

# The Berry Patch School COVID-19 Preparedness Plan

*This plan was created using the Template and Guidance from the Minnesota Department of Health, the CDC, Minnesota Department of Human Services, and in consultation with Minnesota Childcare Health Consultants.*

## Arrival and Departure

Start/Ending times will be staggered to accommodate arrival and departure procedures.

Drop off/pick up will be done curbside. Staff will wear masks and gloves.

- Temperature will be taken
- Parents will answer daily health screening questions to confirm that the child does not have any of the following symptoms: cough, shortness of breath, fever of 100.4<sup>o</sup> or above, or any two of the following: chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting, or nausea.
- Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- A staff person will escort the child inside, where s/he will wash hands/use hand sanitizer.
- Items brought from home will be limited to the following:
  - Change of clothes
  - Lunchbox
  - Full Day Only: Small blanket or stuffed animal for quiet time (stored in Ziploc) and sent home each day
  - Diapers/wipes, as needed
  - No "Show & Tell" items.

Departure: A staff person will escort the children to their families for pick up.

Location Specific Arrival and Departure logistics details will be communicated before the start of the school year. Any changes made to the arrival and departure procedures will be communicated to families throughout the school year.

## Frequent Handwashing

- [Proper Hand Washing Technique](#) will be used
  - Wash hands with soap and water for at least 20 seconds.
  - If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- All children and staff will engage in hand hygiene at the following times:
  - Arrival to the facility
  - Before and after preparing food or drinks
  - Before and after eating or handling food, or feeding children
  - Before and after administering medication,

- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After wiping one's nose, coughing or sneezing
- Before and after helping a child wipe his nose or face.
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After handling garbage
- Before and after playing outdoors
- Before and after using playdough or other sensory materials
- Hand Sanitizer
  - Children will be supervised when using
  - Will be stored out of reach
- Children will be assisted with handwashing when needed
  - After assisting children with handwashing, staff will wash their hands.
- Posters describing handwashing steps (with visual cues) will be placed near all sinks
- Berry Patch classes will learn a song/countdown to sing while engaging in hand hygiene

## Plans for sick children, staff, and volunteers

### Daily Health Screening

- [MDH Screening Tool](#)
- We will conduct daily health screening and temperature checks of staff and students before entering the classroom area. Anyone who does not pass the screening will be excluded from school.

### Illness at School

If a staff member or child becomes sick with an illness that could be COVID -19 while at school:

- The sick staff member or child will be isolated while supervision is maintained.
- [CDC guidance](#) on how to disinfect our facility will be followed.

### Decision Tree for People with COVID-19 Symptoms

- [MDH Decision Tree for Schools and Childcare](#)
- [MDH Home Health Screening Guide](#)
- [MDH COVID-19 Attendance Guide for Families](#)
- If a staff member or student has symptoms consistent with COVID-19 (see list below) the family or staff member are **required** to let the school know and may not attend The Berry Patch until MDH exclusion guidelines (see Decision Tree above) have been met.
- Symptoms of COVID-19 include
  - One (or more) 'more common' symptoms:
    - Fever of 100.4 or greater
    - New onset of cough
    - Difficulty breathing
    - Loss of taste or smell

**And/or**

- Two (or more) 'less common' symptoms:
  - Sore Throat
  - Nausea
  - Vomiting
  - Diarrhea
  - Chills
  - Muscle pain
  - Excessive fatigue
  - Severe headache
  - Nasal congestion or runny nose
- If symptoms consistent with COVID-19 (listed above) occur, staff or student (and siblings) will be asked to remain at home and will be guided by Berry Patch Leadership Team on return to school plans in accordance with the MDH Decision Tree. The Berry Patch requires a copy of a negative COVID test OR Doctor's note with alternative diagnosis for return to school.
- If a student or staff member is a close-contact of someone who tests positive for COVID-19 it is **required** that this is reported immediately to The Berry patch and the student or staff member must remain out of school for the full 14-day quarantine period.
- If a student or staff member has a member of their household quarantining because they (the household member) is a close contact of a positive COVID-19, it is **required** that the Berry Patch be notified of the household member's quarantine.
  - As long as The Berry Patch student or staff member is not, themselves, a close contact of the positive COVID-19 case they may continue to attend the Berry Patch.
  - The Berry Patch staff or student would be required to quarantine if the household member who is quarantining were to:
    - Develop symptoms consistent with COVID-19 (see list above)
    - Get a positive test result
- All student absences (illness and otherwise) AND household members under quarantine must be reported by emailing your classroom teacher **AND** your school location Assistant Director.
  - Colonial: Jenny Miller, Assistant Director ([j.miller@berrypatchschool.com](mailto:j.miller@berrypatchschool.com))
  - Calvary: Cara Terwilliger, Assistant Director ([c.terwilliger@berrypatchschool.com](mailto:c.terwilliger@berrypatchschool.com))
  - Staff: Molly Dykstra, Director ([m.dykstra@berrypatchschool.com](mailto:m.dykstra@berrypatchschool.com))

Policies for Temporary Classroom or Building Closure due to COVID-19

- If recommended by Minnesota Department of Health
- Student Tuition will be reduced 50% for time of closure
- Berry Patch families will have Virtual Learning opportunities provided by the classroom teacher
- If Classroom teacher is ill during classroom closure, modified home-learning opportunities will be provided by the Leadership Team/other Berry Patch staff.

Policy for Program Closure due to Mandated Stay-At-Home Order

- The Berry Patch will work with the Minnesota Department of Health and Minnesota Department of Human Services (Licensing) to determine operations should a Stay-At-Home Order be issued for Hennepin County of the State of Minnesota.

#### Communication plan regarding children/staff who are sick with COVID-19.

- The Director, Molly Dykstra (m.dykstra@berrypatchschool.com), or another member of the Leadership Team if she is not available, will be the Communication Coordinator.
- We will communicate with families if someone in their child's class has tested positive to COVID-19, following the recommendations of the MN Dept. of Health as well as our Public Health consultant group, MN Child Care Health Consultants.

#### Additional information regarding staff

- Staff who are at "high risk" and vulnerable populations have been asked to notify the Director

#### Travel

All travel out-of-state or abroad must be reported to The Berry Patch. Staff and families will be required to adhere to MDH guidelines regarding return to Minnesota after domestic and international travel.

### **Social distancing throughout the day**

- Each classroom group will be its own "bubble" with 8-9 children and 1-2 adults. They will not intermingle with other groups throughout the day.
- Classrooms will be set up before the school year begins as classes that will stay for lunch or lunch and the afternoon. These classes will be formed based on parent preference for these additional hours. Not all parent preference for these options will be able to be honored
- Parents will be informed before school begins as to whether their child's class is a 'Lunch' class or a 'Full Day' class.
- Children who are staying for lunch will be with their classmates in their classroom.
- Children who are staying for the afternoon will have lunch with their classmates in their classroom and will only interact with their morning classmates in the afternoons.
- Rest mats will be placed at least 6 ft. apart.
- Social Distance will be maintained between staff members whenever possible in classrooms, and at all times when in common areas.
- No more than 3 staff will be allowed in classrooms or storage room at any time, except when necessary for supporting classroom teachers with urgent needs of staff or children.

### **Cleaning and Disinfecting**

Berry Patch staff will practice the [cleaning and sanitizing procedures](#) as noted in the Operations, Policies, Procedures & Practices with these additions:

## General Guidelines

- Gloves will be worn as toys and equipment are cleaned; Hands washed after removing gloves.
- When leaving bathroom high touch areas will be sanitized with clorox wipes or bleach solution - door handles, toilets, sink area
- When leaving gym high touch areas will be sanitized with clorox wipes or bleach solutions – hand-rails, door knobs, etc.
- Number of toys in the classrooms will be limited. Extra toys/classroom materials will be stored to be rotated into the classroom when sanitized.
- Used toys will be sanitized as quickly as possible and placed in storage area as clean/ready to be back in classroom
- We will not have the following in our classrooms this year: Stuffed animals, cardboard blocks, pillows with non-removable covers
- Dress up clothes will be limited/rotated daily- all laundered weekly
- [MDH Cleaning Guidelines](#) will be followed

## Before the day begins

- Bleach solution will be prepared by staff for use in individual classroom and bathroom/diapering areas
- Spray Sanitizer (step 3) on all surfaces and mist over toys (unless visibly dirty)
- Tables and countertops cleaned with all three steps

## At the End of the Day

- Used toys will be removed to be cleaned
- Used toys placed in Mesh bags and run through dishwasher
- Bin Edges, Countertops, Cabinet handles, light switch disinfected with Disinfecting wipes

## Landlord Responsibilities with Cleaning end of day:

- After-Hours Building Cleaning Procedures (what is cleaned, who is cleaning, what products are being used) approved by Director prior to the start of the school year

## Avoiding Cross-Contamination

- Individual classroom buckets of toys in gym (disinfected weekly)
- All used toys/riding toys in 'to clean' area- these will be cleaned and put back in cupboard for use when cleaned
- When leaving the playground, Berry Patch staff will wipe down high touch areas with sanitizing wipes.
- On the playground each group will have their own bucket of toys.
- Children will have labeled, individual containers with art/writing supplies (pencil, crayons, glue, glue stick, scissors, etc.) or art/writing supplies will be used by individual child and removed from use to be cleaned.
- Any sensory items (playdough, etc.) will be stored in individual containers labeled with child's name for personal use

## Source control and cloth face coverings

### COVID-19 Preparedness Fee

Each family will be invoiced Sept 1 with a \$75 COVID Preparedness Fee. This fee will pay for the following supplies throughout the year (as well as other additional expenses related to COVID Preparedness such as extra staff, additional hours for staff, etc.)

- Bleach
- Gloves
- Cleaning Spray Bottles
- Disinfectant Wipes
- Gloves
- Hand Sanitizer
- Hand Soap
- Facemasks
- Thermometers
- Storage supplies for rotation of classroom Items
- Student Personal Supplies Box (3-5 year olds)
- Additional gym or playground toys as needed to allow for classroom use only

### Face Coverings-Adults

- Cloth face coverings will be worn by all during drop off/ pick up time and then in common areas / hallways
- All non-classroom staff will wear cloth face coverings at all times
- Classroom teachers *may* wear face shields during their classroom circle time, otherwise they must wear a cloth face covering
- Staff will be trained in the proper technique for wearing gloves and face masks
- All staff will receive 2 cloth face coverings (must be cleaned daily); disposable face masks will be available at all times.
- See current [MDH Recommendations](#) for up to date information

### Face Coverings-Children

Children will not be required to wear masks and will only wear them if they can show that they are able to reliably wear, remove, and handle them throughout the day.

## Workplace ventilation

- Ventilation systems at both Berry Patch locations are maintained on a quarterly or semi-annual basis
- Windows will be kept open as much as possible.
- Ceiling fan and air conditioner use is permitted.
- All classrooms and offices have been equipped with individual Air Purifiers.

- All children will spend as much time outside each day as possible, weather permitting.

### **Playground use**

- Groups using the playground and the gym will be staggered so as to not intermix
- If Arden or Countryside Park (nearby public playgrounds) are used it will be when no other children are present or we will maintain 6 feet physical distance from other children.

### **Meals and snacks**

- Groups will not combine for snacks or Lunch Bunch.
- Classroom teacher will plate the food for each child at snack. They will no longer serve themselves family style.
- Cleaning/sanitizing and hand washing will occur as usual, before and after meals.
- Lunch box will be emptied onto provided paper plate or towel and lunch box stored behind/under child's chair during lunch

### **Field trips, Events, and Meetings**

- We will not have field trips this year. Instead the individual preschool groups will take more walks in the neighborhood, avoiding busy areas.
- We will not have in-person family events
- Staff Meetings will be held virtually or outdoors with physical distancing
- Any small group meetings among staff members will be held outside or in a well-ventilated room and will be limited to small groups (less than 10) with staff members wearing masks and maintaining social distance throughout the meeting.
- Parent Conferences will be held in November and April. Fall 2020 Conferences will be held with classroom teacher(s) and parents virtually. Format for Spring 2021 Conferences will be determined based on Pandemic situation at that time.

### **Communications and Training**

- This Covid-19 Preparedness Plan will be available to the Commissioner and offered to our families.
- Families will be trained on the drop-off/ pick-up procedures and our health exclusion policies and any other information specific to families.
- Staff will be paid for their training time related to this Plan.
- The staff will be trained on this plan before beginning the school year in September 2020 and will be informed of any changes to the plan. Volunteers, substitutes and any other caregivers will be trained in this plan prior to being in the classroom with children.
- This plan will be posted in the office for staff and all other caregivers to review.
- Parents will receive an electronic copy of this plan before their child's first day of school.

### **Parent Review**

Parents will be given the COVID-19 Preparedness plan and asked to review before their child

begins the 2020-21 school year.

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### Staff Agreement

I have read and received training in the Berry Patch COVID-19 Preparedness Plan and I agree to comply with and follow these established rules and practices.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*This Staff Agreement signature page will be placed in each staff member's Personnel File.