



ABC Academy, Inc.'s COVID-19 Preparedness and Response Plan

ABC Academy

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Introduction

ABC Academy, Inc.'s #1 goal is to remain open and prevent the COVID-19 virus from entering our centers. We need EVERYONE to do their part in maintaining a Safe and Healthy Environment for all. Everyone plays a part in getting us through this pandemic!

In accordance with Executive Order 2020-91, ABC Academy, Inc. institutes this COVID-19 Preparedness and Response Plan. This plan has been developed using the Guidelines for Safe Child Care Operations During COVID-19 from the Child Care Licensing and Regulatory Affairs (LARA) and CDC guidelines.

ABC Academy aims to protect its staff members and families by enacting all appropriate prevention efforts. We will continually be monitoring guidance from local, state, and federal health officials and implementing workplace and plan modifications where appropriate.

Designated Contact Person – Staff members with questions are encouraged to contact **Andrea** email andrea@abcacademyjackson.com and/or via phone at 517-784-9161. If Andrea is not available and an immediate response is needed please speak to your immediate supervisor. All communication will be documented in ProCare and sent to Andrea via email.

Symptoms of COVID-19

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness.

Symptoms that may appear 2-14 days after exposure to the virus:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of the following:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

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

If you develop any of these emergency warning signs for COVID-19, get emergency medical attention immediately:

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- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

The following guidelines have been set in place by ABC Academy, Inc. following the CDC guidelines. ALL of these guidelines MUST be followed at ALL times by ALL staff members while in the center until further notice. Those not following these guidelines will be subject to disciplinary action.

- **COVID-19 Caregivers Training** – Prior to working in a classroom with children caregiver's must complete COVID-19 training. This training includes the review of this document, ABC Academy, Inc's COVID-19 Preparedness and Response Plan, the Guidelines for Safe Child Care Operations During COVID-19 from Child Care Licensing and Regulatory Affairs (LARA), and a video training. A certificate along with the date and time the training was completed must be documented in ProCare by the center director. The video must include:
 1. Workplace infection-control practices.
 2. The proper use of personal protective equipment.
 3. Steps the caregivers must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.

Below is a link to a video that can be used to meet the training criteria –
<https://michiganvirtual.org/course/coronavirus-prevention-course/>

- **Daily Entry Self-Screening Protocol** - Upon arrival, ALL caregivers (and children) are required to complete the ABC Academy Student Arrival Health Questionnaire. Caregivers will need to take their temperature and record it on the form. If an caregivers or child's family answers "Yes" to any of the questions, and has a "true" fever, new loss of smell or taste, runny nose, cough, shortness of breath, vomiting or diarrhea, or has been in close contact with a diagnosed person, they will not be permitted to enter the building until these symptoms have resolved. If this is the case the caregivers will still be responsible for maintaining their hours of work at home. Please be truthful about these symptoms as ABC Academy is required to report them to the Health Department.
 - Once the caregiver has completed the health form, they will use hand sanitizer to limit the germs on their hands as they clock in and enter the next part of the building.
 - Caregivers and children are required to wash their hands immediately upon entering the building following the CDC Handwashing Guidelines listed below.
 1. **Wet** hands with clean, running water (warm or cold), and apply soap.
 2. **Lather** hands by rubbing them together with the soap. Lather the backs of hands, between fingers, and under nails.
 3. **Scrub** hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
 4. **Rinse** hands well under clean, running water.
 5. **Dry** your using a clean towel or air dry them.

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- Caregivers are responsible for keeping themselves and the children in their care healthy by washing their hands often, especially during these key times when they are likely to get and spread germs:
 - **Immediately** upon arrival
 - **Immediately** upon coming in from outside
 - **Every time** they enter a classroom
 - **Before, during, and after** preparing food
 - **Before** eating food
 - **Before** and **after** giving medication
 - **Before** and **after** caring for someone who is sick with vomiting or diarrhea
 - **Before** and **after** treating a cut or wound
 - **After** using the toilet
 - **After** changing diapers or cleaning up a child who has used the toilet
 - **After** blowing your nose, coughing, or sneezing
 - **After** touching an animal, animal feed, or animal waste
 - **After** touching garbage
 - When soiled
 - During the COVID-19 pandemic, caregivers should also clean hands:
 - After they have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
 - Before touching their eyes, nose, or mouth because that's how germs enter our bodies.
- **Suspension of Non-Essential Visitors** – Visitors, including the families dropping off and picking up children, will not be permitted past the front office area until further notice. When entering the building ALL visitors MUST wear a mask and remain six feet from all caregivers and other individuals.
- **Social Distancing & Face Covering** –
 - Office caregivers will work at designated work stations that are at least 6 feet apart. They are required to wear a face mask anytime they leave their work station to limit the exposure to the caregivers and children in the center. Parents are also required to wear a cloth face mask when dropping off/picking up their children.
 - Each caregiver will be provided with a non-medical face covering. The classroom caregivers will be required to wear a face mask when interacting with children and other caregivers in a manner that they cannot maintain the 6 feet social distancing guidelines, this will include but not be limited to, diapering, bathroom breaks, meal prep, feeding infants, rubbing backs, etc. Caregivers in the classroom will also be required to wear a face mask when moving throughout the center.
 - Children over the age of 2 year are able to wear a face mask while in the classroom if they choose. The face mask must be able to be removed from the child's face without assistance.
 - Classroom caregivers will use strategies to prepare children for seeing caregivers in masks and attend to children's emotional response to this new normal.
 - Caregivers will remain in their assigned classroom and will not congregate in common areas throughout the center. Those who are not assigned to a classroom are not permitted to enter

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- the classroom at any time. They may not go visit the children or interrupt the teachers who are working. This is of utmost importance so that we are limiting the amount of exposure.
- Lunch breaks (as they are needed) will be staggered to limit the number of caregivers in the breakroom and maintain social distancing at all times. Caregivers must refrain from congregating in the breakroom.
 - All lunches will need to be brought in a **brown paper bag**. The virus lives up to 72 hours on plastic, vinyl, and metal surfaces. Exposure to the live virus is reduced by at least 48 hours by the use of paper products. Brown paper lunch sacks will be available in the office area for use in the event they are needed.
 - Video to be viewed regarding the correct way to wear and clean your cloth face mask <https://www.uab.edu/news/youcanuse/item/11276-the-right-way-to-wear-and-clean-your-cloth-face-mask>
- **Social Distancing in the Classroom** – “Less is best” At ABC Academy we will limit group sizes, the number of caregivers caring for a child, and the number of spaces a child is in during the day.
 - Maintain Consistent Groups – Child Care Licensing **strongly recommends** that group sizes be kept **below 10** and reduce the number of children in groups and/or spread out classes/groups across multiple rooms. This is especially important in classrooms with more children (for example preschool and school-age classrooms). As much as possible, classrooms should include the same groups of children.
 - Limit, or Eliminate, Use of Common Spaces –
 - Stagger times for outdoor play.
 - Clean common spaces in between groups, including the playground.
 - **Facility Cleaning and Disinfection** will be as follows:
 - All materials in the classroom will be cleaned and sanitized daily using the 3-step process;
 - The ZONO will be utilized per the posted classroom schedule;
 - Classrooms will be disinfected at the end of each day using the cordless mister allowing time for the materials in the classroom to air dry prior to children being in the classroom;
 - Where possible, increasing ventilation rates and circulation throughout work sites;
 - Perform routine environmental cleaning and disinfection, especially of common areas;
 - Disinfect high-touch surfaces (e.g., door handles, light switches, touch screen monitor, restrooms, etc.) throughout the building multiple times a day; and
 - Where available, providing hand sanitizer in high-traffic areas.
 - Caregivers are expected to **Minimize COVID-19 Exposure** by:
 - Cleaning work stations at the beginning and end of each shift;
 - Avoiding, when possible, the use of other caregivers’ phones, desks, offices, or other work tools and equipment;
 - Frequently washing hands with soap and water for at least 20 seconds;
 - Utilizing hand sanitizer when soap and water are unavailable;
 - Avoiding touching their faces with unwashed hands;
 - Avoiding handshakes or other physical contact;
 - Avoiding close contact with sick people;
 - Practicing respiratory etiquette, including covering coughs and sneezes;

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- Immediately reporting unsafe or unsanitary conditions on ABC Academy, Inc.'s premises;
 - Complying with ABC Academy, Inc.'s daily screening processes;
 - Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
 - Complying with self-isolation or quarantine orders.
- **COVID-19 Symptoms and Isolation Procedures –**
 - An caregivers or child who displays symptoms consistent with COVID-19 while at the center MUST be immediately removed from the classroom and facility.
 - The caregivers will leave the center and will not be allowed to return until they have quarantined for at least 14 days or received a negative COVID-19 test result from a rapid test.
 - A child's family will be notified immediately of the child's symptoms and required to pick the child up from the center. While waiting to be picked up the child will be isolated in a classroom with a teacher wearing a mask and maintaining six feet of social distance. The child will be required to quarantine for at least 14 days or receive a negative COVID-19 test result.
 - An caregivers or child who displays symptoms consistent with COVID-19 while at home MUST contact the center director immediately by phone.
 - Caregivers will follow the procedures as outlined in the Caregivers Handbook for Time Off & Absences reporting to their director immediately. The caregivers will not be allowed to return until they have quarantined for 14 days or received a negative COVID-19 test result from a rapid test.
 - For a child the parent will contact the center director immediately, no later than 9:00 am the day following the onset of symptoms. The child will not be allowed to return until they have quarantined for 14 days or received a negative COVID-19 test result.
 - In the event a caregiver becomes ill and must leave the center ratios will be maintained with the use of an extra caregivers who is onsite completing tasks or by an administrator, if needed.
 - **Confirmed COVID-19 Diagnosis –**
 - An caregivers or child with a confirmed COVID-19 diagnosis MUST call the center director immediately.
 - Caregivers will follow the procedures as outlined in the Caregivers Handbook for Time Off & Absences reporting to their director immediately.
 - For a child the parent will contact the center director immediately, no later than 9:00 am the day following the positive diagnosis.
 - In the event a caregiver becomes ill and must leave the center ratios will be maintained with the use of an extra caregivers who is onsite completing tasks or by an administrator, if needed.
 - In response to a confirmed diagnosis of a COVID-19 diagnosis, ABC Academy, Inc.:
 - Informs the Jackson County Health Department and follows their specific guidance;
 - Informs the child care licensing consultant for next steps;
 - Informs all families and caregivers with and near whom the diagnosed/symptomatic caregivers worked or child attended of a potential exposure;
 - Determines the date of symptom onset for the caregivers or child;
 - Determines if the caregivers worked or child attended the program while symptomatic or during the 2 days before symptoms began;

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- Determines who had close contact with the caregivers or child at the program during those days;
- Closes off areas of the facility used by the individual with COVID-19;
- Excludes the caregivers and children who are determined to have had close contact with the affected caregivers or child for 14 days after the last day they had contact with the affected caregivers or child;
- Keeps confidential the identity of the diagnosed/symptomatic caregivers or child; and
- Conducts deep cleaning of the diagnosed/symptomatic individuals' classroom, as well as those common areas potentially infected by the caregivers or child. Wait as long as practical before beginning cleaning and disinfection of contaminated areas to minimize potential for exposure to respiratory droplets.
 - Open outside doors and windows to increase air circulation in the area.
 - If possible, wait up to 24 hours before beginning cleaning and disinfection. If 24 hours is not feasible, wait as long as possible.
 - Clean and disinfect all areas used by the infected caregivers or child, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
 - If more than 7 days since the infected individual visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.
 - When cleaning:
 - Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (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.
 - Wash hands often with soap and water for 20 seconds. Always wash immediately after removing gloves and after contact with an infected individual.
- ABC Academy follows the State of Michigan Fair Labor Standards Act (FLSA) and the Family Medical Leave Act (FMLA).
- ABC Academy, Inc. completes an OSHA Form 300, as well as a Form 301, "if it is more likely than not that a factor or exposure in the workplace caused or contributed to the illness." If a caregiver infects a coworker, the coworker has suffered a work-related illness if one of the recording criteria (e.g., medical treatment or days away from work) is met.
- Per the local Health Departments recommendation ABC Academy may need to dismiss children and most caregivers for 2-5 days.
 - This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
 - Local health officials' recommendations for the scope (e.g., a single school, multiple schools, the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

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- During school dismissals, also cancel extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events).
- **Return-to-Work Requirements** – Caregivers and children who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness.
 - If a caregiver or a 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:
 - 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.
 - Caregivers or children who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to the center after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.
 - Caregivers and children are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, ABC Academy may accept written statements from caregivers confirming all the factors supporting their release.
- **Stay Home, Stay Safe Guidelines** – All caregivers must follow the CDC guidelines and current State of Michigan Executive Orders in place.