



2020-21

RETURN TO SCHOOL PLAN

LAKE ORION
COMMUNITY
SCHOOLS

Early Childhood
Pre-K, ECSE and Child Care

August 2020 (updated)

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JULY 2020

LETTER FROM SUPERINTENDENT BEN KIRBY

Five months ago, our lives were thrown into chaos. As a nation, our reality became uncertainty, confusion and hesitation. Yet as we changed our lives in an instant, we learned how well we could adapt. We figured out adversity brought us closer as families, it taught us how to pivot into creativity and that we have resiliency beyond what we could imagine.

Though I was in a different role in a different school district in March, July brought me here, to this special community, to join you in our re-entry. In my short time affiliated with Lake Orion Community Schools, I've seen the work of this staff and learned about the success of our students. This makes me proud to be a Dragon. I see what awaits our students this fall, shared in this Return to School plan, crafted by dozens of our staff members this summer.

In my 27 years in public education, I've learned the rhythm. The end of one school year leads to a release with district operations slowing to a snail's pace before building up again until fall. This past spring's quick thinking led to summer's intense planning and now, we're glad to share how the LOCS Early Childhood program will appear this fall.

The challenges are vast. As our world still battles this invisible virus, our goal is to create a comfortable space for your children to learn, wherever that feels appropriate for you. We know there will be questions and curiosity and, certainly, more of that hesitation. But the plan our staff has produced and we're sharing today is designed to be flexible, to be dynamic and to be prepared for whatever the next days, weeks and months bring. Thank you for your partnership as we navigate this together. And thank you for your faith in LOCS and the opportunity awaiting us all.

Go Dragons!

Ben Kirby

Superintendent, Lake Orion Community Schools



INTRODUCTION

Lake Orion Community Schools and the Michigan Department of Licensing and Regulatory Affairs (LARA) have each made the health and safety of children a top priority.

With the presence of COVID-19, new health and safety protocols are necessary to ensure that children, families, and staff members are as safe as possible.

LARA has provided guidance to licensed child care programs in the state of Michigan to create safe spaces for children and staff members.

This plan follows that guidance as well as all LOCS Administration guidance.

Along with this plan, parents are encouraged to read the District Return to School Plan, as it contains additional necessary information.

As LARA receives updates on the best knowledge on how to fight this virus, that information will be shared with licensed programs and this plan will be updated to reflect that guidance.

This plan, and any revisions of the plan will be posted on the Lake Orion Community Schools website, in the Return to School section. (Initial Plan: 7/20/2020)



PHYSICAL SPACE

- Each classroom will create a space to isolate children who develop symptoms during a Pre-K school day. An ill child will remain in this area until he/she can be picked up. The adults in the classroom will monitor the ill child and provide comfort and reassurance until he/she is picked up.
- Toys and classroom materials that cannot be easily cleaned between uses have been removed. These include:
 - Puppets
 - Fabric dress-up clothes
 - Scarves, bean bags, and streamers (typically used in music and movement activities)
 - Stuffed animals
 - Parachutes
 - Play dough (shared by all students) (individual tubs of play dough will be available)
- The Sensory Table (“sand and water table”) will not be available.
- A “Yuck Bucket” will be used in each classroom. If a child puts a toy into his/her mouth it will be placed into this bucket to be thoroughly cleaned and disinfected prior to being returned to the classroom.
- Playground time will be scheduled so that only a limited number of students are using the playground at a time.
- During the times in the Daily Routine when small groups gather (Planning, Recall, Snack, and Lunch), every effort will be made to limit the number of children sitting together. Strategies may include:
 - Staggering each of these times so that smaller groups can meet with better spacing
- A picnic style snack or lunch where children and adults are spread out.
- Planning creatively in order to limit the amount of children gathered. (For example, use large areas in the classroom and/or open outdoor space.)
- In full-day classrooms, rest mats will be placed so that no two children face each other.



MONITORING COVID-19

CHILDREN

- Before children enter classrooms each day Pre-K staff (and/or parents) will check them for symptoms of COVID-19. (Children will be re-checked during the school day if there are symptoms of COVID-19 displayed.)
- This check includes:
 - Visually checking students for signs of illness, including flushed cheeks, rapid or difficulty breathing, fatigue, or extreme fussiness.
 - Performing temperature checks. (Thermometers will be cleaned and disinfected between uses.)
 - Fever is the key indicator for young children. If a child's temperature is above 100.4 degrees, the child will be excluded from school.
 - A cough and/or diarrhea, in addition to fever, is suggestive of coronavirus.

STAFF

- Staff members will check their temperature prior to arrival and answer questions through the Clear To Go App every day. (Thermometers will be available onsite. They will be cleaned and disinfected between uses.)
- All staff will be screened for cough, shortness of breath, difficulty breathing, changes in smell or taste and diarrhea.
- Staff arriving with fever above 100.4 or other symptoms will be sent home.
- Staff should report contact with anyone outside of work who has had a documented case of COVID-19. Staff should be instructed to self-quarantine if they have been exposed to COVID-19. Because child care staff members are part of Michigan's essential workforce, they are eligible to be tested for COVID-19.
- If a staff member begins to feel ill during the day, they will be sent home. If an individual is the only caregiver, they will put on a cloth face covering (if not already on) and limit close interactions with children until they can be relieved by another staff member.

REPORTING PROCESS

- If a child, staff member, family member, or visitor becomes ill with COVID-19 symptoms, the classroom teacher will contact the Early Childhood Office who will contact the Oakland County Health Division and the licensing consultant for next steps.
- Staff and families of children in care are also required to report to the Early Childhood Office if they become symptomatic or receive positive COVID-19 test results. Office staff, can be contacted at 248-693-5439.
- A determination whether to close the classroom or facility will be based on guidance from LOCS and the Oakland County Health Division. If an individual in a classroom is identified with a positive test for COVID-19, the classroom will be closed for cleaning and everyone in that classroom may be quarantined for 14 days. (If directed by the OCHD, LARA or LOCS)

SOCIAL DISTANCING

Social distancing is very challenging in an early childhood setting. We have identified the following practices to help support social distancing.

- We will maintain consistent groups in each classroom (keeping the same group of children and teachers in the same classrooms). Ratios will remain consistent with licensing guidelines.
- Contact with external adults and between groups of children will be limited. For example, playground time will be rotated between groups.
- Cots and/or rest mats will be placed at least six feet apart, when possible and bedding will be placed in head-to-toe positioning.
- Field trips will be cancelled or delayed, according to current guidelines in place by the state of Michigan and/or CDC Recommendations.
- Drop Off and Pick Up times may be staggered when two or more Pre-K classes start and end at the same times. ECSE students that receive busing will follow the district busing requirements.
- Teaching teams will meet children in the gym and escort them into and out of the classroom.
- Parents, guardians, or caregivers dropping off and/or picking up will be limited to one adult per child.
- Parents **MUST** avoid congregating in a single space or a large group.
- We will restrict non-essential individuals from visiting classrooms.



HYGIENE PRACTICES

- Children and staff will wash their hands with soap and water for at least 20 seconds ...
 - When arriving in the classroom
 - After nose blowing, coughing, and/or sneezing
 - After using the bathroom
 - Before eating or preparing food
- Children will be taught to cover coughs with a tissue or sleeve.
- Common areas (sinks, bathrooms, doorknobs, tabletops) will be deep cleaned daily, according to CDC guidelines for cleaning and disinfecting.
- A “Yuck Bucket” will be used in each classroom. If a child puts a toy into his/her mouth it will be placed into this bucket to be thoroughly cleaned and disinfected prior to being returned to the classroom.
- Classroom toys and materials will be cleaned daily in all classrooms with additional attention in classrooms that are shared (for example one class on M/W/F and another class on TU/TH).
- Children and staff will have a pair of shoes that will remain in the classroom, they will change into these upon arrival in the classroom.
- Items from home are strongly discouraged.
 - If a child uses a comfort item for rest time, that may be brought into the classroom and left in the child’s cubby (or rest bin) until rest time.
 - If a child is comforted during transition time by the use of a comfort item, that will need to be placed in the child’s cubby after the child has successfully transitioned into the classroom. All comfort items will be sent home weekly to be washed/disinfected.



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SAFETY EQUIPMENT

- Staff members are required to wear masks while in the center. Cloth face coverings, such as a homemade mask, scarf, bandana, or handkerchiefs, are best. N95 masks and surgical masks are not recommended.
- By Executive Order, Michigan Governor Gretchen Whitmer has required all employers whose workers perform in person work to provide non-medical grade face coverings to their workers. This includes child care providers.
- Staff members will prepare children for seeing them in masks by sharing a picture of themselves with and without the mask before the start of school.
- Children are required to wear masks on the bus and in common areas (hallways and gyms.)
- Staff members will wear gloves in a manner consistent with licensing rules (when handling contaminants, cleaning children after a toileting accident, and 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.



RETURN TO SCHOOL/WORK

- Staff members and children should stay home and self-isolate if they show symptoms of COVID-19.
- Staff members and children must be fever free for 72 hours (without medication) before returning to care (even if other symptoms are not present).
- If a staff member or child exhibits multiple symptoms of COVID-19, or 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 14 days have passed since symptoms first appeared.
- LOCS requires all positive COVID-19 tests from student/staff be reported to the school office to initiate contact tracing. Doctor documentation is required.
- Those with “close contact” with positive individuals should also remain out of school for the same 14 day period and monitor symptoms. This includes all family members.
 - The CDC defines “close contact” as: Someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset.
 - A classroom, building, bus route or individual group or activity could be closed under LOCS protocols.
- Should the Oakland County Health Division establish a county-wide school protocol, LOCS will defer to that process, as recommended by the state Return to School Roadmap.
- LOCS staff members are subject to the same protocols as contained in the Preparedness and Workplace Plan.



SUPPORTING FAMILIES

- Teachers will be in touch with families when children are not in attendance to determine a plan to return. Together they will discuss concerns and review questions about returning.
- Immunocompromised children and children with chronic respiratory conditions will need a note from their physician stating that it is safe for the child to return to school.
- It is recommended that children be up to date with current vaccination schedules to protect from vaccine-preventable infectious disease outbreaks, including influenza. If vaccines have been delayed as a result 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.



SUPPORTING STAFF

- The Early Childhood Office staff will be in touch with staff members who are not in attendance to determine a plan to return. They will discuss concerns and review questions about returning.
 - Staff with underlying health conditions or at higher risk should consult with their primary care physician/medical provider before returning to work.
 - Under Executive Order 2020-36, employees will 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.
 - Staffing will be based on projected enrollment, the need to limit exposure across groups, and the need to practice social distancing.
 - We have substitute staff ready to cover for employees who may need to quarantine or be absent from work for an extended period. This includes a full-time "Floaters" who are a part of our staff as well as third-party contract substitutes that are available to use through our Human Resources Department.
 - Staff will be trained about COVID-19, including
 - how it is transmitted
 - the distance the virus can travel
 - how long the virus remains viable in the air and on surfaces
 - signs and symptoms
 - steps they must take to notify LOCS of signs and symptoms and a suspected or confirmed diagnosis
 - measures LOCS is taking to limit the spread of the virus (including PPE)
 - In person staff meetings will be limited to 20; social distancing requirements will be maintained.
 - Resources will be provided to staff to support children's emotional needs when returning to school.
 - Resources will be provided to staff to support their own emotional well-being.
-

OPTION 1: SELF-SCREENER

Lake Orion Community Schools will require all students and staff entering or using a district facility to self-screen for COVID-19-related symptoms prior to arriving. Approval is noted with a green badge.

Check In



Before going on-site to Lake Orion Community Schools, please check-in.

My Linked Accounts

Lake Orion Community Schools Check-In

Clear To Go!



Valid Until:

07/12 at 05:12 AM

Screened At:

07/11 at 11:12 AM

QUESTIONS

Confirm Your Answers:

Do you have a fever?

No

Do you have a cough?

No

Do you have a sore throat?

No

Do you have shortness of breath?

No

Have you been in close contact or cared for someone with COVID-19 in the past 14 days?

No

Result: Pass

Submit

Revise

CDC "close contact": Someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset

ALTERNATE SUBMISSION

For those without the mobile phone app, a form with the same screening questions will be available on [LakeOrionSchools.org](https://www.lakeorionschools.org) or in printed form at school buildings. A new completed form still must be submitted each time upon entering school or another LOCS facility.

MICHIGAN REQUIREMENTS

STATE PHASE 4 HEALTH/SAFETY RELEASED JUNE 30, 2020



PPE

- Staff must wear face masks, except at meals
- Students, staff must wear face masks on bus
- Students, staff must wear face masks in hallways and common areas, except at meals
- Students in Grades 6 through 12 must wear masks in classrooms
- All students in Grades DK-5 must wear masks in common areas



BUSING

- Require hand sanitizer upon boarding
- Bus driver, staff, students in Grades Pre-K through 12 must wear mask
- Clean before and after every route
- Clean frequently touched surfaces
- Clean, sanitize, disinfect equipment
- Plan for getting students home if they are not cleared to ride
- Symptomatic students cannot ride bus
- Keep doors and windows open when cleaning after each run



CLEANING

- Frequently touched surfaces
- Hands-on classrooms (libraries, art rooms) must be cleaned after every period
- Student desks must be wiped down after every period with different students, or if students switch classes in Grades 6-12
- Playground structures must undergo normal cleaning
- Safe use of cleaning products
- Staff must wear gloves, mask, and face shield while cleaning



HYGIENE/ SCREENING/ POSITIVE CASES

- Provide supplies to support healthy hygiene
- Teach, reinforce handwashing
- Cooperate with public health department for screening
- Cooperate with public health department for protocols



ATHLETICS

- Comply with MHSAA, NFHS guidelines
- Students, teachers, staff must wash hands before and after every practice/game
- All equipment must be disinfected before and after use
- Wear masks on bus
- Spectators must wear masks, observe six feet social distancing
- Individual water bottles
- No handshakes/fist bumps
- No indoor weight rooms/training with shared equipment
- No large scale indoor spectator events
- Large scale outdoor events limited to 100 spectators



GATHERINGS

- Prohibit indoor assemblies



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