

# COVID-19 Preparedness Plan

June 28, 2020

University Nursery School

[Executive Order 20-74](#), signed by Gov. Walz on June 5, 2020, requires all critical businesses to develop and implement a COVID-19 Preparedness Plan that outlines how you will implement MDH and CDC guidelines. The COVID-19 Preparedness Plan must describe how your program will implement, at a minimum, the following components, in compliance with MDH and CDC guidelines for child care programs:

1. frequent handwashing;
2. cleaning and disinfecting;
3. arrival and departure;
4. social distancing throughout the day;
5. plans for identifying and excluding sick staff, volunteers and children;
6. source control and cloth face coverings;
7. workplace ventilation
8. playground use
9. meals and snacks;
10. field trips and events, and
11. communication and training about the Plan.

You must develop your Plan by June 29, 2020. Providers need to evaluate, monitor, and update their plans if necessary, on a regular basis. The Plan needs to be posted at all of the business's workplaces in readily accessible locations that will allow for the Plan to be readily reviewed by all workers.

You do **not** need to send the completed plan to your DHS (or county) licensor for review or approval. However, you will need to:

- notify enrolled families about the plan and make it available to them upon request;
- train staff, substitutes and volunteers on the plan and ensure they are capable of implementing it, and
- post the plan in a prominent place or make it accessible to staff and volunteers who need to review it.

# 1. Frequent Handwashing

All children, staff, and volunteers should engage in hand hygiene at the following times:

- Upon entering any classroom
- 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
- Before and after diapering
- 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
- Wash hands with soap and water for at least 20 seconds: follow the hand-washing policy posted at each hand washing sink.
- 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.
- Sanitizer with at least 60% alcohol will be available at each facility entrance and in each classroom. Sanitizer bottles will be refilled or replaced by classroom staff whenever necessary.
- **Hand sanitizer in the classroom and play yards must be kept out of children's reach.**
- **Supervise children when they use hand sanitizer to prevent ingestion.**
- Assist children with handwashing, including infants who cannot wash hands alone.
  - After assisting children with handwashing, staff should also wash their hands.
- Place posters describing/depicting handwashing steps at handwashing sinks.

## 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:
- 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.

### How COVID-19 spreads

The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with viruses and then touch your eyes, nose or mouth, although this is not the primary way the virus spreads.

### DESCRIBE PLAN FOR CLEANING AND DISINFECTING:

- **Routine cleaning and disinfecting is key to maintaining a safe environment for faculty, students, and staff.**
- **Cleaning removes dirt and most germs and is usually done with soap and water.**
- **Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.**
- Routine cleaning and disinfecting:
- While wearing gloves, use a solution of 1/3 cup of bleach to 1 gallon of water to clean and disinfect at least daily (or more, depending on use patterns) frequently touched surfaces and objects such as (but not limited to):
  - Door knobs and handles
  - Pens/clipboards/binders
  - Cupboard and drawer handles
  - Stair rails
  - Tables, chairs, countertops
  - Light switches
  - Handles on equipment (e.g., strollers, bikes, pushcarts)
  - Push-buttons/knobs/handles on appliances
  - Electronic Tablets, telephones, computers, keyboards, and mice
  - Shared toys/equipment
  - Faucets/toilet flush bars
  - Paper Towel Dispensers
- Whenever possible, do not allow children to share equipment such as crayons, markers, blocks, manipulatives. Instead, distribute several to each child for use. Collect and sanitize these materials when the child is done.
- Place bins in each classroom for toys/items needing sanitization. Sanitize these frequently throughout the day and when the classroom is closed for the night.

It is not necessary to routinely apply disinfectants to surfaces that are not high-touch or high-risk (e.g., floors, bookcases, tops of filing cabinets). Soft surfaces such as carpets, rugs, and drapes can be cleaned with a cleaner appropriate for the material.

***\* Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in.***

***\*\*Keep all disinfectants out of the reach of children.***

### 3. Arrival and Departure

#### DESCRIBE FOR ARRIVAL AND DEPARTURE:

##### **Before children enter the space, screen them to ensure those with symptoms are not attending.**

- Beginning July 6, 2020 when parents sign their child in on Brightwheel, they will be presented with a 3 question health screening to be completed before they are allowed to complete the sign-in process. Make sure to remind parents to complete this process BEFORE bring their child to the classroom/play yard/space.
- Students who do not pass this screening will not be allowed to attend.
- Staff will be required to check the temperature of each child BEFORE they enter the classroom/play yard/space. (this is in addition to the Brightwheel screening)
  - While wearing disposable gloves, meet the child at the door or entrance to the classroom/play yard/space.
  - Using only the infrared thermometers provided, check the temperature of each child, ensuring that it is below 100.4°F . (Children with a temp of 100.4°F or higher will not be allowed to attend and must be fever-free for 72 hours, without the use of fever-reducing medicines.)
  - if performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.
  - If you use disposable or non-contact thermometers and you did not have physical contact with the child, you do not need to change gloves before the next check.
  - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.
  - More infrared thermometers are coming; if your center does not have one for each classroom, determine at which classrooms temp checks will occur and redirect parents as needed.
- Parents will be asked not to enter the classroom/play yard/space. Staff are to meet the parent at the door/entrance to deliver or receive the child (once the temp check is complete)
- Parents will be reminded to maintain the CDC recommended 6 foot social distance from each other during pick up and drop off and floor markings will be placed outside each classroom door to remind them as well.
- Parents will be asked to limit the number of people accompanying their child(ren) into the building to 1 whenever possible.

##### **Before staff enter the classroom/play yard/space screen them to ensure those with symptoms are not attending.**

- All staff are required to report to the center director at the beginning of each shift for a brief health screening including a temp. check.
- Directors will be given a log to keep these records.
- Any staff with a temperature of 100.4°F or higher will be dismissed from work and must be fever-free for 72 hours, without the use of fever-reducing medicines before returning to work.
- Any staff displaying or reporting symptoms of Covid-19 will be dismissed from work until one of the following occurs.
  - 14 days without worsening symptoms
  - A negative Covid-19 test result
  - An alternate diagnosis (by a health care professional) that explains the symptoms
- University Nursery School reserves the right to require a Covid 19 test before allowing a staff to return to work.
- For questions regarding when exclusion should occur, please refer to the Minnesota Department of Health Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs, posted in several places throughout the center
- If a child, staff member, or volunteer is diagnosed with COVID-19 or if you have further questions about a child, staff member, or volunteer who is exhibiting symptoms, reach out to MDH at [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us) and follow their direction.

## DESCRIBE PLANS FOR SICK CHILDREN AND STAFF:

- If a staff member develops fever or other respiratory symptoms while at school the staff member should be sent home and told to call their health care provider to report their illness and any recent travel. All common areas/surfaces will be cleaned /disinfected immediately
- If a student/child develops fever or other respiratory symptoms while at school the student will be isolated from other children in a separate room staff with supervision while the child's parent or guardian is immediately contacted.
  - Whoever is providing supervision will wear gloves and a mask and practice appropriate hand hygiene.
  - The parent or guardian will be encouraged to separate the child from others at home and to contact their child's healthcare provider to report their illness and recent travel.
  - Surfaces and objects within the classroom and isolation room should be cleaned and disinfected as soon as possible and upon the student's or staff member's exit to prevent transmission.
- The child or staff member will not be allowed to return to nursery school until one of the following occurs.
  - 14 days without worsening symptoms
  - A negative Covid-19 test result
  - An alternate diagnosis (by a health care professional) that explains the symptoms
- If a lab-confirmed-positive test result for a student, staff member, or household member of either is reported the site director will immediately notify all parents at their center via a Brightwheel Alert. Staff who are present will be notified directly and staff who are absent will be notified via telephone as soon as possible.
- Staff who are working during the time of a positive test notification are asked to remain at work until the end of their shift or until a replacement arrives. PPE , including gloves and masks are available for your use at any time.
- Please notify your director ASAP if you will be absent from work due to a lab confirmed positive test result at your center.

## 4. Social distancing throughout the day

### DESCRIBE PLAN FOR SOCIAL DISTANCING THROUGHOUT THE DAY:

- Children will remain with the same group and staff members throughout the day.
- Parents are asked to maintain social distancing during pick up and drop off - signage has been placed to facilitate this.
- Preschool and Toddler Teachers will mark the floor used for group or story times with "X"s, marking where children are to sit during group time.
- Children will be spread out as much as the space and equipment allows during all meal and snack times. (all family style meal service has been suspended until the end of the COVID-19 health crisis)
- Napping cots are spread out as much as possible, given the space, and cots are placed opposite one another (head to foot)
- As much as possible, children will travel through the center in small groups, and will wash or sanitize their hands each time they enter a new classroom/play yard/space.
- Staff will maintain distance from each other as much as possible.
  - limit the number of staff in the breakroom/office/bathroom, other small areas
  - do not congregate in the hallways.
  - remain spread throughout any classroom or play yard.

## 5. 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.

### DESCRIBE PLAN FOR SOURCE CONTROL AND CLOTH FACE COVERINGS:

- In all instances, staff are to cough or sneeze only into their elbow, never into their hands.
- Staff working with any age group will include teaching respiratory and hand hygiene in the daily schedule.
- Staff are invited and encouraged to wear face masks throughout their work day.
  - 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 your 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.
- An adequate supply of cloth masks for staff have been delivered to each center. Please let your director know immediately if you do not have one

## 6. 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 possible, removing or repositioning fans, and encouraging outdoor time.

### DESCRIBE PLAN FOR VENTILATION AND AIR FLOW, IF POSSIBLE:

- When possible, classroom windows will be left open during school hours.
- Fans and air conditioners will be repositioned to ensure air is not blowing across the children/staff

## 7. 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..

### **DESCRIBE PLAN FOR MITIGATING COVID-19 IN PLAYGROUND USE:**

- Staff will break down their groups as much as possible and stagger playground use (i.e. 3 groups of 7 toddlers for 20 minutes each rather than 1 group of 21 for 60 minute).
- Limit the number of children at one time on any given play structure, equipment.
- Talk with children about how to stay healthy – avoid touching their eyes, nose, and mouth and covering their cough.
- Wash/Sanitize staff and children's hands before and after playground use.
- Disinfect playground toys and structures between groups.
- Encourage indoor large motor activities if outdoor time has been reduced by these policies

## 8. Meals and snacks

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

- All family style meal service will be suspended until the end of the COVID-19 health crises.
- All tables and chairs will be cleaned and disinfected before and after every meal/snack time
- Children will be spread out as much as the space and equipment allows during all meal and snack times.

## 9. Field trips and events

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

- Field trips and large group/family events will not occur during the COVID-19 health crises.
- Prospective parents will be encouraged to view the virtual tours available online and to meet with staff via telephone or Zoom.
- Any staff meetings/trainings will occur over a series of several smaller group meetings.
- Parent teacher conferences will be made available using Zoom or via the telephone

## 10. Communications and training

### DESCRIBE PLAN FOR COMMUNICATIONS AND TRAINING:

- This plan will be prominently posted near the entrance of each facility and will be immediately available from each office upon request.
- This Plan will be emailed to all staff members and staff will receive training during the week of June 29 - July 3, 2020.
- Records of the staff training will be kept in the center staff files and in the Human Resources files, located in the business office.
- Parents will receive 1 message from Brightwheel to inform them of the plan and how to access it on June 30, 2020
  - Paper copies can be viewed at the centers
  - Electronic copies can be emailed upon request from the business office:  
[universitynurseryschoolinc@gmail.com](mailto:universitynurseryschoolinc@gmail.com)
  - Electronic copies can be viewed and/or downloaded from the website  
[www.universitynurseryschool.org](http://www.universitynurseryschool.org)
- Parents will receive a second message via Brightwheel on July 1, 2020, to communicate the expectations for parents and children in implementing this plan.

