

# COVID-19 Preparedness and Response Plan

Executive Order 2020-142 Wayne RESA Preparedness Plan

# Michigan's 2020-2021 Return to School Roadmap

Name of CBO : \_\_\_\_\_  
 Owner/Director/Contact : \_\_\_\_\_  
 Phone Number : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
 Transportation Provided: \_\_\_\_\_

Phase 1-3 (Red)
Phase 4 (Orange)
Phase 5 (Yellow)
Phase 6 (Green)
Please note : Transporting children items apply to CBOs that receive transportation funds.

Area	Phase 1-3	Phase 1-3	Phase 4	Phase 4	Phase 5	Phase 5	Phase 6	Phase 6
Safety		Closed for in-person	Required	Facial coverings will be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, will not wear a facial covering. GSRP staff will try to wear clear masks when available. Homemade facial coverings will be washed daily. Disposable facial coverings will be disposed of at the end of each day.				
Safety			Required	Facial coverings will be worn by GSRP, staff, and bus drivers during GSRP transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.				Safety protocols no longer required
Safety			Required	Facial coverings will always be worn in hallways and common areas by GSRP children in the building except for during meals. Any child unable to medically tolerate a facial covering will not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Homemade facial coverings must be washed daily. Disposable facing coverings must be disposed of at the end of each day. Note: Children with significant disabilities preventing the use of facial coverings will follow forthcoming guidance from MDE.				
Safety			Strongly Recommended	Facial coverings will be considered for all GSRP children in hallways and common areas. Facial covering is not recommended for use in classrooms by children ages 3 and 4.		Gloves are not required except for custodial staff or teachers cleaning their classrooms.		
Safety			Required	Our CBO will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and children, paper towels, tissues, and signs reinforcing proper handwashing techniques).		Our CBO will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and children, paper towels, tissues, and signs reinforcing proper handwashing techniques).	Recommended	Provide adequate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer with at least 60% alcohol for safe use by staff and older students, paper towels, and tissues).
Safety			Required	Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol		Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.	Recommended	Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
Safety			Strongly Recommended	Educate staff and children on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques.		Educate staff and children on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques.	Recommended	Systematically and frequently check and refill soap and hand sanitizers.
Safety			Strongly Recommended	Systematically and frequently check and refill soap and hand sanitizers			Recommended	Encourage staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds
Safety			Strongly Recommended	Keep personal items separate and in individually labeled cubbies, containers, or lockers.	Recommended	Limit sharing of personal items and supplies such as writing utensils		

Area	Phase 1-3	Phase 1-3	Phase 4	Phase 4	Phase 5	Phase 5	Phase 6	Phase 6
Safety			Strongly Recommended	Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use	Recommended	Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.		
Safety	Required	Centers are closed for in-person instruction. Our childcare center may continue to be used by families and we will follow all emergency protocols identified by the state. Center staff will be permitted to be physically present for the purposes of conducting basic operations, including remote live instruction.						Safety protocols no longer required
Safety			Strongly Recommended	In classrooms where large tables are utilized, space children as far apart as feasible.	Recommended	Class sizes should be kept to the level afforded by necessary spacing decisions		
Safety			Strongly Recommended	Family members or other guests will be limited in the center except under extenuating circumstances determined by childcare center leadership.				
Safety			Strongly Recommended	Floor tape or other markers will be used at sixfoot intervals where children may need to stand in a line formation.	Recommended	If a classroom has windows that can open, they will be open as much as possible, weather permitting. Considerations for children with allergy-induced asthma will be utilized.		
Safety			Strongly Recommended	Provide social distancing floor/seating markings in waiting and reception areas				
Safety			Strongly Recommended	Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.				
Safety			Strongly Recommended	Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of non-center employees or visitors entering and exiting the building	Recommended	Flow of foot traffic will be directed in only one direction, whenever possible.		
Safety			Recommended	Have staff monitor arrival and dismissal to discourage congregating and ensure children go straight from a vehicle to their classrooms and vice-versa whenever possible.				
Safety			Recommended	Outside playtime will continue helping children practice and remain a safe social distance of six feet.				
Safety			Recommended	Entrances and exits should be kept separate to keep traffic moving in a single direction				
Safety		Closed for in-person						Safety protocols no longer required
Safety			Required	CBO will cooperate with the Wayne County and Detroit public health departments instructions and guidance regarding implementing protocols for screening students and staff.				
Safety			Strongly Recommended	The childcare site will identify and designate a quarantine area and a staff person to care for children who become ill during schoolday waiting for parent pick-up.				
Safety			Strongly Recommended	Children who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified GSRP staff caring for these children will wear a surgical mask, with the exception of children with special needs requiring aerosolized procedures in which an N95 mask is required.				
Safety			Strongly Recommended	Symptomatic students sent home from program should be kept home until they have tested negative or have completely recovered according to CDC guidelines.				
Safety			Strongly Recommended	Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they will stay home.				
Safety			Recommended	Families are encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; children with a temperature of 100.4 or greater will stay home and families will be encouraged to seek medical attention.				

Area	Phase 1-3	Phase 1-3	Phase 4	Phase 4	Phase 5	Phase 5	Phase 6	Phase 6
Safety			Recommended	Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, will prompt the family to keep the student home and follow up with a primary care provider.				
Safety					Strongly Recommended	Every center should identify and designate a quarantine area and a staff person to care for children who become ill during the schoolday.		
Safety					Strongly Recommended	Children who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified GSRP staff caring for these children will wear a surgical mask, with the exception of children with special needs requiring aerosolized procedures in which an N95 mask is required.		
Safety					Strongly Recommended	Symptomatic students sent home from program should be kept home until they have tested negative or have completely recovered according to CDC guidelines.		
Safety					Recommended	Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home		
Safety					Recommended	Any parents or guardians entering the building should wash or sanitize hands prior to entry.		
Safety					Recommended	Parents or guardians are not allowed in the building except under extenuating circumstances as determined by GSRP or site officials. Only one parent or guardian per child should be allowed to enter except under extenuating circumstances as determined by GSRP or center officials		
Safety					Recommended	Parents or guardians are encouraged to check their children's temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater will stay home and encouraged to follow-up with a physician.		
Safety					Recommended	Parents or guardians are encouraged to ask their children or monitor for symptoms of COVID-19, including cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt parents or guardians to keep the child home from GSRP.		
Safety					Recommended	Whenever possible entrances and exits will be kept separate to keep traffic moving in a single direction		
Safety		Closed for in-person					Required	In the event of a lab or clinically diagnosed case of COVID-19 among staff or a student, the classroom or areas exposed must be immediately closed until cleaning and disinfection can be performed. If the person was in the building without a facial covering, or large areas of the building were exposed to the person, short term dismissals may be required to clean and disinfect the larger areas. This decision must be made in concert with the local public health department.
Safety							Required	Cleaning staff must wear a surgical mask when performing cleaning of these areas along with gloves and face shield
Safety			Required	GSRP sites must cooperate with the local public health department regarding implementing protocols for screening students and staff.	Strongly Recommended	Children who develop fever or become ill with symptoms of COVID-19 at GSRP will wear a mask and be transported by their parent/guardian to the appropriate level of care; doctor's office, hospital etc.		
Safety			Strongly Recommended	Symptomatic staff will be sent home from GSRP and remain home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.				

Area	Phase 1-3	Phase 1-3	Phase 4	Phase 4	Phase 5	Phase 5	Phase 6	Phase 6
Safety			Strongly Recommended	Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom to encourage closer observation for any symptoms at home.				
Safety			Strongly Recommended	In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.	Recommended	Parents or guardians are encouraged to check student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 greater must stay home and consider follow up with a physician.		
Safety			Required	All centers, public and private, must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the center.	Strongly Recommended	Notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on situation, may identify other contacts who require quarantine. Programs can help the local health department by collecting data and contact information of those exposed. GSRP staff are required to maintain confidentiality laws and statutes that protect children and staff health information. A child's communicable disease related information is protected health information. (Even if a family acknowledges and publicly discloses a positive test, center staff must not participate in discussions or acknowledge a positive test)		
Safety			Strongly Recommended	Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.	Recommended	If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.		
Safety	Required	GSRP families will be provided or directed to food distribution programs.	Required	Our CBO will prohibit indoor activities that bring together children from more than one classroom				Safety protocols no longer required.
Safety	Required	Centers are closed for in-person instruction, and cleaning practices are adjusted to maintain building functional order.	Required	Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.	Strongly Recommended	Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.		Safety protocols no longer required.
Safety			Required	GSRP classrooms and center areas will undergo cleaning with either an EPA-approved disinfectant or diluted bleach solution.	Strongly Recommended	GSRP classrooms and center areas will undergo cleaning with either an EPA-approved disinfectant or diluted bleach solution.		
Safety			Required	Playground structures must continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.	Strongly Recommended	Playground structures should continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.		
Safety			Required	Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.	Strongly Recommended	Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.		
Safety			Required	Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.	Strongly Recommended	Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use such products.		
Safety			Required	Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus where CBOs transport children by bus or van and approved by LARA to transport on their classroom GSRP license.	Strongly Recommended	Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus		Safety protocols no longer required.

Area	Phase 1-3	Phase 1-3	Phase 4	Phase 4	Phase 5	Phase 5	Phase 6	Phase 6
Safety			Required	The bus driver, staff, and all children in GSRP classrooms using transportation services, if medically feasible, will wear facial coverings while on the bus or van. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials	Strongly Recommended	The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus.		
Safety			Required	Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.	Strongly Recommended	Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.		
Safety			Required	Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.	Strongly Recommended	Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.		
Safety			Required	Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to centers daily.	Strongly Recommended	Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to centers		
Safety			Required	Create a plan for getting children home safely if they are not allowed to board the vehicle	Strongly Recommended	Create a plan for getting students home safely if they are not allowed to board the vehicle.		
Safety			Required	If a child becomes sick during the day, they will not be transported home by bus or van and will follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.	Strongly Recommended	If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above		
Safety			Required	Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.	Strongly Recommended	If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.		
Safety			Required	Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe	Recommended	Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.		
Mental & Social-Emotional Health	Strongly Recommended	Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.	Strongly Recommended	Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.				
Mental & Social-Emotional Health	Strongly Recommended	Leverage MDE resources for student and staff mental health and wellness support	Strongly Recommended	Provide resources for staff self-care, including resiliency strategies				
Mental & Social-Emotional Health					Recommended	Leverage MDE resources for student and staff mental health and wellness support.		
Instruction	Strongly Recommended	Activate remote learning programs at scale to deliver standards-aligned curricula and high-quality instructional materials. Integrate synchronous and asynchronous learning and best practices that promote engagement, consistency, and differentiation. Consult MDE for high-quality digital resources						
Instruction	Strongly Recommended	Remain connected with MDE about policies and guidance						
Instruction			Strongly Recommended	Set an instructional vision that ensures that: a Every child enrolled in GSRP will start the year with access to pre-K-level instruction and high quality, standards-aligned instructional materials. A child's academic and socialemotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with home and the child care setting.				
Instruction			Strongly Recommended	Support programs to implement grade-level curricula that is aligned to Michigan Early Childhood Standards. Support teachers to utilize standards that identify the major goal of the standard.	Recommended	Remain connected with MDE about policies and guidance		

Area	Phase 1-3	Phase 1-3	Phase 4	Phase 4	Phase 5	Phase 5	Phase 6	Phase 6
<b>Instruction</b>	Strongly Recommended	Implement any additional communication systems needed to reach every family and student in their home language through multiple modes (e.g., text, call, email, home visit) to share: Expectations around the duration of the closure and reopening; Supports and resources for families to use at home, such as early childhood activities and strategies for teaching and helping their child; and Training on accessing and using digital systems and tools, and workshops for families to build digital literacy.						
<b>Instruction</b>			Strongly Recommended	Train GSRP leaders and teachers thoroughly in the chosen digital systems and tools and they use; and				
<b>Instruction</b>			Strongly Recommended	Design and develop blended and remote learning experiences that are equitable and engaging				
<b>Operations</b>			Strongly Recommended	Audit all centers' buildings with a focus on: a How many classrooms are available; a The size of each classroom; a Additional spaces that are available (e.g., gym, lunchroom, auditorium); and a The ventilation in each classroom.	Recommended	Audit all centers' buildings with a focus on: a How many classrooms are available; a The size of each classroom; a Additional spaces that are available (e.g., gym, lunchroom, auditorium, etc.); and a The ventilation in each classroom.		
<b>Operations</b>			Strongly Recommended	In centers where security staff exist, they will follow CDC protocols if interacting with the general public				
<b>Operations</b>			Strongly Recommended	Maintain facilities for in-person operations. a Check HVAC systems at each building to ensure that they are running efficiently. a Air filters should be changed regularly. a Custodial staff should distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites. a Signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication. a Custodial staff should follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties	Recommended	GSRP / site leaders should conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students		
<b>Operations</b>			Strongly Recommended	GSRP / site leaders should conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.				
<b>Operations</b>			Strongly Recommended	Procure level-1 facial coverings, including those with a transparent front, for GSRP teachers and children at no cost to the employee or family.				
<b>Operations</b>			Strongly Recommended	Activate cleaning and disinfection protocols according to the CDC School Decision Tree. Custodial staff should wear surgical masks when performing cleaning duties.				
<b>Operations</b>			Strongly Recommended	Maintain facilities for resumption of GSRP operation				
<b>Operations</b>	Strongly Recommended	Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning.	Strongly Recommended	Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning				
<b>Operations</b>			Strongly Recommended	Communicate any student enrollment or attendance policy changes with center staff and family				
<b>Operations</b>			Strongly Recommended	Build and send back-to-school communications to all relevant stakeholders (i.e., families, program staff) and include updates across all policies and procedures.	Recommended	Build and send back-to-school communications to all relevant stakeholders (i.e., parents or guardians, program staff) and include updates across all workflows		
<b>Operations</b>			Strongly Recommended	Consult center legal counsel to preemptively address liability questions, related concerns, or issues relative to COVID-19.				
<b>Operations</b>			Strongly Recommended	Work with program leaders to orient new GSRP staff to any operational changes.	Recommended	Work with program leaders to orient new GSRP staff to any operational changes.		
<b>Operations</b>			Strongly Recommended	Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance	Recommended	Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.		

Area	Phase 1-3	Phase 1-3	Phase 4	Phase 4	Phase 5	Phase 5	Phase 6	Phase 6
Operations			Strongly Recommended	CBOs that transport children daily will: Inventory buses, contractors, including any vehicles used for transporting children to/from GSRP. Address questions, such as: a How many buses are or could be made available? How much variation is there in the size and maximum capacity of buses? How have the buses been currently or historically used (i.e., transportation to/ from GSRP transportation for multiple sites, food service delivery)? How many drivers will be returning?	Strongly Recommended	CBOs that transport children daily will: Inventory buses, contractors, including any vehicles used for transporting children to/from GSRP Address questions, such as: a How many buses are or could be made available? How much variation is there in the size and maximum capacity of buses? How have the buses been currently or historically used (i.e., transportation to/ from GSRP transportation for multiple sites, food service delivery)? How many drivers will be returning?		
Operations			Strongly Recommended	Utilize buses to provide food service and delivery of instructional materials where possible.				

Signature below serves as assurance the Community-Based Organization (CBO) adheres to the Michigan Safe School Roadmap as written for the Wayne County RESA GSRP Consortium.

**Signed :** \_\_\_\_\_  
Authorized CBO

**Date :** \_\_\_\_\_

*This information has been shared with our Board.*

**Printed Name :** \_\_\_\_\_

<p><b><i>This section for Wayne RESA Official Use Only</i></b></p> <p>Received on : _____</p> <p>Filed with Michigan Dept. of Treasury: _____</p> <p>Verified posted on CBO Website : _____</p>
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