



## COVID-19 Preparedness Plan for Salem Preschool

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

### THE PREPAREDNESS PLAN

All staff are responsible for implementing and complying with all aspects of this Preparedness Plan. The Salem Preschool Director and staff have the Salem Covenant Church Leadership Team's full support in enforcing the provisions of this policy.

Involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved Salem Preschool staff in this process by presenting them with guidance from the Center for Disease Control (CDC) and the Minnesota Department of Health (MDH) and using their knowledge and expertise in adopting these best practices to create a protocol.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and addresses:

- Handwashing;
- Hygiene and Respiratory Etiquette;
- Cleaning and Disinfecting;
- Arrival and Departure;
- Plans for Sick Children, Staff, and Volunteers;
- Exposure to COVID-19;
- Social Distancing throughout the day;
- Source Control and Cloth Face Coverings;
- Workplace Ventilation;
- Playground Use/Outdoor Play;
- Snacks
- Field Trips and events;
- Communications and Training

### Handwashing

**Students and Preschool Staff:** Children and staff will wash their hands for 20 seconds with soap and warm water upon entering and leaving the building, toileting, after blowing nose/sneezing/coughing, after playing outside or in the gym or climber room, and after any sensory play. Hand sanitizer is located at the check-in table, in the office, and each classroom. Hand sanitizer (of greater than 60% alcohol) will only be used if washing with soap and water is not readily available. Hand sanitizer will be kept out of reach of children. If students do use hand sanitizer they will be supervised by staff.

## Respiratory etiquette: Cover your cough or sneeze

Workers, students, 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 workers and visitors.

Following our normal protocol, we have signs from the Minnesota Department of Health in each classroom and throughout the building reminding students and staff to “Cover your Cough.” Children will also be reminded by teachers to wash hands after coughing into their hands, sneezing, or using a tissue.

## Cleaning and Disinfecting

- Staff will be trained on protocols related to cleaning and disinfection of programs before the start of the program or at a scheduled staff training. The cleaning protocols will follow MDH and CDC guidance for frequent cleaning and disinfecting. (See appendix A)
- Classroom teachers are responsible for the cleaning and disinfecting of their classrooms during operating hours.
- Quat and/or the 3-Step process will be used on toys and surfaces to disinfect (Bleach solution: 3 teaspoons of bleach per 24 ounces of water).
- Gym and climber room equipment will be disinfected between each use.
- Art supplies will be individualized by placing them in labeled containers for each student. There will be minimal sharing of these types of supplies. If shared there will be designated clean and dirty bins. These supplies will also be sanitized each day by staff.
- Toys and equipment that are not easily disinfected or are communal (e.g. sandboxes, group sensory tables, cloth or plush toys) will not be used, will be removed from the classroom, or may be repurposed (i.e. water table with cover becomes an art table).
- Salem Covenant Church custodial staff are also cleaning and disinfecting the building and classrooms on a consistent basis.

If a child or staff member is diagnosed with COVID-19, it will trigger a 2-5-day closure to clean and disinfect the building as outlined in the MN Department of Health Exclusion Guidelines.

### HIGH-TOUCHED SURFACES CLEANED DAILY OR AFTER USE

Clean and disinfect at least daily (or more, depending on use patterns) frequently touched surfaces and objects such as:

- Doorknobs and handles
- Stair rails
- Classroom counters, tables, desks, and chairs
- Copy machines
- Counters and desks in the preschool office
- Handrails
- Light switches
- Handles on equipment (e.g., athletic equipment)
- Pushbuttons on vending machines and elevators
- Shared toys
- Shared remote controls
- Shared telephones
- Shared desktops
- Shared computer keyboards and mice
- Bathroom sinks and faucets; and
- Toilet seats and handles

# Cleaning Guidelines of When a Student or Staff Member is a Suspect or Positive Case of COVID-19

Regular housekeeping/cleaning practices are being implemented, including routine cleaning, and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, and classrooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

Salem Covenant Church is following cleaning and disinfecting guidelines from the Minnesota Department of Health Guidance for cleaning and disinfecting. (See appendix A)

## **GUIDANCE FOR CLEANING AND DISINFECTING**

Routine cleaning and disinfecting are key to maintaining a safe environment for faculty, students, and staff.

Cleaning removes dirt and most germs and is usually done with soap and water. Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label. As long as routine cleaning and disinfection have been done regularly, additional cleaning and disinfection may not be necessary. Depending on when a person with COVID-19 was last in the facility, it may be difficult to know what areas they were in and what objects or surfaces they may have touched after they become sick.

Staff will email the MDH School Team (at [health.schools.COVID19@state.mn.us](mailto:health.schools.COVID19@state.mn.us)) if we have questions about cleaning after a child or staff member becomes ill.

## **GENERAL PRECAUTIONS FOR THE CLEANING STAFF AFTER AN ILL STUDENT/PERSON HAS BEEN IN YOUR FACILITY**

The risk of getting COVID-19 from cleaning is low. The following are general precautions for cleaning staff, given that community transmission of COVID-19 is occurring:

- Staff should not touch their face while cleaning and only after they can wash hands after cleaning.
- Cleaning staff should wear disposable gloves when cleaning and handling trash.
- Cleaning staff should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed.
- Staff who are responsible for cleaning and disinfecting should be trained to use disinfectants safely and effectively and to safely clean up potentially infectious materials and body fluids – blood, vomit, feces, and urine.

## **Arrival and Departure**

Drop-off and Pick-up will take place outside as weather permits, at the preschool entrance. For the safety of the child, each parent or caregiver must wear a mask and accompany the child to the Check-In table near the preschool door. As parents wait for their turn, they will need to wait on designated markers on the sidewalk or by cones that are 6ft. apart for social distancing. If there are too many waiting, families may be asked to wait in their parked car until there is a space available in the area.

Parent/Caregiver will need to go to the Check-in table and initial their child's name on a sign-in sheet. The initials will verify that they have screened their child, using the COVID Health Screening below. A teacher or staff person will greet the child at the Check-In table and then escort him/her to the classroom.

For Pick-Up, teachers will walk students out of the preschool entrance where parents, who are socially distancing, are waiting for their child. Teachers will release students to their parent or caregiver.

## Plans for Sick Children, Staff, and Volunteers

### HEALTH SCREENING:

Staff, students' parent(s), and volunteers have been informed of and encouraged to self-monitor or monitor their child for signs and symptoms of COVID19. The following policies and procedures are being implemented to assess their health status and for them to report when they are sick or experiencing symptoms.

1. Before coming on campus, staff members, parents, and volunteers are expected to complete the following health questions:
  - a. Do you or does your child have a new fever (100.4° F or higher), or a sense of having a fever?
  - b. Do you or does your child have a new cough that you cannot attribute to another health condition?
  - c. Do you or your child have a new shortness of breath that you cannot attribute to another health condition?
  - d. Do you or your child have a new sore throat that you cannot attribute to another health condition?
  - e. Are there any new muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?

Staff members, parents, and volunteers are advised that the answer must be "No" to all questions before coming on campus. With any positive response staff members, students and volunteers are asked to remain home and monitor symptoms, in accordance with CDC guidelines. If a parent determines that their child should not be at Preschool they are to notify their child's teacher.

2. Staff members, students, and volunteers who begin to feel any of the symptoms outlined above while on the campus should notify the Preschool Director and immediately leave the campus, or in the case of a student, call parents immediately, returning home to monitor symptoms. If an individual is unable to safely return home, due to illness, or a parent is unable to pick up their ill child immediately, they should immediately be isolated in the nursery lobby on the upper level.

### STEPS TO TAKE WHEN A STAFF PERSON OR STUDENT DEVELOPS ANY SYMPTOMS OF ILLNESS CONSISTENT WITH COVID-19 (e.g., fever, cough, or shortness of breath) ON-SITE:

1. Isolate the person in a separate room while they wait to be picked up or until they are able to leave the facility on their own. Ensure that they have hygiene supplies available, including a cloth mask, facial tissues, and alcohol-based hand rub.
2. If a student, a staff person will stay with the child to care and comfort the child.
3. Contact will be made with the parent to notify them of symptoms and will make arrangements with them to pick up their child. The parent/Caregiver of the child will be encouraged to seek medical care/test for COVID-19 symptoms.
4. Remind staff who are monitoring the person with symptoms to practice social distancing when possible.
5. Close off the space used for isolation after the ill person leaves. Open it after proper cleaning and disinfecting.
6. Clean and disinfect high-touch surfaces, focusing on areas where the person is known to have been and items they have touched (e.g., individual desk, cot, recently used toys, shared equipment).
7. Wear gloves when cleaning, and wash hands after removing gloves.

## Exposure to COVID-19

Salem Preschool and Salem Covenant Church have implemented a policy for informing workers if they have been exposed to a person with COVID-19 on the campus and requiring them to quarantine for the required amount of time.

- If a person has been exposed, they need to be quarantined for 14 days.
- Also, if a person has traveled more than 250 miles than they need to quarantine themselves for 14 days due to possible exposure.

## Confidentiality

Except for circumstances in which Salem Covenant Church is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. Salem Covenant Church reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. Salem Covenant Church also reserves the right to inform sub-contractors, vendors/suppliers, or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

## Social Distancing throughout the Day

1. Group sizes will be limited within the classroom, and the same groups will be consistent as much as possible throughout the day, which includes the teachers and the students. Classrooms will have no more than 10 in group/cluster within the classroom.
2. Whenever possible, intermixing of groups will be refrained from, or having more than one group in the same area at the same time. If intermixing is necessary, the number of groups that intermix and the amount of time they are mixed will be limited.
3. Activities will be held outdoors when possible and students will be encouraged to be spaced apart to play in different areas.
4. Visual cues, 6ft. distancing markers (i.e. X's on sidewalk/hallway/lobby), carpet circles, and posters will be displayed to help with traffic flow, social distancing, and healthy COVID-19 habits (i.e. Cover your Cough posters).
5. Outdoor and climber room times will be staggered to limit contact with other groups.
6. Staff and volunteers will be encouraged to social distance while talking to each other.

## Employees/Visitors

Social distancing is being implemented through the following engineering and administrative controls:

1. Meetings will be by telephone or on-line, if possible. If meetings are conducted in-person, the meetings will avoid gathering in groups of more than 10 people and participants must remain at least 6 feet apart. Everyone at an in-person meeting is highly encouraged to wear a mask.
2. Staff shall socially distance and direct others (co-workers/contractors/visitors) to increase personal space to at least 6 feet, where possible.
3. In lieu of using a common source of drinking water, such as a cooler, individuals should use personal water bottles.
4. Salem Covenant Church will provide cleaning supplies, along with alcohol-based hand sanitizers and/or wipes to be used frequently.
5. Employees should limit the use of co-worker's equipment. To the extent tools must be shared, Salem Covenant Church will provide alcohol-based wipes to clean tools before and after use. Each employee is responsible for cleaning before and after use (i.e., copy machine, telephones, folding machine, etc.) When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
6. Staff and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other people's personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices, or use other personal work tools and equipment.

## Source Control and Cloth Face Coverings

- Cloth face coverings are an important piece for 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, staff members, and volunteers are expected to wear cloth face coverings during the workday as much as possible, recognizing the developmental needs of the children in their care. Parents are required to wear a face mask during drop off and pick up times.
- Children should not wear cloth face coverings unless they can reliably wear, remove, and handle the cloth face-covering throughout the day, therefore, preschool students are not required to wear masks during their school day.
- Parents and visitors are expected to wear masks when entering and visiting the church/preschool area. Education stories about wearing masks will be shared with students to help them understand why teachers and others wear masks. For face-covering guidance, see appendix A.

## Workplace Ventilation

When possible Salem will maximize the amount of fresh air being brought in, limit air recirculation, and make sure ventilation systems are being properly used and maintained. Steps will be taken to minimize airflow blowing across people. It could mean keeping windows open where possible, removing, or repositioning fans, and encouraging outdoor time.

Teachers and staff will do the following to provide greater ventilation and fresh air within the classroom:

1. Open Windows in classrooms
2. Teachers are encouraged to do activities outside as often as possible.
3. Custodial staff continuously monitor the HVAC of the church building.

## Playground Use/Outdoor Play

1. Playground/outdoor space may be used by following procedures for washing hands, and cleaning surfaces and equipment as recommended by the CDC and MN Health Dept.
2. Students and staff will wash hands before going out to play on the playground/outdoor area, and then will wash hands again as they return to the classroom.
3. When possible or if necessary, playground/outdoor space use will be staggered rather than having all groups play in the area at once.
4. If possible, staff will clean high touch areas of play structure/equipment between groups.

## Snacks

1. Snacks will be provided by parents along with a water bottle. Students will store these items in their individual bin and will get them at snack time and sit in the snack area six feet apart. All students will wash their hands before and after eating a snack/meal.
2. All staff will wash hands before and after handling snacks or water bottles
3. Snack table areas will be cleaned and sanitized before use as well as after use by a staff person. If the area is shared by another group – the snack/meal area will be cleaned and sanitized between groupings.

## Field Trips and Events

Field trips, in-house field trips with a vendor, and family programs may not be happening this school year. If they are done, it will be after January 1, 2021.

## Communications and Training

This Preparedness Plan was communicated by posting the policy in the building and sending emails to all staff with a link to a shared google document to all workers on October 1. Preschool Staff will be able to access it outside the Director's office and on the preschool webpage. Ongoing training is provided as updates are made. Preschool Staff will have official training on this plan on October 1, 2020, prior to the start of the 2020-21 school year. Additional communication and training will be ongoing with the preschool staff providing communication to staff about policy changes, procedure updates, and other relevant information and provided to all workers who did not receive the initial training. 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.

Families of the preschool will receive a copy of this plan prior to the start of the 2020-21 school year, through email, and will be informed of it at the virtual Preschool Orientation. Copies of this COVID-19 Preparedness Plan will also be available outside the Director's office as well as on our preschool webpage and Facebook page.

This plan will be available to anyone who visits as a parent, volunteer, and especially the Commissioner.

The Preschool Director, along with the Executive Pastor, will monitor how effective the program has been implemented from day-to-day observations, and hold regular staff meetings to discuss the procedures and implementation. The Preschool Director and staff are to work through this new program together and update the training, as necessary. This Preparedness Plan has been approved by Salem Preschool administration and staff and was posted on October 1. It will be updated, as necessary.

Certified by:

Alice Johnson, Executive Pastor  
Salem Covenant Church

## Appendix A – Guidance for developing a COVID-19 Preparedness Plan

### General

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

[www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

[www.osha.gov](http://www.osha.gov)

[www.dli.mn.gov](http://www.dli.mn.gov)

### Handwashing

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#HandHygiene>

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

<https://youtu.be/d914EnpU4Fo>

### Respiratory etiquette: Cover your cough or sneeze

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

## **Face Coverings**

<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>

## **Social distancing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## **Housekeeping**

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

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

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

## **Employees exhibiting signs and symptoms of COVID-19**

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

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

## **Health Screening Process**

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren>

## **Guidelines for Exclusion**

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

## **Playground Guidelines**

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

## **Training**

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)



# Appendix B – COVID -19 Exclusion Guide

MINNESOTA DEPARTMENT OF HEALTH

STAY SAFE MN

## Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs

For people (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, send home or deny entry and reference the exclusion criteria in this document to determine when they may return.

**Symptoms of COVID-19 include:** new onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100.4°F or higher), chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting, or nausea.

If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

For people who received a laboratory test for COVID-19

[What to do if you're waiting for COVID-19 test results \(PDF\)](http://www.health.state.mn.us/diseases/coronavirus/waiting.pdf)  
([www.health.state.mn.us/diseases/coronavirus/waiting.pdf](http://www.health.state.mn.us/diseases/coronavirus/waiting.pdf))

**Positive test result:** Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

**Negative test result but symptoms with no other diagnosis:** Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

For people with a COVID-19 diagnosis without a lab test OR people with symptoms consistent with COVID-19 without a medical evaluation (e.g., monitoring symptoms at home)

Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.



For people with other diagnoses (e.g., norovirus, strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition

Stay home until symptoms have improved. Follow specific return guidance from the health care provider or follow the [Infectious Diseases in Childcare Settings and Schools Manual](http://www.hennepin.us/daycaremanual) ([www.hennepin.us/daycaremanual](http://www.hennepin.us/daycaremanual)).

If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps.

Siblings and household members do not need to stay home.



Minnesota Department of Health | [health.mn.gov](http://health.mn.gov) | 651-201-5414 | 1-877-676-5414 | 625 Robert Street North PO Box 64975, St. Paul, MN 55164-0975  
Contact [health.communications@state.mn.us](mailto:health.communications@state.mn.us) to request an alternate format.

06/02/2020