MSU Child Development Laboratories/ East Lansing
COVID-19 Preparedness and Response Plan: Updated November 1, 2021

Framework: Children from a classroom will not be in contact with other classrooms. During times a teacher is out sick or on vacation, substitute staff will be placed in the classroom, as needed.

MSU requires all employees to be vaccinated or enroll in the Early Detection program.

All family questions related to COVID-19 are to be directed to Jessica Landgraf. She will be responsible for handling questions and reporting about COVID-19 concerns. Employees should know who this person is and how to contact them. Email: landgr16@msu.edu. Phone number: 517-355-1900.

Social distancing- Social distancing is defined as 6 ft distance between cohorts or unvaccinated adults. All staff and families are expected to wear masks and practice social distancing in the building. When outdoors, in groups less than 100, you do not need to wear a mask or social distance. (6/22/2021)

All individuals, and children age 2 and up, will be required to wear masks while in the building. (7/30/2021)

Building preparation-
• Disinfectant wipes and hand sanitizer will be available at each utilized entrance for sanitation purposes. These entrances include the lobby, the side door to playground 1 and the side door to the infant playground. In addition, these materials will be in each booth.
• Teachers will store their personal snack/lunch in their classroom refrigerators and prepare their lunches there. Suggested spaces for staff to eat lunch include their office, booth, or room 16.
• The gym can be used by one classroom at a time.
• Playground usage: only the 18M room will use the infant playground, only the 24-month room will use playground 1, and playground 2 and 3 will be used for remainder of classrooms and be scheduled for use.
• The infant classroom will take walks in the stroller and utilize playground two when it is not in use by other classrooms.
• Each classroom has its own collapsible wagon with materials for outdoor use that it will transport in/out with their class.

Classroom preparation:
• Daily, teachers in a classroom will sanitize surfaces using NAEYC recommended practice (pg 7)
• All materials in the classroom that cannot be sanitized or go through the washer/dryer will be removed from classroom.
• Cots for naptime- rearrange furniture as needed to provide the most space between the head of one child to another. A minimum of 6 feet separation is desirable. You may place children on cots, feet to feet, in support of distancing. This also applies to cribs.
• On the second floor, the adult bathroom will be propped open for use by the 4 year old classroom. A teacher will accompany the children to the bathroom.
• Materials that are mouthed will be washed and sanitized daily using a NAEYC sanitation process (pg 7).
• Every week, all toys will be washed and sanitized.: teachers should do a rotating wash and sanitizing of toys at the end of each day.
• Sensory tables can be utilized in classrooms.
Staff Training
Prior to working at the CDL, all staff are required to complete mandatory training which includes:

- Identifying facts about COVID-19 including transmission, signs and symptoms, who to notify and measures to we are taking to limit the spread of the virus.
- Arrival and dismissal procedures, pages 2 & 3 of this document.
- Review of established Blood Borne Pathogens protocol.
- Review of cleaning and sanitizing process and schedule, pages 4, 5 & 7, of this document.

Arrival procedures

- Prior to bringing your child to school each day, complete the MSU Health Screener/Visitor for your child, Spartan Health Screening Form - Michigan State University (msu.edu)
- When prompted for Company, indicate Parent.
- When prompted for unit, indicate College of Social Science, Human Development and Family Studies.
- You will receive an email that indicates your child is CLEARED to come to school or ACTION REQUIRED. If the response is action required, do not bring your child to school, and call the CDL office (517-355-1900) to report your child’s symptoms. In addition to the screener, your teacher will ask if your child has experienced a stomachache. If the screener indicates clear, and your child does not have a stomachache, they will join the class.
- Upon arrival at school, put on your child’s (if age 2 and over) face mask before exiting your car in entering the building. If you are dropping your child off at the playground, you do not need to wear a mask outdoors.
- Exit the car and walk your child to the designated area. Your child’s teacher will check your health screener on your phone and ask the additional question “Has your child experienced a stomachache.”
- For families in the 18-month room, Room 110, and Room 203, ring the doorbell at the door on the loop for entry. Upon entry, use the hand sanitizer beside the door. Walk your child to the classroom door and wait for a teacher to come to the door. Your teacher will check the health screener before admitting your child.
- For families in the Infant room, walk up the ramp to drop your child off at the outside door. Your teacher will check the health screener before admitting your child.
- If in the building, keep 6 feet physical distance from other people if unvaccinated.
- Prior to entering the classroom or playground, children’s hands will be sanitized with hand sanitizer, and they will wash with soap and water upon entering the classroom.
- If a family arrives after their child’s class has gone inside, they will ring the doorbell at the door on the loop for entry. Walk your child to the classroom door and wait for a teacher to come to the door. Your teacher will check the health screener before admitting your child.
- In case of rain and your child’s classroom is inside, you ring the doorbell at the door on the loop for entry. Walk your child to the classroom door and wait for a teacher to come to the door. Your teacher will check the health screener before admitting your child. Keep 6 feet physical distance from other people.

Dismissal procedures

- During dismissal, most classrooms will be on the playground, weather permitting.
- If your child’s class is on the playground, walk to the playground gate to pick up your child.
- At dismissal, if your child’s class is not on the playground, ring the doorbell for entry and proceed to their classroom to pick up. Knock on the door and a teacher will bring your child to you. Do not enter the classroom. Wear a face mask when in the building.
- When picking up your child from the infant room, walk up the ramp and a teacher will bring your child to the door.
• In case of rain, you will ring the doorbell at the door on the loop for entry. Walk to the classroom door and wait for a teacher to bring your child to the door. Wear a face mask when in the building.

Staff Arrival
• Staff will use the MSU Health Screening form each day when checking into the building, http://covidhealthscreen.msu.edu
• All staff will wear a face covering when in the building.
• Upon entering the building, staff will wash hands with hand sanitizer.
• Staff who do not have a thermometer will take their own temperature with the non-contact thermometer in the lobby before proceeding into the building.
• Temp on call staff will sign in/out on a google doc to record hours daily.

Michigan State University Students doing their clinicals/ lab placements:
• Lab students will complete the COVID-10 Health Screen Online form at http://covidhealthscreen.msu.edu
• If the student clears the screener, an email will go to the student.
• If the student fails the screener, the email confirmation will go to the student and the University Physician’s Office.
• Lab students will forward their COVID-19 Health Screening email to cdl@msu.edu prior to being onsite.
• If the student is on the Non-compliance list, they cannot access the building.
• Only students who are cleared may enter the CDL.
• All lab students wear face coverings while inside the building.
• Face coverings are not required outdoors.
• Upon entering the building, lab students will clean hands with hand sanitizer.
• Lab students will take their own temperature using the non-contact thermometer in the lobby.
• Upon entering the classroom, students will wash their hands with soap and water.

Current CDL health policies

• Health Policy will be strictly adhered to.

• Do not bring your child to school if they exhibit the following symptoms:
  One Symptom: Shortness of Breath or Difficulty Breathing,
  New or Worsening Cough
  Fever of 100.4 degrees F
  Loss of Taste or Smell
  AND/OR Two or More of the Following: Chills
  Muscle Aches
  Headache
  Sore Throat
  New or Worsening Congestion or Runny Nose
  New or Worsening Nausea, Vomiting, or Diarrhea
  Stomachache

• Children who develop these symptoms while at school will be sent home.
• Families will be contacted to pick their child up immediately. The designated location for ill children will be in the first-floor Teacher office. A staff member will be with the child until a family member arrives and staff person will walk the child to their car.

• After the child is picked up, the cot and surrounding area will be disinfected using NAEYC protocol (pg.6 )

• Families should plan for emergencies by having several emergency contacts available in the case of child illness.

• Children or staff who have had contact with someone with a confirmed case of COVID-19, must stay home for a:
  o 10-day quarantine period*;
  o They can return to the CDL after a 10-day quarantine* if no symptoms.

• Staff or lab students who have had contact with someone with a confirmed case of COVID, and who meet the following criteria, can remain at work: (8/25/21)
  o Are fully vaccinated, i.e., ≥2 weeks following receipt of the second dose in a 2-dose series, or ≥2 weeks following receipt of one dose of a single-dose vaccine;
  o AND have remained asymptomatic since the current COVID-19 exposure

• Children or staff who exhibit multiple symptoms of COVID-19* must stay home until:
  o The individual is fever free for 24 hours without use of medication that reduces fevers AND
  o Improved symptoms (see list below) AND
  o Negative COVID test

• Children and staff who exhibit multiple symptoms of COVID-19 and do NOT get a COVID test, must stay home until:
  o The individual is fever free for 24 hours without use of medication that reduces fevers AND
  o Improved symptoms (see list below) AND
  o 10 days since symptoms first appeared.

• Children and staff who test positive for COVID-19, must stay home until:
  o 10 days since symptoms first appeared,
  o Fever free for 24 hours without use of medication that reduces fevers AND
  o Improved symptoms

Health Department will determine return to CDL date

• Children and staff who test positive for COVID-19 and are asymptomatic must stay home until:
  o 10 days from date of positive test
  o Check your temperature twice a day

Health Department will determine return to CDL date

• If COVID-19 is confirmed in a child or staff member, per CDC guidelines, we will*:  
  o Close off area used by the person who is sick
  o Open outside doors and windows to increase air circulation in the areas
  o Wait up to 24 hours before cleaning and disinfecting
  o Clean and disinfect, 10% bleach solution, leaving on surface for 10 minutes, of all areas used by the person who is sick
  o If more than 7 days have passed since the person who is sick visited the facility, additional cleaning and disinfecting is not necessary

  *See document at end for course of action should a positive case of COVID-19 be identified at the CDL.

* 2021 School Handouts Oct 27 (ingham.org)
School Closing Policy

- The CDL will utilize listserv to contact families in the case of an unexpected closing.

Information for families:
Administration will send families a link to the revised CDL Preparedness Plan each time it is updated and approved.
When a new child is scheduled to begin at the CDL:
- Families will be provided a copy of the CDL COVID Preparedness Plan.
- Each teacher will have a family home visit and include information about what to expect: classroom environment, routines, playground.
- Each classroom will be its own entity. Children, age of 2 and up, will wear facemasks when inside the building. All adults wear face coverings when in the building. Teachers and children are not required to wear masks when outside. (6/22/2021)
- Send lunch items that can be opened and eaten. Teacher will not be heating lunch components.
- Arrival and dismissal procedures
  - Suggested that you select one person who drops off and picks up your child
  - Screening procedures
- Business with the CDL office should be addressed to Cherlyn Tay, through email, cherlyn@msu.edu, or phone 517-355-1900.

Information for Staff
1. Nonvaccinated staff are required to maintain social distance (6 feet) from staff from classrooms different than their own when inside the building. (6/22/2021)
2. Face coverings are not required when outdoors.
3. If an adult doesn’t have a face mask, the CDL will supply one. (6/22/2021)
4. Head Teacher office space may be used.
5. All staff will follow NAEYC cleaning and sanitizing guidelines (see guidelines following in document).
6. No family style meals - all snacks will be distributed by the teacher assigned. Plastic ware and disposable cups, if used, will be distributed by a teacher.
7. Shared space: Room 16 has been set up with 3 tables, each table over 6 feet apart. All tables face the front of the room. Any one of the three tables can be used as a workstation or a place to eat lunch. When using Room 16 to eat lunch, staff may remove their facemask while eating. Prior to leaving, sanitize the table using sanitizing wipes. (10/02/2020)

FOR STAFF RELATED TO CLASSROOM MATERIALS PER CLEANING GUIDELINES BELOW:

Clean and Sanitize Toys
- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned and sanitized. Be mindful of items more likely to be placed in a child’s mouth, like play food, dishes, and utensils. To sanitize, follow NAEYC protocol (pg. 6).
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized.
- Set aside toys that need to be cleaned. Place in an empty dish pan marked for “soiled toys.” Washing with soapy water is the ideal method for cleaning. Have enough toys available so that the toys can be rotated through cleanings.
FOR STAFF RELATED TO CLASSROOM CLEANING

Maintain cleaning and disinfection efforts:
- Each day, upon arrival, teaching staff will clean and sanitize tables using NAEYC recommended practice (pg. 6)
- All cleaning materials should be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling fumes.

Clean and Disinfect Bedding- reflects our current practice
- Children’s bedding will be kept separate from other children’s bedding.
- Cots and mats are labeled for each child. Bedding that touches a child’s skin should be cleaned weekly.

Building Cleaning
- The building will be cleaned daily and will involve cleaning all common areas including bathroom fixtures, door handles, light switches, and handrails. This daily cleaning is provided by MSU.

PROTOCOL FOR TEACHERS RESPONSIBLE FOR CHECKING IN CHILDREN/ FROM CDC

- Upon arrival, wash your hands. If on the playground, a face mask is not required. If in the building, you must wear a face covering. (6/22/2021)
- Check the MSU screener result on the family member’s phone.
- If the family did not use the MSU screener, ask the family the list of health questions used:
  - Has your child been in close contact with a person who has COVID-19?
  - Has your child experienced one of these symptoms?
    - Shortness of Breath or Difficulty Breathing,
    - New or Worsening Cough
    - Fever of 100.4 degrees F
    - Loss of Taste or Smell
  - Has your child experienced two or more of these symptoms?
    - Chills
    - Muscle Aches
    - Headache
    - Sore Throat
    - New or Worsening Congestion or Runny Nose
    - New or Worsening Nausea, Vomiting, or Diarrhea
    - Stomach Ache
- Make a visual inspection of each child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
- Take the child’s temperature using non-contact thermometer.
  - Clean the thermometer with a disinfectant wipe between each child. You can reuse the same wipe as long as it remains wet.
- After each screening, use a hand sanitizer.

CARING FOR INFANTS AND TODDLERS SPECIFIC- note, CDC recommended protocol is common practice at the CDL

Diapering
When diapering a child, wash your hands and wash the child’s hands before you begin. Wear gloves while diapering. Follow safe diaper changing procedures. Procedures are in all diaper changing areas. Steps include:
- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child’s hands
- Clean up diapering station
- Wash hands

After diapering, wash your hands and disinfect the diapering area with bleach.

**Washing, Feeding, or Holding a Child**

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Teachers can protect themselves by wearing an over-large button-down, long-sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.

- Teachers will wash their hands, neck, and anywhere touched by a child’s secretions.
- Teachers will change the child’s clothes if secretions are on the child’s clothes.
- Teachers will change the button-down shirt or smock (provided) if there are secretions on it and wash their hands again.
- Clothes will be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and their teachers will have multiple changes of clothes on hand in the childcare center.
- Teachers will wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.
- Teachers will be provided with smocks by the CDL.

**If a confirmed case of COVID-19 has been identified at the Child Development Laboratories,** the CDL will coordinate with local health officials. Once learning of a COVID-19 case in someone who has been in the CDL, we will immediately notify local health officials, our childcare licensing consultant and Michigan State University. These officials will guide us in determining a course of action for the Child Development Laboratories. Families will be notified if a confirmed case of COVID-19 has been identified at the CDL.

- **Ingham County Health Department Communicable Disease:** 517-887-4308, #3
- **Michigan State University Contact:** Office of the University Physician and Environmental Health and Safety
- **LARA Childcare Licensing Consultant:** Darlese McConnell, McConnellD@michigan.gov

**RESOURCES**

[www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus)

Center for Disease Control and Prevention: [https://www.cdc.gov/](https://www.cdc.gov/)

State of Michigan Licensing and Regulatory Affairs (LARA) Guidelines for Safe Child Care Operations During COVID-19

[Child Care Guidelines during COVID-19 (michigan.gov)](https://www.michigan.gov/)

**Cleaning and Sanitizing (taken from NAEYC criteria)**

Programs will use separate spray bottles containing soapy water, rinse water and a sanitizing solution of water and non-scented chlorine bleach with a concentration of bleach between 50 – 200 parts per million (one teaspoon to one tablespoon of bleach per gallon of water). Test strips must be used to check the concentration of the bleach/water solution. This solution must be made fresh daily.

The following steps must be followed for washing, rinsing and sanitizing:

- Wash the surface or utensil vigorously with soap and water.
- Rinse the surface or utensil with clean water.
● Submerge, wipe, or spray the surface or the utensil with a bleach solution.
● Let the surface or utensil air dry.

Staff will use the three-step process to clean and sanitize hard surfaces including:
● Hard surfaces before and after eating
● Tables when staffs leave for the day
● Changing tables after each use
● Plastic mouthed toys at the end of the day
● Sensory table if it had fluids in it
● Cots need to be cleaned weekly

For cleaning up vomit (including spit-up), it is recommended the surface or article be disinfected. A disinfecting solution can be made using water and non-scented chlorine bleach as follows:
● **Stainless steel and food/mouth contact items** - 1 tablespoon of bleach per gallon of water.
● **Non-porous surfaces, countertops, sinks** - 1/3 cup bleach per gallon of water.

The bleach solution should be left on the surface for 10 to 20 minutes and then rinsed with clean water.