



# 2020-2021 COVID-19 Health and Safety Plan

**Early Head Start  
Early Head Start Child Care Partnership  
Head Start  
Child Care**

❖ This document is subject to immediate change if deemed necessary by the CDC, local Health Department or Health Advisory Committee

MSU CDP Families,

At Mayville State University Child Development Programs, the safety and well-being of our enrolled children and their families, our staff, and the communities we serve are always a top priority. We are preparing for our upcoming 2020-21 program year by aligning our currently established COVID health protocol plan with the restart plans of local school districts and Mayville State University. MSU CDP is a licensed childcare facility, and therefore, has operating guidelines set forth by the North Dakota Department of Health and Human Services that we must follow.

Aligning all plans and ensuring that recommendations are followed has not been an easy task, but we feel confident in the plan that we have put together. This plan encompasses the work of our administrative team, with input from our Health Advisory Committee, staff, local public health units, and parents. This group reviewed guidelines provided to the school districts, recommendations from the Centers for Disease Control (CDC), and the North Dakota Department of Human Services (NDDHS).

We realize that this plan may not address every question and situation that may arise, but with changes in recommendations taking place relatively quickly, we feel some flexibility in the plan is helpful.

Thank you for taking the time to review the plan. We encourage everyone to ask questions and communicate concerns as we move forward.

Sincerely,

Jessica Amb  
Program Director

Dena Bergstrom  
Health Manager

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## Preventative Measures

- Practice frequent handwashing throughout the day
- Everyone will wash their hands when entering an MSU CDP building
- Temperatures and health screenings will be completed as you enter the building
- All staff and approved outside visitors will be required to wear masks or face coverings
- Anyone who is sick is required to stay home
- Group sizes will not exceed 15 people in a classroom, including children and adults
- Children will be kept together in similar groupings, when possible
- Suspend all non-essential visitors, including parents eating meals with their child
- Encourage outdoor activities as much as possible when the weather is appropriate
- Hold virtual meetings

## COVID-19 Symptoms

### Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2–14 days after you are exposed to the virus that causes COVID-19.

**Seek medical care immediately if someone has Emergency Warning Signs of COVID-19**

• Trouble breathing	• Inability to wake or stay awake
• Persistent pain or pressure in the chest	• Bluish lips or face
• New confusion	

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



Centers for Disease  
Control and Prevention  
National Center for Emerging and  
Zoonotic Infectious Diseases

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

11-2019-01

## Screening

- COVID-19 Screening Posters are posted at every entrance. All individuals, including staff and parents, entering MSU CDP need to read and complete the self-screening questions **daily** for symptoms of COVID-19.
- It is recommended that no one over the age of 65 enter MSU CDP sites at this time.
- It is recommended that anyone with underlying health conditions do not enter the building at this time.

**STOP! BEFORE ENTERING,**  
**you must answer these**  
**Daily Health Screening Questions!**

Have you had any known contact with someone who:

- Has tested positive for COVID-19 or is a close contact with symptoms in the last 14 days?

**YES**



**NO**

Have you had any new symptoms you feel are consistent with COVID-19 virus such as:

- Fever (100.4 or higher)
- OR two or more of the following symptoms: fatigue, body aches, cough, sore throat, runny nose, nausea, vomiting, diarrhea, abdominal pain
- OR loss of taste and/or smell?

**YES**



**NO**

Have you or anyone in your household been tested for or diagnosed with COVID-19 in the last 14 days?

**YES**



**NO**



## Daily Health Checks

Daily Health Checks will be done on each child when in attendance. Staff will be looking for the following signs and symptoms:

- Fever of 100.4 degrees F or higher
- General mood and behavior changes
- Skin rashes
- Complaints of pain and not feeling well
- Severe coughing, sneezing, and/or breathing difficulties
- Discharge from nose, ears, or eyes
- Diarrhea, vomiting or other reported illness in child or family member

If changes are observed in the child's health status, these changes will be addressed with MSU CDP Health staff and the parents so a decision can be made as to whether the child will be excluded.



### Daily Health Check Guidelines

*Prepared by the Health Consultant Team at Child Care Aware® of North Dakota*

#### Signs to observe

##### COVID-19 specific symptoms:

During times of heightened concerns for COVID-19 exclude children for the following:

Fever (100.4° or higher) **OR** two or more of the following symptoms: fatigue, myalgia (body aches), cough, headache, chills, shortness of breath, congestion, sore throat, runny nose, nausea, vomiting, diarrhea, abdominal pain **OR** loss of taste and/or smell.

For specific concerns & questions about COVID-19 consult the North Dakota Department of Health at 866-207-2880

##### Symptoms to note for other types of illnesses:

- General mood and changes in behavior
- Fever of elevated body temperature
- Skin rashes, unusual spots, swelling or bruises
- Complaints of pain and not feeling well
- Signs/symptoms of disease (severe coughing, sneezing, breathing difficulties, discharge from nose, ears or eyes, diarrhea, vomiting etc.)
- Reported illness in child or family members

#### Use all your senses

- **LOOK** for signs
- **LISTEN** for complaints
- **FEEL** for fever
- **SMELL** for unusual odor

If changes are observed, it is important to address these changes with the parents so a decision can be made as to whether or not the child will be excluded.

Sources:  
 California Childcare Health Program, [www.ucsfchildcarehealth.org](http://www.ucsfchildcarehealth.org)  
 North Dakota Department of Health [www.health.nd.gov](http://www.health.nd.gov)

Revised 9/20



*Child Care Aware® of North Dakota is a program of Lutheran Social Services of North Dakota.*

## **COVID-19 Response Team & Committee**

This organizational structure was crafted to assist in the development and monitoring of the COVID-19 Health and Safety Plan. This structure identifies leaders and guiding team members that will serve as a voice in how MSU CDP responds to COVID-19 pandemic during the school year. This plan is designed to address the issues of COVID-19 pandemic, as well as provide a responsive process to address issues that may not be recognized today.

### **COVID Response Committee**

- Jessica Amb – MSU CDP Director
- Dena Bergstrom – MSU CDP Health Manager
- Kelsey Fitzner – MSU CDP Health Coordinator
- Michelle Bye – MSU CDP PFCE Manager
- Ben Gates – Policy Council Chairperson/Parent- Steele/Traill Emergency Management
- Jesslyn Reed – Policy Council Member/Parent – Emergency Medical Responder
- Sheila Gram – Policy Council Member/Parent – Paramedic
- Sarah Myers – Childcare Health Consultant for Child Care Aware of ND
- Carrie Edenborg – RN for Sanford Hillsboro
- Carey Haugen – RN/Faculty for Mayville State University
- Chris McInnes – LPN/ Traill District Health Unit
- Danielle Gratton – RN for GF Public Health Department
- Lindsey Hall – MSU COVID-19 Liaison

### **COVID-19 Liaison – Lindsey Hall**

In a significant effort to help keep MSU's community safe, MSU has appointed Lindsey Hall to serve as the University's COVID-19 liaison. She is the point of contact for any individuals on campus who test positive for COVID-19, who suspects they have been exposed, or who are awaiting COVID-19 test results.

### **North Dakota Risk Levels**

The Risk Levels will be used to define the community risk associated with COVID-19. These phases align with the color-coded guidance in the ND Smart Restart Plan. Each level is reported to schools by the NDDoH after rigorous testing and assessment of cases in the community.

#### **Determination of MSU CDP Risk Level**

MSU CDP will use the risk level that the North Dakota Department of Health has identified for the State of North Dakota. The state's risk level can be found at: <https://www.health.nd.gov/diseases-conditions/coronavirus>. MSU CDP will adjust the level as needed based on the recommendations provided by the Health Service Advisory Committee in the event of increased community spread. The current risk level will be posted on all entrances at each CDP location.



\*MSU CDP's Health and Safety Plan is in effect for all risk levels. If there is a difference from one level to the next it will be indicated in the chart below.

Blue	Green	Yellow	Orange	Red
All sites open for all program options HS/EHS/CCP/CC	All sites open for all program options HS/EHS/CCP/CC	All sites open for all program options HS/EHS/CCP/CC	HS/EHS/CCP closed. Child Care option open for any child who needs care (e.g. essential personnel)	MSU CDP Sites Closed
Parents can drop off and pick up child from classroom	Parents can drop off and pick up child from classroom but must wear a mask	Staff will bring children to their classroom when able. Parents can walk into the facility but must wear a mask if staff are not able.	Staff will bring children to the classroom and to the parent at pickup. Parents cannot enter the facility.	
Group Sizes can be increased to licensing square foot requirements	Group Sizes minimized to not exceed 15 people in a classroom	Group Sizes minimized to not exceed 15 people in a classroom	Group Sizes minimized to not exceed 15 people in a classroom	

### Pick-Up/Drop-Off Modifications (Refer to Risk Level Chart)

- It is recommended that each family has only one person dropping off and picking up each day to decrease the number of people walking through the center. (\*Green Risk-Level)
- When feasible, on-site staff will bring the child to their designated classroom. (\*Yellow and Orange)



- If a staff member is not available to transport child to/from the classroom the parent/guardian will be **required** to wear a mask or face covering to walk in and complete drop off or pickup. (\*Green and Yellow)
- If walking through the center, all children, parents, and staff must wash their hands and be screened prior to walking into the center.
- All children will be signed in upon arrival and signed out upon departure by MSU CDP staff to avoid cross contamination on the iPads.

## Daily Temperature Taking

- All staff, children, and adults entering the building will have their temperature taken every morning at the temperature kiosk.
- Families must enter the building one at a time for temperatures to be taken.
  - If two families arrive at the same time, the second family will be asked to wait outside of the site while following social distancing practices or in their vehicle until the temping area is available. Some sites may have spots marked on the sidewalks to encourage social distancing while waiting your turn for temping.
- When families enter the building to be temped, we ask that all family members stay together and not leave the temping area until all have had their temperatures taken and are lower than 100.4 degrees F.
- Any individuals who have a temperature of 100.4 degrees F or higher will not be allowed to enter the building. That person's temperature will be taken twice to verify an accurate reading.
  - If the child only has a fever and no other accompanying COVID symptoms you will be required to keep your child home with you for 10 days and for 24 hours with no fever without the use of fever reducing medications, whichever is longer.

## Volunteers

- The presence of individuals and volunteers not essential to daily operations and who are not performing a required service (i.e. milk deliver, repairs) will not be permitted to enter until the state of ND is declared a risk level of Blue.
- It is recommended that no one over the age of 65 enter MSU CDP sites at this time.
- It is recommended that anyone with underlying health conditions do not enter the building at this time.

## III Staff/Children

We are requiring that any sick children or staff stay home.

- If the child develops a fever of 100.4 degrees F or higher mid-day, they will be isolated in their classroom until a parent is able to come and pick that child up. The child will continue to be supervised by their teacher until the child has departed. We will keep the child comfortable and try to physically distance the child from the remainder of the classroom.
- When a sick child has been isolated in the classroom, that classroom will be cleaned and disinfected after the child has left the building.
- Sick staff members and children should not return to the center until they have met the criteria to discontinue home isolation.
- Staff and families are asked to self-report to the center if their child has symptoms of COVID-19, anyone in their household is pending the results of a COVID-19 test, has tested positive for COVID-

19, or has had a close contact to someone who tested positive to COVID-19 within the last 14 days.

- All positive cases and close contact tracing are handled through local public health agencies.

***Be prepared if your child's school or childcare facility is temporarily closed***

- Families need to talk with their employer about sick leave and telework options in case you need to stay home with your child.
- Families need to discourage children from gathering in other public places when outside the school/childcare setting to help slow the spread of COVID-19 in the community.
- Center closing decisions will be made on a case-by-case basis, based on the most up-to-date information about COVID-19 and the specific situation. Administrators will work with their local health authorities to determine duration of closures.



## COVID-19 EXCLUSION GUIDANCE Decision Tree for Symptomatic Individuals in Child Care Programs

Send home or deny entry if **ANY** of the following symptoms are present:

Fever (100.4°F or higher) **OR** two or more of the following symptoms: fatigue, headache, muscle/body aches, chills, cough, shortness of breath, sore throat, congestion/runny nose, nausea, vomiting, diarrhea, abdominal pain **OR** loss of taste and/or smell. This is in addition to [general infectious disease exclusion guidance](#). People who are ill should contact their health care provider for additional guidance.

**Has the person been clinically evaluated?**

**Tested Positive for COVID-19 <sup>\*c</sup>**

Stay home at least 10 calendar days from onset of symptoms **and** for 24 hours with no fever **and** improvement of symptoms – **whichever is longer**.

**Has the person been clinically evaluated?**

**Clinically diagnosed (not tested) for COVID-19 <sup>\*c</sup>**

Stay home at least 10 calendar days from onset of symptoms **and** for 24 hours with no fever **and** improvement of symptoms – **whichever is longer**.

**Has the person been clinically evaluated?**

**Alternate clinical diagnosis or laboratory confirmed condition (e.g., norovirus, hand/foot/mouth) <sup>d</sup>**

Follow provider directions/ recommended treatment & return guidance

Follow the [Child Care and School Infectious Disease Guidance](#).

**For a person NOT clinically evaluated who is monitoring symptoms at home**

**Fever (100.4°F or higher) OR two or more of the following symptoms: fatigue, muscle aches, cough, sore throat, runny nose, nausea, vomiting, diarrhea, abdominal pain OR loss of taste/smell. <sup>c</sup>**

Stay home at least 10 calendar days from onset **and** for 24 hours with no fever **and** improvement of symptoms – **whichever is longer**.

**For a person NOT clinically evaluated who is monitoring symptoms at home**

**Other symptoms not consistent with COVID-19 <sup>d</sup>**

Follow the [Child Care and School Infectious Disease Guidance](#).

*\* Siblings & household members also stay home for 14 days from last exposure to a COVID-19 case while contagious*

<sup>c</sup> (Red Box) = COVID-19

<sup>d</sup> (Yellow box) = Other symptoms

Adapted from the Minnesota Department of Health  
07/20/2020

[www.health.nd.gov/diseases-conditions/coronavirus](http://www.health.nd.gov/diseases-conditions/coronavirus)

## Exclusion of Sick Children Policy and Procedure During Covid-19

HSPPS: 1302.47 (7)(iii)

### *Policy: Updated 11.17.20*

A child will be excluded from care for the following reasons during the Covid-19 pandemic.

1. The child has any of the following conditions:
  - a. Fever/ a fever is defined as having a temperature of 100.4° F or higher OR
  - b. Two or more of the following symptoms, fatigue, muscle aches, cough, sore throat, runny nose and sneezing, nausea, vomiting, diarrhea, abdominal pain, OR loss of taste and/or smell.
    - i. If the child meets the above criteria the child needs to be excluded until either
      1. Tested negative for COVID-19 OR
      2. Diagnosed by a health care provider with another illness that does not require exclusion (Written Dr. note required) OR
      3. For 10 days from onset of symptoms AND fever-free for 24 hours (without the use of fever-reducing medications) AND symptoms are improving, whichever is longer
    - c. Has been identified as a close contact to a positive COVID-19 case.
  2. An illness prevents the child from participating comfortably in activities as determined by the child's caregiver.
  3. An illness results in a greater need for care than the caregiver or childcare staff can provide; therefore, compromising the health and/or safety of the other children as determined by the caregiver.
  4. Symptoms and signs of possible severe illness such as lethargy, uncontrolled coughing, irritability or persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.

### **Procedure:**

MSU CDP staff will separate children of ill health in the classroom and contact parents/guardians to take the child home. If the parent/guardian cannot be reached, the program will contact the designated party listed on the child's Emergency Contact Form.

When children are ill, childcare employees will ensure the following:

1. Ill children are cared for and comforted by employees, while monitoring symptoms providing supervision.
2. Ill children will be separated preferably 6 feet from other children in a designated area within the classroom
3. Designated area will be appropriately cleaned and sanitized once the ill child leaves and before other children can play in that area.
4. Symptoms of illness will be recorded on the "Ill Child Form"
5. The parent/guardian of the ill child will be notified to take the child home; or
6. If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a Doctor.

## Mask/ Face Covering Requirements

- All MSU CDP staff are required to wear a face covering to contain potentially contaminated droplets while indoors. (*effective: October 26, 2020*)
- Any parent or visitor who walks into the facility is **required** to wear a mask or face covering.
- Preschool children (3, 4, and 5 year old classrooms) are required to wear a mask when they are outside of their “home” classroom (e.g. using the bathroom, walking in the hallways, while they are in the opening/closing classrooms). (*effective: November 9, 2020*)
  - MSU CDP has provided 3 Hanes Masks for each preschool aged child to wear during the required times throughout the day.
  - Masks are laundered by the program weekly or when visibly dirty.
  - Accommodations for individuals who have a physical or medical need for alternative face coverings will be taken into consideration and will require a formal medical note for approval.
- Masks are not recommended and will not be worn in our program on any child two years of age and younger.
- Mask education will be provided to all children regularly in the form of social stories and educational videos.
- Outside visitors must wear a face mask if entering the building, including truck drivers, UPS, FEDEX, maintenance crews, etc.

## Hand Washing/Hand Sanitizer

- Staff and children will increase handwashing throughout the day
- Washing hands with running soap and water is preferred, but if soap and water are not readily available, the use of hand sanitizer will be used.
  - Hand sanitizer will contain at least 60% isopropyl or ethyl alcohol.
  - We do not use hand sanitizer with methyl alcohol in our facilities.
  - Hand sanitizer will not be used on any child under the age of 2 years old.
  - If hand sanitizer is used, children are closely supervised to make sure they rub their hands until completely dry so that they do not get hand sanitizer in their eyes or mouth.
  - When hands are visibly dirty, soap and water will continue to be used to wash hands.
- Everyone must wash their hands upon arrival to the facility.
- Children and staff will wash their hands whenever they re-enter their classroom, enter another classroom, or work with/join a different group of children.
  - Hand Sanitizer will be sufficient if running water is not accessible.
- Wall mounted hand sanitizer dispensers are hung outside of each classroom.
- All hand sanitizer will be kept out of the reach of children.
- Anyone entering or leaving the classroom needs to apply hand sanitizer.

## Group Size/Staffing (Refer to Risk Level Chart)

- Limit of 15 total people per room (including both adults and children).
- Staffing patterns will be adjusted as needed to comply with established staff to child ratios by age group.
- Common area usage will be limited as much as possible (no gross motor room or gym usage during this time) and outside activities will be encouraged.
- Staff will stay with the same group of children as much as possible.

- Staff are encouraged to bring an additional set of MSU CDP work attire to change into so extra clothing is available in case clothing gets soiled during the day.

## **Communication**

- Child Plus Notification System
  - Text and Emails
- Social Media
  - MSU CDP Facebook Page
- Parent-Teacher Communication
  - Class DoJo
- Virtual Meetings
  - Zoom
- Direct Emails/ Phone Calls

## **Healthy Environments – Sanitation Protocol/Safety**

- High-touch surfaces such as tables, light switches, and doorknobs will be cleaned and sanitized multiple times per day.
- Bathrooms and sinks in classrooms will be disinfected between groups of children and before meals and snacks.
- Teachers will periodically open windows in the classroom to circulate fresh air in efforts to reduce person to person transmission.
- Classrooms will be sanitized prior to going outside and at the end of every day, paying special attention to mouthed toys.
  - All mouthed toys will be placed in a bucket to be sanitized at the end of the day.
- Strollers will be sanitized after each classroom use.
- Playground equipment, fences, gates, and gate hinges will be sanitized using a bleach water solution in a tank sprayer that is mixed daily by a designated staff member at each site.
  - Children will be lined up inside the fence while the playground is disinfected. MSU CDP staff will be mindful of wind direction when spraying the equipment.
  - The bleach solution needs to sit for a minimum of 5 minutes before another group of children can play on the equipment.
  - The next group to use the playground will need to ensure the equipment is dry and safe to use.
- No public playgrounds will be used until we are at the Blue risk level.
- Electrostatic Disinfectors will be used to disinfect classrooms/hallways/offices and any other identified spaces at the end of each day.
- Monthly deep cleaning utilizing checklist provided by health staff will take place on scheduled Professional Development days.

## **Meals**

- All meals will be served in each child's designated classroom.
- Family-style dining will be suspended and replaced with teacher/staff plating and distributing food to the children.
- No outside food or beverages are permitted within our classrooms.
- Tables will be sanitized before and after each meal.

## **Nap Time**

- Rest mats and cribs will be placed as far apart as possible.
- When possible, rest mats will be placed at least 6 feet apart, or alternating the children head to foot when the 6 foot space is not possible.

## **Fire Drills**

- Each classroom will be practicing fire drills on their own. Drills are to be timed and done monthly (prior to the 20<sup>th</sup> of the month).
- No alarms will be pulled at this time for fire drills. Instead, MSU CDP staff will say “We are having a fire drill”.
- When the drill is completed, it will be recorded on the CDP Fire Drill form and handed into the Site Coordinator.
- Site Coordinators are responsible for monitoring the completion for all classrooms at their site prior to the 20<sup>th</sup> of each month. Once the site coordinator has ensured completion of the drills, the State Fire Drill form will be completed by MSU CDP Health Staff and attached in the licensing binder.

## **Tornado Drills**

- Each classroom will be practicing a tornado drill on their own.
- MSU CDP staff will say “We are having a tornado drill”.
- When the drill is completed, it will be recorded on the CDP Tornado Drill form and handed into the Site Coordinator.
- Site Coordinators are responsible for monitoring the completion for all classrooms at their site prior to the 20<sup>th</sup> of June. Once the site coordinator has ensured completion of the drills, the State Tornado Drill form will be completed by MSU CDP Health Staff and attached in the licensing binder.