



STATE OF MICHIGAN

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GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

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DIRECTOR

**STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS**

**Issued this 24<sup>th</sup> day of March 2020  
by Orlene Hawks, Director  
Department of Licensing & Regulatory Affairs**

**ORDER GOVERNING DISASTER RELIEF CHILD CARE CENTERS  
PROVISIONAL LICENSES**

On March 18, 2020, Governor Whitmer issued Executive Order 2020-16 expanding child care access during the COVID-19 emergency. The order provides, “To respond effectively to the urgent and steep demands created by this emergency, providers of health care, emergency medical services, law enforcement, and other essential services require child care services for their children, particularly when schools are closed.”

Further, section 1 the order provides that a provisional license may be issued in a manner consistent with the order as “strict compliance with section 7a of the Child Care Organizations Act, 1973 PA 116, as amended, MCL 722.177a, is suspended.” The order further requires the Department of Licensing and Regulatory Affairs (Department) to “issue rules and/or orders governing disaster relief child care centers.”

THEREFORE, the Department orders the following that a provisional license applicant shall:

1. Submit a provisional license child care center application (referenced in Addendum A) to the Bureau of Community and Health Systems, within the Department, via email at [BCALLicensingUnit@michigan.gov](mailto:BCALLicensingUnit@michigan.gov) prior to the start of operations. No licensing fee is required with submission of application.

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2. Operate no longer than the expiration date specified on the provisional license, which may be renewed at the discretion of the Department until the termination of the state of emergency under section 3 of Executive Order 2020-4.

3. Not operate in a private home.

4. Operate in a habitable building.

5. Not be an individual or corporation who has had a license or certificate of registration revoked, application denied, renewal refused, or a license summarily suspended.

6. Conduct a minimal background check on the staff using Internet Criminal History Access Tool (ICHAT) and Michigan Public Sex Offender Registry (PSOR) check.

7. Provide at a minimum the general telephone number to the entities of the essential workforce and the parents to be served, as well as the name and contact information of the person in charge of the provisional licensed center.

8. Have an individual on site at all times that is certified in infant, child and adult cardiopulmonary resuscitation (CPR) and First Aid.

9. Follow Safe Sleep requirements as listed in Rule 400.8188.

10. Follow diapering requirements as listed in Rule 400.8137.

11. Follow handwashing requirements as listed in Rule 400.8134.

12. Follow sanitizing requirements as listed in Rule 400. 8325.

13. Provide cribs or porta-cribs for infants under 12 months of age for rest or sleep as listed in Rule 400.8176.

14. Provide porta-cribs, cots or mats for children older than 12 months for rest or sleep as listed in Rule 400.8176.

15. Follow telephone service requirements as listed in R 400.8164.


16. Follow discipline requirements as listed in R 400.8140(1) through (3).

17. Solicit information about, and communicate with parents and guardians regarding, a child's medicine, allergies, including food allergies, and other special needs.

18. Have emergency contact information for each child in care that includes:

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- a. Child's name.
  - b. Contact information for the individual appointed by the parent or guardian to be contacted in the event of an emergency or illness.
  - c. Name(s) of any individual appointed by the parent or guardian to whom the child may be released.
19. Perform a health screening of all individuals who enter the center and deny entry to those individuals who do not meet the evaluation criteria that includes:
- a. Symptoms of a respiratory infection, such as fever, cough, shortness of breath, or sore throat; and
  - b. Contact in the last 14 days with someone with a confirmed diagnosis of COVID-19.
20. Comply with the provisions of Executive Order 2020-16.
21. Resources for this order are attached as Addendum A.
22. This order is effective immediately.



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**Orlene Hawks, Director**

**Department of Licensing and Regulatory Affairs**

**Addendum A**

1. Application documents for a provisional license child care center include:
  - a. LARA-BCHS Temporary Provisional License Application Cover Letter
  - b. LARA-BCHS Temporary Provisional License Application
  - c. LARA-BCHS Temporary Provisional License Supplemental Information
2. Application documents are available online at State's COVID-19 website:  
[www.michigan.gov/Coronavirus](http://www.michigan.gov/Coronavirus)
3. Bureau of Community and Health Systems:
  - a. Phone: 517-284-9730.
  - b. Website: [www.michigan.gov/bchs](http://www.michigan.gov/bchs)
  - c. ICHAT: <https://apps.michigan.gov/>
  - d. PSOR: [https://www.michigan.gov/msp/0,4643,7-123-1878\\_24961---,00.html](https://www.michigan.gov/msp/0,4643,7-123-1878_24961---,00.html)
4. Safe Sleep information and training: [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare) (under Training)
5. A copy of the rules referenced in this Order may be found at:  
[https://www.michigan.gov/documents/lara/Homes\\_final\\_rule\\_R\\_400.1901\\_to\\_400.1963\\_12-13-19\\_674861\\_7.pdf](https://www.michigan.gov/documents/lara/Homes_final_rule_R_400.1901_to_400.1963_12-13-19_674861_7.pdf)