

Sunshine Special Children's Studio
6536 Scio Church Road
Ann Arbor, MI 48103
www.sunshinespecialstudio.com
734 665-5175

**Operational Plan for Sunshine Special
for Safe Child Care Operations
During COVID-19**

Suzanne Price, Director

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Source: *Guidelines for Safe Child Care Operations During COVID 19*, LARA (Licensing and Regulatory Affairs), State of Michigan, Bureau of Community and Health Systems, 611 W. Ottawa St., P.O. Box 30664, Lansing, MI 48909, 517-355-1980, www.michigan.gov/lara, August 12, 2020.

Changes to Our Environment Due to COVID-19

Providing fresh air

- Increasing time outside : Many of our daily activities will be held outside to allow space for social distancing and to reduce the amount of time children are asked to wear a face mask. In making this change, we see an opportunity to have an open-ended schedule that provides children with the freedom to move about, choose what they would like to do from planned activities and use what is naturally present outside. As weather becomes colder classes will rotate time outside and inside to provide more space indoors for each class.
- Installation of a new air heat exchange system in the center of the school. This system is rated to exchange over 90% of the air in the room with outside air every 70 seconds.
- We will open windows and the door to the art studio for 10 minutes at the middle and end of the day when temperatures are colder and people have been using the rooms.

Providing Distance Seating for Meals

- Set up tables and chairs inside and outside that allow 6 feet of space between another person.

Toys and Art Supplies

- Package for an individual, such as for art
- Clean toy collections after one group's use
- Reduce the amount of toys for better monitoring of use

Reducing Class Size by 50%

- This will allow class groups of less than 10

Establishing a Check-In Station at the Entry

- To reduce the number of adults in the school, a teacher will greet parents at the entry to check in the child. The staff person will complete a health screening which includes a temperature reading. She will register the time of the child's arrival in the attendance log. A staff person will help the child to place their belongings in their basket outside under the canopies on the playground or in a cubby inside. They will then help the child to wash their hands with soap and water at an outside wash station or at a bathroom sink inside. The staff person will direct the child to their class group.
- At pick up time, parents come to the playground if children are outside to get their belongings from their basket outside. If the class is inside, the parent comes to the entry and a staff person will bring the child and their belongings to meet the parent at the sidewalk. The staff person notes the time of pick up in the attendance log.
- Meals, Snacks and Water: Parents are asked to provide lunch and a morning and afternoon snack in a container or bags labeled with the child's name. Children should bring a labeled water bottle. Staff will refill water bottles or offer water to children in disposable cups from the school's water supply or when available from bottled water the school supplies. If staff serve food from the school supply, they should provide individually prepared servings instead of passing a tray of food. Parents should use an ice pack in the lunch box for foods that should remain cold and

a thermos for foods that need to remain warm. Staff must wash their hands before helping a child to open containers and wear food service gloves when serving food.

Staying Healthy Is A Priority for Children and Staff

Washing hands frequently and properly with soap and water will be a key strategy for avoiding the virus and other illnesses, for children and teachers. There are two hand washing stations on the playground, in addition to the bathroom sinks. When children first join the school, teachers will give a demonstration of proper hand washing. As much as possible, teachers will observe kids as they wash to make sure soap is used and scrubbing hands happens for 20 seconds. Children and staff will be asked to wash hands upon arrival, before and after eating, after using a tissue or touching their face, after using the toilet, after handling insects or worms, and after using sand or gardening. Staff will also wash their hands after treating an injury, diapering, cleaning tables, doing laundry, or bagging trash. Hand sanitizer may be used by teachers when hand washing is not an option. Children will need a parent to sign a medical authorization to use sanitizer. Hand sanitizer should be given to a teacher for safe-keeping, labeled with the child's name.

Cleaning objects and surfaces frequently is another step to be used to keep everyone safe. Our preference is to use the most effective product that is the least harsh for the object being cleaned and for the users. For table surfaces where people will eat, we will use the Washtenaw Health Dept. recommendation to clean the table: scrub with soapy water, rinse with water, and spray a 10 ppm bleach solution of 1/8 tsp. bleach to 1 quart of water, allowed to air dry. Other surfaces and objects will be washed with soapy water and rinsed if dirty, but always wiped or sprayed with a disinfecting product. Michigan Dept. of Health and CDC guidance indicates that EPA registered disinfectants may be used based on the material being disinfected. We plan to obtain a registered product called Force of Nature that employs a device that uses electricity to produce a disinfectant from salt, water and vinegar. Until we have this product, we are using bleach mixed at two teaspoons per 18 ounces of water (CDC) or Lysol mixed at 3/4 tsp. per 16 ounces of water (product label); or alternatively alcohol 70% (CDC). Lysol spray disinfectant for non-washable materials when children are not present may sometimes be used. Frequently touched objects such as handles or knobs for faucets, doors and gates will be cleaned at least once per day. Daily the bathrooms are disinfected. Once per week the school is cleaned and disinfected by a cleaning service.

Face Masks and Social Distancing

Masks that cover the nose and mouth will be worn by teachers when helping a child and when social distancing is not possible. Children will be asked to wear a mask or improvised covering such as a scarf or bandanna when not social distancing when outside, such as when playing together with a small group of other children. When children are at least 6 feet apart from another person outside, the mask can be lowered. During storms and during the winter, we will go inside for safety or warmth. While inside masks will be worn except for at meals and nap time. Cots will be placed at least 6 feet apart and plastic screens will be used around the cot to provide a barrier.

Monitoring for Symptoms of COVID-19

Stay Home When Sick

If a child, parent, or staff person is not feeling well or has had fever or symptoms of COVID-19 in the previous 72 hours, they should remain home. Symptoms for a child: persistent cough, temperature of 100.4 F., difficulty breathing, cold, diarrhea or vomiting. Symptoms of an adult: temperature of 100.4 F, cough, shortness of breath, difficulty breathing, change in smell or taste, and diarrhea.

Daily Review of Symptoms, Possible Exposure, and Temperature Reading

At the entry to the school is a station for monitoring children's health for symptoms of COVID-19 before admission. A staff person will ask the parent or guardian about whether in the last 72 hours the child has had any of the listed symptoms of COVID-19. They also will be asked if they have been exposed in the last 14 days to someone with confirmed COVID-19. The staff person will use a temporal (forehead) scanner to learn the child's temperature. The results will be entered in a daily log. Should the child have a fever of 100.4, the child will be tested again after 10 minutes. Should the child have a second reading of fever or if the parent or guardian reports yes to the questions regarding other symptoms the child will not be admitted. The staff person should disinfect the scanner after completing the check-in process for everyone they scan using alcohol spray applied with a tissue to the handle and function buttons.

Staff persons will be required to answer the same questions about possible symptoms in the last 72 hours, exposure to a confirmed case of COVID-19 in the previous 14 days, and will take their own temperature with a temporal scanner before beginning work. The staff person will note their answers and temperature in the staff daily log. Should a staff person show a fever, they may retest after 10 minutes. If fever is present, they should call the director and report the fever so arrangements can be made to cover their shift or class. They should distance themselves from others and wear a mask until they can leave. Each time the scanner is used by a staff member it should be disinfected using alcohol spray applied with a tissue to the handle and function buttons.

When Someone Has Possible Exposure to COVID-19

If a parent or staff member learns that a close contact has confirmed COVID-19, they should arrange to be tested. Testing sites are listed at [Michigan.gov/Coronavirus](https://www.michigan.gov/Coronavirus). The Washtenaw County Health Dept. lists information about testing too on its website. Until a negative test result is available, the individual should remain at home and monitor for symptoms. If no tests are available, the individual should quarantine at home for 14 days to determine if symptoms develop. The child of a parent or other close family member who has been exposed to COVID 19 should remain at home until a negative test result is available or the family has quarantined for 14 days. Any exposed individual should contact a health care provider.

When Someone Shows Symptoms While at Sunshine

Should a child or staff person become ill while at Sunshine, they will be asked to wear a mask and to go home right away. Children will be made comfortable but isolated in the art room where a staff person can observe them. Parents are required to come or send a

designated emergency person as listed on their enrollment information within one hour of receiving the call. Contact a health care provider and inform the school of the diagnosis or test result. The school is required to inform the Washtenaw Health Dept. and the child daycare licensing consultant of any child or staff person at Sunshine with symptoms of COVID-19 or a positive test result.

Staff who become ill while working should inform the director or inform a co-worker to cover their position so that they may leave as soon as possible. They should wear a mask and distance themselves until they can leave. They should contact a health care provider and inform the director of the diagnosis or test result.

When to Return to Work or School

For children and staff, a return to school or work requires the following:

For a fever or cough or diarrhea or vomiting

- Fever-free without medication that reduces fevers for 24 hours.
- No diarrhea or vomiting in the previous 72 hours.
- Free from frequent coughing or sneezing for 72 hours.

For symptoms of COVID-19

- If a child or staff member visits a health care provider and another cause is identified for the symptoms, the individual may return to care or work once symptoms improve and they have been fever-free for at least 24 hours without the use of medicine that reduces fevers.
- If another cause is not identified, the individual should be tested for COVID-19.
- If a test is not done, the individual should stay home until all of the following are met: 1.) Has been fever-free for at least 24 hours without the use of fever reducing medicine; AND 2.) Other symptoms have improved; AND 3.) At least 10 days have passed since symptoms first appeared.

When Someone Tests Positive for COVID-19

Parents or staff members should inform the director of test results for their child or themselves. The director will contact the local health department and the childcare licensing consultant to report the incidence of a positive test. The health department will inform the center when an individual child or staff member may return. Generally, they must stay home until all conditions listed above are met, the same as for when an individual's symptoms of COVID-19 are present but they are not tested. Some individuals may be required by the health department to receive two negative tests in a row, 24 hours apart. An example for this would be an immunocompromised individual.

Confirmed Case of COVID-19: How Staff and Parents Will Be Informed

After the local Health Department is contacted by the director, they will inform her of the requirements for reopening. The director will inform staff and parents by email of what the Health Department has directed the school to do to safely reopen. At a minimum, they will recommend that the facility be cleaned, requiring closing for 24 hours. The health department may recommend that everyone in that classroom be quarantined for up to 14

days. The director will participate in contact tracing to limit the spread of the virus if the health department requests it. Test results of both children and staff will remain confidential.

Should the health department not respond with directives within 24 hours, the school will close for at least 24 hours. It will then be cleaned and disinfected following CDC guidelines. Attempts to reach the health department will continue. Parents and staff will be asked to monitor children or themselves for symptoms. The school will reopen when the health department provides guidance for doing so, or 14 days after receiving news of the reported confirmed case, whichever is sooner.

Tuition Credits and Staff Pay for COVID Absences

- Should a family experience quarantine or should the school close for cleaning, parents will receive a credit for days paid for but not used, or will receive a refund if credit is not possible because the child is no longer enrolled at the school.
- Staff will be paid COVID sick pay for the duration of their required absence.

PPE for Staff

- Staff are provided with disposable face masks
- Exam gloves are provided at staff and child check-in stations, at meal tables and the kitchen, with the cleaning supplies, and in the bathrooms for helping with children's bathroom needs or injuries.
- Protective eye glasses are located in the kitchen in two places: above the sink near the toaster oven and in the kitchen closet with the kitchen thermometer and bleach test strips. It is recommended that staff wear protective eye wear when filling bleach solution bottles to prevent splash and when helping a child at close range with an injury, diapering, or nap time. Use diluted bleach solution as a disinfectant to clean after each use.
- Face shields are located in a box between the refrigerator and the sink counter in the kitchen. It is recommended that staff wear a face shield if preferred to wearing a face mask and/or goggles. The shield must be pointed toward the chest to prevent virus droplets from entering under the shield if a face mask is not also being worn. Disinfect the shield after using.
- Plastic coated aprons are located on hooks in the kitchen. Use when mixing bleach to prevent splashing of your clothing.
- It is recommended that staff bring a couple sets of clothing for changing should your clothing come in contact with a child's secretions from tears, mucous, feces, vomit, cough droplets, saliva, blood or urine.
- Disposable aprons are located in the bathroom universal precautions supply box for use with serious bleeding injuries. Dispose in the diaper pail.
- Washable long sleeved button down shirts can be obtained for each staff person who would like to wear them over your clothing. See the director for ordering information.

Communicating With Parents and Staff

Parents and staff will be informed of how the school will operate safely by receiving a copy of the school's *Operational Plan During COVID-19*. As changes to the plan occur, they will be informed by email of the revision.

Parents and staff will be reminded of aspects of the plan through email and lists of what to bring to school and the daily routine.

Parents will be invited to make an appointment with the teacher to discuss the procedures and to have questions answered.

Signage on hand washing will be posted in the bathrooms.

Staff will have training in cleaning procedures and in making disinfectant for daily use, and in use of PPE.

Parents will receive suggestions from teachers about how to help a child adjust to wearing a mask, using developmentally appropriate methods.

Staff and parents will be informed of how to find testing sites through [Michigan.gov/coronavirus](https://www.michigan.gov/coronavirus).