

# COVID-19 Preparedness Plan for Peace of Mind Early Education Center

Peace of Mind is committed to providing a safe and healthy workplace for all our staff, parents, children, and families. To ensure we have a safe and healthy workplace, Peace of Mind has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Nicole Robbins, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Peace of Mind's managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. Peace of Mind is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: Listening to requests from staff and understanding staff leave throughout COVID-19. Asking staff to stay home for even miniscule symptoms and helping them financially when absence is required. Listening to staff suggestions about what works best with drop off and pick up routines to make sure the staff are able to stay far enough apart.

Peace of Mind's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

Peace of Mind has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance for child care centers. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests and visitors;
- additional protections and protocols for personal protective equipment (PPE);

- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for work clothes and handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain types of businesses within an industry.

## **Ensure sick workers stay home and prompt identification and isolation of sick persons**

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Daily temperature checks for all staff are done at the door. Staff wash their hands as they enter the building. Staff are told to contact their manager before coming in to their shift if they have any type of illness or symptoms. If a staff member starts feeling unwell at work they are immediately sent home and wherever they had been working is thoroughly sanitized.

Peace of Mind has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Staff must stay out 72 hours until fever/symptom free. If a member of their immediate family is sick, they are asked to stay home until that person is also 72 hours fever/symptom free. If a staff came in direct contact with someone who tested positive for COVID-19 they are encouraged to go get tested and stay home until the test comes back negative. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Workers who ask not to work can stay home when necessary. Workers can wear a mask and gloves if they so choose.

Peace of Mind has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. If a Peace of Mind worker were to test positive for COVID-19 staff would be informed right away and staff who worked directly with that person would be asked to get tested and stay home until they receive a negative test.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Staff health information is never disclosed and always kept confidential.

## **Social distancing – Workers must be at least six-feet apart**

Social distancing of at least six feet will be implemented and maintained between workers, parents, and the children in the workplace through the following engineering and administrative controls: At drop off one family enters the vestibule, staying 6 feet away from the staff saying

goodbye to their child, then they leave and the next family is allowed to enter. At pickup parents call when they are outside, and staff brings the child outside and sends them to their parent staying 6 feet away from the parents. The staff are continuously encouraging the children to stay 6 feet apart, they seat the kids 6 feet apart during group time and mealtimes. They place the kid's cots at least 6 feet apart and children sleep head to feet and not head to head. We keep class sizes as small as possible and split the class into two groups if there is more than 10 attending in one class on a certain day. Classes stay in the same room with the same teacher as much as possible. Staff do not use the computer to clock themselves out, they let the managers know and we clock them in and out each day, so they are not all touching the computer.

There are signs out front for customers to wait and where to wait so that they stay 6 feet away from staff and other customers. Staff are encouraged not to gather in the break room or in the hallways and to stay 6 feet apart from one another throughout the building. Things such as pens, phones, and Ipad's are cleaned between uses. Masks, gloves, hand sanitizer, and proper handwashing stations are supplied by Peace of Mind for all staff. Staff are given proper PPE equipment they can use if they choose to do so.

## **Worker hygiene and source controls**

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All people who enter the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. Handwashing sinks are located directly inside the entrance, the handwashing sinks are cleaned multiple times daily and kept well stocked with soap and paper towels. Source controls are being implemented at our workplaces at all times. We use gloves and limited contact with only certain people having contact with certain groups and the same people having contact with the same group every day so one person doesn't go from group to group to group and mix.

Staff and children are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose, and eyes, with their hands. Staff and children are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace. Teachers help the children with this and ensure the children follow the procedures.

## **Workplace building and ventilation protocol**

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems.

The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

## **Workplace cleaning and disinfection protocol**

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, delivery equipment, etc. Teachers have cleaning schedules posted in their classrooms that they follow and then turn in to management every week. Our janitor cleans and disinfects the common areas multiple times a day.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. We use a 3-step process that includes washing with soap and water, then rinsing with water, then washing with bleach water. All staff are trained in on this process and wash their toys daily using this process.

## **Drop-off, pick-up and delivery practices and protocol**

There are signs on the sidewalk for families to stand 6 feet apart while they wait. One family enters the vestibule and waits while the greeter takes the child's temperature. Then the next family enters the vestibule. After the child gets their temperature taken the child goes right to the sink where there is another teacher helping them wash their hands. Another teacher comes and gets the child and brings them to their class.

When the parent is almost here to pick up, they call the center and a teacher will bring their child out to meet them.

## **Communications and training practices and protocol**

This COVID-19 Preparedness Plan was communicated over staff meeting zooms calls and in writing by email and face to face to all workers in March, and necessary training was provided as the plan has been updated. Additional communication and training will be ongoing by communicating with the teachers and zoom meetings for all staff to attend. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor- pools, independent contractors, subcontractors, vendors and outside technicians and parents about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by staff and parents. All staff and parents will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. If a staff member starts feeling unwell while at work, they will immediately be sent home and the room where they worked will be thoroughly sanitized.

Managers and supervisors are expected to monitor how effective the program has been implemented.

We hold zoom meeting once or twice a month where staff can identify and work through the challenges with new protocols and what has been working well. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training, as necessary. This COVID-19 Preparedness Plan has been certified by Peace of Mind's management and the plan was posted throughout the workplace and made readily available to employees in March. It will be updated as necessary by Nicole Robbins.

## **Additional protections and protocols**

Other conditions and circumstances addressed in this plan that are specific to our business include: Children getting sent home sick or being sick at school, getting deliveries to the building, having specialists come to help children, work clothes and handwashing, manage occupancy, limiting face to face interaction.

- When a child is sick, we ask that they stay home until they are 72 hours symptom/fever free. If a child gets sick at school, we isolate them until their parents arrive and thoroughly clean the room they were in and anything they touched before other children return to that classroom.
- We don't allow any visitors or guests into the building we ask delivery personnel to wait at the door and we will come grab the mail or package. We receive food deliveries and we have them leave the food in the vestibule and then we bring it up to the kitchen.
- We have specialists that need to meet with children set up zoom calls, so they do not need to enter the building.
- To manage work clothes, we ask teachers to change their shoes before coming in to help stop the spread of germs from wherever they may have gone.
- To manage occupancy, we split classes up to ensure we do not have too large of groups.
- To limit face to face interaction we have staff meetings over zoom calls rather than in person. We also ask staff to stay 6ft back from the front desk when they are talking to the management team.
- Interviews and parent meetings are conducted on zoom or by conference call.

Certified by:

Nicole Robbins  
July 10, 2020  
President

## **Appendix A – Guidance for developing a COVID-19 Preparedness Plan General**

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](https://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus – [www.health.state.mn.us/diseases/coronavirus](https://www.health.state.mn.us/diseases/coronavirus)  
State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

## **Businesses**

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://www.health.state.mn.us/diseases/coronavirus/materials)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates) Federal OSHA – [www.osha.gov](http://www.osha.gov)

## **Handwashing**

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

## **Respiratory etiquette: Cover your cough or sneeze**

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html) CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html) MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

## **Social distancing**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html) MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## **Housekeeping**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

## **Employees exhibiting signs and symptoms of COVID-19**

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html) MDH:  
[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf) MDH:  
[www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

## **Training**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html) Federal OSHA:  
[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)