



COVID-19 Preparedness and Response Plan 4/18/2021

Bright Loritos LLC is committed to providing safe, developmentally appropriate programs for our students during the COVID-19 public health crisis. Bright Loritos has implemented the following plan consistent with guidelines developed in consultation with the Michigan Safe Schools Roadmap and many organizations including Oakland County Health Division, State of Michigan Health Department, Centers of Disease Control and Prevention, World Health Organization, LARA, and national experts across the state. **Bright Loritos will continue to monitor best practices and will issue updated guidance as our knowledge of COVID-19 continues to improve.**

Health and Wellness Practices

Class Size Matters: We know how much families appreciate our small teacher-child ratios, so students will be placed into small-sized classes. Students will interact only with others in that class and the teacher. Each class will have an assigned classroom where all the instruction will take place throughout the school year.

Screening: All health screening protocols, and reporting will comply with local and state public health department directives and CDC guidelines and will protect the confidentiality of personal medical information as required by applicable laws and regulations. Before entering our facilities, we conduct temperature checks on students, staff and visitors using no-touch thermometer devices or instruments that will be cleaned and disinfected between uses.

Those with temperatures above 100.4 degrees will not be able to enter. Screening questions will be asked regarding contact with persons who have contracted COVID-19 and on relevant symptoms (persistent cough, fever, difficulty breathing, cold, diarrhea and/or vomiting) in the past 14 days. Bright Loritos staff will visually check children for signs of illness, including flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. **If anyone in your household shows symptoms or has tested positive for COVID-19, please notify the Bright Loritos office immediately via phone.**

Staff will continue to monitor symptoms throughout the day and monitor temperatures when children appear ill or “not themselves.” Children with a fever alone, or a fever with a cough and/or diarrhea should be isolated from the group and their parents contacted for prompt pick up. Families will be encouraged to contact their primary care physician/medical provider.

Screening Staff: As a daily routine, all employees are required to use a daily screening tool to survey and document symptoms for all staff who are onsite. To meet the requirements mandated by Michigan law, Bright Loritos will be using MI Symptoms the online application provided by the state to screen Bright

Loritos staff. The tool will help Bright Loritos track the number of staff members with symptoms so that we may appropriately minimize the risk to others while complying with state law. Staff will also be engaged in a daily health screening process, including temperature screening, before coming to school. Upon arrival, designated individuals will perform temperature checks on staff before they enter the Bright Loritos building.

Staff will be screened for cough, shortness of breath, difficulty breathing, change in smell or taste, and diarrhea daily. Staff arriving at the center with fever above 100.4 or other symptoms will be sent home. Staff is required to notify Bright Loritos if they have contact with anyone outside of work who has had a documented case of COVID-19. Staff will be instructed to self-quarantine if they have been exposed to COVID-19.

Symptoms: Fever is the key indicator for young children. If a child's temperature is above 100.4 degrees Fahrenheit, the child will be excluded from camp/class at Bright Loritos. Cough and/or diarrhea in addition to fever is suggestive of COVID-19.

Any student or staff experiencing any of the following symptoms – cough, nausea, vomiting, diarrhea (two or more episodes in 24 hours), shortness of breath, sore throat, loss of taste or smell, muscle aches, nasal congestion, runny nose, a temperature of 100.4F or above (without the use of medications) – or other symptoms identified by the CDC <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> is required to remain home and is not permitted on site.

Children should also stay home if they:

- Are in quarantine due to exposure to an individual with a confirmed case of COVID-19 or
- A child has a high risk of COVID exposure if they have had close contact with a person with COVID-19 within the past 14 days

Supplies: We will provide enough school supplies, such as pencils, markers, so that students do not have to share, and items can be disinfected between uses. Toys and objects which cannot be easily cleaned or sanitized between use, particularly cloth toys, will be removed from classrooms. We will temporarily suspend use of water and sensory tables. Manipulatives will be washed and sanitized before being moved from one class to another. Whenever possible, teachers will have duplicate sets of materials that are rotated in and out of use to facilitate routine cleaning.

PPE

Masks or Cloth Face Coverings for Children: All children 2 years and older are required to wear face coverings upon entering our facility and in the classroom, as well as in common areas and when traveling through hallways. (UPDATED ON 4/26/2021 per MDHHS Order)

Exceptions:

- **Age:** Cloth face masks should never be placed on young children under age 2.
- **Medical condition:** Anyone who cannot medically tolerate a cloth face mask, has trouble breathing, or is unable to remove the face covering without assistance should not wear a face mask.
- **Eating and drinking:** Cloth face masks may be removed while eating and drinking.
- **Sleeping:** Children should never wear a face mask while sleeping or resting.
- Exercising outdoors and able to consistently maintain six feet of distance from others

Masks or Cloth Face Coverings for Staff Members: Staff members are required to wear face coverings while at Bright Loritos when they interact with children, families, or other staff members within 6 feet of distance. This policy applies to both indoor and outdoor activities.


Masks or Cloth Face Coverings for Parents and Visitors: Bright Loritos requires all adults entering our facilities to wear masks or face coverings.


Gloves: Staff will wear gloves in a manner consistent with existing licensing rules (for example, gloves should be worn when handling contaminants, changing diapers, cleaning, or when serving food). Staff members should wash hands before putting gloves on and immediately after gloves are removed. Gloves are not recommended for broader use.

Social Distance

Bright Loritos will follow best practice guidelines for practicing social distancing in a child center setting by limiting group sizes, the number of staff members teaching, and the number of spaces a child is in during the day as much as possible. Bright Loritos will restrict non-essential visitors, volunteers, and activities including groups of children or adults.

Drop-off and pick-up procedures: Until further notice, family members and/or individuals dropping-off and picking-up students shall not enter the building unless they have scheduled a time to come in, or are part of the parent-tot class “parakeets”.

Drop-off: Designated screening staff will meet families outside the main entrance of the Bright Loritos building to perform screening protocol (above). Please be aware of our social distancing floor markers  as we complete the screening process. Families are required to stay with their children until they have been cleared, if cleared a Bright Loritos staff will escort students into the building.

Pick-up: We will have social distancing floor markers  within 6ft from one another located outside of our main entrance. Families will pick up children outside the main entrance of the Bright Loritos building only. Call the Bright Loritos office or ring the doorbell upon arrival. Designated staff will meet families at the main entrance door of the Bright Loritos building to safely dismiss students with their belongings.

Families are required to inform Bright Loritos of approximate drop-off and pick-up times whenever possible to assist with this procedure.

Additional drop-off/pick-up procedure guidelines (whenever possible):

- Families are encouraged to designate one drop-off/pick-up adult.
- ONLY one adult should accompany children during the drop-off/pick-up process. Siblings and additional family’s members should NOT approach the outdoor drop-off/pick-up area.
- Congregating with other families during the drop-off/pick-up process is prohibited.
- Adults are encouraged to wear a mask during drop off and pick up

Cleaning and Facilities

In addition to our regular daily cleaning schedule, surface areas, including sinks, restrooms, doorknobs, and other high-touch points, will be sanitized twice each per day. High touch areas in classroom spaces,

including desks and tables will be cleaned and disinfected after every class. All cleaning products used by Bright Loritos will meet CDC standards for effectiveness against COVID-19.

Handwashing: Staff and students will wash hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, sneezing, using the bathroom, entering a new space, and before eating or preparing food. CDC handwashing guidelines are posted at every sink at Bright Loritos. An alcohol-based hand sanitizer with at least 60% alcohol will be provided and used when a sink and soap is not available (i.e. upon entering the Bright Loritos building, on the Bright Loritos playground).

Cleaning and Disinfecting: Bright Loritos will continue to use robust cleaning protocols on at least a daily basis for items touched frequently. The child safe disinfectant used at Bright Loritos lists human coronavirus as a target pathogen. Bright Loritos will follow COVID-19 specific CDC guidelines for cleaning and disinfecting classrooms, common areas, and toys. Teachers, too, are trained and will perform intermittent, limited surface cleaning as needed in their classrooms. All employees will wear gloves, surgical masks, and face shields when performing all cleaning activities.

Fresh Air Circulation: The ventilation (HVAC) system filters have been upgraded at all our locations. All HVAC equipment will be inspected and evaluated by certified technicians to ensure proper functioning. Electronic HEPA air purifiers have been placed in all teaching spaces to provide additional air filtration.

Signs: All entrances to our facilities will have signage indicating required health and safety precautions. Additional signage will be posted throughout the interior of our learning centers. Individuals unwilling to follow our safety guidelines, or our policies will be asked to leave our premises.

Items from Home: Bright Loritos will ask families to limit the number of items brought into the facility to diminish opportunities to spread illness. 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 will be made for these items to be placed in a cubby or bin and be used as needed. If possible, a comfort item should remain at the child learning facility to avoid cross contamination from another site. Items should also be washed at least weekly. Soft materials (such as blankets, soft comfort items, or clothing) should be washed daily.

What is Bright Loritos's protocol for families to report symptoms or a positive test and policies on when children will be excluded?

If anyone in your household exhibits COVID-19 symptoms, has been in close contact with an individual who has COVID-19, or has tested positive for COVID-19, please notify the Bright Loritos office immediately via phone via phone or email info@brightloritos.net

What counts as a close contact?

Close contact includes exposures within 6 feet of a person with COVID-19 for 15 minutes or more. This includes brief exposures totaling 15 minutes in a 24-hour period.

Michigan.Gov-LARA:

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more within a 24-hour period. This includes brief exposures totaling 15 minutes in a 24-hour period
- You provided care at home to someone who is sick with COVID-19

- You had direct physical contact with the person
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

If COVID-19 is diagnosed among the Bright Loritos student body or staff, all affected families and staff will be notified by email and text ASAP.

If a child, staff member, family member, or visitor to Bright Loritos becomes ill with COVID-19 symptoms, we will contact the Oakland County Health Division consultant for next steps. Health authorities will determine how to appropriately respond to COVID-19 diagnoses at the center on a case-by-case basis. Responses may include requiring students and staff to self-isolate, closing specific classrooms, or closing the center.

If COVID-19 is diagnosed among the Bright Loritos student body or staff, all currently enrolled families will be notified ASAP via an email and text health alert.

Guidelines for Returning: Staff members and students should stay home and self-isolate if they show symptoms of COVID-19.

If a staff member or student has a fever or a cough, Bright Loritos will follow our child and staff illness policy. **At this time, it is recommended that children be fever free without the aid of a fever reducer for 72 hours before returning to our learning centers (even if other symptoms are not present).**

If a staff member or student exhibits multiple symptoms of COVID-19, possible exposure is suspected, 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.

Most children and staff members can return to our learning centers based on improved symptoms and the passage of time. The Oakland County Health Division may recommend that some individuals (for example, immunocompromised individuals) receive two negative tests in a row, 24 hours apart.

Bright Loritos will cooperate with the local public health department if a case of covid-19 is identified within our learning centers. Employees and students with a confirmed case of covid-19 should only return to school after they are no longer infectious. The administration in coordination with local health officials will provide instruction about return to school, using the most current guidelines from the Oakland County health department, LARA, state of Michigan and/or CDC for this determination.

If a COVID-19 case is identified, Bright Loritos will temporarily close the room in which the positive individual may have occupied to perform deep cleaning and disinfecting, these spaces will remain closed for at least 24 hours before cleaning to minimize the risk of any airborne particles.

*****IMPORTANT: Immunocompromised children and children with chronic respiratory conditions should only return to Bright Loritos under the direction of their primary care provider.**

What is Bright Loritos' isolation procedure in case of symptoms or confirmed cases onsite?

Bright Loritos will send anyone who becomes symptomatic home immediately. If possible, children and staff should leave right away if they are ill. Bright Loritos will use a designated room to isolate people who become ill but cannot leave immediately.

Isolating children: Bright Loritos will isolate children in a safe location until they can be picked up. Designated staff wearing appropriate protective equipment will supervise and comfort the child until pick-up is possible.

Isolating staff: If a staff member begins to feel ill during the day, they will be sent home immediately. If an ill staff member is not able to leave the center immediately, they will isolate in a designated classroom until departure is possible.

How will Bright Loritos maintain required staff to child ratios in the event that a staff member(s) becomes ill?

Bright Loritos will create a staffing plan based on enrollment, the need to limit exposure across groups, and the need to practice social distancing. Bright Loritos will staff in a manner that will allow adequate coverage if a staff member becomes ill. Staff will receive COVID-19 specific training upon returning to work at Bright Loritos.

How should you prepare your child to return to classes at Bright Loritos?

Families are encouraged to communicate with Bright Loritos to develop a plan to support their child's social-emotional needs as they return to our program. Every effort will be made to provide families with frequent updates and reassurance throughout this transition. When developmentally appropriate, families are encouraged to talk to their children to prepare them for changes due to COVID-19.

Resources:

- [Guidelines for Safe Child Care Operations During COVID-19](#) from Michigan.gov/LARA
- [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)