



# SHEPHERD'S FLOCK PRESCHOOL

## COVID – 19 Preparedness Plan (Updated Aug 26)

### **FREQUENT HANDWASHING**

- All children, staff, and volunteers should engage in hand hygiene at the following times:
  - Arrival to the facility and after breaks
  - Before and after preparing food or drinks
  - Before and after eating or handling food, or feeding children
  - Before and after administering medication or medical ointment
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After handling animals or cleaning up animal waste
  - After playing outdoors or in sand
  - After handling garbage
  - After the class time ends and before students are dismissed
  
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available
- Supervise children when they use hand sanitizer to prevent ingestion
- Assist children with handwashing when needed
  - After assisting children with handwashing, staff should also wash their hands.
- Place posters describing handwashing steps near sinks
- There will be 2 hand sanitizing stations with hand sanitizer and posted guidelines at the entrance for caregivers that need to enter the building
- Each classroom will have a designated sink/bathroom to use

### **CLEANING AND DISINFECTING**

- Use soap and water to clean dirty items followed by disinfectant to stay on surfaces wet for 10 minutes
- Clean and disinfect at least daily (or more, depending on use patterns) frequently touched surfaces and objects such as:
  - Door knobs and handles
  - Stair rails
  - Classroom/Lunch Bunch Tables and chairs
  - Countertops



- Handrails
  - Light switches
  - Handles on equipment (e.g., athletic equipment)
  - Push-buttons on elevators
  - Shared toys
  - Shared Walkie Talkies
  - Shared telephones
  - Shared desktops
  - Shared computer keyboards and mice
- Clean and Sanitize Toys
    - Toys that cannot be cleaned and sanitized should not be used
    - Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils
    - Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
    - Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Have enough toys so that the toys can be rotated through cleanings
    - 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
- Follow disinfecting schedule for before, during, between and at the end of classes using CDC and MDH guidelines
  - Minimize the use of shared supplies (e.g. arts and crafts, office supplies) that cannot be sanitized and use designated bins for clean and used items



## **ARRIVAL AND DEPARTURE**

- Each class will have designated times for curbside arrival and departure. They will be staggered and arrive/leave at different drop off sites with a colored flag visually showing which class time is allowing drop off and pick up. Ideally the same caregiver is designated for this task.
- There will be a visual and verbal screening method upon the student's arrival with the caregiver before the student is given permission to exit the vehicle. This will include taking the student's temperature using a contactless thermometer by the teacher while the student is still in his/her vehicle. The teachers will be wearing face masks and gloves during drop off and pick up.

The symptoms that we will screen for include:

- Temperature check. Children with a fever of 100.4 degrees Fahrenheit or higher will not be allowed into the facility
  - use a touchless thermometer
- Ask the parent/guardian to confirm that the child does not have:
  - fever
  - shortness of breath
  - dry cough
  - loss of taste or smell
  - sore throat
  - muscle aches
- Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness

There will be 2 teachers for each class so as the first 10 students arrive, they will proceed inside with 1 teacher while the 2nd teacher waits for the remaining students to do the same. There will be a designated area that the students will gather outside as they wait to be escorted in. The attendance sheets will be filled in by the teacher so as to alleviate cross contamination of the clipboard and pencil. Once the children and teacher proceed indoors, the teacher will aid the students in settling in with their belongings and immediately wash hands before entering the classroom.



## **PLANS FOR SICK CHILDREN, STAFF, AND VOLUNTEERS**

- Conduct daily health checks as described above. In addition to the children the staff and any individuals in contact with the children will be screened. Those who exhibit any symptoms of illness will not be allowed to be present in the facility
- When a student or staff member develops any symptoms of illness consistent with COVID-19 in the school setting:
  - The person will be isolated until they are able to be picked up or leave the facility on their own
  - Proper hygiene supplies will be available –cloth mask, facial tissues, alcohol-based hand rub
  - Staff that is monitoring will practice social distancing when possible
  - The isolation area will be thoroughly cleaned and disinfected once the ill person leaves
  - The areas of high-touch surfaces will be cleaned and disinfected
  - Gloves will be worn when cleaning and disinfecting, and hands washed after removing gloves
  - Do not touch face while cleaning and wash hands for at least 20 seconds after removing gloves
  - Disposable gloves to be worn while cleaning/disinfecting and handling trash
  - It is recommended staff have a change of clothes to change into once the shift is over and to place dirty clothes in a plastic bag and launder them as soon as possible
  - Staff will be trained in using disinfectants safely and effectively
  - All cleaning staff will be trained on hazards of cleaning chemicals used in the facility in accordance with OSHA’s Hazard Communication Standard 29 CFR 1910.12
- When a student or staff member is a suspect or positive case of COVID-19 the director will email the MDH (Minnesota Department of Health) School Team with questions about cleaning and disinfecting further after the child or staff member becomes ill ([health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us))
- General Precautions for the cleaning staff after an ill person has been in the facility:
  - Do not touch face while cleaning and wash hands for at least 20 seconds after removing gloves
  - Disposable gloves to be worn while cleaning/disinfecting and handling trash
  - It is recommended staff have a change of clothes to change into once the shift is over and to place dirty clothes in a plastic bag and launder them as soon as possible
  - Staff will be trained in using disinfectants safely and effectively
  - All cleaning staff will be trained on hazards on cleaning chemicals used in the facility in accordance with OSHA’s Hazard Communication Standard 29 CFR 1910.1200
- The Director will communicate and notify staff and families immediately if someone has presented symptoms or is a positive case through email/SeeSaw and written and visual postings



## **SOCIAL DISTANCING THROUGHOUT THE DAY**

- The same group of students will stay with their same class and teachers throughout the scheduled class
- Each student will be assigned a space for their backpacks and belongings and this space will be cleaned and disinfected between uses
- Visual cues or barriers will be used to direct traffic flow and distancing. X's will be used on the floor to let children know where they should sit/stand to promote social distancing
- The full day students that are resting and napping will have their cots 6 feet apart, or at least have their spacing to allow head to toe. Cots will be disinfected daily after use, the students personal resting items placed back into their designated cubbies between uses, and laundered weekly by the families

## **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, 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
- Face covering guidance:
  - Create and wear masks by following CDC guidance
  - Be careful not to touch your eyes, nose, and mouth while wearing cloth masks to prevent potential contamination
  - Wash your hands thoroughly before putting on the mask
  - Remove the mask carefully and wash your hands thoroughly after removing
  - 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, which are our best tools to help prevent the spread of illness
  - Continue to use typical systems and processes for cleaning toys, keeping sick children home, washing hands, and other practices that are used every day. These actions help to keep the community healthy and safe
  - Cloth masks do not provide adequate protection for others if a staff member has symptoms compatible with COVID-19. Ill staff members should stay at home



### **WORKPLACE VENTILATION**

- When 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 possible, removing or repositioning fans, and encouraging outdoor time

### **PLAYGROUND USE**

- Classes are assigned large motor time allowing 1 class to use the lower great room/playground at a time
- Hands will be washed before and after large motor time
- High touch areas will be disinfected between groups

### **MEALS AND SNACKS**

- Snacks will be prepared and served in individual servings to each child by the teacher
- Teachers will wash hands and wear gloves before serving snack
- Snack will not be served family style

### **FIELD TRIPS AND EVENTS**

- Conduct Chapel time within individual classrooms rather than a large group once a month
- Reconfigure/Postpone/Cancel our monthly visits at McKenna Crossing
- Reconfigure/Postpone/Cancel large events and gatherings
- Reconfigure/Postpone/Cancel open door policy for caregivers and volunteers within the classrooms and for special events
- Field trips, both on and off school grounds, will be decided on a month by month basis
- Social distance will be maintained, groups will not be mixed, virtual format will be used when appropriate



## **COMMUNICATIONS AND TRAINING**

- Director will train staff on the policies and procedures in August, 2020 and continue to review during monthly staff meetings
- COVID-19 Preparedness plan will be reviewed with staff prior to returning to work in August and with families during Parent Orientation by the director
- Updates to the plan will be reviewed at monthly staff meeting or as needed
- The COVID-19 Preparedness Plan will be posted in the preschool hallway, in each classroom, and be accessible online to all families and employees

## **MINNESOTA DEPARTMENT OF HEALTH**

You may hear about a positive result from a staff member or parent/guardian before MDH is notified. Should this occur, please reach out to the MDH follow-up team by emailing [health.schoolcc.followup@state.mn.us](mailto:health.schoolcc.followup@state.mn.us). The team monitors this inbox seven days a week and provides timely guidance. It is helpful if you can gather additional information (Described below) before reaching out to the MDH follow-up team

## **INFORMATION GATHERING AND SHARING**

When notified of a confirmed case of COVID-19 involving staff or children in your program or school, gather the following information to share with the MDH follow-up team when you contact them:

- Person's (or proxy's) name and phone number, so that MDH can conduct the case investigation in a timely manner
- Date the person first developed symptoms
- If they did not have symptoms, what date were they tested and why were they tested?
- Date(s) the person last worked/attended the child care, school, or camp
  - **NOTE:** MDH considers the person to be infectious beginning two days (48 hours) prior to symptoms developing, or starting on the date of the test without symptoms through 10 days after symptoms first developed. Ideally, a person who is symptomatic would not be working/attending, so MDH generally needs to look only at the two days prior to symptoms developing (or date of test) and possibly the date symptoms developed



## **HOW MDH USES GATHERED INFORMATION**

MDH uses information to determine any exposures (close contacts) that may have occurred in a school, child care, or youth camp setting. If you do not have this information or are unable to collect it, MDH still wants you to reach out to [health.schoolcc.followup@state.mn.us](mailto:health.schoolcc.followup@state.mn.us).

### **What is a close contact?**

- A close contact is anyone who was within 6 feet of the person who is sick while they were considered to be infectious, for 15 minutes or more (regardless of whether either person wore a cloth face covering or face shield)
- Schools, child care, and camps must notify all identified close contacts of their exposure to a confirmed case of COVID-19 while maintaining confidentiality in accordance with state and federal law
- The MDH follow-up team will provide an exclusion letter and a face sheet that the school, child care, or camp will be asked to give to all close contacts. The exclusion letter and fact sheet share instructions for close contacts, including what they need to do to prevent the spread of COVID-19. MDH has also developed a notification letter that can be sent to families and staff who were not identified to be a close contact of the case; the letter provides general information about the situation and links to COVID-19 resources

## **CONSULTATION WITH MDH FOLLOW-UP TEAM**

Once you have connected with the MDH follow-up team, they will evaluate next steps and provide guidance. The evaluation will take into account the information available, with a focus on those who might be considered close contacts if the person was onsite during their infectious period. MDH will consider the following to inform a recommended plan of action:

- How long was the person on site while potentially infectious?
- Whom did that person come in contact with?
- Was that person with a closed group in one classroom?
- Was that person or classroom mixing with other people or classrooms?
- Was there intermixing between groups or classrooms?

### **Potential recommendations by MDH**

Below is a list of examples of possible recommendations from MDH. This list does not include all possible recommendations from MDH. Recommendations depend on the extent of the exposure and what mitigation measures were in place at the time of exposure.

- Send notifications to staff and families to alert them of a lab-confirmed case of COVID-19 in the child care, school, or camp community. Templates will be provided by MDH
- Based on the details provided during the case investigation, MDH may recommend:



- Exclusion of close contacts, which involves require close contacts to stay home for 14 days.
- Closing an entire classroom, school, child care, or camp setting for 14 days (e.g., an in-home child care where children and staff are consistently in close contact). This will depend on the extent of exposure and whether there is the possibility of ongoing transmission in the program. Any closing decisions should be made in consultation with the MDH follow-up team
- Take no further action

### **CLEANING AND DISINFECTING**

Considerations for cleaning and disinfecting your program’s facilities after notification of a confirmed case of COVID-19:

- Review cleaning guidance at [COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs \(www.health.state.mn.us/diseases/coronavirus/schools/clean.html\)](https://www.health.state.mn.us/diseases/coronavirus/schools/clean.html)
- As long as routine cleaning and disinfecting have been done regularly, additional cleaning measures may not be necessary
- Depending on when the person with COVID-19 was last on site, it may be difficult to know what areas they were in and what objects or surfaces they may have touched after they became sick
- Email [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us) if you have questions about cleaning after a child or staff member becomes ill

### **IF A PARENT OF A CHILD IS DIAGNOSED WITH COVID-19**

- If the child lives with the parent, the child will be considered a close contact and needs to be excluded from school or child care, and needs to stay at home for 14 days from the date of their last exposure to their parent
- Children do not represent an exposure risk within your setting solely because their parent tested positive, as long as the child has not had any symptoms
- If you have been able to limit the amount of time the parent has been in you setting and there was limited interaction with others, there is a good chance no one would be considered a close contact, and therefore nothing needs to be done
- MDH doesn’t require programs to send a general notification of a positive case in this situation, but you can provide a template letter if requested. Contact [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us)

