

COVID Planning Guidance Page for Staff

In order to respond to the current state of emergency related to the novel Coronavirus (“COVID-19”) and to comply with relevant local, state, and federal orders related to COVID-19, Northwest Michigan Community Action Agency has prepared the NMCAA COVID-19 Preparedness and Response Plan and NMCAA Preschool COVID-19 Preparedness and Response Plan. These plans may be updated as this situation evolves or as local, state, or federal orders related to COVID-19 are issued or amended.

The NMCAA COVID-19 Preparedness and Response Plan has been emailed to staff by the Executive Director. The document is housed and can be viewed in Kronos. This plan is geared toward staff, office building business, and home visiting. This plan also contains information about protective safety measures, employees with suspected or confirmed COVID-19 cases, and resources.

The NMCAA Preschool COVID-19 Preparedness and Response Plan was constructed by a committee in response to guidance from the Michigan Department of Licensing and Regulatory Affairs (LARA) and Health and Human Services, in accordance with best practices from the Centers for Disease Control and Prevention, and with everyone's well-being in mind. This plan allows you to customize various strategies, to meet your site’s individual needs. This document is intended to inform and assure parents that NMCAA has planned and is prepared as much as possible for school.

Guidance

* The plan will be completed and individualized as a classroom team, including the Education Coach and Site Supervisor. All staff are invited to share ideas, problem solve, and support each other during the completion process.
* If comfortable, teams are encouraged to get started with the plan before their scheduled call back date.
* You may meet in person as a team or virtually.
* Your Education Coach and Site Supervisor will contact you to set up a time for the first meeting.
* Each team member will be approved up to 8 hours to complete the plan. If additional time is needed, please contact your Site Supervisor.
* Enter your time in Kronos. Follow the unemployment procedures for claiming time. Remember to use your new rate of pay.
* Become familiar with and refer to the Guidelines for Safe Child Care Operations During COVID-19 (LARA). The document provides more information, ideas, details, strategies, and resources to support teams in managing the classroom and answering questions from parents.
* Refrain from removing the current procedures described in the plan until you have a conversation with your Site Supervisor.
* When adding to the plan, please use a dark red font.
* Update your plan when necessary. Changes must be supported by the Education Coach and Site Supervisor.
* Distribution: Copy of the NMCAA Preschool COVID-19 Preparedness and Response Plan (do not include this guidance page) provided to the parent at orientation, post in the classroom next to the parent handbook, copy provided to the Education Coach and Site Supervisor.



**NMCAA Preschool COVID-19**

**Preparedness & Response Plan**

**Site:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose**

**Our Commitment to Health & Safety**

Northwest Michigan Community Action Agency is committed to protecting the health of our children, families, staff, and

community. The following policies were designed in response to guidance from the Michigan Departments of Licensing and Regulatory Affairs (LARA) and Health and Human Services, in accordance with best practices from the Centers for Disease Control and Prevention, and with everyone's well-being in mind. To limit the potential spread of COVID-19, we will be making some temporary changes to our programming that include robust cleaning and disinfecting procedures and minimizing opportunities for person-to-person exposure (for example, an infected person spreading respiratory droplets through actions such as coughing, sneezing, or talking). The following plan outlines the recommended practices and strategies we will use to protect the health of our children, staff, and families while at the same time ensuring that children are experiencing developmentally appropriate and responsive interactions and environments. **This plan is subject to change and may be updated as this situation evolves or as local, state, and federal orders related to COVID-19 are issued or amended. As changes are made, this plan will be updated on www.nmcaa.net.**

**Changes to Our Physical Spaces**

**We will use the following strategies in our classrooms and facilities to minimize the spread of illness:**

* Where possible, dividing large group spaces into smaller ones to allow more children to safely use the space (for example, using child sized furniture, such as rolling shelves and kitchenettes, to divide a room and prevent mixing between groups of children).
* Where possible, limiting or eliminating use of common spaces in the classrooms/facility. When common spaces must be used, we will rotate use of the space and clean between groups of children.
* Rearranging classroom areas to seat children as far apart as reasonably possible and limiting the number of children sitting together.
* Using touchless trash cans to provide a hands-free way to dispose of tissues and contaminants.
* Following safe drinking water protocols.
* Ensuring ventilation systems operate properly and increasing circulation of outdoor air as much as possible (for example, keeping windows and doors open to the extent that this does not pose safety risks).

**Availability of Toys and Classroom Materials**

**At this time, we will make the following changes to the toys and materials in our classrooms:**

* We will remove toys and objects which cannot be easily cleaned or sanitized between use.
* Cloth toys will be used by one individual at a time and laundered before being used by another child.
* Toys will be washed and sanitized before being moved from one group of children to another.
* Water and sensory containers will be used by individual children and labeled with each child's name.

**Mealtimes**

**To limit opportunities for exposure during mealtimes, we will engage in the following recommended practices:**

* We will space seating as far apart as possible (ideally 6 feet apart) by limiting the number of children sitting together and rearranging seating.
* We will modify our family-style meal service and have staff plate each child's meal so that multiple children are not using the same serving utensils. Staff will wear gloves to dish out and serve food.
* Staff and children will wash hands before and immediately after they have eaten.
* Staff and children will not brush teeth at school until further notice.
* ADD YOUR INDIVIDUAL SITE/LOCATION PLAN

**Naptime**

**To reduce potential for viral spread, we will engage in the following recommended practices:**

* Using bedding (sheets, pillows, blankets) that can be washed.
* Bedding that touches a child’s skin will be cleaned weekly.
* Storing each child’s bedding in individually labeled bins, cubbies, bags, or in a way that sleeping surfaces do not come in contact with other sleeping surfaces.
* Labeling each child's cot/mat.
* When possible, children will be placed head-to-toe (for example, one child with their head at the top of the mat, the next child over with their head at the bottom of the mat).
* When possible, children's rest time mats/cots will be spread out 6 feet apart. When not possible, mats/cots will be placed as far away from each other as possible.

**Items Brought from Home**

During this time, we are trying to limit the number of items brought into the facility, because this can be a way to transmit the virus. We ask that families refrain from bringing items from home as much as possible. However, we recognize that placing limits on children's comfort items may increase stress for children and staff as they may be especially needed during this time of transition.

**We ask that families and staff follow these guidelines regarding children's comfort items:**

* To avoid these items coming in contact with many children, efforts will be made for these items to be placed in a cubby or bin and be used at naptime or as needed.
* If possible, comfort items should remain at the child care facility to avoid cross-contamination.

**Other policies related to naptime/items from home include:**

ADD YOUR INDIVIDUAL SITE/LOCATION PLAN

**Screening Families & Staff for COVID-19 Symptoms and Exposure**

Upon arrival to the program, staff and families are required to answer several questions. Fever is the key indicator for young children. Cough and/or diarrhea in addition to fever is suggestive of Coronavirus.

**Child Guidance for Health Screening:**

* Perform temperature checks. If a child’s temperature is above 100.4 degrees, the child will be sent home.
* Ask parents:
  + Has your child been in close contact with a person who could possibly have or is experiencing symptoms of COVID-19?
  + Has your child been in close contact with a person who has COVID-19?
  + Has your child felt unwell in the last 3 days? (fever or chills, shortness of breath or difficulty breathing (without recent physical activity), continuous cough, fatigue, extreme fussiness, flushed cheeks, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, rash, nausea or vomiting, and/or diarrhea)
* A staff member will visually check the child for signs or illness, including the symptoms listed above.

**If a parent answers yes to any of these questions**:

* The child will be sent home.
* The parent should contact the child’s primary care physician/medical provider for further guidance.
* A staff member should contact the local Health Department for further guidance. ADD HEALTH DEPT NUMBER
* Refer to the Returning to the Program After Experiencing Symptoms section of this plan.

**Staff Guidance for Health Screening:**

* Perform temperature checks.
* A screening questionnaire must be completed by all staff before being permitted to enter the workplace and must comply with any required screening processes required by the state and local jurisdiction in which the site is located.
* If a staff member fails the screening process, they should not report to work and should contact their supervisor.
* Staff will refer to the NMCAA Return to Work Plan.

**The procedures we will use to screen children/families for symptoms and exposure include:**

* A staff member will be responsible for asking families about child household members' symptoms and exposure questions. ADD STAFF NAME OR POSITION
* Screenings will take place (examples: inside, outside, on the playground, in the parking lot). ADD YOUR INDIVIDUAL SITE/LOCATION PLAN
* Information will be collected (examples: in person, in writing, on the IPAD, survey monkey). ADD YOUR INDIVIDUAL SITE/LOCATION PLAN
* The confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances, except for instances in which NMCAA is legally required to report occurrences of communicable disease. When required, the number of persons who will be informed of an individual's condition will be kept at the minimum to comply with legally required reporting, assure proper care of the individual, and to detect situations where the potential for transmission may increase. NMCAA reserves the right to inform others (without disclosing the person's name) that an individual has been diagnosed with COVID-19 when others may have been exposed and need to take measures to protect their own health.

**If families or staff are absent or otherwise off-site but experience exposure or symptoms, they should contact:**

* If families are absent or otherwise off-site but experience exposure or symptoms, they should contact the classroom teacher and their primary care physician/medical provider. They may also be directed to contact the local Health Department. ADD HEALTH DEPT NUMBER
* If staff are absent or otherwise off-site but experience exposure or symptoms, they should contact the Human Resources Director and their primary care physician/medical provider. They may also be directed to contact the local Health Department. ADD HEALTH DEPT NUMBER

**Daily Temperature Checks**

**Temperature Checks**

* + As fever is the key indicator of COVID-19 in children, we will check each child's temperature upon daily arrival to the program. Staff will also check their temperature each day before entering a NMCAA office/location or complete a home visit. Staff will re-check children's temperatures throughout the day if they appear ill or are "not themselves" (fever or chills, shortness of breath or difficulty breathing (without recent physical activity), continuous cough, fatigue, extreme fussiness, flushed cheeks, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, rash, nausea or vomiting, and/or diarrhea). Staff will also re-check their temperatures throughout the day if they experience similar symptoms.

**Each child's temperature will be taken by:** ADD STAFF NAME OR POSITION

**To minimize potential spread of illness while taking temperatures, staff will:**

* Wear a disposable gown or have a change of clothes available in case they are soiled. ADD CHOICE OF GOWN OR CHANGE OF CLOTHES
* Wear a face mask.
* Wear goggles or face shield.
* Wear disposable gloves, which will be changed before the next check if physical contact with the child occurred.
* Use non-touch thermometers when possible.
* Disinfect thermometers that touch the skin between uses (for example, cleaned with an alcohol wipe or isopropyl alcohol on a cotton swab).

**Responding to Symptoms and Confirmed Cases of COVID-19**

**Responding to COVID-19 Symptoms On-Site**

If a child or staff member has a temperature above 100.4 degrees and/or symptoms (fever or chills, shortness of breath or difficulty breathing (without recent physical activity), continuous cough, fatigue, extreme fussiness, flushed cheeks, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, rash, nausea or vomiting, and/or diarrhea) they will be sent home immediately with the recommendation to contact their primary care physician/medical provider. If anyone shows emergency warning signs (for example, trouble breathing, persistent pain/pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face), we will seek medical care immediately.

**If a child develops symptoms during care hours:**

* Parents will be contacted for **prompt** pick-up.
* The child will be isolated from other children and as many staff as possible (the child will not be left alone).
* The child will wait with the following designated staff member(s): ADD STAFF NAME OR POSITION
* The child and designated staff will wait outside or in the following safe, isolated location: ADD ISOLATION AREA
* Child Information Records must be up-to-date with working emergency contact phone numbers.

**If a staff member develops symptoms during care hours:**

* They will be asked to go home immediately.
* If no other caregiver is immediately available to be with children, the staff member will put on a cloth face covering (if not already on) and limit close interactions with children until they can be relieved by another staff member.
* Children may need to be picked up if no other caregiver is available.
* If the ill staff member needs to be picked up or otherwise cannot leave the facility immediately, they will wait outside or in the following safe, isolated location: ADD LOCATION

**Reporting Exposure**

If a child, staff member, family member, or visitor to our program shows COVID-19 symptoms or tests positive for the

virus, we will contact our local health department and licensing consultant for next steps. Staff and families of children in care are also required to report to their child’s teacher if they become symptomatic or receive positive COVID-19 test results. Based on the guidance of the local health department, we will determine whether to close individual classrooms or our facility, the duration of the closure, and other next steps. When communicating with families and staff about any COVID-19 cases, we will respect the privacy of individuals and not share health information of a specific person.

**Returning to the Program After Experiencing Symptoms**

**Staff will refer to the NMCAA COVID-19 Preparedness and Response Plan for guidance.**

**If a child has a fever OR a continuous cough (but no other symptoms):**

* At this time if a child has a fever or a continuous cough, they must be fever free for 24 hours after symptoms reside without the use of medicine that reduces fevers. Even if other symptoms are not present.

**If a child exhibits multiple symptoms of COVID-19, possible exposure is expected, OR an individual tests positive for COVID-19, the individual must stay home until:**

1. They have been fever-free for at least 24 hours without the use of medicine that reduces fevers AND

2. Other symptoms have resolved AND

3. At least 10 days have passed since their symptoms first appeared.

* Teaching staff will work closely with the local health department to confirm timelines.

**As per Executive Order 2020-36, if staff or their close contacts have possible or confirmed cases of COVID-19, staff will be allowed to remain home without penalty of discharge, discipline, or other retaliation. To accommodate for the potential need to quarantine staff or allow for longer absences from work than normal, we will implement the following staffing plan to ensure we can meet staff to child ratios:**

* Using existing classroom staff, such as assistants and aides, will work in the classroom.
* Calling substitutes for availability.
* Calling Site Supervisors and Education Coaches for classroom assistance.
* When all options have been explored, if required ratios cannot be sustained, class will be canceled.

**Other policies related to returning to care and work include:**

* Refer to the NMCAA Employee Return To Work Plan.

**Maintaining Consistent Groups**

**During this time, we will maintain a group size of 8 children per classroom. To minimize potential spread of COVID-19, we will engage in the following best practices:**

* To the extent possible, classrooms will include the same group of children and providers each day.
* Each group of children will be kept in a separate room.
* We will limit the mixing of children across groups by staggering times for outdoor play and other activities where children from multiple classrooms are typically combined.
* Canceling or postponing field trips and special events that convene larger groups of children and families.
* Non-essential visitors, volunteers, and guests are not allowed to take part in classroom activities at this time.
* Limit parent visitors as much as possible. Parents are important to the program. We encourage parent participation, but at this time it is important to limit the number of people in the classroom.
* Essential visitors for classrooms may take part in classroom activities (for example, ISD Consultants, Mental Health

Consultants, Licensing Consultants, NMCAA Employees-keep to a minimum when possible).

* Essential visitors are required to wear masks while in the building.

**Other policies related to minimizing exposure risks include:**

* NMCAA will continue to monitor state and local recommendations regarding social distancing and group size gatherings.

**Drop-Off and Pick-Up Procedures**

**We will use the following recommended practices during drop-off and pick-up times to protect the health of children, families, and staff.**

* Only one adult per family should be present at drop-off/pick-up. Ideally, this would be the same parent or designated person every day, though we recognize this is not always possible.
* If possible, we will implement staggered drop-off and pick-up times to limit contact among parents. ADD YOUR INDIVIDUAL SITE/LOCATION PLAN
* We will provide hand sanitizer at the sign-in station. Hand sanitizer should remain out of the reach of children and be used under adult supervision.
* A staff member will sign children in/out using the I-Pad. Parents will need to check in with the staff person but will not need to touch the I-Pad. ADD STAFF NAME OR POSITION
* Parents and other visitors are required to wear masks while in the building.
* We ask that parents avoid congregating in a single space or a large group.

**Other policies related to drop-off and pick-up include:**

Parents unable to wear a mask will be met outside...ADD YOUR INDIVIDUAL SITE/LOCATION PLAN

**Hand Washing**

**We will reinforce regular health and safety practices with children and staff and continue to comply with licensing regulations and CDC hand washing guidelines as follows:**

* Staff and children will wash hands often with soap and water for at least 20 seconds.
* Soap and water is the best option, especially if hands are visibly dirty. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
* Staff and children should cover all surfaces of their hands with hand sanitizer, rubbing them together until they feel dry.
* Staff should assist children with hand washing and use of hand sanitizer to ensure proper use and prevent ingestion.
* Staff and children (with frequent reminders and support) will cover coughs and sneezes with a tissue or sleeve and wash hands immediately after.
* Wearing gloves does not replace appropriate hand hygiene.
* Hand hygiene is especially important after blowing one's nose or going to the bathroom. It is also important to wash hands before preparing food or eating as well as after eating (or helping children do any of these actions).

**Cleaning and Disinfecting**

**Cleaning and Disinfecting Surfaces**

**We will engage in the following cleaning and disinfecting practices in accordance with CDC recommendations:**

* Daily cleaning/disinfecting of **high-touch surfaces** (for example, sinks, toilets, light switches, door knobs, counter and tabletops, chairs).
* Normal routine cleaning of **outdoor spaces**, with special attention to high-touch plastic/metal surfaces (for example, grab bars, railings).
* Regular cleaning of **electronics** (for example, keyboards, parent/staff check-in kiosks) according to manufacturer's

instructions.

* Use of a **schedule** for regular cleaning and disinfecting tasks.
* Ensuring staff wear **disposable gloves** to perform cleaning, disinfecting, laundry, and trash pick-up, followed by hand washing.
* Cleaning **dirty surfaces** using detergent or soap and water prior to disinfection.
* Use of **CDC-recommended disinfectants** such as EPA-registered household disinfectants, diluted bleach solution, and/or alcohol solutions with at least 60% alcohol.
* Keeping cleaning products **secure and out of reach** of children, **avoiding use near children**, and ensuring **proper ventilation** during use to prevent inhalation of toxic fumes.
* Staff will refer to the Cleaning, Sanitizing, and Disinfecting Guidance in the NMCAA Procedure Manual.

**Cleaning and Disinfecting Toys**

**We will engage in the following best practices to clean and disinfect toys:**

* We will clean toys frequently, especially items that have been in a child’s mouth.
* We will set aside toys that need to be cleaned (for example, separate container marked for "soiled toys").
* We will clean toys with soapy water, rinse them, sanitize and/or disinfect with an EPA-registered solution, rinse again, and air-dry.

**Other policies related to cleaning and disinfecting include:**

* All classrooms will have access to sanitizing and disinfecting machines to assist in cleaning.
* Staff will refer to the Routine Center Cleaning chart in the NMCAA Procedure Manual.

**Safety Equipment**

**Face Mask/Coverings for Staff**

**As per Executive Order 2020-147/153/164, child care staff are not required to wear masks at this time.**

**Our plan for staff around face masks/coverings is as follows:**

Teaching staff are not required at this time to wear a mask, though encouraged if tolerated, when with their consistent group in the classroom. Staff should wear their face covering at all other times when in common areas at the facility. We will follow more stringent guidelines as directed by the MI Safe Schools: Michigan's 2020-21 Return to School Road Map according to the phase. NMCAA will also comply with other state and local orders related to COVID-19. ADD YOUR INDIVIDUAL SITE/LOCATION PLAN

**Face Masks/Coverings for Children**

**Our plan regarding children wearing cloth face coverings during care is:**

* Cloth face coverings should never be placed on young children under age 2, anyone who has trouble breathing, or anyone unable to remove the face covering without assistance. Children are not required to wear a mask or face covering in the classroom, though it is encouraged if tolerated.
* If we are housed in a school building, we will follow the School's Safety Policy. Children may be required to wear masks/face coverings outside of the classroom such as common areas (school bus, hallway, gym, etc).
* Some parents may prefer their child to wear a mask in the classroom. These situations will be discussed individually with the teacher.
* If children do wear masks, staff will ensure children can remove the face covering without assistance.
* Teaching staff will not force a child to wear a mask.
* ADD YOUR INDIVIDUAL SITE/LOCATION PLAN

**Use of Gloves**

Staff will wear gloves in a manner consistent with existing licensing rules (for example, gloves should be worn when handling contaminates, changing diapers, cleaning or when serving food). Staff members should wash hands before putting gloves on and immediately after gloves are removed. Gloves are not recommended for broader use and do not replace hand washing.

**Partnering and Communicating with Families & Staff**

**Communicating with Staff and Families**

We will actively communicate with staff and families to determine when they will return to work/care if they have been out, discuss concerns or questions, share new policies and expectations, and confidentially discuss any extenuating circumstances that have emerged and/or any health concerns/conditions that may elevate risk for complications if exposed to COVID-19.

The staff member responsible for handling questions and outreach for **families**:

* ADD TEACHER NAME AND CLASSROOM NUMBER

The staff responsible for handling questions and outreach for **staff**:

* Betsy Rees, Human Resources Director, 1-800-632-7334.

**Training Staff**

To support staff in effectively engaging in best practices and making personal decisions, we will provide learning

opportunities to help all of us understand 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, and our new policies and procedures as outlined in this plan.

**Supporting Children's Social-Emotional Needs**

Staff and families will partner together to support the needs and emotional reactions of children during this time. We anticipate that children will experience a wide range of feelings during this transition period. Some children will be relieved, some will have initial challenges with separation from their parent(s), some may demonstrate anger or worry at the absence of their child care provider, and some may act out toward other children. Children may require more verbal and non-verbal reassurance with eye contact to support their sense of safety. Whatever the reactions, we acknowledge that staff and families may need some new tools in their toolkit to assist the child with emotional regulation, and we will work together to support all caregivers.

**We commit to supporting our children in the following ways:**

* Conscious Discipline Strategies
* Conscious Discipline Portal
* Mindfulness, focusing on breath and yoga
* MindYeti
* e-DECA / Clinical e deca
* Mental Health Referrals, as needed

**We will make the following resources available on** [**www.nmcaa.net**](http://www.nmcaa.net) **for staff and families to support children:**

**Crisis Parent and Caregiver Guide**, from the Michigan Children’s Trust Fund

**Talking with Children about COVID-19**, from the CDC

**Helping Young Children Through COVID-19**, from Zero to Thrive (includes Arabic and Spanish translations)

**Georgie and the Giant Germ**, from Zero to Thrive and Tender Press Books

**Supporting Staff Members' Social-Emotional Needs**

To ensure the well-being of the children, it is also imperative to ensure the well-being of their teachers and caregivers,

and to provide them with the emotional and administrative supports necessary during this time of re-integration, and

in the months ahead. As essential workers in the COVID-19 pandemic, we understand our staff may have worries about their own physical or psychological health, and the potential risk to their family members at home.

**We commit to supporting our staff in the following ways:**

* Reflective Practice
* Self-Regulation Groups
* Employee Assistance Program (EAP)
* Mental Health Referrals for overall classroom support and/or individual child/family supports
* Mindfulness Resources and Training Opportunities
* Self-Care Resources and Training Opportunities
* COVID-19 Safety Training

**Closure Plan**

**Any classroom closure and subsequent reopening plan will be developed with guidance from the Michigan Department of Licensing and Regulatory Affairs (LARA) and Health and Human Services, in accordance with best practices from the Centers for Disease Control and Prevention through the local health department. Should a classroom closure need to take place, staff will connect with families to communicate the next steps. Alternate programming guidelines may include:**

* Virtual Group Connections
* Individualized Contacts
* Weekly Parent/Child Activity Instruction
* Family Engagement Opportunities
* Parent/Child Support Resources

**COVID-19 CDC Links-Overview**

**Employees receive** [**up-to-date information about COVID-19**](https://www.cdc.gov/coronavirus/2019-ncov/index.html) **and facility policies on a regular basis, including: (through email and the payroll system)**

* [**Symptoms of COVID-19**](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) and its health risks
* Employers’ sick leave policy
* **If employees develop a fever, cough, or shortness of breath while at work**: immediately put on a face mask (or cover the face with material), inform supervisor, leave the facility, and **follow** [**CDC-recommended steps for persons who are ill with COVID-19 symptoms**](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html).
* **If an employee tests positive for COVID-19:** inform workplace and personal contacts immediately, and do not return to work until a decision to discontinue home medical isolation precautions is made. Monitor [**CDC guidance on discontinuing home isolation**](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html) regularly as circumstances evolve rapidly.
* **If an employee is identified as a close contact of a COVID-19 case (either within the facility or in the community):** self-quarantine at home for 14 days and return to work if symptoms do not develop. If symptoms do develop, follow [**CDC-recommended steps for persons who are ill with COVID-19 symptoms**](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html).
* Employees who are [**close contacts**](https://www.cdc.gov/coronavirus/2019-ncov/community/correction-detention/guidance-correctional-detention.html#QuarantiningCloseContacts) of the case should then self-monitor for [**symptoms**](https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html) **(i.e., fever, cough, or shortness of breath)**

**Other Resources**

**Governor Whitmer’s Executive Orders:**

* [**https://www.michigan.gov/whitmer/0,9309,7-387-90499\_90705---,00.html**](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705---,00.html)

**Michigan Department of Health and Human Services:**

* [**https://www.michigan.gov/coronavirus**](https://www.michigan.gov/coronavirus)

**Grand Traverse County Health Department, COVID-19 webpage:**

* [**http://www.gtchd.org/2248/COVID-19**](http://www.gtchd.org/2248/COVID-19)

**Helpful CDC Guidance:**

* [**https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html**](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

**CDC Handwashing Fact Sheet:**

* [**https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf**](https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf)

**CDC Fact Sheet and Poster on Preventing the Spread of Germs:**

* [**https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf**](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf)
* [**https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf**](https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf)

**CDC Fact Sheet on What to Do if You Are Sick:**

* [**https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf**](https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf)

**CDC Poster for Entrance Reminding Employees Not to Enter When Sick:**

* [**https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf**](https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf)

**Guidelines for Safe Child Care Operations During COVID-19-LARA:**

* [**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)

**COVID-19 Testing Site Locator:**

* [**https://www.michigan.gov/coronavirus/0,9753,7-406-99891\_99912-531745--,00.html**](https://www.michigan.gov/coronavirus/0,9753,7-406-99891_99912-531745--,00.html)

I have participated in creating this Child Care COVID-19 Preparedness and Response Plan. I understand the content and will ask questions as they arise.

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Distribution: Copy provided to the parent at orientation, post in the classroom next to the parent handbook, copy provided to the Education Coach and Site Supervisor

8/8/2020 P:\HS Files\Admin\Child Care COVID-19 Response Preparedness Plan