

St. Matthew
Lutheran School
Growing Together in Christ



**St. Matthew Lutheran Preschool
COVID-19 Preparedness and
Response Plan 2020 - 2021**

St. Matthew Lutheran Preschool opens August 31, 2020. The opening will follow current Executive Orders and will be in compliance with all current or updated [regulatory requirements](#) and [current CDC guidelines](#). Below is an overview of some of the new procedures that will be implemented to help keep our staff and families safe and healthy. *Please note, these may change as new health and safety requirements are put in place or updated by the CDC or licensing.*

Monitoring Symptoms of COVID-19

Child care providers are required to check for COVID-19 symptoms when children and staff arrive. This will include a daily health check and temperature screening per [Michigan.gov](#) screening protocols. Screenings will include a touchless temperature check, visual physical assessment, and a few questions regarding exposure and symptoms within the last 24 hours (fever, respiratory distress, or any other symptoms of COVID-19). Rechecks are required if an individual appears sick or displays symptoms for COVID-19.

Children: Fever is the key indicator for young children. Anyone whose temperature reads higher than 100.4 or has symptoms of illness (cough, shortness of breath, sore throat, headache, extreme fatigue, and/or diarrhea with a fever is suggestive of coronavirus) will not be allowed into care and will need to follow the [CDC what to do if you are sick](#).

When children arrive, staff will perform temperature checks, a visual physical assessment, and ask a few questions.

Staff: When staff members arrive, we will perform temperature checks. We will screen for cough, shortness of breath, difficulty breathing, change in smell or taste, and diarrhea. Staff arriving with a fever above 100.4 or other symptoms will be sent home. Staff will self-quarantine if they have been exposed to COVID-19. Because child care staff members are part of Michigan's essential workforce, they are eligible to be tested for COVID-19.

Families: Parents will be asked to complete a health questionnaire on a daily basis regarding their child's health. Families should report possible illnesses if anyone in their household shows symptoms or has tested positive for COVID-19, including the child or family members. If your child is sick, please do NOT bring your child to school, call and notify the campus director of your child's absence and reason for the absence. If your child is immunocompromised or has a chronic respiratory condition, they should only

return to care under the direction of their primary care physician. See the section below. If you have any questions, please reach out to our school office or Mrs. Rohman.

Response to Possible or Confirmed Cases of COVID-19

If a child becomes ill during the day, the child will be isolated and monitored. Families will be contacted and children with symptoms of illness must be picked up promptly. If a staff member becomes ill, they will go home immediately or isolate until able to do so. Families who find out they have been exposed should inform their campus director and self-isolate.

Parents are encouraged to have a back-up child care plan. Back-up care may be necessary if their child or a family member becomes ill, is required to self-quarantine, or if a classroom needs to temporarily close on short notice.

If a child, staff member, family member, or visitor becomes ill with COVID-19 symptoms, Oakland County Health Department will be notified as well as our licensing consultant. Staff and families will be notified if there is a positive case of COVID-19. If an individual in a classroom is identified with a positive test of COVID-19, the classroom will be closed, cleaned, and everyone in that classroom should be quarantined for 14 days initially unless otherwise directed by our licensing consultant or the local health department. If we do have to be quarantined, preschool will be held online for those 14 days.

Guidelines for Returning to Care and Work

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

- They have 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 symptoms first appeared

If anyone shows symptoms or tests positive for COVID-19, they should report the illness and call the school office directly. The local health department may recommend that some individuals are tested. The CDC recommends using the following [guidelines](#) to determine when to return to child care or work after showing symptoms of COVID-19.

Operating Hours

To accommodate new health and safety procedures and cleaning requirements, we will temporarily adjust our operating hours. Staff will arrive early in order to perform health and temperature checks before children arrive and also complete classroom prep for the day.

We will stagger morning drop off:

Last names A - I: 8:08 - 8:08 am
Last names J - Q: 8:08 - 8:16 am
Last names R - Z: 8:16 - 8:24 am
Final Bell Rings at 8:30 am

One parent is allowed to come in to drop their child.

In the evening, staff will thoroughly clean all used materials, toys, tables, and other frequently touched surfaces. Thank you for your understanding of our modified hours of operation.

Lunches

Microwaving lunches will not be available at this time. Please send lunches that are ready to be served (using ice packs and thermos containers). We will practice social distancing when eating. Staff will also practice social distancing and clean and sanitize areas where food is consumed.

Drinking fountains

Drinking fountains will not be available. All children and staff will need to bring their own water bottles. Water bottles must be taken home each night to be washed. Please label your child's water bottle with the first and last name.

Naptime

We will continue our current naptime policies (i.e. frequent washing of bedding and stored individual bins, bags, or cubbies). Cots will be placed in a head-to-toe positioning and placed six feet apart when possible.

Outside Drop off and Pick up

Please allow extra time in your schedule to allow for the extra protocols that will need to take place before you can leave your child in our care. Parents and children will wear a face covering and practice social distancing when inside the building. (Preschoolers do not need to wear a mask inside the classroom, only outside of the classroom.) Please avoid congregating in groups.

Pick-up Protocols

1:20 Pick up: Please stay under the blue awning. A staff member will bring your child out to you.

3:25 Pick up: Parents stay in your cars in the designated parking area. This area is located in the center lot by the gym doors and noted with signs. Mrs. Palka will be outside to guide you to the preschool parking lot. Each day when the bell rings at 3:30 pm, Mrs. Rohman will walk the class outside.

Signing in and out

Parents will sign in or out on the sheet in the classroom. Please bring your own pen.

Limit Visitors

Please limit the number of people dropping off or picking up your child to one adult. At this point, we will not allow any non-essential visitors, volunteers, and other individuals into the school. Any parent entering the building during drop-off must have a temperature check and wash/sanitize hands. Children should not use any hand sanitizer without adult supervision. Adults must have a mask on at all times when in the building. Children will only need a mask when entering the building but not in the classroom.

Hand Washing

We will continue to follow and reinforce licensing standards for health and safety hand washing and glove use. We will hand wash often according to CDC guidelines, which will be posted in the classrooms and on class bulletin boards. Staff will also help children with [proper handwashing](#), which is also posted at all handwashing sinks.

Cleaning & Disinfecting

In addition to licensing standards, we will increase the frequency of cleaning and sanitizing of frequently touched surfaces according to CDC [cleaning and disinfecting guidelines](#). Additional staff will be available to help disinfect frequently touched surfaces. Items that are not easily cleaned or machine washable only items will be stored away or washed between single uses. Toys and items will not be shared between groups of students without being washed and sanitized first. Enough toys and learning materials will be provided to rotate items for cleaning.

Masks or Cloth Face Coverings

All staff will be required to wear non-medical grade [face masks appropriately](#) while moving around the building, when in close contact with other adults, during drop off and pick up, and any time they are unable to maintain proper social distancing. The CDC provides guidelines on how to wear cloth face coverings.

A disposable face covering will be available for anyone entering the building who does not have a face covering.

Children may be uncertain wearing or seeing others wear masks. At this time, we are following the guidance of LARA and the [American Academy of Pediatrics](#) regarding best practices for children and face covering use.

- Cloth face coverings will 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 over the age of two should wear a mask when in public. We suggest that preschoolers and older children should become comfortable with wearing coverings when moving to and from their consistent child care group per these guidelines.
- Children who are socially distanced and are in a consistent group are not required to wear a mask while in the consistent group.

Gloves

Staff will use gloves consistent with standards already set forth by State of Michigan Licensing. Staff will also wash hands before and after glove use using the Healthy Hand Hygiene Behavior through the CDC guidelines. Gloves are not recommended for broader use.

Family Health and Safety Agreement
August 2020

I, (family member name)

_____, parent/guardian of,

_____, have read and agree to the above health and safety policies regarding COVID-19. I agree to let the staff of St. Matthew Lutheran Preschool take my child's temperature every morning before they are allowed to enter the building. I agree to complete the health questionnaire on a daily basis to the best of my ability in regards to my child's overall health. I also understand that this document may change in order to stay in line with the best and most current practices available and that St. Matthew staff may email updates as needed.

Family member signature: _____ Date: _____