

UNITED METHODIST
COMMUNITY HOUSE
PREPAREDNESS AND RESPONSE
PLAN FOR PUBLIC HEALTH



Preparedness and Response Plan for Public Health

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Emergency Preparedness and Response Plan for Public Health

This plan is intended to inform both staff/workers and families of how United Methodist Community House (UMCH) has prepared and will respond to pandemics and threats of infectious disease. The seven related policies, outlined within this plan are intended to provide clarity to the directives and mandates contained in this document.

UMCH COVID-19 Response Policy

This policy has been established to articulate what happens if someone is diagnosed with COVID-19, arrives with symptoms, or becomes symptomatic during participation. This policy is intended to protect employees, workers, students, families and clients by limiting potential exposures to the virus. UMCH will engage in the following:

- Restrict all persons, except program participants, workers and agency personnel, from entering program spaces, including volunteers and the household members of participants.
- Screen everyone seeking to enter the facility for symptoms and temperature. No one with a temperature of 100.4 plus and/or displaying any symptoms will be permitted in the facility.
- Send anyone home, including employees/workers, clients and students, who becomes symptomatic, while on the job or participating in programs.
- Require all frontline service personnel to engage in routine testing for COVID-19.
- Isolate students who become ill, while in care. Please refer to the Student Illness Isolation Policy for details.
- Close and clean any classroom, for 14 days, should an individual in a classroom receives a positive test for COVID-19; everyone in that classroom should be quarantined for 14 days initially.
 - UMCH will lean to the guidance of the local health department for guidance and best practice in determining if the entire facility must close.
- Report exposures:
 - If a child, employee or worker becomes ill with COVID-19 symptoms during care.
 - require household members of children in care to report to the provider if they become symptomatic or receive a positive COVID-19 test results.
 - Notify parents in writing, should COVID-19 become exposed to the facility or specific program space; however, to respect the privacy of individuals in our care, UMCH will not share the health information of a specific person.
- Require families to have back-up child care plans if the child or a family member becomes ill or is required to self-quarantine due to possible COVID-19.
- Shorten hours of operations to ensure adequate staffing and contingency plans, allowing us to maintain proper program ratios and a safe environment.
- Incorporate social distancing measures in program spaces, where developmentally appropriate, and in high traffic areas.

- Increase cleaning and disinfecting tasks throughout the program day, as outlined by the Health Department and State of Michigan LARA.
- Mandated the use of personal protective equipment, as recommended by local, state and national authorities on health and safety.
- Limit the number of in-person transactions performed at the Service Desk; promote remote platforms.

UMCH will monitor symptoms of infectious diseases.

UMCH will monitor the symptoms of staff, workers, students and those picking up and dropping off, before permitting them to enter program areas. When staff, students and parents arrive, they will have their temperature screened and symptoms screened.

Symptoms of COVID-19 in Adults. The following symptoms may appear 2-14 days after exposure:

- Fever of 100.4F (38C) or higher
- Cough
- Shortness of breath
- Other respiratory symptoms have been reported

Symptoms of COVID-19 in Children. Children with confirmed COVID-19 have generally presented with mild symptoms. It's not known yet whether some children may be at higher risk for severe illness, for example, children with underlying medical conditions and special healthcare needs. Reported symptoms in children include cold-like symptoms, such as:

- Fever of 100.4F (38C) or higher
- Runny nose
- Cough
- Vomiting and diarrhea have also been reported.

UMCH Employee and Worker Pandemic Screening Policy

All UMCH employees and workers are mandated to participate in health screenings, during states of emergency, related to pandemics and public health. Prior to punching in for their shift, every employee will participate in the following:

- Upon arrival for every shift, employees and workers will screen for and document, temperature, cough, shortness of breath, difficulty breathing, change in smell or taste, and diarrhea.
 - Temperatures will be taken with a touchless reading scanner.
 - Anyone with a fever of 100.4 plus or other symptoms will be sent home.
 - Staff experiencing any of the above symptoms should not report to work. Staff who call in, due to the above must inform their immediate supervisor the absence is COVID-19 related, to qualify for exemption from normal absentee allowances.
- All front-line employees and workers must participate in routine test screening, every 14 – 15 days. Any positive results must be communicated to HR. Results will not be published publicly, nor disclosed to non-executive staff members and program participants.
 - UMCH offers this testing, on-site, through the research arm of MSU. Employees are not obligated to participate in this options; however, if they do not, they will be obligated to

provide proof of testing. For employees rejecting this option, the following opportunities are available:

- Metro Health will be on site, every Wednesday for anyone displaying symptoms
 - Rite Aid #4242 at 5995 Kalamazoo Ave. SE Kentwood MI – anyone who desires a test, symptomatic or not
 - The COVID-19 Test Finder is available to assist workers in obtaining a test independently: <https://www.michigan.gov/coronavirus/0,9753,7-406-98189---,00.html>
- In an effort to minimize mass exposure, all employees are responsible to disclose to HR, before they report for their shift, the following:
 - If they have received a positive COVID-19 diagnosis/test
 - If an immediate family member receives a positive COVID-19 diagnosis
 - If they have come in contact with anyone outside of work who has had a documented case of COVID-19.
 - Employees who are required to engage in mandated absences, related to COVID-19, are eligible to participate in FMLA benefits, provided by the CARES Act and must work with HR to activate these benefits.

UMCH Student and Accompanying Adult Pandemic Screening Policy

All students and accompanying adults, seeking to enter the facility, must participate in health screenings, during states of emergency, related to pandemics and public health. Prior to entry, every participant and family member/caregiver will participate in the following:

- Anyone permitted into the Lobby must wear a face mask, not including infants/toddlers.
- Dropping off and picking up is limited to one (1) person.
- One person per household will be designated for drop-off and pick-up responsibilities.
- Upon arrival, students and accompanying adults, will stand in line, using the markers spaced 6 feet apart, as they wait to be screened in the vestibule.
- Children Screening will consist of:
 - Temperature check with a touchless reading scanner. Fever is the key indicator for young children. If a child's temperature is above 100.4 degrees, the child will be excluded from care.
 - Cough and/or diarrhea in addition to fever is suggestive of coronavirus and will serve as a disqualification from participation.
 - Parents/accompanying adult will be asked the following questions:
 - Has the child been in close contact with a person who has COVID-19? (If yes, the family should self-quarantine for 14 days.)
 - Has the child felt unwell in the last 3 days? (persistent cough, temperature, difficulty breathing, cold, diarrhea and/or vomiting) the child(ren) will be sent home for 72 hours and referred for COVID-19 screening.
 - If the answers to either of the above two screening questions are yes, the child will be temporarily disqualified from care; proof of negative COVID-19 screening may be required.

- The child will be visually checked for signs of illness, including flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. If any of these symptoms are present, the student will not be admitted.
 - Child must be removed from any seats or devices, prior to screening. For students with car seats that must be transferred to the person designated to pick up, may leave the car seat in the lobby.
- Children will additionally engage in temperature screening, during mid-morning activities and a third time, following nap. Symptoms will be monitored throughout the day.
- The accompanying adult will also be screened in the same manner as the child. If they have a fever and/or symptoms, they will not be permitted entry into the Lobby for 72 hours. The adult must leave. The student may return with an alternate accompanying adult, provided the student is able to pass the health screen.

Accompanying Adults and Students Upon Being Cleared:

- Accompanying adults will be permitted into the lobby to check their child(ren) in at the Procure kiosks. Parent information boards for each wing have been established, in the lobby. Parents can communicate directly with their child(ren)'s teacher via the Parent Portal. This allows parents to check in on their children in the classroom, remotely.
- Parents will not be allowed into the program area, but will place their child(ren) in a stroller (walking guide for older children) for classroom delivery.
- Workers/staff will stroll/walk students to their classrooms:
 - The worker/staff will stroll the child and the child's supply bag (limited to a gallon size freezer bag) to their classroom, where a classroom teacher will receive the child (remove the child from the stroller, if strolled) and take their belongings.
 - For pick up, the reverse order will happen. Classrooms and the lobby will be connected via two-way radios to announce pickups and drop offs.

UMCH Parent Pandemic Policy

All UMCH Child Development Center families desire a safe and healthy environment, for their child(ren). Child care providers are a critical part of helping communities limit the spread of the virus. UMCH will engage in the following safety measures:

- Require strict adherence to student schedules; UMCH will enforce all early/late alterations and enforce any associated fees.
- Will ban non agency personnel, workers and program participants from going past the lobby security doors and into program areas.
- Limit the number of persons that accompany program participants; additionally, require pick up and drop off persons be limited to one person who serves routinely in this roll.
- Limit personal belongings brought into the Center. Only daily necessities that can fit into a 1-gallon size zip-lock bag will be permitted. A second bag may be used for families that supply their own food.
- Require all accompanying adults to wear a mask or facial covering.
- Require use of the Procure platform for payment processing, remotely.

- Require parents to keep ill and/or symptomatic children at home.
- Require all students and accompanying adults to participate in health screenings, prior to permitting facility access. Parents should plan to arrive a little early to provide screening time.
- Send anyone who becomes symptomatic home immediately. If possible, children and staff should leave care right away if they are ill.
- Allow student car seats to be stored in the lobby for pick up (only if the designee for pick up is different from drop off; this must have advanced approval from the CDC Director).
- Isolate people who become ill while in care but can't leave immediately.
 - Parents are obligated to provide a working number themselves and an accessible emergency contact, who is able to pick up the child, should the student become ill/symptomatic. During isolation, staff will not leave children alone.
 - **Parents have 30 minutes to retrieve the child, from the time of notification**
 - **If a child becomes ill/symptomatic and both the parent and the emergency contact is not accessible for a period greater than 1 hour, child may become subject to program suspension or dismissal. General late fees will apply to time past the 30-minute window.**
- Mandate participation in routine screenings and send ill employees and workers home. Employees and workers who develop any of these symptoms during their shift, will report it to their supervisor. If an individual is the only caregiver, they will limit close interactions with children until they can be relieved by another staff member.
- Mandate that everyone report exposure. If a child, employee/worker, family member, or visitor to the UMCH Child Development Center becomes ill with COVID-19 symptoms, they are obligated to report it to the health department. Employees and household members of children in care are also required to report to the provider if they become symptomatic or receive positive COVID-19 test results. UMCH will notify parents if COVID-19 has been present in the facility. The notification will not include the health information of a specific person, as UMCH is obligated to respect everyone's confidentiality.
 - If an individual in a classroom is identified with a positive test for COVID-19 the classroom will be closed, cleaned and everyone in that classroom should be quarantined for 14 days.
 - Parents must have a back-up care plan in the event their classroom must quarantine or their child is sent home ill/symptomatic.
 - If a household member of a student is identified with a positive test for COVID-19 the student will be disqualified from participation for the recommended 14-day quarantine, following the diagnosis.
- Require social distancing to ensure healthier environments.
- Require families to send an extra change of clothes in the event contamination happens.

COVID Return to Care and Work Policy

Staff members and children should stay home and self-isolate if they show symptoms of COVID-19. It can be challenging to determine when to isolate young children because they are ill more often than adults, and the cause of a fever is sometimes unknown. If a staff member or child has a fever or COVID-19 symptoms, UMCH will strictly enforce all child and staff illness policies. The following policy is an update that applies to the COVID-19 Pandemic duration.

- UMCH requires children to be fever-free for 72 hours before returning to care (even if other symptoms are not present). If a child exhibits multiple symptoms of COVID-19, you suspect possible exposure, or an individual tests positive for COVID-19, the individual must stay home until:
 - Has been fever-free for at least 72 hours without the use of medicine that reduces fevers AND
 - Other symptoms have improved AND
 - At least 10 days have passed since your symptoms first appeared.
- UMCH requires employees and workers to be fever-free for 72 hours and have documentation of a negative COVID-19 screening results, before returning to work.
- Accompanying adults who have had a fever of 100.4 or greater, and/or displaying COVID-19 symptoms will not be permitted to perform drop off/pick up duties for 72 hours, before they can resume duties.
- Children who have reported a household member has been diagnosed will be disqualified from participation for 14 days; they shall be permitted to return following quarantine.
- UMCH staff will not be permitted to work until after the have tested negative for COVID-19
- Securing testing should take place, three (3) days following their return, to allow time for any exposure to the virus to become detectable.
- Staff are responsible for securing a test; prescheduling may be advantageous, as all hours missed during the restricted/quarantine/testing period are unpaid.

Student Illness Isolation Policy

The following is intended to outline how UMCH will respond to possible or confirmed cases of COVID-19. For the protection of everyone involved, UMCH will take the following measures to isolate and limit contamination:

- UMCH will immediately remove from the classroom and send home anyone who becomes symptomatic during the program day.
- UMCH will isolate students who become ill, but can't leave immediately.
 - Students will be sent to the established nursing lounge. The lounge has been stocked with:
 - Disinfectant
 - Water proof pillows for quick disinfecting
 - Changeable sheets and pillow cases
 - Access to water/ice chips
 - A staff member will remain with the student at all times, until someone arrives to retrieve the child. Please see Parent Pandemic Policy for details.

UMCH will practice social distancing, as developmentally appropriate.

UMCH is using a phased approach to resuming programs. UMCH will increase social distance by reducing the number of students and staff per classroom. This will require additional program space. With preschool (3 and 4 year-old programs) on summer break, the infants and toddlers can spread out, throughout the remainder of the summer. UMCH anticipates a return to face-to-face learning in the fall.

The following categories of activities have been identified for social distancing incorporation. UMCH believes this will ensure the highest level of safety for all.

Arrivals and Departures

- Families will be asked to limit facility entry to one family at a time in the health screening station. Markers will be placed on the sidewalk to indicate 6-foot distance between those waiting in line for entry. Families should anticipate slower entry and arrive a little earlier than normal.
- Families must identify one consistent person to drop off and/or pick up.
- Only one accompanying adult will be permitted to enter the facility for drop off and pick up.

Meals

- Meal seating arrangements will be spread out to increase child distance. High-chair seating will be placed 6 ft apart.
- Congregate, family style service will be suspended and individual plates will be prepared.

Play

UMCH has modified or suspended the use of the following items/activities;

- Sensory bins – students will receive individual materials and tools for sensory learning activities.
- Congregate arts and crafts – Students will work from personalized bins.
- Congregate table activities – Students will be arranged in the same format as meals.
- Circle time and large groups – students will engage in large-group, coordinated activities, while remaining in small groups, limited to four 4 students
- Gym and Outdoor Play – Program space use will be staggered, allowing only one class at a time in the gym or on the playground.
- General activities – As many activities as possible will be planned for outside.

Persons in Program Spaces

- All outside guests and volunteers will be restricted from entering program areas, including parents/caregivers. No one, but necessary personnel will be permitted past the lobby security doors.
- The staffing of teachers will be structured to limit the number of individuals, students in a classroom come in contact with. Teachers will not be permitted to visit other classrooms.

UMCH will ensure hygiene (in addition to regular cleaning/disinfecting).

In addition to routine cleaning procedures, UMCH will modify our activities to include the following measures:

- Increased disinfecting and cleaning of spaces, surfaces and toys/items (e.g., offices, playrooms, cribs, bedding, bathrooms, and common play areas) throughout the day, focusing on frequently touched surfaces.
- Temporarily revoked the use of toys that cannot be cleaned safely, i.e. cloth-based items.

- Remove group-play items (i.e. balls, building blocks, etc.), issue them only for individual use and perform sanitization between each student.
- Will change both children's and teacher's clothing when contaminated with secretions.
- Increase the number of hand sanitizer units throughout the facility.
- Use hospital-grade disinfecting equipment and supplies to keep program areas sterile.
- Engage in weekly disinfecting measures on a daily basis.
- Scrub all program area rugs in Infant rooms weekly.
- Limit personal belongings introduced to the Center and program spaces.

UMCH will use safety equipment (including PPE, when appropriate).

All UMCH employees will be required to engage in the use of personal protective equipment (PPE), during times in which an infectious disease becomes a threat to the Center or there is a national/local health pandemic issued.

Personal Protective Equipment Policy

To assist in the limitation of the spread of infectious diseases, UMCH employees are obligated to comply with the following personal protective equipment uses:

- All UMCH employees who engage in direct contact roles will keep additional clothes on hand for routine exchange, should they be exposed to bodily fluids.
- All UMCH employees, at minimum, will wear a mask in program areas.
- All front-line employees and Infant teachers will in addition to a mask, wear a face shield.
- UMCH will provide the following:
 - Temperature “no touch” gun readers
 - A roster of children, to record temperatures. Parent temperatures must be taken to permit them into the lobby, but not recorded. Every student temperature must be recorded.
 - Face shields (clear shield that is worn on the head like a visor and covers entire face and neck area)
 - Face masks to be worn, under the face shield
 - Gloves – just to be sure their hands don't come in contact with anything

UMCH will maintain required staff to child ratios

UMCH has reduce programming; however, is maintaining the same workforce, to ensure the presence of subs for all occasions.

UMCH has also placed a temporary ban on how many teachers can utilize benefit hours per day. Our current limit is no more than two teachers per day.