

MI Safe Start

2020-2021 Van Buren Intermediate School District ~ 32p & 32p(4) Funded Services



This document covers services provided through the Great Start Collaborative, Great Start Parent Coalition, and Family Links/Parents as Teacher Home Visiting. Funding for these services comes from the 32p and 32p(4) MDE grants. Additional funding for the home visiting services is provided by VBISD general funds.

Guiding Principles

- We will put safety of young children, families, and providers first
- We will be equitable
- We will be flexible in how we respond
- We will continue to learn
- We will think outside the box to problem solve
- We will look for opportunities that allow us to serve in new and stronger ways
- We will be connectors and change agents

Written Resources for Guidance

- *MI Safe Schools: Michigan's 2020 Return to School Roadmap*
 - MDE Office of Great Start *Home-based Early Childhood Services*
 - MDE Office of Great Start *Keeping Everyone Safe During a Home Visit*
 - VBISD Family Links In-person Safe Home Visiting Packet for Families
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Phases 1-3

- All services will be remote only.
 - Services will be provided with integrity to the grant and/or model fidelity to the extent feasible.
 - VBISD guidelines for employee workplace assignment will be adhered to.
 - Local health department and CDC guidance will serve as the primary sources for information shared with employees, partners, and families being served.
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Phase 4

Safety Protocols

Personal Protective Equipment

Face Coverings: these guidelines apply to staff, parents serving in contracted and/or leadership work and families in attendance at any face to face gathering. These apply to all adults and children ages 5 and up. Children 3-4 are encouraged to wear a face covering. Children age 2 and under should never wear a face covering.

- Face coverings must meet the CDC and local health department's defined standard. They may be single use or reusable.
- Workplace: employees will follow VBISD requirement for wearing of a face covering in all common areas and when in designated office space if unable to maintain 6' of social distancing.
- Non-Office Place: a face covering must be worn when in common areas of any building or when meeting face-to face with a person or persons.
- Outdoor Activities: a face covering will be worn unless a distance of 6' or greater can be maintained at all times.
- Face coverings may be removed for food consumption, but attendees must be spaced 6' or greater unless they are members of the same family unit.
- Home Visits
 - A clean face covering is to be worn for each home visit.
 - If a family member (age 5 or up) is unable or unwilling to wear a face covering, the home visit should be completed virtually.
 - Staff may wear a face covering with a clear window to facilitate communication if needed.
 - Families will be given information on this practice prior to meeting face to face.

Other PPE:

- Staff will follow product safety guidance for gloves and/or face shields when cleaning supplies and spaces. Products will be provided by the VBISD.

Hygiene

General

- Hand sanitizer will meet CDC guidelines.
- Hand washing or use of hand sanitizer will occur after coughing, sneezing, blowing nose into a tissue.
- Hand sanitizer will be provided to staff upon request.
- Information on the importance of hand washing will be shared with staff.

Location Specific

- Work Place: staff will practice good hand washing hygiene throughout the day. Additionally, hand sanitizer will be readily available for use throughout the day.
- Non-Office Place: staff will carry hand sanitizer for use when soap and water is not available.
- Outdoor Activities: all attendees will be asked to wash with soap and water or use hand sanitizer as they arrive at the gathering, and again prior to any food consumption.
- Home Visits
 - Upon arrival of visit, Family Educator and participating family members will wash hands or utilize hand sanitizer.
 - Families will be provided information on this expectation prior to meeting face to face.
 - Family Educator should sanitize or wash hands frequently during the visit if they perform tasks where they are touching items that people have touched or have direct contact with a child or family member.
 - Once Family Educator leaves, sanitize or wash hands.

Spacing, Movement, Access

General

- Social distancing of 6' or greater will be maintained at all times.
- If a location (indoor or outdoor) does not allow for 6' or more of social distancing, an alternative location will be determined or services provided using a remote format.
- Prior to planning any face to face activity, the organizer will determine if the goals of the activity might be equally achieved via a remote format.
- State and or school guidance will be followed for the number of persons at any in-person gathering.

Location Specific

- Office Work Place
 - Arrange desks to allow 6' or more distance.
 - Add physical dividers if necessary.
- Non-Office Work Places
 - Sit or stand 6' or more from others.
 - If space is too busy wait for others to pass.
 - If necessary request to meet in a larger space.
 - If an activity is being planned, organizer must ensure space is arranged prior to arrival of attendees.
- Outdoor Activities
 - the organizer must arrive early enough to arrange space to allow for 6' or more of social distancing. Exception: family units may be organized in groups.
- Home Visits
 - If family's home does not allow for social distancing of 6' or more, the visit should be conducted remotely, at an alternative location (ex. community park), or outdoors.
 - The family should be asked to should ask families to limit the number of people participating in the visit.
 - Family Educator should strive to limit the number of rooms they visit inside the home when possible.
 - Family educators should consider bringing large bucket or other item to sit on and allow for maximum spacing during visit.

- Discuss ways to avoid contact ahead of time with families before the visit; explore how to handle hellos and goodbyes with each family (new rituals can strengthen relationships while keeping everyone safe).
- Hybrid visits of part in person and remainder remotely may be used to limit interactions.

Screening of Staff & Attendees

Staff

- Prior to beginning work each day, staff must complete the employee health screening form.
- If staff do not pass the employee health screening, they will not begin work and will contact their supervisor.
- Staff will maintain accurate records to help with contact tracing in the event of exposure to COVID-19. Records should include date and time of activity or home visit, and the names and contact information for attendees.

Activity Attendees

- When promoting any in-person activity, a written health checklist will be provided in the promotion process.
- Upon arrival at any in-person activity (indoor or outdoor), attendees will complete a health questionnaire as required by the venue. If no venue required form is available, the VBISD questionnaire will be used.
- Responses by attendees will be reviewed by the designated staff person. Persons not passing the screenings will not be able to stay. Information in the form will be kept confidential.

Home Visit Attendees

- Families will be asked to complete a health check for all visit attendees, prior to the arrival of the Family educator. Information on this process will be provided in writing.
- If any member of the family does not pass the health check, the visit will be conducted either remotely or rescheduled.
- Family educator will check in with the family prior to arrival to verify process has been completed and all attendees passed.
- If the family educator arrives for a visit and someone is sick, they will immediately leave. If there is a concern of a Covid-19 exposure incident, they will notify their supervisor immediately.

If staff become ill at work:

- Staff to contact supervisor who will support needs to safely go home. If the staff person is exhibiting severe symptoms (difficulty breathing, experiencing chest pain, becomes unconscious, etc.) or is otherwise unstable, an ambulance may be called.
- If applicable, administration will contact educator's school office personnel to determine cleaning and reporting protocol.
- Staff will work with their supervisor and/or human resources to ensure that proper protocol for absences are followed.

Testing Protocols

Staff

- Staff not passing the required daily health screening may want to consider a Covid-19 test.
- Staff needing support in finding a testing site, will be given the most current information from the health department and/or directed to available state sponsored resources to locate testing options.

Home Visiting Families & Families Served through the GSPC

- Families needing support in finding a testing site, will be given the most current information from the health department and/or directed to available state sponsored resources to locate testing options.
- Information on the most current information from the health department and state sponsored resources to locate testing options will be shared via social media and electronic communications.

Response to Positive Cases

Staff

- Staff will self-report to supervisor if they have a positive test for COVID-19, or have been contacted by the health department and identified as a close contact case with a need to self-quarantine.
- Administration will follow the current VBISD process for notifying ISD safety officer, human resources and/or local health department.
- Administration will notify staff's work site administration if applicable. Plans will be made for deep cleaning and/or staff notifications if applicable.
- Administration will carry out the notification to any potentially compromised co-workers and/or activity attendees. Applicable federal and state laws and regulations relating to privacy and confidentiality will be followed during this process.
- Staff testing positive for COVID-19 will work with the local health department for contact tracing, monitoring, and return to work time lines.
- Staff will follow current protocol regarding the return to work, use of available leave options, and possible at-home work options during quarantine. This process will be supported by their supervisor and/or human resources staff.

Home Visiting Families & Families Served through the GSPC

- Staff will support families through the process by providing resource information as appropriate.
- Staff will make every attempt to communicate best practices and health department approved guidance during conversations.
- Staff will not return to in-person home visits until the family member(s) has met the threshold for safe interactions.
- Administration will carry out the notification to any potentially compromised activity attendees. Applicable federal and state laws and regulations relating to privacy and confidentiality will be followed during this process.

Food Service, Gathering and Extracurricular Activities

- If food is served at any activity, it will be commercially prepared in individual containers.
- All in-person gatherings will require approval of the administration and will meet current state guidelines for group size.
- Organizers of any activities should give careful consideration when planning in-person activities. If the goal(s) of the activity can be met with remote services, the activity should not be in-person.

Athletics: Non-applicable

Cleaning

Office Work Place

- Staff will use only products provided by their employer or work site.
- Staff will follow all safety protocol for disinfecting including; guidance from the CDC, work place custodial staff, and/or product use labels. This includes specified PPE.
- Staff requiring additional cleaning or PPE supplies should request these via their supervisor.
- High touch surfaces (ex. light switches, computer, phone) should be disinfected every 4 hours if being used.
- Those with shared work place space should create an agreed upon protocol and schedule for disinfecting.

Non-Office Work Places

- If staff is using a space for any activity, they must:
 - Ensure it has been disinfected prior to any attendees arriving.
 - Follow required process of the space to disinfect following the activity.
- Staff using vehicles should disinfect steering wheels, other high touched services between locations.

Indoor and Outdoor Activities

- Staff will use approved disinfectant to clean surfaces as appropriate, that will be used for the activity. This will be done prior to the attendees arriving.
- Staff should consider disposable table coverings for outdoor tables that cannot be readily disinfected.
- Any equipment, including toys, must be provided in a quantity that allows single use by participants. These materials must be disinfected prior to using and following the activity. Staff must plan any activities so that each child to has their own set of materials.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
- Ensure safe and correct use and storage of cleaning and disinfectant products, including storing products securely away from children. This may mean removing them from the room prior to the activity beginning.

Home Visits

- Items brought into the home must be disinfected prior to and then again following the home visit. This process should not be done in the homes, but rather at the staff's workplace.
- Staff should give priority in planning activities to those which either use the families own materials or can be implemented using single use materials brought into the home.
- Staff using vehicles should disinfect steering wheels, other high touched services between locations.
- Staff should wash their day's work clothing, prior wearing again. Avoid taking difficult to wash items (ex. heavy jackets) into the home.

Busing and Student Transportation: Non applicable

Medically Vulnerable Staff and Families

Staff

- Staff with work safety concerns due to Covid-19 and their personal situations will notify their supervisor of their situation. If requested by the staff person, the supervisor will work with them to complete the current VBISD process for determining possible accommodations to determine options available to support the staff.

- Requests and outcomes of accommodation considerations will follow applicable federal and state laws and regulations relating to privacy and confidentiality.

Home Visiting Attendees

- Family educators will inquire with families about health concerns of those in the home and agree upon a safe plan for visiting. In these situations, an approved remote option for completing the home visits may be the best options.

Mental & Social-Emotional Health

Staff

- Supervisors will provide multiple methods (e.g., meetings, surveys, one on one chats, open office hours) and opportunities for staff to report social-emotional concerns.
- Staff will have access to VBISD provided mental health supports.
- Staff will be notified of and encouraged to participate in VBISD Wellness Activities.
- Upon request, supervisors will support staff in finding health related resources.
- Supervisors will observe staff for verbal and non-verbal indicators of the need for additional support.

Great Start Parent Coalition (GSPC) Families

- Resources to support mental, social-emotional, and physical health will be shared via social-media and electronic communications.
- Resources which are designed for young children, to teach them about Covid-19 related topics (i.e. why people wear masks) will be shared with families.
- Resources shared will be a balance of support to target children, adults, and family units.
- Resources shared will be research and best practice based and come from reliable sources only.
- Opportunities for parent education (ex. online webinar) will be shared. When appropriate, aligned with grant goals and approved by administration, 32p grant funds may be used to support certain activities.

Home Visiting Families

- Resources to support mental, social-emotional, and physical health will be shared via electronic or print formats.
- Resources which are designed for young children, to teach them about Covid-19 related topics (i.e. why people wear masks) will be shared with families.
- Family educators will do a purposeful “well-being” check with families during their visit. If the family indicates a need for follow-up resources, the educator will support the request with information, contact numbers, and/or support with referral processes.
- Family educators will use results from screenings (ex. Mid-America Assessment or ASQ-SE2) to support conversations, goal setting, and resource referrals for families around mental health needs.
- Family educators will encourage all families to be part of the GSPC, so that they may receive additional resources via that process (see above).

Instruction: Governance

- Great Start Collaborative (32P) and Great Start Parent Coalition Services
 - All grant requirements for structure, budgeting, activities, and services will be implemented.

- When meetings are held in a virtual format, the planner will pick a platform and meeting design which allows for participants to engage in discussion and give input into the agenda topics.
- Parent engagement and participation will be supported. Leadership will work with Great Start Parent Representatives to ensure they have the capacity to continue participation with virtual formats.
- Home Visiting Services
 - Parents as Teachers advisory meetings will be held twice during the program year.
 - When these meetings are held in a virtual format, the planner will pick a platform and meeting design which allows for participants to engage in discussion and give input into the agenda topics.
 - The program will continue participation in all grant required activities, including Continuous Program Quality Improvement and Community of Practices activities.

Instruction: Education for Families & Children

Great Start Parent Coalition (GSPC) Families

- Great Start Parent Coalition services will continue.
- The Great Start Parent Liaison, with input from key parent leaders, will make a quarterly schedule for services. This will be shared with the GSC.
- Services will include meetings, activities, and education opportunities. The primary method for delivery will be virtually.
- Special attention will be paid to incorporate learning on Covid-19 topics when appropriate.
- GSPC leadership will look for opportunities to partner with community groups (i.e. local libraries) for the provision of activities and education opportunities.
- Financial support for parents will continue per current GSC Parent Support Guidelines.

Home Visiting Families

- Families educators will use the Parents as Teachers curriculum with fidelity when providing personal visits, regardless of mode.
- Meeting model fidelity in home visiting frequency will be expected regardless of format.
- Family educators will be aware of each family's capacity for remote learning options. If needed, they can support a family in learning to use electronic platforms (i.e. Google Meet). A one size, fits all option will not be used.
- If in-person home visiting is being offered, the family will decide which option meets their needs.
- If the family educator has reservations regarding in-person visits with certain families, due to spacing or health concerns, they will first discuss this with the supervisor prior to offering the options to the family.
- Families will receive a packet to support safe in-person home visits, prior to the program resuming in-person option.
- Family Educators will partner with parents to individualize visits for each family.
- Focus remains that parent is the teacher with parent-child interaction at the forefront.

Instruction: Communications and Family Supports

Great Start Parent Coalition (GSPC) Families

- Communications with families will continue through regular outlets: social media, electronic communications, follow-up phone calls.
- The parent liaison will intentionally include information on Covid-19 and related resources when sharing information. This may be education focused or specific to local services (i.e. testing sites).

- Virtual meeting formats will be designed to encourage and allow for group discussion and individual input.
- Options for GSPC involvement will be shared on a regular basis.

Home Visiting Families

- Staff will ensure that they have current contact and address information on record for all enrolled families.
- Staff will encourage enrolled families to sign up for GSPC communications.
- Every enrolled family will have one or more home visits per month. If unable to complete a visit, the family educator will make every attempt to contact the family to verify their status and provide resources if needed.
- Families will be connected to the Family Links Facebook page if interested.

Instruction: Staff Professional Learning

- All staff will complete Global Compliance Network module on COVID-19 safety.
- Information updates from the Van Buren/Cass District Health Department will be shared with all staff.
- Supervisors will provide training and resources regarding various virtual platforms as needed.
- Virtual training options for providing remote services and/or unique family needs during the pandemic will be shared with staff. Supervisors will clarify if the training is required or optional.
- All staff will meet the required annual training hours for their role.

Operations: Facilities: Non-applicable

Operations: Technology

- Staff will be supported in having the technology tools needed to fully implement services within the virtual format.
- If staff are assigned to work from home (i.e. temporary building closure), they will need to ensure they have internet service or may need to travel to a location (i.e. community hot spot or ISD) where their device has internet access.
- Staff will notify their supervisor if they are having access or process difficulties with technology.
- Staff will use the VBISD process for accessing tech support.

Operations: Transportation: Non-applicable

Phase 5

- Continued adherence to all state, local health department, and VBISD requirements regarding services and safety.
- Systematic review of Phase 4 guidance in the plan, to remove or adjust any items no longer applicable.