



COVID-19 Preparedness Plan

1. Healthy Hand Hygiene Behavior

- All children, staff, and volunteers engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food, or feeding children
 - Before and after administering medication or medical ointment
 - Before and after diapering
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - After playing outdoors or in sand
 - After handling garbage
- Wash hands with soap and water for at least 20 seconds.
- Assist children with handwashing, including infants who cannot wash hands alone.
 - After assisting children with handwashing, staff should also wash their hands.
- Posters are placed describing handwashing steps near sinks.

2. Cleaning and Disinfecting

Cleaning and disinfecting frequently touched surfaces and objects at least once per day (or more depending on use patterns).

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|-------------------------------|-----------------------------------------|
| ● Doorknobs and handles | ● Shared toys |
| ● Handrails | ● Shared remote controls |
| ● Classroom desks and chairs | ● Shared telephones |
| ● Lunchroom tables and chairs | ● Shared desktops |
| ● Countertops | ● Shared computers (keyboard and mouse) |
| ● Light switches | |

Clean and Sanitize Toys

Toys that cannot be cleaned and sanitized should not be used.

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. Clean with soap and water, rinse, sanitize with 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.



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Do not share toys with other groups of infants or toddlers, 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 bucket with soapy water or put in a separate container marked "dirty toys." Keep the bucket and water out of reach from children. Washing with soapy water is the ideal method for cleaning.

Clean and disinfect cots.

3. Arrival and Departure

- Limit 1 parent/guardian when dropping off/picking up children
 - parent/guardian limited to classroom entryways (cannot have full access to the building)
- Child(ren) screening upon drop off
- Child(ren) must wash hands upon entering the classroom
- 6' markings in entryways for drop-off and pickup
- Outdoor pickup whenever possible

4. Social Distancing

- Separate classrooms
- 6' spacing marks on floor
- Only 1 parent/guardian allowed to pick up at a time
- Head to toe placement of cots

5. Staff/Child Screening

- Quick check screening questions done daily for staff
- Staff temperatures done daily
- We will maintain MDH decision tree

Screen Children Upon Arrival – Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Screen children upon arrival. Persons who have a fever of 100° F or above or other signs of illness will not be admitted to the facility.

6. Face Masks

- Effective July 25, 2020 to comply with the Governor's Executive order it is required to wear face masks in common areas of Gaetz Kiddie Kove. We ask Gaetz Kiddie Kove staff, parents, guardians, and authorized pick up to wear masks when speaking with one another during the Peacetime emergency executive order. As a reminder: maintain 6 feet social distancing.
- Masks and gloves are available at center for staff to wear
- Wash face masks by hand
 - Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3 cup) household bleach per gallon of room temperature water
 - 4 teaspoons household bleach per quart of room temperature water
 - Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.



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- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.

7. Workplace Ventilation

- Windows in all classrooms
- Air exchanger
- Exhaust fans
- Air conditioner

8. Playground use

Offer outdoor play in staggered shifts. If multiple groups are outside at the same time, they should have a minimum of 6 feet of open space between outdoor play areas or visit these areas in shifts so that they are not congregating. Always wash hands before and immediately after outdoor playtime. Keep groups together – maintain the same groups from day to day. This will help reduce potential exposures and may prevent an entire program from shutting down if exposure occurs.

9. Food Preparation and Meal Service

- Sinks used for food preparation will not be used for any other purposes.
- Caregivers will ensure children wash hands prior to and immediately after eating.
- Caregivers will wash their hands before preparing food and after helping children eat.
- Staff will plate the children's meals.

10. Field Trips and Events

- Postponed during Emergency Peacetime
 - Once field trips and events become available again, we will start with small group activities (1-10 children or smaller).

11. Communication

- The plan will be available to staff members and families.
- Staff will be trained on this plan.