

COVID-19 Preparedness Plan for Licensed and Certified Child Care Programs

This COVID-19 Preparedness Plan describes how Good Shepherd Preschool will implement the following components, in compliance with MDHS-Licensing Division, MDH and CDC guidelines for child care programs:

1. GSP Plan for Frequent Handwashing

Children and staff will wash hands upon arrival at school before handling materials, before and after snack time, after blowing nose, coughing or sneezing. Proper handwashing will be taught and encouraged regularly.

Hand sanitizing stations are located at each entrance and throughout the building for public use. Children will only be allowed to use them with staff supervision and if parent permission has been given. If soap and water is not available sanitizer will be used supervised by a staff member and will not be at a level where a child can access on his/her own.

2. GSP Plan for Cleaning and Disinfecting

- a. All toys/equipment that is mouthed by a child must be removed when child is done playing, and cleaned/sanitized before the item is reintroduced to the classroom. Toys are cleaned and sanitized on a weekly basis, or as needed if more often. Toys are sprayed down with a sanitizer after classes, as well.
- b. Staff will use Lysol disinfecting and cleaning products continuously in the classroom. These products are to be stored out of children's reach at all times. Classrooms used by more than one group per day will be disinfected after each group of children exit a classroom.
- c. Staff will clean tables before and after snack, sanitize door handles, faucets, chairs and highly touched surfaces throughout the day.
- d. Students will either have their own supplies or supplies will be sanitized between use. We will have a designated container for items that need to be sanitized.
- e. Church cleaning staff will clean classrooms, bathrooms and hallways each night. This includes: bathroom cleaning, vacuuming of carpets, washing hard floors, wiping down of door handles, faucets, and highly touched surfaces. Cleaning products will be stored in cleaning closet which is locked at all times.

3. GSP Plan for Arrival and Departure

To limit the number of adults in the building and hallway congestion, multiple locations will be used for drop off/pick up. Teachers will be at their respective locations from 8:22-8:30/11:37-11:45 to receive students and 11:00-11:10/2:15-2:25 for parent pick up. After those time frames, parents should use the main preschool entrance for drop off/pick up.

- a. Mrs. W's classes will be dropped off/picked up at the main entrance of the church. Teachers will escort children to their classroom and assist them in taking off or putting on outside clothing, backpacks, etc.
- b. Ms. Heather's class will be dropped off/picked up at the preschool entrance on the northwest side of the church. Teachers will escort children to their classroom and assist them in taking off or putting on outside clothing, backpacks, etc.
- c. Ms. Kris's morning classes will be dropped off/picked up outside the church office entrance on the north side of the church. Ms. Kris's afternoon class will be dropped off/picked up outside the preschool entrance on the northwest side of the church. Teachers will escort children to their classroom and assist them in taking off or putting on outside clothing, backpacks, etc.
- d. Temperature taking upon arrival may be used as deemed necessary on a daily basis or individual basis.
- e. Before and after school care students and SMART bus students will use the lower level preschool entrance doors for drop off/pick up. Due to the staggering drop off times of parents for before school care, parents will need to bring their child to the large motor room. A staff member will escort bus riding students on and off the bus.

4. GSP Plan for Social Distancing Throughout the Day

- a. GSP will limit group sizes as much as possible and create consistent groups of children and providers, staff, or volunteers who stay together throughout the day.
- b. GSP will encourage social distancing between staff and students as much as feasibly possible while recognizing that social interactions are also important. Carpet seating and table seating will be managed in a way that gives additional space between students.

5. GSP Plans for Sick Children, Staff, and Volunteers

- a. GSP will continue to follow the recommended guidelines for monitoring and excluding children with communicable illnesses. Staff complete daily self-health checks upon arrival each day. Parents will be asked to complete a daily health check on their child. Children and Staff must be excluded from GSP until 24 hours after the child/staff has been administered appropriate antibiotics for contagious illnesses, or been fever-free without fever reducing medication, and been vomit/loose stools free for a 24-hour period.
- b. If a child should become ill during the day, they will be placed in the office in order to be isolated from the other children and allowed to rest quietly until their parents are able to come and pick them up. The parents will be notified of their child's condition and asked to come and pick their child up. If the parents cannot be reached then we will notify the emergency contacts next. If no one is able to be reached then the child will remain in our care and accommodations will be made to keep the child as comfortable as possible and our staff will monitor the child's condition. If conditions warrant the child's health care source or 911 will be notified.
- c. Parents are asked to notify the center within 24 hours if their child contracts a communicable illness. Communicable illnesses will be reported to all parents the same day the information is received.
- d. GSP will notify the Public Health Department within 24 hours should an occurrence of a "reportable disease" take place (Steele County Public Health 444-7650).

Regarding communication of COVID specific information:

- a. All families will sign a Parent Health Agreement before their child attends school that acknowledges they will do a health check on their child each day before sending them to school and that they agree to keep their child home if they are experiencing the listed symptoms.
- b. All families have a phone number and email for notification. If we need to communicate any COVID information, it is done immediately via email and/or text. Staff are instructed under the same guidelines as children- doing a daily self-health check and following all MN Dept. of Health Policies and Procedures.
- c. If we have a confirmed COVID case with a student or staff, the MN Dept of Health will be notified, or MDH will notify GSP, and we will follow the appropriate protocol and procedures, as deemed necessary. This may be done via phone, email or in person.
- d. Additionally, staff will follow-up with appropriate recommended cleaning and disinfecting of the classroom, as required.

6. GSP Plan for Source Control and Face Coverings

- a. Children: Children 5 years of age and under are not required to wear a face covering in a child care setting but may voluntarily opt to wear one. *Children riding the SMART bus to and/or from school will be required to wear a face covering per SMART bus protocol.
- b. Staff: Staff will wear a face covering in communal areas where groups intermix if they cannot socially distance. Classroom teachers are not required to wear a face covering at all times when in a classroom that is confined to one group children. Floating staff will wear a face covering but may remove their face covering or shield temporarily to engage in certain activities that make wearing a face covering difficult, provided that social distancing is maintained to the extent feasible.
- c. Families and Visitors: Family members and visitors will wear a face covering while in the building (pick up/drop off, community visitors).
- d. Individuals exempt from wearing a face covering are asked to speak with the director.

7. GSP Plan for Classroom Ventilation

- a. Keeping the windows open as much as possible.
- b. Encouraging outdoor time as much as possible.
- c. Change furnace air filter regularly as advised.

8. GSP Plan for Playground Use

- a. We will stagger playground times so there is one class on the playground at a time.
- b. Wash hands after outside or large motor play.

9. GSP Plan for Meals and Snacks

- a. All snacks are served in the individual classrooms
- b. All cleaning, sanitizing, health and handwashing guidelines are utilized and implemented.

10. GSP Plan for Field trips and Events

- a. On site “field trips” or visitors will be utilized until further notice. Visits will be done outside when possible.
- b. Should a visitor be presenting inside:
 - 1. He/she will undergo a health screening upon entering the building
 - 2. He/she will be limited to seeing one class at a time to maintain social distance and separation of groups
 - 3. He/she will wash hands upon leaving or entering a different classroom

11. GSP Plan for Communications and Training

- a. Our most effective communication with families has been via email and in person. We will post on our front door the COVID 19 steps for distancing and recognition of signs. Families continue to get updates as we receive them, on any policy changes.
- b. Staff receive physical updated policies, along with signing policies and procedures that have been implemented or changed during the COVID situation. Staff receive hard copies of any changes and we will update or change policies as needed.

Parent Health Agreement

To limit the spread of COVID-19 and other infectious diseases, families need to keep their children home when they are not feeling well.

Students should remain at home if they have new onset/worsening cough or shortness of breath by themselves or 2 of the following symptoms.

- Fever 100.4F or higher
- Chills
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list may change based on directives from the Centers for Disease Control and/or the Minnesota Department of Health. GSP will notify families of any changes during the school year. By signing this declaration, you are agreeing to comply with this list of COVID symptoms and check your child's health prior to leaving for school each day.

If your child has a pre-existing condition that regularly manifests itself as one of the symptoms above, please let us know.

If your child was diagnosed with an illness that has been treated according to recommendations, he/she may return to school 24hrs after medication has been started and as long as they are ready to learn.

Agreement

By sending your child to school, you are reporting that your child does not have any of the symptoms listed above. This form must be submitted prior to the student attending the first day of school. Your signature below will be valid for the entire 2020-2021 school year.

Child's Name _____

Parent Name(s) _____