

# COVID-19 Preparedness Plan for Christian Day Child Academy (CDCA)

This COVID-19 Preparedness Plan follows the template and guidance provided by the Minnesota Department of Human Services (DHS). It describes how Christian Day Child Academy (CDCA) will implement its COVID-19 preparedness program.

CDCA is a private, non-profit, educational preschool that is licensed by DHS to teach students in the 3-5 year old age group. Classes are conducted weekday mornings from 9:15 a.m. to 11:45 a.m. and students are divided by age as follows:

- Monday, Wednesday, Friday classes for 4 year olds and 5 year olds (Pre-Kindergarten) – in cohorts by age
- Tuesday and Thursday classes for 3 year olds and 4 year olds – in cohorts by age

The school is located in and owned by Minnesota Valley Church (MVC). Dedicated school classrooms are located in the lower (walkout) level of the MVC building. There is one large main classroom and one smaller classroom that is effectively in one corner of the main classroom. Dedicated bathrooms are directly available through the main classroom. Drinking fountains are in the main classroom but are disabled until the COVID-19 threat passes. A dedicated outdoor playground is available and accessed through a door at the far end of the main classroom.

This Plan is organized per guidelines issues by DHS and contains the following sections to address guidelines of the Minnesota Department of Health (MDH) and the United States Center for Disease Control (CDC) for child care programs:

1. frequent handwashing;
2. cleaning and disinfecting;
3. arrival and departure;
4. social distancing throughout the day;
5. plans for identifying and excluding sick teacher, volunteers and children;
6. source control and cloth face coverings;
7. workplace ventilation
8. playground use
9. meals and snacks;
10. field trips and events, and
11. communication and training about the Plan.

This Plan will be:

- described to and made available to enrolled families
- used to train teachers, substitutes and volunteers on the plan and ensure they are capable of implementing it
- posted in a prominent place in the classroom accessible to teachers and volunteers who need to review it
- be available upon request to the Department of Human Services (DHS) and Minnesota Department of Health (MDH)

## 1. Frequent Hand Washing

CDCA already emphasizes complete and frequent hand washing for students and teachers as part of its pre-COVID-19 curriculum. All are trained in proper hand washing techniques compliant with CDC guidance.

In addition to hand washing instruction, students receive instruction to avoid touching their faces, mouths, and eyes, and to turn their head away from others when they cough or sneeze. They are instructed to cough or sneeze into their arm rather than into their hand.

Teachers receive training during teacher workshops lead by the director prior to the start of the school year. Reminders will be added as a part of normal teacher gathering lead by the director prior to the start of each class session. Students are trained starting on their first day at class. Teachers monitor students at hand washing stations in the class room and restrooms. Any and all instances of insufficient hand washing result in repeat hand washing and additional instruction or reminders as appropriate to the individual personalities and needs of each student.

Hand washing will be required by students and teacher in the following instances at a minimum:

- Immediately upon arrival each day
- Before snack time
- After trips to bathroom
- Before and after playground time
- Before departure
- After any observed coughing or sneezing into their hand
- After any other incident that might involve contact with potentially infected surfaces or substances

As a safety precaution, hand sanitizer is generally not available to or used by the students. Hand sanitizer with a minimum of 60% alcohol is provided for use by the teachers.

## 2. Cleaning and disinfecting

Cleanliness receives a large emphasis at CDCA under all circumstances. Additional emphasis will be applied for the duration of the threat from COVID-19.

The CDCA classrooms are dedicated to the use of CDCA. There is one session per day in the morning. Primary cleaning time is at the end of each session after which the classrooms are locked until the following morning. This allows ample time for disinfectants to work, and surfaces to dry prior to contact by the students.

Teachers receive training during teacher workshops lead by the director prior to the start of the school year. Reminders will be added as a part of normal teacher gathering lead by the director prior to the start of each class session.

Items and surfaces that are cleaned during primary cleaning include:

- All tables – top surface, edges, and underside to approximately 6” in from each edge
- All chairs
- Bathrooms and sinks (plus surrounding countertops)
- Note that water fountains are disabled during the COVID-19 threat
- Other high-touch surfaces such as doorknobs, light switches, and stair rails
- Shared toys, program equipment and other items are regularly cleaned and disinfected.
- Minimize the use of shared supplies (e.g. arts and crafts, office supplies) that cannot be sanitized and an individual container for each student will be provided for crayons, pencils and scissors.

Items and surfaces that receive supplemental cleaning during the class session include:

- Prior to snacks:
  - Snack preparation areas including serving trays
  - Table surfaces and edges where snacks are served
- Any and all surfaces that might be compromised if a student or teacher becomes ill during the class session

Cleaning products used will be selected from the FDAs list of products that are certified to kill COVID-19:

- <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

### **3. Arrival and Departure**

Arrival and departure procedures will be modified from normal to provide COVID-19 screening of incoming students at arrival, and to maximize social distancing of parents and teachers from each other and from students at both arrival and departure. (For the sake of this document, any adult bringing or picking up a student will be referred to as the parent.)

Arrival and departure are on the main level of the MVC facility. CDCA classrooms are downstairs. Arrival and Departure plans, as well as all other plans related to CDCA operation, will keep parents out of the classroom area except for special circumstances as determined by the Director. Parents will be requested to not bring student’s siblings or other persons with them at arrival and departure to the extent possible.

**Before bringing their student to school, parents are requested to check their student’s temperature and observe their behaviors. They should not bring them to school if they have a fever or appear to be sick or coming down with something.**

#### **Arrival**

- Students will be screened upon arrival. Screening will consist of a temperature check and questions to the parent related to the health status of the student and of other members of

the student's household. Teachers will receive a similar screening each morning when they arrive. Student arrival will be through the double doors at the south end of the front of the building which open into the building foyer.

- Parents will be allowed to bring their student into the foyer through the double doors. Parents will not be allowed to come downstairs or into the classroom. Parents must wear a face mask or face shield, and will be asked to maintain 6' social distancing.
- Student's temperature will be taken by a teacher using a touchless forehead thermometer. Teacher will be wearing a face mask or face shield and will have a clear Plexiglas guard between the teacher and the student. Any temperature above 100<sup>0</sup> will result in a retake. If both readings exceed 100<sup>0</sup>, the parent will be told that they must take the student home.
- The parent will be asked questions by a teacher. A positive answer to any one will result in the teacher telling the parent to take the student home:
  - Is the student in any way ill, or does their present/recent behaviors suggest to the parent that the student might be coming down with something?
  - Are you (the parents) or the student's siblings sick with fever, chills, muscle pain, headache, sore throat or loss of taste or smell?
- Assuming the student passes incoming screening, a teacher will escort the student down to the classroom. The student will hang up their coat and backpack, then immediately proceed to the sink to wash their hands. The parent (wearing a mask) will proceed immediately down the hallway from the foyer to the north single door and exit via that door observing 6 foot social distancing. Parents will not be allowed to stay in the building to socialize with other parents.

### **Departure**

- Parents will gather at the double doors at the south end of the building. They may remain outside in good weather or come inside during foul weather. When inside, they may wait in foyer area near the double doors. Parents will not be allowed to come downstairs or into the classroom. Parents must wear a face mask or face shield, and will be asked to maintain 6' social distancing.
- Teachers will observe which parents are present, then bring students upstairs and connect them with their parents. As always, a student must be checked out by a teacher on "check out list".
- Parent and student will depart immediately through the single door at the north end of the building. Social distancing must be observed with families and staff. Parents will not be allowed to stay in the building to socialize with other parents.

Additional guidance on screening is available at:

- <http://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

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

As described in Section 3, students and teachers will be screened daily upon arrival and will be sent home if their temperature exceeds the stated limits or if the answer to any of the screening questions is "yes". Despite this screening, illness may still reveal itself in the course of the class session.

Teachers will observe students during class for any indication that they are ill. If illness is strongly suspected, or specifically exhibited, a teacher will immediately separate the student from the remainder of the class. If the student requires any clean-up or change of clothing, a teacher will take care of that first in the restroom. (Each student is required to bring with a change of clothes each day for use in such instances.) The Director will contact the student's parent and tell them that they must come to pick up their student. Another teacher will conduct supplemental cleaning in the classroom as needed per Section 2 of this plan. A teacher will remain with the student until the parent comes to the arrival area and takes custody of their student.

Any instance of a student becoming ill while at school will be communicated to the parents of that class by the Director within 24 hrs via email, text message, or phone call. Confidentiality will be maintained regarding names of students and families. Any teachers not present during that class session will also be notified by the Director.

Should the Director determine that possible COVID-19 symptoms were present, the Director will contact MDH at [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us)) for further consult and guidance on how to proceed. Results of the consult with MDH will be conveyed to parents, teachers, CDCA Board, and MVC Church Council as soon as possible using methods previously described.

- If a student, staff member, or volunteer is diagnosed with COVID-19, MDH will be contacted at [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us) (651-201-5000) and their direction will be followed. It is possible for MDH to direct temporary school closure for 14 days, if needed.
- See the document at link below for Decision Tree about when/how decision's will be made for a student to stay home from school:
  - <https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

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

Each 2.5 hr class session (MWF and TTH) contains two ages of students: MWF4s / MWF 5s, and TTH 3s / TTH 4s. The curriculum for each of these groups (aka "cohorts") includes time as a large group together for common curriculum in the main classroom, and time physically separated for age specific curriculum in the smaller classroom.

Strict social distancing is not possible with students in this age group. Six foot separation will not be maintained or attempted, neither between students nor between students and teachers. Student/teacher distancing will be greater than what has been the norm at CDCA, but students that are in need of comfort from a teacher will receive it.

Playground time and meals and snacks are covered in their own sections. There is no nap time.

## **6. Source control and cloth face coverings**

All CDCA teachers will wear face masks or face shields (provided by CDCA) whenever they are in the presence of other teachers, parents, students, or any other persons inside the building. Face shields

are the preferred method because it is vital that the students can observe the teachers facial expressions and mouth movements when they are talking.

Parents (and others over the age of 5) will be subject to the same facial covering requirements as the teachers. Students will not be required to wear a facial covering, but are allowed to do so if that is the parent's desire. When used instead of a face shield, face masks may be made of cloth or paper and should cover both mouth and nose.

## **7. Workplace ventilation**

CDCA class rooms have their own HVAC system as well as numerous windows. The HVAC system will be set to run the air circulation fan constantly during class time and teacher workshops. In addition it will be adjusted to intake additional fresh outside air, and several classroom windows will be left open a small amount from the top to exhaust stale air.

## **8. Playground use**

Each class session has outdoor playground time in CDCA's dedicated use playground every day as weather permits. Students wash their hands before going out and after coming in. Outdoor time is typically 20 minutes. Playground time is usually done as a large group but sometimes students might be divided into their usual age divided cohorts. Some curriculum teaching sessions might be outside in the playground grass areas.

## **9. Meals and snacks**

There is one snack time per session. Snacks (both food and drink) will be purchased items that require a minimum of handling for preparation and serving. Snacks will typically be individually packaged items served on a paper napkin (or snack portions served in a paper cup). Drinks will come from larger containers poured into individual disposable cups. Water will be available throughout the class time from disposable cups (teachers will fill). The drinking fountains are unavailable at this time.

Teachers perform snack preparation on a disinfected counter with snacks placed on disinfected serving trays for delivery to the students (see Section 2). Teachers wash their hands thoroughly before beginning any snack preparation. Prior to their preparation, snack items are stored in cupboards, cabinets, and refrigerator that students do not access.

Immediately prior to snack time, the tables used by the students for snack receive a supplemental cleaning as described in section 2. Students all wash their hands and then sit down at the table.

## 10. Field trips and events

CDCA plans to conduct an open house for families new to CDCA prior to the first day of school. Students and parents will be assigned a date and time to attend, with not more than 6 students (plus their parents) attending at one time.

Parents will be informed in advance of any field trips or special events. No field trips have been scheduled for fall 2021.

## 11. Communications and training

This Plan will be:

- described to and made available to enrolled families;
- used to train teachers, substitutes, and volunteers on the plan and ensure they are capable of implementing it,
- posted in a prominent place in the classroom accessible to teacher and volunteers who need to review it,
- be available upon request to the Department of Human Services (DHS) and Minnesota Department of Health (MDH).

Teacher training on this plan will be done in conjunction with teacher workshops and other DHS required training at the beginning of the school year prior to start of classes. Reminders of selected items will occur each morning during the start of day teacher meeting and at periodic teacher workshops throughout the year. The COVID – 19 Preparedness Plan will be available to all enrolled families before the start of the 2021/2022 school year.

Teachers with concerns about their employer's COVID-19 Preparedness Plan or questions about their rights should contact MNOSHA Compliance at [osha.compliance@state.mn.us](mailto:osha.compliance@state.mn.us), 651-284-5050 or 877-470-6742.

# Changes

- 8-12-2020 Released to web page & parents
- 8-29-2020 Changed screening temp from 99 to 100
- 9-18-2020 Replaced Attachment A Decision Tree with reference to MDH document “exguide.pdf”
- 8-10-2021 Revised based on current Covid conditions