

**Please refer to Three Rivers COVID Business Plan for all office procedures. The following procedures are in addition to or in place of the Three Rivers COVID Business Plan.**

### **Training and Communication**

Three Rivers is committed to providing a safe and healthy workplace for all staff. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and that requires full cooperation among all staff. Only through this cooperative effort, can we establish and maintain the safety and health of our staff and workplaces.

This Preparedness Plan will be communicated to all staff and necessary training will be provided. Additional communication and training will be ongoing and provided to all staff who did not receive the initial training. Management team and supervisors will monitor how effective this plan has been implemented. All staff are to work through this new plan together and update the training as necessary. This Preparedness Plan has been certified by Three Rivers Early Childhood management team and is posted at each site. It will be updated as necessary.

### **Parent Training Prior to First Day of School**

Parents will be given a page at enrollment paperwork to update them on the major changes to programming due to COVID that also includes a link to this full plan on our website. Parents will be asked to sign off on the COVID plan to verify that the information was shared with them before their child attended their first day of class.

### **The Best Way To Protect Yourself Against Covid-19**

Staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The best way to protect yourself from COVID-19 is to:

- Wash your hands frequently with warm soapy water for at least 20 seconds;
- Stay home when you are sick;
- Cover your cough;
- Avoid close contact (social distancing) – stay at least 6 feet from other people, do not gather in groups;
- Cover your mouth and nose with a cloth face cover when around others; and,
- Clean and disinfect frequently touched objects and surfaces.

## Screening of Employees

All staff are informed of and are required to self-monitor for signs and symptoms of COVID-19.

### *COVID-19 Staff Self-assessment Health Screen Questionnaire*

Daily – Before Leaving for Work Have you had any of the following symptoms since your last day at work that you cannot contribute to another health condition?

- Fever (100.4° F or higher), or feeling feverish
- Chills
- A new cough
- Shortness of breath
- A new sore throat
- New muscle aches
- A new headache
- A new loss of smell or taste

DAY 1: If you checked any of the above boxes, you need to stay at home and stay away from other people. If you are unable to work from home, notify your supervisor that you need to take the day off.

DAY 2: If you are still experiencing a fever or other symptoms, continue staying at home and consider contacting a healthcare provider for guidance. In addition to notifying your supervisor if you are unable to work, you must also contact your COVID-19 Health Contact Team representative (if your supervisor is not that representative).

## Screening of Children and Child Care Center Drop Off and Pick Up Procedures

Parents are discouraged from sending personal belongings to the center with their child (i.e. blankets, toys, stuffed animals, etc.). Extra clothes (extras from home or soiled clothes from the center) can be sent in a Ziploc bag.

### Drop Off: In Person

Before sending their child to school, parents will conduct a well-child check for COVID-19 symptoms. If your child has experienced any of the following, they should not attend school. If they show symptoms at school, someone will need to pick them up right away.

Has your child experienced any one of the following more common symptoms of COVID?

- Fever, or feeling feverish
- A new cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Close contact with someone who has COVID

Has your child experienced two or more of the following less common symptoms of COVID?

- Fever, or feeling feverish
- A new cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Sore throat
- Nausea
- Vomiting
- Diarrhea
- Chills
- Muscle pain
- Extreme fatigue/feeling very tired
- New severe headache
- New nasal congestion/stuffy or runny nose

Whether or not your child shows symptoms, your child will not be allowed back to school for 10 days if they have had close contact with someone who has COVID unless they get a COVID test and you show teachers the child's negative COVID test.

### **Mask/Face Covering Procedures**

Face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain e.g. in the classrooms

1. Staff will always wear a mask during work hours when in any common areas or as needed in the classroom. The mask/face covering must:
  - \* fit snugly but comfortably against the side of the face
  - \* be secured with ties or ear loops
  - \* include multiple layers of fabric
  - \* allow for breathing without restriction
2. Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.
3. Program will provide a stipend for masks to the staff, but staff may choose to wear their own masks from home. Launder or wash your mask daily.

### **Face covering for children**

1. Children will need to wear a mask in the classroom except during mealtimes. If the parent does not have mask for the child then one will be provided to them when they enter the bus or classroom.
2. Parents can provide a cloth mask for their children for day use and will be instructed to wash them every day.

### **Handwashing Procedures**

Caution! Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed. Keep it out of reach of young children and supervise their use

Basic infection prevention measures are being implemented at our workplaces at all times. All staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their work day, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Each site has hand-sanitizer dispensers (that use sanitizers of greater than 70% alcohol) that will be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

1. All staff will wash their hands upon entering the building and leaving the building including:

- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Supervise children when they use hand sanitizer to prevent ingestion.
- Assist children with handwashing, including infants who cannot wash hands alone.
  - After assisting children with handwashing, staff should also wash their hands.

\* All children will wash their hands upon entering their classroom

\* Each site will have a designated person that will monitor the supply of hand sanitizer.

### **Food Preparation and Meal Service Procedures**

1. Meals will be served in each classroom

2. If possible, seat children 3 feet apart from each other. Children may eat in 2 smaller groups vs one large group
3. Each child will be served their own individual meal. Do not share any utensils.
4. Sinks used for food preparation should not be used for any other purposes.
5. Teachers should ensure children wash hands prior to and immediately after eating.
6. Teachers should wash their hands before preparing food and after helping children to eat.

### **Toothbrushing**

Until further notice, there will be no toothbrushing at the center by staff and children. Parents should be encouraged to brush their children's teeth before coming to the center and before they go to bed in the evening.

### **Naptime**

During naptime, children's cots will be space 3 feet apart. When possible, children will be placed head to toe in order to further reduce the potential for viral spread. Head Start bedding is allowed at this time. When bedding is allowed: Use bedding/blankets that can be washed. Keep each child's bedding separate, and store in individually labeled bins, cubbies, or bags. Cots should be labeled for each child. Follow our weekly or daily (if needed) bedding washing procedures.

### **Covering Cough and Sneeze**

Staff and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff and visitors.

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### **Social Distancing**

Staff and visitors are prohibited from gathering in groups and confined areas, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. When at all possible, staff should try to maintain six feet of distance between workers. Staff will be provided with appropriate protective equipment supplies, which include masks, gloves, disinfectant, and shields as appropriate. Visitors will be limited to those providing essential services and parents/guardians dropping off or picking up their children.

1. Each class will include the same group of children each day, and the same teaching staff will remain with the same group of children each day.
2. Playground times will be staggered to allow only one group of children on the playground at a time. The same procedure is in place for sites that have large muscle rooms or gyms.
4. Parents/Guardians will wait 6 feet apart from each other during pick up and drop off. Each site has their own drop off and pick up procedure.
5. When possible, children will sit 3 feet apart from each other during mealtimes. Children may eat in 2 smaller groups vs one larger group.

### **Cleaning and Disinfecting Procedures**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, classroom toys/materials and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc. by the user. Please see Three Rivers COVID Business Plan for Cleaning/Disinfecting Policy.

Toys that can be put in the mouth should be cleaned and sanitized (see below). Other hard surfaces, including diaper changing stations, door knobs, and floors can be disinfected.

1. Each site will have a schedule for cleaning, sanitizing and disinfecting
2. 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, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures. Use the cleaners that are supplied by your site.

3. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
4. Wipes will be provided to clean commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use.
5. All cleaning materials should be kept secure and out of reach of children.
6. Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

## **General Cleaning Instructions**

### **Cleaning Instructions**

Each classroom and center are responsible for determining a routine and designating personnel for regular cleaning of high touch surfaces.

1. Program will be supplying bleach solutions; each center is responsible for designating a morning mixer of the bleach bottles.
2. Bleach bottles must be made new each day; and each classroom must have a water, soap and water, food-grade sanitizing bleach, and disinfecting bleach bottle.
3. When surfaces are dirty, they should be cleaned, using a soap or detergent and water solution, prior to disinfection.
  - Wear disposable gloves to clean and disinfect.
  - Clean surfaces using soap and water, then use disinfectant.
  - Cleaning with soap and water reduces number of germs, dirt, and impurities on the surface. Disinfecting kills germs on surfaces.
  - Practice routine cleaning of frequently touched surfaces.

## **Disinfection Instructions**

Program will be supplying bleach solutions; each center is responsible for designating a morning mixer of the bleach bottles. Bleach bottles must be made new each day; and each classroom must have a water, soap and water, food-grade sanitizing bleach, and disinfecting bleach bottle.

1. Follow the instructions on the label to ensure safe and effective use of the product.

2. Many products recommend:

Keeping surface wet for a period (see product label). Precautions such as wearing gloves and making sure you have good ventilation during use of the product. Bleach solutions will be effective for disinfection up to 24 hours. Alcohol solutions with at least 70% alcohol may also be used.

- Please refer to “1302D-L Nutrition - Table Washing, Sanitation, and Disinfection Policy” for detailed instructions

## **Clean and Sanitize Toys**

1. Toys that cannot be cleaned and sanitized should not be used.

2. Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child’s mouth, like play food, dishes, and utensils.

3. Do not share toys with other groups, unless they are washed and sanitized before being moved from one group to the other.

5. Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for “soiled toys.” Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.

## **Cleaning & Disinfecting Outdoor Play Equipment**

Outdoor play equipment that is touched must be cleaned and disinfected between groups of children. Outdoor play equipment that cannot properly be cleaned and disinfected should not be utilized.

1. **Cleaning:** When surfaces are dirty, they should be cleaned, using a soap or detergent and water solution, prior to disinfection. Outdoor play equipment should be sprayed with soapy water and then wiped down.
2. **Disinfecting:** After cleaning, spray outdoor play equipment with Bleach Solution, ensuring a contact time of at least 2 minutes. Ensure the outdoor play equipment is dry before allowing it to be utilized.

Sites must create a playground schedule which includes times for cleaning/disinfecting and times that each group of children are able to play on/with the outdoor play equipment.

## **Diapering Procedures**

When diapering a child, wash your hands and wash the child's hands before you begin, and wear gloves. Follow safe diaper changing procedures. Procedures are posted in all diaper changing areas. Steps include:

1. Prepare (includes putting on gloves)
2. Clean the child
3. Remove trash (soiled diaper and wipes)
4. Replace diaper
5. Wash child's hands
6. Clean up diapering station
7. Wash hands

After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.

### **Plan for When A Child is Sick or a Staff Person**

#### **Child:**

1. If a child becomes sick while in school, move the child to a cot in the designated isolation area of your classroom.
2. The child needs to go home right away. Call the parent/guardian to pick up the child.
3. A staff person needs to stay with the isolated child until they are picked up. This staff person should wear a mask, gloves and smock to reduce the spread of the virus in case the child has COVID-19
3. If a sick child has been isolated in your room, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.
4. Any child sent home should be encouraged to contact their health care provider for further guidance. They will remain out of class for 10 days unless they get a negative COVID test.
5. If a child is diagnosed with COVID-19, Education Coordinators must notify HR, your Supervisor and Diane Hinrichs.

#### **Staff:**

1. The staff person needs to go home as soon as possible
2. Clean and disinfect surfaces the sick staff member has touched

3. If it has been confirmed that a staff member has laboratory-confirmed COVID-19, staff must contact your Supervisor and HR to discuss next steps.

**If COVID-19 is confirmed in a child or staff member:**

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 10 days have passed since the person who is sick visited your site, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection.

**Enrollment and Recruitment**

- The entire application process can be completed online to limit contact in the offices.
- Enrollment packets can be completed on site again.
- Staff will return to in-person recruitment activities and will continue masking.

**Preschool Classroom Guidance**

**1. Choice Time:** All interest areas will only allow a limited number of children in the area at one time. Interest areas will be labeled with the number of children allowed, and children will use nametags to identify the area in which they are choosing to play. Staff will monitor children’s movement between the areas, and between each side of the classroom.

**2. Water/Sand Tables and Outdoor Sandboxes** will not be used.

**3. Playdough/Kinetic Sand:** If these materials are used, each child will have their own container, labeled with their name, and used only in small group lesson so staff can ensure children are using only their designated materials.

**4. Art Materials:** All art materials will be stored in individual containers for each child, labeled with their name, and put away immediately after use.

**5. Dramatic Play:** Only washable items and dress up clothes will be available. Dress up items that are worn on the face (sunglasses, masks, etc.) will not be used. Washable dress up items will be laundered daily.

**6. Large Groups/Circle Time and Group Read Aloud:** Activities and lessons previously occurring during large group time will instead occur in small groups or individually during Choice Time and/or a scheduled Small Group Time. Staff will keep children distanced as much as possible during small group activities.

**7. Wait Time/Lines:** Staff will limit lines and wait times as much as possible for bathroom use, handwashing, and transitions to/from the playground and bus. Other center staff will be utilized when possible to help keep children distanced during transitions, and to help reduce wait time during meal prep/set up, arrival, and/or departure times.

### **Screening Prior To Loading The Bus**

The following policies and procedures are being implemented prior to loading the bus to assess staff and children's health status prior to entering the center:

2. Prior to picking up children at the first pick-up point the bus driver will be screened by a Supervisor. All items used to complete the COVID-19 screening process will need to be secured while the bus is in motion. Bus Drivers will wash their hands using hand sanitizer.

3. All Bus Drivers will be required to wear a face mask and any other requirements of Hiawathaland Transit.

4. A clean face covering should be worn each day. At the end of the day, drivers can wear the same covering they used during the AM route if they are working on the same bus/with the same group of children. All coverings need to be laundered after use each day.

5. Children riding the bus will need wear a face covering

6. Parents will be responsible to complete health screening questions for their child and whoever is getting the child on and off the bus that day. If a parent decides to drive their child in then they will need to complete the health screening question for their child before the child can enter the classroom.

Child Screening Questions include:

A temperature check – temperature should be below 100° and taken with a non-contact thermometer

A visual assessment of the child for signs of illness which could include:

- Flushed cheeks
- Rapid breathing or difficulty breathing (without recent physical activity)
- Fatigue
- Cough

A parent/adult interview

- In the past 7 days, including today, have you had symptoms of acute respiratory illness (e.g., acute cough, shortness of breath, sore throat)?
- Including today, have you had a fever > 100° F or symptoms of a fever such as chills, muscle aches, and/or weakness?
- Have you been in close contact (household or intimate) with an individual with undiagnosed fever and/or acute respiratory symptoms (cough, shortness of breath) in the past 14 days?
- Have you had close contact with an individual diagnosed (lab or clinical) with COVID-19 in the past 14 days?
- Have you or anyone close to you had a headache, sore throat, or new loss of taste or smell?
- Have you given your child Tylenol/ Motrin in the last 24 hours? If so why.

7. If the temperature is below 100° AND the assessment shows no signs of illness, the child can ride the bus.

8. If the assessment shows signs of illness OR the temperature is above 100°, the child WILL NOT BE ALLOWED to ride the bus and their transit ride will be cancelled.

9. Children that ride the bus will wash their hands upon arrival at the center.

10. Social Distancing on the Bus: You will need to inform parents to stay six feet away from other people, at the pick-up/drop-off point, that are not within their household. Parents will need to wear a mask when loading and unloading their child from the bus. Masks will be provided at the front of the bus if a parent does not have their own to wear.

11. When loading children on to the bus, the first children on the bus should be seated near the rear of the bus with members of the same household. At the next pick-up point, that group of kids should be seated in front of the children that were picked up just before them and so on. In all situations where it is possible, try to allow ample spacing (about 6 feet or two bus seat lengths) between households.

