



Youth Development Company Covid-19 Preparedness & Response Plan

Youth Development Company has always prioritized the health and safety of our staff and children in our care. With the spread of COVID-19, new health and safety protocols are necessary to ensure children, families, and staff are as safe as possible.

This plan provides the guidance and processes to help us make the best decisions possible to limit the spread Of COVID-19 and to create the safest environment for children and staff members.

Monitoring Symptoms and Prevention of COVID-19 Face Coverings and COVID-19 Screening

- YDC/PAL will provide each employee with at least one face covering and have PPE on site as needed.
- Any person over the age of 12 years old, entering the building, are required to wear a mask.
 - Children under 2 years old DO NOT have to wear a face covering.
 - Children 2-3 years old are **strongly encouraged** to wear a face covering while inside the building.
 - Children 4-11 years old are **REQUIRED** to wear a face covering outside of their classroom (common areas) and are **strongly recommended** to wear a face covering anytime they are in the building (common areas).
 - Youth 12 years old and up and staff are **REQUIRED** to wear a face covering at all times.
 - **EXCEPTIONS:**
 - When in office space alone or able to social distance at a minimum of 6 ft.
 - When outside and able to **maintain appropriate social distancing**.
 - Anyone, medically, unable tolerate a mask, should not wear one. (YDC reserves the right to request medical documentation, but not required)
 - Staff and youth will also NOT be required to wear a face covering during meal times, sleeping, swimming or water days, and participating in high intensity activities.
- Anyone entering the building is required to undergo the COVID-19 temperature check and health screening. (if you answer yes to the following questions, you will be asked to stay home or keep your child at home)
 - Current fever of 100.4 or higher will be asked to stay home or keep child at home.
 - Have you been in close contact with a person who has COVID-19?
 - Have you felt unwell in the last 3 days? (fever or chills, persistent cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or nose, rash, nausea or vomiting, and/or diarrhea)
- If a face mask or other belongings become soiled while at the program, a staff member will remove the items, place them in a sealable container, and then dispose of properly based on recommendations from the local health department and the CDC.

YDC will take every appropriate measure to encourage and ensure that your child wears and leaves their face covering on, if applicable, while at the program. YDC is not responsible for any lost or stolen face coverings.



Child Monitoring at Check In/Out

Child care providers are required to check for COVID-19 symptoms when children, staff, and visitors arrive, prior to entering the building.

1. When you arrive, please pull up to the YDC main entrance, call the Learning Center and or ring the doorbell (get out and ring the doorbell and then return to your vehicle), scan the Brightwheel QR Code, and answer the health screening questions to check your child in.
2. Wearing gloves and a face covering, a YDC staff member will greet your child and take their temperature (while your child remains in the vehicle).
 - a. YDC staff member will sanitize the thermometer between uses.

If your child has a fever of 100.4 or higher or you answer yes to the following questions, you will be asked to keep your child at home.

- Has your child been in close contact with a person who has COVID-19? (If yes, you and your family should self-quarantine for 14 days).
- Has your child felt unwell in the last 3 days? (fever or chills, persistent cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or nose, rash, nausea or vomiting, and/or diarrhea)

Continued Child Monitoring will take place throughout the day

- Staff will visually monitor children for signs of illness, including flushed checks, rapid or difficulty breathing (without physical activity, fatigue, or extreme fussiness).
- **Isolation:** If a child experiences symptoms of COVID-19 (fever of 100.4 or higher and, persistent cough, trouble breathing, change in smell or taste, and diarrhea) the child be isolated from their class/group, taken to the isolation area (away from other individuals), and parents/guardians will be contacted for immediate pick up.
 - The isolation area will be identified and labeled to ensure that families and staff are aware. The Program Director will be the point of contact for all COVID-19 related illness.
 - The child must be fever free for 24 hours (with no medicine that reduces fever), other symptoms have improved, and at least 10 days has passed since symptoms first appeared before they can return.

At pick up/check out, please call the Learning Center, ring the doorbell (get out of your car and ring the doorbell and then return to your car) and scan the Brightwheel QR Code to check your child out. A staff member will greet you with your child and their belongings.

Child Belongings:

- **All belongings MUST be labeled with first name, last name, and dated daily.**
- Limit what is sent with your child, do not send anything extra beyond the necessities.
- ALL belongings will be sent home daily.
- It is recommended that you wash your child's belongings on a daily basis. Comfort items such as blankets will be sent home weekly for cleaning and sanitizing.



Staff Monitoring at Check In/Out

Daily Staff Member Arrival:

- The opening employee will conduct a daily self-check, including temperature and COVID-19 screening and document temperature on log or in Brightwheel daily screening.
 - Temperature Check (thermometers will be cleaned/disinfected after each use)
 - Staff will answer the following questions. If they answer yes to any question or have a temperature above 100.4 degrees, they will be sent home immediately.
 - Have you been in close contact with a person who has COVID-19? (If yes, you and your family should self-quarantine for 14 days).
 - Any staff is exhibiting symptoms, been in contact with anyone that has tested positive for COVID-19, or has tested positive for COVID-19 they must inform the COVID-19 Point of Contact immediately.
 - Have you felt unwell in the last 3 days?
 - A staff member should stay home if they have one of the following symptoms
 - Fever of 100.4 or higher
 - Shortness of Breath
 - Uncontrollable Cough
 - A staff member should stay home if they have two or more of the following symptoms
 - Diarrhea
 - Lost of taste or smell
 - Muscle aches without another explanation
 - Severe headache
 - Sore throat
 - Vomiting
 - Chills
 - You must contact your COVID-19 Contact as soon as you sense that you may be having symptoms and are going to need to miss work.

Continued Staff Monitoring will take place throughout the day

- If a staff member becomes ill, they will be sent home immediately
 - We will safely move students around to maintain appropriate staff to student ratios. If that is not possible, the Program Director will call in another staff member until that staff member arrives, the Program Director will resume their group and/or responsibilities.



COVID-19 Point of Contact Information
If your Point of Contact is unavailable contact
Dorothy Hammond or Brook Blanchard

Administrative Staff

Dorothy Hammond
Human Resource Manager
Dorothy@ydcpal.org
(269) 639-2489

Brook Blanchard
Executive Director
brook@ydcpal.org
(269) 908-0402

South Haven Learning Center

Alicia Rodriguez
Center Director
Alicia@ydcpal.org
(269) 767-7380

Out of School Time Experiences

Kariann Johnson
YDC Program Coordinator
Kjohnosn@ydcpal.org
(269) 254-7594

Coloma Learning Center

Christina Saldana
Center Director
Christina@ydcpal.org
(269) 202-7541

Physical Space & Social Distancing

Limited Visitors

- Limited access to the building is restricted to only essential visitors and staff. All persons entering the building must undergo a temperature check and COVID-19 screening.

Isolation

- Should a child become ill or have a fever of 100.4 or higher and display symptoms of COVID-19, they will be moved a separate room away from other children where the sick individual can wait until they are picked up. Staff monitoring the child will also be wearing a mask.

Removal of toys and objects which cannot be easily cleaned or sanitized between use.

- Toys are limited to items made of materials that can be easily sanitized or disinfected (cloth toys are removed)
- Wooden toys will be cleaned on at least a daily basis.
- Specifically in infant classrooms (if a child has mouthed the toy), it will be removed until disinfected. Each classroom will have a basket for soiled toys to be washed and sanitized before put back into the classroom to be played with.

Limit use of common spaces.

- When possible, divide large group spaces to allow more children to safely use the space. For example, use child-sized furniture, such as rolling shelves and kitchenettes, to divide a room and prevent mixing between groups of children.
- Common spaces are limited to entry way

Rearranged seating

- To seat children six feet apart (when possible) and limit the number of children sitting together. This is especially true for meal times and activities at tables.
- To place cots and cribs six feet apart and have children lay face to feet (alternating) during sleep times.
- We have arranged the space available to allow for small group sizes (when possible, no more than 10 kids in each classroom) and will allow for age appropriate social distancing. For those children



attending our Out of School Time experiences, in each classroom, youth will sit at a single desk and desks will be arranged facing the same direction.

- Larger play spaces, like the playground, will be used only in small groups and will be disinfected and sanitized at the beginning and end of each day. An appropriate playground use schedule will be created and enforced to ensure that only one classroom / group are using the playground at a time.
- All administration offices, desks and work spaces will be placed 6 feet apart. They will be cleaned/disinfected twice daily or between uses of multiple staff.
- Before and after use of space, a staff member will disinfect/sanitize the space and materials that were used.

Meals and Snacks

- Children and staff are required to wash hands before meals and snacks and should wash hands after meals and snacks.
- Offer food in classrooms or an outdoor area, if possible.
- Rearrange seating to seat children six feet apart (when possible) and limit the number of children sitting together.
- Meals provided by the childcare should be delivered to classrooms in centers with disposable utensils, if possible.
- If a cafeteria or common space is used for meals or snacks, arrange seats six feet apart and only have one group of children in the room at a time.

Reinforced Promotion of Personal Hygiene

Hand Washing & Hygiene

Proper hand washing procedures will be posted at all sinks to support proper hand washing.

Staff and Children will wash their hands for 20 seconds with soap and water in the following situations

- When they arrive at the program
- Before and after meal times
- Before and after each activity or rotation
- **ESPECIALLY** after blowing your nose, coughing, sneezing, going to the bathroom, and before eating or preparing food.

Hand sanitizer and tissue will also be available in each used space, including the playground.

It is the responsibility of the Lead in each classroom/group set the example of proper hand washing procedures, proper coughing, and sneezing etiquette.

Cleaning and Disinfecting

- Cleaning staff should wear a mask, gloves, and a face shield when performing cleaning of these areas.
- **Frequently touched surfaces** (including light switches, door handles, playground equipment, benches, bathrooms) should be cleaned and disinfected at least **every four hours**.
- **Common areas** require at least a **daily** deep clean (for example, sinks, bathrooms, doorknobs, tabletops, and shared items).
- **Toys** should be cleaned frequently, especially items that have been in a child's mouth.
- **Outdoor areas, like playgrounds**, require normal routine cleaning, but do not require disinfection.
 - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from 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 or themselves from inhaling toxic fumes.
- Before and after each rotation, the space will be cleaned and disinfected. This includes, but is not limited to, table tops, furniture, and any materials that were used during that rotation. Students will not share resources (supplies, games, blocks, puzzles, etc.), unless cleaned and disinfected between each use.
- To help prevent the spread of COVID-19, there will only be one child allowed in the bathroom at a time. When each child is finished using the bathroom, a staff member will clean and disinfect.

Items from Home

- Per the Guidelines for Safe Child Care Operations during COVID-19, we are required to limit the number of items brought into the facility because this may be a way to transmit the virus. For example, children should be brought into the center without car seats.
- Consider leaving a pair of shoes or slippers at the facility for each child and staff member. If possible, they should be washed or sanitized weekly.
- Comfort items may be especially needed during this time of transition as they may reduce stress for children and staff members. To avoid these items coming into contact with many children, efforts should be made for these items to be placed in a cubby or bin and be used at naptime or as needed. When possible, a comfort item should remain at the childcare facility to avoid cross contamination from another site. Items will be sent home to be washed at least weekly.

COVID-19 Communications

Support Children and Staff's Social Emotional Needs

YDC will provide families and staff with resources to prepare for the transition back to programming and during programming as well. Resources will be posted on our family board and employee information board. A hard copy will be made available upon request from any staff member or family.

Recommended shared resources:

- [Crisis Parent and Caregiver Guide](#), from the Michigan Children's Trust Fund
- [Talking with Children about COVID-19](#), from the CDC
- [Helping Young Children Through COVID-19](#), from Zero to Thrive (includes Arabic and Spanish translations)
- [Georgie and the Giant Germ](#), from Zero to Thrive and Tender Press Books
- [Kai Ming Going To School Social Story](#), developed by Vivian Wong and Aileen Mui ([English](#), [Spanish](#), [Chinese](#))

Proactive Communication with Families

- Parents are encourage to discuss concerns or questions families have about
 - Health concerns/conditions which may make the child at higher risk for complications if exposed to COVID-19.
 - Encouraged to have back-up childcare plans if the child or a family member becomes ill or is required to self-quarantine due to possible COVID-19.
 - Families that have immunocompromised children and children with chronic respiratory conditions should only return to childcare under the direction of their primary care provider.
- Children should be up to date with current vaccination schedules to protect from vaccine-preventable infectious disease outbreaks, including influenza. If vaccines have been delayed because of the stay-at-



home order, families should have a plan with their child's medical provider for catch-up vaccinations in a timely manner.

Communication with YDC Team Members

- YDC Team Members are encourage to discuss concerns or questions they have about
 - Health concerns/conditions which may make a staff member at higher risk for complications if exposed to COVID-19.
 - Staff with underlying health conditions or at higher risk should consult with their primary care provider
- **Employees' Rights**
 - Under [Executive Order 2020-166](#), employees may not be discharged, disciplined, or otherwise retaliated against for staying home when he or she is at particular risk for infecting others with COVID-19. See the Executive Order for complete details.

COVID-19 Communications continued

Staff Training

Each staff member will be trained on the following COVID-19 resources prior to returning to work. For new hires this training will be covered during orientation.

- COVID-19 transmission, distance the virus can travel, how long the virus remains viable in the air and on surfaces and other infection control practices.
 - <https://www.cdc.gov/coronavirus/2019-ncov/>
- COVID-19 signs and symptoms
 - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Steps staff must take to notify the COVID-19 Point of Contact of signs and symptoms of COVID-19 and a suspected or confirmed diagnosis.
- Safely caring for children during COVID-19
 - <https://eclkc.ohs.acf.hhs.gov/video/caring-children-group-settings-during-covid-19>
- Preventing and managing infectious diseases in Early Education and Child Care
 - <https://shop.aap.org/pedalink-child-care-courses>
- Providing social and emotional resources for the staff and child's wellbeing
- Enhanced routine schedule for cleaning, sanitizing, and disinfecting
- Youth Development Company COVID-19 Preparedness & Response Plan and PPE usage
- Limit in person staff meetings to no more than 10 people. Maintain social distancing requirements.

Responding to Symptoms of COVID-19

If a Child or Staff Member Has Symptoms of COVID-19, YDC will:

- Send anyone who becomes ill home immediately.
- Isolate people who become ill while in care but cannot leave immediately.
- For children: Isolate the child in a safe location until the child can be picked up. If the child is 2 or older, the child should wear a cloth face covering. Do not leave children alone. Per [Executive Order 2020-164](#) any staff member caring for a child shall wear a cloth face covering as well.
- For staff: If a staff member begins to feel ill during the day, they should go home. If an individual is the only caregiver, they should limit close interactions with children until they can be relieved by another staff member.
- Encourage anyone that is ill to visit their primary care provider.



If a Child or Staff Member Has Symptoms of COVID-19

- If a child or staff member visits a healthcare provider and another cause is identified for the symptoms, the individual may return to care once symptoms improve and they have been fever-free for at least 24 hours without the use of medicine that reduces fevers.
- If another cause is not identified, the individual should be tested for COVID-19.
- If a test is not done, the individual should stay home until:
 - Has been fever-free for at least 24 hours without the use of medicine that reduces fevers **AND**
 - Other symptoms have improved **AND**
 - At least 10 days have passed since symptoms first appeared.

Responding to Confirmed Cases of COVID-19

Confirmed Positive Cases

Reporting: All childcare providers are **required** to

- Report positive cases of COVID-19 to our licensing consultant and local health department
 - ONLY positive cases are to be reported, NOT symptomatic situations
- Collect the contact information for any close contacts of the affected individual while at the center or from two days before he or she showed symptoms or tested positive to the time when he or she was last present in care. The local health department will ask for this information to support contact tracing.
 - **Defining close contact**
 - You were within 6 feet of someone who has COVID-19 for at least 15 minutes
 - You provided care at home to someone who is sick with COVID-19
 - You had direct physical contact with the person (touched, hugged, or kissed them)
 - You shared eating or drinking utensils
 - They sneezed, coughed, or somehow got respiratory droplets on you

Notifying families and staff members

- YDC will speak with our local health department before notifying families, for guidance as recommended.
- YDC will maintain confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
 - Even if a family/student acknowledges and publicly discloses a positive test, childcare staff must not participate in discussions or acknowledge a positive test.

Van Buren County Health Department 269-621-3143
Berrien County Health Department 269-926-7121

Returning to Care or Work after Exposure & Confirmed Cases of COVID-19

Testing and Returning to Care and Work

Staff and/or children who reside in the home with someone who has a confirmed Positive COVID-19 test are required to notify their COVID-19 Point of Contact (or designee) immediately.

YDC will communicate with the local health department will provide the necessary guidance to determine when the individual may return.

In general, individuals must stay home until they or the person in the home with a positive COVID test:

- Has been fever-free for at least 24 hours without the use of medicine that reduces fevers **AND**
- Other symptoms have improved **AND**
- At least 10 days have passed since symptoms first appeared or the individual tested positive.



Other considerations:

- Individuals with an immunocompromised condition should receive two negative tests in a row, 24 hours apart, prior to returning to work/care.

Testing locations:

Bronson Lakeview Outpatient Center 451 Health Parkway, Paw Paw, MI 49079 – (269) 341-7788

OptiMed -drive-thru COVID-19 testing 6480 Technology Avenue, Kalamazoo, MI 49009 - <https://www.optimedhp.com/test>

Intercare: (855) 869-6900

[801 W Arlington Street, Bangor, MI 49013](#)

[800 M-139, Benton Harbor, MI 49022](#)