

# COVID-19 Preparedness Plan for Discovery Club, a Certified Child Care Program

## 1. Frequent Handwashing

### PLAN FOR HANDWASHING:

- Staff and students will follow proper handwashing procedures.
  - Soap and water for at least 20 seconds
  - Signs about handwashing procedures will be posted
  - 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 and/or between activities

## 2. Cleaning and disinfecting

### PLAN FOR CLEANING AND DISINFECTING:

- All areas of the building being used (classrooms, gyms, cafeteria, common areas, etc.) are equipped with sanitizing wipes and/or 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 at scheduled intervals
- All areas of the building being used (classrooms, gyms, cafeteria, common areas, etc.) will be cleaned following guidelines in accordance with the Stay Safe MN Planning Guide for Schools in partnership with Saint Paul Public Schools custodial staff

## 3. Arrival and Departure

### PLANS FOR ARRIVAL AND DEPARTURE:

- There is one designated door for drop off and/or pick up for program
- Authorized persons will identify themselves and who they are there to drop off and/or pick up via telephone or video buzzer – staff will ensure they are on the authorized list for picking up from program and may request the authorized person to show identification to the video buzzer. Families will not

enter the building to minimize exposure and will follow site procedures to ensure safe entry and/or exit from the building for their student(s)

- As students enter the building, they will either wash hands or be provided hand sanitizer
- 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
- Staff will use the iPads to attendance students in and out of the program. Parents/guardians are not signing in/out until further notice
- Families follow Passive Health Screening guidelines identified by Saint Paul Public Schools Student Health & Wellness department. Signage is posted at entrance regarding symptom monitoring.
- Exclusion Guidelines per MDH will be followed in accordance with guidance provided by SPPS Student Health & Wellness department
- For the safety of students and staff, anyone who does not pass the passive health screening will not be allowed into the building and will be asked to return home.
- Student Health & Wellness staff may follow up with the family based on guidance from MDH

#### **4. Plans for sick children, staff, and volunteers**

##### **PLANS FOR SICK CHILDREN, STAFF, AND VOLUNTEERS:**

If a student 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 student will be isolated in a separate room while they wait to be picked up
- The ill staff will be asked to leave the site immediately
- After the ill student or staff member leaves the facility, staff will notify custodial services to disinfect areas where the staff or student were present
- If an ill student has a sibling, the sibling will also be sent home for observation

#### **5. Social distancing throughout the day**

##### **PLAN FOR SOCIAL DISTANCING THROUGHOUT THE DAY:**

- Social distancing guidance is a 3-foot radius around each person, resulting in a 6-foot total distance between an adult and another person
  - Including but not limited to staff working in the same room, on lunch or breaks, during prep times, outdoors, etc.
  - Students will be encouraged to maintain a total 3-foot distance between one another
  - Social distancing indicators are placed in hallways and at tables as needed and available
- Students will be in consistent groups whenever possible
- Staff will work to minimize group interactions through rotations of shared spaces on daily schedules

## 6. Source control and cloth face coverings

### PLAN FOR SOURCE CONTROL AND CLOTH FACE COVERINGS:

- Staff members are expected to wear cloth face coverings and face shields during the work day
- Cloth masks and a face shield will be available to staff
- St. Paul Public Schools recommends that students over age 5 wear cloth face coverings unless there is an exemption due to medical or other health conditions, disabilities or mental health, developmental or behavioral needs that make it difficult to tolerate wearing a face covering. PreK students under age 4 will be exempt from wearing a face covering
- Sites have a process of identifying adults in spaces for contact tracing purposes

## 7. Workplace ventilation

### PLAN FOR VENTILATION AND AIR FLOW, IF POSSIBLE:

- All SPPS buildings have air handling equipment that provides filtered outside air to occupied spaces (classrooms, offices, gymnasiums, cafeterias, auditoriums, etc.) to maintain good indoor air quality and comfort
- In light of the COVID-19 pandemic, SPPS will increase the amount of outside air provided by the air handlers, as recommended by OSHA, WHO, EPA, and the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE)
- In light of the COVID-19 pandemic, SPPS will increase filtration in the air handlers per OSHA, EPA, and ASHRAE to further improve air quality
- In light of the COVID-19 pandemic, SPPS will have the air handling equipment run at least one hour prior to occupancy each day to further flush out the building in readiness for occupancy

## 8. Playground use

### PLAN FOR MITIGATING COVID-19 IN PLAYGROUND USE:

- Children and staff will wash hands before and after going on the playground
- Playground will be used in staggered shifts whenever possible to minimize mixing of groups
- Staff will teach and facilitate games that limit physical contact
- Playground equipment like balls, jump ropes, and outdoor toys will be cleaned and sanitized at scheduled intervals
- Children will be taught and reminded of measures to stay healthy – avoid touching their eyes, nose, mouth and mask and covering their cough

## 9. Meals and snacks

### FOR MITIGATING COVID-19 DURING MEALS AND SNACK TIMES:

- Handwashing will occur before and after eating
- Students and staff will use social distancing best practices while eating, maintaining small groups and staggering seating

## 10. Field trips and events

### PLAN FOR MITIGATING COVID-19 DURING FIELD TRIPS AND EVENTS:

- Off-site field trips have been cancelled
- On-site events will either take place outdoors where appropriate distancing between groups of children can occur or in rotation to minimize group contact
- Presenters will participate in screening upon arrival and will either wear masks or will be distanced from students during presentation or performance
- Virtual field trips will be encouraged and allowed

## 11. Communications and training

### PLAN FOR COMMUNICATIONS AND TRAINING:

- The plan has been given to all families through a parent addendum and the COVID-19 preparedness plan that is located at each site
  - If/when plan is updated, will be posted on site and communicated through electronic family communication
- Staff have been notified through the staff addendum and the COVID-19 preparedness plan that is located at each site
  - If/when plan is updated, will be posted on site and communicated through electronic site communication