



COVID-19 Preparedness and Response Plan



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Hidden Treasures Preschool

As a child care center licensed by the state of Michigan, Hidden Treasures Preschool has always prioritized the health and safety of the little ones in our care. The administration of Hidden Treasures Preschool and Calvary Baptist Academy have established reopening policies that will allow HTP to continue its mission of providing preschool children with an excellent education and childcare in a safe, Christ-centered environment from a loving and caring staff.

These policies were developed using guidance from the CDC, local health department, the MI Safe Schools Return to School Roadmap and our licensing agency. As community factors and local guidance changes, we will update these policies whenever necessary.

It is the goal of Hidden Treasures Preschool to keep our students and staff healthy and able to meet in person for preschool. This will require a partnership between the school and the families as we all embrace the temporary COVID policies, while keeping the goal of a safe preschool environment as a top priority.

Phase 1

Phase 2

Phase 3

When Midland, Michigan, the home of Hidden Treasures Preschool, is in phase one, two or three of the reopening of Michigan plan, our preschool may close for in person meetings. Our teachers would provide video lessons and curriculum worksheets for all students. We would continue to provide childcare for those children whose parents are continuing with employment as “essential workers.”

Families of Essential Workers



Phase 4 Details



When Midland, Michigan is operating in phase four of reopening, Hidden Treasures Preschool will meet in person for preschool classes with the addition of some health and safety protocol.

→ **Symptom Screenings:**

- ◆ All persons (staff, students, parents and visitors) entering the building will have temperatures screened at the door with a no-touch thermometer for a temperature of 100.0° or less.
- ◆ A parent must perform a daily symptoms self screening of his or her preschooler before coming to school. (See Appendix A for COVID-19 Screening Tool.)

→ **Face coverings:**

- ◆ All parents and staff will be required to wear face coverings upon entering the building unless medically unable to tolerate one.
- ◆ Preschoolers ages 4 and older will wear a school- provided neck gaiter when entering the building and in common areas such as the hallways or bathrooms.
- ◆ Preschool students will be able to lower the neck gaiter when in their own classrooms and outside.
- ◆ Teachers and staff will be asked to wear a face covering in the classroom when they are not able to practice social distancing. Exemptions will be allowed for those who are not able to medically tolerate a covering.

→ **Age Appropriate Social Distancing:**

- ◆ Preschool students will be cohorted by classroom and kept separate from other classes.
- ◆ Student seating for circle times, as well as, at student tables and desks will be spread apart as much as the classrooms will allow.
- ◆ At rest time, student cots will be positioned in a head to toe alternating manner.

Phase 4 Details



→ Hygiene:

- ◆ Staff will instruct students on the proper method of washing hands thoroughly with soap and water for at least 20 seconds.
- ◆ All students and staff will be asked to wash hands with soap and water at the start of the day, after using the restroom, after using a tissue to wipe their noses, as well as, before and after eating.
- ◆ While we use soap and water for students in the classrooms, Hidden Treasures Preschool has hand sanitizer stations throughout the building for added precaution for visitors.

→ Cleaning and sanitizing:

- ◆ Staff members will continue to follow state requirements for the four step process of table washing and disinfecting before and after students eat at the classroom tables, as well as, at the end of the day.
- ◆ High touch areas such as doorknobs and bathrooms will be sanitized throughout the day.
- ◆ Staff members bleach toys, chairs and cots daily.
- ◆ In addition to the state required daily bleaching, classrooms and shared items will be sanitized daily as well.

→ Air Filtration:

- ◆ Air filtration is critical to keep classrooms and other high-traffic areas clean.
- ◆ Our facilities have a new updated HVAC system that allows each classroom in our main building to have and control its own air system.

Phase 5

Phase 6

When Midland, Michigan reaches phases 5 and 6 of reopening, masks will no longer be required for staff, students, parents or visitors. Under phase 5, we will continue to screen temperatures at the door. Staff will maintain regular cleaning and disinfecting in accordance with the requirements of our child care license regardless of the phase of reopening as that cleaning and sanitizing is always our practice.

In phases 5 & 6,
a mask is not
required
for staff, parents,
or visitors



Considerations for Families

- Parents may accompany preschoolers to their classrooms provided they wear facial coverings and pass the temperature screenings upon entering the doors.
- While we welcome parents to drop preschoolers off in classrooms, we are asking that parents consider making their stay in the classrooms short. This will help us minimize exposure as much as possible.
- To limit the handling of masks for our older preschool students, the school is providing neck gaiters for each child. These neck gaiters will go home with the children daily to be laundered and worn to school the next day.
- Our drinking fountains will be unavailable at this time. Parents should consider sending a refillable water bottle with their preschoolers each day.



Monitoring symptoms

Hidden Treasures Preschool will be monitoring those entering the building for symptoms of COVID-19 by requiring adults and children aged four years and older to wear face coverings in common areas, screening temperatures and watching for symptoms.

In children, these symptoms may include persistent cough, temperature, difficulty in breathing, cold, diarrhea, and/or vomiting. Adults may experience temperature, cough, shortness of breath, difficulty in breathing, change in smell or taste, and diarrhea. Our staff will be monitoring for these symptoms throughout the day as well.

While a child may exhibit any of these symptoms for a number of other health issues, Hidden Treasures Preschool will be extremely careful to not allow any individual showing signs of illness in our facility.



Presence of Symptoms

- If a child were to become symptomatic throughout the day, a staff member would escort the child to the sick room in the Hidden Treasures Preschool office. Mrs. Tomko, the HTP Director, or Mrs. Laughner, the HTP administrative assistant, would provide care and contact the child's parents. It is expected that a parent would come immediately to pick up the symptomatic child. We must be firm about this in order to keep our students and staff healthy.
- If a staff member were to become symptomatic throughout the day, Hidden Treasures Preschool will provide a substitute from the office to the classroom so the ill staff member may go home to isolate. The school will continue to meet the staffing requirements provided to us by our state licensing agency even if a staff member were to become ill.

COVID-19 Positive



- COVID-positive student, faculty, or staff member may not return to school until 10 days have passed since symptoms first appeared (or 10 days from the positive test if asymptomatic) AND at least 72 hours have passed since recovery (defined as resolution of fever without the use of medications and improvement in respiratory symptoms).
- In the event of a positive case within the school, we will respond quickly. A member of the administration will contact the local health department for guidance regarding possible closure, cleaning, and parental notification. HTP will consult with the local health department to assess factors such as exposure to students or staff. Custodial staff will be informed so that impacted areas can be thoroughly disinfected.
- If an individual in one's home tests positive for COVID-19, students or employees in the household should also stay home (self-quarantine) for a minimum of ten days.
- It is the responsibility of the local and state health departments to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions involved with the confirmed case regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large, but may need to be selectively identified for contact tracing by the local health department.

When a student or faculty/staff member can return to school

Individual	Return to school
Fever of 100.40 F or greater, or two or more COVID-19 symptoms (cough, difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell, nasal congestion, diarrhea, etc.) that are not otherwise explained.	May return to school after 72 hours have passed since recovery (defined as resolution of fever without the use of medications and/or improvement in symptoms) or after 24 hours have passed since recovery with an alternate diagnosis (strep, ear infection, etc.) as determined by a medical provider.
Low-grade fever below 100.40 F without other COVID-19 related symptoms, OR alternate diagnosis (strep, etc.) as determined by a medical provider.	May return to school after 24 hours have passed since recovery.
COVID-19 positive, symptomatic	May return to school after at least 10 days have passed since symptoms first appeared and at least 24 hours have passed since last fever without the use of fever-reducing medications and symptoms (e.g., cough, shortness of breath) have improved
COVID-19 positive, asymptomatic	May return to school after 10 days have passed since the positive laboratory test and the person remains asymptomatic. If the individual develops symptoms, the 10-day isolation period restarts (see above).
Family member or close contact with confirmed COVID-19	May return to school after a 10 day quarantine after contact with the COVID-19 positive person.

COVID-19 Screening Tool

Appendix A

COVID-19 Screening for Parents

Every morning before you send your child to school please check the following:

- 1** Your student does **NOT** have a fever greater than 100.4 degrees *(may be lower based on your school's policy)* OR lower if your child is not feeling well.
- 2** Other signs of illness such as:



CONGESTION
OR RUNNY NOSE



FEVER 100.4*
*or school board policy
if threshold is lower



COUGH



SHORTNESS OF BREATH OR
DIFFICULTY BREATHING



DIARRHEA



HEADACHE



NAUSEA
OR VOMITING



SORE THROAT



MUSCLE PAIN
AND FATIGUE



CHILLS



NEW LOSS OF TASTE
OR SMELL

- 3** Were you in close contact (within 6 feet for more than 15 minutes) with anyone confirmed with COVID-19 within the last two weeks?
- If the answer is **YES** to any of the questions, **DO NOT** send your student to school. Instead, begin quarantine of your child and contact your healthcare provider. Strongly consider COVID-19 testing.



Our Commitment

Hidden Treasures Preschool is committed to providing a safe and loving learning environment. We want to train our students to love others and to consider another's need before thinking about one's self. For this reason, we teach children to take turns and speak kindly to one another. Another way we train our students is to use good manners and hygiene. Because we love others, we want to prevent the spread of illness to them.

We trust and pray that following these protocols will greatly prevent the onset and spread of COVID-19 at Hidden Treasures Preschool.



Hidden Treasures Preschool

Appendix B: Liability Waiver

Due to the COVID-19 pandemic, Calvary Baptist Academy and Hidden Treasures Preschool have been exploring different and reasonable ways to provide services to all students. CBA and HTP have worked with state and local agencies, including the CDC, our local health department, the MI Safe Schools Return to School Roadmap and our licensing agency, to draft and implement guidelines moving forward regarding cleaning, screening, social distancing, etc. Though CBA, HTP and its agents will work hard to implement and abide by those guidelines, neither the guidelines themselves nor even guidance from the Centers for Disease Control and Prevention ("CDC") would allow CBA or HTP to guarantee an environment that is entirely free of COVID-19 related risks.

By allowing your child to return to campus, however, you acknowledge and understand that your child's attendance will require him/her to interact physically with CBA and HTP staff members, other students, and even volunteers. As such, despite reasonable mitigation efforts on behalf of CBA and HTP, physical interaction with the public at large may pose some unavoidable risks to you, your child, and your family due to the COVID-19 pandemic. With that, you further acknowledge and agree to the following:

Waiver and Release. I hereby release and forever discharge and hold harmless Calvary Baptist Academy and Hidden Treasures Preschool and its agents (any employee, client, agent, owner, shareholder, board member, volunteer or any other representative of CBA or HTP) from any and all liability, claims and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my child's return to campus and/or participation in activities associated with CBA or HTP. I understand that this release discharges Calvary Baptist Academy from any liability or claim that I may have against CBA or HTP with respect to COVID-19.

Assumption of Risk. I further understand that my child's return and/or participation may expose him/her and others to unavoidable COVID-19 community spread. As such, I hereby expressly and specifically assume the risk of injury or other harm, and also expressly release Calvary Baptist Academy and Hidden Treasures Preschool and its agents (any employee, client, agent, owner, shareholder, board member, volunteer or any other representative of CBA or HTP) from all liability for injury, illness, or other issues resulting from or in any way related to my child's return or participation.

BY EXECUTING BELOW, I ACKNOWLEDGE HAVING READ, UNDERSTOOD AND AGREE TO ALL OF THE ABOVE-TERMS AND CONDITIONS.

Child's Printed Full Name

Printed Full Name

Signature

____ / ____ / ____
Date of Signing