



Parent Handbook Addendum

Effective: May 25th, 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 Eagle Zone Parent Handbook. These practices were created under the guidance of the [Centers for Disease Control](#) and [Minnesota Department of Health](#). We will continue to update and revise procedures based on their guidance, meaning the information outlined within this document is subject to change.

Health and Safety

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 students arrival and departure
 - 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

- Staff and students are screened by a staff member upon arrival
- [Exclusion Guidelines](#) per the Minnesota Department of Health will be followed
- For the safety of students and staff, anyone not passing 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 Students or Staff

If a student or staff member develops any symptoms of illness consistent with COVID-19, 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 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 student or staff member leaves the facility, staff will disinfect areas where the staff or student were present.

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.
- You may want to consider having a back-up childcare plan.
- Please understand that the 14 day requirement is a directive from the Minnesota Department of Health and not a program or district decision.
- You will not be charged for days your student is asked to quarantine due to possible exposure through the Eagle Zone program.

Masks

- Staff members are encouraged to wear cloth face coverings during the work day
- Wearing masks is recommended, but not required.
- Homemade masks will be available to staff. The available masks are not the medical-grade face masks such as surgical facemasks or N95 respirators.
- The Minnesota Department of Health does not recommend that students 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 & gloves.
- 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

- Students will be asked to apply their own sunscreen.
 - Staff will be present and supervising students when the student applies sunscreen.
 - Staff will assist only when necessary.
- We recommend that parents apply sunscreen prior to the student's arrival.

Parent Drop Off and Pick-Up

- There is one designated door for entering and exiting the building.
- Ideally, the same parent or designated person should drop off and pick up the student(s) every day. If possible.
- Anyone considered to be in the high-risk category, including 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

- Staff-student ratios are 1:9
- Group sizes are not to exceed 10
- Large group areas (gym, cafe) are not to exceed 35 people at one time

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

- Students will be assigned to a homeroom by age group
- The majority of the student activities will take place in the assigned homeroom
- Students will have the opportunity to go to the gym, playground and various other breakout spaces in small groups. These spaces will be cleaned prior to the next group entering the space.
- We will do our best to accommodate students being placed in the same homeroom as their friends.

Meals

- A breakfast snack and an afternoon snack is provided through Eagle Zone
- Students will use social distancing best practices while eating.
 - Students will sit every six feet apart while in the cafeteria

Playground

- When possible, activities will be held outside
- Students and staff will wash hands before and after touching play structures and maintain 6 feet of space from other children as much as possible.
- The number of students on the playground structure at one time will be limited to ten students at a time.

Field Trips and On-site Guests

- Off Site field trips have been cancelled.
- This includes off-site field trips, on-site guests, and on-site vendors.

Other

- Student belongings will be stored in an assigned area
- Student belongings will be sent home weekly for laundering
- Students will not be allowed to bring toys from home.
- Students may bring their own books from home.

Please call or email Eagle Zone with additional questions you may have. We can be reached at (952) 975-6953 or eagle_zone@edenpr.org.