

# COVID-19 Preparedness Plan

## for Roseville Lutheran

### Preschool



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

#### HOW COVID-19 IS SPREAD

The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with virus and then touch your eyes, nose or mouth, although this is not the primary way the virus spreads.

#### THE PREPAREDNESS PLAN

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. Roseville Lutheran Preschool and Childcare director and staff have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at Roseville Lutheran Preschool. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved Roseville Lutheran 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 on 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 federal OSHA standards related to COVID-19 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;
- Meals and Snacks;
- Field Trips and Events;
- Communications and Training

## Handwashing

- **Students, and Preschool/Childcare Staff:** Children and staff will wash their hands for 20 seconds with soap and warm water upon entering and leaving the building, before and after meals, after diapering or toileting, after blowing nose/sneezing/coughing, after playing outside or in the gym, and after any sensory play. Hand sanitizer is located at the screening/Check-in area, in the office, and in 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.
- **Employees:** Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, after blowing nose/sneezing/coughing, and after using the restroom. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Hand sanitizer (of greater than 60% alcohol) will be available for use if washing with soap and water is not readily available. Hand sanitizer will be kept out of reach of children.
- CDC guidance on handwashing can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#HandHygiene>

## 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, children are also reminded by teachers to wash hands after coughing into their hands, sneezing, or using a tissue.

## Cleaning and Disinfecting

### PRESCHOOL

- Staff will be trained on protocols related to cleaning and disinfection of programs prior to 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:

- <https://www.health.state.mn.us/diseases/coronavirus/schools/clean.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- 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 outdoor equipment are also being disinfecting between each use.
- Roseville Lutheran Church custodial staff are also cleaning and disinfecting the building and classrooms on a nightly 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:

- Door knobs and handles
- Stair rails
- Classroom counters, tables, desks and chairs
- Table(s) and counters in kitchens, dining rooms, and break rooms. Include side arms of common room chairs;
- All refrigerators, including handles
- Tops and sides of all trash cans
- Copy machines
- Counters and desks in the front offices
- Handrails
- Light switches
- Handles on equipment (e.g., athletic equipment)
- Push-buttons on vending machines and elevators
- Shared toys
- Shared remote controls
- Shared telephones/cellphones
- Shared desktops
- Shared computer keyboards and mice
- Bathroom sinks and faucets; and
- Toilet seats and handles

It is not necessary to routinely apply disinfectants to surfaces that are not high-touch or high-risk (e.g., floors, bookcases, tops of filing cabinets). Soft surfaces such as carpets, rugs, and drapes can be cleaned using soap and water or a cleaner appropriate for the material.

## 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, break rooms, lunch rooms and meeting rooms. 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.

Roseville Lutheran Church is following cleaning and disinfecting guidelines from the Minnesota Department of Health (<https://www.health.state.mn.us/diseases/coronavirus/schools/clean.pdf>) [Guidance for cleaning and disinfecting](#).

### **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 has 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.

Email the MDH School Team (at [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us)) if you 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 uniforms (or designated work clothes) and disposable gloves when cleaning and handling trash. Cleaning staff should change clothes at the end of a shift. It may be helpful for them to keep a change of clothes at work.
- Clothing worn while cleaning should be placed in a plastic bag until it can be laundered. Laundering should be done as soon as possible and done safely at home.
- 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.

All cleaning staff should be trained on the hazards of the cleaning chemicals used in the workplace in accordance with [OSHA's Hazard Communication Standard 29 CFR 1910.1200](#)

## Arrival and Departure

Drop-off and Pick-up will take place outside or in the lobby area of church entrance. For the safety of the child, each parent or caregiver must accompany the child to the Check-In station (near preschool entrance/lobby area). As parents wait for their turn they will need to wait on designated markers that are 6ft. apart for social distancing on the lobby area. Parent/Caregiver will need to assist Staff person at station with Covid-19 Health Check (i.e. Temp. check and Covid-19 symptom checklist), and sign child in via Brightwheel App on their personal phone when dropping off. A QR Code will need to be scanned for parent to check-in child on the Brightwheel App. A teacher or staff person will greet the child at the Check-In station and then escort them to the classroom.

For Pick-Up, the teachers will walk their class to the lobby area, where parents will meet their child. Parents will check their child out by scanning a QR Code with the Brightwheel app. When weather permits, classes may be playing outside in courtyards and parents can pick up child from that area, but will still need to sign child out via Brightwheel App.

In addition, please inform us if someone else will be picking up your child. We will not release your child to anyone without your permission and not listed on the emergency form.

1. If child has temp less than 100.4 and no Covid-19 symptoms of fever, cough, shortness of breath... they are allowed to attend for the day. Screening process for children done with guidance from CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren>
2. As needed, 6ft social distancing markers will be placed on sidewalk and near entrance of preschool for parents, students and staff. Students will be brought into building at Preschool Entrance by a staff person. For pick-up, staff will bring students out to their caregiver's car through Preschool doors during curbside pick-up.
3. Staff/Visitors of preschool/church will need to enter in main entrance of church on upper level. Once entered they will go to the Covid-19 station to take temperature and complete Covid-19 symptom survey, or go to main office where the receptionist or another staff person will do the temp. check and ask about the Covid-19 symptoms. If the person has temp less than 100.4 and has no other Covid-19 symptoms they are allowed to go to their designated area.

## Vaccinations

- Covid-19 Vaccinations are now required for staff of Roseville Lutheran Church, unless they have a medical or religious exemption.
- If a staff person does not have the Covid-19 vaccine whether exempt or not, they will be required to get tested weekly for Covid-19.
- Covid-19 vaccinations are not required for students, parents, and visitors at Roseville Lutheran Church

## Plans for Sick Children, Staff, and Volunteers

- Follow exclusion guidance and ensure children, staff, and volunteers stay home when sick: <http://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>
- Use CDC guidance to develop a plan for what you will do if someone becomes sick with COVID-like symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#General>
- If a child, staff member, or volunteer is diagnosed with COVID-19 or if you have questions about a child, staff member, or volunteer who is exhibiting symptoms, reach out to MDH at [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us) and follow their direction.
- Using the MDH and CDC resources above, create a communication plan for how and when you will notify parents, staff, and volunteers if a child, staff member, volunteer or household member for family child care programs has been exposed, is exhibiting symptoms, or has tested positive.
  - Contact MDH if you have questions (at the email address above)
  - Ensure the parent or guardian contact information in each child's record is up-to-date.

### **DESCRIBE PLANS FOR SICK CHILDREN, STAFF, AND VOLUNTEERS:**

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

### **HEALTH SCREENING:**

- Staff members, students, parents/caregivers, and visitors are asked to do their own self health screen at home. If they have these symptoms of: a cough , shortness of breath, and/or a fever over 100 degrees; plus any additional symptoms: chills, muscle pain, headache, sore throat, new loss of taste or smell (if they have two or more of these symptoms, the staff person,

student, parent or visitor may not enter/attend). Plus they should get a Covid-test to return with a negative result.

See Appendix B for Covid-19 Exclusion Guidance from MN Department of Health

#### **SICK LEAVE AND MEDICAL LEAVE POLICIES:**

Roseville Lutheran Church, Preschool and Childcare has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

- Every staff person, or volunteer will stay home if they are experiencing any suspected COVID-19 symptoms, a family member is experiencing any suspected COVID-19 symptoms, or at risk for higher susceptibility to becoming infected from or experiencing adverse effects from COVID-19.
- Every staff person in a situation described above, will receive two weeks of their average full pay followed by up to ten weeks of two-thirds of said pay
- Every staff person will not be required to use sick leave while they are subject to a situation described above
- Every staff person will be able to return to their previous position.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

- Every staff person or volunteer will stay home if they have an underlying medical condition or who have household members with underlying health conditions
- Every staff person in a situation described above, will receive two weeks of their average full pay followed by up to ten weeks of two-thirds of said pay
- Every staff person will not be required to use PTO while they are subject to a situation described above
- Every staff person will be able to return to their previous position

#### **HOW WORKERS WILL COMMUNICATE WITH ROSEVILLE LUTHERAN CHURCH IF THEY ARE SICK OR EXPERIENCING SYMPTOMS WHILE AT HOME:**

Staff must report that they are sick to their supervisor prior to shift.

#### **HOW WORKERS REPORT THEY ARE SICK OR EXPERIENCING SYMPTOMS WHILE AT WORK:**

If at any time, an employee has a temperature of 100 or above, any of the COVID 19 excludable symptoms, or any other symptoms of any other excludable illness, they should report that to a supervisor immediately.

**WE ARE FOLLOWING THE MINNESOTA DEPARTMENT OF HEALTH GUIDELINES FOR EXCLUSION**  
(<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>)

**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 student, a staff person will stay with the child to care and comfort child.
3. Contact will be made with the parent to let know of symptoms and will make arrangements with them to pick up their child. Parent/Caregiver of 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

Roseville Lutheran Church, Preschool and Childcare has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

- If a person has been exposed they need to be quarantined for 10- 14 days. (See chart Appendix B or consult with your doctor).

### OSHA Recordkeeping

If a confirmed case of COVID-19 is reported, Roseville Lutheran Church will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. If an employee has a confirmed case of COVID-19, Roseville Lutheran Church will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment. Thus, if an employee



develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

Roseville Lutheran Church assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, the Company will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

## **Confidentiality**

Except for circumstances in which Roseville Lutheran 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. Roseville Lutheran 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. Roseville Lutheran 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**

### **PRESCHOOL**

1. Group sizes will be limited within the classroom, and 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 will be limited that intermix.
3. Activities will be held outdoors when possible and students will be encouraged to be spaced apart or play in certain areas. Walks as a class group can be taken, but the group should avoid public/densely populated areas/facilities like a popular park.
4. Visual cues, 6ft. distancing markers (i.e. X's on sidewalk/hallway/lobby), and posters will be displayed to help with traffic flow, social distancing and healthy Covid-19 habits (i.e. Cover your Cough posters).

5. Cots are to be placed 6 feet apart when possible during rest time, children will sleep head to toe in order to maintain distance.
6. Outdoor and gym times will be staggered to limit contact with other groups.
7. Staff and volunteers will be encouraged to social distance while talking to each other.

## **EMPLOYEES/VISITORS**

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

1. Staff Meetings may be in-person, the meetings will avoid gathering in groups of more than 10 people and participants must remain at least 3-6 feet apart. Everyone at an in-person meeting are highly encouraged to wear a mask. When needed, meetings may be online.
2. Staff are highly encouraged to social distance and direct others (co-workers/contractors/visitors) to increase personal space to at least 6 feet, when/where possible.
3. In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.
4. Roseville Lutheran Church will provide cleaning supplies for your office, along with alcohol-based hand sanitizers and/or wipes to be used frequently.
5. Employees should limit the use of co-workers' equipment. To the extent tools must be shared, Roseville Lutheran Church will provide alcohol-based wipes to clean tools before and after use. Each employee is responsible for cleaning prior to 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. Workers and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or use other personal work tools and equipment.

## **Face Coverings**

Due to the Delta Variant and no Covid-19 vaccinations available for children under the age of 12, Roseville Lutheran Church is requiring face masks for students age 2 and older, staff, parents and visitors when inside the building regardless of vaccination status. Masks/face coverings should NOT be put on infants or children younger than 2 because of the danger of suffocation. Masks will not be required outside, at meal/snack times, physical/large motor play when inside, and rest time.

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, the provider, staff members, and parents are required to wear cloth face coverings during the work day as much as possible, recognizing the development needs of the children in their care.

Please note: Medical and religious exemptions to face masks are accepted.

Face covering guidance is available here:

<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>

1. Staff are highly encouraged to wear masks (cloth face coverings) to protect themselves and others, especially with pick-up and drop-off, meeting with parents/visitors, and as much as possible throughout the day.
2. Preschool students are highly encouraged to wear masks (age 2 and older) during their school day.
3. Parents and visitors are highly encouraged to wear masks when entering and visiting church/preschool area.
4. Education stories about wearing masks will be shared with students to help them understand why teachers and others wear masks.

## Workplace Ventilation

Recognizing this may be difficult in center or school buildings, where possible work to maximize the amount of fresh air being brought in, limit air recirculation and make sure ventilation systems are being properly used and maintained. Take steps to minimize air flow blowing across people. It could mean keeping windows open where possible, removing or repositioning fans, and encouraging outdoor time.

### **PRESCHOOL:**

Teacher can do the following to provide greater ventilation and fresh air within classroom:

1. Open Windows in classrooms
2. Using ceiling fan at minimum to not blow air across people, or not use at all. Or an upright stationary fan could be used minimally and repositioned to not blow air across people.
3. Teachers are encouraged to do activities outside more often.
4. Custodial staff continuously monitor HVAC of church building.

## Playground Use/Outdoor Play

1. Private playground/outdoor space may be used by following procedures for washing hands, and cleaning surfaces and equipment as recommended from the CDC and MN Health Dept.
2. Students and Staff will wash hands before going out to play on playground/outdoor area, and then will wash hands again as they return to 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.
5. Classes are discouraged to go to public playgrounds, if possible. However, if children in our care are brought to a public playground, staff will be careful to ensure children wash hands after touching play structures and maintain six feet of space from other children as much as possible.

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

## Meals and Snacks

### **PRESCHOOL:**

1. Snacks will be plated or placed on a napkin and served to each child by a staff person (or volunteer) instead of serving family-style, along with beverages in each individual classroom. By not using the same serving utensils and containers to be passed amongst the class prevents spread of germs and viruses.
2. Lunch bunch will be served within a designated classroom. Students will bring their own cold lunch. 1 % Milk and/or water is provided for students which will be pre-poured and served by staff person.
3. All students will wash hands before and after eating a snack/meal.
4. All staff will wash hands before and after prepping/serving a snack or beverage.
5. Snack/Meal table areas will be cleaned and sanitized prior to use as well as after use by staff person. If area is shared by another group – the snack/meal area will be cleaned and sanitized between groupings.

## Field Trips and Events

### **PRESCHOOL:**

1. Field Trips and Family Events may not be happening this school year due to Covid-19. For example, the Christmas Program may not happen as a Family Event but may be done as a virtual event. Plus, the preschool typically does not do Field Trips, like to a Zoo or Museum. Walks around the neighborhood (to parks) and within the church building have been typical field trips, and those will continue within class or small groups. Parents sign a permission form for these local/in-house field trips.

2. If we were to host an in-house field trip with a vendor, the presenter would be screened as a visitor or staff person by taking temperature with non-contact thermometer along with answering questions of Covid-19 symptoms. If presenter has temp of less than 100.4 and no symptoms than this person could perform. The in-house field trip would be preferably outside. However, if indoor space would be needed, a designated area, like a classroom would be used. The room would be cleaned and sanitized prior, between groups and after all presentations. Groups would consist of classrooms, or small groups.

## 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 **August 2021**. Preschool Staff will be able to access it outside the director's office, in the staff workroom, and on the preschool webpage. Ongoing training is provided as updates are made. Preschool Staff will have official training on this plan in August 2021 prior to the start of the 2021-22 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 copies of this plan in August prior to the start of the 2020-21 school year, either through email or mail, and will be informed of it at the Preschool Orientation (which is a Get-to-Know-You conference with the teacher, child, and parent.) Copies of this Covid-19 Preparedness Plan will also be available outside the director's office as well as on our preschool webpage.

This plan will be available to anyone who visits as parent, volunteer, presenter, and especially the Commissioner. A copy will be available outside the director's office at the preschool for anyone to access, as well as on the preschool webpage.

The Preschool and Childcare Director, along with pastors, business administrator, and supervisors are to monitor how effective the program has been implemented from day-to-day observations, and hold regular staff meetings to discuss the procedures and implementation. Supervisors and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by Roseville Lutheran Church Preschool and Childcare administration and staff and was posted throughout the workplace on **August 2021**. It will be updated as necessary.

Certified by:

**Jenifer N. Johnson**

**Director of Preschool and Childcare**

## **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**

[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)

### **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)

Updated 8/21

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

## **Housekeeping**

[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>

## **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**



## 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.



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