



KIDS COUNT DAYCARE & LEARNING CENTER
STAY SAFE MN – COVID 19 PREPAREDNESS PLAN
JUNE 2020

Kids Count Daycare & Learning Center is committed to supporting a safe and healthy environment for all of our families, staff, children and the community we serve. We have compiled the following information to assist with communication, training, and implementing best practices for our childcare center and to mitigate the potential for transmission of COVID-19 during this peacetime emergency. Our goal will be to evaluate, monitor, and update these plans if necessary on a regular basis as well as train staff on these plans and ensure they are capable of implementing all procedures.

Our COVID-19 Preparedness plan follows **Centers for Disease Control and Prevention (CDC)** and the **Minnesota Department of Health (MDH)** guidelines to mitigate the spread of COVID-19. The following will be addressed:

1. Arrival and Departure Procedures;
2. Frequent Handwashing;
3. Source Control and Face Coverings;
4. Cleaning and Disinfecting;
5. Social distancing throughout the day;
6. Plans for identifying and excluding sick staff, volunteers and children;
7. Source control and cloth face coverings;
8. Workplace ventilation;
9. Playground use;
10. Meals and snacks;
11. Field trips and events;
12. Communication and training about the Plan.

ARRIVAL AND DEPARTURE PROCEDURES

All staff will utilize the staff entrance only.

All Children will utilize one of the three main entrances.

We will limit the extent to which parents enter Kids Count Daycare and interact with each other, drop off and pick up should be quick with little to no time in the building.

We will ask families ideally, the same parent or designated person will drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick children, because they are more at risk.

Arrival/Drop-off procedure; Parents are requested to walk their child(ren) to our main entrance where the child will be screen for symptoms and a temperature check will be administered. A staff member will escort the children to their assigned classrooms. Children will not be accepted if they exhibit any positive signs of:

- Fever of 100.4 or above
- Coughing
- Shortness of breath

- Sore Throat
- Loss of smell and taste
- Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

Sanitizing stations will be set up at each entrance to ensure our families are assisting with sanitizing the children upon entering and exiting the building.

Temperature checks will also be administered to staff throughout the day.

Departure/Pick-up procedure; Parents will be asked to hold up their “family number” and a staff member will bring their children outside to them.

FREQUENT HANDWASHING –

We will reinforce handwashing routines, especially upon arrival and after having been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not available, hand sanitizer that contains at least 60% alcohol will be provided. We will ensure that children are supervised when using hand sanitizer and that it is inaccessible to them when not in use.

Steps for washing hands effectively- Wet Hands, apply soap, scrub for a minimum of 20 seconds, rinse hands thoroughly, and dry hands.

Sanitizers with at least 60% alcohol can be used if soap and water are not readily available. We will supervise children using hand sanitizer to prevent ingestion.

We will assist all children with handwashing, including infants who cannot wash hands alone. Staff will wash their own hands after assisting children.

All children and staff should wash hands at the following times:

- Arrival to Kids Count
- Before and after preparing food and drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or sunscreen between each child
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors
- After handing clean-up duties or garbage removal

SOURCE CONTROL AND FACE COVERINGS –

Cloth face coverings are an important piece of mitigating the spread of the virus but are most effective if it can stay in place without being pulled on or touched by the person wearing it or others. Within this context, all staff members are encouraged to wear cloth face coverings during the work day as much as possible.

Children should not wear cloth face coverings unless they can reliably wear, remove, and handle the cloth face covering throughout the day. Cloth face coverings should NOT be put on infants or children younger than 2 because of the danger of suffocation.

Parents who are entering the building for drop-off or pick-up, are encouraged to wear face coverings to decrease the exposure they are bringing in.

Children and staff are not required, but given the choice, to wear masks in the building.

Key messages about cloth masks – Cloth masks are used to reduce the likelihood that the wearer will transmit virus to other staff members or children. Be careful not to touch your eyes, nose, and mouth while wearing cloth masks to prevent potential contamination. Wash hands thoroughly before putting on the mask. Remove the mask carefully and wash your hands thoroughly after removing. Wash the mask after each use. Wearing cloth masks does not replace the need to continue frequent hand washing, avoid touching the face, and practice social distancing, which are all tools to help prevent the spread of illness.

CLEANING AND DISENFECTING –

Caring for our children, we want to maintain national standards for cleaning, sanitizing and disinfecting of our facility. Toys that can be put in the mouth should be cleaned and sanitized. We will intensify our cleaning and disinfection efforts in all areas every day, such as; all hard surfaces, including diaper changing stations, classroom sinks and bathrooms, as well as including high-touch surfaces such as drinking fountains, doorknobs, light switches, counters, tables and chairs, counter tops, shared toys, program equipment and other items are regularly cleaned and disinfected.

If surfaces are dirty, we should be cleaning using a detergent of soap and then clean water prior to disinfecting. Follow our manufacturer's instructions for concentration, application procedure, and contact time for all cleaning and disinfection products.

When possible, we will provide disposable wipes to staff members so that commonly used surfaces such as keyboards, desks, clock-in station, printer, and remote controls can be wiped down before each use.

All cleaning materials should be kept secure and out of reach of the children. All cleaning products should not be used near children. Staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

Staff Guidelines using CDC Guidance on how to safely clean and disinfect:

- Wash your hands often with soap and water for 20 seconds. Always wash immediately after removing gloves and after contact with a person who is sick. Additional key times to wash hands include; after blowing your nose, coughing, or sneezing, after using the restroom, and before eating or preparing food.
- Hand sanitizers with at least 60% alcohol may be used if soap and water are not available and hands are not visibly dirty. Always use soap and water if hands are visibly dirty.
- Wear disposable gloves to clean and disinfect
- Clean surfaces using soap, then water, then use disinfectant (cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on the surface)
- Practice routine cleaning of frequently touched surfaces. More cleaning and disinfecting may be required based on the level of use. Surfaces in common areas, such as teacher station, copier, and sign-in computer should be wiped using a sanitized wipe before each use.
- When disinfecting an area, keep surfaces wet for the recommended period of time. Ecolab recommends 2 minutes.
- When cleaning soft surfaces; Vacuum carpets as usual. Clean other soft surfaces using soap and water and disinfecting.
- Launder items when possible using the warmest appropriate water setting and dry items completely. Wear disposable gloves when handling dirty laundry.
- When cleaning electronics; use alcohol-based wipes or disinfecting sprays like Lysol. Dry surfaces thoroughly.
- Wear disposable gloves when taking out the trash.

We will minimize the use of shared supplies such as arts and crafts, office supplies that cannot be sanitized and we will use designated bins for clean and used items.

We have established procedures for cleaning and disinfection after persons suspected or confirmed to have COVID-19 have been in the program.

- Close off areas used by the person who is sick. Open outside doors and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Cleaning staff should clean and disinfect all areas of the classroom, offices, bathrooms, common areas, shared electronic equipment (tablets, keyboards, remote controls) used by the person who is sick, focusing especially on frequent touched surfaces.
- Only begin vacuuming when the space is empty, such as at night.
- Once the area has been appropriately disinfected, it can be opened for use.

PLANS FOR SICK CHILDREN AND STAFF –

We will be communicating with all our parents the importance of keeping children home when they are sick.

We will be communicating with our staff the importance of being vigilant for symptoms and staying in touch with management if or when they start to feel sick.

Our procedure will be to send any child or staff home who come to the facility sick or become sick during the day at the facility.

Our plan when someone is sick: We will isolate in the front office any child or staff until they can be sent home. A cot will be available during isolation, along with a garbage can, tissues, mask, and disposable gloves. We will follow the CDC guidance of safely cleaning and disinfecting.

Staff who are caring for the child and/or staff member with symptoms should wear a cloth face mask and practice social distancing.

If a sick child has been isolated, we will clean and disinfect surfaces in the isolation area after the sick child has gone home. We will clean and disinfect all areas used by the person who is sick. Wear gloves when cleaning and wash hands after removing the gloves.

If COVID-19 is confirmed:

- We will close off the area used by the sick child or staff member
- We will open outside doors to increase circulation
- We will wait up to 24 hours or as long as possible before we clean and disinfect to allow any respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as classroom, offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Parents and teachers will be notified through our means of communication, as per confidentiality and DHS regulations.

SOCIAL DISTANCING THROUGHOUT THE DAY –

We will limit the group sizes when possible throughout the day and create consistent groups of children and staff who stay together throughout the day.

Meals will be taking place within classrooms, to limit the exposure between different staff or children.

We will add visual cues to direct distancing in hallways as well as in classrooms.

At nap time we will ensure that children's cots are spaced out as much as possible in the allowed space to reduce potential spread.

We will ensure activities are small group or individual activities, rather than whole group, whenever possible.

WORKPLACE VENTILATION –

We recognize the affects ventilation has on the spread of COVID, therefore we encourage outdoor time when possible.

We have turned off fans when we are able and increased fresh airflow when available.

We are also encouraging outside time as much as possible.

PLAYGROUND USE –

We have staggered playground use to each classroom group, minimizing large groups combined.

We have children and staff wash hands before and after touching outdoor play structures.

When children in our care visit a public playground, we are careful to ensure children wash hands after touching play structures, as well as maintaining six feet of space from other children outside of our care.

When outside time is available, only one classroom at a time and we encourage children to spread out. Our teachers may take children on more walks, play more games that encourage social distancing, i.e.: red light-green light, ships across the river, and relay races

MEAL AND SNACKS –

We serve meals plated and provide individual utensils for each child.

We serve meals in individual classrooms to limit the potential exposure that using a cafeteria brings. Sanitizing occurs before and after each meal as well as serving utensils. Separate serving utensil and bowls will be used for each classroom. All extra food will be tossed after each classroom and all serving utensils will be replaced with clean serving's utensils.

We will ensure all meals will stay within the children's classroom such as breakfast, lunch, and snack.

FIELD TRIPS AND EVENTS –

We have eliminated field trips and instead have provided activities that encourage distancing and take place in individual classrooms.

We have limited the presence of nonessential visitors.

If an in house field trip is provided, we will screen the presenter. If possible the in house field trip will be held outside in a small group setting. Social distancing will be maintained and groups will not be mixed whenever possible. In addition sanitizing and cleaning will occur between each group.

COMMUNICATIONS AND TRAINING –

Kids Count provides updates to staff and parents as new information becomes available. Families receive updates or changes in policy/procedure changes through email as well as Kid Reports. Employees will be notified of changes in routines or policies.

COVID – 19 Preparedness Plans will be posted for staff and families at all times.

All new rules and procedures will be communicated to staff both full time as well as part time and temporary staff.

Staff will ensure that they comply with and follow established rules and practices.
COVID plans will be offered to families if requested.

PPE equipment will be provided to staff and available at any given time.

Any staff with concerns about the COVID -19 Plan or concerned about their rights may contact MNOSHA Compliance at – osha.compliance@state.mn.us, or 651-284-5050 or 1-877-470-6742.