work and will be sent home.

Staff will also closely monitor themselves during their work time. If a staff member becomes ill or develops symptoms during a shift, they will notify their director and leave the site. In both instances, staff will be instructed to call their health care provider, report their symptom(s), and follow guidelines given.

Testing criteria for Coronavirus Disease (COVID-19) has been expanded in Michigan to include individuals with mild symptoms and essential workers still reporting to work in person, whether they have symptoms or not.

Please call the testing site or your health care provider before you go for testing. [https://www.michigan.gov/coronavirus/0,9753,7-406-98189---,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98189---,00.html) is a link to the COVID-19 Test Site Finder.

Upon arrival, it is important that staff follow these steps, in this order:

- Bring in to the building as little as you possibly will need for the day.
- Place your items down and wash hands or use hand sanitizer.
- Put on your mask (if not already on). Staff members are not required to wear masks during care (see LARA Guidelines for Safe Child Care Operations [https://www.michigan.gov/documents/lara/Child_Care_Re-Opening_5-21-20_-FINAL_691941_7.pdf](https://www.michigan.gov/documents/lara/Child_Care_Re-Opening_5-21-20_-FINAL_691941_7.pdf)). Staff will wear mask and gloves when handling contaminates, during diapering/toileting assistance, when applying sunscreen, when administering first aide, when serving snacks/food, and when cleaning. Staff should wash hands before putting gloves on and immediately after gloves are removed. Gloves are not recommended for broader use.
- Follow the procedures for temperature screening
- Wash hands or use hand sanitizer again.
- If you’ve brought your lunch, spray or wipe your lunch bag or container with disinfectant spray and place in refrigerator. Put other personal items away.
3. Screening of CHILDREN:

Remind families that immunocompromised children and children with chronic respiratory conditions should only return to child care under the direction of their primary care provider.

It is recommended that children should be up to date with current vaccination schedules to protect from vaccine-preventable infectious disease outbreaks, including influenza. If vaccines have been delayed as a result of the stay-at-home order, families should have a plan with their child’s medical provider for catch-up vaccinations in a timely manner.

Students will enter at designated doors. Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Staff will ask the parent the following “key” questions and the student will have their temperature taken.

a) “Have you or your child been in close contact with a person who has COVID-19?”

b) “Does your child have fever, shortness of breath or cough or exhibited these symptoms in the last 24hrs?

Each entry location will have a plan that includes who will administer the screening and where it will take place. Temperature and symptoms will be recorded on the Child Screening Log. If temperature is 100.4 degrees or higher, OR the child has a temperature of 100.4 or higher WITH a cough and/or diarrhea, AND the parent answers yes to any of the “key” questions, then that child will not be permitted to enter the building.

Preschool/Open Door will closely monitor children during their time in care and if a child develops symptoms as stated above, their parent(s) will be immediately notified and they will be asked to leave care. The child will be isolated and made comfortable in a separate room, until the parent or designee arrives to pick up the child. In both instances, parents will be instructed to call their health care provider, report their child’s symptom(s), and follow guidelines given.

The child may return to care/preschool earlier if a doctor confirms the cause of the child’s fever or other symptoms is not COVID-19 and provides a written release for the child to return to care/preschool.

Testing criteria for Coronavirus Disease (COVID-19) has been expanded in Michigan to include individuals with mild symptoms and essential workers still reporting to work in person, whether they have symptoms or not.

Please call the testing site or your health care provider before you go for testing. [https://www.michigan.gov/coronavirus/0,9753,7-406-98189---,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98189---,00.html) is a link to the COVID-19 Test Site Finder.
Items from Home

- Limit the number of items brought into the facility because this can be a way to transmit the virus.
- Comfort items may be especially needed during this time of transition as they may reduce stress for children and staff members. To avoid these items coming into contact with many children, efforts should be made for these items to be placed in a cubby or bin and be used at naptime or as needed. If possible, a comfort item should remain at the child care facility to avoid cross contamination from another site. Items should also be washed at least weekly.
- Soft materials (such as blankets, soft comfort items, or clothing) should be washed daily, either at the facility or the child’s home (The CDC offers tips on how to effectively clean soft objects).

Issued May 21, 2020 Guidelines for Safe Child Care Operations During COVID-19

Upon arrival, it is important that children follow these steps:

- Bring in to the building as little as they will possibly need for the day.
- Student should place items down and wash hands or use hand sanitizer.
- Children are not required to wear mask (see LARA Guidelines for Safe Child Care Operations [link]
  but if they choose to, make sure student puts on their mask.
- Follow the procedures for temperature screening
- Wash hands or use hand sanitizer again.
- If they have brought a backpack and/or lunch box/bag, spray or wipe the backpack/lunch bag or container with disinfectant spray. Child will place their backpack on their designated hook and place their lunch box/bag in the lunch bin.
- Personal items from home should be left in the backpack/cubby, until needed.
These screening recommendations are taken and adapted from: www.michigan.gov/coronavirus and from the Michigan Department of Health and Human Services. Staff are expected to read and understand the following:

How to Check for Illness – Children and Staff

Actions to Take to Prevent Illness
• Encourage children and staff to take everyday preventive actions to prevent the spread of respiratory illnesses:
  o Strict adherence to staying home when sick
  o Appropriately covering coughs and sneezes
  o Cleaning and disinfecting frequently touched surfaces
  o Washing hands often with soap and water
    ▪ If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
    ▪ Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol, especially in childcare facilities.

Know the Symptoms of COVID-19 in Adults
• The following symptoms may appear 2-14 days after exposure.
  o Fever of 100.4F (38C) or higher
  o Cough
  o Shortness of breath
  o Other respiratory symptoms have been reported

Symptoms of COVID-19 in Children
• Children with confirmed COVID-19 have generally presented with mild symptoms. It’s not known yet whether some children may be at higher risk for severe illness, for example, children with underlying medical conditions and special healthcare needs.

• Reported symptoms in children include cold-like symptoms, such as:
  o Fever of 100.4F (38C) or higher
  o Runny nose
  o Cough
  o Vomiting and diarrhea have also been reported.

For more information, visit Michigan.gov/Coronavirus.
How to Screen Children and Staff

• Children
  o Perform temperature checks when arriving.
  o Have multiple thermometers available for screening. Unless using an infra-red no-touch thermometer.
    ▪ Thermometers should be cleaned and disinfected between uses, following the manufacturer’s instructions for use (In the absence of instructions, disinfect with alcohol pad and let air dry between uses).
  o Children checking into the daycare with fever or symptoms be sent home.
  o Document absence of fever, shortness of breath, new or change in cough, and sore throat.
  o Watch children for signs of running nose, cough, fever, or gastrointestinal symptoms that may develop during the day.
    ▪ If they are ill or have a fever, have them put on a facemask and leave the daycare.
  o Plan to have areas where ill children can be isolated from well children until they can leave the daycare.

• Staff
  o Perform temperature checks when starting shift.
  o Have multiple thermometers available for screening. Unless using an infra-red no-touch thermometer.
    ▪ Thermometers should be cleaned and disinfected between uses, following the manufacturer’s instructions for use (In the absence of instructions, disinfect with alcohol pad and let air dry between uses).
  o Staff arriving with fever or symptoms will be sent home.
  o Document absence of fever, shortness of breath, new or change in cough, and sore throat.
  o Report any respiratory symptoms that develop in during the shift.
  o If they are ill or have a fever, have them put on a facemask and leave the daycare.

This guidance was developed from CDC’s K-12 Schools and Childcare Programs FAQs for Administrators and CDC’s Coronavirus Disease-2019 (COVID-19) and Children Frequently Asked Questions and Answers

In the case of COVID-19 symptoms or confirmed cases onsite, a staff member, child, or visitor may need to isolate until they can leave the site. In this instance, each building will designate a location that is isolated from other staff and children, with access to masks. LLPP will ensure adequate staffing in the event that a staff member becomes ill.
Return to Work After Illness/Symptoms Procedures:

In the case of staff illness, please follow our current health policy for returning to work, UNLESS it is a positive case or suspected case of COVID-19. In which case, please follow the steps below. In any case, a person must be fever-free for 72 hours without fever reducing medication before returning to GHAP’s childcare/preschool.

According to the CDC, people with suspected or confirmed COVID-19 (according to CDC guidelines) who have stayed home (home isolated) can stop home isolation under the following conditions:

- **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
  - You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers) AND
  - Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
  - At least ten days have passed since your symptoms first appeared.

- **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
  - You no longer have a fever (without the use of medicine that reduces fevers) AND
  - Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
  - You received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.
Personal Protective Equipment (PPE)

The following is language from www.michigan.gov regarding the current Executive Order (2020-77).

In Executive Order 2020-77, Governor Whitmer requires any individual that is able to medically tolerate a face covering must wear a covering over his or her nose and mouth when in any enclosed public space. This includes childcare providers. Cloth face coverings, such as a homemade mask, scarf, bandana, or handkerchief, are best. N95 masks and surgical masks are not recommended at this time. However, current LARA Guidelines for Safe Child Care Operations During COVID-19 (May 2020) do not require staff or children, in child care, to wear face masks, except during when handling contaminate, during diapering/toileting assistance, when applying sunscreen, when administering first aide, when serving snacks/food, and when cleaning. The CDC provides more guidance for how to properly wear and sanitize a cloth face covering. CDC recommendations are as follows:

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings
Cloth face coverings should—
- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings
CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?
A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?
Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.

cdc.gov/coronavirus
Wearing gloves:

Staff shall wear gloves at all of the following times:

- When preparing food
- When serving food or when feeding younger children
- When cleaning up food
- When collecting and taking out garbage
- When taking temperatures
- When diapering
- When assisting with toileting
- When assisting with any first aid
- When applying sunscreen

Staff shall follow proper procedures for removing gloves and disposing of them in trash bins:

(If blood is present, gloves must be disposed of in the red biohazard can.)
Cleaning and Disinfecting Protocols

Staff will work diligently to take extra steps to clean and disinfect. Classrooms not in use have been sanitized and closed. Classrooms in use are being cleaned with our 3-step cleaning and sanitizing process, per licensing guidelines for child care centers.

Additional surfaces frequently touched will be cleaned, including, but not limited to: doorknobs, door handles, cabinet/drawer/cupboard knobs, building entry key pads, counters, changing tables, toys, light switches, faucet handles, toilets, iPads, and keyboards.

Staff will be expected to perform extra cleaning and disinfecting procedures during their working hours, in efforts to take added measures of safety for preventing the spread of COVID-19. Child Services administration will develop a plan for how this is staffed and scheduled, with increased frequency. Child Services will ensure adequate staff on hand to assist with cleaning and disinfecting beyond regular procedures.

Staff and children will continue to follow the recommended hand-washing guidelines and staff will monitor children closely to ensure they adhere to the 20-second time frame. The following reiterates our handwashing policy, per child care licensing rules:

- All staff and volunteers shall wash their hands at all of the following times:
  a) Prior to starting the workday at the center.
  b) Prior to care of children.
  c) Before preparing and serving food and feeding children.
  d) Before giving medication.
  e) After each diapering.
  f) After using the toilet or helping a child use the toilet.
  g) After handling bodily fluids.
  h) After handling animals and pets and cleaning cages.
  i) After handling garbage.
  j) When soiled.

- Staff and volunteers shall ensure that children wash their hands at all of the following times:
  a) Before meals, snacks, or food preparation experiences.
  b) After toileting or diapering.
  c) After handling animals and pets.
  d) When soiled.

Staff will also watch and monitor children as they wash their hands, to ensure they are doing so correctly, with proper technique, and for the required amount of time.
Additional staff procedures for cleaning and disinfecting BATHROOMS:

Bathrooms Visits.

- After each child uses the restroom, check the toilet and floor for cleanliness.
- Use disposable gloves and the three-step process to clean soiled areas; wash hands after handling the soiled material.
- Help the child wash their hands with soap and water and dry their hands thoroughly. Closely watch and closely monitor to ensure children are washing hands correctly, with proper technique, and for the required amount of time.
- Check to make sure facilities are clean. When a group is done using the bathroom, use disinfecting solution to spray surfaces such as toilet surfaces, counters, faucets, door handles, soap dispensers, and floor if necessary.
- Wash hands before leaving the bathroom.

Some information on HAND SANITIZER:

Child Care Licensing - R 400.8134 Hand washing. (Technical Assistance)

If staff or children in care are using hand sanitizers as a supplement to hand washing, the following best practices are recommended:

- Use alcohol-based hand sanitizers containing 60% to 95% alcohol.
- Monitor children’s use of hand sanitizers to ensure the product is being used appropriately.
- Notify parents if hand sanitizer is used by children in care. If unable to wash hands thoroughly (on a field trip), sanitizing gels, along with single service wipes, are an acceptable alternative to hand washing. Non-toxic disposable wipes include, but are not limited to cleansing wipes, baby wipes, diaper wipes (Huggies Diaper Wipes), kid wipes, wet wipes for hands and face, etc. Only wipes intended for use on skin can be used on children.

**It is recommended that parents be notified if hand sanitizer is used by children in care. Inform parents of the brand and type of wipe used. Parents will be notified that either hand sanitizer or an alcohol-based disinfectant spray may be used. Parents are to notify GHAPS Child Services if they do NOT wish for those to be used and staff will be notified of those preferences.**
Additional procedures for cleaning and disinfecting TOYS and CLASSROOM MATERIALS:
For manual washing of tableware, utensils, food contact surfaces, food service equipment, diapering areas, sleeping equipment and toys, the following process will be used:

- Step 1 Wash surface or article vigorously with warm water and detergent.
- Step 2 Submerge, rinse or spray with water and wipe clean.
- Step 3 Submerge, wipe, or spray with solution of one (1) tablespoon of chlorine bleach in one (1) gallon of warm water. Bleach must have an EPA number indicating it is approved for food contact sanitizing. Alcohol antiseptic solution may be used in place of bleach.

The article or surface will then air dry. Tables, highchairs and diaper changing tables can be dried with a single-use towel after air drying for a minimum of 2 minutes. Staff will use the guidelines on the pH strip packaging to periodically check the balance of the bleach to water. A dishwasher with sanitizing capability may also be used for washing.

Cleaning and sanitizing schedule - Staff will clean specified items using the following schedule:

**Before each use:** Food prep surfaces, food service tables, and highchair trays.

**After each use:** Food prep surfaces, eating utensils and dishes, food service tables and high chair trays, counter tops, food prep appliances, diaper changing tables and any toys having contact with a child’s mouth. This includes outdoor playground equipment and toys after each classroom’s use.

**Throughout the day:** Sinks and faucets, counter tops, toilets, diaper pails, toys/materials as needed.

**End of day:** Add to include after groups of children have used each area sinks and faucets, counter tops, toilets, diaper pails, tile floors, carpet and rugs (vacuum), infant and toddler toys having contact with a child’s mouth, door and other handles.

**Weekly:** Change to daily Classroom toys, play activity centers, and classroom shelving, refrigerators, machine washable toys, dress up clothes, and sleeping equipment. Toys and materials that cannot be easily cleaned should be temporarily removed from classrooms.

*Any toy or material that has contact with a child’s mouth or bodily fluids must be immediately placed in a separate bin to be cleaned and sanitized.*

**Extra measures to clean, disinfect, and sanitize will be developed by each site location, in accordance with their unique environments, staff schedules, classrooms in operation, and equipment available.**

If COVID-19 is confirmed in a child or staff member, GHAPS Child Services will follow the CDC guidelines as follows:

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- All classrooms will be cleaned and disinfected that were used by the person who is sick, including offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Everyone who was in the infected classroom should be quarantined for 14 days initially.
These cleaning and disinfecting procedures are taken and adapted from www.michigan.gov/coronavirus and from the Michigan Department of Health and Human Services. Staff are expected to read and understand the following:

**Things to Clean and Disinfect in Daycare Environments**

- Staff should clean and disinfect all areas (e.g., offices, playrooms, cribs, bedding, bathrooms, and common play areas)
  - Focusing on frequently touched surfaces.
    - Doorknobs
    - Counters
    - Changing tables
    - Toys
    - Light switches
    - Faucet handles
    - Toilets
    - Tablets
    - Keyboards
- Always clean from least contaminated (light switches, doorknobs) to most contaminated (faucet, handle, toilet) area.

**How to Clean and Disinfect:**

- Surfaces:
  - If surfaces are dirty, they should be cleaned using a detergent or soap and water before disinfecting.
  - Provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students and staff before each use.
  - For disinfection, the items listed below should be effective:
    - Diluted household bleach solutions,
      - Diluted household bleach solutions can be used if appropriate for the surface.
      - Check the product expiration date, to ensure it has not passed. Unexpired household bleach will be effective against coronaviruses when properly diluted.
      - Never mix household bleach with ammonia or any other cleanser.
      - Prepare a bleach solution by mixing:
        - 5 tablespoons (1/3rd cup) bleach per gallon of water; OR
        - 4 teaspoons bleach per quart of water
      - Alcohol solutions with at least 70% alcohol, AND

For more information, visit [Michigan.gov/Coronavirus](http://Michigan.gov/Coronavirus).
Most common EPA-registered household disinfectants
- Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses.
  - Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes.
  - Remove visible contamination if present.
  - Clean with appropriate cleaners indicated for use on these surfaces.
  - After cleaning:
    - If the items can be laundered,
      - Launder items in accordance with the manufacturer’s instructions.
      - Use the warmest appropriate water setting for the items.
      - Dry items completely.
    - If the items cannot be laundered,
      - Use products with the EPA-approved emerging viral pathogens claims (https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf) that are suitable for porous surfaces.

Laundry: Linens, Clothing, and Other Items That Go in the Laundry –
- Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
- Wash items as appropriate in accordance with the manufacturer’s instructions.
  - If possible, launder items
    - Using the warmest appropriate water setting for the items
    - Dry items completely.
  - Dirty laundry that has been in contact with an ill person can be washed with other people’s items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

What to Wear While Cleaning and Disinfecting:
- Personal Protective Equipment (PPE)
  - Cleaning staff should wear gloves (disposable or reusable) and may consider gowns for all tasks in the cleaning process, including handling trash.
    - Gloves and gowns should be compatible with the disinfectant products being used.
    - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
    - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands immediately after removing gloves.
  - Follow these five steps every time.
    - Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
    - Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
    - Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
    - Rinse your hands well under clean, running water.
    - Dry your hands using a clean towel or air dry them.

For more information, visit Michigan.gov/Coronavirus.
Hand Hygiene

- Cleaning staff and others should clean hands often.
  - Including immediately after removing gloves
  - Additional key times to clean hands include:
    - After blowing one’s nose, coughing, or sneezing
    - After using the restroom
    - Before eating or preparing food
    - After contact with animals or pets
    - Before and after providing routine care for another person who needs assistance (e.g., a child)
- Clean hands by washing hands with soap and water for 20 seconds.
  - If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used.
  - If hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

The following guidance has been taken from the CDC Environmental Cleaning and Disinfection Recommendations. Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019

Communication Plan

Information taken from www.michigan.gov/coronavirus

If a child, staff member, or family member tests positive for COVID-19 in our childcare facility, the following steps will be taken by GHAPS and/or site directors:

- Notify the appropriate local Ottawa County Health Department immediately and take any and all precautions they recommend for possible closure, cleaning, and disinfecting
- Notify our Child Care Licensing Consultant of the confirmed case
- Notify and send home any Child Services employees that had direct contact with the person/child with the confirmed case
- Notify parents, via email, if their child may have had direct contact with the person/child with the confirmed case
- Maintain confidentiality

Parents and staff should contact Child Services immediately, if they, their child, or someone living in your home has tested positive for COVID-19. Jayne Pofahl can be reached at pofahlj@ghaps.org or (616) 850-6828.

Communication is important for all center staff and families. Regular communication will continue through email by the director as well as face to face from teachers.

For more information, visit Michigan.gov/Coronavirus.
Isolation Procedures
In the event that a staff member or child shows symptoms while on site, the following procedures will be done:

- If possible, the child will be isolated in a separate room and monitored by staff until the child can be picked up by the parent or designee. The parent will be notified and told that the child is ill and must leave the facility. The parents should contact their primary care physician/medical provider.
- Staff members will be sent home immediately. Staff members should contact their primary care physician/medical provider.
- Staff will follow cleaning and disinfecting procedures.

Reporting Exposure
- If a child, staff member, family member, or visitor to your child care becomes ill with COVID-19 symptoms, you must contact your local health department and licensing consultant for next steps. Staff and families of children in care are also required to report to the provider if they become symptomatic or receive positive COVID-19 test results. When notifying parents if COVID-19 was present in the facility, remember to respect the privacy of individuals in your care by not sharing health information of a specific person.
- **Determine whether to close the classroom or facility based on guidance from your local health department.** If an individual in a classroom is identified with a positive test for COVID-19 the classroom should be closed, cleaned and everyone in that classroom should be quarantined for 14 days initially.
  - Contact your local health department for guidance and best practices and to determine if your entire facility must close.
  - Your local health department may also ask you to participate in contact tracing to limit the spread of the virus.

Staffing
In the event that a direct care staff member becomes ill and needs to go home, office personnel or an individual from our staff substitute list will be called to fill in for the ill staff member. Staff substitutes will follow the same procedures for staff screening.

Copies of the Child Services PRP are available to staff in each classroom and the Child Services office. The document is also available online on the GHAPS website: www.ghaps.org under buildings on the Child Services tab. If you need to report a concern related to our COVID-19 policies and procedures, please utilize these means: call our Child Services office at 616/850-6825 or email us at Children@ghaps.org.

In an effort to maintain a positive, working and care environment, GHAPS Child Services will not allow negative comments, behavior, or communication against co-workers, parents, students or families regarding their views on COVID-19. GHAPS Child Services requests that all staff and families respect the differing opinions and comfort levels of all staff, children, and families.

If you or someone you know is in need of resources during these challenging times, please connect with us or see our list of resources on the next page. If we are not able to provide the resources or support you need, we will work to direct you to those who can.
Resources for Families during COVID-19

Meals for children: Connect with GHAPS school district for more information about meal distribution in our area.

- Grand Haven Area Public Schools: [www.ghaps.org](http://www.ghaps.org)

- Families who need additional food support should contact Love in Action at 616/846-2701 for help accessing local food pantries.

- Local resources: 2-1-1 is a number you can call from any phone, that will connect you to a list of statewide resources for everything from food and diapers to rental assistance and bus fare. You can also search their online database at [www.211.org](http://www.211.org)

There are many local and statewide resources listed at the following website: [https://www.bridgemi.com/michigan-health-watch/michigan-families-can-getfood-cash-internet-during-coronavirus-crisis](https://www.bridgemi.com/michigan-health-watch/michigan-families-can-getfood-cash-internet-during-coronavirus-crisis)

Locally, the Ottawa County United Way has information and resources you may find helpful. Their website is [https://www.ottawaunitedway.org](https://www.ottawaunitedway.org). They also have a phone number you can call for additional help with finding resources. They have set up a COVID-19 Community Economic Relief Fund. For more information, call 1-866-211-9966.

**Resources**


If you are in need of counseling or need to talk to someone regarding COVID-19, there are people you can reach out to.

- In Ottawa County, there are numerous agencies who are providing counseling. Visit [https://www.miottawa.org/health/cmh/](https://www.miottawa.org/health/cmh/) for a list of resources.

- Additionally, Michigan’s DHHS has launched a warmline to help Michiganders with persistent mental health issues amid the COVID-19 pandemic. The peer-operated warmline, which is open daily from 10 a.m. to 2 a.m., is intended to act as resource for people experiencing depression, anxiety, or other mental illnesses — including those who may not have access to traditional counseling services or emotional support. Michigan mental health warmline: (888) 733-7753

- Grand Have Area Public Schools: [https://www.ghaps.org/parents/socialemotional-wellness/](https://www.ghaps.org/parents/socialemotional-wellness/)
Parent Acknowledgement Form

Parent/Guardian, please initial each statement.

_______ I understand that a copy of the GHAPS Child Services COVID Preparedness Plan is available to me on the GHAPS website under the Buildings tab – Child Services. It is my responsibility to read the plan.

_______ I understand that I must drop my child off at the designated door for his/her class. I will practice social distancing guidelines, outside the building (6ft) when dropping off or picking up my child.

_______ I understand that in order to minimize the potential spread of infection, that parents/guardians/family members, other children or visitors will not be allowed in the building during drop off/pick up or during childcare time.

_______ I understand that my child/ren’s temperature will be taken daily upon arrival. If my child’s temperature is 100.4 or above, my child will not be allowed to enter the facility. I understand that my child must be fever free for 72 hours before returning to care (even if other symptoms are not present).

_______ I understand that if my child/ren become sick while at child care, I will be immediately notified and must promptly pick up my child from the facility. I understand that my child may be isolated (and monitored by staff) in a separate room until I or my designee can arrive to pick up my child.

_______ I understand that I should plan for back-up child care in the event my child or a family member becomes ill or is required to self-quarantine due to possible COVID-19.


_______ I understand that I must have a signed doctor’s note from my child’s doctor before my child can return to the facility, if my child has two or more symptoms or has been diagnosed with COVID-19.

_______ I understand that hand sanitizer is being used by my child, when in the care of GHAPS Child Services. I give permission for my child to use the hand sanitizer provided by GHAPS Child Services.

_______ I understand that I must provide my child with a lunch, daily.

_______ I understand that I must provide my child with a refillable water bottle, daily.

____________________________________________________________________________________
Parent Name Printed

____________________________________________________________________________________
Parent Signature ______________________

Date