



Bluffview Montessori COVID-19 Preparedness Plan

According to Gov. Walz's Executive Order 20-48, childcare providers and educational institutions 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.

The Bluffview Montessori COVID-19 Preparedness Plan describes its compliance with these MDH and CDC guidelines in consideration of the following components:

1. frequent handwashing;
2. cleaning and disinfecting;
3. arrival and departure;
4. social distancing throughout the day;
5. plans for identifying and excluding sick staff, volunteers and children;
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.

Frequent Handwashing

1. Proper handwashing hygiene should occur in the following instances:
 - Arrival to the facility and after breaks
 - After coughing or blowing one's nose
 - Before and after preparing food or drinks
 - Before and after eating or handling food, or feeding children
 - Before and after administering medication or medical ointment
 - Before and after diapering
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - After handling animals or cleaning up animal waste
 - After playing outdoors or in sand
 - After handling garbage.
2. Wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
3. Supervise children when they use hand sanitizer to prevent ingestion.

Cleaning and Disinfecting

1. Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially **toys, games, and school supplies**. Additional high-touch surfaces should be routinely cleaned:
 - Doorknobs
 - Light switches
 - Classroom sink handles
 - Countertops
 - Nap pads
 - Toilet training potties
 - Desks
 - Chairs
 - Cubbies
 - Playground structures.
2. Minimize the use of shared supplies (e.g. arts and crafts, office supplies) that cannot be sanitized and consider using designated bins for clean and used items.
3. All cleaning materials should be kept secure and out of reach of children.
4. Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

Arrival and Departure

1. Pick-up and drop-off should occur outside the facility whenever possible.
2. Hand hygiene stations should be set up at the entrance of the facility, so that children can clean their hands before they enter.
3. Stagger arrival and drop off times and plan to limit direct contact with parents as much as possible.
4. Have child care providers greet children outside as they arrive.
5. Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.
6. Persons who have a fever of 100.4⁰ (38.0°C) or above or other signs of illness should not be admitted to the facility.

Social Distancing

1. Limit group sizes as much as possible and create consistent groups of children and providers, staff, or volunteers who stay together throughout the day.
2. Add visual cues or barriers to direct traffic flow and distancing.
3. At nap time, ensure that children's naptime mats (or cribs) are spaced out as much as possible. Consider placing children head to toe in order to further reduce the potential for viral spread.
4. Establish a procedure for arrivals and departures that avoids or minimizes group interactions.
5. Ensure activities are small group or individual activities, rather than whole group, whenever possible.
6. Limit programming that intermixes groups or has more than one group in the same area at the same time.
7. Whenever possible, hold activities outdoors and encourage children to spread out.
8. Staff and volunteers should also maintain social distance while talking with each other.

Identifying and Excluding Sick Staff and Children

1. Conduct daily health checks.
2. Create a communication plan for how and when you will notify parents and staff if a child, staff member, volunteer or household member for family child care programs has been exposed, is exhibiting symptoms, or has tested positive.
3. Establish a process to identify contact between infected staff and other staff who may have been exposed.
4. Ensure the parent or guardian contact information in each child's record is up-to-date.
5. Designate an individual to maintain communication with and gather information from staff who may be ill, as to ensure the privacy of staff is maintained.
6. Provide accommodations for "high risk" and vulnerable populations. Employers should take particular care to reduce these staff's risk of exposure.
7. Have a plan for back-up staffing or closure in case you, a staff member, volunteer, or household member for family child care programs becomes ill during the day/program.

Identifying and Excluding Sick Staff and Children, Cont'd

8. Plan to have an isolation room or area (such as a cot in a corner of the classroom) that can be used to isolate a sick child.
9. If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.
10. If COVID-19 is confirmed in a child or staff member:
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in the areas.
 - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
 - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
 - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

Source Control and Cloth Face Coverings

1. Cloth face coverings should stay in place without being pulled on or touched by the person wearing it or others. Staff members should wear cloth face coverings during the work day as much as possible, recognizing the development needs of the children in their care.
2. Children should not wear cloth face coverings unless they can reliably wear, remove, and handle the cloth face covering throughout the day.
3. Be careful not to touch your eyes, nose, and mouth while wearing cloth masks to prevent potential contamination.
4. Wash your hands thoroughly before putting on the mask.
5. Remove the mask carefully and wash your hands thoroughly after removing.
6. Wash the mask after each use.
7. Cloth masks do not provide adequate protection for others if a staff member has symptoms compatible with COVID-19. Ill staff members should stay at home.

Workplace Ventilation

1. Maximize the amount of fresh air being brought in, limit air recirculation and make sure ventilation systems are being properly used and maintained.
2. 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.
3. Engage in activities outdoors whenever possible.

Playground Use

1. Stagger playground use rather than allowing big groups to play together.
2. Wash hands before and after touching play structures. If possible, consider cleaning high touch areas of the play structure between groups.
3. Private playgrounds may continue to be used when appropriate procedures for cleaning of surfaces and hand-washing are in place.
4. Keep groups together – maintain the same groups from day to day.
5. The CDC indicates that outdoor areas like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.
6. Establish daily routines for cleaning playground equipment such as rubber balls, jump ropes, etc. Set up a system and educate children about how to care for equipment when they start and end play.
7. Label containers for clean, unused playground equipment and for equipment that needs to be cleaned. Consider color code or label with simple symbols so children of all ages can help with this daily activity.

Meals and Snacks

1. If meals are typically served family-style, plate each meal and serve it so that multiple children are not using the same serving utensils.
2. To the extent possible, serve meals in individual classrooms. If using a cafeteria, the meal should be served to one small group of children at a time, with cleaning and sanitizing occurring in between groupings.

Meals and Snacks, Cont'd.

3. Sinks used for food preparation should not be used for any other purposes.
4. Caregivers should ensure children wash hands prior to and immediately after eating.

Field Trips and Events

1. Do not plan large group activities, such as field trips and family events. Consider changing field trips and events to a virtual format where appropriate.
2. If you have an in-house field trip, screen the presenter. It would be best if in-house field trips are held outside in small group settings. Remember that social distance needs to be maintained, groups should not be mixed, and whenever possible, cleaning and sanitizing should occur between groups.
3. Limit the presence of nonessential visitors.
4. Use virtual formats for guest speakers and reading programs.

Communication and Training about the Plan

1. The plan must be available to the Commissioner and offered to families.
2. The plan must be posted in a prominent place and readily accessible to all of your employees.
3. Offer a copy of the plan to families and explain in plain language the parts of the plan relevant to them.
4. Provide training to ensure everyone is following your plan. Keep these individuals updated on any changes to the plan.
5. 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.

Additional Resources

1. Th DIY Cloth Face Coverings from CDC: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
2. Cleansing and Disinfecting Recommendations from CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
3. EPA List of Recommended Disinfectants to Reduce Risk of COVID-19: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
4. Decision Tree For People with COVID-19 Symptoms in Youth, Student, and Child Care Programs: <https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>
5. Interim Guidance from CDC for K-12 Administrators: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>