

## **Faithful Beginnings at St. Mark's Preschool COVID-19 Preparedness Plan**

According to Executive Order 20-48, critical businesses, including providers licensed and certified to provide child care services, are required to follow guidance from the Minnesota Department of Health (MDH) and the Centers for Disease Control and Prevention (CDC) to mitigate the spread of COVID-19. The MDH encourages child care providers to follow the **CDC Guidance for Child Care Programs**.

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. As a result, Saint Mark's Preschool has developed a plan that outlines how we will implement the MDH and CDC guidelines.

St. Mark's cares about the health and safety of the staff, families and the children in our care, particularly during this pandemic. St. Mark's refers to the guidance from the Archdiocese, the MDH and the CDC to provide specific steps to continue to keep everyone safe while operating during this unique public health crisis. This guidance includes strategies such as physical/social distancing, limiting group sizes, hygiene and cleaning practices, health screenings, and following exclusion criteria.

The St. Mark's COVID-19 Preparedness Plan describes how our program will implement the following components in compliance with Archdiocesan, MDH and CDC guidelines for child care programs:

1. frequent hand washing
2. cleaning and disinfecting
3. arrival and departure protocols
4. plans for identifying and excluding sick staff, volunteers and children
5. physical/social distancing throughout the day
6. source control and cloth face coverings
7. workplace ventilation
8. playground use
9. meals and snacks
10. field trips and events
11. communication and training about the Plan

**St. Mark's will evaluate and monitor our Plan on a regular basis, and update it if necessary.**

## **1. PLAN FOR HANDWASHING:**

- CDC guidance on hand washing:

<https://www.cdc.gov/handwashing/index.html>

- Staff and children's hands are washed upon entering the school and when switching between classrooms/gym/playground and re-entering the classroom.
- Before and after eating or handling food, and/or feeding children.
- Before and after administering medication or medical ointment.
- After children and staff return from the playground.
- After using the toilet or helping a child use the bathroom.
- After coming into contact with bodily fluid.
- Follow proper hand washing procedures after sneezing, coughing, blowing nose, etc.
- Hand sanitizer containing at least 60% alcohol is available for staff, but we encourage hand washing for children.

## **2. PLAN FOR CLEANING AND DISINFECTING:**

- New bleach solutions are refilled daily with specific measurements. High-touch areas are disinfected before Saint Mark's opens in the morning. Small manipulatives that cannot be washed are removed from the classrooms.
- Commonly touched surfaces (i.e. door handles, front door keypad, light switches, tables, chairs, faucets, playground grab bars & railings, etc.) are cleaned with soap and water and then disinfected with a bleach solution.
- When feasible, minimize the use of shared supplies (i.e. office supplies, arts & crafts, etc.). Clean with soap and water and then disinfect, when possible.
- Prior to students' arrival the entire school is vacuumed, mopped, and sanitized thoroughly.
- Staff wear gloves for cleaning and disinfecting.
- Soft surfaces are cleaned with soap and water or laundered when possible.

## **Cleaning and disinfecting**

- MDH and CDC guidance for frequent cleaning and disinfecting of the building :

<https://www.health.state.mn.us/diseases/coronavirus/schools/clean.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- We will follow the Minnesota Department of Health and CDC procedures for cleaning and disinfection after persons suspected or confirmed to have COVID-19 have been in the building .

### **3. PLAN FOR ARRIVAL AND DEPARTURE:**

- Parents who arrive between 7:00 a.m. and 7:45 a.m. will drop off their children inside of the school just in front of the staircase. Temperatures will be taken right away by the teacher. Outside drop-off will be implemented from 7:45 a.m. until 8:30 a.m. The teacher will greet you just outside of the entrance doors.

Outside pick-up will start at 2:30 p.m. The teacher will bring your child to the entrance door.

- Hand sanitizer with at least 60% alcohol is set up at the entrance of the facility so that staff can clean their hands between each interaction with the children during pick up and drop off.
- There is a posted sign to remind families to practice social distancing.
- All adults are asked to wear a face mask during arrival and departure.
- Upon entering the building, a temperature check will be given.
- Persons who have a fever of 100.4° or above, or other signs of illness, should not be admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.

### **4. PLAN FOR SICK CHILDREN, STAFF, AND VOLUNTEERS**

- Conduct daily health checks. This includes taking the temperature of staff and children upon arrival.

- We will follow the Minnesota Department of Health exclusion guidance to ensure children, staff, and volunteers stay home when sick:

<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

- If a child at school gets sick, parents must pick up their child immediately. The child will be brought to the director's office or a designated supervised isolation room until the parent picks him/her up.
- The Director will email the COVID-19 decision tree to all families, so parents will know the appropriate steps to follow.
- Follow CDC guidance for what to do if someone becomes sick with COVID-like symptoms:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>
- If a child, staff member, or volunteer is diagnosed with COVID-19, has been exposed to COVID-19, or is exhibiting symptoms, St. Mark's must be notified and we will contact the MDH at [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us) and follow their directions.
- The Director will maintain communication with, and gather information from, staff who may be ill to ensure that the privacy of staff is maintained.

## **5. PLAN FOR PHYSICAL/SOCIAL DISTANCING THROUGHOUT THE DAY:**

- 10 children per class when feasible.
- Space children out during lunch/snack time when feasible.
- Spacing cots for naptime.
- Curbside drop-off and pick-up if possible, to limit direct contact between parents and staff members.
- Activities are small group or individual activities, rather than the whole group, whenever possible.
- More activities outside as weather permits.
- Staff and volunteers maintain physical distance while talking with each other.

## **6. PLAN FOR SOURCE CONTROL AND CLOTH FACE COVERINGS:**

- Posted notice for families to see that says “Please wear a face mask. Thank you.”
- Staff wear face masks who run children for pick-up and drop-off.
- Parents are asked to wear face masks during pick-up and drop-off.
- Children ages 3 and over can wear a face mask if parents choose.
- Staff and families who travel outside of Minnesota will need to be excluded from Saint Mark’s for 5 days upon their return to Minnesota.
- Minnesota Department of Health and CDC face covering guidance:  
<https://www.health.state.mn.us/diseases/coronavirus/schools/masks.html#child>  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## **7. PLAN FOR VENTILATION AND AIR FLOW, IF POSSIBLE:**

- Encourage outside playtime when weather permits.
- If using a fan, have it pointing away from staff & children so it’s not blowing across them.
- Open up the windows for airflow every day for at least 45 minutes.

## **8. PLAN FOR MITIGATING COVID-19 IN PLAYGROUND USE:**

- Minnesota Department of Health playground guidance:  
<https://www.health.state.mn.us/diseases/coronavirus/schools/playground.pdf>
- Disinfect the playground after morning recess, after lunch recess, and at the end of the day with a bleach and water solution.
- Limit group size while playing outside when feasible.
- Stagger playground use when possible.

## **9. PLAN FOR MITIGATING COVID-19 DURING MEALS AND SNACK TIMES:**

- Children bring their own meal, no food sharing.
- Children are spaced out, when possible, during lunch & snack times.

## **10. PLAN FOR MITIGATING COVID-19 DURING FIELD TRIPS AND EVENTS:**

- At this time field trips/events are cancelled until further notice.
- We will be participating in neighborhood walks.

## **11. PLAN FOR COMMUNICATION AND TRAINING:**

- Staff and management will be trained during work time regarding COVID-19 exposure, as well as applicable policies, procedures, practices, and protocols.
- Staff and management will read and sign that they have read, understand and will comply with the COVID-19 Preparedness Plan.
- The COVID-19 Preparedness Plan is posted in a prominent place and is easily accessible for staff.
- The COVID-19 Preparedness Plan will be emailed to staff/families to provide them with an electronic copy. It will also be posted on the St. Mark's preschool website.
- A printed copy of the the COVID-19 Preparedness Plan is available to staff in the Employee Handbook and upon request.
- The COVID-19 Preparedness Plan will be emailed to new enrolling families in their welcome packets and to prospective families upon request.
- The program administrator will continually monitor federal, state and local public health communications about COVID-19.

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.

