

Faithful Beginnings at Guardian Angels

COVID-19 Preparedness Plans

Staff: Children: Volunteers: Visitors/Families

Health Care

Upon arrival staff will take their temperature and answer the MDH Visitor and Employee Health Screening Checklist. Children, volunteers, and all visitors will do the same as staff upon arrival.

- a) All staff, volunteers, children, and visitors will wash hands or sanitize upon arrival. Wash hands after toileting, blowing your nose, coughing, or sneezing.
All are recommended to wash hands frequently throughout the day.
 - b) Wash hands for at least 20 seconds with soap and water. If no soap, use hand sanitizer that contains at least 60% alcohol. Handwashing and/or hand-sanitizer facilities are readily available and appropriately stocked including by entrances.
 - c) Paper towels and a trash container will be provided near the entrances and bathrooms and in the classrooms.
 - d) Handwashing, “cover your cough”, and stop the spread of germs poster/signs are posted.
- 1) If staff has been exposed to the coronavirus they must quarantine for 10 days. They can return if no symptoms are evident. Gather information from staff who may be ill. Ensure privacy is maintained.
 - a) Face Masks should be worn when possible, and replaced as needed. This is for all staff, volunteers, and visitors. (Visitors are limited in the center/building) Children do not need to wear masks. I will use masks for children who become sick during the day. If staff is staying in the same room they too can be without a mask so children can see speech and facial expressions. (except when singing)
 - b) We provide staff with recommended protective supplies, such as facemasks, gloves, disinfectant, eye protection, smocks, etc. as recommended by the CDC guidelines. When staff gives students hugs as they may need to from time to time for emotional reasons, we will wear a mask to protect the children.
 - c) The center provides tissues (from family supply list) for cough/sneeze etiquette and no-touch disposal containers when necessary. We practice “AVOID” touching your eyes, nose, and mouth with unwashed hands.
 - 2) We will keep conversations and questions of other staff or contacted members private by not identifying their names and using phone calls, email or text to only the persons we are asking. (One member at a time)
 - 3) Vulnerable staff should self-identify and reduce their risk of exposure whenever possible. Follow the CDC guidelines to protect yourself, (wear a face mask, keep 6’ social distancing, wash hands, and avoid touching your face). Employers avoid making unnecessary medical inquiries.
 - 4) Sick policies will be clearly communicated and supportive of staff and volunteers to stay home when sick. We will conduct daily health checks (including children, staff, volunteers, and household members for families to ensure those who exhibit any symptoms of illness are not present).
 - a) Screening children: If persons have a fever of 100.4 degrees F (38.0 C) or above or show other signs of illness, they will not be admitted to the facility. Parents be alert to signs of illness in your child/ren and keep them home when they are sick.

- b) Stand 6' away from family and child and confirm that the child does not have a fever, shortness of breath or cough. Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness. If we can not remain 6' away, we will use a barrier or personal protective equipment (PPE).
- 5) Our program will follow the exclusion guidance: STAY HOME WHEN YOU ARE SICK. COVID-19 signs and symptoms are posted for all to see and are pointed out weekly to ensure all know the signs and symptoms of the illness.
- 6) We will notify MDH and follow their direction if a staff member, volunteer, or other is diagnosed with COVID-19.
- 7) We will have another teacher assistant or substitute take the place of the staff member or volunteer who becomes ill.
- 8) If a child, staff member, or volunteer becomes sick during the day: they will be isolated in a corner of the room (child on a cot) until we can send them home. We will have them wear their face mask to protect the other members around and to help stop the spread of any germs. We will follow the information from the CDC Guidelines. (A copy is in our COVID-19 Plans) Also, we will reach out to MDH at health.schools.covid-19@state.mn.us and follow their directions.
- 9) Families, staff, volunteers, and all concerned will be informed of staying home when sick. Zoom meetings, emails, COVID-19 Preparedness Plan, and handbook for parents will be forms of communication of this knowledge and criteria of our program.
- 10) If a staff member becomes ill and we cannot find a back-up or a substitute for their position, our program will have to close until staff has recovered and/or other back up staff is available. Be prepared as this could happen at any time!

Hygiene and Source Controls-Hand Washing and Face Coverings

- 1) Washing hands is a must. Staff and children will follow the CDC handwashing guidelines.
 - a) Hand washing routines: upon arrival, after blowing your nose, coughing, sneezing, after outdoor play, after having been in a public place, before eating or drinking, and after eating and drinking.
 - b) If soap and water is not available, we will monitor the use of hand sanitizer (60% alcohol) Faithful Beginnings at Guardian Angels staff teaches the CDC Guidelines for hand washing and post proper posters near sinks.
 - c) If staff uses sunscreen: wash hands before and after each use and in between each application on a child. (use gloves and change them in between each child).
 - d) Staff will show the proper way to put on facemasks and how to wear them and take them off. We follow the CDC Guidelines and have posters to show the right steps. Cloth face coverings are an important piece of mitigating the spread of the virus and staff is encouraged to wear them as much as possible, recognizing the development needs of the children in care.
 - e) Children in our program should not wear cloth face coverings unless they can reliably wear, remove, and handle the cloth face covering throughout the day. We provide air flow with open windows and fans, and spend much of our time outside when possible.
 - f) All stakeholders will be aware of the CDC guidelines for wearing face coverings in our center. (Faithful Beginnings at G.A.)

Cleaning and Disinfecting Protocols

1) Staff are shown the protocols for cleaning and disinfecting during orientation each year. Our program follows the MDH and CDC guidelines for frequent cleaning and disinfecting of our program.

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

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-forchildcare.html#CleanDisinfect>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- a) All doorknobs, light switches, stair rails, counters, tables and chairs, shared toys, centers used, and other objects used will be cleaned and disinfected at least once a day and as needed after each use.
 - b) Children will have their own bin for arts and crafts to minimize shared supplies. For shared supplies such as scissors, pencils, and paint brushes, there will be a clean tray and soiled tray well marked so children can stay safe when using these materials. Children will be shown how to follow this protocol.
- 2) In case of contamination of confirmed COVID-19 case or suspected case in a child:
- a) Areas visited by ill people will be closed off, windows and doors will be opened and fans turned on for ventilation and to increase air circulation in the area. After 24 hours or as long as practical, cleaning and disinfecting will be conducted.
 - b) Cleaning staff will clean and disinfect areas such as classrooms, hallways, bathrooms, shared electronics, (keyboard, CD player) and frequently touched surfaces.

Social Distancing During the Day

- 1) Angel Club (before school kids) will arrive first and follow entering the building protocol. Some families will arrive at 8:55, some at 9:00, and the last group at 9:15.
 - a) A designated adult will greet the children at the door assigned and do the well check and hand washing. Then proceed taking children to the classroom or supervise by watching them walk to their room. Parents will stay out of the building unless an appointment has been prearranged and will meet in a common area.
 - b) Pick up begins at 3:25 to 3:40 with a designated adult walking the children to meet their parents outside the building or by their car. Early pick ups are allowed. Parents can ring doorbell #2 or #1 and a designated adult will walk the child to them. It would be best to phone ahead so we can be prepared for early release of the child.
- 2) Faithful Beginnings at Guardian Angels (FB at GA) will keep the 10:1 ratio and stay in our consistent group and provider throughout the day.
 - a) Special teachers such as Spanish and Music, will come to our classroom to teach.
 - b) Staff will have small group or individualized activities and limit the amount of children in one play area at a time whenever possible. We will host a circle/meeting time and practice with the students how to face forward and be 6' apart safely. Social Distance is not mandatory for preschool!
 - c) Our program will stagger time outside so as to not mix with other groups. One group can be in the court yard and one on the playground, or out for a walk/hike at the same times. Keeping from densely populated areas will keep us safe. When possible, we will be outside most of the day.
 - d) FB at GA will ensure best practices are used when hosting a program where we may need to gather all our groups when utilizing the gym or outdoors for the program so we can still follow the social distancing protocol set by the CDC and MDH of MN. We will use marks like X's on the floor to show students where to sit.

- e) Hallways have school logos marked 6' apart to show children how far apart from one another to stand when walking in the halls.
- 3) Our preschoolers do not need to use the stairwells at the moment in our program.
- 4) At nap time, cots will be head to toe and spaced apart 6' to reduce potential viral spread.
 - a) Parents will need to wash their child's rest time bedding each week to prevent viral spread. We will not use cot sheets this year until it is safe to only wash once a week. Staff will spray cots after each use with a disinfectant.
- 5) Staff and volunteers, parents and visitors will maintain social distancing while talking with each other.

Procedures for Playground Use

- 1) Practices in washing hands before and after use of outside equipment is followed daily.
 - a) A bin with a green label states the equipment is clean and ready for use. Red means the equipment needs to be cleaned, (jump ropes, frisbees, balls, etc.)
 - b) Staff will carry sanitizer outside and use it with supervision **only** when necessary.
 - c) Active games like relays, red light/green light, obstacle courses, running, skipping, dancing, or long jump will be encouraged each day for physical activity.

Procedures for Meals and Snacks

- 1) Staff will serve snacks so children are not sharing utensils.
- 2) Lunch times will be staggered so cleaning and sanitizing between groups can occur. This policy may change to eating in our rooms. We are school based and will follow protocol for lunch. We encourage you to purchase hot lunch so we can keep lunch bags away from other's lunch boxes.

Procedures for Field Trips and Events

- 1) As of now, no traveling field trips will be planned. We will plan virtual field trips and take walks to areas for observing nature. We will look for the changes in the seasons, watch for animals and observations of how far something is away from us or draw what we see, and draw what is near(the tree, house, rock...).
- 2) We will limit the presence of nonessential visitors.
- 3) We will use virtual formats for guest speakers and stay in close communication with our local library for reading programs and events offered.
- 4) When we hold in-house field trips we will screen our presenter. When possible we will host the event outdoors. Cleaning and sanitizing will be done between groups.

Workplace Ventilation

- 1) When possible the windows will be open and doors to the classroom will remain open to allow air ventilation. Fans are on when needed in the classroom.
 - a) Children and fans are repositioned to avoid and minimize the air flow blowing across people. We can help the child reposition their activity or seating.
 - b) Activities are held outside whenever possible.

Communications and Training Practices and Protocols

- 1) Training for staff,volunteers, and members of management regarding COVID-19 exposure, as well as application policies, procedures, practices, and protocols will be conducted at orientation in August and on going. Parents will be included in the zoom meeting for maintaining best practices and protocols..

- a) All children will be trained and shown best practices to stay safe.
- 2) Our COVID-19 Preparedness Plan is posted in all classrooms, gym, lunchroom, office, and accessible locations, and is shared with and reviewed by all staff.
- 3) The necessary rules and practices are communicated to staff, and adequately enforced.
 - a) Required protocols and practices are communicated to all members and discussed with all members through verbal communication, virtual communication, and posted.
 - b) Our COVID 19 Plan is reviewed weekly and revised as needed by state regulations. The changes will be communicated to all members of the program.
- 4) All staff and members (temporary, volunteers, etc.) are provided with appropriated personal source control equipment and other protective equipment as necessary to perform their work.
- 5) Staff must comply with and follow established rules and practices. To ensure this we need to verbalize back our understanding of the procedures and policies.
- 6) Families are offered a copy of the plan and explained in plain language the parts that impact them through parent zoom meetings and orientation.
- 7) If staff should have concerns about their employer's COVID-19 Preparedness Plan or questions about their rights, they should contact MNOSHA Compliance at osha.compliance@state.mn.us , 651-284-5050 or 877-470-6742.