

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.

Pandemic Response Guidelines for all UMCH Staff, Clients, and Guests

Screening and Documentation/Reporting 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:

- 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 testing for COVID-19 should they develop symptoms. UMCH Strongly recommends vaccination to all employees and workers.
- 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.
- 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.

All UMCH employees and workers who have not been vaccinated, are mandated to participate in health screenings. Prior to punching in for their shift, a non-vaccinated person 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 who are unvaccinated and experiencing any of the above symptoms should not report to work.
- In an effort to minimize mass exposure, all unvaccinated 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.

Monitoring Symptoms of Infectious Disease

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.

The presence of any of the symptoms below generally suggests a child has an infectious illness and should not attend child care, regardless of whether the illness is COVID-19. For students with chronic conditions, a positive screening should represent a change from their typical health status.

Children should stay home and will be excluded from care when any of the following is present:

- Fever of 100.4 degrees Fahrenheit or above.
- Vomiting or diarrhea.
- Sore throat.
- Cough (for students with chronic cough due to allergies or asthma, a change in their cough from baseline).
- New onset of severe headache, especially with a fever.

Staff members should stay home, or will be sent home, if they are experiencing any of the following symptoms not explained by a known or diagnosed medical conditions:

ONE of the following:

- Fever of 100.4 degrees or above
- Shortness of breath
- Uncontrolled cough

OR TWO of the following:

- Diarrhea
- Loss of taste or smell
- Muscle aches without another explanation
- Severe headache
- Sore throat
- Vomiting
- Chills

Staff and Children Should also Stay Home if They:

- Are in quarantine due to exposure to an individual with a confirmed case of COVID-19 or
- Have other signs of illness described in a provider's sick policy.

Hygiene, Safety, Work, and Program Spaces

UMCH will practice social distancing. UMCH will engage in increased, 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 bi-weekly.
- Limit personal belongings introduced to the Center and program spaces.

Personal Protective Equipment (PPE) Policy

UMCH is committed to following any mandate orders in regards to Personal Protective Equipment (PPE). Any UMCH staff that comes in to contact with public spaces or must access program and common spaces must wear a facemask.

Staff who have been fully vaccinated may remove their facemask, when in their personal, non-program work areas. In meetings with staff that are fully vaccinated, masks do not need to be worn. A non-vaccinated person must keep a facemask on at all times.

COVID Return Work Policy

Staff members should stay home and self-isolate if they show symptoms of COVID-19. If a staff member has a fever or COVID-19 symptoms, UMCH will strictly enforce the staff illness policies. The following policy applies to the COVID-19 Pandemic duration.

- 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.
- UMCH staff will not be permitted to work until after they have tested negative for COVID-19.

UMCH Health and Safety Mandates

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.

Health and Fitness Requirements for Direct Engagement Roles

All employees are must meet health and fitness standards to receive facility access. Those not meeting this standard will be excluded until they are fit for service.

Child Development Center Specific

In addition to all previously stated general protocol members of the Child Development Center must additionally adhere to the following protocol.

Screening

All students will be temperature screened, once they bodies have had a chance to adjust to the UMCH environment. Temperature checks will be conducted and recorded throughout the day. Parents will check their student in and deliver them to their respective classroom door. Parents may not enter the classroom.

1. A face mask is required for entry for all parents and students aged 2 years old and older. This is not including infants.
2. Dropping off and picking up is limited to one (1) person.
3. One person per household will be designated for drop-off and pick-up responsibilities.
4. 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.
5. Isolate students who become ill, while in care. Please refer to the Student Illness Isolation Policy for details.
6. Close and clean any classroom, for 10 days, should an individual in a classroom receives a positive test for COVID-19; everyone in that classroom should be quarantined for 10 days initially.
 - o UMCH will lean to the guidance of the local health department for guidance and best practice in determining if the entire facility must close.

Mandatory Reporting Requirements

- Report exposures:
 - o If a child, employee or worker becomes ill with COVID-19 symptoms during care.
 - o Families are required to report to the Center any household members become symptomatic or receive a positive COVID-19 test results.
 - o UMCH will 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.
- Increase cleaning and disinfecting tasks throughout the program day, as outlined by the Health Department and State of Michigan LARA.

Monitoring Symptoms of Infectious Disease

All children enrolled into the Child Development Center will participate in health screening throughout the day.

Meal Preparation

- 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 reaming 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.

Child Ratios and Staffing

- 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.

Parent Specific Pandemic Guidance and Protocol

All parents are obligated to complete a parent a Parent Pandemic agreement form. Please note:

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.**

Student Illness Isolation

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.

COVID Return to Care Policy

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 are, and the cause of a fever is sometimes unknown. If a child has a fever or COVID-19 symptoms, UMCH will strictly enforce all child illness policies. The following policy is an update that applies to the COVID-19 Pandemic duration. For guidelines on return of children to CDC programming, children must be able to pass the screening requirements outlined of page five, bullet point five of this document.