

Covid-19 Response Plan and Preparedness

Effective June 22, 2020



We are choosing
PHYSICAL DISTANCING

OVER

SOCIAL DISTANCING



THE HEALTH, SAFETY, AND EDUCATION OF OUR CHILDREN REMAIN OUR #1 PRIORITY!

The New Face of Child Care & School During the Covid-19 Pandemic

ASA Higher Learning Prep eagerly anticipates reuniting with our children. These have been very trying times during the pandemic. We understand the anxiety and concern some of you may be experiencing about returning to childcare. But you can rest assured that we will continue to provide your child the BEST early education foundation as possible. We are preparing our facility to reopen with the safest environment conditions aligning with the requirements and guidelines from the CDC, Dept. of Licensing, and Health Dept.

Administration and Staff will partner to support the social-emotional reactions of families and children returning to childcare. Parents may feel nervous, some children will be relieved, some will have initial challenges with separation from their parent(s), some may demonstrate anger at the “disappearance” of their child care provider, and some may act out toward other children. This is certainly understandable in the wake of COVID-19, and its effect on families during “Stay at Home” orders. Whatever the reactions, staff will be provided resources to use as tools to help with social-emotional transition.

The following guidelines have been developed to ensure that we are providing the safest possible environment to serve your children. It our plan to continue to provide an outstanding early education curriculum for our students. When we return to our regular program, you can expect to see a lot of changes. All of which are designed to KEEP YOUR CHILDREN SAFE. This new handbook will detail the following:

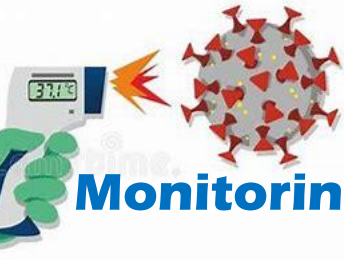
- Preparing to ReOpen
- How ASA Higher Learning Prep will monitor symptoms of COVID-19
- Health & Wellness Checkpoints
- Practicing Proper Hygiene (HANDWASHING)
- Proper Usage PPE (Personal Protection Equipment)
- BUILDING MAINTENANCE (Regular cleaning and disinfecting)
-Toys, Equipment, Playground Equipment, Dance Studio
- Staffing Guidelines & Training
- Reporting (Responsibility and Protocol)
- ISOLATION PROCEDURE in case a child/staff becomes symptomatic of COVID-19
- Social Distancing in classroom
- Curbside Dismissal Procedures
- New Visitor Rules

Prior to Reopening the Center following COVID-19 Closure

- All staff have been tested for Covid-19 within 2 weeks of our reopening date.
- PPE -Personal Protection Equipment has been provided for all staff
- All ventilation systems have been professionally cleaned & tested
- Water systems have been tested to ensure water is safe to use
- All toys and equipment, desks and chairs, have been professionally cleaned
- Carpeting, Cots, Cribs, bedding, have been professionally cleaned
- Kitchens, Bathrooms, and Offices have been professionally cleaned
- Installation of Sanitation Stations and Additional Handwashing sinks
- Cloths Toys and objects which cannot be easily cleaned are removed
- Toys are limited to items made of materials which can be easily sanitized or disinfected with bleach or a solution which contains at least 60% alcohol.
- Touchless trash cans are placed in all classrooms and bathrooms to provide a “hands-free” way to dispose of tissues, paper towels, and contaminants.
- Entire center has been sprayed and sanitized by professional environmental cleaning company
- Contracted Professional environmental cleaning company will clean and spray the center every week (when building is unoccupied)



FIGHT!
coronavirus



Monitoring Symptoms of COVID-19

- **Infra-red “No Contact” Thermometers will be used to consistently monitor temperatures of the children and staff.**

What Are the Signs & Symptoms of Coronavirus (COVID-19)?

Coronavirus can cause:

- a
- a [cough](#)
- sore throat
- fast breathing
- chills
- shaking with chills
- muscle pain
- [headache](#)
- a loss of taste or smell

Some kids are [having symptoms](#) caused by [inflammation](#) throughout the body, sometimes [several weeks](#) after they were infected with the virus. Doctors are trying to find out how these symptoms are related to coronavirus infection.

Symptoms that have been seen in kids include:

- a fever that lasts several days
- belly pain
- [vomiting](#) or [diarrhea](#)
- a rash
- red, cracked lips
- red eyes
- swelling of the hands or feet
- joint pain
- dizziness
- vision problems
- a headache
- looking pale

Staff members and children should stay home and self-isolate if they show symptoms of COVID- 19. 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 C2C's child and staff illness policy.

It is recommended that children be fever free for 72 hours before returning to care (even if other symptoms are not present).

If a staff member or child exhibits multiple symptoms of COVID-19, you suspect possible exposure, or an individual tests positive for COVID-19, the individual must stay home until:

- He/She 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 the symptoms first appeared.

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

Families should be encouraged to have back-up child care plans if the child or a family member becomes ill or is required to self quarantine due to possible COVID-19.

If a child or staff member becomes ill with COVID-19 symptoms, or is diagnosed with COVID-19, ASA PREP will contact the local health department and the DHS Licensing consultant for the directives on the next steps. Staff and families of children in care are also required to report to ASA PREP if they become symptomatic or receive positive COVID-19 test results.

The determination of whether to close the center will be based on guidance from the health department. **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 instructed to home quarantine for 14 days initially.**

HEALTH & WELLNESS CHECK POINTS

Staff Will Properly Wear PPE at all times (This includes face masks, gloves, face shields when conducting temperature checks)

Drop-Off Check Point

- Upon arrival, parents must **wait patiently in their vehicle** before the child can be admitted.
- A designated staff member (wearing PPE) will approach your vehicle to take your child's temperature & conduct wellness check. At this point, your child's temperature will be recorded on a daily log.
- **FEVER IS A KEY INDICATOR for young children. If a child's temperature is above 100 degrees, the child will be excluded from care. Cough and/or diarrhea in addition to fever is suggestive of coronavirus and children will also be excluded from care.**
- **If a child is ill or deemed to have symptoms which prevent them from attending school, the parent must have a back up caregiver on hand to provide care until the child well enough to return to school.**
- A brief parent survey will be conducted upon arrival daily
 1. Have there been any changes in your child's health within the last 3 days? (Persistent cough, temperature, difficulty breathing, cold, diarrhea, vomiting, etc)
 2. Have you or your child been in close contact with a person who has COVID-19? (If yes, the family must self quarantine for 14 days).
- Once the wellness check and survey have been completed, the child will be taken into the center by the designated staff member.
- Upon entry into the main building lobby, child's shoe bottoms are sprayed with an approved disinfectant.
- He/She is then escorted by staff member to lobby sink/sanitizing station to clean hands before proceeding to the classroom.

PROPER HYGIENE (HANDWASHING)

HANDSANITIZING STATIONS AND HANDWASHING SINKS WILL BE INSTALLED THROUGHOUT THE BUILDING AND IN EACH CLASSROOM. SANITIZING STATIONS WILL BE LOCATED AT THE FRONT ENTRY CHECKPOINTS, LOBBY, AND PLAYGROUND ENTRY/EXITS. SANITIZER WILL BE USED WITH THE SUPERVISION OF AN ADULT AT ALL TIMES. SANITIZER WILL BE AT LEAST 60% ALCOHOL. SOAP, WATER, AND SINGLE USE PAPER TOWELS WILL BE USED AT ALL HANDWASHING SINKS.

ASA PREP will enforce regular health and safety practices with children and staff. Children (including infants) will be required to wash hands often with soap and water for 20 seconds. This is especially important after blowing nose, coughing, sneezing; restroom use; before and after meals. Staff will wear gloves when wiping a child's nose, assisting with bathroom hygiene, changing diapers, etc. Gloves must be changed between usage with each child. Used gloves must be properly discarded, and hands washed before returning to interaction with the children.

CENTER HANDWASHING SCHEDULE

In addition to handwashing as needed, an all school handwashing scheduled will be used daily. In effort to limit the spread of germs and illness, handwashing will take place more frequently throughout the course of the day. **Each classroom will include in its daily routine, scheduled handwashing times to reflect every 2 hours, for all children in care.**



REQUIRED PROPER USAGE OF PPE (Personal Protection Equipment)

All staff will be required to wear face masks (properly covering mouth and nose), face shields, shoe coverings, gloves, and gowns (if available). All PPE will be provided by the center.

Children over the age of 2 years old are required to wear a mask if tolerable.



In effort to attend to a child's social emotional health, child care providers and families can use strategies to help a child adjust to the new normal in school. Such strategies can include:

- the teacher sharing a picture of him/herself with and without a mask on, prior to the child returning back to the facility.
- Another suggestion might be to use pediatric appropriate masks (with familiar characters print, such as Elmo, Disney Princess, etc.).
- Have the child to practice wearing appropriate face masks
- Placing a face mask on child and her/his favorite stuffed animal, doll, action figure, etc.

BUILDING MAINTENANCE (Regular Cleaning & Disinfecting)

ASA Higher Learning Prep will continue to use robust cleaning protocols daily (especially for items and surfaces frequently used/touched). The following are a list of safety, cleaning and disinfecting procedures to be followed:

- We will maintain employ of two on site cleaning staff personnel daily
- Cleaning staff will conduct a cleaning schedule of every 2 hours during the course of the day (including bathrooms, sinks, doorknobs, push bars, etc.)
- A cleaning log will used to document frequency of cleanings and by whom
- A professional environmental cleaning company will be retained to conduct an intense deep cleaning of the facility on a weekly basis (when the building is unoccupied). The cleaning will include sterilization and sanitation against COVID-19
- **TOUCH-LESS trash cans will be placed in each classroom to provide a "hands-free, no-contact) way to dispose of tissues and garbage.**

TOYS AND EQUIPMENT (Cleaning & Disinfecting)

Cleaning and disinfecting will take place throughout the day. Staff will continue to use the 3-Step Method to ensure that hard surfaces, chairs, tables, cots, etc., are cleaned daily.

- Toys and objects which can not be easily cleaned have been removed from the facility. Only toys and equipment which can be cleaned with a bleach solution (or other approved disinfectant) will remain in the classrooms.
- Wooden Toys will not be allowed in the classrooms at this time.
- **Cloth toys are not recommended and will not be permitted in the classrooms.**
- Dress up clothing & hats will **no longer** be used in the classroom dramatic play areas
- Infant-Young Toddler Room children will be closely supervised with toys. If a child puts a toy in his/her mouth, the toy will be immediately taken and placed in the classroom “Yuck-Bucket” to be cleaned, disinfected, and dried before being placed back on equipment shelves/containers.
- **No toys or equipment may be brought into the facility from home (unless directed by administration).**
- Sharing of toys and supplies will be prohibited. Instead each child will be given his/her own container of items, designated strictly for their own use. Containers will be labeled with child’s name & picture, and stored in their designated cubby.

Playground Equipment (Usage, Cleaning, Disinfecting)

The outside play areas and equipment will be cleaned before and after each use. Groups of only 4 children at a time, will be allowed to use playground equipment. Classes will be given designated schedules for outside play times. Students and staff will wash hands prior to entering the playground, and will repeat handwashing/sanitizing prior to re entering the building. Bottoms of shoes will be sprayed again, prior to children and staff re-entering the facility.

Dance & Karate Studio (Usage, Cleaning, Disinfecting)

Regular cleaning of the studio will be included in the daily building cleaning schedules. A handwashing sink (and sanitation station) will be installed in the studio. Instructors will wear PPE equipment at all times. Class sizes will be limited to 8 children at a time (per session), physically distanced by designated floor markers. Ballet shoes will be stored in studio cubbies, and will only be worn in the studio during classes. A “no-contact” thermometer will also be kept in the studio. Instructors will be trained to monitor children with wellness checks during classes. If a child displays any changes in health, it is to be reported to the onsite director immediately.



STAFF GUIDELINES

Staff with underlying health conditions or at higher risk, should consult with their primary care physician/medical provider before returning to work.

ALL ASA Higher Learning Prep Employees and Volunteers will be trained about COVID-19. This includes how COVID-19 is transmitted, the distance the virus can travel, how long the virus remains viable in the air and on surfaces, signs and symptoms of COVID-19, steps employees must take to notify employers if signs and symptoms, and a suspected or confirmed diagnosis, and measures that will be taken to prevent the spread of the virus.

ASA PREP will require staff to complete training from the following resources:

- ✓ Caring for Children in care during COVID-19 -[Federal Office of Head Start](#)
- ✓ Preventing and Managing Infectious Disease in Early Education and Child Care – [American Academy of Pediatrics](#)
- **ALL RETURNING (AND NEW) STAFF WILL BE TESTED WITHIN 2 WEEKS OF SCHEDULED RETURN DATE. NO STAFF WILL BE ALLOWED IN THE FACILITY WITHOUT DOCUMENTED TESTING RESULTS FOR COVID-19.**
- **Upon arrival each morning staff temperatures and wellness checks will be conducted (by director) prior to entry into the main building.**
Wellness Check Includes:
 - Screening 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 properly wear PPE at all times.
- **Staff must report contact with anyone outside of work who has had a documented case if COVID-19. Staff should be instructed to self-quarantine if they have been exposed to COVID-19.**
- **If a staff member develops a temperature or becomes symptomatic of COVID-19, he/she will be immediately asked to leave the facility. He/She will be instructed to seek medical attention, quarantine for 14 days, and may not return to the facility without documentation that he/she is COVID-19 free.**

REPORTING EXPOSURE

If a child, staff member, family member, or visitor becomes ill with COVID-19 symptoms, we will contact the local health department and licensing consultant for next steps. Staff and families of children in care are also required to report to the providers if they become symptomatic or receive positive COVID-19 test results.

The determination of whether to close the classroom or facility will be based on guidance from the 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.

ISOLATION PROCEDURE (In case child/staff becomes symptomatic or COVID-19)

A designated room is assigned for isolation of any child/staff who may become ill on site. If symptoms seem to be COVID-19 related, the person will be immediately placed in the isolation room. Parent(s) of ill children will be immediately contacted to pick the child up within the hour. The areas where the child resided before falling ill will immediately be cleaned and disinfected.

FAMILY RESPONSIBILITY -Communication Protocol for COVID-19 exposure and Sick Children

Families should report possible illness if anyone in the 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.

- ✓ Families are expected to contact the administrator/director by phone, (313) 341-1558, via email at asaprepschoolinfo@gmail.com, or use the childcare communication system (HiMama) if applicable.

PHYSICAL CLASSROOM SPACE

Social Distancing vs. Physical Distancing

Physical and classroom space will be organized in such a way to keep small groups of children separated from other small groups. ASA Prep will divide large group spaces to allow more children to safely use the space. We will use furniture, bookshelves, and in some cases, clear partitions and **clear** table top dividers to separate children.



Seating will be rearranged to allow for physical distancing as much as six feet apart (when possible).

Maintaining Consistent Groups

Whenever possible, it is strongly recommended that group sizes be kept below 10, and providers reduce the number of children in groups and/or spread out classes/groups across multiple rooms. As much as possible we will ensure that classrooms keep the same group of children with the same caregiver at all times.

- Infants (less than 6 months) especially, will be kept separate from older children because they cannot be vaccinated against influenza.
- Contact with external adults and between groups of children will be limited.
- Cribs, and cots will be placed six feet apart, when possible. Bedding will be placed in head-to-toe positioning.
- Cot and crib sheets will be provided by the center, and laundered on a weekly basis.



DISMISSAL PROCEDURES

ASA PREP will continue curbside dismissal procedures. PLEASE adhere to the following:

1. Please **REMAIN** in your vehicles when you arrive to pick up your child
2. Please call into the center to ask for your child/or curbside staff will call for your child via 2-way radio
3. The teacher will conduct an end of the day temperature check, wellness check, and have the child to wash his/her hand before leaving the classroom.
4. Designated staff will bring your child to your car to be released to YOU or **ONE** other designated pick up person.
5. A "Curb-Side" window pass will be issued to each family, which must be visible in the front window when you pull up. (Limit 2 passes per family).
6. "Signing Out" for attendance will be done electronically.

An alert sign with a yellow header containing the word "ALERT" in red. Below the header, the text "VISITOR RESTRICTIONS" is written in black. A red horizontal line separates this from the main message: "NO VISITORS ALLOWED Until Further Notice", where "NO VISITORS ALLOWED" is in red and "Until Further Notice" is in black. Below this, a message in black text reads: "Thank you for understanding as we take all precautions to help prevent the spread of COVID-19." To the right of the text is an illustration of a hand with a red virus particle (resembling COVID-19) next to it. There are also small red hand icons in the top-left and bottom-right corners of the sign.

ALERT
VISITOR RESTRICTIONS

NO VISITORS ALLOWED
Until Further Notice

Thank you for understanding as we take all precautions to help prevent the spread of COVID-19.

No PARENTS OR VISITORS will be allowed inside the building. Inquiries, conferences, questions, and concerns will be received via telephone, email, and virtual meeting apps, and "HiMama" if available.

Essential Visitors

Only "Essential Visitors" will be allowed entry into the building, and there is absolutely no entry without a face mask. Essential Visitors are those visitors who must enter the building, such as the Staff, State of MI-Licensing Consultants, or emergency persons (i.e. EMS, Fire Dept., etc.)

We do realize that this may take time to adjust to new procedures. But, please keep in mind that all new policies and procedures are designed to provide the safest possible environment for ALL OF THE STAFF AND CHILDREN.



Snacks & Lunch Policy

Children will be served an A.M. snack and a P.M. snack daily. However, there are some changes to the lunches brought from home....

- No Paper Bags or Plastic Bags allowed
- Lunches must be in an "Insulated Lunch Bag"
- **NO FOOD ITEMS WHICH NEED TO BE HEATED OR MICROWAVED ARE ALLOWED. (This excludes the Infant room)**
- **Staff will not be able to Heat Up Foods for your child(ren)**
- **NO PEANUT BUTTER ALLOWED**
- No glass containers of any kind
- If Utensils are needed, YOU must supply them in your child's lunch bag.
- During summer camp (June thru August) pre-bagged lunch are supplied to the school. If you prefer your child to bring lunch from home, please adhere to the rules.

ADDITIONAL POLICY & PROCEDURE REVISIONS

- No Parents & Visitors Inside the Building (with the exception of essential visitors only)
- No outside foods may be brought into the building.
- NO BACKPACKS, STROLLERS, OR CAR SEATS allowed in the building
- CURBSIDE DROP-OFF & PICK-UP ONLY
- NO TOYS AND SUPPLIES BROUGHT IN FROM HOME
- NO COT/CRIB LINEN/BLANKETS FROM HOME. ALL bedding will be provided by ASA PREP, and laundered on a daily/weekly basis.
- CHILDCARE FEES AND COPAYS MUST BE SUBMITTED VIA:
 - "HiMama" App, OR
 - Credit Card Payment by Phone to the Center
 - Receipts and End of the Year Childcare Statements will be issued via "HiMama"
- **Sick Child**- should your child(ren) develop a fever or any failing health symptoms. You will be notified immediately via phone call and text to have your child picked up from the center within 1 hour of the call. **PLEASE HAVE A RELIABLE BACKUP EMERGENCY CONTACT PERSON ON FILE AT THE CENTER.**
- **ABSENCES- Families are required to notify the center if a child will be absent from the program.**
 - If the child is absent from the program for 1 full week due to (Non-Covid 19 related) illness or vacation. A holding fee will be due and payable by the parent to hold his/her space.
 - Covid-19 Related Absences – No Fees will be due.
 - If the classroom of center closes due to Covid-19 related issues. NO PAYMENTS WILL BE DUE.
- **BIRTHDAY PARTIES**- In center Birthday Parties with guests are not allowed at this time.

ASA PREP