

COVID-19 Preparedness Plan

January 2021

Frequent Handwashing

All individuals must wash hands or use hand sanitizer if a sink is not easily accessible upon entering the building. All individuals must wash hands or use hand sanitizer after blowing your nose, coughing, or sneezing and before touching the kitchen gate or any other items in the kitchen. Hands must also be washed before eating and whenever mandated in regular center policies and COVID-19 policies.

Screening

See *Screening Upon Arrival and Drop of And Pick Up* sections of SonShine Learning Center's *COVID-19 Health and Safety Policies and Procedures*.

Staff must take their own temperatures at home prior to leaving for their shift or upon arrival for their shift. Staff must have a temperature below 100 degrees in order to work. Staff must also check for symptoms of illness prior to the start of their shift and stay home as needed to follow requirements in the [COVID-19 MDH decision tree for child care](#).



Support staff will fill in for ill staff immediately in order to exclude them. Parents and guardians may be contacted to immediately pickup children if coverage is not available. Children may also be moved to other rooms if no other options are available.

Social Distancing

See *Social Distancing* section in SonShine Learning Center's *COVID-19 Health and Safety Policies and Procedures*.

Cleaning and Disinfecting

Regular Cleaning

See *Cleaning and Disinfecting* in SonShine Learning Center's *COVID-19 Health and Safety Policies and Procedures*. Staff should minimize the use of shared supplies like arts and crafts materials and office supplies. Supplies should be cleaned between uses and hands should be washed.

Cleaning If Someone Gets COVID-19

Follow current state or local guidelines or **close off areas** used by the person who is sick.

- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- [Vacuum the space if needed](#). Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or

space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.

- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Source Control and Cloth Face Coverings

See *Masks and Face Coverings* section in SonShine Learning Center's COVID-19 Health and Safety Policies and Procedures.

Workplace ventilation

We will replace hvac filters monthly, limit fan use, and plan at least one hour of outdoor activity each day when weather is appropriate.

Playground Use

Playground use will be staggered when possible during the day so that no two groups are intermingled on the playground. Touch points will be cleaned before and each use and in between each group's use. This includes the toddler playground equipment. The climbing wall holds must be disinfected after each use.

Meals and snacks

Snacks and meals will be served in the classroom. Licensing requirements for cleaning after meals will be followed.

Field trips and events

Field trips and events that require additional intermingling will be avoided.

Communications and training

This plan will be posted on the door to the staff lounge. Updates will be emailed to all employees. Please request training reviews as needed.

The director will be responsible for contact tracing, communicating to parents, staff, and MDH when incidents of exposure to COVID-19 occur.

High Risk Staff

High risk staff should notify the director in order to discuss additional precautions that may be available like limiting the number interactions with others when possible and providing additional PPE like a face shield.