

COVID-19 Preparedness Plan for WCC Nursery School

August, 2020

WCCNS is committed to providing a safe and healthy environment for all staff, children, their families and caregivers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. We are all responsible for implementing and adhering to this plan. Our goal is to mitigate the potential for transmission of COVID-19 on our property and in our community. Only through this collective cooperation can we establish and maintain the safety and health of our community.

These policies are written based on the best practice recommendations from the Center for Disease Control (CDC), Minnesota Department of Health (MDH), Minnesota Department of Human Services (DHS), and our Health Consultant (HCCC).

These policies will address:

- Regular year programming
- Arrival/Dismissal Procedures
- Health Screening and Exclusion Guidelines
- Social Distancing
- Children's Belongings
- Playground Use
- Snack-time
- Ventilation
- Hygiene and Handwashing
- Cleaning, Sanitizing, and Disinfecting
- Personal Protective Equipment (PPE)
- Virtual Learning Packet
- If someone becomes sick at WCCNS
- If someone tests positive for COVID-19
- Communication and Staff Training
- Resources

2020-21 School year

The first day of school is Thursday September 10th. All core classes, extended care, and enrichment classes will begin on this day, if it is safe to do so.

Fall 2020-21 core classes are Monday through Friday 9:00 am to 11:30 am.

*Extended care and lunch bunch will be offered on a limited bases until further notice.

All extended care, enrichment classes, including Music and Movement with Ms. Mary, maybe modified in the beginning of the year if we decide it is better to do so.

Virtual Learning Opportunities

All classrooms will prepare and provide each student with a distance learning packet to use if the time comes when the school moves into that learning format.

Teachers will provide a packet for your child to take home at the beginning of the year.

This will be an optional format for each family to use if they see fit.

WCCNS OFFICE HOURS ARE MONDAY-FRIDAY 8:00 AM TO 4:00 PM.
NS Office phone number: 952-473-2114


Sara Luedke, Director Ext. 219
sluedke@wayzatacommunitychurch.org
Chrissa Swart, Asst. Director Ext. 221
cswart@wayzatacommunitychurch.org

WCCNS Staff: See Parent Handbook for teacher and classroom assignments

ARRIVAL AND DISMISSAL PROCEDURES

In order to limit exposure and extra people in the building, parents will not be allowed into the building for drop-off and pick-up. Drop-off will be from 8:50-9:00 and pick-up will be at 11:30-11:40 or after their enrichment class. Locations will be decided based on your child's classroom and specific information will be given to you by your teachers. Adults will be required to wear masks during drop-off and pick-up. Please call the NS office if you will be late and we will have staff meet you.

Drop-off Procedures:

Check-in for your child will be done on the new "Kidreports app" , information will be provided during your room visit. You will be asked to complete a brief health screen daily, as you check your child in.

- Children will be directed to wash hands immediately upon arrival.
- Staff will sign children in and out.
- It is recommended that one parent/caregiver per family be designated to drop off/pick up when possible. Each family should notify teacher who that person is.
- If your child's temperature is above 100 degrees F he/she will not be able to attend school.

Pick-up Procedures:

Children will be brought to their designated pick-up area and checked out and released by their teachers to their authorized adult.

HEALTH SCREENING AND EXCLUSION GUIDELINES

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

WCCNS Administrative staff will keep a log to track symptoms, and primary and secondary exposures.

***Children who have a fever of 100 degrees F or above as a stand-alone symptom will be excluded due to the Rule 3 licensing exclusion 9503.0080.**

It is very important that when your child is going to be absent, that you communicate it to the school.

We are required by the MN Department of Health to keep an illness, symptom and exposure log.

Please report all absences to **your classroom teacher** or by calling 952-473-2114.

Report any symptoms to the school when a child is absent.

Symptoms to report are: temperature, cough, shortness of breath, loss of smell or taste, muscle pain, chills, headache, or sore throat. Additional symptoms should also be reported.

***If your child has had a primary or secondary exposure to a confirmed COVID-19 case you must report this to the school.**

Health Screening:

It is recommended to conduct a health screening of staff and children upon arrival each day. Screening will consist of answering symptom questions. There are three different methods based on the CDC recommendations that may be used to protect staff while conducting temperature screenings. Our School will practice the following method:

- Staff and children must check in and complete the health screen upon arrival. Report COVID - 19 symptoms to administration immediately.
- PPE will be worn while screening children when within 6 feet of the child.
- Before screening the screener will wash their hands and put on a facemask and gloves.
- The screener will ask the parent the following questions:
 - Does your child have a fever of 100 degrees or higher?
 - Does your child have a cough?
 - Does your child have any shortness of breath?
 - Does your child have a sore throat?
 - Does your child feel tired or have any body aches?
 - Has your child been exposed to someone with a confirmed COVID -19 diagnosis?
 - Are there any family members in your household with symptoms consistent with COVID -19?
- The screener may use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
- If hands are visibly soiled, soap and water will be used before using alcohol-based hand sanitizer.

SOCIAL DISTANCING

When possible we will follow the current recommendations from MDH and monitor MDH for changes.

- When possible each group of children will be in a separate classroom.
- When possible we will not mix groups of children during the day.
- When possible classes will include the same group each day.
- Staff will use tape or other measures to indicate 6' when deemed appropriate to assist children with distancing.
- The same staff members will remain with the same group each day whenever possible.
- We will cancel or postpone all special events such as special gatherings, field trips, and prospective tours.
- When feasible we will stagger playground times and keep groups separate for all activities such as going to the large motor room.
- As much as possible, no outside visitors or volunteers will be allowed into the building during the pandemic. An exception to this would be contracted enrichment teachers. Those individuals will be screened and asked to wear a mask and perform hand hygiene.

PLAYGROUND PROCEDURES

- We will continue to use the playground with proper procedures for cleaning high touch surfaces and when proper hand-washing practices are in place (see link below).
- We will stagger playground use rather than allowing big groups to play together. Only one class will be permitted on the playground at a time.
- We will clean surfaces of high touch areas of play structures between groups.

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

SNACK-TIME

- Snacks will be served and provided by WCCNS.
- Snacks will be brought to the classroom by a designated staff member each day.
- Lunches will stay in your child's backpack. Please provide an ice pack in your child's lunch box as they will not be placed in the school's refrigerator.

CHILDREN'S BELONGINGS

LABEL ALL YOUR CHILDREN'S BELONGINGS. This is more important than ever.

HYGIENE AND HANDWASHING

Hands are warm, moist parts of the body that come in frequent contact with germs that can spread disease. **The single most effective way to prevent the spread of disease is to correctly wash your hands thoroughly and often.** Staff who demonstrate and teach proper handwashing techniques can reduce illness in childcares, schools, and the community. Gloves are not a substitute for handwashing. Always wash your hands after glove removal!



Staff should additionally wash their hands at the following times:

- After contact with bodily fluids.
- After assisting with toileting.
- Prior to assisting children at mealtimes

CLEANING, SANITIZING, AND DISINFECTING

In addition to daily cleaning by our custodial team and staff will clean, sanitize and disinfect surfaces and objects that are frequently touched regularly throughout the day especially toys and games and the following “high touch” surfaces:

- Light switches
- Door handles
- Hand railings
- Tables and chairs
- Sink handles
- Countertops
- Desks and chairs
- Dish and lunchbox carts
- Cubbies
- Playground structures such as handrails on equipment
- Push buttons keypads, telephones
- Shared toys
- Shared computers, keyboards, mice, and desktops
- Shared walkie talkies
- Use proper hand hygiene before and after use of shared computers
- It's not necessary to routinely apply disinfectants to surfaces that are not high-touch or high-risk such as floors and tops of filing cabinets. Soft surfaces such as carpets, rugs, and drapes can be cleaned using soap and water or a cleaner appropriate for the material.
- Wear disposable gloves for all tasks in the cleaning process, including handling trash.
- Remove gloves properly, per your OSHA and First Aid Training
- Be sure to wash your hands after removing gloves.
- Children's books, like other paper-based materials such as mail or envelopes, per the CDC are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- Soft items that cannot be laundered should be put away and not used during this time.
- Porous items that come into contact with bodily fluids should be removed and disinfected immediately.
- Wipe down surfaces on play equipment once daily at a minimum.
- Used sand toys, outdoor toys, and other outdoor equipment should be put into a large bin or tub of soapy water in between use between children and at the end of the day.

VENTILATION

- ❑ WCCNS HVAC system was updated per code standards in 2015
- ❑ When possible, classroom windows and doors will be open to allow for extra airflow.
- ❑ Each classroom will have extra time for outdoor play, when possible.

PPE PERSONAL PROTECTIVE EQUIPMENT

- ❑ **Children will not be required to wear a mask while at school.**
- ❑ Parents and caregivers will be required to wear masks at drop-off and pick-up.
- ❑ Per Federal OSHA standards, Personal Protective Equipment (PPE) must be provided by the program for staff to use. This PPE will include, but not be limited to, gloves, face masks, and face shields.
- ❑ Staff will be trained on the proper usage of PPE.
- ❑ When possible, staff are required to wear cloth face coverings or face shield while onsite.
- ❑ Each staff person must have at least one additional face mask to use after removing theirs for eating lunch or after it becomes soiled or wet.
- ❑ MDH recommends wearing cloth face coverings during screenings and during the work day as much as possible.
- ❑ Face masks must be laundered each day.
- ❑ Cloth face coverings should NOT be put on infants and children under age two due to the risk suffocation.
- ❑ MDH does not recommend that children attending child care programs wear cloth face coverings unless the provider determines they can be reliably worn, removed, and handled by the individual child.
- ❑ The purpose of masks is to reduce the risk for transmission from the wearer to others before they know they are sick. Cloth masks do not provide adequate protection for others if someone has symptoms of COVID-19.
- ❑ Do not touch your eyes, nose, mouth while wearing a mask to prevent potential contamination.
- ❑ Wash hands thoroughly before putting on a mask and after removing it.
- ❑ 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.

COMMUNICATION AND TRAINING

- ❑ All staff will be trained on the new guidelines for safe operation before the children arrive for school in September.
- ❑ WCCNS will monitor CDC guidelines and updates on an on-going bases.

IF SOMEONE BECOMES SICK AND/OR TESTS POSITIVE FOR COVID-19 When there is a child or staff member that is either suspected or confirmed to have Covid-19, WCCNS will follow the guidelines from the Mn Dept. of Health. Recommendations for a temporary closure of the school will be followed. It may also be recommended that staff and/or students isolate to mitigate the further spread. WCCNS will follow the guidelines from MDH in the event of a confirmed case of COVID-19.

If your child shows symptoms but it is not COVID-19, a doctor's note is required before they can return to school.

It becomes evident how important it is to practice routine cleaning and disinfection regularly. Depending on when a person with Covid-19 was last in the program, it may be difficult to know what areas they were in and what objects and surfaces they touched so it is imperative to clean and disinfect regularly. The risk of getting Covid-19 from cleaning is low. The following are general precautions for cleaning staff, given that community transmission of Covid-19 is occurring:

- ❑ Staff should not touch their face while cleaning and must wash their hands after cleaning.
- ❑ Cleaning staff should wear designated work clothes and disposable gloves when cleaning and handling trash. Cleaning staff should change clothes at the end of a shift. It may be helpful for them to keep a change of clothes at work.
- ❑ When a child or staff member develops any symptoms of illness consistent with Covid-19 (new onset or worsening cough OR shortness of breath OR at least two of the following symptoms: fever, chills, muscle aches, headache, sore throat, loss of taste or smell) do the following:

Child

- Isolate the person in a separate room while they wait to be picked up or until they are able to leave the program on their own. Bring all belongings that will go home. Ensure there are hygiene supplies available, including a cloth mask, facial tissues, and alcohol-based hand rub.

- Our designated "sick room" is the East Entrance Coat Room.
- Put linens on the cot and have the child lie down until the parent arrives.
- Immediately call, or assign someone else to call, the parent.
- Siblings of a child exhibiting COVID - 19 symptoms will be sent home as well.
- Do not have sibling wait in sick room for parent pick up.
- Staff who are monitoring the individual with symptoms should practice social distancing when possible.
- When parents arrive bring the child to parent at the main entrance.
- Close off the space used for isolation after the ill person leaves. Open it after proper cleaning and disinfecting.
- Clean and disinfect high-touch surfaces, focusing on areas where the person is known to have been and items they have touched (individual desk, cot, recently used toys, shared equipment).
- Wear gloves when cleaning, and wash hands after removing gloves.
- Sick children and staff will not be allowed to return to the program until they have met the exclusion guidelines criteria from MDH.

Staff

- If staff becomes ill at work they will be sent home immediately.
- Staff will be required to call the NS office and report any illness, as soon as possible.
- Staff will not be allowed to return to work until they have met the exclusion guidelines criteria from MDH.

***Children who have a fever of 100 degrees F or above as a stand-alone symptom will be excluded due to the Rule 3 licensing exclusion 9503.0080.**

***If a child, staff or family member contracts COVID-19, their identity must be kept private and may not be publicly shared with anyone.**

***If a child, staff or family member contracts COVID-19, they must contact the school office immediately.**

RESOURCES

COVID-19 Hotlines 7am-7pm

Health Questions: 651-201-3920 or 1-800-657-3903

Schools and Childcare Questions: 651-297-1304 or 1-800-657-3504

Department of Human Services: 1-888-234-1268

WEBSITES

MN Dept of Health:

<https://www.health.state.mn.us/diseases/coronavirus/schools/index.htm>

Center for Disease Control:

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

Health Care Consultants for Childcare: (Jennifer Richardson)

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