

Miniapple International Montessori COVID-19 Preparedness Plan for Licensed and Certified Child Care Programs Deemed Critical Businesses During Peacetime Emergency

According to Executive Order 20-48, critical businesses, including providers licensed and certified to provide child care services, are required to follow guidance from the [Minnesota Department of Health \(MDH\)](#) and the [Centers for Disease Control and Prevention \(CDC\)](#) to mitigate the spread of COVID-19. MDH encourages providers to follow the [CDC Guidance for Child Care Programs that Remain Open](#).

[Executive Order 20-74](#), signed by Gov. Walz on June 5, 2020, requires all critical businesses to develop and implement a [COVID-19 Preparedness Plan](#) that outlines how Miniapple International Montessori School (hereafter Miniapple) will implement MDH and CDC guidelines.

Miniapple cares about the health and safety of the staff, families and the children in our care, particularly during this pandemic. Miniapple refers to the guidance from MDH and CDC to provide specific steps to continue to keep everyone safe while operating during this unique public health crisis. The guidance from MDH and CDC includes strategies, such as physical/social distancing, limiting group sizes, hygiene and cleaning practices, screening and exclusion criteria.

Miniapple's [COVID-19 Preparedness Plan](#) describes how our program will implement the following components, in compliance with MDH and CDC guidelines for child care programs:

1. frequent handwashing;
2. cleaning and disinfecting;
3. arrival and departure;
4. plans for identifying and excluding sick staff, volunteers and children;
5. physical/social distancing throughout the day;
6. source control and cloth face coverings;
7. workplace ventilation
8. playground use
9. meals and snacks;
10. field trips and events, and
11. communication and training about the Plan.

Miniapple will evaluate, monitor, and update our plan if necessary, on a regular basis.

1. Frequent Handwashing

- CDC guidance on handwashing:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#HandHygiene>

PLAN FOR HANDWASHING:

- Staff and children's hands are washed upon entering the school and when switching classrooms/discovery rooms/gym/playground and re-entering the classroom
- Before and after eating or handling food, or feeding children.
- Before and after administering medication or medical ointment.
- Before and after diapering.
- After children and staff return from the playground.
- After taking out the trash and recycling.
- Staff wash hands after lunch break.
- After using the toilet or helping a child use the bathroom.
- After coming into contact with bodily fluid.
- Follow proper handwashing procedures after sneezing, coughing, blowing nose, etc.
- Hand sanitizer containing at least 60% alcohol is available for staff but we encourage hand washing for children.
- Staff and volunteers wash hands before assisting children with sunscreen and between each child.

2. Cleaning and disinfecting

- MDH and CDC guidance for frequent cleaning and disinfecting of the program:
 - <https://www.health.state.mn.us/diseases/coronavirus/schools/clean.pdf>
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

PLAN FOR CLEANING AND DISINFECTING:

- New bleach solution is made daily with new measurements. High touch areas are disinfected when Miniapple opens and again after morning drop off. Small manipulatives that cannot be washed are removed from the classrooms.
- Most commonly touched surfaces (ie: door handles, front door keypad, light switches, tables, chairs, faucets, playground grab bars & railings, etc.) are cleaned with soap and water; then disinfected with a bleach solution.
- Each classroom has a bucket for toys and materials that need to be cleaned and sanitized, then reintroduced to the children.
- When feasible minimize the use of shared supplies (ie: office supplies, arts & crafts, etc.) clean with soap and water then disinfect when possible.
- Schedule for cleaning and disinfecting.
- Staff wear gloves for cleaning and disinfecting.
- Soft surfaces are cleaned with soap and water or laundered when possible.
- We will follow Minnesota Department of Health and CDC procedures for cleaning and disinfection after persons suspected or confirmed to have COVID-19 have been in the program.
- School hours may be adjusted to allow for extra cleaning and disinfecting.

3. Arrival and Departure

- CDC screening tool for parents to complete before arriving at school:
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren>

PLAN FOR ARRIVAL AND DEPARTURE:

- Curbside drop off and pick up have been implemented.
 - Child care providers greet children outside as they arrive.
 - Designated staff for pick up / drop off to walk children to their classroom, and at the end of the day, walk all children back to their cars.
 - Infants when transported in their car seats. Car seats are stored in our car seat cubby room and out of children's reach.
- Hand washing is recommended but hand sanitizer with at least 60% alcohol is set up at the entrance of the facility, so that staff can clean their hands between each interaction with the children during pick up and drop off.
- Posted a sign to practice social distancing for families to see.
- Only children and staff are currently allowed in the school. No additional persons in the building.
- All adults are asked to wear a face mask during arrival and departure.
- Upon arrival, a health check of staff and children including temperature is completed and logged.
- Staff complete a COVID-19 questionnaire daily before arriving at work.
- Persons with a fever of 100.4° or above or other signs of illness should not be admitted to the facility. Parents should be on the alert for signs of illness in their children and keep them home when they are sick.

4. Plans for sick children, staff and volunteers

PLANS FOR SICK CHILDREN, STAFF, AND VOLUNTEERS:

- Conduct daily health checks. This includes taking the temperature of staff and children upon arrival. Staff complete a COVID-19 questionnaire daily prior to arriving to work.
- We follow the Minnesota Department of Health exclusion guidance and ensure children, staff, and volunteers stay home when sick:
<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>
- If a child at school gets sick, parents must pick up their child immediately. The child will be brought to the director's office or a designated supervised isolation room until the parent picks up.
- Director will email the COVID-19 decision tree, so parents know what their steps are.
- Follow CDC guidance for what to 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, has been exposed to COVID-19 or is exhibiting symptoms, Miniapple must be notified and we will contact MDH at health.schoolcc.followup@state.mn.us and follow their direction.
- The Director, Assistant Director, Human Resources Manager or Program Administrator will maintain communication with, and gather information from, staff who may be ill to ensure the privacy of staff is maintained.

5. Physical/Social distancing throughout the day

PLAN FOR PHYSICAL/SOCIAL DISTANCING THROUGHOUT THE DAY:

- Limit groups sizes to 10 children when feasible.
- Space children out during lunch/snack time when feasible.
- Spacing cots for naptime when feasible.
- Curbside drop-off and pick-up to limit direct contact between parents and staff members.
- Activities are small group or individual activities, rather than the whole group, whenever possible.
- More activities outside and utilizing our outdoor classrooms as weather permits.
- Staff and volunteers maintain physical distance while talking with each other.

6. Source control and cloth face coverings

- Minnesota Department of Health and CDC face covering guidance:
<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>

PLAN FOR SOURCE CONTROL AND CLOTH FACE COVERINGS:

- Posted notice for families to see “Please wear a face mask. Thank you.”
- Staff wear face masks who run children for pick up and drop off.
- Staff follow MDH guidelines for mask requirements for child care and wear a mask at least 80% of the time inside the classroom.
- Advise Parents to wear face mask during pick up and drop off.
- Children 2 and over can wear a face covering, except during nap & mealtime, if parents choose.
- Children older than 5 are exempted from the face mask requirement. Miniapple determines this is most age-appropriate and supportive of the development and safety for all children in the school.
- Staff and families who travel outside of Minnesota, with the exception of Wisconsin, will need to be excluded from Miniapple for 5 days upon their return to Minnesota.
- Staff and children bring inside shoes to wear inside the building.

7. Workplace ventilation

PLAN FOR VENTILATION AND AIR FLOW, IF POSSIBLE:

- Encourage outside play time when weather permits.
- If using a fan, have it pointing away from staff & children so it's not blowing across them.
- Air purifier with a Medical Grade H13 True HEPA filter that removes 99.99% bacteria, aerosolized viruses, and airborne particles in each classroom.

8. Playground use

- Minnesota Department of Health playground guidance:
<https://www.health.state.mn.us/diseases/coronavirus/schools/playground.pdf>

PLAN FOR MITIGATING COVID-19 IN PLAYGROUND USE:

- Disinfect the indoor & outdoor playground (weather permitting) after morning recess, after lunch recess, and at the end of the day with a bleach and water solution.
- Limit group size and stagger playground use when possible

9. Meals and snacks

PLAN FOR MITIGATING COVID-19 DURING MEALS AND SNACK TIMES:

- Limit Practical Life food work to one child per day at a designated time & place in the classroom.
- Children bring their own meal, no food sharing.
- Children are spaced out, when possible, during lunch & snack times.

10. Field trips and events

PLAN FOR MITIGATING COVID-19 DURING FIELD TRIPS AND EVENTS:

- All field trips/events are cancelled until further notice.
- We limit the presence of non-essential visitors.

11. Communications and training

PLAN FOR COMMUNICATIONS AND TRAINING:

- Staff and management will be trained during work time regarding COVID-19 exposure, as well as applicable policies, procedures, practices, and protocols.
- Staff and management will read and sign that they have read, understand and will comply with the COVID-19 Preparedness Plan.
- The COVID-19 Preparedness Plan is posted in a prominent place and is easily accessible for staff.
- The COVID-19 Preparedness Plan will be emailed to staff/families to have an electronic copy and posted on the Miniapple website
- A printed copy of the The COVID-19 Preparedness Plan is available to staff in the Employee Handbook and upon request.
- The COVID-19 Preparedness Plan will be emailed to new enrolling families in their welcome packets and to prospective families (upon request)
- The program administrator will continually monitor federal, state and local public health communications about COVID-19.

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, 651-284-5050 or 877-470-6742.