MSU Child Development Laboratories/ East Lansing  
COVID-19 Preparedness and Response Plan: Updated February 7, 2022

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 and have their booster 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.

Unvaccinated adults and children ages 2 and up, will be required to wear masks while in the building and out on the playground.

Building preparation-
  - 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 or playground.
- 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.”
- 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.
- 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.

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.

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](http://covidhealthscreen.msu.edu)
- Lab students will forward their COVID-19 Health Screening email to [cdl@msu.edu](mailto: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 required outdoors for unvaccinated adults.
- 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.

**STAFF AND ADULT CRITERIA**

- Staff who have had contact with someone with a confirmed case of COVID-19 and have been fully vaccinated and have been free of COVID-19 symptoms since their exposure must:
  - Monitor symptoms for at least 5 days
  - Wear a mask around others, both inside and outside, for 10 days.
  - Test on day 5, if possible. If you develop symptoms get a test and stay home.

- Staff who have had close contact who have had contact with someone with a confirmed case of COVID-19 and are not fully vaccinated will:
Quarantine for five days after their last contact with an infected person. Quarantine requires that a person stays home, checks their temperature twice a day, and monitors for symptoms consistent with COVID-19.

- Wear a mask both inside and outside for an additional 5 days
- Test on day 5, if possible. If you develop symptoms get a test and stay home

- Staff who exhibit multiple symptoms of COVID-19 must stay home until:
  - Stay home for 5 days
  - May return if fever free for 24 hours without use of medication that reduces fevers and
  - Improved symptoms
  - Wear a mask around others, both inside and outside, for 10 days.
  - Test on day 5, if possible. If you develop symptoms get a test and stay home.

- Staff who test positive for COVID-19 must quarantine and
  - Stay home for 5 days
  - If you have no symptoms or if your symptoms are resolving after 5 days, you can leave your house
  - Wear a mask around others for 5 additional days.
  - If you have a fever, continue to stay home until your fever resolves

**CHILD CRITERIA**

- Children who have had contact with someone with a confirmed case of COVID, and who meet the following criteria, can remain at school:
  - 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;
  - AND have remained asymptomatic since the current COVID-19 exposure
  - We will need a copy of your child's vaccination card to keep on file with their immunization records.

- Children who test positive for COVID-19, whether or not they have symptoms, must stay home for a:
  - 10-day quarantine period;
  - They can return to the CDL after a 10-day quarantine if no symptoms.

- Children who have had contact with someone with a confirmed case of COVID-19, and who are not vaccinated, can come back:
  - After a 5-day quarantine
  - AND a negative PCR test with results submitted to the office

  **Those who do not get a PCR test must quarantine for 10-days;**
  - They can return to the CDL after a 10-day quarantine if no symptoms.

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

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

Procedure when a child or staff member is confirmed:

• 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, NAEYC recommended 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.

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. Unvaccinated adults and children are required to wear
  masks when outside.
• Send lunch items that can be opened and eaten. Teacher will not be heating lunch components.
• Arrival and dismissal procedures
  o Suggested that you select one person who drops off and picks up your child
  o 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.
2. Face coverings are not required when outdoors if vaccinated.
3. If an adult doesn’t have a face mask, the CDL will supply one.
4. All staff will follow NAEYC cleaning and sanitizing guidelines (see guidelines following in document).
5. 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.
6. 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.

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.

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.

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

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:** MSU COVID-19 Triage line at 855-958-2678
- **LARA Childcare Licensing Consultant:** Darlese McConnell, McConnellD@michigan.gov

**RESOURCES**

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.