

ACES School Age Care

COVID-19 Preparedness Plan | 2020-2021 School Year
Updated August 25, 2020

The health and safety of our students and staff is our top priority. ACES adheres to recommendations and guidelines set by the [Centers for Disease Control and Prevention](#), [Minnesota Department of Health](#), [Minnesota Department of Education](#), [Minnesota Department of Human Services](#) and Mankato Area Public Schools. These policies may change as new guidelines and recommendations are released.

Table of Contents

Health Screening & Illness Guidelines

- [Screening Protocol - Students](#)
- [Screening Protocol - Staff](#)
- [Communication Protocol](#)
- [Contact Tracing](#)
- [Accommodations for "High Risk" Staff](#)
- [Illness Policy](#)
- [Exposure Response Plan](#)

Hygiene Guidelines

- [Hand Washing](#)
- [Sunscreen](#)
- [Masks](#)
- [Other](#)

Cleaning & Disinfecting Guidelines

- [Cleaning & Disinfecting Toys, Materials & Building Spaces](#)
- [Exposure Response Plan](#)

Social Distancing

- [Social Distancing](#)
- [Drop Off & Pick Up Procedures](#)
- [Groups and Ratios](#)
- [Activities](#)
- [Meals](#)
- [Field Trips](#)

Playground Use

Employee Training & Resources

Health Screening & Illness Guidelines

At Home Screening Protocol - Students

Parents: Please complete this short check each morning and report your child's information in the morning before your child leaves for school.

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

- Temperature 100 degrees Fahrenheit or higher when taken by mouth;
- Sore throat;
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain; or
- New onset of severe headache, especially with a fever.

SECTION 2: Close Contact/Potential Exposure

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19.
- Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the [Community Mitigation Framework](#).
- Live in areas of high community transmission (as described in the [Community Mitigation Framework](#)) while the school remains open.

If YES to any of these questions, that student will not be allowed to attend ACES.

At Home Screening Protocol - Staff

Staff will be required to self-monitor for signs and symptoms of COVID-19 as above for students.

The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

1. Assess Health Status Prior to Reporting to Work:

Employees should use the Daily Home Screening for Students **EACH DAY** to assess their health status prior to reporting to work. This checklist should be completed prior to taking any fever reducing medicine.

- a.** Employees exhibiting any of the symptoms in Section 1 are to stay home from work. The employee will log their absence in the Absence Management and then will contact Human Resources (507.387.3017) for further follow-up. MAPS encourages employees to contact their medical provider to determine the need for testing if they exhibit multiple symptoms from Section 1 **and/or** have checked any of the boxes in Section 2.

- 2. Leave Work Immediately if Symptoms Appear Throughout the Work Day:** Employees who have the onset of COVID-19 related symptoms throughout the work day should immediately notify their supervisor and Human Resources and leave the premises immediately. If the employee is not able to leave immediately, they should self-isolate in an unoccupied area of the building until they are able to do so. Employees are encouraged to contact their medical provider to determine the need for testing.

If YES to any of these questions, that staff will not be allowed into a MAPS facility.

Visitors/Contractors/Vendors

Visitors/Contractors/Vendors will be encouraged to do business with MAPS via the phone or computer. For those required to visit a MAPS facility the following screening questions will be asked prior to entering a MAPS facility:

SECTION 1: Symptoms

Do you have:

- Temperature 100 degrees Fahrenheit or higher when taken by mouth;
- Sore throat;
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain; or
- New onset of severe headache, especially with a fever.

SECTION 2: Close Contact/Potential Exposure

Have you:

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19.
- Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the [Community Mitigation Framework](#).
- Live in areas of high community transmission (as described in the [Community Mitigation Framework](#)) while the school remains open.

If YES to any of these questions you will not be allowed into a MAPS facility.

Notification Procedures

If a staff or student is sick, they must notify site leadership as soon as possible. Site leadership notifies program coordinator. Program coordinator provides guidance from the Minnesota Department of Health on when that staff or child can return. Program Coordinator sends regular updates to the Director of Facilities and Director of CER.

Staff are expected to continue to keep site leadership and program coordinator updated as they receive new information from their health care provider. If a staff tests positive for COVID-19, they must notify site leadership and program coordinator that same day.

Accommodations for Staff

If a staff person is at higher risk, they must notify the human resource department.

Illness Policy

If children attend the program with any of the following symptoms, the parent/guardian will be contacted immediately to pick-up the child. Children exhibiting symptoms will be isolated from the group and supervised to prevent the spread of illness. Parents will be contacted and must pick up within 30 minutes. If a parent/guardian cannot pick up within 30 minutes, they must designate an authorized person for pick up. If a parent/guardian cannot be reached, the child's authorized pick up contacts will be notified to pick up the child.

- If a child has a new onset or worsening cough or shortness of breath
- If a child is running a fever of 100 degrees or above
- If a child is exhibiting two or more of the following symptoms: fever, chills, headache, sore throat, new loss of taste or smell, diarrhea, vomiting, nausea
- Undiagnosed rash, discharge from eye, ears or profuse nasal discharge, severe cold symptoms

ACES will follow guidelines from the Minnesota Department of Health on determining when a child can return to ACES.

If a child has been exposed to someone diagnosed with COVID-19, they (and their siblings) must stay out of the program for 14 calendar days after exposure. They should monitor health conditions and contact a medical provider if symptoms of COVID-19 develop. This action will not be taken until the person is either diagnosed or is presumed positive for COVID-19.

We encourage families to have a backup childcare plan.

Please contact ACES if your child has been diagnosed with any of the following conditions:

- **Vomiting, Diarrhea:** may return 24 hours after last episode
- **Impetigo, Strep Throat, Conjunctivitis (pink eye), Ringworm:** may return 24 hours after treatment
- **Chicken Pox, Shingles:** may return after all blisters have dried and crusted
- **Head Lice:** parents will be notified and pick up is at the parent's discretion

ACES will post or give notice to parents/guardians of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, part 4605.7040, or Scabies, Impetigo, Ringworm, or Chicken Pox.

ACES staff are not trained to make a medical diagnosis but only to observe and inform parents/guardians of any signs of illness.

COVID-19 Exposure Response Plan

If a student or staff member has been exposed to a person that tested positive for COVID-19 while attending ACES, ACES will notify staff and families as directed by the Minnesota Department of Health.

If a student has been exposed, while attending ACES, to a person that has tested positive, parents/guardians will not be charged for dates of care for that child (or siblings) if they are being directed to self-quarantine and seek guidance from their health care professional.

Data Privacy

Mankato Area Public Schools is subject to and complies with the laws and regulations associated with the privacy of medical information as required by the Americans with Disabilities Act (ADA), the Family Education Rights and Privacy Act (FERPA), and Health Insurance Portability and Accountability Act (HIPAA). To ensure compliance with these laws and regulations, administrators, supervisors, and other employees are prohibited from revealing the name or any other private information about the individual who has reported COVID-19 symptoms or who has been tested for COVID-19, regardless of the result, with anyone besides those who absolutely need to know (i.e. Human Resources). Only the individual may share information about themselves, if they so choose. Administrators, supervisors, and other employees are prohibited from sharing any private information under any circumstance, regardless of whether the information is widely known.

Resources:

[MDH Instructions for People with Contact of Known COVID-19](#)

[MAPS COVID-19 Preparedness Plan](#)

Hygiene Guidelines

Hand Washing

Upon arrival and frequently throughout the day, students and staff are encouraged to wash hands for at least

20 seconds. When hand washing is not possible, alcohol-based hand sanitizer with at least 60% alcohol will be encouraged. Hand washing will be encouraged at the following times:

- Upon 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 bathroom
- After coming in contact with bodily fluids
- Before and after playing outdoors
- Before and after transitioning to a new space

Sunscreen

Students will be asked to apply their own sunscreen. Staff will assist students as needed and will wear gloves when doing so. If gloves are not available, staff will wash their hands or use hand sanitizer between students. We recommend that parents apply sunscreen prior to the student's arrival and send alternative protective measures when possible such as a hat.

Masks

Effective Monday, June 22, all staff are required to wear a face covering during their shift. The only exception to this will be when a staff member is outside and they can maintain a social distance of at least 6 foot from their group members. This decision was made with guidance from the MAPS COVID-19 response leadership team.

Effective Wednesday, June 24, all MAPS employees and adult visitors are required to wear face coverings when inside district buildings. This requirement extends to Mankato Community Education & Recreation Department programming, including ACES School Age Care. If a parent, guardian or authorized pick up needs to enter a district building, they will be required to wear a face covering.

Effective Monday, July 27, all Minnesotans will be required to wear a face covering in all public indoor spaces and indoor businesses per the Governor's [Executive Order 20-81](#). This Executive Order applies to all Minnesotans, with exemptions in cases which make it unreasonable for the individual to maintain a face covering. All ACES students will be required to wear a face covering while attending ACES. ACES students have flexibility to wear face shields instead of face coverings, and face covering will not be required while outdoors or in the gym.

ACES will have clean, cloth face coverings available each day for children to wear. Children will leave this face covering at the ACES site at the end of the day for laundering. Parents may also choose to send their child to ACES with their own face covering supply. If parents choose to send their child to ACES with a face covering, ACES will require that parents understand and follow the Minnesota Department of Health guidelines for wearing and caring for face coverings.

Resources for parents to share with their children:

[CDC How to Safely Wear a Face Covering](#)

[MDH Frequently Asked Questions About the Requirement to Wear Face Coverings](#)

Other

- Students will need to bring a water bottle from home. The water bottle should be clearly labeled with the student's first and last name. Water bottles will be sent home daily for cleaning.
- Student belongings will be stored in an assigned area.
- Student belongings will be sent home weekly for laundering (if applicable).
- Students will not be allowed to bring toys from home.
- Students may bring their own books from home. Books should be clearly labeled with the student's first

and last name.

Resources:

[MAPS Q&A on Cloth Face Coverings](#)

[CDC Guidance on Use of Face Coverings](#)

Cleaning & Disinfecting Guidelines

Cleaning & Disinfecting Toys, Materials & Building Spaces

Cleaning and disinfecting toys, materials and building spaces is done jointly by ACES and MAPS custodial staff.

- Toys that cannot be cleaned or sanitized are avoided.
- Toys that have been contaminated are set aside for proper cleaning.
- Spaces are sanitized between groups.
- Frequently touched areas are sanitized periodically throughout the day including but not limited to door handles, drinking fountains and other surfaces.
- Toys, games and other materials go through formal sanitation at the end of each evening.
- Each group should have access to their own supplies. If supplies are utilized by multiple groups, they are sanitized between group use.

COVID-19 Exposure Response Plan

If a student or staff tests positive for COVID-19, Mankato Area Public Schools will follow [CDC guidelines](#) on cleaning and sanitizing affected areas in the building.

Resources:

[MAPS Proper Cleaning/Sanitizing Video](#)

[MDH COVID-19 Cleaning & Disinfecting Guidance for Schools and Child Care Programs](#)

[District Technology Guidelines](#)

Social Distancing

Social Distancing

All staff and students are expected to adhere to social distancing guidelines whenever possible. This means keeping a distance of 6 feet or more. Visual cues will be used when possible to promote social distancing throughout the school.

Drop Off & Pick Up Procedures

Drop off and pick up will be done in a designated entrance in the building and parents will not be allowed past the check in table.

Groups and Ratios

ACES has modified the staff to student ratio to 1 staff for every 14 children. Children are placed in small groups based on grade and each group has a homeroom that is used consistently. Groups will operate independently for the majority of the day. Desks in classrooms are spread out to maintain social distancing guidelines and are facing the same direction.

Activities

All activities have been modified with social distancing in mind. Whenever possible, activities will be held outside.

Meals

Breakfast, lunch and snack will take place in the classroom/homeroom for each group to avoid commingling of groups.

Resources:

[MDH COVID-19 Prevention Guidance for Youth, Student and Child Care Programs](#)

[CDC Parent Drop-Off and Pick-Up](#)

Playground Use

Outdoor play is an important activity which students participate in daily. Children attending ACES should be healthy enough to engage in all activities.

Use of the playground is staggered and limited to one group at a time. Students and staff are encouraged to wash hands before and after playing on the playground equipment. High touched surfaces are sanitized frequently each day. Students are encouraged to maintain social distancing while playing on equipment.

MAPS elementary playgrounds will be closed to the public from 6:00am-6:00pm, Monday through Friday.

Employee Training & Resources

[CDC Tips for Talking to Children about COVID-19](#)

[CDC Stress and Coping](#)

[MAPS VITAL WorkLife Employee Assistance Program](#)

Additional Resources

[MCEA COVID-19 Programming & Response Preparedness Plan](#)

[MAPS COVID-19 Preparedness Plan](#)

[2020-2021 Parent Handbook](#)