

COVID-19 Preparedness Plan

Westwood Preschool

(updated 9.1.20)

1. Frequent Handwashing

Handwashing will take place for children and staff:

- Upon arrival to the facility
- Before and after preparing food or drinks
- Before and after eating
- After using the restroom
- After coming in contact with bodily fluid
- After playing outdoors or participating in sensory play

Handwashing with soap and water is our priority. We will use hand sanitizer only under circumstances when soap and water is not available (on the playground, in the large muscle room, in the hallway, etc.) Students will be instructed on proper handwashing techniques. Handwashing signs and instructions (pictures and print) are available at each sink as a reminder on how to properly wash. Sensors have been installed on all bathroom sinks, toilets, soap, and paper towels dispensers.

2. Cleaning and Disinfecting

Westwood has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used equipment, high-touch surfaces, and other areas of the offices, wherever possible. Employees should regularly do the same in their assigned work areas.

- Common areas and break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as latex, or vinyl gloves, as recommended by the CDC.
- Restrooms will be cleaned and regularly disinfected. Westwood will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.

Westwood will ensure that any disinfection shall be conducted using one of the following:

- Common EPA-registered household disinfectant;
- Alcohol solution with at least 60% alcohol; or
- Diluted household bleach solutions (if appropriate for the surface).

In accordance with OSHA requirements, Westwood will maintain Safety Data Sheets of all disinfectants.

Preschool specific guidelines:

All teaching staff will be trained on cleaning and disinfecting protocol before the start of the school year. Classrooms and common preschool spaces will be deep cleaned by our facilities team on Sunday, Tuesday, and Thursday (intermittent days when students are not present). Teaching staff will clean and disinfect all toys, books, common materials on Monday, Wednesday, and Friday after each preschool class. Each student will have a personal supply box with materials that will only be used by the student. (Crayons, scissors, markers, glue, etc.)

The following will be cleaned and disinfected on a regular basis (time between cleanings is dependent upon use):

- Doorknobs and handles
- Light switches
- Countertops
- Tables and Chairs
- Shared toys within a classroom
- Program equipment
- Any other surfaces or objects

Items will not be shared outside of classrooms, aside from outside toys and equipment.

3. Arrival and Departure

Students will be dropped off and picked up curbside each day upon arrival and departure for school. Daily drop off and pick up will be split between the upper and lower levels to minimize crowding in the entryways. Details for carline procedure will be outlined at orientation.

Families will be asked to conduct a daily screening before sending their child to school. Upon dropping off their child at school, families will agree if they are sending their child, they are free from COVID-19 symptoms. Children will be approved on a checklist, after verbal confirmation from a parent/guardian, that they are free of any COVID-19 related symptoms including the following:

Most common symptoms include:

- Fever
- Dry cough
- Tiredness

Less common symptoms:

- Aches and pains
- Sore throat
- Diarrhea
- Conjunctivitis
- Headache
- Loss of taste or smell
- Rash on skin, or discoloration of fingers or toes

Serious symptoms:

- Difficulty breathing or shortness of breath
- Chest pain or pressure
- Loss of speech or movement

Families are asked to do the following each day before coming to school:

- Take child's temperature before bringing child to the program
- Confirm that student is free from symptoms listed above
- Take a visual inspection of child. Look for: flushed cheeks, rapid breathing, difficulty breathing, fatigue or extreme fussiness

4. Plan for children, staff, and volunteers when ill

- A visual inspection of each child will take place during school hours. A touchless thermometer will be available for screening purposes, as needed. Anyone exhibiting symptoms will immediately be sent home.
- Guidance will be provided to parents of excluded children and staff members upon exclusion. That guidance can be found here:
<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>
- If a staff person becomes ill while at school, they will be sent home and a substitute will cover the class.
- If a child becomes ill while at school, the child will be sent home and wait in the preschool director's office until a parent or alternate caregiver arrives. Cleaning and disinfecting procedures will be put in place.
- Administrators will utilize Minnesota Department of Health resources and officials to help answer questions and make decisions regarding protocol.
- If COVID-19 has been confirmed in a classroom, Westwood preschool will notify families via email through Sandbox. This communication will include all necessary information including indicating possible exposure and plans for stopping the spread.
- If an employee has tested positive for COVID-19, housekeeping will clean those areas that a confirmed-positive individual may have come in contact with and will do so before employees can access that workspace again.

Procedure for cleaning and disinfecting after staff person or student had tested positive for COVID-19:

- Wait 24 hours before cleaning /disinfecting
- Close off areas used by the person who tested positive for COVID-19
- Open outside doors and windows to increase air circulation in the area
- Clean and disinfect all common spaces and shared equipment
- Vacuum shared spaces with a high efficiency particulate air (HEPA) filter
- Consult with CDC & MDH on current protocol.

5. Social distancing throughout the day

- Group sizes will remain as small as possible
- Mixing of classroom groups will be suspended at this time (Lunch Bunch, Chapel, etc.)
- Group time for students will be modified to accommodate reasonable social distancing
- Visual cues on the floor will be implemented by the teaching staff
- Resting mats for the Full Day class will be reasonably spaced for rest time
- Large events are currently pending

6. Source control and cloth face coverings

- Face coverings will be worn by all adults in common areas of the building (drop off and pick up for carline, hallways, shared workspaces, etc. where social distancing is not an option.
- It is recommended but not required that teaching staff wear a face covering when they are within the confines of their assigned classroom.
- Students will not be required to wear a face covering, but it is recommended if they are able to so in a safe manner.
- Staff have been provided guidance on how to properly wear and clean their face covering.

7. Workplace Ventilation

- The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. All HVAC filters have been replaced with high end filters. The air exchange has been increased to every 6 minutes.
- Outdoor time for staff and students will be encouraged as much as possible.

8. Playground use

- Playground use will be limited to one classroom group
- Staff and students will wash their hands before and after playground use
- The playground schedule will be staggered to allow for groups to transition to and from the playground without crossing groups.

9. Meals and snacks

- Snacks and beverages will be served by the teaching staff with proper PPE as recommended by licensing for food service
- Lunch Bunch will be suspended at this time
- Tables and chairs will be sanitized before and after snack

10. Field trips and Events

- At this time, all large events and in-house field trips are suspended due to guidance for group sizes.

11. Protocol for COVID-19 Symptoms and Exposure

Staff person or student exhibits COVID-19 symptoms:

If a staff person or student exhibits COVID-19 symptoms, they must remain at home until:

1. He or she is fever-free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants), **and**
2. Respiratory symptoms have improved, **and**
3. It has been at least 10 days since symptoms first appeared

Staff person or student tests positive for COVID-19:

A staff person or student who tests positive for COVID-19 will be directed to self-quarantine away from work/school. Those who test positive and are symptom free may return to work/school when:

1. At least ten (10) days have passed since the employee first felt sick, **and**
2. Respiratory symptoms have improved, **and**
3. The staff member/student has had no fever for the last three (3) days without the use of fever reducing medications.

Staff person or student has close contact with an individual who has tested positive for COVID-19:

Staff person or student who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet or less for a prolonged period of time.

Facility closure:

Westwood Preschool will follow guidance from government regulations and Westwood Community Church directives for schoolwide closure due to an increase in COVID-19 cases. Westwood Preschool reserves the right to close based on increased positive tests results within our preschool.

12. Communications and Training

- This plan will be made available to the licensor through the Department of Human Services
- This plan will be offered to families (posted on our website, hard copy upon request)
- All staff will be trained about the new COVID-19 policies.
- This plan will be posted in a prominent place in the building and on our website for review. Training will be provided to all staff working with students at Westwood Preschool. Individuals will be updated on any changes to the plan.
- Staff with concerns about this COVID-19 Preparedness Plan or questions about their rights should contact MNOSHA Compliance at osha.compliance@state.mn.us, 651-284-5050 or 877-470-6742.