

ANOKA/WASHINGTON COUNTY HEAD START-EARLY HEAD START COVID-19 PREPAREDNESS PLAN

Updated July 1, 2020

It is important to note that during the COVID-19 pandemic, information in this plan overrides existing policies and procedures that are in place (if discussed in this plan).

All other policy statements are still valid and must be followed.

Note: This plan may change at any time to address changing issues regarding the COVID-19 pandemic.

Topic	Action/Supplies/Guidance
<p>ACCAP Head Start used these trusted sources of information and guidance to develop and maintain our pandemic flu plan. This plan has been adapted to meet our program requirements.</p>	<ul style="list-style-type: none"> • CDC: Coronavirus Information • Child Care Schools and Youth Settings • MDH: School and Child Care: Coronavirus Disease; Decision Tree for People with COVID-19 Symptoms; Playground Guidance for School and Child Care Programs • Office of Head Start: Responding to COVID-19 • Caring for our Children: Standards • American Academy of Pediatrics: AAP Website • OSHA: COVID-19 • EPA: Coronavirus
<p>Employer’s Policy: Health and Communication Protocols</p>	<ul style="list-style-type: none"> • ACCAP COVID-19 Preparedness Plan • Bloodborne Pathogens & Handling and Disposal of Bodily Fluids Plan
<p>Communication regarding exposed, showing symptoms or tested positive</p>	<ul style="list-style-type: none"> • Staff who have been exposed, suspect they have been exposed, are showing symptoms or have tested positive are required to report their status to Head Start Health Services and ACCAP Human Resources. • Families are asked to notify their child’s teacher if their child has been exposed, if there is a family member sick, if the child is showing symptoms or has tested positive for the virus. • When we are informed that a child or staff have been exposed, or have tested positive for COVID the Head Start Health Coordinator will email MDH . • No notification letters will be sent to families or staff until we receive instructions from the Minnesota Department of Health.
<p>PPE available to staff To best protect children, staff and families, the following:</p>	<ul style="list-style-type: none"> • Disposable gloves • Heavy duty cleaning gloves • Face coverings – fabric masks, disposable masks • Face Shields • Maintenance body suits • Shoe booties for home visiting • Tissues • Disinfecting disposable wipes • Hand sanitizer • Laundry detergent • An inventory of PPE equipment will be monitored and maintained by Health Services • Staff will be responsible for informing managers when PPE products are running low

	<ul style="list-style-type: none"> • Electro-Static sprayers (on Backorder) • Foot pedal activated garbage cans • Spray bottles for sanitizer/cleaner and disinfectant
STAFF CONTROLS AND PROCEDURES	
Staff	<ul style="list-style-type: none"> • Staff will follow the ACCAP COVID-19 Preparedness Plan as it relates to staff who have symptoms and/or have been diagnosed with COVID. • Staff are required to self-monitor for sign and symptoms. • If a staff feel ill before the start of their workday, they need to inform their direct supervisor or HR, who will ask more questions to inquire about the illness and report the illness to the program director. Staff are asked to be overly cautious and stay home if they are sick. The ACCAP COVID-19 Preparedness Plan includes a procedure for this issue. • Managers will follow the ACCAP COVID Preparedness Plan template for phone contact scripts with staff and families. • Staff temperatures will be taken upon arrival each day. • Staff will be given MDH social distancing at work and MDH Visitor and Employee Health Screening Checklist. • Each staff will be instructed to self-screen at home using the MDH Visitor and Employee Health Screening Checklist. • Staff will wash their hands or use hand sanitizer when they arrive each day and when re-entering their work site if they have left for a lunch break etc. • A Request for Leave - Family First Coronavirus Response Act form is available for instances where a staff person has COVID or an issue associated with it. • The process outlined in the ACCAP COVID-19 Preparedness Plan will be followed if a staff person has a temperature over 100.4 degrees (F). • If a staff member has been exposed to or has been confirmed to have the COVID-19 virus the ACCAP COVID Emergency Plan procedures will be followed. • The program will document absences due to COVID in the data tracking system. • All classrooms will have assigned substitutes when possible.
Visitors/Deliveries	<ul style="list-style-type: none"> • During the pandemic, visitors/parents will be asked to use the call button at each entrance or call an administrative desk. • Visitors/parents will be asked to wear a mask and to have their temperature taken when they arrive. • If a parent is bringing a child late to the FDC they will be asked to bring the child to the FDC exterior classroom door where the teaching staff will take the child's temperature and conduct a daily health check. • Deliveries will be taken without face to face contact unless a signature is required. • Staff ordering food for delivery may meet persons outside and bring the food in themselves.
Common areas/Conference Rooms/Lobby/Admin. Desks	<ul style="list-style-type: none"> • The FDC staff entrance will be open to deliveries and staff only. • Meetings will be conducted via TEAMS with attending staff using their desktop computers and a headset.

	<ul style="list-style-type: none"> • Administrative desks will have clear shields installed. • Staff will sign in and sign out each day using School Gate Guardian at the FDC. Outlying sites will sign in/sign out as usual. • If using a conference room, the room must be cleaned, sanitized and disinfected by staff after each use. • The Family Learning Center (FLC) will be closed during the pandemic. • Staff must maintain social distancing if using a conference room.
Staff Lounge	<ul style="list-style-type: none"> • Only four staff at one time are allowed in the staff lounge at the FDC. • When using the staff lounge, you should wash your hands before you touch the microwave, refrigerator, drawers, coffee machine etc. • Please use a cleaner/sanitizer sprayed on paper towel (or disinfectant wipe if available), to wipe the microwave handle, refrigerator handle, drawer pull or coffee machine after your use. Spray bottles will be available in the lounge. • Staff can access the refrigerator, but all items must be brought in and removed daily. • Items placed in the refrigerator must be self-contained within a lunch bag or container. No shared condiments or items of any kind. • If possible, staff should bring food from home that does not need to be warmed before eating. • Staff must eat at their workstation or in an area where they can maintain appropriate social distance.
Mask Usage	<ul style="list-style-type: none"> • Staff will be given two (2) washable masks that they will use daily and be responsible for washing their own masks. • Staff may bring their own masks if they wish. • Disposable masks will be available when staff forget to bring their mask. • Staff must wear a mask when supervising a sick child.
Glove Usage	<ul style="list-style-type: none"> • Gloves will be used by staff when: <ul style="list-style-type: none"> ○ During possible direct contact with bodily fluids; ○ Diapering; ○ Wiping a nose; ○ Cleaning, sanitizing and disinfecting surfaces; ○ When supervising handwashing as necessary. ○ When caring/supervising a sick child. • Gloves do not need to be worn continuously throughout the day. • All staff will thoroughly wash hands after removing any type of glove.
Handwashing	<ul style="list-style-type: none"> • Staff will only use alcohol based (60%) sanitizer if a handwashing sink is unavailable. • Staff will wash their hands with soap and water for at least 20 seconds before and after: eating or handling food, sneezing, after using a tissue, administering medication, diapering, after using the toilet or helping a child use the bathroom, after handling garbage, after playing outdoors , after coming in contact with bodily fluid and after assisting children with washing their hands. • Staff will be extra vigilant about washing their hands.

	<ul style="list-style-type: none"> • Handwashing posters will be posted at each entrance to the building and at each sink.
Respiratory Etiquette: coughing and sneezing	<ul style="list-style-type: none"> • Staff are instructed to cover their mouth and nose with their sleeve (elbow of arm) or a tissue when coughing or sneezing and to avoid touching their face. • Tissues must be disposed of in a covered waste basket. • After using a tissue hands should be immediately washed, and sanitizer only used if soap and water is unavailable. • Tissue boxes will be placed throughout the workplace. • Respiratory etiquette posters will be placed throughout the workplace.
Social distancing	<ul style="list-style-type: none"> • Where possible staff should maintain social distancing of 6’. • Staff will clean their workspaces in accordance with the ACCAP COVID Plan. • Staff will not use another staff member’s mask or personal belongings. • Social distancing posters and floor discs have been placed in entryways.
Cleaning, Sanitizing, and Disinfecting	<ul style="list-style-type: none"> • Additional cleaning, sanitizing and disinfecting housekeeping practices will be implemented. • Classrooms will be cleaned/sanitized before and after each class session. • Napping cots will be cleaned/sanitized during the day after use when children are present and disinfected when there are no children present daily. • Disinfecting must only be done when children are not present. • Work surfaces, equipment, tools, machines, restrooms, break/lunchrooms, meeting rooms, light switches, door handles, and copy machines will be cleaned/sanitized and disinfected by maintenance staff daily and as needed. • Staff will disinfect their own phones, keyboards, mouse, touch screens and desk area daily. • Staff who share computers, phones, etc. will clean/sanitize after each use. • “Sick” rooms or rooms where a child or staff member have become ill will be cleaned, sanitized and disinfected immediately after the child or staff person leaves. • Maintenance will clean/sanitize the FDC building multiple times each day paying special attention to touch points such as door handles etc. • Outlying sites will clean/sanitize classrooms and shared spaces ongoing through each day and disinfect at the end of the day when children are not present.
Training and Communication	<ul style="list-style-type: none"> • The Head Start COVID-19 Preparedness Plan will be sent to staff via a hard copy and also via email. • Staff will sign the acknowledgment signature page from the plan. • Any additional communication and training on COVID plans will be provided to staff as needed. • All staff are to work together to follow this plan and any changes that may occur. • This plan will be posted in classrooms/Admin. areas and be communicated to ACCAP human resources. • This plan is fluid and changes may need to be made. If changes are made, staff will be notified in a timely manner.

	<ul style="list-style-type: none"> • Managers will provide support and oversight to implement the plan. • Training will be provided regarding cleaning, sanitizing and disinfecting.
CENTER BASED CHILD & FAMILY PROCEDURES	
Screening	<ul style="list-style-type: none"> • Parents are asked to screen/monitor their child’s health and temperature at home before arriving at their Head Start classroom. • Parents will be given the above stated policy and given instructions on what to do when their child is sick. • Upon enrollment to the program, the family of the child will be made aware of COVID-19 policies and procedures at their enrollment home visit either in person or virtually. • If their child has symptoms of COVID-19 (fever, cough and shortness of breath) they are asked to keep their child at home and report the illness to the child’s teacher. • Upon arrival at school, or prior to getting on the bus, staff will conduct a daily health check looking for visual signs or symptoms of illness and take the temperature of each child. Per CDC guidance staff do not need to wear PPE when conducting a screening in this manner. • Staff will maintain social distancing of 6 feet when conducting daily health checks and temperature taking. • Children or staff showing symptoms/signs of illness will immediately be quarantined, the child’s parent/guardian will be called and they will be sent home. • Sick children will be quarantined separately from other children with staff supervision until the parent/guardian can pick the child up.
Attendance	<ul style="list-style-type: none"> • The program will document absences due to COVID in the data tracking system. • Absences due to COVID will be excused.
Required Developmental Screenings	<ul style="list-style-type: none"> • Health Services will continue to use the Spot Screeners for vision screenings. • Staff will maintain social distancing when possible and will wear masks when conducting other mandatory screenings.
Drills	<ul style="list-style-type: none"> • Fire, tornado and evacuation drills will be verbally taught to children and noted on lesson plans. • In the event of an actual emergency such as a fire, tornado or internal lockdown, the normal procedures for sheltering or evacuating should be followed.
Masks for Children	<ul style="list-style-type: none"> • Masks will only be utilized with children upon parent request and parent providing the appropriate mask. (It is not practical in a classroom setting with healthy preschoolers to require them to wear masks without more risk of cross-contamination or assurance of proper usage). • Masks for children that are brought from home will be labeled with the child’s name.
Handwashing	<ul style="list-style-type: none"> • Handwashing will be discussed with children frequently using the current handwashing procedures. • Staff will monitor and guide handwashing vigilantly using hand over hand, if necessary. • Hand washing will be implemented more frequently. • Hand sanitizer will only be used on children if facilities to use soap and water are unavailable.

	<ul style="list-style-type: none"> • Use of hand sanitizer will be monitored by staff and kept out of reach of children. • Staff will wash their hands with soap and water for at least 20 seconds before and after: eating or handling food, sneezing, after using a tissue, administering medication, diapering, after using the toilet or helping a child use the bathroom, after handling garbage, after playing outdoors, after coming in contact with bodily fluid and after assisting children with washing their hands. •
Respiratory Etiquette: coughing and sneezing	<ul style="list-style-type: none"> • Children will be instructed and reminded about proper respiratory etiquette. • Staff will follow respiratory etiquette.
Diapering	<ul style="list-style-type: none"> • Diapering procedures will remain the same, follow posted procedures. • Staff will wear gloves during diapering and will wash their hands and the child's hands afterwards.
Toothbrushing	<ul style="list-style-type: none"> • Tooth brushing is suspended during the pandemic. • While in the COVID-19 pandemic, parents will be encouraged to support their child in regular toothbrushing at home.
Social distancing	<ul style="list-style-type: none"> • Staff will monitor and support children to adhere to social distancing guidelines as much as possible.
Storing children's belongings	<ul style="list-style-type: none"> • Children's belongings will be stored in an individual labeled cubby and will not be used by anyone else. • Items from home will be prohibited. (including birthday treats) • Children are asked not to bring personal belongings into the facility (other than clothing and backpacks) – parents will be informed of this ahead of time.
Classroom Guidance	<ul style="list-style-type: none"> • All clothing in home living areas will be put away at this time and not used. • No play dough is to be used during this time. • Classrooms will reduce the amount of classroom materials to avoid clutter/spread of germs and to help with disinfecting and cleaning.
LARGE MOTOR/PLAYGROUND	
Playground: FDC and Outlying Sites Except Cedar	<ul style="list-style-type: none"> • Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning/sanitizing, but do not require disinfection. • Do <u>not</u> spray disinfectant on outdoor playgrounds – it is not an efficient use of supplies and is not proven to reduce the risk of COVID-19 • High touch surfaces made of plastic or metal, such as grab bars, railings, door handles, bikes, sand toys, balls should be cleaned/sanitized routinely. • Cleaning/sanitizing and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand, grass, sidewalks and roads) is not recommended. • Sand boxes will not be used at this time. • Staff should assist the children in maintaining social distancing as much as possible.
Indoor Gyms	<ul style="list-style-type: none"> • Indoor play equipment that is touched must be cleaned/sanitized between groups of children. • Gyms will be disinfected at the end of each day by maintenance when children are not present.

	<ul style="list-style-type: none"> • Whenever possible keep groups of children down to 10, separating them in different parts of the play area. • Education staff will create a schedule which includes times for cleaning/sanitizing and times that each group of children are able to play on/with the indoor or outdoor play equipment. • Gym equipment will be wiped down twice each weekly to remove buildup of cleaning/sanitizing and disinfectant residue.
OUTLYING SITES	
Newport	<ul style="list-style-type: none"> • Staff need to do daily cleaning/sanitizing of the classroom. • Staff are responsible for garbage/recycling removal each day. • Do not allow children (when present) to use the sandbox. • Do not allow children to use the sensory table. • Staff will clean/sanitize playground equipment after use. • Classrooms will be disinfected at the end of each day when children are not present. • Parents are asked to monitor their child's health and well-being at home. • Upon enrollment to the program, the family of the child will be made aware of COVID-19 policies and procedures at their enrollment home visit either in person or virtually. • If their child has symptoms of COVID-19 (fever, cough and shortness of breath) they are asked to keep their child at home and report the illness to the child's teacher. • Parents are given the above stated policy and given instructions on what to do when their child is sick. • Upon arrival at school, or prior to getting on the bus, staff will conduct a daily health check and take the temperature of each child. • Children or staff showing symptom/signs of illness will immediately be quarantined and sent home. • Sick children will be quarantined separately from other children with staff supervision until the parent/guardian can pick the child up.
Heights	<ul style="list-style-type: none"> • Head Start Staff/Families can ONLY enter through the Head Start Entrance. • Staff must clean/sanitize classroom and playground equipment daily. • Classrooms must be disinfected daily when no children are present. • Staff are responsible for garbage/recycling removal each day. • For PDPY classroom, clean/sanitize all materials between sessions. • Staff will clean/sanitize playground equipment between EACH USE. • Do not allow children (when present) to use the sandbox. • Do not allow children to use the sensory table. • Parents are asked to monitor their child's health and well-being at home. • Upon enrollment to the program, the family of the child will be made aware of COVID-19 policies and procedures at their enrollment home visit either in person or virtually. • If their child has symptoms of COVID-19 (fever, cough and shortness of breath) they are asked to keep their child at home and report the illness to the child's teacher. • Parents are given the above stated policy and given instructions on what to do when their child is sick.

	<ul style="list-style-type: none"> • Upon arrival at school, or prior to getting on the bus, staff will conduct a daily health check and take the temperature of each child. • Children or staff showing symptom/signs of illness will immediately be quarantined and sent home. • Sick children will be quarantined separately from other children with staff supervision until the parent/guardian can pick the child up.
Cedar	<ul style="list-style-type: none"> • Staff must clean/sanitize the classroom daily. • The classroom will be disinfected daily when children are not present. • Follow the District 15 policies regarding playground cleaning, sanitizing and disinfecting. • Do not allow children (when present) to use the sandbox. • Do not allow children to use the sensory table. • Parents are asked to monitor their child’s health and well-being at home. • Upon enrollment to the program, the family of the child will be made aware of COVID-19 policies and procedures at their enrollment home visit either in person or virtually. • If their child has symptoms of COVID-19 (fever, cough and shortness of breath) they are asked to keep their child at home and report the illness to the child’s teacher. • Parents are given the above stated policy and given instructions on what to do when their child is sick. • Upon arrival at school, or prior to getting on the bus, staff will conduct a daily health check and take the temperature of each child. • Children or staff showing symptom/signs of illness will immediately be quarantined and sent home. • Sick children will be quarantined separately from other children with staff supervision until the parent/guardian can pick the child up.
Lakes	<ul style="list-style-type: none"> • Staff must clean/sanitize the classroom daily. • The classroom should be disinfected daily when no children are present. • Do not allow children (when present) to use the sandbox. • Do not allow children to use the sensory table. • Parents are asked to monitor their child’s health and well-being at home. • Upon enrollment to the program, the family of the child will be made aware of COVID-19 policies and procedures at their enrollment home visit either in person or virtually. • If their child has symptoms of COVID-19 (fever, cough and shortness of breath) they are asked to keep their child at home and report the illness to the child’s teacher. • Parents are given the above stated policy and given instructions on what to do when their child is sick. • Upon arrival at school, or prior to getting on the bus, staff will conduct a daily health check and take the temperature of each child. • Children or staff showing symptom/signs of illness will immediately be quarantined and sent home. • Sick children will be quarantined separately from other children with staff supervision until the parent/guardian can pick the child up.
Oakdale	<ul style="list-style-type: none"> • Staff must clean/sanitize the classroom daily.

	<ul style="list-style-type: none"> • Classroom must be disinfected at the end of each day when no children are present. • Do not allow children (when present) to use the sandbox. • Do not allow children to use the sensory table. • Parents are asked to monitor their child’s health and well-being at home. • Upon enrollment to the program, the family of the child will be made aware of COVID-19 policies and procedures at their enrollment home visit either in person or virtually. • If their child has symptoms of COVID-19 (fever, cough and shortness of breath) they are asked to keep their child at home and report the illness to the child’s teacher. • Parents are given the above stated policy and given instructions on what to do when their child is sick. • Upon arrival at school, or prior to getting on the bus, staff will conduct a daily health check and take the temperature of each child. • Children or staff showing symptom/signs of illness will immediately be quarantined and sent home. • Sick children will be quarantined separately from other children with staff supervision until the parent/guardian can pick the child up.
Stillwater	<ul style="list-style-type: none"> • Staff need to clean/sanitize the classroom daily. • Disinfecting of the classroom will take place at the end of each day when no children are present. • Staff are responsible for garbage/recycling removal each day. • Do not allow children (when present) to use the sandbox. • Do not allow children to use the sensory table. • Center will not use the community playground at this time. • Parents are asked to monitor their child’s health and well-being at home. • Upon enrollment to the program, the family of the child will be made aware of COVID-19 policies and procedures at their enrollment home visit either in person or virtually. • If their child has symptoms of COVID-19 (fever, cough and shortness of breath) they are asked to keep their child at home and report the illness to the child’s teacher. • Parents are given the above stated policy and given instructions on what to do when their child is sick. • Upon arrival at school, or prior to getting on the bus, staff will conduct a daily health check and take the temperature of each child. • Children or staff showing symptom/signs of illness will immediately be quarantined and sent home. • Sick children will be quarantined separately from other children with staff supervision until the parent/guardian can pick the child up.
OTHER CONSIDERATIONS TO IMPLEMENT WITH CHILDREN AND FAMILIES	
Enrollment, Attendance, and Updating Emergency information	<ul style="list-style-type: none"> • Face to face interviews will be suspended during the pandemic. • Phone interviews will be conducted in lieu of face to face. • Interviews for applications will be done virtually by phone, email or other distant method depending on parent/guardian preference. • Documentation collection will be done by email, fax, mail and/or drop box outside of our two main entrance doors.

	<ul style="list-style-type: none"> • Staff will direct families to use the drop boxes located outside the two main entrances for any materials they need to drop off and/or pick up Head Start Applications. • Family Community Partnership Staff will continue to take attendance and follow up on children who are absent. • Families will receive all letters from enrollment by mail or email, upon preference of family. • Staff will update all emergency card information with parent/guardians when possible by phone and email to enrollment staff, then it will be updated in ChildPlus. • Upon enrollment, families will be informed of the COVID policies and procedures. • Families will be asked to monitor their child’s health at home and inform their child’s teacher of any change. • When possible, siblings will be placed together in a classroom. • Class enrollment sizes will be determined by the Office of Head Start. • Classroom transfers will be limited and will be considered on a case by case basis.
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TRANSPORTATION

Bus use is suspended at this time. These procedures will be in place once bussing resumes.

<p>Transportation, Bussing and Agency Vehicles</p>	<ul style="list-style-type: none"> • Bus monitors will use a remote thermometer to take the temperature of each child boarding the bus. • Drivers and bus monitors will have their temperatures taken prior to starting a route. At the FDC drivers and monitors will check in at the Admin. desk. • At outlying sites the driver will take the monitor’s temperature and the monitor will take the driver’s temperature. • If either staff person has a temperature of 100.4 or symptoms of COVID-19 they will be removed immediately from the bus and the situation reported to their supervisor. • Following a staff member registering a temperature of 100.4 the bus must be cleaned, sanitized and disinfected. • Children with a temperature of 100.4 or above and/or COVID symptoms will not be transported and the parent will be informed of our policies regarding COVID. • Buses will be cleaned/sanitized between routes and disinfected at the end of each day. • Staff using agency vans will clean/ sanitize and disinfect after each use. • One person per vehicle when used for agency purposes. All exceptions must be approved by your supervisor and will be based on program requirements and if other safety procedures are in place. • Out of area travel is discouraged unless it is required by OHS.
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Parent drop off and pick up	<ul style="list-style-type: none"> • Drop off and pick up procedures will be implemented that are site specific. • At all centers “Social Distance” reminder signs will be near entrances. • At the FDC Parents will park their cars and walk students to their child’s exterior classroom door. • Rooms 107 and 108 at the FDC will continue to use the front entrance. • If parents request to go past the entrance area, they will be required to wear a mask, have their temperature taken and use hand sanitizer. • The waiting room by the entrances will have limited seating available at this time. Chairs will be cleaned/sanitized between use as much as possible. • Wall hand sanitizer dispensers will be installed at entrances. • If a parent is bringing a child late to the FDC they will be asked to bring the child to the FDC exterior classroom door where the teaching staff will take the child’s temperature and conduct a daily health check.
Caring for children in group settings policy: Preschool Classroom Guidance	<ul style="list-style-type: none"> • Enrollment will be kept at 10 children per classroom when possible. • Classrooms will maintain small consistent groups or cohorts of children (10) with related staff and avoid intermixing of groups to the extent possible. • Staff will limit wait time for handwashing and bathrooms. • Staff will take small groups of children to bathrooms outside of the classroom and keep children distanced at cubbies, tables, or other areas that are utilized while waiting for all children to arrive and/or depart. • Water/Sand Tables and Outdoor Sandboxes will not be used. • Dramatic Play: Only washable items will be available. Dress up items that are worn on the face (sunglasses, masks, etc.) and clothing that cannot be washed daily will not be used. • Large Groups/Circle Time: Activities and lessons previously occurring during large group time will instead occur in small groups or individually during Choice Time and/or a scheduled Small Group Time. • Staff will keep children distanced as much as possible during small group activities.
Meals/Snacks	<ul style="list-style-type: none"> • Food will be served by staff, no longer family style dining. • Staff will wear gloves and masks while serving food. • Serving utensils must not touch children’s plates. • Children will sit with as much space as possible between them. • Staff will sit or stand in the lunch/snack room with children and have conversations. • After serving food and prior to eating, adults must discard the serving gloves they used during meal service and wash their hands. • Leftover food will not be moved to the staff lounge at the FDC. • All staff and children must wash hands after snacks and meals.

Addressing other emergencies	<ul style="list-style-type: none"> • Health plans for children will continue to be followed. • Emergency procedures such as choking will continue to be followed. • The established fire, tornado and internal lockdown procedures will be followed in an emergency. • Regularly scheduled fire, tornado and lockdown drills will not take place during the pandemic.
Family Engagement/Needs	<ul style="list-style-type: none"> • Continue to engage with families virtually or by phone. • Provide resources, especially mental health resources.
<p>HOME-BASED CHILDREN AND FAMILY POLICIES</p> <p>Home Visits are suspended at this time. All Home Visits, conferences, FSW visits will be conducted virtually. When home visits resume the following procedures will be followed:</p>	
Child and family health status before a weekly home visit	<ul style="list-style-type: none"> • Parents are asked to monitor their family’s health and well-being at home. If a family member or resident of the home has symptoms of COVID-19 (fever, cough and shortness of breath) they are asked to contact their home visitor to cancel the visit. • Upon enrollment to the program, the family of the child will be made aware of COVID-19 policies and procedures at their pre- enrollment home visit phone call. The family will be made aware of procedures that will take place before a home visit, during a home visit and after a home visit. • Parents are asked to monitor their family’s health and well-being at home. If a family member or resident of the home has symptoms of COVID-19 they are asked to contact their home visitor to cancel the visit. Staff will consult the COVID-19 Illness, Exclusion and Tracking Policy and follow any procedures within that policy • Before a home visit, the Home Visitor will call and confirm the home visit with the family and complete a questionnaire regarding their family’s health. The screener they will be using: MDH Visitor and Employee Health Screening Checklist (parent will also be instructed self-monitor for these symptoms throughout the week). If no person in the family has exhibited these symptoms, the home visit will take place at the agreed upon time and place. If the family passes the screening, they visit will take place and be tracked as a normal home visit. If the family doesn’t pass the screening, In the tracking of the home visit, it will state that they visit was cancelled due to not passing their screening checklist. • Upon arrival of to the first home visit, the family will complete the agency form COVID-19 Waiver and Acknowledgment. Each subsequent visit will use the MDH Visitor and Employee Health Screening Checklist • During the home visit, the home visitor will utilize appropriate PPE and follow physical distancing to the extent possible. • If a child and/or family member/ or resident of the household has been exposed to or has a confirmed to have the COVID-19 virus the Staff/Child COVID-19 Illness, Exclusion and Tracking Policy and Procedure will be followed. Families are asked to notify their home visitor in advance.
Scheduling	<ul style="list-style-type: none"> • Each week the home visitor will make a confirmed phone or email contact with the family to confirm the date, time and place of

	<p>their scheduled home visit and inquire about the health status of the family.</p> <ul style="list-style-type: none"> • All determinations regarding if the visit will take place or not will be documented. • Alternate “clean” settings are encouraged e.g. outside or remotely.
Preparing	<ul style="list-style-type: none"> • Bring only necessary items for the visit: mask, booties, 2 garbage sacks, one for items that need to be thrown such as Clorox wipes and shoe booties, masks, cell phone, iPad, hand sanitizer, etc. • Prepare separate lesson plan items such as toys or puzzles for each visit, not overlapping toys etc.
Arriving	<ul style="list-style-type: none"> • Store personal items in a locked vehicle. • Put PPE items on before entering the home. • Avoid doorknobs or use a barrier e.g. tissue or paper towel. • Avoid placing belongings on tabletops and counters as they have a higher level of germ count. • Avoid visiting during mealtime. • Greet families verbally – not with physical contact e.g. hugging.
Social distancing	<ul style="list-style-type: none"> • Prior to the visit, consider where the best place to sit would be in order to maintain social distancing within the home of the client. • Consider and speak with family regarding alternate visit locations such as outside.
Cleaning and Disinfecting between Home Visits	<ul style="list-style-type: none"> • Staff will allow time in their schedule for cleaning and disinfecting of home visit material that need to be cleaned and disinfected before the next visit when they are out in the field or by returning to the center.
Attendance, updating emergency information	<ul style="list-style-type: none"> • Continue to update emergency information either in person or remotely. • Continue to document home visit attendance.
Parent Engagement	<ul style="list-style-type: none"> • Continue to keep parent/guardians updated regarding the status of home visits and socializations. • Continue to provide resources and information that address each family’s needs.
Socializations/Parent Education	<ul style="list-style-type: none"> • Socializations and parent education are suspended until further notice. • Group socializations will be held virtually whenever possible.

COVID-19 Cleaning and Disinfecting Guidance

Taken from MN Department of Health: For schools and childcare programs

The purpose of this information is to provide guidance for cleaning and disinfecting in schools and childcare programs. This guidance is based on the Centers for Disease Control and Prevention (CDC) recommendations for schools, workplaces, and community locations.

Resource	<p>CDC: Cleaning and Disinfecting Your Facility</p> <p>MDH: COVID-19 Cleaning and Disinfecting for Schools and Childcare Centers</p> <p>Frequently Asked Questions: About COVID-19 Facilities Service and Cleaning Staff</p>
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How COVID-19 spreads	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.
How long does the virus live on objects and surfaces?	We are still learning how long the virus lives outside of a person. A recent study found that the virus can live up to 4 hours on copper, up to 24 hours on cardboard, and up to 2 to 3 days on hard surfaces like plastic and stainless steel. We don't know yet what effect different conditions, such heat, cold, or exposure to sunlight have on the virus, which could make those times shorter. You can protect yourself and others from COVID-19 by washing your hands and cleaning frequently used objects and frequently touched surfaces (like doorknobs, railings, drinking fountains, and counters).
Should I wear a face mask while cleaning?	There are no recommendations to wear a face mask while cleaning, yet you may feel more comfortable if you wear one, especially if you cannot maintain proper social distancing while at work. Don't buy or wear surgical or N95 masks, which are in high demand to protect our health care workers and first responders.
Should I wear gloves while cleaning?	Yes, you should wear disposable gloves while cleaning, but remember not to touch your face with your gloves. Wash your hands with soap and water for at least 20 seconds after removing your gloves. You can also wear heavy duty cleaning gloves and disinfect them after cleaning
What should I do with my work clothing after I'm done cleaning?	Wash your clothes as you normally would. No special detergent is needed. Consider bringing a change of clothes to work and changing before you leave. Put your work clothes in a plastic bag until you can get home and wash them
I'm worried about bringing germs home to my family. How can I protect them?	Follow basic prevention measures such as washing your hands with soap and water for at least 20 seconds when you are done cleaning (and wash them again when you get home). In addition, consider changing your clothing before you leave work and putting them in the wash before you interact with your children and family members.
Routine Cleaning, Disinfecting and Decontamination All previous policies and procedures will continue to be implemented with the addition of those listed below.	
General Cleaning/sanitizing and Disinfecting Guidelines	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: <ul style="list-style-type: none"> • Staff should not touch their face while cleaning and only after they can wash hands after cleaning. • Maintenance staff should wear uniforms (or designated work clothes) and disposable gloves when cleaning and handling trash. • Maintenance 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.

	<ul style="list-style-type: none"> 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
<p>Routine cleaning and disinfecting are key to maintaining a safe environment for faculty, students, and staff.</p>	<ul style="list-style-type: none"> Clean and sanitize at least daily (or more, depending on use patterns) frequently touched surfaces and objects (prior to cleaning and putting on gloves, follow handwashing protocol; after disinfecting, follow handwashing protocol. Frequently clean/sanitize classroom doorknobs and handles, light switches, counter tops, bathrooms, handwashing sinks and faucets, diapering table and pails, classroom equipment, chairs, radios, and shared iPads. Use disinfectant between AM and PM sessions when no children are present. All hard surfaces must be wiped down twice per week to remove cleaning/sanitizing and disinfectant residue.
<p>Routine cleaning and disinfecting of <u>full day classrooms</u></p>	<ul style="list-style-type: none"> Clean and sanitize at least daily (or more, depending on use patterns) frequently touched surfaces and objects (p Prior to cleaning and putting on gloves, follow handwashing protocol; after disinfecting, follow handwashing protocol. Frequently clean/sanitize doorknobs and handles, light switches, counter tops, bathrooms, handwashing sinks and faucets, diapering table and pails, classroom equipment, chairs, radios, shared iPads. Use disinfectant between AM and PM sessions when no children are present. All hard surfaces must be wiped down twice per week to remove cleaning/sanitizing and disinfectant residue. Dramatic Play clothing will need to be washed daily if possible or eliminated from the dramatic play area during this time. During the pandemic there will be no bedding or toys brought from home for nap time. Cots will be cleaned/sanitized after each use and disinfected daily with the disinfecting solution when no children are present.
<p>Routine cleaning and disinfecting of your workspace: keyboards, touch screens, etc.</p>	<ul style="list-style-type: none"> Clean and sanitize daily (or more, depending on use patterns) frequently touched surfaces and objects. Prior to cleaning/sanitizing follow handwashing protocol put gloves on; after disinfecting, follow handwashing protocol. If there is no sink available use hand sanitizer before gloving up and after removal of gloves. Each day, before departure from work, the staff member will be required to clean/sanitize and disinfect their complete working space (desk), keyboards, touch screen, phones, mouse, and any other items in their workspace that are frequently touched
<p>Routine cleaning and disinfecting of shared workspaces – Conference rooms, printers, phones, light switches, door handles, staff lounge etc.</p>	<ul style="list-style-type: none"> After using a shared workspace (e.g. conference room), the room must be cleaned/sanitized and disinfected. Prior to cleaning/sanitizing follow handwashing protocol put gloves on; after disinfecting, follow handwashing protocol. If there is no sink available, use hand sanitizer before gloving up and after removal of gloves.

	<ul style="list-style-type: none"> • Use hand sanitizer before the use of shared office equipment such as printers, faxes etc. • When you are done using these surfaces, wipe the keypad with a disinfectant wipe if available.
Routine cleaning and disinfecting of facility spaces: Bathrooms	<ul style="list-style-type: none"> • At sites where regular building cleaners are not present, clean/sanitize bathrooms after each use and disinfect daily when no children are present. • Prior to cleaning/sanitizing follow handwashing protocol put gloves on; after disinfecting, follow handwashing protocol. • If there is no sink available, use hand sanitizer before gloving up and after removal of gloves. • In bathrooms be sure to clean/sanitize: <ul style="list-style-type: none"> ○ Mirrors ○ Sinks including the faucet ○ Toilet ○ Light switch ○ Door handles
Routine cleaning and disinfecting of large motor spaces: Gym, Playground	<ul style="list-style-type: none"> • Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection. • Do <u>not</u> spray disinfectant on outdoor playgrounds – it is not an efficient use of supplies and is not proven to reduce the risk of COVID-19 • High touch surfaces made of plastic or metal, such as grab bars, railings, door handles, bikes, sand toys, balls should be cleaned/sanitized routinely. • Cleaning/sanitizing and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand, grass, sidewalks and roads) is not recommended. • A schedule will be utilized to ensure that only one classroom group at a time uses a gym or playground.
Routine cleaning and disinfecting of buses	<ul style="list-style-type: none"> • Cleaning and sanitizing of buses should be done between routes. and disinfect at the end of each day. • Transportation staff will wear gloves and masks when using disinfectant. • This includes: <ul style="list-style-type: none"> ○ Bus seats ○ Windows/doors ○ Steering wheel and hand controls ○ High touch surface such as seat belt buckles etc. • Ventilation of the bus while cleaning and disinfecting is essential; open some windows and doors. • Buses will be disinfected daily at the end of each day when no children are present.
Cleaning, disinfecting and decontaminating a sick room or your facility if a person with COVID-19 has been confirmed to be on the premises	<ul style="list-style-type: none"> • Close off areas used by the person who is sick. • Open outside doors and windows to increase air circulation in the area when possible. • Clean/sanitize and disinfect all areas used by the sick person such as offices, bathrooms, common areas, and shared equipment. • Once the area has been appropriately disinfected, it can be opened for use.

	<ul style="list-style-type: none"> Workers without close contact with the person who is sick, can return to work immediately after disinfection of areas that were used by the person who is sick. CDC: cleaning and disinfecting your facility
<p>When a student or staff member becomes ill</p>	<ul style="list-style-type: none"> When a student or staff member develops any symptoms of illness consistent with COVID-19 (see symptoms here) (e.g., new onset or worsening cough OR shortness of breath OR at least two of the following symptoms: fever of 100.4°F, chills, muscle ache, headache, sore throat, loss of taste or smell) in a school or childcare setting do the following: <ul style="list-style-type: none"> Isolate the person in a separate room while they wait to be picked up or until they can leave the facility on their own. Ensure that they have hygiene supplies available, including a cloth mask, facial tissues, and alcohol-based hand rub. If there is a sick room that is not available, you can separate the child in the classroom if they are kept away from the other children and the space that they are secluded to is disinfected. Remind staff who are monitoring the student or staff member with symptoms to practice social distancing when possible. Close off the space used for isolation after the ill person leaves and clean/sanitize and disinfect the high-touch surface, focusing on areas where the person is known to have been and items they have touched (e.g. individual desk, cot toys, and equipment) The area can be opened after proper cleaning/sanitizing and disinfecting. When a student or staff member is a suspect or positive case of COVID-19 and routine cleaning/sanitizing 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 the person was in and what object or surfaces they have touched after they became sick.
<p>Cleaning, Sanitizing and Disinfecting Products</p>	<ul style="list-style-type: none"> Both handheld and backpack electrostatic sprayers have been purchased for use in disinfecting. Only EPA registered, pH neutral, water-based disinfecting products will be used in the electrostatic sprayers. (backpack and handheld) Spray bottles of cleaner/sanitizer and disinfectant will be available for outlying sites. Spray bottles of cleaner/sanitizer will be available for classrooms at the FDC. Maintenance will conduct the disinfecting at the FDC. Transportation will be using the electrostatic sprayer for disinfecting the buses. Backpacks with spray bottles of cleaner/sanitizer will be available for use in agency vehicles after use.
<p>Contact information and accessing more information</p>	<p>Minnesota Department of Health 651-201-5414 Email the MDH School Team (at health.schools.covid19@state.mn.us) if you have questions about cleaning after a child or staff member becomes ill.</p>

PROTECTING, MAINTAINING, AND IMPROVING THE HEALTH OF
ALL MINNESOTANS

For more information, visit [Coronavirus Disease 2019 \(COVID-9\)](#) or call the COVID-19 hotline at 651-201-3920 or 1-800-657-3903.

EMPLOYEE CERTIFICATE OF UNDERSTANDING

ATTACHED IS THE HEAD START COVID PLAN.

PLEASE READ THIS DOCUMENT CAREFULLY AND SIGN BELOW:

*Note: You will be asked to sign this form on the first day of returning to work at your work site.

I HAVE READ THE HEAD START COVID PREPAREDNESS PLAN.

**I UNDERSTAND THE PLAN AND I AGREE TO ADHERE TO ALL THE
POLICIES/PROCEDURES CONTAINED IN THIS DOCUMENT.**

PRINT NAME

DATE

EMPLOYEE SIGNATURE

THIS DOCUMENT WILL BE MAINTAINED BY HEALTH SERVICES.

PLEASE RETURN TO HEALTH COORDINATOR.