



ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC



Anoka/Washington County Head Start-Early Head Start Program
9574 Foley Blvd. Coon Rapids, MN 55433 • Phone (763) 783-4300 • TTY 711 • Fax (763) 783-4333

ANOKA/WASHINGTON COUNTY HEAD START-EARLY HEAD START COVID-19 PREPAREDNESS PLAN

Updated August 8, 2022

It is important to note that during COVID-19, information in this plan overrides existing policies and procedures that are in place.

All other policy statements are still valid and must be followed.

Note: This plan may change at any time to address changing issues regarding COVID-19.

Topic	Action/Supplies/Guidance
ACCAP Head Start used these trusted sources of information and guidance to develop and maintain our pandemic flu plan. This plan has been adapted to meet our program requirements.	<ul style="list-style-type: none"> • CDC: Coronavirus Information • Child Care Schools and Youth Settings • MDH: School and Child Care: Coronavirus Disease; • Office of Head Start: Responding to COVID-19 • Caring for our Children: Standards • American Academy of Pediatrics: AAP Website • OSHA: COVID-19 • EPA: Coronavirus
Employer’s Policy: Health and Communication Protocols	<ul style="list-style-type: none"> • ACCAP COVID-19 Preparedness Plan • Bloodborne Pathogens & Handling and Disposal of Bodily Fluids Plan
Office of Head Start Vaccination Requirement	<ul style="list-style-type: none"> • All Head Start personnel are required to be fully vaccinated for COVID-19 by January 31, 2022 as required by the Office of Head Start. • Vaccination documentation or exemptions must be up to date and on file with HR. • Religious and Medical exemptions must be submitted to HR using the appropriate Medical or Religious Exemption Form and will be reviewed and approved on an individual basis. • A booster vaccine is recommended 6 months after completing the Moderna or Pfizer vaccination series, or 2 months after receiving the Johnson & Johnson vaccine. • For more information please reference Head Start Mandatory COVID-19 Vaccination Policy
Communication regarding exposed, showing symptoms or tested positive	<ul style="list-style-type: none"> • Staff who have been exposed, suspect they have been exposed, are showing symptoms or have tested positive are required to report their status to Head Start Health Services and ACCAP Human Resources. • Families are asked to notify their child’s teacher if their child has been exposed, if there is a family member sick, if the child is showing symptoms or has tested positive for the virus. • The Head Start Health Coordinator will follow HS COVID-19 Procedures to appropriately handle case. • Notification letters will be sent to families and staff affected. • Health Coordinator will report all positive cases to Minnesota Department of Health weekly. • MDH quarantine and isolation guidelines will be followed

Topic	Action/Supplies/Guidance
	<ul style="list-style-type: none"> ○ Guidelines for if Sick or Test Positive ○ Guidelines for Close Contacts
<p>PPE available to staff To best protect children, staff and families, the following:</p>	<ul style="list-style-type: none"> • Disposable gloves • Heavy duty cleaning gloves • Face coverings – disposable masks for adults and children • Face Shields • Maintenance body suits • Shoe booties for home visiting • Tissues • Disinfecting disposable wipes • Hand sanitizer • Laundry detergent • Aprons • Staff will be responsible for informing managers when PPE products are running low • Electro-Static sprayers • Foot pedal activated garbage cans. • Spray bottles for sanitizer/cleaner and disinfectant • An inventory of PPE equipment will be monitored and maintained by Health Services
STAFF CONTROLS AND PROCEDURES	
<p>Staff</p>	<ul style="list-style-type: none"> • Staff will follow the ACCAP COVID-19 Preparedness Plan as well as MDH & CDC guidelines as it relates to staff who have symptoms and/or have been diagnosed with COVID-19. • Staff are required to self-monitor for signs and symptoms using the Visitor and Employee Health Screening checklist. • If a staff feel ill before the start of their workday, they need to inform their direct supervisor, who will ask more questions to inquire about the illness and report the illness to Health Services Coordinator if COVID-19 related or suspected. Staff are asked to be cautious and stay home if they are sick. The ACCAP COVID-19 Preparedness Plan includes a procedure for this issue. • Staff will practice social distancing at work when possible. • Staff will wash their hands or use hand sanitizer consistently throughout the day. • Staff temperatures will be taken upon arrival each day. • The process outlined in the ACCAP COVID-19 Preparedness Plan will be followed if a staff person has a temperature over 100.4 degrees (F). • If a staff member has been exposed to or has been confirmed to have the COVID-19 the Head Start COVID-19 Procedures will be followed. • Director and HR will be notified to document absences due to COVID-19.
<p>Deliveries</p>	<ul style="list-style-type: none"> • During the pandemic, delivery drivers will be asked to use the call button at each entrance or call the administrative desk. • Deliveries will be taken without face-to-face contact whenever possible. • Delivery drivers are asked to drop packages off at the designation collection site with limited contact and leave promptly.

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	<ul style="list-style-type: none"> • Staff ordering food for delivery may meet persons outside and bring the food in themselves.
Common areas/Conference Rooms/Lobby/Admin. Desks	<ul style="list-style-type: none"> • The FDC staff entrance will be fully open to deliveries and staff. • Families are allowed in the building on an as needed basis, following these guidelines: <ul style="list-style-type: none"> ○ One family at a time in each classroom, conference room etc. ○ Lobby can have up to 4 families at a time. ○ Social distancing must be maintained, and area must be sanitized by staff following use. • Meetings will be conducted virtually when possible. • Administrative desks have clear shields installed. • Staff will sign in and sign out each day using School Gate Guardian at the FDC. Outlying sites will sign in/sign out as usual. • If using a conference room, the room must be cleaned, sanitized, and disinfected by staff after each use. • Staff must maintain social distancing when using a conference room. • The Family Learning Center (FLC) will be open for those who would like to use it according to education guidance.
Staff Lounge	<ul style="list-style-type: none"> • Social distance as much as possible while in lounge. • When using the staff lounge, you should wash your hands before you touch the microwave, refrigerator, drawers, coffee machine etc. • Please use a cleaner/sanitizer sprayed on paper towel (or disinfectant wipe if available), to wipe the microwave handle, refrigerator handle, drawer pull or coffee machine after your use. Spray bottles will be available in the lounge. • Staff may eat at their workstation or in an area where they can maintain appropriate social distance.
Mask Usage	<ul style="list-style-type: none"> • All staff and children 2 years of age and over, regardless of vaccination status are required to wear masks: <ul style="list-style-type: none"> ○ Indoors ○ On transportation such as buses and agency vehicles (when not alone) ○ Outdoors when social distancing cannot be maintained • Masks are not required for children under the age of 2 years • Mask removal: <ul style="list-style-type: none"> ○ Children may only remove masks during naptime and while eating ○ Adults may only remove masks while eating or working alone in an enclosed office. • Staff are welcome to provide their own masks as long as they are clean, well-fitted and follow CDC mask guidelines which can be viewed here: Your Guide to Masks CDC • 3 ply disposable masks for adults are available at the front desk or Admin desk as needed. • 3 ply disposable masks for children are available in classrooms and from Health Services.

Topic	Action/Supplies/Guidance
	<ul style="list-style-type: none"> • There may be exemptions for children on an individual basis with supporting documentation and parental consent.
Glove Usage	<ul style="list-style-type: none"> • Gloves will be used by staff when: <ul style="list-style-type: none"> ○ Possible direct contact with bodily fluids. ○ Diapering. ○ Wiping a nose. ○ Cleaning, sanitizing and disinfecting surfaces. ○ When supervising handwashing toothbrushing. ○ When caring/supervising a sick child. • Gloves do not need to be worn continuously throughout the day. • All staff will thoroughly wash hands after removing any type of glove.
Handwashing	<ul style="list-style-type: none"> • Staff will only use hand sanitizer if a handwashing sink is unavailable. • Staff will wash their hands with soap and water for at least 20 seconds before and after: eating or handling food, sneezing, after using a tissue, administering medication, diapering, after using the toilet or helping a child use the bathroom, after handling garbage, after playing outdoors, after coming in contact with bodily fluid and after assisting children with toothbrushing. • Staff will be extra vigilant about washing their hands. • Handwashing posters are posted at each sink.
Respiratory Etiquette: coughing and sneezing	<ul style="list-style-type: none"> • Staff are instructed to cover their mouth and nose with their sleeve (elbow of arm) or a tissue when coughing or sneezing and to avoid touching their face. • Tissues must be disposed of in a covered waste basket. • After using a tissue hands should be immediately washed, and hand sanitizer should only be used if soap and water is unavailable. • Tissue boxes will be placed throughout the workplace. • Respiratory etiquette posters will be placed throughout the workplace.
Social distancing	<ul style="list-style-type: none"> • Where possible staff should maintain social distancing of 6’. • Staff will clean their workspaces in accordance with the ACCAP COVID-19 Preparedness Plan. • Staff will not use another staff member’s mask or personal belongings. • Social distancing posters and floor discs are placed in entryways.
Cleaning, Sanitizing, and Disinfecting	<ul style="list-style-type: none"> • Additional cleaning, sanitizing and disinfecting housekeeping practices will be implemented. • Classrooms will be cleaned/sanitized at the end of each day. • Napping cots will be cleaned/sanitized daily weekly. • Sanitizing and Disinfecting must only be done when children are not present. • Work surfaces, equipment, tools, machines, restrooms, break/lunchrooms, meeting rooms, light switches, door handles, and copy machines will be cleaned/sanitized and disinfected by maintenance staff daily and as needed. • Staff will disinfect their own phones, keyboards, mouse, touch screens and desk area daily. • Staff who share computers, phones, etc. will clean/sanitize after each use.

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	<ul style="list-style-type: none"> • “Sick” rooms or rooms where a child or staff member have become ill will be cleaned, sanitized and disinfected immediately after the child or staff person leaves or at the end of the day if children are still present. • Maintenance will clean/sanitize the FDC building each day paying special attention to touch points such as door handles etc. • Outlying sites will clean/sanitize classrooms and shared spaces ongoing through each day and disinfect at the end of the day when children are not present.
Training and Communication	<ul style="list-style-type: none"> • The Head Start COVID-19 Preparedness Plan will be given to All Head Start employees during pre-service/orientation and is available as needed. • Any additional communication and training on COVID-19 plans will be provided to staff as needed. • All staff are to work together to follow this plan and any changes that may occur. • This plan is fluid and changes may need to be made. If changes are made, staff will be notified in a timely manner. • Managers will provide support and oversight to implement the plan. • Training will be provided regarding cleaning, sanitizing and disinfecting.
CENTER BASED CHILD & FAMILY PROCEDURES	
Screening Health Checks	<ul style="list-style-type: none"> • Parents are asked to screen/monitor their child’s health and temperature at home before arriving at their Head Start classroom. • Parents will be given the health guidelines and instructions on what to do when their child is sick. • Upon enrollment to the program, the family of the child will be made aware of HS COVID-19 Preparedness Plan at their enrollment home visit either in person or virtually. • If their child has symptoms of COVID-19 (fever, cough and shortness of breath) they are asked to keep their child at home and report the illness to the child’s teacher. • Upon arrival at school, or prior to getting on the bus, staff will conduct a daily health check looking for visual signs or symptoms of illness and take the temperature of each child. • Staff will maintain social distancing of 6 feet (when possible) conducting daily health checks and temperature taking. • Children showing symptoms/signs of illness will immediately be separated from other children with staff supervision until the parent/guardian can pick the child up. • Staff will follow procedure “when a student or staff member becomes ill”. See Routine Cleaning, Disinfecting and Decontamination section below for more details.
Attendance	<ul style="list-style-type: none"> • The program will document absences due to COVID-19 in the ChildPlus, these absences will be excused. • Classroom closures due to COVID-19 are documented.
Required Developmental Screenings	<ul style="list-style-type: none"> • Health Services will continue to use the Spot Screeners for vision screenings. • Staff will maintain social distancing when possible and will wear masks when conducting any mandatory screenings.

Topic	Action/Supplies/Guidance
Drills	<ul style="list-style-type: none"> • Fire, tornado, and evacuation drills will be verbally taught to children and noted on lesson plans. Classrooms have the option to physically practice as well. • Books talking about fire, tornado and lockdown drills will be given to all classrooms and centers. • In the event of an actual emergency such as a fire, tornado or internal lockdown, the normal procedures for sheltering or evacuating should be followed.
Masks for Children	<ul style="list-style-type: none"> • Masks will be worn by all children. Children may bring their own mask from home. Masks will be available for all children. • Masks for children that are brought from home should be labeled with the child's name. • If a child refuses to wear a mask staff will continue modeling and encourage child to wear one.
Handwashing	<ul style="list-style-type: none"> • Handwashing will be discussed with children frequently using the current handwashing procedures. • Staff will monitor and guide handwashing using hand over hand, if necessary. • Hand washing will be implemented more frequently. • Hand sanitizer will only be used on children if facilities to use soap and water are unavailable. • Use of hand sanitizer will be monitored by staff and kept out of reach of children. • Children will wash their hands with soap and water for at least 20 seconds before and after: eating or handling food, sneezing, after using a tissue, after using the toilet, after handling garbage, after playing outdoors, after coming in contact with bodily fluid.
Respiratory Etiquette: coughing and sneezing	<ul style="list-style-type: none"> • Children will be instructed, reminded and follow proper respiratory etiquette.
Toothbrushing	<ul style="list-style-type: none"> • Toothbrushing will take place one at a time. Staff will wear gloves and change as needed. Hand sanitizer will also be available for using in between each child brushing. Staff will hand the brush to the child and after brushing staff will place back in the holder. Brush and holder will be labeled with the child's name. After all children are done the staff will clean and disinfect the sink. Please wait before allowing children to use the sink. • Due to ongoing COVID-19 precautions, parents will be encouraged to support their child in continued regular toothbrushing at home.
Social distancing	<ul style="list-style-type: none"> • Staff will monitor and support children to adhere to social distancing guidelines as much as possible.
Storing children's belongings	<ul style="list-style-type: none"> • Children's belongings will be stored in an individual labeled cubby and will not be used by anyone else. • Children are asked not to bring personal belongings into the facility (other than clothing and backpacks) – parents will be informed of this ahead of time.
Classroom Guidance	<ul style="list-style-type: none"> • Classrooms will reduce the amount of classroom materials to avoid clutter/spread of germs and to help with disinfecting and cleaning. • Sensory table are ok to use with limit of 2 children at a time. Children must wash hands before and after.

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	<ul style="list-style-type: none"> Classrooms will avoid intermixing of groups to the extent possible.
LARGE MOTOR/PLAYGROUND	
Playgrounds	<ul style="list-style-type: none"> Do <u>not</u> spray disinfectant on outdoor playgrounds – it is not an efficient use of supplies and is not proven to reduce the risk of COVID-19 Sand boxes may be used but please limit the number of children at any one time. Staff should assist the children in maintaining social distancing as much as possible. Only one group at a time will be allowed on the playground.
Indoor Gyms	<ul style="list-style-type: none"> Indoor play equipment that is touched must be cleaned/sanitized between groups of children. Whenever possible spread children out amongst different parts of the play area.
OTHER CONSIDERATIONS TO IMPLEMENT WITH CHILDREN AND FAMILIES	
Enrollment, Attendance, and Updating Emergency information	<ul style="list-style-type: none"> Interviews will take place virtually or over the phone when possible, face to face can be done as needed. Staff will direct families to use the drop boxes located outside the two main entrances for any materials they need to drop off and/or pick up Head Start Applications whenever possible. Families are allowed in the building on an as needed basis, following these guidelines: <ul style="list-style-type: none"> One family at a time in each classroom, conference room etc. Lobby can have up to 4 families at a time. Social distancing must be maintained, and area must be sanitized by staff following use. Families will receive all letters from enrollment by mail or email, upon preference of family. When possible, siblings will be placed together in a classroom. Class enrollment sizes will be determined by the Office of Head Start. Classroom transfers will be limited and will be considered on a case-by-case basis.
TRANSPORTATION	
Transportation, Bussing and Agency Vehicles	<ul style="list-style-type: none"> Bus monitors will use a touchless thermometer to take the temperature of each child boarding the bus. Children with a temperature of 100.4 or above and/or COVID-19 symptoms will be denied entrance to the bus, and the parent will be informed of our policies regarding COVID-19. Buses will be cleaned/sanitized between routes and disinfected at the end of each day. See Routine Cleaning, Disinfecting and Decontamination section below for more details. Staff using agency vans will clean/ sanitize and disinfect after each use. Limit number of passengers in agency vehicles.

Topic	Action/Supplies/Guidance
Parent drop off and pick up	<ul style="list-style-type: none"> • At all centers “Social Distance” reminder signs will be near entrances. • At the FDC Parents will park their cars and walk students to their child’s exterior classroom door. • Rooms 107 and 108 at the FDC will continue to use the front entrance. • Outlying centers families will drop of at the site specific designated door. • If parents request to go past the entrance area, they will be required to wear a mask, have their temperature taken and use hand sanitizer. • The waiting room by the entrances will have limited seating available at this time. • If a parent is bringing a child late to the FDC they will be asked to bring the child to the FDC exterior classroom door, if child is in room 107 or 108 the front desk will call the classroom to send a staff member down to pick child up. If no staff is available front desk staff will walk child to classroom.
Preschool Classroom Guidance	<ul style="list-style-type: none"> • Classrooms will avoid intermixing of groups to the extent possible.
Meals/Snacks	<ul style="list-style-type: none"> • Children will not be allowed to be table setters at this time. • Food will be served by staff, no family style dining at this time. • Staff will wear gloves and masks while serving food. • Children will sit with as much space as possible between them. • After serving food and prior to eating, adults must discard the serving gloves they used during meal service and wash their hands. • Leftover food will be disposed of after meal service. • All staff and children must wash hands after snacks and meals.
Family Engagement/Needs	<ul style="list-style-type: none"> • Families will be communicated with via phone, email, or virtual meetings whenever possible. • Parent Meetings are to take place through virtual meetings. • In person engagement events are to be adapted to take place virtually or at home. • Second Steps will take place in person only by their assigned Family Service Worker. Pre-recorded videos or live virtual sessions will be used as needed. • Mental Health observations a will take place in person ensuring COVID precautions and policies are followed. And mental health resources will be shared with families.
<p>HOME-BASED CHILDREN AND FAMILY POLICIES</p> <p>All socialization days and parent meetings will be conducted virtually. Home visits will follow the following procedures:</p>	
Child and family health status before a weekly home visit	<ul style="list-style-type: none"> • Upon enrollment to the program, the family of the child will be made aware of COVID-19 policies and procedures at their pre- enrollment home visit phone call. The family will be made aware of procedures that will take place before a home visit, during a home visit and after a home visit. • Parents are asked to monitor their family’s health and well-being at home. If a family member or resident of the home has symptoms of

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	<p>COVID-19 (fever, cough and shortness of breath) they are asked to contact their home visitor to cancel the visit.</p> <ul style="list-style-type: none"> • Before a home visit, the Home Visitor will call and confirm the home visit with the family and complete a questionnaire regarding their family’s health. The screener they will be using is the Home Base Health Screening (parent will also be instructed to self-monitor for these symptoms throughout the week). If no person in the family has exhibited these symptoms, the home visit will take place at the agreed upon time and place. If the family does not pass the screening, In the tracking of the home visit, it will state that the visit was cancelled due to not passing their screening checklist. • During the home visit, the home visitor will utilize appropriate PPE and follow physical distancing to the extent possible. • If a child and/or family member/ or resident of the household has been exposed to or has a confirmed to have COVID-19 the home visit will not take place. Staff will notify the Health Services Coordinator for instructions. Families are asked to notify their home visitor in advance. • When an in person home visit cannot take place, staff should offer the family a virtual home visit in its place.
Scheduling	<ul style="list-style-type: none"> • Each week the home visitor will make a confirmed phone or email contact with the family to confirm the date, time and place of their scheduled home visit and inquire about the health status of the family. • All determinations regarding if the visit will take place or not will be documented. • Prior to the visit, discuss possible clean visit location options, keeping in mind COVID-19 precautions, either in the home or outside.
Preparing	<ul style="list-style-type: none"> • Bring only necessary items for the visit including learning materials and necessary PPE items such as: mask, booties, 2 garbage sacks, one for items that need to be thrown such as Clorox wipes and shoe booties, masks, cell phone, iPad, hand sanitizer, etc.
Arriving	<ul style="list-style-type: none"> • Store personal items in a locked vehicle. • Put PPE items on before entering the home. • Be cautious of high touchpoint areas. • Avoid visiting during mealtime. • Greet families verbally – not with physical contact e.g., shaking hands.
Cleaning and Disinfecting between Home Visits	<ul style="list-style-type: none"> • Staff will allow time in their schedule for cleaning and disinfecting of home visit material that need to be cleaned and disinfected before the next visit when they are out in the field or by returning to the center.

COVID-19 Cleaning and Disinfecting Guidance
From MN Department of Health: For schools and childcare programs

The purpose of this information is to provide guidance for cleaning and disinfecting in schools and childcare programs. This guidance is based on the Centers for Disease Control and Prevention (CDC) recommendations for schools, workplaces, and community locations.

Resource	<p>CDC: Cleaning and Disinfecting Your Facility</p> <p>MDH: Cleaning and Disinfecting for Schools and Childcare Centers</p>
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How COVID-19 spreads	The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with virus and then touch your eyes, nose or mouth, although this is not the primary way the virus spreads.
How long does the virus live on objects and surfaces?	We are still learning how long the virus lives outside of a person. Studies show it can range from a few hours to several days, depending on the material. We don't know yet what effect different conditions, such heat, cold, or exposure to sunlight have on the virus, which could make those times shorter. You can protect yourself and others from COVID-19 by washing your hands and cleaning frequently used objects and frequently touched surfaces (like doorknobs, railings, drinking fountains, and counters).
Should I wear a face mask while cleaning?	There are no recommendations to wear a face mask while cleaning, yet you may feel more comfortable if you wear one, especially if you cannot maintain proper social distancing while at work. Don't buy or wear surgical or N95 masks, which are in high demand to protect our health care workers and first responders.
Should I wear gloves while cleaning?	Yes, you should wear disposable gloves while cleaning, but remember not to touch your face with your gloves. Wash your hands with soap and water for at least 20 seconds after removing your gloves. You can also wear heavy duty cleaning gloves and disinfect them after cleaning
What should I do with my work clothing after I'm done cleaning?	Wash your clothes as you normally would. No special detergent is needed. Consider bringing a change of clothes to work and changing before you leave. Put your work clothes in a plastic bag until you can get home and wash them
I'm worried about bringing germs home to my family. How can I protect them?	Follow basic prevention measures such as washing your hands with soap and water for at least 20 seconds when you are done cleaning (and wash them again when you get home). In addition, consider changing your clothing before you leave work and putting them in the wash before you interact with your children and family members.
Routine Cleaning, Disinfecting and Decontamination All previous policies and procedures will continue to be implemented with the addition of those listed below.	
General Cleaning/sanitizing and Disinfecting Guidelines	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: <ul style="list-style-type: none"> • Staff should not touch their face while cleaning and only after they can wash hands. • Maintenance staff should wear disposable gloves when cleaning and handling trash. • Maintenance 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.

	<ul style="list-style-type: none"> All cleaning staff should be trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA’s Hazard Communication Standard 29 CFR 1910.1200
Routine cleaning and disinfecting of classrooms	<ul style="list-style-type: none"> Clean and sanitize at least daily (or more, depending on use patterns) frequently touched surfaces and objects. Frequently clean/sanitize doorknobs and handles, light switches, counter tops, bathrooms, handwashing sinks and faucets, diapering table and pails, classroom equipment, chairs, radios, shared iPads. During the pandemic there will be no bedding or toys brought from home for nap time. Cots will be cleaned/sanitized weekly with the disinfecting solution when no children are present.
Routine cleaning and disinfecting of workspaces	<ul style="list-style-type: none"> Each day, before departure from work, the staff member will be required to clean/sanitize and disinfect their personal working space (desk), keyboards, touch screen, phones, mouse, and any other items that are frequently touched After using a shared workspace (e.g. conference room), the room must be cleaned and sanitized/disinfected. Prior to cleaning and sanitizing follow handwashing protocol put gloves on; after disinfecting, follow handwashing protocol. If there is no sink available, use hand sanitizer before gloving up and after removal of gloves. Use hand sanitizer before the use of shared office equipment such as printers, faxes etc. When you are done using these surfaces, wipe the keypad with a disinfectant wipe if available.
Routine cleaning and disinfecting of facility spaces: Bathrooms	<ul style="list-style-type: none"> All centers have hired cleaning services that clean bathrooms daily when no children are present. If a bathroom must be cleaned or sanitized by staff follow the following procedure: Prior to cleaning/sanitizing follow handwashing protocol put gloves on; after disinfecting, follow handwashing protocol. If there is no sink available, use hand sanitizer before gloving up and after removal of gloves. In bathrooms be sure to clean/sanitize: <ul style="list-style-type: none"> Mirrors Sinks including the faucet Toilet Light switch Door handles
Routine cleaning and disinfecting of buses	<ul style="list-style-type: none"> Cleaning and sanitizing of buses should be done between routes. and disinfect at the end of each day. Transportation staff will wear gloves and masks when using disinfectant. This includes: <ul style="list-style-type: none"> Bus seats Windows/doors Steering wheel and hand controls High touch surface such as seat belt buckles etc.

	<ul style="list-style-type: none"> • Ventilation of the bus while cleaning and disinfecting is essential; open some windows and doors. • Buses will be disinfected daily at the end of each day when no children are present.
When a student or staff member becomes ill	<ul style="list-style-type: none"> • When a student or staff member develops any symptoms of illness consistent with COVID-19 (see symptoms here) (e.g., new onset or worsening cough OR shortness of breath OR at least two of the following symptoms: fever of 100.4°F, chills, muscle ache, headache, sore throat, loss of taste or smell) in a school or childcare setting do the following: <ul style="list-style-type: none"> ○ Isolate the person in a separate room while they wait to be picked up or until they can leave the facility on their own. ○ Ensure that they have PPE supplies available, including a mask, facial tissues, and hand sanitizer. ○ If there is a sick room that is not available, you can separate the child in the classroom if they are kept away from the other children and the space that they are secluded to is disinfected. ○ Remind staff who are monitoring the student or staff member with symptoms to practice social distancing when possible. ○ Close off the space used for isolation after the ill person leaves and clean/sanitize and disinfect the high-touch surface, focusing on areas where the person is known to have been and items they have touched (e.g. individual desk, cot toys, and equipment) ○ The area can be opened after proper cleaning/sanitizing and disinfecting. • When a student or staff member is a suspected or confirmed positive case of COVID-19 additional cleaning and disinfection should be completed.
Cleaning, Sanitizing and Disinfecting Products	<ul style="list-style-type: none"> • Handheld electrostatic sprayers are available from the transportation department for use in disinfecting. • Only EPA registered, pH neutral, water-based disinfecting products will be used in the electrostatic sprayers. • Spray bottles of cleaner/sanitizer and disinfectant are available for all classrooms and centers. • Maintenance will conduct the disinfecting at the FDC. Staff will conduct disinfecting at their outlying sites. • Transportation will be using the electrostatic sprayer for disinfecting the buses. • Spray bottles of cleaner/sanitizer are available for use in agency vehicles after use at the Admin or front desk.
Contact information and accessing more information	<p>Minnesota Department of Health 651-201-5414 MDH School Team (health.schools.covid19@state.mn.us)</p> <p>For more information, visit Coronavirus Disease (COVID-19) or call the COVID-19 hotline at 1-833-431-2053.</p>