



Keeping Everyone Safe COVID-19



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Introduction

Congratulations are in order! We made it through 2020, keeping everyone safe during this time of COVID-19. Thank you for doing your part in following the guidelines presented in this handbook, so school did not have to be interrupted throughout the year.

We have updated our COVID-19 Handbook to add clarity and to incorporate new guidelines provide by The Center for Disease Control (CDC) and the Minnesota Department of Health (MDH). We have added additional guidelines for those needing to quarantine and those NOT needing to quarantine. We address arrival and departure, talk of face coverings, hand washing, and disinfecting. We give you guidelines on when to stay home and will continue to ask for your help when staff are ill. We believe that by working together, we can keep everyone as safe as possible throughout the school year and into the summer for our summer camps.

Thank you for choosing Normandale Lutheran Church and Normandale Preschool for your child. Know that we and many around us are praying for your children, our staff, and our school as we move forward during this time of COVID-19.

JoAnne Gustafson, MAEd
Director, Normandale Preschool

Arrival and Departure

-Drop off and pick up for Preschool students will take place at staggered times at designated entrances throughout the building.

-Parents and staff should wear face masks during drop off and pick-up times.

-We would ask that you schedule appointments surrounding the preschool day, so drop off and pick up for students will go smoothly. In an emergency, please notify the preschool office and your child will be brought to you at a designated entrance.

Daily Screening

Daily symptom screening can help identify students and staff who may have COVID-19 and determine who should stay home to help reduce the risk of transmission to others. Students and staff are asked to complete a daily screening upon arrival which will include a temperature check using a non-contact thermometer. Students and staff will be asked to stay home if they have a temperature of 99.7/37.6 or if they or someone in their household has any of the following symptoms.

- New or worsening cough
- Shortness of breath
- Sore Throat
- New loss of taste or smell
- Fever, chills, or body aches
- Vomiting, diarrhea or nausea
- **Has your child traveled by airplane or public transportation?
If so, your they will need to quarantine for 10 days.**

Preschool Office

The preschool office will be closed to all, but church/preschool staff. Parents should not come into the building. If families have a question surrounding an invoice or paperwork please e-mail our Administrative Assistant, Jean Bonneville at: jean@normluth.org. All other questions can be directed to: JoAnne Gustafson, Director, Normandale Preschool joanne@normluth.org or by calling 952-977-9377

Cloth Face Coverings

Cloth face coverings are an important piece of mitigating the spread of the virus, but only effective if they can stay in place without being pulled on or touched by the person wearing it or others. Within this context, we are asking all staff members and volunteers to wear cloth face coverings during the workday unless they are outside and away from others and in accordance with orders given by Governor Walz for childcare settings. <https://www.leg.state.mn.us/archive/execorders/20-81.pdf>

-Children should not wear cloth face coverings unless they can reliably wear, remove, and handle the cloth face covering throughout the day. Cloth face coverings should NOT be put on infants or children younger than 2 because of the danger of suffocation.

-Although not a requirement, **we highly recommend that children over the age of 3 wear face coverings if they are able**, as it has now been proven that young children can spread the virus as easily as adults and they can more easily get sick with some COVID variants. Children wearing masks will provide an extra tier of safety.

Hand Washing

If soap and water are not available, children are supervised and an approved hand sanitizer containing at least 60% alcohol is used.

- We wash hands upon arrival to school
- When moving a child to a different classroom
- Before and after snack and lunch
- After outside or gym time
- Before and after using playdough or other moist items
- After handling garbage or items soiled with body fluids or wastes such as blood, drool, urine, stool, discharge from nose, eyes or any other body part
- After any toileting or diapering task.
- After handling a sick child.
- After gloves are removed.

Cleaning and Disinfecting

- During the school day, staff will place mouthed or contaminated toys in a container to be washed at day's end with a bleach/water solution.
- All toys are cleaned/disinfected at the end of a school day using a combination of bleach and water as recommended by MDH and CDC.
- Custodians ensure that high-touch surfaces are cleaned daily and disinfected using EPA and CDC approved disinfectants and use MDH and CDC guidance for frequent cleaning and disinfecting of preschool programs.
- All students will be given their own art bin to minimize the use of shared supplies

Social Distancing Throughout the Day

- Students will be placed in a classroom with teachers that will remain consistent throughout the preschool morning.
- Group size will be consistent with DHS guidelines of one teacher for every 10 student or less.
- Visual cues or barriers will be added to direct student flow and distancing within the classroom and as needed throughout the building.
- When possible, smaller play and learning groups will be formed in the classroom to support flow and distancing.
- We will not be offering afternoon enrichment opportunities due to cross-contamination factors
- Classrooms will individually go to the gym/playground. Teachers will encourage play in small groups to support social distancing.
- Staff and volunteers should also maintain social distance while talking with each other.
- We will forego all large school gatherings and Field Trips at this time but will seek out virtual fieldtrip opportunities.

Playground and Gym

- Staggered outdoor play by classroom will be encouraged.
- The gym will be used for staggered play in inclement weather.
- Hands will be washed before and after touching play structures.
- High touch areas will be cleaned between play groups. (e.g., tricycle handlebars, climbing bars, digging shovels)
- At the end of the day toys will be disinfected using an approved bleach solution.

Lunch and Snacks

There will be no lunch, extended care, or enrichment opportunities available this year.

- Hands will be washed before and after eating.
- Tables will be sanitized with bleach and water as approved by DHS before and after lunch.
- Teachers will ask parents, on a rotating basis, to provide a healthy store-bought snack for students to eat halfway through the preschool morning

Plans for Sick Children and Staff

If staff, children, or families fall into any of the scenarios described on this page, please call the preschool office immediately to make us aware of the situation. It is important for us to know when children are ill or when families are traveling, so we can work with you to keep your child and those at school safe.

952-977-9371. (joanne@normluth.org) We will be in contact with MDH for guidance throughout the school year.

Symptoms of COVID-19

More Common Symptoms of COVID: fever of 100.4 degrees Fahrenheit or higher; new cough that gets worse; difficulty/hard time breathing; new loss of taste or smell.

Less Common Symptoms of COVID: sore throat; nausea; vomiting; diarrhea; chills; muscle pain; extreme fatigue/feeling very tired; new severe/very bad headache; new nasal congestion/stuffy or runny nose.

The COVID-19 Decision Tree for People in Schools, Youth and Child Care Programs will be very helpful as you make decisions about when and who should stay home. Keep a copy of this important tool for easy access as you will likely need it numerous times throughout the year. The Minnesota Department of Health updates this sheet on a regular basis and we will keep you informed as it changes.

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

Staff and Children should...Stay home if:

-They have one or more common symptom or at least two less common symptoms of COVID-19.

To return to school they will need proof of a negative COVID test or proof of a doctor's alternative diagnosis.

-They have tested positive for COVID-19. They will need to quarantine for 10 days from the day they were tested. (please provide the school with a copy of your positive COVID test)

-They have recently had close contact with a person with COVID-19 Symptoms. They will need to quarantine for 14 days. If they have any symptoms during the quarantine time, they should get tested and follow the Decision Tree guidelines.

-If they have traveled by air or public transportation, upon return, they should test after 3-5 days and will need to quarantine for 10 days.

*A dedicated space will be set aside for symptomatic individuals, who develop symptoms during the day, who are waiting to go home. A parent will be called and immediate pick up will be expected. Disinfecting and cleaning procedures will take place following the MDH guidelines.

When to Return to School

- The student or staff member has been tested for Covid-19 due to COVID Symptoms. The test is negative, and they have shown no symptoms of COVID-19 for 24 hours. (The Negative test result should be provided to the school)
- You have a written alternative diagnosis from a doctor for your symptoms and the symptoms have improved. (The Doctor's written alternative diagnosis should be provided to the school)
- You have had COVID-19 or been exposed to someone with COVID -19 and quarantined for 14 days. Any symptoms have improved, and you have been fever free for 24 hours without fever reducing medications. (Any test result should be provided to the school)
- You have quarantined for 10 days and are symptom free after travel by air or public transportation.

Who Does Not Need to Quarantine?

A fully vaccinated person is not required to quarantine if exposed to COVID-19 if the following is true:

- They are at least 14 days past their final COVID-19 vaccine dose (the second dose for the two currently authorized vaccines).
- They had their final dose within the past 90 days.
- They are asymptomatic. If symptoms develop follow the decision tree at -Proof of vaccination is required.

If someone has recovered from COVID-19 in the past 90 days and are exposed again, they do not need to quarantine if ALL the following are true:

- Their illness was laboratory confirmed in the past 90 days. (We will need proof of this test)
- They have fully recovered; and
- They do not currently have any symptoms of COVID-19.
- Even someone who has recovered should continue to stay distanced, wear a mask, wash their hands often, and follow other precautions.

Travel

Travel continues to be unadvised by both CDC and MDH. However, with vaccinations becoming available to many more people, travel and contact with others is in our future. Visit this CDC site to learn what you can do once you have been vaccinated.

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

Currently, if you choose to travel by air or public transportation, and you have not been vaccinated or had COVID-19 within the last three months, we are asking that you follow CDC guidelines and quarantine for 10 days upon arriving home. A COVID-19 test is also recommended 3-5 days upon arrival home.

***We will be tracking family travel by public transport, so please advise the preschool office if you will be traveling and need to quarantine, so we can plan for your absence at school.** Visit the MDH and CDC websites for up-to-date travel information.

<https://staysafe.mn.gov/individuals-families/travel.jsp>

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

Virtual or Distance Learning

There may come a time when your child's classroom will need to close due to COVID-19 exposure. If this occurs, our staff is prepared to go directly to Virtual/Distance Learning. Each student will have their own personal portable bin of art and school supplies that they can take home which can be used during this time away from school. If we are gone for an extended period of time parents may be asked to drive through the Normandale Preschool Parking lot to pick up school supplies and curriculum items for their at home students. This is a fun and creative way to keep students and staff connected even when we are not on site together.

Parent Help Needed

In anticipation of the difficult nature of finding substitutes during this time of COVID and to keep contamination at a minimum, we will be asking for help from our families. Parents will be asked to sign up to be called as substitutes in the classroom if a teacher is out sick. They would be called only for their own child's classroom and act as a Teacher Assistant with another teacher in the room. In thanks for their help, a tuition credit for hours served would be applied to their child's account. If we are unable to find a staff substitute or parent to assist, a classroom may be required to close for the day.

Helpful Tools

For more information about COVID-19 you can visit these sites:

- MN Department of Health (MDH) <https://www.health.state.mn.us/>
- Centers for Disease Control (CDC) <https://www.cdc.gov/>

Contact Information

If you have questions as we move forward with the opening of school, please reach out at:

Normandale Preschool: 952-977-9371

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