

ROCORI Childcare COVID-19 Preparedness Plan



We care about the health and safety of all children in our care, particularly during this pandemic. That’s why the guidance from MDH and CDC is so important for all to know about – it provides specific steps we can take to continue to keep everyone safe while operating during this unique public health crisis. The guidance from MDH and CDC includes strategies, such as social distancing, limiting group sizes, hygiene and cleaning practices, screening and exclusion criteria.

This ROCORI Childcare COVID-19 Preparedness Plan describes how we will implement, at a minimum, the following components, in compliance with MDH and CDC guidelines 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 staff, 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.

1. Frequent Handwashing

1. Children
 - a. Upon arrival and during departure (sanitizer pumps located at entry and throughout hallway).
 - b. Before and after meals.
 - c. Before and after gym use.
 - d. Before and after playground use.
 - e. After any equipment is shared.
 - f. As instructed by an adult (after seen touching nose, mouth, blowing nose, coughing, and/or as instructed for frequency).
2. Staff
 - a. Upon arrival and during departure (sanitizer pumps located at entry and throughout hallway).
 - b. Before and after meals.
 - c. Before and after gym use.
 - d. Before and after playground use.
 - e. After any equipment is shared.

2. Cleaning and disinfecting

3. Cleaning/Sanitizing
 - a. Staff must wear gloves and masks for cleaning and sanitizing purposes.
 - b. Cafeteria-style Tables: Table top, sides, bottom, seats and support beams.
 - c. All tables and chairs will be sanitized before and after use.
 - d. All floors will be swept/vacuumed after use.

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- e. Garbage cans, Brooms, Dust pans should be sanitized after use
 - f. Classroom: Chairs, Tables, Cabinets, Counters, Shelves
 - g. All used toys will be sanitized 2 time daily.
 - h. Staff will sweep classroom floors at end of day.
 - i. Gym equipment will be sanitized before and after use.
4. Staff Closure & Room Changes
- a. Inside rooms
 - i. Wipe each table top/desk surface with wipe or disinfectant spray from custodial.
 - ii. Wipe each door handle and other high touch points (light switches; back of chairs; toys; hand sanitizer pumps; drawer handles; etc).
 - iii. Wipe and/or spray used materials (markers; scissors; glue; etc).
 - iv. If towel used, place in bucket for laundry.
 - b. All Areas/Hallway/Computer Lab
 - i. Ensure sanitizer is filled for next day.
 - ii. Wipe each classroom handle upon exiting space each time.
 - iii. Wipe outer door handles and push-bars.
 - iv. Wipe water fountain buttons; encourage use of personal water bottles to refill.
 - v. Wipe each computer (mouse; keyboard; chair; table).
 - vi. NO DRINKING from DRINKING FOUNTAINS
 - 1. Students must bring a personal bottle.
 - 2. Student hands must be sanitized prior to filling the bottle.
 - 3. Student bottle must be sanitized prior to filling the bottle.
 - 4. Drinking fountains should still be sanitized each day.
5. Areas Used Daily
- a. Gym
 - i. Equipment out is all that is used.
 - ii. Have students sanitize their hands often.
 - b. Computer Lab
 - i. Wipe each space after use (mouse; keyboard; chair; table).
 - c. Classrooms
 - i. All paper used/touched by students must be thrown away or taken home.
 - ii. Toys used must be of a hard surface that can be easily sanitized. Do not use or limit the use/sharing of toys that cannot easily be sanitized (playdough, etc).
 - iii. Cots (preschool) are assigned and sanitized after each use.
 - iv. Supplies will be assigned to a room/pod and only used within that room.
 - d. Playgrounds
 - i. Students will wash hands or sanitize before and after use.
 - ii. Bring hand sanitizer and have students sanitize their hands often.
 - e. Bathrooms
 - i. Staff will wipe high touch areas (handles, seats, etc) throughout the day.

3. Arrival and Departure

6. Staff Arrival
- a. Wash Hands
 - b. Wear mask if unable to social distance. Keep mask with you at all times.

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- c. Wear gloves when required.
- d. Opener
 - i. Unlock Doors & leave open (outer entrance and classroom)
 - ii. Locate thermometer and gloves for check-in
 - iii. Ensure sanitizer is located at each designated location

7. Parent/Child Arrival

- a. Spartan SPOT parents park along County Road 50 or along curb in front of door 4 (RMS) and wait in line. Kid Care parents follow cones to circle around and pull up to door 3 of the DEF. Drive forward as space allows.
- b. Parents do not get out of the vehicle (unless needing to remove the child from a child restraint).
 - i. Form a line of vehicles and pull forward as able.
 - ii. When vehicle reaches a ROCORI childcare staff member, student may exit the vehicle and go through the screening process.
 - iii. If no staff greets you at your vehicle please text from the Remind app
 - 1. RMS (Spartan SPOT): If no response, call office at 320-685-4959.
 - 2. DEF (Kid Care): If no response, call office at 320-685-1040.
- c. Staff greet outside of door 4 (RMS), door 3 (DEF).
 - i. Staff are required to wear a face mask for checking in students.
- d. Student Screening/Check-In
 - i. Staff ask about new symptoms; confirm morning temperature with parents; and allow entry or advise staying home based on MDH guidelines and screening.
 - ii. If a student or staff has any signs or symptoms they will not be allowed into the building.
 - iii. Parents will not leave until child is admitted to the program.
 - iv. Student sanitizes hands upon entry; drops necessary items into assigned locker; and enters room designated by staff.
- e. Student midday screening
 - i. Student temperatures will be checked by staff midday to monitor symptoms developing throughout the day.

8. Parent/Child Departure

- a. Spartan SPOT parents park along County Road 50 or along curb in front of door 4 (RMS) and wait in line. Kid Care parents follow cones to circle around and pull up to door 3 of the DEF. Drive forward as space allows.
- b. Parents do not get out of the vehicle.
 - i. Form a line of vehicles and pull forward as able.
 - ii. If no staff greets you at your vehicle please text the Remind app with the following; Student(s) Name(s); Parent Name picking up, vehicle color; to:
 - 1. RMS (Spartan SPOT): If no response, call office at 320-685-4959.
 - 2. DEF (Kid Care): If no response, call office at 320-685-1040.
 - iii. Childcare staff will have your student(s) collect items and meet you at your vehicle.

4. Plans for sick children, staff, and volunteers

- 9. Symptoms leading to exclusion are included on the MDH Exclusion Document (<http://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>).

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10. Midday Screening

- a. Student temperatures will be checked by staff midday to monitor symptoms developing throughout the day.

11. Sick Child in Attendance

- a. If a child should get sick or is showing any signs of infection, the remaining group members will be moved immediately and brought to a clean room (meaning room not used by others and sanitized).
- b. Child with symptoms will relocate to a vacant room directly across from the childcare office.
- c. Parents and/or emergency contacts are called immediately for pick-up of child (and all siblings).
 - i. Student, and all siblings, cannot return for designated time on MDH Exclusion Document <http://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>
- d. Room containing sick student must be ventilated for 24 hours and then thoroughly sanitized before use.

12. Sick Staff in Attendance

- a. If a staff member should get sick or begin showing signs of infection, the staff member will be immediately separated.
- b. The remaining children will have a new staff member take them to an unused, clean classroom.

13. Confirmed Case of COVID

- a. If there is a laboratory confirmed case of COVID-19 in a staff or student identified as an exposure of concern (medium to high risk), public health officials will be contacted and provide information and guidance on notifications and other infection prevention actions.
- b. MDH will be contacted with questions to help determine the appropriate steps to take (MDH hotline: 651-201-3920 or 1-800-657-3903).
- c. 2-5 day closure to clean, disinfect, and contact trace in consultation with local public health officials

5. Social distancing throughout the day

14. Child Lockers and Storage

- a. Locker assignments are spaced out as to accommodate for social distancing.
- b. Student will receive an individual locker (or family locker for siblings) for storing items like lunch boxes, water bottles, sunscreen and clothing.
- c. Lockers will be sanitized every night.
- d. No personal items should be left in any classroom-always return to lockers.

15. Group Sizes

- a. Indoors
 - i. 9:1 ratio. In situations where more staff are needed, the group size must remain at 10 or less (8:2, 7:3, etc.).
- b. Outdoors
 - i. 1:15 per DHS guidelines (for a certified center like ROCORI childcare programs) or 2:25 (per MDH guidance on outdoor group sizes of 25). No groups larger than 25 in an outdoor space (playground, track, courtyard, etc.)

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16. General Social Distancing Protocols

- a. All students and staff will maintain a 6-foot distance at all times possible.
- b. Classrooms
 - i. Students will be placed one per desk or 2 per table avoiding sitting/standing directly across from each other.
 - ii. Students will use the same chair/desk for the entire time they are in the space.
 - iii. Space desks out to encourage social distancing when possible.
 - iv. All paper used/touched by students must be thrown away or taken home.
 - v. Toys used must be of a hard surface that can be easily sanitized. Do not use or limit the use/sharing of toys that cannot easily be sanitized (playdough, etc).
 - vi. Cots (preschool) are assigned and spaced with a minimum of 6 feet between each cot.
- c. Computer Lab
 - i. One computer to one student (no sharing).
 - ii. Alternate computers (one empty computer between each student)
- d. Playgrounds & Gyms
 - i. Encourage social distancing.
 - ii. No hands-on games such as tag.
- e. Bathrooms
 - i. Staff stagger student bathroom use for any breaks. Students will have scheduled breaks but allowed to go between breaks when needed.

6. Source control and cloth face coverings

17. Staff

- a. Must wear a mask if unable to social distance.
- b. When working with parents during arrival and departure must wear a mask.

18. Children

- a. Able to wear cloth face coverings if they can reliably wear, remove, and handle the cloth face covering throughout the day.

7. Workplace ventilation

19. Activities will be conducted outside as often as weather permits for the benefit all of staff and children.

8. Meals and snacks

20. Lunch/Snack

- a. Meals will be served in the classrooms with social-distancing protocols.
- b. Staff must wear gloves and masks during food prep, service and cleaning.
- c. All tables must be washed and sanitized before and after use.
- d. All children will wash their hands prior to and after eating.
- e. All staff will wash hands and use the provided safety gloves for all contact with children's lunches, including cheese stick wrappers, handing out milk, etc.
- f. NO SHARING OF FOOD OR DRINK
- g. Staff are consistently reminded and aware of student food allergies.

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9. Field trips and events

21. Off Campus Events and Field Trips

- a. No off campus field trips will be scheduled at this time due to transportation restrictions.
- b. If events are able to be scheduled in the future, ROCORI childcare will create a COVID-19 Preparedness Plan for each event.

22. On Campus Events and Field Trips

- a. In-house field trips, if scheduled, will include a separate, specific COVID-19 Preparedness Plan related to that event.

10. Communications and training

23. Staff Training

- a. Staff are presented the information during the onboarding and seasonal trainings.
- b. The preparedness plan is posted in each of the childcare office spaces.
- c. Any changes or updates will require staff to sign-off after review.

24. Parent Awareness

- a. The plan is posted on the ROCORI Community Education Childcare websites.
 - i. The link to the site will also be provided in the registration system for families during the registration process.
- b. Registered families will receive another copy of the plan when their contract is accepted.
- c. When updates are made, parents will be sent an updated copy via email, and all postings of the plan will be updated.