



Olive Branch Day Care Covid-19 Safety Plan for Families

Parents,

Please read the following procedures and policies related to safety measures at the center. This document outlines, to the best of our abilities, steps that will be taken to help ensure health and safety in addition to the already high standards for safety and cleaning. This document must be signed and returned to the center before resuming child care.

Thank you for your cooperation to keep everyone safe and your continued support and trust in Olive Branch.

Sincerely,
Jessica Kennedy (director)
& Olive Branch Staff

1. I understand that because of the increased cleaning steps to prepare for the day and before closing the center, drop off and pickup times will be limited to 7:45a.m. – 5:45p.m. for a period of time. I agree to these updated hours of operation during the time it is needed.
2. I agree that I will adhere to the following policy for all persons entering the building:
 - a. *Have temperature taken.*
 - b. *Answer do you have any of the following symptoms (for all adults and children entering the building):*
 - i. *Fever of 100 degrees or higher*
 - ii. *Cough*
 - iii. *Shortness of breath*
 - iv. *At least two of the following: chills, muscle aches, headache, sore throat, new loss of smell/taste, diarrhea, fatigue*
 - c. *Have you traveled outside the US or outside of Michigan in the last 14 days?*
 - d. *Have you come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19 diagnosis in the past 14 days?*
 - e. You must sign acknowledging that you answer “no” each day.
 - f. Anyone that answers “yes” to (b) you must remain home until you are ALL of the following: 72 hours fever free without medication, symptoms have improved, and at least 10 days since symptoms first appeared. Any travel or exposure to confirmed cases (c,d) should result in remaining home for 14 days from travel or exposure date.
 - i. If you are sick, we recommend following CDC recommended steps at home. (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>)
3. I will adhere to the following steps when entering the building: one family will be inside on the landing being checked, one family waiting outside the door, all others waiting to enter should remain in their cars.



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4. I understand that *only parents* will be allowed to drop off or pick-up a child and must do so at the door to the classroom; *no adults, other than staff will be allowed to enter the classrooms.*
 - a. Staff and children may not wear outside shoes in the classroom. Shoes worn into the building can be kept by cubbies. Please provide inside shoes/slippers kept at the building for optional indoor use.
 - b. Children should go directly to their age-appropriate classroom and will not be combined to start the day. When entering the classroom, staff will assist children as they first wash hands before beginning other activities.
 - c. While in the building, parents must maintain 6 feet of distance from all other people, except their own family.
 - d. No visitors will be allowed in the building and all special events will be cancelled or postponed until larger gatherings are allowed by the state.
5. I, as the parent, agree to wear a snug-fitting masks if entering the building. I understand that all staff and other adults will be wearing masks while in the building.
6. I understand that classes will have fewer in attendance during initial stages of opening and will slowly increase over time. This will mean lower child to teacher ratios to begin and slowly increase over time. I understand that it will be different for every classroom. I agree to let the center maintain safe lower attendance/ratios and increase as they see fit for the safety of all staff and families.
7. I understand that my child/children will wash hands often throughout the day (for example, but not limited to: before starting play, before and after eating, before and after outdoor play, after bathroom use/diapering) with the help of a staff member to ensure proper steps: 20 seconds of soapy scrubbing then rinsing. Sanitizer will be used in the absence of soap and water. I also understand that the center recommends that I bring sanitizer for my own use after touching door knobs, etc. since they have a limited supply for the children and staff.
8. I understand that bleach solution will be used for sanitization of all hard surfaces as recommended by the CDC.
9. I understand that only toys that can be washed/sanitized as recommended will be used in the classroom. I agree that though this may limit the toys available, my child/children will be allowed access to what is available and safe. I also agree not to bring toys from home to the center.
10. I understand that all food served to children should be served on a plate/bowl or in a container, and will, to the best of my ability, send lunch prepared so that it can be served in the container sent from home.
11. I understand that my child will play on equipment maintained by the center for outdoor play but no two classes will cross on the playground at a time and surfaces will be spray sanitized before and after use. I agree to send appropriate outdoor play clothes (i.e. jacket) with a bag to be used (if needed) to prevent touching when on my child's hook.



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12. I understand that cots at nap will be placed 6 feet apart or as far as possible given classroom constraints. I agree to provide a bag that nap materials can fit inside completely (i.e. garbage bag or large shopping bag) if needed to prevent touching if anything sticks out of a cubby. As always, I agree to take bedding home at the end of every week to wash and dry before returning for the next week's use.
13. I understand that anyone on site that develops any of the following symptoms (*fever or chills, cough, shortness of breath or difficulty breathing, body aches, headache, new loss of taste or smell, sore throat*) must go home immediately. If a child must wait for pickup, they will be kept in a separate room away from other people until parents have arrived. I also agree to adhere to the following increased cautionary protocol for illnesses:
- a. Illness policy will be extended to **72 hours** symptom free.
 - b. If the child has symptoms that are in line with possible covid-19 infections (see 2), you must follow the specified exclusion or obtain a test showing they are clear from covid-19. We recommend following CDC guidelines for self-isolation and accurate testing steps (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>).
 - c. Parents must pick up children within 30 minutes of an illness call instead of the previous 1-hour time limit. If pickup within this shortened window of time is impossible, it must be approved by the director or PIC.
14. I understand that at the end of the day all classes will remain in their rooms until all children of that age have been picked up to prevent crossing in classrooms. I further agree to all of the same procedures outlined above for pickup.

Parent Name

Parent Signature

Date

Parent Name

Parent Signature

Date