

**COVID-19 Preparedness Plan  
for  
RCLS ECDC Program  
Deemed Critical Business During Peacetime Emergency**



Executive Order 20-74, signed by Gov. Walz on June 5, 2020, requires all critical businesses to develop and implement a COVID-19 Preparedness Plan that outlines how you will implement MDH and CDC guidelines.

## Plans for Handwashing

### When hands will be washed

All children, staff and volunteers will engage in hand hygiene by washing often with soap and water at the following times:

- Arrival to the facility
- After breaks
- After blowing noses, coughing or sneezing
- If hands are visible dirty
- Before and after preparing food or drinks
- Before and after administering medication or medical ointment
- After using the toilet or helping a child use the bathroom
- After handling garbage
- After playing outdoors or in the sand
- When joining as a group for morning meeting activities
- Whenever staff feels that it is necessary

If soap and water are not readily available, and alcohol-based hand sanitizer with at least 60% alcohol will be used.

### Steps for Handwashing

- Wet hands
- Apply soap
- Scrub for 20 seconds
- Highlight most frequently missed locations
- Rinse and dry

When returning from the bathroom children will be given hand sanitizer.

If soap and water are not available, hand sanitizer with at least 60% alcohol content will be used. Sinks will be in classroom learning spaces.

**Hand Sanitizer:** Children using hand sanitizers will always be supervised by an adult. The hand sanitizer will be kept out of reach of children,. Children will never be left unsupervised in a space with a sanitizer dispenser

Adequate supplies to support healthy hygiene behaviors including soap, tissues, paper towels and hand sanitizers will be maintained.

## **Cleaning, Disinfecting and Sanitizing**

**The following high touch areas will be cleaned with a disinfectant a minimum of three times each day:**

- Chairs
- Doorknobs
- Light Switches
- Sink faucets
- Cabinet and locker handles
- Playground equipment
- Cubbies
- Countertops

*Drinking fountains will not be used. Water will be served in disposable cups.*

**The following will be cleaned in between uses:**

- Shared equipment such as toys and games
- Art supplies
- Tables
- Nap cots

Cleaning products will be used according to the directions on the label. If surfaces are dirty they will be cleaned using a detergent or soap and water prior to disinfection. Cleaning products will be used according to the directions on the label. The manufacturer's instructions will be followed for concentration, application method, and contact time for all cleaning and disinfection products.

EPA-registered disposable wipes will be made available and used by staff to wipe down commonly used surfaces such as keyboards, tables and remote controls. These will be kept out of the reach of the children.

## **Storage of Cleaning Materials and Supplies**

All cleaning supplies will be kept in a locked cabinet when not in use, or stored up high and out of reach of children. Staff will ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

Labelled bins will be used to place items in that must be washed/sanitized.

Each child will be given a “toolbox” to keep in their cubby. This box will contain crayons, markers, pencils, scissors and a glue stick to prevent the use of shared supplies.

Each child will be assigned their own locker to store outside and extra clothing.

Each child will be given a giant sealable plastic bag for storing their nap blanket and lovey. All items will be washed weekly.

## COVID-19 Response Plans/Procedures for Staff and Children

### Symptoms at School

If a student, faculty or staff member attends school and thereafter appears to be showing signs of illness-elevated temperature, coughing, sneezing, shortness of breath, chills, muscle pain, headache, sore throat, or loss of taste or smell-they should report to the school nurse who shall quarantine the student and contact the parent of guardian to pick up the student or send the faculty or staff person home. Once a student or employee is removed from the school environment, they will be permitted to return if they satisfy the following guidelines, as outlined.

### Returning After Exhibiting Symptoms

**If an ill student or staff member tests Positive for covid-19,** they may return to school if:

- They have not had a fever for at least 72 hours without the use of medication to reduce fever **and**
- Other symptoms such as coughing or shortness of breath have improved **and**
- At least calendar days have passed since symptoms first appeared.

In some cases of severe illness it is advised to isolate for longer. An ill student or staff member is asked to consult with their physician in this case.

**If an ill student or staff member tests negative for COVID-19,** they may return to school if:

- They have not had a fever for at least 72 hours without the use of medication to reduce fever **and**
- Other symptoms such as coughing or shortness of breathe have improved.

**If an ill student or staff member does not get tested for COVID-19, they may return to school if:**

- They have not had a fever for at least 72 hours without the use of medication to reduce fever **and**
- Other symptoms such as coughing or shortness of breath have improved **and**
- At least 10 calendar days have passed since symptoms first appeared.

### **Response to Confirmed Cases**

After it is confirmed that a person infected with COVID-19 was on the school campus, the following steps will be taken:

- Notification to the Olmsted county Public Health Department, who is responsible for contact tracing
- Notification to the Minnesota Department of health
- Implementation of sanitization efforts in areas where the infected was engaged on campus

As appropriate for the protection of the school community and upon the recommendation of the Minnesota Department of health, the administration may shut down a classroom (s) or the building

In the event that a staff member or child in attendance tests positive for COVID-19, letters home and/or email notifications will be used to share information with parents, guardians, staff. Notifications will be made in accordance with IPAA guidelines and according to the Health Department's recommendations after they have completed contact tracing.

**Response for Cleaning and disinfection** after a confirmed or suspected case of COVID-19 has occurred in the center the following will occur:

The children will be removed while the following occurs:

- The child's cubby, locker and belongings will be disinfected.
- Any potential touch-surfaces will be disinfected.
- A disinfectant fogger will be used in the classroom

## Potential exposure to COVID-19

The school office is to be notified immediately if a student, faculty or staff member has been exposed to COVID-19. Per the MN Department of Health guidelines for exposure, the following will be required before a student can return to school.

- A negative COVID-19 test result and absence of all symptoms
- **OR** student is required to stay home from school for 14 days

Typical examples that would require notification of potential exposure include:

Student visited/was in a business, public location church, etc. that has had a confirmed COVID-19 case, and your family has received guidance to isolate and/or be tested due to potentially being in contact with COVID-19

If you have questions about a child, staff member or volunteer who is exhibiting symptoms, reach out to MDH at health [schools.covid19@state.mn.us](mailto:schools.covid19@state.mn.us) and follow their direction.

### Campus Closure Decisions

- RCLS will refer to the [CDC School Decision Tree](#) for guidance.
- RCLS will comply with any direction provided by the county/state health department regarding recommended or required closure.
- If campus is closed, RCLS will implement a full Remote Learning plan with a digital platforms-See Saw, Google Meet).
- Levels of Campus Closure:
  1. Complete: No admittance for ANY individual until cleared by administration in combination with other health authorities.
  2. Essential Only: No admittance for ANY individual other than administrative or custodial staff as well as Limited Child Care staff and students.
  3. Faculty and Staff Only: No admittance for any non-faculty or non-staff member.
  - 4.

### Arrival

- Only students may enter the building
- Students are to arrive at school between 7:15 am and 7:30 am.
- Students are to wear masks upon arrival.
- Parents are asked to drive up to the front sidewalk of the school and remain in their vehicle while student(s) exit the vehicle and are greeted by staff.

## Departure

- Those picking up students at the end of the school day may not enter the building to meet their student(s).
- At **2:35 pm**, *all preschool and pre-kindergarten students and their siblings will be dismissed*. Parents of these students are requested to queue into the carline. Your student(s) will be brought to your car.

## Late Drop-off/Early Pick-up

Students arriving or departing to school after 7:40 or before 2:35 must check in or out of the office. Parents must remain in their cars or outside the school entry. They are asked to call the office (289-3267) with the reason for the late arrival or early departure.

## Extended Day Pick-up

Parents and authorized adults are not allowed to enter the building. They are requested to ring the buzzer to the right of the front door and state the name of the child they are picking up. The child will be brought to the front door to meet them.

## Social Distancing Throughout the Day

- Children will be kept with their classmates in their respective classrooms as much as possible. They will leave for gym, music, and library. While at these locations, they will remain with their respective classmates and teachers.
- Recess will take place outside, or in the gross motor room. Classes will be staggered while using the indoor space, and play items will be disinfected between uses. Outside classes will be staggered or will use areas specific to their class.
- Velcro carpet spots will be used to encourage social distancing while in centers. . Children will have their names on the backs of their chairs to decrease germ spread as these chairs will be used when on the group carpet and at the table.
- Centers will be assigned when needed to allow for social distancing
- Children will keep their nap items (blankets...) in plastic bags and they will be washed weekly at RCLS.
- Cots will be sprayed with disinfectant as they are stacked at the end of rest time. During rest, children will be placed so their heads are 6 feet apart.
- When lining up in classrooms, 3 feet will be between children. This will be maintained while walking in line as much as possible through use of a rope with knots spaced 3 feet apart. Rope will be washed in between each use.
- Masks will be worn during all transitions, even if a class is transitioning to a space where masks will not be required.
- Floor tape and other markers will be used to indicate walking direction and spacing.
- Classes will be taught to “stay to the right” in hallways.

## Source Control and Cloth Face Coverings

- **Staff** will be required to wear face masks. Staff will also be provided face shields when it is necessary for children to see their mouths. These will be worn unless they are both outdoors and 6 feet away from the children. Staff will be reminded and encouraged to refrain from touching their face masks.
- **Children** will be made to wear face masks. Parents are asked to get them used to masks prior to attending. Masks will not be required while eating or during outdoor play.

## Workplace Ventilation

RCLS uses a bipolar Ionization Filter for air in the school. In addition, classroom windows will be opened whenever possible and classes will be encouraged to use outdoor time.

## Playground Use

- Children and staff will wash both before and after using the RCLS play structures.
- Classes will stagger their use of the playground and motor room or use areas specific to their class.
- High touch areas of the play structures and toys will be cleaned in between groups.
- Children will be encouraged to play 6 feet apart from one another if possible.
- Sharing of equipment will be minimized as much as possible.

## Meals and Snacks

**Lunch:** Each class will eat in their classroom. Meals will be delivered in foam containers or bags. Children will sit 6 feet apart at their specified tables. Tables will be cleaned and sanitized before and after the meal and prior to a new group of students entering for meals. Children will be spaced 6 feet apart and will not be required to wear masks while eating. Children will wash their hands before and after meals. Supervising and serving staff will wear face masks and gloves.

**Snacks:** Children will sit 6 feet apart during snack time. Plates, cups, napkins and snack will be set out for each child. Snack will be served in shifts to accolate social distancing with cleaning and sanitizing occurring in between each shift.

*Students sitting at tables will be facing the same direction to the maximum extent possible*



## Field Trips and Events

RCLS ECDC will not be participating in any field trips or large group activities. Family events and parent meetings will be done on-line.

## Communications and Training

- The RCLS ECDC plan will be made available to the Commissioner. Families attending this fall will be notified of where they may read the plan in written form.
- The plan will be presented during orientation to staff. It will be posted in the employee work room. The plan will be posted on line for parents. Both parents and staff will be notified of any changes via email.

The following will be posted in the employee work room:

Staff 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.

In the event that RCLS must implement Remote Learning for a time, **Limited Child Care** will be open for health-care families and limited other students from 7:30 am-5:00 pm in the Stepping Stones program. A fee will be assessed.