



Creation Kids Preschool COVID-19 Preparedness Plan

Updated August 17, 2020

Creation Kids Preschool (CKP), along with St. John's Lutheran Church, is first and foremost committed to providing a safe and healthy workplace for our children and staff. We have developed a COVID-19 Preparedness Plan in response to the COVID-19 pandemic and in accordance with Executive Orders 20-48 and 20-74 issued by Governor Walz. Our ultimate goal is to mitigate the potential transmission of COVID-19 within our church, preschool, and community. This will require full cooperation and understanding among our staff, families, and students to ensure we maintain a safe and healthy environment.

The following plan will be a **requirement** and is fully supported by CKP and St. John's Lutheran Church and will be enforced. **PLEASE carefully read through this entire plan as well as talk with your child about our new procedures.**

This plan has been implemented using a combination of our knowledge and from these resources: Center for Disease Control (CDC), the Minnesota Department of Health (MDH), federal OSHA standards related to COVID-19, and mandates through the Department of Human Services Licensing Division.

- A. Handwashing and healthy hygiene
- B. Cleaning and materials handling
- C. Arrival and departure
- D. Plans for identifying and excluding sick staff or children
- E. Social distancing and minimizing exposure
- F. Face coverings
- G. Workplace ventilation
- H. Playground use
- I. Meals, snacks, drinking fountains
- J. Field trips, fundraisers, events
- K. Communication and training about this plan

A. Handwashing and healthy hygiene

- Children and staff will practice proper handwashing routines, including washing hands upon arrival, before and after eating, upon entering indoor and outdoor, after blowing noses, coughing, or sneezing.
- If it is not an option to wash with soap and water, a hand sanitizer with at least 60% alcohol will be used.
- When using hand sanitizer, children will be supervised, and sanitizer will be placed in an inaccessible location.
- Staff will teach healthy habits when washing hands and properly sneezing and coughing etc.

B. Cleaning and materials

- Staff will rotate toys on a weekly basis and use a separate room for cleaning these toys. Staff will frequently wash tables, chairs, surfaces, and other high-traffic surfaces. St. John's custodial staff will also be assisting with the cleaning of rooms utilized by CKP.
- The tables will be washed and sanitized before and after each meal.
- There will be frequent cleaning of high-touch areas such as doorknobs, light switches, phones, etc.
- CKP will minimize the use of shared supplies. Children will have their own box of supplies in their own space.
- Each classroom will have separate supplies for their own room and will not be shared between classrooms.
- If persons suspected or confirmed to have COVID-19 have been in the program, we will implement the following procedures for cleaning and disinfecting.
 - The affected classroom will be closed for cleaning and disinfecting per CDC and MDH guidelines.
 - All equipment, toys, and items the person may have been in contact with will be cleaned and disinfected.

C. Arrival and departure

- Please allow extra time for drop-off and pick-up.
- **One person** will be allowed to drop-off and pick-up your child.
- Parent/guardian dropping-off and picking-up will be required to wear a mask and sanitize upon entering the building.
- Drop-off and pick-up will only happen at the CKP entrance on the west side of the building.
- We will be using a separate door for each class group.
- You will be assigned a designated door to use when dropping-off and picking-up your child.
- Children are highly encouraged to wear a mask until they reach their classroom to prevent potential viral spread.

Arrival:

- One parent/guardian will walk your child in and take them to their classroom using their designated classroom door.
- Siblings will not be allowed to enter the building if age-appropriate to be in a car unsupervised.
- Staff will take your child's temperature and must be **99.5 °F or less** to attend CKP that day. If an arrival temperature is 99.6 °F or higher, the child and any siblings will be sent home.

Departure:

- One parent/guardian will use their designated classroom door entrance, walk to the child's classroom and wait in the hallway, while following current MDH & CDC guidelines for face masks and social distancing.

D. Plans for identifying and excluding sick staff or children

- Daily health checks will be conducted for staff and children, along with temperature checks at arrival and mid-day.
- CKP staff has been informed to self-monitor for COVID-19 symptoms, including taking their temperature at the beginning of each shift.
- Although the CDC recommendation is that temperatures must register at less than 100.4°F, CKP will require a temperature of 99.5°F or below. If your child or a staff member registers above 99.5°F but below 100.4°F, they may retake temperature in five minutes to ensure that the result is not simply a thermometer inaccuracy.
- We require that any child or staff that determines they have had close contact outside of CKP with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms while following CDC guidelines for home isolation. This includes exposure to any person up to 48 hours prior to that person developing COVID-19 symptoms. Please **notify us immediately** of exposure.
- If your child develops a temperature while at CKP, then a parent will be called, and they will rest in a remote area of their classroom until a parent arrives. Your child and siblings will **not be able to attend CKP until they maintain a temperature below 99.5°F without medication for 48 hours.**
- CKP staff will stay up-to-date on state and local health department notices regarding the spread of COVID-19 in our area and may make sudden adjustments. Any adjustments will be communicated to families and staff immediately.
- Local health officials, staff, and families will be notified immediately of any possible case of COVID-19 at CKP. Individual health information will remain confidential.
- Any students sent home should be encouraged to contact their health provider for further guidance. For more information, visit the Minnesota Department of Health COVID-19 webpage (health.mn.us.gov), or call the COVID-19 hotline at 651-201-3920 or 1-800-657-3903.

Keep in mind if any of these symptoms seem apparent or worsen throughout the day, please keep your child home, or you may be called to pick up your child.

- New or worsening cough
- Shortness of breath or difficulty breathing
- Headache
- Repeated shaking with chills
- Muscle pain
- Sore throat
- New loss of smell or taste

Requirements for returning to CKP:

A 14-day quarantine will be required if your child or anyone in your family experiences COVID-19 symptoms, with or without official clinical evaluation and/or positive test. However, a fever itself, with no additional symptoms, does not require the 14-day quarantine, but instead, your child needs to be fever-free for 48 hours without medication.

In addition, pre-existing conditions, such as a chronic asthmatic cough, do not exclude children or staff from care. If you are concerned about any pre-existing conditions, please let us know. We have trust in your family and staff that this policy will be followed. Any determination that these requirements have not been followed is grounds for immediate and permanent dismissal from CKP.

E. Social distancing practices

- Each class will be comprised of a consistent group of children and staff who stay together throughout the day.
- Children will have designated spaces at tables and on the carpet during class to promote social distancing.
- Children will be spaced out during meals and snacks.
- There will be no sharing of food or water bottles.
- During quiet rest time, cots will be spaced apart and placed head to toe to further reduce the potential for viral spread.

F. Face coverings

- Following along with the MDH requirement, students will NOT be required to wear a mask. MDH says preschool children 5 and under are not required to wear a mask.
- You may choose to send your child in a mask which is **highly recommended**.
- Parents and guardians who enter the building will need to wear a face mask.
- Staff will wear a face covering as much as possible.
- Our preschool is built on a Christian foundation and as such we are called to follow Jesus' example to love our neighbor. By wearing a mask, albeit uncomfortable at times, we are showing love for others who are also children of God.

G. Workplace ventilation

- We will keep the doors propped open during our busy times during drop-off and pick-up.
- Outdoor activities will be encouraged.
- As weather permits, we will open classroom windows.

H. Playground use

- Classes will follow a schedule so that no more than one class is on the playground at a time.

I. Meals, snacks, drinking fountains

- Drinking fountains will be off-limits. Children are encouraged to bring a water bottle that will be kept in their cubby. **Please label their water bottles.**
- Breakfast snacks will be offered for students arriving before 7:30 a.m. If your child prefers a specific granola bar or something simple, you may bring that. You are welcome to bring in a box of granola bars, etc. and keep in their classroom.
- Before and after each meal, all staff and children will have properly washed their hands and tables will be cleaned and sanitized.
- Snacks will be served in the morning and afternoon.
- Lunch will be served with distancing in each room. You may bring a cold lunch or a simple lunch to be warmed up.
- Please send lunch items or pack in a way your child can easily open independently.

J. Field trips, fundraisers, events

- When it is safe for us to travel and more places open for field trips, we will consider field trips.
- Events and fundraisers will be determined on a case by case basis, as regulations are constantly changing.

K. Communication and training about this plan

- This plan was revised on August 17, 2020, and will be reviewed and updated as needed to meet the required guidelines.

- This information has been communicated with all staff.
- CKP and staff, as well as St. John's Lutheran Church, all approve of this COVID-19 Preparedness Plan.
- Staff and families will be kept up-to-date on any changes to this plan.