



**EARLY CHILDHOOD  
FAMILY EDUCATION  
COMMUNITY EDUCATION**

## **Family Handbook Addendum August 20, 2020**

In order to maintain the health and safety of staff and students during the coronavirus pandemic, the following practices have been put in place. These practices work in conjunction with the policies and procedures in the Early Childhood Family Education Parent Handbook. These practices were created under the guidance of the [Centers for Disease Control](#) (CDC) and [Minnesota Department of Health](#) (MDH). We will continue to update and revise procedures based on their guidance.

### **Health and Safety**

#### **Reporting Absence**

- Families should contact ECFE staff if a child is going to be absent from program. If families know in advance that their child will not be in attendance please let staff know ahead of time.

#### **Handwashing**

- Staff and students will follow proper handwashing procedures.
  - Soap and water for at least 20 seconds
  - Alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available
- Handwashing takes place at the following times:
  - Upon staff and student arrival
  - Before and after preparing food or drinks
  - Before and after eating or handling food
  - Before and after administering medication or sunscreen
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - Before and after playing outdoors
  - Before and after transitioning to a new space

#### **Health Screening**

- Parent(s)/child(ren) are screened by a staff member upon arrival.
- [Exclusion Guidelines](#) per the MDH will be followed.
- For the safety of Parent(s)/child(ren) and staff, anyone who does not pass the screening will not be allowed into the building and will be asked to return home.
  - If an ill student has a sibling, the sibling will also be sent home for observation.

#### **Ill Parent/Child or Staff**

If a parent/child or staff member develops any symptoms of illness consistent with coronavirus, the following procedures will be followed.

- Parents and/or emergency contacts will be called and asked to pick-up their child immediately.

- The ill parent/child or staff will be isolated in a separate room while they wait to be picked up or until they are able to leave the facility on their own.
- After the ill parent/child or staff member leaves the facility, staff will disinfect areas where the staff or student were present.
- If an ill child has a sibling, the sibling will also be sent home for observation.

### **Sick Policy**

- If a child has been directly in contact with a person in the program that is either diagnosed or presumed positive for COVID-19, you will be contacted and your child will have to remain out of the program for up to 14 calendar days from the date symptoms are first reported.
- This action will not be taken until the person is either diagnosed or is presumed positive for COVID-19.
- Please understand that the up to 14-day requirement is a directive from MDH and not a school district decision.
- If a child is ill five consecutive scheduled program days or more, only 25% of regular fees will be charged from the first day of illness (doctor's note required). If a child is ill less than five days, full fees are due.
- 25% of regular program fees will be charged for days your student is asked to quarantine due to possible exposure through ECFE.

### **Masks**

- Staff members are expected to wear cloth face coverings during the work day.
- Homemade masks will be available to staff.
- Saint Paul Public Schools is not recommending that ECFE students (birth to under 5) wear cloth face coverings at this time.

### **Cleaning and Disinfecting**

- All areas of the building being used (classrooms, gyms, cafeteria, common areas, etc.) are equipped with sanitizing wipes & sanitizing sprays.
- Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, desks, chairs, and playground structures.
- Toys and equipment will be cleaned and sanitized prior to being used by a new group of children.
- After toys and equipment have been used, they are to be set aside until they are cleaned and sanitized.

### **Sunscreen**

- When possible, activities will be held outside.
- Parents will apply sunscreen to their children.

### **Parent Drop Off and Pick-Up**

- There is one designated door for entering and exiting the building.
- Hand washing stations are available for parents and students to use as they enter the building.
- Ideally, the same parent or designated person should drop off and pick up the student(s) every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children.
- Authorized pick-ups are required to show their ID upon pick-up.

### **Programming**

#### **Group Sizes and Ratios**

- 10 maximum in a classroom

## Social Distancing

- Social distancing guidance is a 3-foot radius around each student, resulting in a 6-foot total distance between any two students.
- Staff will maintain a 6-foot social distance between each other.

## Classroom Model

- Children and adults will be assigned to the same group and classroom each day.
- The majority of the activities will take place in the assigned classroom for each group.
- Children and adults will have the opportunity to go to the gym, computer lab, and various other spaces in small groups. These spaces will be cleaned prior to the next group entering the space.

## Field Trips

- Off-site field trips have been cancelled.

## Early Childhood Family Education COVID-19 Reporting Procedures

SPPS works with the Minnesota Department of Health (MDH) to review cases involving employees, students or visitors who have symptoms or a diagnosis of COVID-19. As part of this process, The Department of Student Health and Wellness learns of close contact exposures. Close contact exposure is defined as being within 6 feet of someone who has COVID-19 or COVID-19 like symptoms for a prolonged period of time (15 minutes or more).

COVID-19 related symptoms/diagnosis include: cough or trouble breathing OR at least two of these symptoms: fever, chills, repeated shaking, muscle pain, headache, sore throat or new loss of taste or smell.

Maintaining confidentiality, SPPS nurses will interview those with symptoms and learn who they had close, prolonged contact with. They will then inform those people and share guidance and recommendations from MDH. Health information is protected under the Health Insurance Portability and Accountability Act (HIPAA), therefore we are unable to share who the person with COVID-19 or COVID-19 like symptoms is.

As a general rule, building-wide notifications will not be sent to ECFE families and staff unless there is a need to close a building. Student Health and Wellness works closely and collaboratively with:

- Facilities and Environmental Services Group (ESG) so that additional cleaning measures can be taken as needed when cases occur according to our cleaning procedures and guidelines. They additionally provide routine cleaning throughout the day.
- Director of Community Education who is an administrator for Early Childhood Family Education programs, so he is aware of and can promptly isolate staff or students (due to symptoms) or quarantine staff or students (due to close, prolonged exposure) at each of our sites.

As we continue to promote the safety of all Early Childhood Family Education participants and our employees caring for them, we ask for your continued partnership in reporting absences. Reason for absence is especially important, in order for us to follow guidelines recommended by the Minnesota Department of Health. Absences of unknown reason or absences that are illness-related will be followed up by staff from Student Health and Wellness. As a reminder, please keep your child home if they are sick.

Please report daily absences including reason and/or symptoms to your ECFE Teacher or email [ecfe@spps.org](mailto:ecfe@spps.org).

Please email Early childhood Family Education ([ecfe@spps.org](mailto:ecfe@spps.org)) with additional questions you may have. **Thank you.**

