

COVID-19 Preparedness Plan for WCC Nursery School

July, 2021

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 of Disease Control (CDC), Minnesota Department of Health (MDH), Minnesota Department of Human Services (DHS), and our Health Consultant (HCCC).

These policies will address:

- € Summer Camp
- € 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)
- € If someone becomes sick at WCCNS
- € If someone tests positive for COVID-19
- € Communication and Staff Training
- € Resources

SUMMER CAMP

Summer program classes are Tuesday, Wednesday, and Thursday 9:00 am to 11:30 am or 1:00 pm.

OUR SUMMER OFFICE HOURS ARE MONDAY-THURSDAY 8:00 AM TO 2:00 PM.

NS Office phone number: 952-473-2114

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ARRIVAL AND DISMISSAL PROCEDURES

WCCNS may initiate certain protocols depending on the current status of the pandemic. In order to limit exposure and extra people in the building, parents may not be allowed into the building for drop-off and pick-up. Direction will be given from your teacher or the school office. Drop-off Procedures:

- o Children will be directed to wash hands immediately upon arrival.
- o Staff will sign children in and out.
- o 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.
- o If your child's temperature is above 100 degrees F he/she will not be able to attend school.

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, 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, and shortness of breath, loss of smell or taste, muscle pain, chills, headache, 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.**

- 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?

SOCIAL DISTANCING

If necessary, we will follow the current recommendations from MDH and monitor for changes.

- When necessary we will keep groups of children to 10 or less following the teacher/child ratio according to the youngest child.
- When necessary each group of children will be in a separate classroom.
- When necessary we will not to mix groups of children during the day.
- When necessary classes will include the same group each day.
- The same staff members will remain with the same group each day whenever necessary.
- When necessary, we will cancel or postpone all special events such as special gatherings, field trips, and prospective tours.
- When necessary we will stagger playground times and keep groups separate for all activities such as going to the large motor room.
- When necessary 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 face covering 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 may stagger playground use rather than allowing big groups to play together.

- ❑ We may clean surfaces of high touch areas of play structures between groups.

SNACK-TIME

- ❑ Snacks will be served and provided by WCCNS.
- ❑ Snacks will be brought to the classroom by a designated staff member each day.

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 regular cleaning staff will continue to 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 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.**
- 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 and face masks.
- Staff will be trained on the proper usage of PPE.
- When possible, staff are recommended to wear face coverings 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.
- ❑ Face coverings should NOT be put on infants and children under age two due to the risk suffocation.
- ❑ Wearing a face covering 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 summer camp or the regular school year programing.
- ❑ WCCNS will monitor CDC guidelines and update staff 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, 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:
 - ❑ 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 their 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.

***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.**

CDC-INFO:

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

<https://www.cdc.gov/cdc-info/index.html>

1-800-232-4636