



Updated, August 27, 2021

Creation Kids Preschool (CKP) and Little Lambs program, along with St. John's Lutheran Church are first and foremost committed to providing a safe and healthy workplace for our staff and our children and families we serve. As we enter the 2021-2022 school year, we have reviewed our preparedness plan, health and masking policies, check in and check out procedures and more. These strategies continue to be guided by the CDC and MN Department of Health guidance, as well as mandates through the Department of Human Services Licensing Division, and Minnesota's relevant and executive orders. Our ultimate goal is to mitigate the potential transmission of COVID-19 within our church, preschool, childcare program, and community. This will require full cooperation and understanding among our staff, families, and students to ensure we maintain a safe and healthy environment. Staff have been informed of additional changes as they are being made and determined by the State of Minnesota. This preparedness plan addresses not only general guidance from the governing bodies listed previously, but also industry specific guidelines applicable to our business.

The following plan will be a **requirement** and is fully supported by CKP/LL 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. Creation Kids and Little Lambs health and exclusion policy detailed below reflect CDC/MDH guidance currently required of school and child care settings. In the event that the current situation in our area changes, please know we will continue to assess and revise our policies and procedures accordingly to protect our business and our families we serve.**

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, disinfection, and ventilation
- C. Social distancing practices
- D. Arrival and departure
- E. Meals, snacks, drinking fountains
- F. Field trips, fundraisers, events
- G. Plans for identifying and excluding sick staff or children
- H. Required notification to CKP and return to CKP policies

### **A. Handwashing and healthy hygiene**

- Children and staff will practice proper hand washing routines, including washing hands upon arrival, before and after eating, after using the bathroom, upon entering indoor and outdoor, having been at public places, 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. For use for off site activities readily available hand sanitizer will be available.

- 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.
- Encourage staff and children to avoid touching their face and instruct staff to monitor for this.
- Reinforce no sharing of food, water bottles, or drink containers.
- Staff will wash hands in between assisting children with breakfast, snack, and lunch items.
- **As of Sept 2nd 2021, masks will be mandated for all staff, children, parents, and visitors entering the CKP/LL wing of the building.**

## **B. Cleaning, disinfection and ventilation**

- We will clean and disinfect frequently touched surfaces (such as tables, chairs, sink, handles, door handles, railings) several times a day, including before and after morning and afternoon snack, lunch, and at the end of the day. St. John's custodial staff will also be assisting with the cleaning of rooms utilized by CKP.
- All shared objects such as art supplies, toys, games, gym equipment, cots, etc. will be cleaned and disinfected. They will be clearly labeled when things are being switched out of a classroom such as toys or supplies and if not properly disinfected.
- We are now allowed to visit off-site playgrounds.
- We continue to provide increased ventilation and will keep doors and windows open with safety to do so in order to increase circulation of outdoor air.
- 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 as long as practical 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. Social distancing practices**

- Check in and check out procedures for families and staff have been updated (see below under arrival and departure).
- Group sizes have returned to a maximum of 30 kids, rather than 15. When indoors CKP, we will continue to keep our groups cohorted, as such, and will rotate through the various spaces as a consistent group as much as possible. An exception to this may be for special small group activities and projects, during which time individuals from different groups may intermix for the duration of the activity or project. In addition, children attending LL before or after care will have exposure and intermixing among different groups.
- Movement of kids throughout the building will continue to be staggered, including in and out of the cubby room, bathrooms, lunches, snack times, halls, and individual play areas.
- Mixing of groups will occur during outside play when children can more readily practice social distancing and do not have to mask.
- Seating continues to be reduced around tables to create space during table activities and meal time.
- During quiet rest time, cots will be spaced apart and placed head to toe to further reduce the potential for viral spread.
- In general, outdoor space will be utilized as much as possible and when weather permits.

## D. Arrival and departure

- Parents and other approved pick-up people are now allowed to enter the building for drop-off and pickup. **All individuals entering the building will be mandated to wear a mask.** Those experiencing symptoms should attempt to find an alternate pick-up or drop-off person. We also ask that pick-up and drop-off be as brief as possible and parents attempt to maintain social distancing with other children and families.
- Drop-off and pick-up will only happen at the CKP entrance on the west side of the building.

## E. 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 them 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.

## F. Field trips, fundraisers, events

- Field trips, fundraisers, and events will slowly be reimplemented again utilizing outdoor space as much as possible and adhering to the current policy **of all individuals entering the building will be mandated to mask.**
- **Plans for identifying and excluding sick staff or children**
  - Children and staff will no longer be screened daily. We expect parents/guardians to closely monitor children's health and screen their children daily before arrival. Screening should include taking a daily temperature when needed, as well as observing children closely for symptoms such as a cough, difficulty breathing, sore throat, congestion, headache, etc. Please refer to the Covid 19 Decision Tree for guidance regarding how symptoms should be handled, when symptomatic individuals and/or siblings are allowed to attend or when they must remain home, and when a healthcare provider should be contacted. [Decision Tree 052721.pdf - Google Drive](#).
  - In the event the child becomes ill with one "more common" symptom or two or more of the "less common" symptoms while in our care, they and their siblings will be separated from other children to a designated space. Staff will continue to provide supervision until the child(ren) is picked up. Parents will be advised to contact their health care provider.
  - Staff or children's **temperatures must be less than 100.4 to attend. We would prefer that families use 99.5 as a threshold.**
  - If a staff member becomes ill with one of the "more common" symptoms or two or more of the "less common" symptoms while at CKP, they will be asked to leave immediately, monitor and report symptoms, and contact their healthcare provider.

- Local health officials, staff, and families will be notified immediately of any suspected or confirmed cases of Covid-19 at CKP. Individual health information will remain confidential.
- 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. All household individuals who are not fully vaccinated or who have not had a confirmed case of Covid-19 in the last 90 days should remain isolated, as well, until a negative test is acquired by the individual directly exposed and criteria allows return to work, school, and childcare for household members. This includes exposure to **any person up to 48 hours prior to that person developing COVID-19 symptoms. Please notify us immediately of exposure consistent with these criteria.**
- CKP staff will stay current daily on state and local health department notices regarding the spread of COVID-19 in our area and may make sudden adjustments accordingly. 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. 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](http://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
- Sore throat
- Temperature of 100.4 or greater
- Headache
- Repeated shaking with chills
- Muscle pain or body aches
- Fatigue
- New loss of smell or taste
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- 

**If ALL THE ABOVE ARE NO**, the staff or child may then enter the child care space and immediately wash hands or apply hand sanitizer.

Required Notifications to CKP and Return to CKP policies

- We require that CKP be notified immediately in any of the following scenarios:

A. Child or staff member who has not been fully vaccinated or who has not had a confirmed case of COVID-19 in the last 90 days is determined to be a close contact of a person positive for COVID-19 outside of their household. This requires a 14 day quarantine from school, extra-curricular activities, and CKP if the positive individual is in the child's household. A shorter quarantine will be considered if the close contact is not a person in the child's household, a negative test result is obtained, and the [KMShortenedQuarantineRequest.pdf](#) School District's Shortened Quarantine Request form is completed and submitted to CKP with proof of negative COVID-19 test result (if requesting 7 day quarantine).

B. A member of a child or staff's household is positive for COVID-19. This requires a 14 day quarantine for all members of the household who have not been fully vaccinated or who has not had a confirmed case of COVID-19 in the last 90 days from school, work, extra-curricular activities, and CKP. A shortened quarantine will not be considered in this situation. In the event that the sick household member is unable to isolate from all other household members for 10 days, the 14 day quarantine for the other household members does not begin until the first day

following the sick individual's 10 day isolation period. Note: For a dependent child, this could mean removal from school and child care settings for 24 or more days.

C. A child or staff attending CKP is determined to be positive for COVID-19. This requires a 10 day isolation AND symptoms have improved AND fever free for at least 24 hours without medication. All other members of the household must quarantine for 14 days from the first day that those members are no longer in contact with the infected individual. Again, this could mean a longer dismissal if siblings are unable to quarantine totally separated from the sick individual. **Creation Kids Preschool/LL will honor the new close contact definition for students identified as a close contact in the classroom. This new exception of national guidance excludes students in indoor classrooms from quarantine when both the case and close contacts are wearing a well-fitting mask. In addition, if the close contact has also had Covid-19 in the last 90 days, or is fully immunized no quarantine is required.**

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 and Little Lambs.

The plan has been shared with all families and staff and is posted in the workplace. It will be updated as necessary by the center director and in accordance with all MDH and CDC recommendations and the determinations made by the State of Minnesota. CKP will continue to monitor how effectively this preparedness plan is implemented and will update the protections, protocols, work-practices, and training as necessary.

In addition to our Covid Preparedness Plan attached is our Covid-19 health and exclusion policy.

## **Creation Kids Preschool Covid-19 Health and Exclusion Policy**

Updated August 27, 2021

The following steps and procedures will be followed in accordance with MN Department of Health and CDC recommendations for child care settings, as well as the mandates that we have in place on us by MN DHS licensing.

### **1. Health screenings of staff and children will be performed as needed.**

Children and staff will no longer be screened daily. We expect parents/guardians to closely monitor children's health and screen their child daily before arrival. Screenings should include taking

temperatures when needed, as well as observing children closely for symptoms such as a cough, difficulty breathing, sore throat, congestion, headache, etc. Please review the latest [Decision Tree - Minnesota Department of Health](#) for guidance regarding how symptoms should be handled, when symptomatic individuals or siblings are allowed to attend or when they must remain home, and when a health care provider should be contacted. Staff will inspect children for symptoms throughout the day. If it is suspected that a child may not be feeling well, staff may take the child's temperature and/or communicate with parents any concerns they have. If it is determined that a child's symptoms deem removal from the setting(as described below), a parent will be notified and is required to pick up the child as soon as possible. As always part of our health policy, if a child is unable to participate in normal daily activities, they should not be in attendance.

## 2. Health criteria that determines exclusion from Creation Kids Preschool and Little Lambs

Note: Contact your health care provider for guidance even in the event of a new symptom.

### **One of the “more common” symptoms below**

: fever of 100.4 degrees Fahrenheit or higher; new cough or a cough that gets worse; difficulty/hard time breathing; and new loss of taste or smell.

### **Two of the “less symptoms” below**

sore throat; nausea; vomiting; diarrhea; chills; muscle pain; extreme fatigue/feeling very tired; new severe/very bad headache; and new nasal congestion/stuffy or runny nose.

## 1. Requirements for returning to Creation Kids Preschool/ Little Lambs

We are required to use the [Decision Tree - Minnesota Department of Health](#) for symptomatic people in schools, and childcare programs. While this document is somewhat confusing, the short version is that you need to be prepared for a minimum 14 day quarantine in the event that your child or anyone in your family experiences COVID symptoms, with or without official clinical evaluation and/or a positive test. There remain options for a shortened quarantine period for those exposed to positive individuals outside of your household.

- **If anyone in your household is being tested for COVID** as a result of being symptomatic, all other household members who are not fully vaccinated are asked to remain out of school, work, and childcare until a negative result is received for the symptomatic individual.
- All individuals determined to have had close contact with a positive individual within their household will be required to quarantine for 14 days, regardless of symptoms or test results. Keep in mind that the

14 day quarantine period does not begin until an individual's first day of complete separation from a positive person or when that person's ten day isolation period has ended.

- **An individual who has not been knowingly exposed to a positive individual but is symptomatic** with one "more common" symptom or two or more "less common symptoms" must receive a negative test or an alternative diagnosis from a medical provider before returning to CKP, or LL, they must complete a 10 day quarantine, experience improved symptoms, and be fever free without medications for at least 24 hours.

- An individual **who has close contact with a positive individual outside of their household AND** experiences **NO** symptoms (not even one less common symptom), may shorten their quarantine period to 10 days without a test or to 7 days with a negative test result on day 5-7 after initial exposure and completion of the [KMShortenedQuarantineRequest.pdf](#)

- In addition, if it is determined that a child has had a close contact/exposure outside of CKP/LL we no longer ask that you keep other children attending CKP/LL out as long as the exposed individual and sibling remain symptom free.

Please note, a fever itself, with no additional symptoms, does not require the longer exclusion described in this document. If a fever should occur with NO ADDITIONAL SYMPTOMS, we require that a child needs to be fever free without medication for at least 48 hours before that child and siblings return to CKP/LL and that you contact your health care provider for guidance. In addition, pre-existing conditions, such as a chronic asthmatic cough do not exclude children from care. Please make us aware of any condition you believe may be of concern

. Additionally, these criteria stand for children and staff if **ANYONE IN THEIR HOUSEHOLD IS EXPERIENCING COVID-19 SYMPTOMS, WHETHER CLINICALLY EVALUATED OR NOT, NOT JUST IF THE CHILD ATTENDING CKP/LL EXPERIENCE SYMPTOMS.** Our ability to keep staff and children safe depends on your honesty and adherence to these policies, despite the inconvenience or hardship they may cause. Determination that these requirements have not been followed is grounds for immediate and permanent dismissal from CKP/LL.

#### **4. Procedures in the event of a positive case of someone in attendance or working at CKP/ LL and/exposure of other children and staff.**

If a child or staff that has been in the program tests positive for COVID-19, we will immediately notify health officials. Other than information we may need to share with the MN Department of Health, all information regarding individuals who may test positive will remain confidential. We ask that all staff and families with children receiving care at CKP/LL during this pandemic follow social distancing recommendations outside of CKP/LL to the best of their ability so as to limit their possibility for exposure in other settings. **Creation Kids Preschool/LL will honor the new close contact definition for students identified as a close contact in the classroom. This new exception of national guidance excludes students in indoor classrooms from quarantine when both the case and close contacts are wearing a well-fitting mask. In addition, if the close contact has had Covid-19 in the last 90 days or is fully immunized there is no quarantine.**

## **5. In the case of extensive community transmission**

In the event that our community experiences a major outbreak of COVID-19, we would collaborate with the local public health department and MDH.