



COVID-19 Preparedness and Response Plan



Little Hawks Discovery Preschool's COVID-19 Preparedness and Response Plan was developed by the LHDP Leadership Team, according to the current guidelines and recommendations provided by the State of Michigan. This is considered a "living" document, and therefore will be updated with new or changing guidelines imposed by local health officials, state of Michigan guidance, and the Michigan Department of Licensing and Regulatory Affairs.

Updated 7.21.2020

School Closure Explanation

If the Governor's Office (State of MI) closes schools, this could occur in a variety of formats. Those might include, but are not limited to:

1. Virtual start to the school year
2. Closure for a limited time (for example 2 weeks) due to increased cases.
3. Closure for a month +/-
4. Closure for a semester (fall or spring)
5. Closure for the year

This past spring several Child Care Facilities (including preschools) remained open to serve essential workers in an effort to support working parents with childcare services. It is possible that Little Hawks Discovery Preschool could be open, even if K-12 schools are closed. The fact that our program functions mostly in an outdoor setting is viewed to be the best method for education during the pandemic. Medical professionals have highlighted our method of teaching as the safest and best way to engage with students. Given this, we would like to remain open if at all possible, but will consult medical experts for guidance when making any decision.

The options listed below will highlight, to the best of our ability, what things would look like during this school year under a variety of scenarios.

If the school year cannot start as normally planned resulting in it being pushed back 1-4 weeks we may choose to expand the school year into the late spring and early summer. We will work with families to make arrangements for payments and other details. We will work with you on this to make sure your Little Hawks experience matches your enrollment expectations.

If the school year starts virtually:

- ❑ **Option 1:** Full Virtual Learning with Nature-based Components
Tuition: Full Tuition
Program Services Offered: Families will have access to virtual supports including but not limited to:
 - ❑ Little Hawks Web Portal with Academic and Social Emotional activities, guides, and at home learning resources
 - ❑ Weekly Parenting Sessions via zoom with LHDP Social Worker
 - ❑ Little Hawks 2020-2021 Family Private Facebook Group
 - ❑ T/TH virtual story time with Little Hawk Teachers
 - ❑ Opportunities for families to connect and share virtually
 - ❑ Access to LHDP nature-playscapes and staff
 - ❑ Weekly communication with teachers
- ❑ **Option 2:** Basic Virtual Learning Supports
Reduced Tuition (\$100/mo)
Program Services Offered: Basic resources to stay connected with teachers and help support your child and family.
 - ❑ Little Hawks Web Portal with Academic and Social Emotional activities, guides, and at home learning resources
 - ❑ Little Hawks 2020-2021 Family Private Facebook Group
 - ❑ T/TH virtual story time with Little Hawk Teachers
 - ❑ Opportunities for families to connect and share virtually
 - ❑ Weekly communication with teachers
- ❑ **Option 3:** Reservation Status - hold my spot
Tuition: Pay a one-time fee of \$100 to maintain a child's enrollment during the school closure.
Program Services Offered: Families who choose this option will not have access to the virtual supports. The holding fee will be applied to the prorated tuition fee once school resumes in person instruction.
- ❑ **Option 4:** Withdraw Enrollment
Tuition: If you have made a tuition payment, it will be refunded.
Program Services Offered: Your child will no longer be enrolled in Little Hawks Discovery Preschool. Their spot may be transferred to a family on the waiting list.

If we have to close for reasons beyond our control during the school year:

- ❑ **Option 1:** Full Virtual Learning with Nature-based Components

Tuition: Full Tuition

Program Services Offered: Families will have access to virtual supports including but not limited to:

- Little Hawks Web Portal with Academic and Social Emotional activities, guides, and at home learning resources
- Weekly Parenting Sessions via zoom with LHDP Social Worker
- Little Hawks 2020-2021 Family Private Facebook Group
 - T/TH virtual story time with Little Hawk Teachers
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 - T/TH virtual story time with Little Hawk Teachers
 - Opportunities for families to connect and share virtually
 - Weekly communication with teachers
- Option 3:** Withdraw Enrollment, Prorated Tuition Reimbursement
Tuition: If tuition has been paid in advance, a prorated reimbursement will be available.
Program Services Offered: Your child will no longer be enrolled in Little Hawks Discovery Preschool. Their spot may be transferred to a family on the waiting list.

If you choose to withdraw your child when preschool is open:

If a child is withdrawn from the preschool during the program year, tuition for the current semester is due.

***GSRP Families will receive full virtual learning at no cost**

****Families receiving tuition assistance can contact LHDP to discuss individual circumstances**



If we are allowed to be open:

The following protocols will be used for maintaining the health and safety of your child(ren) and our staff.

Health and Safety Protocols for In-Person Instruction

1. Personal Protective Equipment
2. Hygiene
3. Spacing, Movement and Access
4. Screening Students and Staff
5. Testing Protocols for Students and Staff and Responding to positive cases
6. Food Service, Gatherings, and Extracurricular Activities
7. Cleaning
8. Medically Vulnerable Students and Staff
9. Resources
10. Parenting Class Protocol
11. Subbing Protocol
12. Staff Training Agreement

This Preparedness and Response Plan was developed by Little Hawks Discovery Preschool's Leadership Team, according to current guidelines and recommendations, is considered a "living document," and therefore will be updated with new or changing guidelines imposed by regulatory agencies as needed. It is intended to be used and implemented by Little Hawks Discovery Preschool staff and families, as it is specific to LHDP policies, procedures, buildings, and environments. Revised 7.13.2020

Personal Protective Equipment

Facial coverings must always be worn by staff inside classrooms, except while they are eating meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.

- Staff are provided with a face covering by the ODC Network.
- Cloth facial coverings will be washed daily.
- Disposable facial coverings will be disposed of at the end of each day.
- Face coverings may include clear shields.

Facial coverings are not recommended for use in classrooms by children ages 3 and 4. Families may choose to send their child to preschool with a face covering if they can remove and reapply the facial covering without assistance.

Parents, caregivers and visitors will wear face coverings when on the LHDP campus and unable to physically distance themselves from others.

Little Hawks Discovery Preschool classes will not use common areas or hallways, therefore it is not required that children have a facial covering.

Hygiene

Little Hawks Discovery Preschool will provide adequate supplies to support healthy hygiene behaviors:

- Including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, and tissues.
- Visual supports/signs reinforcing proper handwashing techniques.
- Teach and reinforce handwashing with soap and warm water for at least 20 seconds. If soap and warm water is not available: use hand sanitizer that contains at least 60% alcohol.
- Hand sanitizer will be available for use on the playscape and inside spaces.
- We will educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Staff, students and visitors will wash hands or use hand sanitizer upon arrival and when entering the building.

Little Hawks Discovery Preschool will limit sharing of personal items. We will ask families to provide the following items and the items will be stored in individual pencil boxes purchased by LHDP.

- Scissors
- 1 pack of markers
- 1 box of crayons
- Pencils
- 2 glue sticks

In the event that you cannot provide your child with these items, please communicate that with your child's teacher so we can attempt to assist you in securing these resources. Qualifying GSRP families are not required to purchase materials.

Spacing, Movement and Access

Classroom Environment:

- ❑ In classrooms when large tables are utilized, students are spaced as far apart as feasible.
- ❑ Teachers should maintain six feet of spacing between themselves and students as much as possible.
- ❑ Little Hawks Discovery Preschool will post signs in the restrooms to indicate proper hand hygiene techniques.
- ❑ When students need to wait in a line, staff will use markers (poly dots, tape, etc.) to provide a visual for six-foot intervals where line formation is anticipated.
- ❑ If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.
- ❑ Classrooms will be equipped with air purifiers.

Drop Off and Pick Up Procedure

- ❑ Parents, caregivers and visitors are not allowed in the school building except under extenuating circumstances determined by LHDP Leadership Team.
- ❑ Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building by utilizing the WISH computer in the LHDP main office.
- ❑ Parents/caregivers will drop off and pick up their child outside their child's classroom fence location.
- ❑ Backpacks and gear will remain outside, weather permitting.
- ❑ Child Sign-In: Parents/caregivers will sign in their children with signature and time. When signing a child in, the parent/caregiver will review and complete COVID-19 screening protocol and affirm the child does not have the symptoms in order to attend school.
- ❑ Pick-Up Procedure: Parents/caregivers will wait outside the classroom's fenced area and teachers will walk one child from inside the fenced area to their parent/caregiver at a time.

- ❑ When signing in/out: parents will use a clean pen and place the used pen in the used pen container.

Screening Students and Staff

Little Hawks Discovery Preschool will cooperate with the local public health departments and [Governor Gretchen Whitmer COVID-19 Task Force on Education Return to School Advisory Council](#) regarding implementing protocols for screening students, staff and visitors. The screening recommendations are taken and adapted from www.michigan.gov/coronavirus, CDC and from the Michigan Department of Health and Human Services. Staff are expected to read and understand the following:

Little Hawks Discovery Preschool will adhere to screening procedures for staff, children and visitors. LHDP will inform staff, families and visitors that they are not permitted to enter the building if they display signs or symptoms of COVID-19. This includes fever, cough, or shortness of breath. Adults are expected to read and understand the following, regarding screening for COVID-19 symptoms.

- ❑ Staff will complete the ODC Network's Daily Health Screener prior to arriving at work each work day.
- ❑ Children: parents/caregivers will review COVID-19 symptoms with the teacher each school day. Parents/caregivers must attest that their child does not have symptoms listed below in order to attend school. Children will have their temperature check upon arrival and must have a temperature less than 100.4 degrees fahrenheit to attend school.
- ❑ COVID-19 symptoms: temperature higher than 100.4 degrees fahrenheit, chills, headache, new/worsening cough, shortness of breath, sore throat, loss of smell or taste, runny nose or congestion, body aches, nausea, vomiting, diarrhea
 - ❑ Had close contact with someone who has had any symptom of COVID-19
 - ❑ Traveled on an airplane

Testing Protocols for Students and Staff and Responding to Positive Cases

- ❑ Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to health department and CDC guidelines.

- ❑ If staff member shows symptoms of COVID-19 while at school:
 - ❑ Staff will wear a face covering and be sent home.
 - ❑ Staff with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- ❑ If a student shows symptoms of COVID-19 while at school:
 - ❑ Child will be brought to the identified isolation area: LHDP Main Office
 - ❑ Child will be provided a disposable face covering.
 - ❑ Staff member that stays with the child will wear a face covering and face shield.
 - ❑ Parents/caregivers will be called and the child will be picked up from school.
 - ❑ For children to return to school: LHDP will follow the guidance of the local Health Department to determine the course of action.
- ❑ Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- ❑ LHDP must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.
- ❑ Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- ❑ Cleaning:
 - ❑ Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
 - ❑ If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

Food Service, Gatherings, and Extracurricular Activities

Little Hawks Discovery Preschool will not allow large indoor assemblies. Snacks will not be served family style. All snacks will be individually served and bought prepackaged. Children may choose individual milk or water from their water

bottles. Children and staff will wash hands before snack. Staff will wear gloves when helping children open snack items. Water bottles will be stored in the children's backpacks. If a child does not bring a water bottle to school, Little Hawks Discovery Preschool will provide a water bottle for the school day. Little Hawks Discovery Preschool classes will not use the playscape at the same time, therefore it is not required that children wear a facial covering.

Cleaning

- ❑ [Clean and disinfect](#) frequently touched surfaces (door handles, sink handles, drinking fountains) within the school at least daily or between use as much as possible. Use of shared objects (equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.
- ❑ Shared material within the classroom will be sanitized with bleach spray solution after each class (AM and PM) and between each classmate as much as possible.
- ❑ Art Materials will be organized in individual student containers to ensure no cross contamination.
- ❑ Keep children's individual belongings separate from each other.
- ❑ Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.
- ❑ Eating surfaces will be sanitized before and after meals following the 3 step process: soapy water, rinse water and bleach water solution.
- ❑ No cloth materials will be present in classrooms: stuffed animals, pillows, cloth toys, etc.

Medically Vulnerable Students and Staff

- ❑ Staff: Enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible. Meaningfully engage and consult with local bargaining units. Staff will notify the VP of Early Childhood with concerns.
- ❑ Students: LHDP will work alongside parents/caregivers to accommodate students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.

Resources

- ❑ [Tips for Talking to Children about COVID-19](#)
- ❑ [Recursos de comunicación](#)

- ❑ [CDC K-12 Schools and Child Care Programs](#)
- ❑ [211 Family Resources](#): call this number and this resource will connect you to a list of statewide resources from food, diapers, rental assistance and bus fare. Visit the website at www.211.org
- ❑ LHDP Social Worker: Heather Bouwman, heatherb@outdoordiscovery.org

Parenting Class Protocol

LHDP offers monthly parenting classes to current enrolled families. Health and Safety Protocols will be followed to ensure safety for families and staff.

- ❑ Parenting classes will be held outside at the ODC Pavilion while weather permits.
- ❑ Families will sign up for the class using Sign Up Genius the week prior to each class. This will ensure planning for physical distancing and small group gatherings.
- ❑ All attendees will follow physical distancing from non-family members and complete a Health Screener before entering class.
- ❑ No food or childcare will be available.

Substitutes at Little Hawks Discovery Preschool

LHDP follows all state guidelines for substitute teachers. Substitute teachers have fingerprint background checks and complete Health and Safety screeners. In addition to our current registered substitutes, LHDP will be utilizing ODC program naturalists when a need for a substitute arises throughout the school year.

Staff Training Agreement

Included in this COVID-19 Preparedness and Response Plan are guidelines, policies and procedures that staff are expected to follow. By means of training, staff will read over the plan in its entirety and develop an understanding of the materials found within. Staff will sign the last page of the COVID-19 Preparedness and Response Plan which states they read and understand the policies and procedures.

If employees have questions or need further clarification, please direct all questions to the Little Hawks Discovery Preschool Leadership Team: Rachel Hucul, Vicki Sturtevant and Jayne Schutter.

Staff Signature

Date