

**Eden Prairie**  
**Community Education**  
**Eagle Zone School-Age Care**

**COVID-19**  
**Programming Response &**  
**Preparedness Plan**

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# Table of Contents

<b>Operational Planning and Preparedness</b> <a href="#">Social Distancing</a> <a href="#">Drop off and Pick Up</a> <a href="#">Cleaning and Disinfecting</a> <a href="#">Screening and Tracking</a> <a href="#">Face Masks</a> <a href="#">Sick Child or Staff</a> <a href="#">Hand Hygiene</a> <a href="#">Workplace Ventilation</a> <a href="#">Staff Communication, Training and Support</a>	<b>Elements of Programming</b> <a href="#">Materials</a> <a href="#">Field Trips and Events</a>
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# School-Age Care

## **Applicable Topics in this Resource Document:**

[Social Distancing](#)

[Drop off and Pick Up](#)

[Cleaning and Disinfecting](#)

[Screening and Tracking](#)

[Staff Training](#)

[Materials](#)

[Face Masks](#)

## **Health Guidance for Summer Programming and Care**

It is important to ensure that when any programming or care is provided to youth and children, all Minnesota Department of Health and Centers for Disease Control and Prevention guidelines are followed. This includes social distancing, screening, exclusion guidance, and other public health practices. [See the public health guidance for summer programming.](#) Additionally, the CDC has developed helpful [guidance for child care programs that remain open](#). In this guidance, you will find updated information on health screening methods in school-age care settings. A summary of health guidance and continued updated information is also available on [mn.gov/childcare](https://mn.gov/childcare).

## Social Distancing

Maintaining social or physical distance provides protection by reducing risk of exposure and limiting the number of close contacts when someone is infected with COVID-19. The terms “social distancing” or “physical distancing” mean keeping a safe space between yourself and other people. Given the current spread of highly infectious variant strains of SARS-CoV-2 in Minnesota and the likelihood that some instances of viral introduction will occur in camp settings, it is strongly recommended that all staff and participants maintain 6 feet of social distancing from others—even within their cohort—for all activities as an additional strategy to decrease the risk of transmission.

## **Social Distancing, [Eagle Zone Strategies](#):**

### **Promote a safe program environment**

Classroom spaces are the most predictable spaces to use, due to the physical structure that they provide, and the student’s general awareness of expected behavior in a classroom setting. It signals order and structure, whereas the cafeteria or gym signals less structure and more free flowing activities.

- All cohorts will be limited to 25 people while inside and 50 people outside with 3 feet of space between individuals in the same cohort.
- Cohorts will be kept 6 feet apart.
- There will be limits on who is allowed in the building. Parents who are allowed in the building will be given a guest pass and must be accompanied by a staff member. They will need to go through the same screening process as staff.
- We will limit the number of people who are allowed to congregate in one space based on the size of the space and the ability to physically distance.

#### **Maintain safe program spaces.**

- Desks and tables will be kept 3 feet apart.
- Visual cues will be used as needed to limit the gathering of groups and to maintain physical distancing.
- Community supplies will be limited and cleaned between use for different groups.
- We will ask families to bring supplies when needed, including for outdoor activities.

#### **Strategize meal times**

- Meals will be staggered based on cohort groups.
- Bag lunches will be required to be brought from home.
- We will clean and disinfect common surfaces between groups.
- We will also utilize outside areas for meals as weather allows.
- Staff serving meals should follow MDH's Food Service Worker Safety Information ([www.health.state.mn.us/diseases/coronavirus/schools/foodservice.pdf](http://www.health.state.mn.us/diseases/coronavirus/schools/foodservice.pdf)).
- Social distancing and separation between cohorts is required at mealtimes

#### **Minimize opportunities for mixing between groups**

- We will require staggered arrival and/or dismissal times if enrollment requires us to do so based on limiting the number of people dropping off and picking up at one time.
- Adults will not be allowed inside the building at this time. Designated staff members will direct car traffic outside during peak drop-off times if needed.
- Designated staff members will also be inside in each hallway area to direct the student traffic once students are arriving inside the building.
- We will avoid contact with shared public amenities like picnic tables, benches, and other areas.
- We will avoid taking multiple cohorts to the restrooms at one time.
- We will limit nonessential visitors.
  - No volunteers will be on-site.
- We will limit public access to indoor facilities when a program is in progress.
- We will promote staff, volunteers, participants, and their families to maintain distance from each other.
- Drinking fountains may be covered with the exception of the water bottle filling stations.

#### **We will encourage and reinforce social norms and health etiquette**

- We will promote materials and trainings to ensure that staff, and participants:
  - This will include washing hands often with soap and water for at least 20 seconds, especially after having been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
    - Hand Hygiene  
([www.health.state.mn.us/people/handhygiene/index.html](http://www.health.state.mn.us/people/handhygiene/index.html))
  - This will include covering your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in the trash. If you don't have a tissue, cough or sneeze into your arm or elbow.
    - Cover Your Cough ([www.health.state.mn.us/people/cyc/index.html](http://www.health.state.mn.us/people/cyc/index.html))
- Staff will wash hands upon arriving, before and after eating meals, before and after applying sunscreen, and when entering or leaving indoor spaces.
  - This includes reinforcing good hand hygiene. For example, providing incentives (e.g., creative summer program or camp accolades) for proper and thorough handwashing.
  - Have hand sanitizer and tissues readily available for use by staff, volunteers, and participants.
  - Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces (see more details below).
  - Educate staff, volunteers, and participants on the importance of avoiding touching their faces throughout the day, and washing their hands when they do.
  - Ensure participants aren't sharing water bottles, food, or other items.
  - Avoid using other employees' phones, desks, offices, or other work tools or equipment.

#### **We will promote health checks**

- Emphasize the importance of daily health checks.
  - This includes screening for participants, staff, and volunteers to ensure those who develop symptoms are not attending.
- We will use exclusion guidance and isolate symptomatic staff and program participants.
  - We will follow exclusions guidance and ensure staff and participants stay home when sick: COVID-19 Exclusion Guidance (PDF) ([www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf](http://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf))
  - We will ensure sick policies are supportive of participants and staff staying home when sick.

#### **We will promote a safe workplace for staff and families. This includes:**

- Holding staff meetings virtually or in a large enough space to accommodate social distancing.
- Encouraging non-essential planning and preparatory activities be conducted outside program facilities.
- Ensuring policies are supportive of participants, staff, and volunteers staying home when sick and offer options for people who are at high risk of developing serious symptoms associated with COVID-19.

- Ensuring classroom access to hand hygiene products (e.g., hand sanitizer, soap, tissues, disinfectant wipes).
- Ensuring daily cleaning of the program environment.
- Dedicating individual classroom and office materials.

## Drop Off/Pick Up

### Eagle Zone Strategies:

See [Screening and Tracking Section](#) for examples of Screening Methods from CDC.

#### **PROGRAM ENVIRONMENT - PARENT DROP-OFF & PICK-UP PLAN, Set-up**

- Children will enter the building, get their temperatures taken, and then if they're cleared, they can go down to Eagle Zone
- Hand hygiene stations will be set up at the entrance of the facility, so that children can clean their hands before they enter.

## Cleaning and Disinfecting

### Cleaning and Disinfecting

#### Eagle Zone Strategies:

##### **Intensify cleaning and disinfection efforts:**

- Custodial staff will be cleaning all hard surfaces throughout the day. Hand sanitizer and tissues will be readily available for all students and staff. Hand sanitizer will be kept out of reach of students, and its use will be supervised by program staff.
- Specific Staff (Program Leads) will be trained on the use of disinfectant cleaning supplies and use supplies as directed by the district.
- We will work with custodial staff and MOC's to develop a schedule for cleaning and disinfecting. An example can be found here
- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures. Use the cleaners typically used at your facility. Guidance is available for the selection of appropriate sanitizers or disinfectants for child care settings.
- Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes

COVID-19 is available [here](#)

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- If possible, provide EPA-registered disposable wipes to child care providers and other staff members so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use. If wipes are not available, please refer to CDC's guidance on [disinfection for community settings](#).
- All cleaning materials should be kept secure and out of reach of children.
- 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.

### **Clean and Sanitize Toys**

- Any shared supplies will be limited or cleaned between uses.
- Supplies will be cleaned frequently throughout the day, including before other students use the supplies.
- All extra program materials will be stored in a designated room at each site. Only designated staff will have access to retrieve and store materials in the space.
- Toys that cannot be cleaned and sanitized should not be used. This would include soft fabric items.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be [laundered](#) before being used by another child.
- Do not share toys with other groups of children, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

### **Custodial Staff (if applicable):**

- Clean all spaces daily
- Disinfect daily with disinfectant and allow to air dry
- Disinfect door handles and frequently touched surfaces
- Keep hand sanitizer, soap and paper towel dispensers filled

### **Routine cleaning and disinfecting**

Clean and disinfect at least daily (or more, depending on use patterns) frequently touched surfaces and objects such as:

- Door knobs and handles
- Stair rails
- Classroom desks and chairs
- Lunchroom tables and chairs
- Countertops
- Handrails
- Light switches
- Handles on equipment (e.g., athletic equipment)
- Push-buttons on vending machines and elevators
- Shared toys
- Shared remote controls
- Shared telephones
- Shared desktops
- Shared computer keyboards and mice
- Bus seats and handrails

#### **General precautions for the cleaning staff after an ill student has been in your facility**

The risk of getting COVID-19 from cleaning is low. The following are general precautions for cleaning staff, given that community transmission of COVID-19 is occurring:

- Staff should not touch their face while cleaning and only after they can wash hands after cleaning.
- Cleaning staff should wear uniforms (or designated work clothes) and disposable gloves when cleaning and handling trash. Cleaning staff should change clothes at the end of a shift. It may be helpful for them to keep a change of clothes at work.
- Clothing worn while cleaning should be placed in a plastic bag until it can be laundered. Laundering should be done as soon as possible and done safely at home.
- Cleaning staff should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed.
- Staff who are responsible for cleaning and disinfecting should be trained to use disinfectants safely and effectively and to safely clean up potentially infectious materials and body fluids – blood, vomit, feces, and urine.

## **Screening and Tracking**

### **Screening & Tracking**

#### **Eagle Zone Strategies:**

- Anyone who enters the program spaces will be screened upon entering the building.
- This includes temperature checks and respiratory symptom screening for students and staff multiple times a day to ensure those who develop symptoms are immediately isolated and sent home.
- The screening results/answers will be tracked and logged for each person (student, staff).



- The screening will take place with the child still in the vestibule area and the staff member using the door as a barrier. If we can't use the door as a barrier, we will secure face shields.
- Staff should also wear their cloth face mask and gloves when conducting the screening. The screening can be completed by a Program Lead, SPED Para or Health Para.

**Emphasize the importance of daily health checks.**

- This includes temperature checks and respiratory symptom screening for students and staff to ensure those who develop symptoms are not attending school.
- If it is not feasible to conduct health screening given the setting:
- Provide parent education about the importance of monitoring symptoms and staying home while ill through classroom applications and other district messaging.
- Ask about access to thermometers and consider implementing temperature checks for households who do not have one.
- Use existing school outreach systems to provide text and email reminders to staff and families to check for symptoms of household members in the morning and evening.
- Partner with nursing staff who are following MDH guidelines
- Create master schedule for staff for contact tracing
- Make a connection with local county health services for additional guidance and suggestions.

**Screening Method:**

**We will rely on Barrier/Partition Controls**

- Stand behind a physical barrier, such as a glass or plastic window or partition that can serve to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
- 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.
- Conduct temperature screening (follow steps below)
  - Perform hand hygiene
  - Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
- Put on disposable gloves.
- Check the child's temperature, reaching around the partition or through the window.
- Make sure your face stays behind the barrier at all times during the screening.
- 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.
- If you use disposable or non-contact (temporal) thermometers and you did not have physical contact with the child, 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.

## Child Care Screening and Infection Strategies:

### Child Care Screening and Infection Strategies

We will follow guidance from the [Screening and Tracking section](#).

#### **Important Reminders**

If illness is suspected the screener should:

- Wash hands before and after screening a child and wear gloves.
- Take the child's temperature using no touch forehead thermometer
- Inquire about any new onset of cough, shortness of breath or changes in ongoing cough.
- REPEAT temperature check as needed to re-assess children who develop any symptoms throughout the day.

## Sick Child/Staff:

### Sick Child/Staff

If a child or staff member become sick while onsite follow the below steps:

1. Ill staff members should leave as soon as other staff can take charge of the children. The **Exclusion Guidance for Schools Child care** will be used to determine the amount of time to quarantine.
2. If a Child is ill, they will be Isolated immediately. A staff member should gather student's belongings, and wait with the child until the parent arrives. Provide comfort through conversation, music or other means to keep the child comfortable and calm.
3. Contact the parents for the child to be picked up immediately and advise the parent/guardian pick up from a separate door if possible, farthest away from other children and staff.
4. Contact custodial staff to let them know they will need to come and disinfect with disinfectant cleaner.
5. Move all staff and children to another location, identified by Program Lead staff, so cleaning/disinfecting can be performed.
6. Inform parent/guardian that the child must remain home for the appropriate time based on the exclusion guidance provided by MDH.

#### **Confirmed Case of COVID-19**

If there is a confirmed case of COVID-19 from a child or staff currently working in the district, in certain cases we will be notified from the Minnesota Department of Health and will follow state instructions on how to proceed. If anyone informs a staff person of a confirmed case (lab or clinical) inform your supervisor immediately. More information can be found on the [CDC Website](#).

## **MDH Exclusion Decision Tree**

<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

# **Staff Communication, Training and Support**

## **Staff Communication, Training and Support**

- Staff will receive important updates regarding requirements and guidelines shared by MDH and the district
- Staff will be trained on the contents of this plan
- Staff will be required to stay up-to-date with the requirements as they change and modifications are made to the plan
- On-going on-site training will take place to provide staff with the skills and knowledge to implement socially distancing requirements
- On-going on-site training will take place to provide staff with the skills and knowledge to implement screening procedure
- On-going on-site training will take place to provide staff with the skills and knowledge to implement sick child exclusion procedures
- Staff will be provided a safe working environment, including access to face masks, cleaning supplies and barriers as needed.

# **Materials**

## **Materials**

### **For all students and staff:**

- Liquid soap.
- Running water.
- Paper towels.
- Tissues.

### **We will keep the following materials in our inventory:**

- Disposable gloves.
- Surgical masks (to be provided to ill students with fever and cough and nurses)
- Thermometers (forehead/strip or digital thermometers with a disposable sleeve) and replacement batteries
- Disinfecting cleaner

### **Cleaning Materials:**

See [Clean and Sanitize Toys](#)

### **Material and Equipment Preparation**

- No staff who have symptoms consistent with COVID-19 will prepare materials to be used for in-person assessments or hands-on course completion sessions. Staff members should check their temperature each day they will be involved in preparing materials or equipment used for in-person assessments or hands-on course completion sessions.
- No staff who have had close, direct contact with a person who has COVID-19 or is otherwise symptomatic will be involved in material preparation.
- Any locations used for preparation will be thoroughly cleaned prior to preparing materials or equipment.

### **We will maintain a safe environment by doing the following:**

- Facilities used for in-person assessments or hands-on course completion appointments should be large enough to accommodate social distancing with furniture arranged to ensure appropriate spacing. Consider using visual cues (e.g., painter's tape, stickers) to illustrate traffic flow and appropriate spacing to support social distancing.
- Ensure that hand hygiene products (e.g., hand sanitizer, soap, tissues, disinfectant wipes) are readily available for use in the assessment or course completion space.
- Avoid shared supplies as much as possible. If shared supplies are necessary, consider using designated bins for clean and used supplies. Community supplies are considered high-touch and should be cleaned frequently. Healthy hand hygiene behavior should be promoted.
  - Do not share writing utensils or office supplies when possible.
  - Frequently clean office supplies or equipment that cannot be designated to a specific individual.
  - Place hand hygiene supplies in close proximity to shared equipment (e.g., printer/copier).
- Avoid sharing required equipment used for assessments or hands-on course completions (e.g., mannequins, machinery) whenever possible. If shared equipment is necessary, develop a process to clean the equipment between individual uses.
- Place hand hygiene products (e.g., hand sanitizer, soap, tissues, disinfectant wipes) in close proximity to any required equipment.
- Instruct individuals to practice hand hygiene before and after using required equipment.
- For paper testing, designate bins for individuals to place completed tests. Testing staff handling testing materials may consider wearing gloves and should perform hand hygiene after handling paper tests.
- Ensure the availability of appropriate cleaning supplies. Cleaning should occur between appointments with a final cleaning at the end of the day.
  - [COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs](https://www.health.state.mn.us/diseases/coronavirus/schools/clean.html)  
(<https://www.health.state.mn.us/diseases/coronavirus/schools/clean.html>)

# Face Masks

## Face Masks

### Eagle Zone Policy:

**All staff and children will be required to wear a cloth face mask at all times while in a school building. Masks are not required to be worn outside, but are still encouraged when social distancing can't be maintained.**

### **Key messages about cloth masks**

- Create and wear masks by following CDC guidance.
- Be careful not to touch your eyes, nose, and mouth while wearing cloth masks to prevent potential contamination.
- Wash your hands thoroughly before putting on the mask.
- Remove the mask carefully and wash your hands thoroughly after removing.
- Wash the mask after each use.
- Wearing cloth masks does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing social distancing, which are our best tools to help prevent the spread of illness.
- 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.

### **Children and Face Masks**

- All children are required to wear a face mask while indoors. Eagle Zone will provide a face mask if a child forgets theirs.

### **Resources**

- [The Difference Between Alternative Masks and Surgical Masks for COVID-19 \(PDF\)](#)
- [CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)
  - [How to Make Your own Face Covering \(YouTube\)](#)

# Hand Hygiene

## Hand Hygiene

### Hand Hygiene

**We will encourage and reinforce social norms and health etiquette, including:**

- Promote materials and trainings to ensure that staff, volunteers, and participants:

- Wash hands often with soap and water for at least 20 seconds, especially after having been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
  - Hand Hygiene  
([www.health.state.mn.us/people/handhygiene/index.html](http://www.health.state.mn.us/people/handhygiene/index.html))
- Always cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in the trash. If you don't have a tissue, cough or sneeze into your arm or elbow.
  - Cover Your Cough ([www.health.state.mn.us/people/cyc/index.html](http://www.health.state.mn.us/people/cyc/index.html))
- Ask staff, volunteers, and participants to wash hands upon arriving, before and after eating meals, before and after applying sunscreen, and when entering or leaving indoor spaces.
  - Consider ways to reinforce good hand hygiene. For example, provide incentives (e.g., creative summer program or camp accolades) for proper and thorough handwashing.
  - Have hand sanitizer and tissues readily available for use by staff, volunteers, and participants.
  - Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces (see more details below).
  - Educate staff, volunteers, and participants on the importance of avoiding touching their faces throughout the day, and washing their hands when they do.
  - Ensure participants aren't sharing water bottles, food, or other items.
  - Avoid using other employees' phones, desks, offices, or other work tools or equipment.
  - Consider engaging program participants in developing communications or creative strategies to limit the spread of COVID-19 (e.g., develop a competition around creating the new camp greeting, providing alternatives to hugs or high-fives).
  - Post posters, use social media, email communication, etc. around symptoms of COVID-19 and health etiquette expectations.

## Meals

### **Meals, Eagle Zone will do the following to limit contact time during meals:**

- Strategize meal times with staggered lunch schedules
- Ask participants to bring bag lunches from home.
- Stagger meal times to minimize the number of people dining inside at one time and keep people 3 feet apart within the same cohort.
- Avoid intermixing of cohorts, and maintain consistent cohorts whenever possible.
- Clean and disinfect common surfaces between groups.
- Encourage students and staff to eat outside as weather allows.

## **Workplace Ventilation**

**Eagle Zone will do the following to provide ventilated areas within programming:**

- Where possible we will work to maximize the amount of fresh air being brought in, limit air recirculation and make sure ventilation systems are being properly used and maintained.
- That includes taking steps to minimize air flow blowing across people and keeping windows open when possible, removing or repositioning fans, and encouraging outdoor time on a regular basis.

## **Field Trips and Events**

**Eagle Zone will do the following regarding Field Trips and Events within programming:**

- Eagle Zone will be returning to field trips in the summer of 2021. We will follow guidance around bus transportation and maintaining physical distancing.
- Parents will have the option of excusing their child from the field trip, with the child taking part in a planned activity on-site.
- Face masks will be required while on the bus and anytime that a child is indoors, as required within guidance provided by MDH.