Framework: each classroom will be a self-containing unit. Children and staff from a classroom will not be in contact with other classrooms. As much as possible, we will limit staff movement between classrooms. During times a teacher is out sick or on vacation, substitute staff will be placed in the classroom.

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 Mona Borowicz. 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: borowi14@msu.edu, Phone number: 517-339-6045.

Social distancing- Social distancing is defined as 6 ft distance between cohorts and unvaccinated adults. All staff, families and children ages 2 and up, are required to wear masks.

Building preparation-
- When in the building, maintain a physical distance of 6 feet with staff not in your classroom if you are not vaccinated.
- When sanitizing, use NAEYC (pg.6) recommended procedure.
- Disinfectant wipes and hand sanitizer will be available at each utilized entrance for sanitation purposes. These entrances include the lobby, the side door to the playground. These materials will be in each booth.
- The gym can be used by one classroom at a time.
- Playgrounds are divided to allow more classroom use of space and equipment.
- Each classroom will have its own collapsible wagon with materials for outdoor use that it will transport in/out with their class. These wagons and materials are being purchased for the CDL by the Parent Council.

Classroom preparation:
- Daily, teachers in a classroom will use NAEYC (pg.6) recommended bleach solution for sanitizing surfaces.
- All materials in the classroom that cannot be sanitized or go through the washer/dryer will be removed from classroom.
- Materials that are mouthed will be washed and sanitized daily using NAEYC (pg.6) recommended bleach solution.
- Every week, all toys will be washed and sanitized. Note: teachers can do a rotating wash and sanitizing of toys at the end of each day.
- Sensory tables can be used in classrooms.
- On Fridays, when going to another classroom for materials, put materials in a bin to transport to your classroom.
- For HDFS 321 students who need materials to do their activity implementation, teachers will support their acquisition of materials.
- Children will eat lunch in the lunch space. Each classroom will have its own table and set of materials for play.

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 schedule, pages 4, 5 & 6 of this document
• Handwashing, [https://www.cdc.gov/cdctv/healthyliving/hygiene/what-you-need-know-about-handwashing.html](https://www.cdc.gov/cdctv/healthyliving/hygiene/what-you-need-know-about-handwashing.html)

Arrival procedures
• Teachers will wear masks when unloading cars.
• The family member who is driving the child to school is required to wear a mask during drop off.
• We ask that family member stay in the car and a teacher will unload your child.
• Families: if possible, place your child’s car seat in the back seat, passenger side of the car.
• Families should complete the MSU Health Screener for their child before coming to school each day. [Spartan Health Screening Form - Michigan State University (msu.edu)](http://covidhealthscreen.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 (517-339-6045) 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 or a fever, they will join the class.
• Upon arrival, show your results to your child’s teacher.
• If your child’s temperature is 100.4 or higher, your child will be sent home.
• Prior to heading to the classroom, children’s hands will be sanitized with hand sanitizer and they will wash with soap and water upon entering the classroom.
• Families are asked to avoid congregating if walking to the CDL to drop off.
• If a family brings their child to school after arrival time, you can walk your child to the door, ring the doorbell and a staff person will meet you to walk your child to their classroom.

Staff Arrival
• Staff will use the MSU Health Screening form each day when checking into the building, [http://covidhealthscreen.msu.edu](http://covidhealthscreen.msu.edu)
• Staff will wear a face covering upon entering the CDL.
• 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)
• If the student answers “no” to all the COVID-19 symptoms, the email will go to the student.
• If the student answers “yes” to the first three COVID-19 symptoms, or two or more of the last seven COVID-19 symptoms, 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.
• Only students who are cleared may enter the CDL.
• Lab students will wear face coverings upon entering the CDL.
• Upon entering the building, lab students will wash hands with hand sanitizer.
• Lab students will take their own temperature using the non-contact thermometer in the lobby.
• Lab students will wear face coverings during their lab times in assigned classroom.
• Upon entering the classroom, students will wash their hands with soap and water.

Dismissal procedures
• Each classroom will have its individual dismissal area.
• Teachers walking children to child’s car will wear a face covering.
• The family member who is picking up the child is required to wear a mask during drop off.
• If possible, place your child’s car seat in the back seat, passenger side.
• If a family member picks up early, they will call the office and the child will be walked to their car.
• Upon reentering the building, the staff person will wash hands with hand sanitizer, then with soap and water upon returning to the classroom.

Updated 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* recommended bleach solution (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, 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.

Per MSU protocol, the CDL will use the following guidelines:

One Symptoms: Shortness of Breath or Difficulty Breathing, New or Worsening Cough, Fever 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

*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 CDL website letter with full CDL Preparedness Plan each time they are updated and approved.

When a new child is scheduled to begin at the CDL:

- Each teacher will have a family zoom home visit about what to expect: classroom environment, routines, playground.
- Each classroom will be its own entity. Teachers and children, age 2 and up, will be wearing facemasks.
- The family member who is driving the child to school is required to wear a mask during drop off.
- 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. Staff are required to maintain social distance (6 feet) from staff from classrooms different than their own if unvaccinated.
2. Staff will be required to wear a face covering in compliance with MSU guidelines.
3. University students attending the CDL for labs will wear a face covering during their lab time. If they do not have one, the CDL will supply one.
4. All staff will follow cleaning and sanitizing guidelines (see guidelines following in document, page 6).
5. No family style meals are permitted. All snacks will be distributed by the teacher assigned. Plastic ware and disposable cups, if used, will be distributed by a teacher.

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 by hand by a person wearing gloves. Be mindful of items more likely to be placed in a child’s mouth, like play food, dishes, and utensils. To sanitize, use NAEYC guidelines (pg. 6).
- 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 protocol.
- 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.

Building Cleaning

- The building will be cleaned daily and will involve cleaning all common areas including bathroom fixtures, door handles, and light switches. This is done daily by Haslett Public School Custodial and following COVID protocol.

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11/1/2021/Approved Office of EHS & MSU Physician’s Office
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


**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.