

Child Care Emergency Plan

Addendum: COVID-19

November 19, 2020

In response to the COVID-19 Pandemic which began in the United States in March 2020, Family Child Development Center is executing the following precautions and protocols in an effort to reduce and mitigate risks of COVID-19 transmission among our children, families, staff and community. FCDC also updated our Child Care Emergency Plan to include the Addendum: COVID-19. These protocols were informed using the guidance noted in the following resources for childcare programs from the MN Dept of Health, Centers for Disease Control and MN Dept of Human Services Licensing Division.

- MDH Covid-19 Exclusion Guidance Decision Tree
- MDH Covid-19 Cleaning and Disinfecting Guidance
- CDC Coronavirus Disease 2019 Guidance for Child Care Programs That Remain Open
- DHS- Modifications to childcare center licensing requirements
- DHS- FAQ to accompany the Modification to childcare center licensing requirements document

The line items noted with a * are being executed to the best of our ability but may not meet the complete guidance of MDH, CDC or DHS.

Every Day Preventative Actions

- Implemented more frequent handwashing following the MDH and CDC guidelines and washing for at least 20 seconds.
- Supervise children while they wash their hands to ensure they also follow MDH and CDC guidelines and washing for at least 20 seconds.
- Cover cough and sneezes.
- Staff should avoid touching their face or only do so after washing their hands for at least 20 seconds.
- Screening children upon arrival using the MDH exclusion guidance and MDH screening guidance. Screen throughout the day as symptoms present themselves.
- Continuing to wash hands before serving and prepping food or bottles.
- Adults wear face coverings as often as possible indoors and when necessary outdoors.
 - Staff can lower their mask for brief periods of time to eat or drink.
 - Staff may wear a face shield during the middle of the day if it better assists them in the teaching of young children as visibility of a teachers mouth and facial expressions are important for their development.
 - Staff who have a medical exemption will not be required to wear a face covering, according to paragraph 8 of Executive Order 20-81 but will be encouraged to wear a face shield if they are able to do so safely. Staff seeking exemption must have documentation in place with the FCDC administrative team.
 - In accordance with the allowances of Executive Order 20-81, FCDC will not require staff members to wear a face covering when they are outdoors but will ask staff to social distance themselves from other adults. If they must tend to the needs of a child,

they need to replace their face covering as soon as is feasible and until the needs of that child are met and it is appropriate to re-distance themselves from that child. This means staff working in certain age groups may wear their masks at all times and others may have very brief periods of time outdoors where it is possible to lower their mask.

- The center will provide access to mask lanyards to keep masks accessible to staff for the limited times they may be removed or lowered.
- Children age five and under are exempt from the face covering requirement and do not need to wear a face covering while at FCDC as allowed by Executive Order 20-81.
- Non-exempt family members and visitors are required to wear masks anytime they are in the center.

Social Distancing Strategies

Children

- Avoiding mixing children of the same age group *.
- Keeping each group of children in a separate room. *
- Staggering playground times for each group of children.
- Placing nap cots 6 ft apart, or as spread out as possible. *
- Reassigning cribs so there is space between each infant. *
- Reducing class sizes but unable to follow 10 in a group guidance as it would impact our overall viability to remain open *.
 - 6-10-2020- Clarification on the Executive Order 20-56: Childcare programs are exempt from following this as we are not a place of public accommodations (ie. hair salon, bar, grocery store).

Class Sizes:

- Remain planned for lower numbers as feasible to reduce unnecessary spread.
- May increase as demand for care increases.
- Current classroom capacity plans:

Caterpillars: 8

Dragonflies: 12

Ladybugs: Temporarily closed

Grasshoppers: 13

Honeybees: 15

Fireflies: 15

All

- **Communal Areas:** All individuals will be asked to avoid congregating in communal spaces including hallways, offices, staff lounge and on playgrounds.
- **Staff Lounge:** Follow social distancing between adults as much as possible. One staff person at a time can enter the lounge to access items from the fridge or heat food in the microwave. Staff will be asked to eat their food elsewhere. If your team can conduct lesson planning in your classroom, you must do so. If not, one classroom team at a time can use the space to plan at the computers.

- **Offices:** Follow social distancing between adults as much as possible. Office staff will communicate via phone with each other as often as possible vs together in the same space. Office team will work to provide alternative workspaces for Amy and Bibi for as long as it is feasible to provide more social distancing.
- **Kitchen:** Follow social distancing between adults as much as possible.
- Limiting visitors and classroom volunteers including on site tours. Offer virtual tours as much as possible.
- Operating with the same teachers in each classroom as much as possible. We are using float staff to cover breaks, staff out or on vacation. *

Interactions with Families

- Allowing families to enter but requiring them to wear face coverings.
- Asking families to remain socially distant from other parents, children and staff as much as is feasible.
- Please limit drop off and pick up to no more than 5 mins.
- As often as possible, designate one parent to be the primary individual to conduct drop off and pick up.
- By request, the preschool classrooms will also provide a written daily sheet to any family who would like specific information provided to them daily in lieu of face to face conversations. The center will accommodate additional phone calls during the day if families need to connect with teachers in this manner.
- Canceling indoor group events including onsite preschool graduation ceremony.
- Follow social distancing of groups during other on-site events such as Halloween parade and Thanksgiving feast.

Cleaning and Disinfecting

- Following CDC guidance on disinfecting the facility, toys and supplies.
 - Implemented more frequent cleaning and disinfecting of frequently touched surfaces*
 - More frequently cleaning shared spaces (ie. staff lounge) *
 - Staff are expected to wash their hands before and after using communal computers. Staff will be provided disinfecting wipes to clean and sanitize the computers before and after their use.
 - The Asst Director will assign an employee to thoroughly clean and sanitize the staff lounge once a day. The cleaning and sanitation will be documented on the staff lounge cleaning checklist. The center janitor will also conduct routine and high touch surface cleaning in the staff lounge each night including cleaning the staff microwave.
 - One or more staff will complete the playground checklist 1 time a day.
- Increased bleach concentration for non-mouthed items and surfaces to 5 TB of bleach per 1 gallon of water or 4 tsp of bleach per quart of water.
- Classroom teachers are working to increase cleaning of high touch surfaces to at least once a day or more often if staff are able. This includes but is not limited to: doorknobs/handles, tables, chairs, countertops, handrails, light switches, equipment

handles, front door key pad, shared toys/equipment, shared phones, shared computers/keyboards/mice.

- Continue once a month carpet and rug cleaning services.
- Continue once a month floor mat cleaning service.
- Continue regular nightly janitorial service with increased sanitation of high touch surfaces.
- Encourage staff to change work clothes as soon as they arrive home from each shift.
- Encourage staff to keep extra changes of clothes on site if they may be exposed to a high level of bodily fluids or secretions from a child.
- Reduced the number of toys on site to a more manageable level.
- Eliminated toys on site which are more difficult to clean or regularly clean.
- All soft items or toys which would require very frequent laundering under the new guidelines are instead temporarily stored and out of use. Classrooms can allow soft items if they are only used by one child and then laundered.
- Continue to wash all mouthed toys. Pick up mouthed toys from children with a gloved hand or wash your hands as soon as you have placed that toy in the classroom's "dirty toy" or "mouthed toy" bin.
- Avoid sharing toys with other classrooms/groups unless they can be cleaned and sanitized between use.
- Continue to keep nap items and blankets separate from other children's items. When possible, remove nap items daily and place in a bag or separate cubby but only if doing so keeps those items in an equally clean environment.
 - Do not place them where children may readily be able to touch them or access them.
 - Do not place them where they may interact with other items which are soiled (ie. bags of soiled clothing).

Monitoring and Planning for Staff Absenteeism

- Asking staff to self-monitor for COVID-19 symptoms including taking their temperatures as needed.
- FCDC uses our own float staff and is avoiding using the community sub service agencies.

Protocols for when a child or staff member becomes ill:

- Staff should report any new symptoms of illness to a member of the office admin as soon as possible.
- Exclude the child or staff member per the MDH Covid-19 Exclusion Guidance Decision Tree.
- Following MDH guidance on exclusion of ill staff and students:
 - Isolate the staff member or child as quickly as possible to an isolation space (when possible). Staff tending to the ill child or staff member should wear a face covering. Ensure you have hygiene supplies available including facial tissues, hand sanitizer (for staff only) and 3 step bottles for sanitizing the space after the individual can leave the center.
 - Practice social distancing as much as possible.
 - Close off the space after the ill person leaves. Clean and disinfect high touch surfaces, focusing on areas where the person is known to have touched (ie. desk,

cot, toys, shared equipment). Clean and disinfect other areas of the center where that individual was known to have spent time that day.

- Wear gloves and a face covering while cleaning.
- Wash hands for at least 20 seconds with soap and water after removing gloves.

Protocols for when a child or staff member is a suspect or positive case of COVID-19:

- Require the child or staff member seek a medical opinion on their symptoms.
- Follow the guidance from the individual's health care provider regarding their ability to access COVID-19 testing.
- As long as routine cleaning and disinfection has been done regularly, additional cleaning and disinfecting may not be necessary. Depending on when a person with COVID-19 was last in the center, it may be difficult to know what areas they were in and what objects or surfaces they may have touched after they become sick.
- Email the MDH School Team (at health.schools.covid19@state.mn.us) about scenario planning related to COVID-19.
- Email the MDH School Team (at health.schoolscc.followup@state.mn.us) to report a positive case of COVID-19 on site.

Protocols for cleaning after an ill child or staff member has been in the center:

- Staff should not touch their face while cleaning and only after they can wash hands after cleaning.
- Cleaning staff should wear uniforms (or 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.
- Clothing worn while cleaning should be placed in a plastic bag until it can be laundered. Laundering should be done as soon as possible and done safely at home.
- Cleaning staff should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed.
- Staff who are responsible for cleaning and disinfecting should be trained to use disinfectants safely and effectively and to safely clean up potentially infectious materials and body fluids – blood, vomit, feces, and urine.
- All cleaning staff should be trained on the hazards of the cleaning chemicals used in the workplace in accordance with [OSHA's Hazard Communication Standard 29 CFR 1910.1200](#).

I acknowledge that I have read and understand FCDC's COVID-19 mitigation plan and policies.

Staff Name: _____

Staff Signature: _____ Date: _____