

VCC Reopening Procedures Parents

Parent Drop Off

Parents will use the Child Care Entrance to drop off. Car seats will be left in the hallway by the strollers. Parents will check their child in with a VCC staff person in the foyer. The staff will check the child's temperature and go through the Washtenaw County Health Department (WCHD) Childcare Health Screening sheet. Parents can speed this process up by completing the Screening form daily online. If yes to any of the questions or a fever of 100.4, the child will not be accepted for care and the parent will be directed to contact their physician for further direction.

If fever free and the parent has answered no to the questions on the WCHD sheet, the staff will check the child in, gather all belongings and take him/her to the classroom. The staff person will ask for a parent report on anything staff should know about the child's morning. Parents will not sign the child in. The staff person will check the child in on a designated sheet, noting time and who dropped off. Parents will confirm drop off time through an electronic sign in/sign out form. This needs to be completed daily.

Parents dropping infants off will go through the check in process. After completing the check in, they may take the infant directly to the Infant room to drop off the child, food, formula/breast milk and other belongings. This will limit the number of adults who come in contact with the infant and provide the opportunity for parents to give the caregiver a morning update.

A hand sanitizer station will be at the entrance. Parents & children are to use hand sanitizer when they enter the building. Parents are required to wear a mask when they are in the building. Staff will use hand sanitizer between families.

Parents may not enter the building until a staff person opens the door. Parent door codes have been temporarily disabled. If multiple families are dropping off, they will stay in their car, or stand outside, keeping 6 feet between families until admitted into the building.

Parent Pick Up

Parents will use the Child Care entrance for pick up and use hand sanitizer when they enter the building. The staff will bring the child and belongings to the entrance, including a report for the day. Staff will sign the child out, noting time and who picked up. Parents will confirm pick up time through an electronic sign in/sign out form. This needs to be completed daily.

Parents of Infants may go directly to the Infant room after the check out process. They must use hand sanitizer prior to entering the room. Staff will give a daily report, return empty bottles, food, and belongings to the parents.

Parents may not enter the building until the staff opens the door. If multiple parents are picking up, they will stay in their car, or stand outside, keeping 6 feet between parents until admitted into the building. Parents must wear masks while in the building.

To limit exposure, it is requested the pick up/drop off person is limited to 1 adult.

Monitoring of Children and Staff

Staff will be screened daily at the beginning of their shift. Screening will include the WCHD Childcare Health Screening Sheet and daily temperature scan. If yes to any of the screening questions or a temperature of 100.4, the staff person will be sent home and directed to contact their physician for further directions. Staff who exhibit symptoms during the day will be sent home and advised to contact their physician for further directions.

During the day, children will be monitored for any symptoms, including fever alone or fever with cough and/or diarrhea. Children displaying these symptoms will be isolated in D7. Parents will be called and must pick up within 30 minutes. A staff person will stay with the child until parents arrive. At no time will a child be left unsupervised. Parents will be advised to contact their physician for further direction.

Positive COVID-19 Diagnosis or Exposure

Staff must report contact with anyone outside of work who has had a documented case of COVID-19. The staff person will not be able to work for 14 days and will be directed to self-quarantine during that period. The staff person should contact their physician for further direction.

Parents must report if anyone in their family has had contact or exposure to someone with a documented case of COVID-19. The child will not be able to attend and will be directed to self-quarantine for 14 days. For parents who are first responders, i.e. medical field, law enforcement, fire and EMS, exception to the exposure protocols may be made on an individual basis. These include risk factors when exposed, amount of PPE the person was wearing, and the protocols within the parent's work facility.

If a child has COVID-19 symptoms or has tested positive, he/she must stay home until:

- Has been fever free for 72 hours without the use of medicine that reduces fever AND
- Other symptoms have improved AND
- At least 10 days have passed since the symptoms first appeared.

If a child has a non COVID-19 illness, he/she may return to care when fever free for 72 hours.

If a child, staff member or family member becomes ill with COVID-19 symptoms or receive a positive COVID-19 test result, the Washtenaw Co. Health Dept. and Licensing Consultant will be notified for further guidance. The director will work with the WCHD and the LARA Licensing Consultant to determine whether to close the classroom or the facility. If a staff member or child is identified with a positive test for COVID-19, the classroom will be closed, cleaned and everyone in that classroom will be advised to self-quarantine for 14 days. Parents and staff will be notified of a positive COVID-19 case while maintaining confidentiality and privacy for that person. If a classroom or center closes due to a positive COVID-19 case, tuition contracts for affected families will be placed on hold.

Social Distancing Protocols

Staff will follow social distancing processes with the children when it is developmentally appropriate. When possible, group sizes will be limited. VCC will continually monitor and review group size for classrooms, particularly the Preschool and Pre K classes. Staff will maintain licensing ratios at all times.

Every effort will be made to schedule the same staff to each classroom. There will be floaters to assist with classroom support, cleaning, and fill in during staff absences.

Contact between classroom groups and other staff will be limited. Mixing of students will be avoided when possible. Use of the Gross Motor room and playground will be limited to one group. Classrooms will have scheduled time in these areas.

When possible, staff will space children out during snack time and meals. This includes using every other chair and multiple tables in the classroom.

The Infant room will be limited to assigned staff and parents of the infants. This is to provide additional protection of this age group by further limiting exposure.

During rest time, cots and cribs will be configured head to feet. Every effort will be made to provide as much space as possible between cots.

Use of Safety Equipment

When staff are working with children, they must wear a mask or face shield. Staff will wear gloves as directed by LARA Child Care Licensing. This includes during diaper changes, handling contaminants, cleaning or when handling/serving food. Staff conducting the screening of children will hand sanitize between children.

Staff will wash hands as directed by LARA Child Care Licensing. This includes after diaper changes, assisting in the bathroom, cleaning, or when handling contaminants. Staff will wash hands or use hand sanitizer when entering the room, before and after use of the Gross Motor Room, before and after play on the playground. Adequate handwashing is defined as washing hands with soap for 20 seconds.

Children will not wear masks while in care. Staff will offer and encourage frequent handwashing during the day. This includes after using the bathroom, blowing nose, before snack and meals, before and after use of the Gross Motor Room, before and after play on the playground, before and after use of sensory table or sandbox. Non toxic wipes may be used on infants who are unable to wash their hands.

Cleaning and disinfecting of rooms, materials and equipment

When possible, staff will clean and sanitize toys between use or regular times during the day. This may include during rest time and at the end of the day. Toys may be cleaned using a bleach solution as outlined in LARA Child Care Licensing Rules. Soft toys that are unable to be cleaned daily will be temporarily removed from the classroom. Shared art items such as crayons, pencils, scissors, glue sticks, should be in individual bags or containers labeled with the child's name. Markers and paint brushes can be wiped down.

Tables will be washed before and after snack and meals using the 3 step method. During rest time or at the end of the day, chairs will be wiped down. Touch points, i.e. doors, faucets, toilet bowl handles, urinal handles, drinking fountains will be cleaned and disinfected by the contracted cleaning company.

Parents will supply a cot sheet and blanket daily for their child. During this time, parents will transport these each day, with daily cleaning between uses. It is recommended parents reduce items sent from home to the minimum necessary. Cots will be sprayed with bleach solution after each use. When possible, cots will be labeled with the child's name and not rotated between children. Crib sheets will be provided by the center for infants. Infants will use an assigned crib and crib use will not be rotated between children. Crib sheets will be changed and laundered weekly. Per LARA Child Care Licensing Rules, blankets will not be used in cribs. Items brought from home will be sent home daily for cleaning.

When using the materials and equipment in the Gross Motor room, riding toys and mats will be wiped down between classes. Small materials, i.e. balls will be placed in the sink for bleach water cleaning. Riding equipment on the playground will be wiped down between classes. Playground equipment and climbing equipment will be sprayed with cleaning disinfectant at the end of the day. Each class will have a set of their own sand toys. Toys will be cleaned at the end of each day.

When possible, toys will be run through the commercial sanitizer at the end of the day. Closing staff will place the toys in a sanitizer tray, sanitize and leave to air dry. Opening staff will return toys to the classroom.