



COVID-19 PREPAREDNESS PLAN

1. Frequent Handwashing

- Reinforce handwashing routines, especially upon arrival, after having been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Ensure children are supervised when using hand sanitizer and that it is inaccessible to them when not in use.
- CDC guidance on handwashing can be found at:
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#HandHygiene>

PLAN FOR HANDWASHING:

- Staff and students will follow proper handwashing procedures.
 - Soap and water for at least 20 seconds
 - Alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available
- Handwashing takes place at the following times:
 - Upon staff and participants arrival and departure
 - Before and after preparing food or drinks
 - Before and after eating or handling food
 - Before and after administering medication or sunscreen
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - Before and after playing outdoors
 - Before and after transitioning to a new space

2. Cleaning and disinfecting

- Protocols related to cleaning and disinfection of programs should be detailed so that staff know what is expected of them. Follow MDH and CDC guidance for frequent cleaning and disinfecting of your program:
 - <https://www.health.state.mn.us/diseases/coronavirus/schools/clean.pdf>
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Ensure high-touch surfaces such as doorknobs, light switches, stair rails, counters, tables and chairs, shared toys, program equipment and other items are regularly cleaned and disinfected.

- Minimize the use of shared supplies (e.g. arts and crafts, office supplies) that cannot be sanitized and consider using designated bins for clean and used items.
- Establish procedures for cleaning and disinfection after persons suspected or confirmed to have COVID-19 have been in the program.

PLAN FOR CLEANING AND DISINFECTING:

- All areas of the building being used (classrooms, gyms, cafeteria, common areas, etc.) are equipped with sanitizing wipes, sanitizing sprays and gloves.
- The custodians clean throughout the day as well as conduct a deep sanitize every night.
- There is a schedule for cleaning and disinfecting for staff. A Facilitator will provide you with the cleaning schedule. All staff will be responsible for cleaning.
- Disinfectant/cleaning spray will be provided by the district and custodial team.
- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, desks, chairs, and playground structures.
- Toys that cannot be cleaned and sanitized should not be used. This includes machine washable toys.
- Toys and equipment will be cleaned and sanitized prior to being used by a new group of children.
- After toys and equipment have been used, they are to be set aside until they are cleaned and sanitized.
- Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

3. Arrival and Departure

- Whenever possible, pick-up and drop-off should occur outside and/or limit the extent to which parents enter the program and interact with each other.
- Consider use of multiple entrances and exits when these can be used safely by the staff, volunteers and visitors.
- Before children enter the space, screen them to ensure those with symptoms are not attending.
 - Screening process for children:
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren>

PLAN FOR ARRIVAL AND DEPARTURE:

- There is one designated door for entering the building DOOR 8 and one for exiting the building DOOR 12.
- Hand sanitizing options are available for participants as they enter the building.

- Ideally, the same parent or designated person should drop off and pick up the participant (s) every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children.
- Participants are screened by a staff member upon arrival. Staff will be required to "self-check"
- For the safety of participants and staff, anyone not passing the screening will not be allowed into the building and will be asked to return home
- [Exclusion Guidelines](#) per the Minnesota Department of Health will be followed

4. Plans for sick children, staff, and volunteers

- Conduct daily health checks. This includes screening for children, staff, volunteers, and household members for family child care programs to ensure those who exhibit any symptoms of illness are not present.
- Follow exclusion guidance and ensure children, staff, and volunteers stay home when sick:
<http://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>
- Use CDC guidance to develop a plan for what you will do if someone becomes sick with COVID-like symptoms:
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#General>
- If a child, staff member, or volunteer is diagnosed with COVID-19 or if you have questions about a child, staff member, or volunteer who is exhibiting symptoms, reach out to MDH at health.schools.covid19@state.mn.us and follow their direction.
- Using the MDH and CDC resources above, create a communication plan for how and when you will notify parents, staff, and volunteers if a child, staff member, volunteer or household member for family child care programs has been exposed, is exhibiting symptoms, or has tested positive.
 - Contact MDH if you have questions (at the email address above)
 - Ensure the parent or guardian contact information in each child's record is up-to-date.

PLANS FOR SICK CHILDREN, STAFF, AND VOLUNTEERS:

- Parents and/or emergency contacts will be called and asked to pick-up their child immediately.
- The ill child or staff will be isolated in a separate room while they wait to be picked up or until they are able to leave the facility on their own.
- After the ill child or staff member leaves the facility, staff will disinfect areas where the staff or participant were present.
- If an ill participant has a sibling, the sibling will also be sent home for observation.
- An Inver Grove Heights School Nurse will be available to consult as needed.
- [Exclusion Guidelines](#) per the Minnesota Department of Health will be followed.
- In the case of a positive test for COVID-19 we will follow guidance provided by the Minnesota Department of Health to make required notifications, and clean areas identified as needing deep cleaning, and other actions to prevent spreading the infection.

5. Social distancing throughout the day

- Limit group sizes as much as possible and create consistent groups of children and providers, staff, or volunteers who stay together throughout the day.
- Add visual cues or barriers to direct traffic flow and distancing. For example, you may want to tape “Xs” on the floor to let children know where they should sit to promote social distancing.
- At nap time, ensure that children’s naptime mats (or cribs) are spaced out as much as possible. Consider placing children head to toe in order to further reduce the potential for viral spread.

PLAN FOR SOCIAL DISTANCING THROUGHOUT THE DAY:

- Social distancing guidance is a 3-foot radius around each participant resulting in a 6-foot total distance between any two participants.
- Staff will maintain a 6-foot social distance between each other.
- The floor is marked with social distance guidelines.
- Staff are responsible for educating children about social distancing and to redirect activities, or remind children to move apart if necessary.

6. Source control and cloth face coverings

- Cloth face coverings are an important piece for mitigating the spread of the virus but are most effective if it can stay in place without being pulled on or touched by the person wearing it or others. Within this context, the provider, staff members, and volunteers are encouraged to wear cloth face coverings during the work day as much as possible, recognizing the development needs of the children in their care.
- Children should not wear cloth face coverings unless they can reliably wear, remove, and handle the cloth face covering throughout the day. Cloth face coverings should NOT be put on infants or children younger than 2 because of the danger of suffocation.
- Face covering guidance is available here:
<https://www.health.state.mn.us/diseases/coronavirus/schools/masks.html#child>
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

PLAN FOR SOURCE CONTROL AND CLOTH FACE COVERINGS:

- Per the CDC and MDH guidelines, staff members are required to wear masks during the work day.
- When wearing masks, staff will be careful not to touch their eyes, nose, and mouth to prevent potential contamination.
- Staff will wash their hands thoroughly before putting on the mask.
- Staff will remove the mask carefully and wash their hands thoroughly after removing.
- Staff will wash the mask after each use.
- Wearing cloth masks does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing social distancing

- The Minnesota Department of Health does not recommend that students wear cloth face coverings unless they can reliably wear, remove, and handle the cloth face covering throughout the day.

7. Workplace ventilation

- Recognizing this may be difficult in center or school buildings, where possible work to maximize the amount of fresh air being brought in, limit air recirculation and make sure ventilation systems are being properly used and maintained. Take steps to minimize air flow blowing across people. It could mean keeping windows open where

PLAN FOR VENTILATION AND AIR FLOW, IF POSSIBLE:

- Where possible we will work to maximize the amount of fresh air brought in, and limit air recirculation and make sure ventilation systems are being properly maintained.
- Windows will be open where/when possible and fans will be utilized.
- Outdoor time will be encouraged.

8. Playground use

- Stagger playground use rather than allowing big groups to play together.
- Wash hands before and after touching play structures. If possible, consider cleaning high touch areas of the play structure between groups.
- If you choose to bring children in your care to a public playground, be careful to ensure children wash hands after touching play structures and maintain six feet of space from other children as much as possible.

<https://www.health.state.mn.us/diseases/coronavirus/schools/playground.pdf>

PLAN FOR MITIGATING COVID-19 IN PLAYGROUND USE:

- When possible, activities will be held outside.
- Participants and staff will wash hands before and after using play structures and maintain 6 feet of space from other children as much as possible.
- The number of participants on the playground at one time will be limited, and groups will be of similar kids throughout the duration of the program day.
- Participant groups will utilize playgrounds during their assigned time based on a schedule.

9. Meals and snacks

- If meals are typically served family-style, plate each meal and serve it so that multiple children are not using the same serving utensils.
- To the extent possible, serve meals in individual classrooms. If using a cafeteria, the meal should be served to one small group of children at a time, with cleaning and sanitizing occurring in between groupings.

PLAN FOR MITIGATING COVID-19 DURING MEALS AND SNACK TIMES:

- Participants will use social distancing best practices while eating.

- Participants will spread out at cafeteria tables, and be encouraged to eat outside when possible.
- Group sizes will be limited per CDC and MDH guidelines.

10. Field trips and events

- Do not plan large group activities, such as field trips and family events. Consider changing field trips and events to a virtual format where appropriate.
- If you have an in-house field trip, screen the presenter. It would be best if in-house field trips are held outside in small group settings. Remember that social distance needs to be maintained, groups should not be mixed, and whenever possible, cleaning and sanitizing should occur between groups.

PLAN FOR MITIGATING COVID-19 DURING FIELD TRIPS AND EVENTS:

- Follow all the guidelines provided by the MN health department specific to field trip venue.

11. Communications and training

- The plan must be available to the Commissioner and offered to families. Be sure to communicate to families, using plain language, the expectations for parents and children in implementing this plan (e.g. outdoor pick-up/drop-off protocols).
- The plan must be posted in a prominent place and readily accessible to all of your employees, adult caregivers, substitutes, and volunteers who need to review it. Provide training to ensure everyone is following your plan. Keep these individuals updated on any changes to the plan.
 - Staff with concerns about their employer's COVID-19 Preparedness Plan or questions about their rights should contact MNOSHA Compliance at osha.compliance@state.mn.us, 651-284-5050 or 877-470-6742.

PLAN FOR COMMUNICATIONS AND TRAINING:

- The plan is available to the commissioner and a similar plan has been created for families.
- The plan will be posted and we will update you on changes to the plan.
- Training for all staff on the plan will be during the summer orientation training and again during the fall training. Random checks by the program coordinator will help ensure everyone is following the plan.