

# Tiger Time/Cub Care

## COVID-19 Preparedness Plan

Updated 7/24/2020

The health and safety of our students and staff is our top priority. Lake City Community Education Child Care adheres to recommendations and guidelines set by the [Centers for Disease Control and Prevention](#), [Minnesota Department of Health](#), [Minnesota Department of Education](#), [Minnesota Department of Human Services](#) and Mankato Area Public Schools. These policies may change as new guidelines and recommendations are released.

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## Health Screening & Illness Guidelines

### **Screening Protocol - Students**

Lake City Public Schools is following Option 3 of the CDC Screening Process. The screening process requires staff to wear PPE and screen students as they enter the building.

### **Self-Screening**

- New onset or worsen cough OR
- Shortness of breath OR
- At least two of the following symptoms:
  - Fever (100 F.)
  - Chills
  - Muscle pain
  - Headache
  - Sore Throat
  - New loss of taste or smell
  - Diarrhea
  - Vomiting
  - Nausea

The child (and siblings) should stay home if they show signs of any of these symptoms. MDH's Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs will be used. <https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

### Site Screening

Upon arrival at Tiger Time/Cub Care, staff will make a visual inspection of the child for signs of illness, which could include flushed cheeks, onset or worsening cough, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Staff will also ask a few brief health-related questions for our records.

- Upon arrival, wash your hands and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with a child is anticipated.
- 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, and confirm that the child is not experiencing coughing or shortness of breath.
- Take the child's temperature.
  - If you use disposable or non-contact (temporal) thermometers and did not have physical contact with an individual, you do not need to change gloves before the next check.
  - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.
  - If non contact thermometer is not available-If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.
- After each screening, remove and discard PPE, and wash hands.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
- If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.

If a student fails any of these screening protocols, the child (and siblings) will not be allowed to attend Tiger Time or Cub Care. If a child (or a sibling) is exhibiting symptoms, we will follow guidance from the [MN Department of Health](#) and Public Health on determining when that child (and any siblings) can return to Tiger Time or Cub Care.

## Screening Protocol - Staff

Lake City Public Schools is following Option 1 of the CDC Screening Process. The screening process requires staff to screen at home prior to coming to Tiger Time/Cub Care each day.

### Self-Screening

- New onset or worsen cough **OR**
- Shortness of breath **OR**
- At least two of the following symptoms:
  - Fever (100 F.)
  - Chills
  - Muscle pain
  - Headache
  - Sore Throat
  - New loss of taste or smell
  - Diarrhea
  - Vomiting
  - Nausea

The staff should stay home and contact their site supervisor immediately if they show signs of any of these symptoms.

### **Communication Protocol**

If a staff or student is sick, they must notify the child care coordinator as soon as possible. The Coordinator will notify the school's licensed school nurse who will then notify public health and provides guidance from the Minnesota Department of Health on when that staff or child can return.

Isolate sick person in the Health Office. Keep doors closed unless entering or leaving. Provide student a barrier face mask. Staff member should also wear a mask and keep 6 feet social distancing unless in the event of an emergency.

Program Coordinator sends regular updates to the School Nurse, Community Education Director and Superintendent.

Staff are expected to continue to keep the coordinator updated as they receive new information from their health care provider. If a staff tests positive for COVID-19, they must notify site leadership and program coordinator that same day.

### **Contact Tracing**

#### **Accommodations for "High Risk" Staff**

If a staff person is at higher risk, they must notify the program coordinator to discuss possible arrangements.

#### **Illness Policy**

If children attend the program with any of the following symptoms, the parent/guardian will be contacted immediately to pick-up the child. Children exhibiting symptoms will be isolated from the group and supervised to prevent the spread of illness. Parents will be contacted and must pick up within 30 minutes. If a parent/guardian cannot pick up within 30 minutes, they must designate an authorized person for pick up. If a parent/guardian cannot be reached, the child's authorized pick up contacts will be notified to pick up the child.

- If a child has a new onset or worsening cough or shortness of breath

- If a child is running a fever of 100 degrees or above
- If a child is exhibiting two or more of the following symptoms: chills, headache, sore throat, new loss of taste or smell, diarrhea, vomiting, nausea. Depending on severity of symptoms, consider sending the student/ staff home after developing one symptom. Monitor at home for duration and severity. Licensed School Nurse would determine how long a student would stay out of Tiger Time or Cub Care using MDH Decision Tree and/or Public Health consultation.
- Undiagnosed rash, discharge from eye, ears or profuse nasal discharge, severe cold symptoms

Cub Care/Tiger time will follow guidelines from the Minnesota Department of Health on determining when a child can return to Cub Care/Tiger Time.

If a child has been exposed to someone diagnosed with COVID-19(either laboratory test confirmed or people with symptoms consistent with COVID-19), they (and their siblings/household contacts) must stay out of the program for 14 calendar days after exposure. They should monitor health conditions and contact a medical provider if symptoms of COVID-19 develop.

We encourage families to have a backup childcare plan.

Please contact Cub Care/Tiger Time if your child has been diagnosed with any of the following conditions:

- **Vomiting, Diarrhea:** may return 24 hours after last episode
- **Impetigo, Strep Throat, Conjunctivitis (pink eye), Ringworm:** may return 24 hours after treatment
- **Chicken Pox, Shingles:** may return after all blisters have dried and crusted
- **Head Lice:** parents will be notified and pick up is at the parent's discretion

Cub Care/Tiger Time will post or give notice to parents/guardians of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, part 4605.7040, or Scabies, Impetigo, Ringworm, or Chicken Pox.

Cub Care/Tiger Time staff are not trained to make a medical diagnosis but only to observe and inform parents/guardians of any signs of illness.

### Exposure Response Plan

If a student or staff member has been exposed to a person that tested positive for COVID-19 while attending Cub Care/Tiger Time, Cub Care/Tiger Time will notify staff and families as directed by the Minnesota Department of Health and Public Health.

Resources:

[MDH Instructions for People with Contact of Known COVID-19](#)

## Hygiene Guidelines

### Hand Washing

Upon arrival and frequently throughout the day, students and staff are encouraged to wash hands for at least 20 seconds. When hand washing is not possible, alcohol-based hand sanitizer with at least 60% alcohol will be encouraged. Hand washing will be encouraged at the following times:

- Upon arrival and departure
- Before and after preparing food or drinks
- Before and after eating or handling food
- Before and after administering medication or sunscreen

- After using the bathroom
- After coming in contact with bodily fluids
- Before and after playing outdoors
- Before and after transitioning to a new space

### Sunscreen

Students will be asked to apply their own sunscreen. Staff will assist students as needed and will wear gloves when doing so. If gloves are not available, staff will wash their hands or use hand sanitizer between students. We recommend that parents apply sunscreen prior to the student's arrival and send alternative protective measures when possible such as a hat.

### Masks

Everyone 2 years of age and older should wear a mask while in the school building. All staff and students must wear a face covering during their time in Bluff View, with the exception of meal time and during physical activity, if social distancing can be maintained. If social distancing cannot be maintained during physical activity masks will be required. We ask that families have their students wear one mask into the building and bring another one in a sealed bag, in the event it becomes soiled. If there are medical exemptions on why you cannot wear a mask we will take that into consideration.

Cloth face coverings should NOT be put on infants or children younger than 2 years old because of the danger of suffocation.

### Other

- Students will need to bring a water bottle from home. The water bottle should be clearly labeled with the student's first and last name. Water bottles will be sent home daily for cleaning.
- Student belongings will be stored in an assigned area.
- Student belongings will be sent home weekly for laundering (if applicable).
- Students will not be allowed to bring toys from home.
- Students may bring their own books from home. Books should be clearly labeled with the student's first and last name.

Resources:

[CDC Guidance on Use of Face Coverings](#)

[CDD How to safely wear a mask](#)

[Governor Walz executive order](#)

## Cleaning & Disinfecting Guidelines

### Cleaning & Disinfecting Toys, Materials & Building Spaces

Cleaning and disinfecting toys, materials and building spaces is done jointly by Cub Care/Tiger Time and Lake City Public Schools custodial staff.

- Toys that cannot be cleaned or sanitized are avoided.
- Toys that have been contaminated are set aside for proper cleaning.
- Spaces are sanitized between groups.
- Frequently touched areas are sanitized periodically throughout the day including but not limited to door handles, drinking fountains and other surfaces.
- Toys, games and other materials go through formal sanitation at the end of each evening.
- Each group should have access to their own supplies. If supplies are utilized by multiple groups, they are sanitized between group use.

## Exposure Response Plan

If a student or staff tests positive for COVID-19, Lake City Public Schools will follow [CDC guidelines](#) on cleaning and sanitizing affected areas in the building.

If COVID-19 is confirmed in a child or staff member, we will:

- Close off areas used by the person who is sick, from access to other staff members or students.
- Clean and disinfect all areas used by the person who is sick
- Open outside doors and windows of other parts of the building, if applicable, to increase air circulation to these areas
- Wait 24 hours or as long as possible before cleaning or disinfecting the identified areas, to allow respiratory droplets to settle before cleaning/disinfecting
- If more than 7 days has passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary
- Continue routine cleaning and disinfection

Resources:

[MDH COVID-19 Cleaning & Disinfecting Guidance for Schools and Child Care Programs](#)

## Social Distancing

### Social Distancing

All staff and students are expected to adhere to social distancing guidelines whenever possible. This means keeping a distance of 6 feet or more. Visual cues will be used when possible to promote social distancing throughout the school.

### Drop Off & Pick Up Procedures

Drop off will be inside door number 1, parents will not be allowed past the check in table at drop off. During pick up, parents may walk to their child's assigned room to pick them up at the door, they will be asked to remain in the hallway and not enter the classrooms.

### Groups and Ratios

Cub Care/Tiger Time has modified the staff to student ratio to 1 staff for every 14 children. Children are placed in small groups of ten or less based on grade and each group has a homeroom that is used consistently. Groups will operate independently for the majority of the day. Desks in classrooms are spread out to maintain social distancing guidelines and are facing the same direction.

### Activities

All activities have been modified with social distancing in mind. Whenever possible, activities will be held outside.

### Meals

Breakfast, lunch will be held in the main cafeteria, with current numbers and the space of the cafeteria, it will allow for proper social distancing; each classroom will sit at assigned tables with their group. Snack will take place in the classroom/homeroom for each group to avoid commingling of groups.

## Field Trips

All off site field trips have been cancelled for Summer 2020.

### Resources:

[MDH COVID-19 Prevention Guidance for Youth, Student and Child Care Programs](#)

[CDC Parent Drop-Off and Pick-Up](#)

## Playground Use

Outdoor play is an important activity which students participate in daily. Children attending Cub Care/Tiger Time should be healthy enough to engage in all activities.

Use of the playground is staggered and limited to one group at a time. Students and staff are encouraged to wash hands before and after playing on the playground equipment. High touched surfaces are sanitized each day. Students are encouraged to maintain social distancing while playing on equipment.

## Employee Training & Resources

The school nurse will come to staff training days and go over safety precautions, symptoms, social distancing, reporting and communication with staff. In addition to trainings below.

### Resources

[Summer Staff Training](#)

[CDC Website](#)

[Summer 2020 Staff Handbook](#)

### Additional Resources

[MCEA COVID-19 Programming & Response Preparedness Plan](#)

[Tiger Time Parent Handbook](#)

[Cub Care Parent Handbook](#)