


# Saint Andrew

Anchored in Faith  Catholic Church and School

# COVID-19 Preparedness Plan for Preschool, PreKindergarten, and Tackle Box 01-28-2021

This plan is our effort to prevent, mitigate, or respond to the transmission of COVID-19 in in our Preschool or PreKindergarten program as well as our Tackle Box Child Care. Since these programs are overseen by the Minnesota Department of Health, this plan is in compliance with the guidelines of MDH as well as the CDC. Students and staff in the Tackle Box before and after school program will follow the same protocols and procedures as other classrooms.

This plan was created by June 29, 2020 as required. However, it must constantly be reviewed and, when needed, modified to reflect updated information. Copies of this plan are available in each of the classrooms designated for Preschool PreKindergarten, and Tackle Box, and staff members will be trained on the information and procures in this plan. The principal will notify enrolled Preschool and PreKindergarten families as well as those using Tackle Box that this plan exists and will let them know where they can see a copy of the plan should they wish to.

Information hereafter is subject to change based on updates from local, state, and federal guidance. The information in this document is current as of July 1, 2020. This plan is for general planning purposes and does not substitute for any law or regulations nor does it guarantee absence of illness, COVID-19 or otherwise.

## **Staff, Visitor and Student Attendance**

- Signs on each exterior door are posted to remind staff, students and visitors that people exhibiting COVID symptoms are not admitted.
- Staff, students, and visitors should refer to the Department of Health Decision Tree as to when to not attend and, if ill, when to return to school. See the appendix of this document.
- If a child, staff member, or volunteer is diagnosed with COVID-19 or if staff members have questions about a child, staff member, or volunteer who is exhibiting symptoms, the principal or a staff member will contact the Minnesota Department of Health at [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us) and follow their direction.
  - Following this contact, staff members will inform people as directed by the MDH. This will be done using Sycamore, our data management system.
  - Teachers and office staff will strive to keep the Sycamore information up to date at all times.

## **Frequent Handwashing**

- Teachers will teach students how to effectively wash their hands and will provide frequent reminders of the steps:
  - Wet your hands.
  - Apply soap. Rub soap over all parts of your hands to your wrist for at least 20 seconds.
  - Rinse your hands and dry them with a paper towel. Use the towel to turn off the faucet so your hands stay clean. Use the towel to open the door if needed as well.
- Teachers will instruct students to wash their hands or use hand sanitizer (minimum 60% alcohol) as they arrive and as they leave our school. Teachers will teach students how to effectively use hand sanitizer. The sanitizer will not be accessible to preschool or PreK students during the school day unless they are supervised.
  - Apply sanitizer to one palm.
  - Rub the sanitizer over all parts of your hands to your wrists for at least 20 seconds.
  - Let dry.
- Teachers will teach and give frequent reminders to students to wash their hands after blowing one's nose, coughing, or sneezing; after touching objects with our hands that other people have touched with bare hands, or other times when we may have germs on our hands.
- A CDC handwashing poster will be displayed near sinks in classrooms that are used for handwashing.
- Teachers will schedule times for handwashing into their daily schedule. These will take into account the use of shared materials and will be done whenever needed. Some of the times teachers may schedule handwashing include arrival, after being in another space inside or outside

the school, before and after eating. They also will teach and reinforce washing of hands after blowing one's nose, coughing, or sneezing.

## **Cleaning and disinfecting**

Cleaning and disinfecting is a team effort.

### **Teachers/Staff**

- Teachers will encourage students to leave items home that are difficult to clean or disinfect.
- Teachers should consider storing any items that are for student use in the classroom that are difficult to clean/disinfect.
- Custodial staff will work with teachers to ensure that shared toys and shared equipment are disinfected. The staff may ask custodians to disinfect shared toys and equipment or may need supplies to disinfect these items. They must be disinfected at least daily if used.
- Dedicating supplies to individual students when possible (Electronic devices, books, toys, and other games or learning aids)
  - Have students keep personal items in individually labeled areas such as desks, lockers, cubbies, or containers.
- Limiting use of supplies/equipment to one small group from one class, and disinfecting the supplies/equipment before use by another group. (Electronic devices, books, toys, and other games or learning aids)

### **Custodial Staff**

- Custodial Staff will ensure soap and paper towels are available in all bathrooms at all times. They will schedule frequent checks of these and must quickly respond if called to refill these supplies.
- At the end of each school day, custodial staff must clean and disinfect high-touch surfaces using EPA approved disinfectant for COVID-19. Items marked with a \* should also be cleaned at mid-day.
  - Surfaces include:
    - \*All door knobs and handles including those on exterior school doors\*
    - \*Sinks, toilets, and bathroom surfaces\*
    - \*Drinking fountains\*
    - Student desks and chairs
    - Handrails in sloped hallway areas
    - Lunchroom tables and chairs after faith formation or other events.
    - Countertops in bathrooms and classrooms
    - Light switches in rooms and hallways
  - When disinfectant is used, custodial staff will ensure that students are out of the area, and that the area is well ventilated for the safety of the custodial staff and all others.
  - After use, these products will be stored away from children.

- Custodial staff will work with preschool/Prekindergarten staff and PE staff to ensure that shared toys and shared equipment are disinfected. The staff may ask custodians to disinfect shared toys and equipment or may need supplies to disinfect these items.
- Custodial staff will disinfect playground equipment (balls, jump ropes, etc) following noon recess.

### **If a Student or Staff Member Becomes Ill with COVID-19 Symptoms When At School**

- If a staff member becomes ill with COVID-19 symptoms, he/she should immediately tell the principal and should go home.
- If a teacher suspects a student has COVID-19 symptoms, he/she will have the student put on a mask, if possible, and then will give the student the special COVID pass to bring to the office.
  - Office staff, upon seeing the pass, will bring the student to the designated room to be evaluated. The staff member will wear a mask or face shield and gloves at a minimum during this process. It is recommended that the staff member put on a disposable apron or other garment to protect clothing. Another option is for the staff member to change clothes before going home.
  - The person will be isolated in the designated room while they are evaluated. Office staff members will look for signs of COVID, as posted on the school entrance doors. Students exhibiting any of these signs will be sent home.
  - If a child, staff member, or volunteer is diagnosed with COVID-19 or if staff members have questions about a child, staff member, or volunteer who is exhibiting symptoms, the principal or a staff member will contact the Minnesota Department of Health at [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us) and follow their direction.
  - If the student is not found to be exhibiting the signs of COVID at that moment, he/she has discretion to do any of the following:
    - Have the student stay in the designated room and contact the family to have the student go home.
    - Have the student stay in the designated room for a time and then recheck the student.
    - Move the student to the nurse's office.
    - Return the student to class, communicating to the teacher and the principal what is causing this to occur.
    - Something else that minimizes the risk of exposure to COVID while protecting students and staff.
  - Students who are being sent home should be sent with a copy of the Minnesota Department of Health's Decision Tree for People with COVID-19 Symptoms" to ascertain when to safely return.
  - Jan Rydberg or another staff member will monitor the student/staff member through the window in the door if the student is waiting there for any reason. If staff need to enter the space they will put on a face shield and gloves, at a minimum. It is recommended that anyone who enters the designated room put on disposable items to cover clothing or arrange to change clothes when they leave the room.
  - The room must be cleaned and disinfected before it is reopened for use.

- When the room is vacant, the office staff will alert the custodial staff to come in and disinfect high touch surfaces in the designated room. They should follow all protocols for cleaning in this environment.
- The custodial staff will check with the teacher to see if there are other surfaces that the child likely touched that should be cleaned now. Clean and disinfect all areas used by the person who is sick, such as high-touch surfaces, and items they have touched (e.g., individual desk, cot, recently used toys, shared equipment).

## **Arrival and Attendance**

- Students will be screened daily.
  - o Families are asked to take their child's temperature before coming to school daily and check for any signs of illness..
  - o If the student has a fever, shortness of breath, or a new cough, the child must stay home. In addition, if the student had close contact with someone who has tested positive for COVID-19 or if the student has tested positive for COVID-19, the student must stay home. As usual, families must contact the school to report the absence. The student should stay home until they meet the criteria on the Decision Tree. See the appendix.
  - o Upon arrival and throughout the school day, the staff will watch for signs of illness. If anyone exhibits signs of illness (such as flushed cheeks, shortness of breath, a new cough) the student will be immediately sent to the school office to be evaluated and possibly sent home until they meet the criteria for return on the Decision Tree.
- Staff members will be in the hallways each morning to monitor arrival and to curtail congregating, ensuring students go straight from a vehicle to their classroom.
- Hand sanitizer will be available at Door G where Preschool/PreKindergarten students enter and exit and where Tackle Box families drop off and pick up their children. The staff members supervising the halls will also supervise the area with the hand sanitizer in it during arrival and dismissal to ensure students are not abusing the hand sanitizer and are able to use it if needed.
- Parents, guardians, siblings that do not attend our school, and other guests are not allowed during this time. The exception is volunteers that are absolutely necessary for tasks such as lunch.
- Student family drop off each morning will take place on Irving Avenue for Preschool, PreKindergarten, and K-5 students.
  - o Preschool and Prekindergarten drop off begins at 8:10 and ends at 8:25 daily.
  - o Families will enter from the 4th Street end of Irving Avenue..
  - o Families will stop on the school side of the street near Door G and will let the student(s) exit the car while all others remain inside the car.
    - If the student is going to Tackle Box, the family must wait until the student is buzzed into the school to leave.

- If the student is coming to Preschool or PreKindergarten, Preschool or PreKindergarten staff will be outside the building to get the students in to the right door and to class.
- After the student exits the car, the car must proceed down Irving Avenue towards 6th Street.
- This drop off is later than the K-5 arrival time to prevent congestion; please honor that drop off time.

### **Dismissal**

- Parents, guardians, siblings that do not attend our school, and other guests are not allowed inside the school during this time.
- Families will enter from the 4th Street and drive along Irving towards Door G.
- Families will stop on the school side of the street.
  - If the family is picking up a Preschool or PreKindergarten student, the family should wait in the car. Staff members will ensure the student goes to the correct car. If the family members need to assist the Preschool or PreKindergarten student with a car seat or seat belt, they may exit the car to quickly do this before leaving.
    - If the family is also picking up students in other grades they may stay in their car, waiting until those students are also in the vehicle.
  - If the student is picking up students in the Tackle Box program, they should exit their car and buzz staff at Door G.
    - They must wait outside the school and may not enter.
  - After students are safely in the family's vehicle, the vehicle should proceed down Irving Avenue towards 6th Street.
- Preschool/PreK pick up is earlier than the K-5 arrival time to prevent congestion; please honor that time.
- Hand sanitizer will be available at Door G. Students, volunteers, and staff will be instructed to sanitize when arriving at the school and as they leave. A staff member will supervise the area during arrival and dismissal to ensure students are not abusing the hand sanitizer and are able to use it if needed.

### **Stop The Spread**

Many methods are used to stop the spread of the virus, should an infected person be in the school. The cleaning methods used are specific to this virus. In addition, social distancing and other physical barriers and placements will help stop the spread.

- Social Distancing throughout the day
  - Classes will not mingle; groups of children will be consistent throughout the day.
  - When possible, the staff for Tackle Box will be consistent day to day, with a daily limit of 20 children.

- In Tackle Box, visual cues will be used to help students remember to keep a social distance from other students, with extra care that students who are in different classes and different families do not mingle closely together. Family members do not need to maintain social distance during Tackle Box.
- In Preschool and PreKindergarten visuals will be used to help maintain social distance. For example, teachers may tape “Xs” on the floor to let children know where they should sit to promote social distancing.
- At nap time, children’s naptime mats are spaced out as much as possible. When possible teachers will place children’s naptime mats head to toe in order to further reduce the potential for viral spread.
- **Masks and Face Shields**
  - Cloth face coverings such as masks and face shields are an important piece for mitigating the spread of the virus.
    - The Preschool and PreKindergarten teachers and other staff, other teachers or staff who work with Preschool or PreKindergarten students, volunteers, and the employees of Tackle Box must wear masks or face shields during the work day. They may unmask when alone, or to eat or drink when maintaining social distance.
    - Families may choose to provide a face covering for their Preschooler or Prekindertener.
    - Students attending Tackle Box must wear a mask or face shield when indoors unless eating or drinking. If they are eating or drinking they should observe social distance from those who are not in their household as they eat or drink.
      - The child must be able to reliably wear, remove, and handle the cloth face covering throughout the day.
      - To put on the mask:
        - Wash your hands before putting on your face covering
        - Put it over your nose and mouth and secure it under your chin
        - Try to fit it snugly against the sides of your face
        - Make sure you can breathe easily
        - Do not place a mask on a child younger than 2, or anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance
      - While wearing the mask:
        - Keep the covering on your face the entire time you’re in public
        - Don’t put the covering around your neck or up on your forehead
        - Don’t touch the face covering, and, if you do, clean your hands.
      - To remove the mask when you get home:
        - Untie the strings behind your head or stretch the ear loops
        - Handle only by the ear loops or ties

- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water
- Selecting a face shield:
  - The shield should extend below the chin and side to side extend to the ears.
  - There should be no gap between the forehead and the shield's headpiece.
  - Face shields require no special materials for fabrication and can be made from materials found in craft or office supply stores.
- To put on the face shield:
  - Wash your hands before putting on your shield
  - Put it on your head and make sure it fits as it should.
- While wearing the face shield
  - Keep the shield on your face the entire time you're in public
  - Don't touch the shield, and, if you do, clean your hands.
- To remove the face shield when you get home:
  - Unfasten the shield or lift it off your head.
  - Handle it by the strap without touching the clear shield portion.
  - Clean the shield with soap and water, or use common household disinfectants.
  - Put the clean face shield in an appropriate place. Consider a gift bag or other container.
- Stay home when ill
  - Teachers will offer learning activities for students who cannot be at school due to illness or exposure to COVID-19. This includes all teachers, including PE, Music, and Media. Families may choose not to have the child complete activities or to do selected activities; teachers will work with families to prioritize which activities to complete during the child's absence.

### **Workplace Ventilation**

- When possible teachers will work to maximize the amount of fresh air being brought in. When conditions allow, consider opening windows.
- Custodial staff will ensure all ventilation systems are working properly. They will complete routine maintenance before school begins to ensure maximum fresh air availability.
- The use of fans in classrooms is discouraged.
- When possible, staff members from Tackle Box will have students playing outside in the fresh air.

### **Playground Use**



- Preschool and PreKindergarten playground time will be at times when the playground is not being used by other grades or classes.
- Tackle Box students will maintain social distancing on the playground. Tackle Box staff members are encouraged to teach games that encourage social distancing.
- After using the playground, all students and staff members will wash their hands.

### **Meals and Snacks**

- Preschool and PreKindergarten students will eat snacks and lunches within their classrooms.
- Tackle Box students will eat snacks as well as breakfast in their classroom.
- All items will be served to students; there is no self service of food items.
- The area to be used for eating should be disinfected before it is used for eating.

### **Field Trips and Large Group Gatherings**

- Virtual field trips are encouraged.
- In house field trips, where a presenter comes to school, are allowed.
  - The presenter must be screened by the office before presenting to ensure they are free of COVID symptoms.
  - If possible, hold the in house field trip outside, and keep the classes separated.
- Social distance needs to be maintained during any in house field trip or virtual field trip.
- Live, off-campus field trips are not permitted at this time. This may change throughout the school year.

#### Adjustment of Plan

- This plan will be continually reviewed and, if needed, will be updated due to new information, updated regulations from the state or nation, ideas to streamline the plan, or other reasons.
- Laure Hipsag will implement a school-age care program for critical workers if Scenario 2 or Scenario 3 is enacted.

### **Communicating and training**

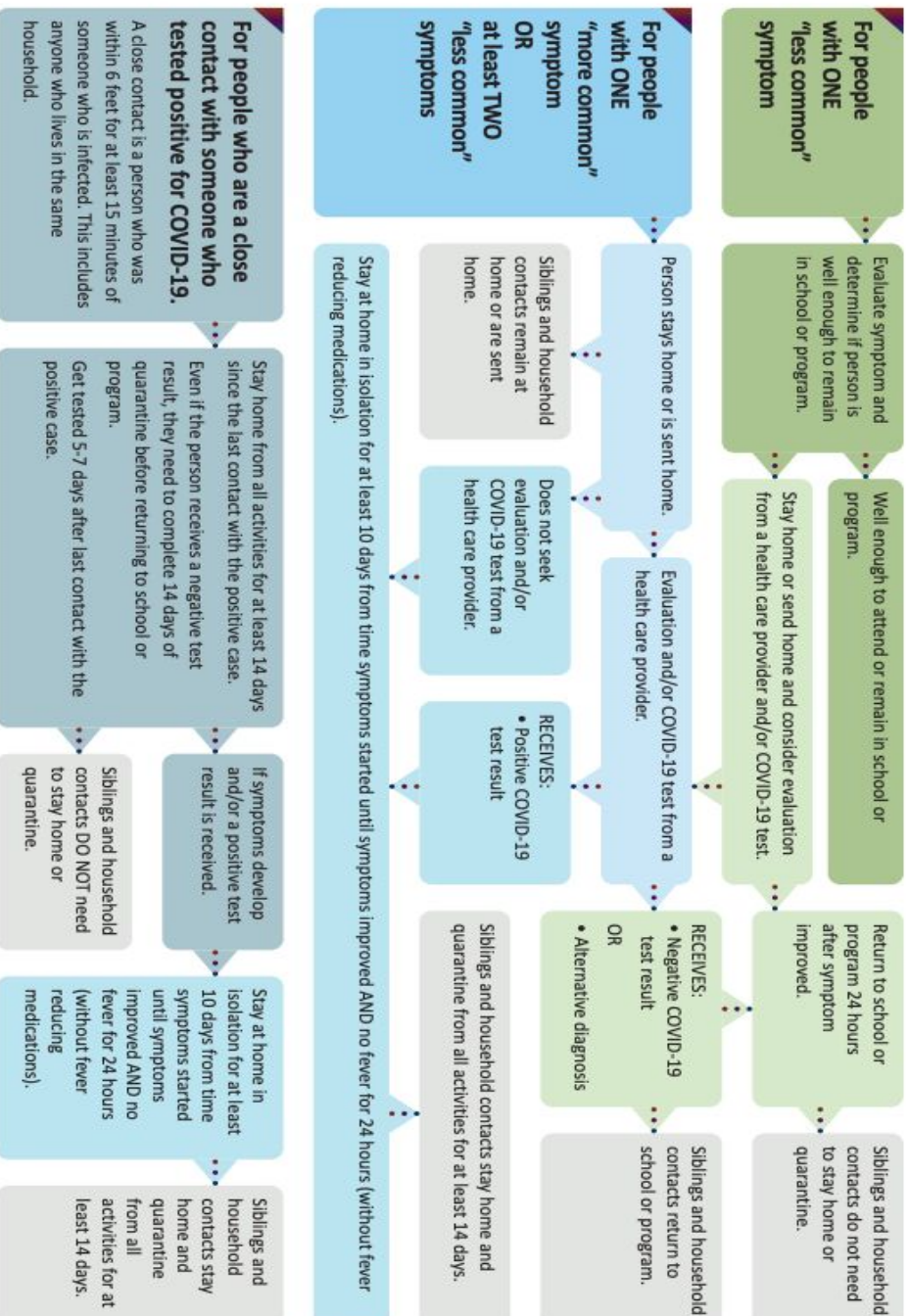
- This plan will be available to the Commissioner upon request.
- The principal will let families know the plan exists and offer a link to them if they wish to read it.
- A letter to families will be written by the principal and sent to families before school begins. It will state what the families will do to help with the plan, and will explicitly state when children must remain home and the new drop off and pick up protocols.
- Copies of this plan will be in both Preschool/PreKindergarten rooms and in the Tackle Box room as well as in the Tackle Box Staff Handbook binder to give easy access for staff to refer to the plan as needed.
- All Preschool and Prekindergarten staff will be trained in this plan during fall workshop.

- Laure Hipsag will provide training to all Tackle Box employees and substitutes to ensure they understand and will follow the plan.
- Any updates to this plan will be shared with all affected parties, and all copies of the plan will be updated to reflect the changes.
- 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.

## COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs

Follow the appropriate path if a child, student, or staff person is experiencing the following symptoms consistent with COVID-19:

- **More common:** fever greater than or equal to 100.4° F, new onset and/or worsening cough, difficulty breathing, new loss of taste or smell.
- **Less common:** sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of severe headache, new onset of nasal congestion or runny nose.



# Appendix



# Attention Students, Employees Volunteers and Visitors:

If you had any of the following since your last day here that you cannot attribute to another health condition **Do Not Enter**. Go home, stay away from other people, and consider contacting your health care provider.

- Fever of 100° F or higher
- A new cough
- Shortness of breath
- A new sore throat
- New muscle aches
- A new headache
- New loss of smell or taste
- Diarrhea, vomiting, or nausea

Thank you for taking the time to ensure  
the health and safety of all our students and staff. God bless you!

