



## **Mission Statement**

Faribault Public Schools strives to empower, energize and engage all students through its commitment to a quality education and creating an effective learning environment.

## **Jefferson Elementary Falcons After School COVID-19 Preparedness Planning**

**Revised: 09/08/2020**

**This document will be continually updated. Any changes will be highlighted.**

The COVID-19 Preparedness Plan for Falcons After School is committed to providing a safe and healthy environment for all our participants and staff members. The following plan is in response to the COVID-19 pandemic. All participants and community school staff are responsible for implementing this plan. The goal is to mitigate the potential for transmission of COVID-19 during our activities, and that requires full cooperation from everyone. Everybody is encouraged to ask questions, raise safety or health concerns, and offer suggestions related to this plan and its implementation in efforts to better improve this plan. Only through this cooperative effort can we establish and maintain the safety and health of all participants and staff while engaging in group activities.

Everyone is responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. This plan follows the State of Minnesota/Minnesota Department of Health (MDH) and their Guidance for Social Distancing in Youth Programming along with the Centers for Disease Control and Prevention (CDC) Guidelines.

The plan addresses the following:

- 1 - Procedures to help identify anyone who is sick and ensure anyone who is sick must stay home
- 2 - Social Distancing
- 3 - Hygiene
- 4 - Facility and Ventilation Protocols
- 5 - Cleaning and Disinfecting Protocols
- 6 - Pick-up Protocols
- 7 - Transportation Protocols
- 8 - Communication

**1 - Procedures to help identify anyone who is sick and ensure anyone who is sick must stay home**

All participants and staff are encouraged to self-monitor for signs and symptoms of COVID-19. Staff are required to fill out a daily Google Form health screening sent to their district email upon entering the building. If anyone is sick or is experiencing symptoms, they must stay home. All participants will have their temperature taken on site and report that temperature to the staff. The following questions will also be asked as needed to assess participants' health status prior to entering the Falcons After School classrooms:

- Are you feeling sick or have you experienced any new symptoms in the last 10 days?
- Do you have a fever (100.4°F or higher), or are you feeling feverish?
- Do you have any chills?
- Do you have a new or worsening cough?
- Are you experiencing any shortness of breath?
- Do you have a new or worsening sore throat?
- Any new or worsening muscle aches?
- Do you have a new or worsening headache?
- Any new or worsening loss of smell or taste?
- Have you had close contact with someone who was diagnosed or suspected to have COVID-19 within the last 14 days?
  - o Close contact is defined as: Having been within 6 feet of a person who has COVID-19 or might have COVID-19 for a prolonged period of time.
  - o Close contact can occur while caring for, living with, or having a prolonged visit with someone with COVID-19.

**If any answer is YES, the participant will be denied entry and requested to go home.**

Screening staff should make a visual inspection of all participants for any signs of illness (e.g. flushed cheeks, rapid breathing). Parents and staff should assess the level of risk based on individuals who may be at higher risk for severe illness, such as participants who may have asthma, diabetes, or other health problems.

**If a participant becomes symptomatic, is exposed to, or tests positive for COVID-19, they must stay home and inform Community School staff immediately to allow for appropriate contact tracing and communication to all other participants, facilitators, and teachers. \*\*\*The Director of Human Resources, Nicole Yochum, will be notified immediately of any instance where someone has confirmed COVID-19 exposure and has exposed the activity to the virus at 507-333-6006 or [nyochum@faribault.k12.mn.us](mailto:nyochum@faribault.k12.mn.us).\*\*\***

## **2 - Social Distancing**

Social distancing of six feet will be implemented and maintained by all participants and staff while engaging in any Falcons After School related activities. Both staff and participants need to be aware of their surroundings at all times and if they feel themselves or others are not practicing social distancing of six feet, please speak up and adjust accordingly.

If parents, caregivers or other family choose to attend an activity, they must comply with social distancing at a minimum of six feet between any participants and staff or other parents.

### **3 – Hygiene**

Proper hygiene must be implemented and utilized at all times. All participants are expected to have appropriately washed their hands prior to attending Falcons After School. We will utilize hand sanitizer and disinfectant wipes when outside, and schedule designated times for everyone to wash hands prior to activities, eating snacks, and eating dinner. Staff will be provided with disinfectant spray, reusable masks, microfiber towels and hand sanitizer to be utilized for cleaning and hygiene purposes.

Participants are encouraged to cover any cough or sneeze and immediately utilize hand sanitizer or practice hand washing afterwards. Participants are also encouraged not to touch their faces including their eyes, nose, or mouth during any activity and if they do, they should immediately wash their hands. Participants must also wear a mask at all times in the building and are strongly encouraged to do the same when outdoors. Staff are required to wear masks at all times when participants are present regardless of the activity space.

Sharing between participants of the following items is strongly discouraged: water, food, medicine, hand sanitizer, clothing, hat or visor, free time materials, towels, or any other personal items and equipment.

### **4 - Facility and Ventilation Protocols**

Students will be instructed to go directly to their After School Club classroom at bell dismissal. They will be responsible for keeping a safe distance from others while moving from room to room. Once in club rooms, each group will be allowed to use the restrooms and utilize the water bottle filling part of the water fountains as a group. This will occur in a staggered schedule using multiple restroom facilities to ensure minimal intermixing of the various groups.

Club participants should not intermix with those outside of their group for the duration of afterschool programming (2:55PM-4:30PM). Students will be in the same group throughout the school year.

If groups do happen to intermix, this will be recorded by the site coordinator. If such issues continue to occur, new protocols will be implemented to minimize group to group contact to the best of our ability.

Snacks and dinner will be provided and consumed in designated club rooms. One student from each group will pick up snacks for their club during designated bathroom and water bottle break times. Snacks will be delivered using trays to minimize contact between students. Dinner will be distributed at the end of clubs around 4:30. Students who require transportation via bus will be given their meals to-go and are expected to refrain from eating until they're no longer on the bus.

Those who wish to eat dinner on site and do not ride the bus will have their meals delivered to their classroom by an available staff member. This person will be required to wear gloves and will also deliver meals on a tray when possible.

## **5 - Cleaning and Disinfection Protocols**

Sports equipment, free time games and all other club materials provided by Community School will be disinfected after every group activity. We highly encourage groups to retain their same materials to mitigate the intermixing of items and combat the spread of disease.

Prior to the start of After School clubs, leading staff will disinfect the desks and classroom surfaces every day. This will also occur after programming concludes. Students will not be present during these cleaning times and will not be allowed to utilize the disinfectant spray or equipment. If something needs to be sanitized during club times, students should ask their instructor for help and remain 6 feet away from the area being disinfected.

## **6 - Pick-up Protocols**

Students who require parent pick-up will be released from their club room when their parents arrive. They will be instructed to use the main entrance while exiting. Parents are welcome to purchase dinners, but must maintain social distancing practices and wear a mask to enter the building. Unless families are staying for evening programming on Tuesdays, they will be asked to wait outside if possible or in the front door vestibule in the event of bad weather. More information will be provided for those who choose to purchase dinner, as these protocols may look different.

At the completion of dinner, all participants (and parents) are encouraged to leave immediately and not engage in any social activities. Students who choose to walk are expected to leave immediately using the main entrance.

## **7 - Transportation Protocols**

Participants utilizing the Falcons After School bus and/or field trip bussing are expected to practice social distancing while aboard. In addition, they must wear a mask for the duration of the ride and follow any instructions given by the driver or supervising staff. If students do not follow directions, they will first receive a verbal warning. After an initial warning, the Faribault Community School site Coordinator will contact the student's guardian and reserve the right to implement a temporary bus suspension from After School Transportation and/or permanent suspension if needed. While this has always been the case, failure to comply with COVID-19 safety guidelines will result in such actions in order to maintain a safe environment for all participants.

## **8 - Communication**

At this time families will be provided the COVID-19 Preparedness Plan for Falcons After School and receive a phone call from the program coordinator to ensure these guidelines are properly understood.

If participants or parents have any questions, concerns, or suggestions they are encouraged to contact Vicky Coon, the Jefferson site coordinator via the contact information below:

Vicky Coon

Office: 507-333-6550

Email: [vcoon@faribault.k12.mn.us](mailto:vcoon@faribault.k12.mn.us)