

COVID-19 Health and Safety Policies

Due to COVID-19, SonShine Learning Center has implemented additional policies and procedures to ensure safety for the families we serve, the community at large, and staff members. We need all staff and families to be safe while here at SonShine and while out in the community in order to minimize the risk to our most vulnerable community members.

Screening Upon Arrival

- Parents should take the child's temp before dropping them off to ensure the child does not have a fever of over 100.4 degrees. Children must be fever free without the use of fever reducing medication prior to attending for the day.
- Staff will ask all adults dropping off children if the child has a fever, shortness of breath, or cough.
- Staff will visually check children for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Staff will use a variety of tools including a non-contact temperature device (NCTD), when available, to check temperatures. Staff will ensure said device is properly calibrated (see director for help).
- All temperature devices including NCTDs will be disinfected between



each use to prevent cross contamination between children.

- All of the above measures will be done when possible. If asking the parents about symptoms at drop off requires a staff's attention that is otherwise needed to ensure the safety and wellbeing of another child then a visual check may be substituted.

Drop Off and Pick Up

- Parents, guardians, and all others dropping off and picking up children, are required to wear a face cover.
- When feasible, the same person should drop off and pick up the child everyday. Parents with two children are allowed to have two adults drop off and pick up.
- Hand hygiene station or sink will be located near the entrance of each doorway. Adults must use hand sanitizer or wash their hands upon entering the facility, and children must wash hands upon entering. Staff should help children wash their hands if the sinks are located in the classroom.
- Adults dropping children off and picking them up should avoid entering the classroom if possible and should avoid regularly lingering and lingering when others are also picking up and dropping off.
- When feasible, staff and school-age children able to safely use a mask should wear face coverings within the facility.
 - Staff should wear masks when in situations that require close contact with children such as diapering, distributing food, applying sunscreen, disinfecting toys, and at pick up and drop off times.
- Staff will greet and meet each child at the classroom doorway or at the gate leading to the playground if the children are playing in that area.

Masks and Face Coverings

- School-age children must follow the adult guidelines for mask and face coverings. Children younger than that are not required to wear them.
- Wash your hands or use hand sanitizer after touching the front of your mask or face cover.
- Store face covers on a single use towel.
- Disinfect surfaces that come in contact with face covers.
- All classrooms should be stocked with an adequate supply of single use masks when available so that multiple staff could use several masks several times each day as needed.
- Masks and face coverings must be worn throughout the day by all adults in any common areas. This includes hallways, break room areas, and any other shared space.
- Mask use during the day may be reduced by staff and volunteers when in the presence of preverbal children. Face shields should be used if available.
- All float staff must wear masks at all times except when eating. Eating should be done away from others whenever possible. Float staff must wear face coverings, masks, shields even when around preverbal children.

Social Distancing Strategies

- All adults in the facility should maintain a distance of at least six feet between each other unless masks are being used.
- When possible, children will remain in the same classroom with the same classroom teacher from day to day.

- All special group events like chapel and graduation parties have been cancelled until further notice.
- When possible, we will avoid the intermingling of groups.
- When possible, during nap times, the children are spread out six feet apart and will be laid head to toe.

Cleaning and Disinfecting

The daily cleaning of touch points like door handles and light switch covers as well as frequently touched areas have been added to cleaning lists. The list must be revised as needed to meet requirements by the state.

Safe Staff to Child Ratios

When possible, extra staff who have completed the employee onboarding process will be on standby to cover other staff that are out sick.

Exclusion Guidelines For Illness

If anyone in your household has a cough, shortness of breath, or fever, your child may need to stay home for as many as fourteen days. A child may also return with a doctor's note stating that she may return. We will enforce the guidelines by the state found here:

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

Sick staff children or volunteers who have symptoms of COVID-19 will be excluded immediately and must leave the premises as soon as possible.

If a child, staff member, or volunteer is diagnosed with COVID-19 we will contact MDH at health.schools.covid19@state.mn.us and follow their direction.

General

Anyone acting carelessly in regard to these policies may face a suspension of services.

Financial

Any family who has an overdue balance will not be permitted to return to SonShine until they have paid the balance in full. Setting up a payment plan in which the funds are drawn automatically each week may be an acceptable alternative to paying the balance in full.