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Lower Sioux Indian Community

COVID-19 Preparedness Plan

CWOO Staff and Families

2021-2022

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Introduction and Purpose

Updated 09-03-2021

In order to serve the best interests of the Cansayapi Wankanyeza Owayawa Oti,(CWOO) has prepared at a minimum these safety standards. Each government department, business, school, and agency shall establish their specific “COVID-19 Preparedness Plan.” It is important to note that during the COVID-19 pandemic, information in this preparedness plan overrides existing policies and procedures that are in place (if discussed in this plan). All other policy statements are still valid and must be implemented.

Each departments COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices and conditions to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to Community/Students/workers exposure to COVID-19.

CWOO is committed to providing a safe and healthy workplace for all families, students and staff. Managers and all staff are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 and other infections, in our workplaces that requires full cooperation among staff and management. Only through this effort, can we establish and maintain the safety and health of our staff and workplace, and learn environment for our students.

Policies should be practical, feasible, and appropriate for child(ren) and families. School policies must be flexible and nimble in responding to new information, and administrators must be willing to refine approaches when specific policies are not working. It is critically important to develop strategies that can be revised and adapted depending on the level of viral transmission in the school and throughout the community and done with close communication with state and/or local public health authorities and recognizing the differences between school districts, including urban, suburban, and rural districts and communities.

The AAP strongly advocates that all policy consideration during the schoolyear should start with the goal of having students physically present in school. Early Childhood Education programs are an important part of the infrastructure of communities. They provide safe and supportive care environments for children that support social and emotional development, provide access to critical services, and improve life outcomes. They also employ people and enable parents, guardians, and caregivers to work. The plan will have a strong commitment of management and be developed and implemented with the participation of employees in order to create safety ownership through-out the workplace.

CWOO’s COVID-19 Preparedness Plan must include and will implement at a minimum the following:

1. infection prevention measures.
2. prompt identification and isolation of sick persons.
3. engineering and administrative controls for social distancing.
4. housekeeping, including cleaning, disinfecting and decontamination.
5. communications and training for managers and staff necessary to implement the plan; and
6. provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

Management and staff are responsible for implementing and complying with all aspects of this preparedness plan. CWOO managers and supervisors have full support in enforcing the provision of this policy.

THE BEST WAY TO PROTECT YOURSELF AGAINST COVID-19

Together with local public health officials and the LSIC EOC, CWOO has considered multiple factors when making decisions about implementing layered prevention strategies against COVID-19. To serve the

Community, decisions are based on the program population, families and children served, as well as their communities. The primary factors considered include:

- Level of community transmission of COVID-19.
- COVID-19 vaccination coverage in the community and among children and staff.
- COVID-19 outbreaks or increasing trends in the ECE program, or surrounding community.
- Strain on health system capacity for the community.
- Ages of children served at CWOO and the associated social and behavioral factors that may affect risk of transmission and the feasibility of different prevention strategies.

Based on these factors, this guidance emphasizes implementing layered COVID-19 prevention strategies (e.g., using multiple prevention strategies together):

- Promoting vaccination
- Consistent and correct mask use
- Physical distancing and cohorting
- Ventilation
- Handwashing and respiratory etiquette
- Staying home when sick and getting tested
- Contact tracing in combination with isolation and quarantine
- Cleaning and disinfecting

Goals

The goals of the CWOO in responding to a case or information of COVID-19 include:

- The safety of all staff, members, visitors, and vendors.
- The physical and emotional well-being of employees, members, visitors, and vendors.
- Prevention of the spread of COVID-19

Applicability and Scope

This plan applies to all Staff and Families of CWOO. Staff and families are our most important assets. We are serious about health and safety, and keeping our staff working at CWOO.

The scope of this plan is intended to mitigate, prevent, prepare, and respond to COVID-19. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined in this plan.

Responsibility

The Lower Sioux Community Council or their designated person is ultimately responsible for managing all emergency preparedness and responses within the Lower Sioux Indian Community. The Tribal Emergency Response Committee (TERC) has been vested with the responsibility for all emergency preparedness and response operations. The Council, in conjunction with the TERC, has the authority to utilize all personnel and resources necessary to control or contain the situation. Individual departments are an integral part of the emergency organization.

In response to COVID-19 the Lower Sioux Indian Community, and CWOO has adopted a COVID-19 Preparedness Plan. All LSIC entities are to add to these guidelines to allow for the safest operation of their

department and/or company. Development and Implementation with your staff is crucial to create safety ownership for all.

COVID-19 Signs and Symptoms

People with COVID-19 have had a wide range of reported symptoms – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to SARS-CoV-2**. Symptoms can include:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Cough
- Fatigue
- Headache
- Sore throat
- Diarrhea

This list does not include all possible symptoms and children and youth with SARS-CoV-2 infection may experience any, all, or none of these. (for a child with chronic allergic/asthmatic cough, see if there is a change from their usual cough)



COVID19-symptoms.
pdf

Workplace Mask Policy

All employees and visitors are required to wear a mask covers your mouth and nose at all times while in the workplace. Volunteers and visitors should be limited. All adult visitors will be required to wear masks. Mask wearing will be demonstrated on posters and leadership will remind all staff of policy.

Please see workplace mask policy for further instructions:

All employees and visitors will be required to wear masks indoors. This includes any work-related function regardless of location.

- *Masks are not required outdoors, when you are alone in a vehicle, or alone in your office.*

Children are encouraged to wear face covering, if can maintain wearing it properly.

Masks will be available at the Reception Desk and the Lower Sioux Emergency Operations Command Center (Multi-Purpose Room of the Recreation Center). If notice Mask stock is out, please contact the employee by calling 320-522-0216 or by emailing LSIC.EOC@lowersioux.com.

PPE put on and take off

All CWOO staff and adults upon entering the center, will need to have face coverings during the required time of pandemic (guidance of state, local and community). Unless there are individuals that are separated from

others in the center, or have (rare) cause for exceptions. Please see workplace mask policy for further instructions.

Children are encouraged to wear facemasks when in close contact with others (within 6 feet) but is recommended (not required) for those under 5 years of age, except during eating and naps, not at all for those under 2 years of age.

Training and practice using your face covering and glove proper procedure is essential.

1. **Identify and gather the proper needed Face covering/ mask and gloves.**
 - **Ensure face covering/mask fits correctly, covering nose and mouth.**
 - Ensure choice of smock size(s) is correct.
 - Ensure correct sized gloves are available upon need.
 - Ensure choice of chef/kitchen coats are correct (as needed)
2. **Perform hand hygiene (if no water is available), using hand sanitizer.**
3. **Put on Face covering upon entering the center.**

Facemask: Mask ties should be secured on crown of head (top tie) and base of neck (bottom tie). If mask has loops, hook them appropriately around ears.

4. **Put on gloves.** As needed, Gloves should cover the wrist.

How to Take Off Face covering/gloves

Remove gloves. Ensure glove removal does not cause additional contamination of hands.

Facemask: Carefully untie (or unhook from the ears) and pull away from face without touching the front.

Perform hand hygiene after removing the facemask and before putting it back on.

Staff Policies and Strategies:

Working with local health officials to determine strategies appropriate for our community's situation. Staff will continue using preparedness strategies and consider the following strategies:

- Employees have been informed of and are encouraged to self-monitor for signs and symptoms of COVID-19. Posters will be hung up through-out the workplace to ensure employees are aware of symptoms to check and protocol to follow-up. Employees are to assess their health status prior to entering the workplace and to report to their supervisor when they are sick or experiencing symptoms. Please refer to "Staff who are Sick" section.
- During COVID operations COVID rapid testing will be available for Staff. When staff have symptoms, they are to stay home and recommended to receive a COVID-19 test utilizing the Lower Sioux Health Care Center's rapid testing by calling 507-697-8600.
- To continue to keep in-person learning for students and families, COVID-19 testing for staff will be mandatory. This means testing is offered regularly, even for people who don't have symptoms of COVID-19. Regular testing, in addition to COVID-19 vaccination, is a safe, effective way to help

prevent the spread of COVID-19 and help keep schools open for in-person learning. Many people with COVID-19, especially children and teens, don't have symptoms but can still spread the virus, so regular testing helps find people who have the virus before it can spread to others. Finding who has the virus early means steps can be taken to prevent COVID-19 from spreading and causing an outbreak, so schools can stay open.

STAFF of CWOO will be required to test starting September 17th, 2021 using the following schedule:

Unvaccinated- Every week

Vaccinated- Every other week

- The CDC recommends everyone 12 years and older get a COVID-19 vaccine to help protect against COVID-19.
- If possible, classes should include the same group each day, and the same staff/providers should remain with the same group each day. Keep each group of children in a separate rooms/play areas. Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
- Limit direct contact between parents and staff members and adhere to social distancing recommendations.
- Be sure to follow Personal Protective gear guidelines and usage in center. Please refer to the “Workplace Mask Policy” section.

Health Screenings for Staff

As of June 2021 EOC does not recommend daily written health screenings for staff of CWOO. Employees have been informed of and are encouraged to self-monitor for signs and symptoms of COVID-19. CWOO will follow the Minnesota Health Department’s Most up-to-date COVID-19 Decision Tree for all children, students, and staff members, regardless of vaccination status, who have symptoms consistent with COVID-19.

People with these symptoms may have COVID-19:

- | | |
|---|-------------|
| • Fever or chills | Cough |
| • Shortness of breath or difficulty breathing | Fatigue |
| • Muscle or body aches | Headache |
| • New loss of taste or smell | Sore throat |
| • Congestion or runny nose | Diarrhea |

The COVID-19 Decision Tree will be made available at the front Reception area and hung-up at the Timeclock area and Staff Resource Room to ensure employees are aware of symptoms to check and protocol to follow-up.

Employees are to assess their health status prior to entering the workplace and to report to their supervisor when they are sick or experiencing symptoms. **Supervisors must involve the Director and HR for any employee absence from work due to any COVID-19 related situation (ie employee experiencing COVID-19**

symptoms, member of employees household experiencing symptoms, or employee not to be able to come to work due to no child care school for their children.)

If staff have a temperature below 100.4° AND is self monitoring for symptoms, the staff/visitor can enter the workspace. The staff must proceed to wash hands or use hand sanitizer as needed.

If staff have a temperature of 100.4 or HIGHER, the staff WILL NOT BE ALLOWED to enter the workspace and will be asked to return/stay home.

The Lower Sioux Indian Community has implemented leave policies that promote workers stay 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. This includes employees with underlying medical conditions or who have household members with underlying health conditions. Benefits include Paid Time Off, Family Medical Leave (FMLA), Administrative Leave, Temporary Telecommunication Policy and Leave Without Pay (LWP).

In addition, a policy has been implemented to protect the privacy of workers’ health status and health information.

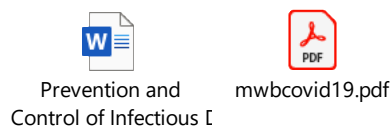
Staff Who are Sick:

If a staff member becomes sick during the workday the staff member should be sent home immediately. The Director and HR must be contacted if someone is sent home.

Any staff sent home should be encouraged to contact their health care provider for further guidance. Staff should not return to work until the criteria to discontinue home isolation have been met, in consultation with your healthcare provider and local public health officials.

CWOO will follow the tribes Return to Work Policy.

If a staff member is diagnosed with COVID-19, Managers must notify the Director, HR and the Health Coordinator. Staff must follow the Infectious disease policy.



- Staff should stay home, except to get medical care.
 - Separate as much as possible from other people.
 - Call ahead before visiting the doctor
 - Clean hands often
 - Clean all “high touch: surfaces every day
- Monitor symptoms
Cover coughs and sneezes
Avoid sharing personal items

Health staff will retain all forms as the forms are considered confidential and are a medical file. Access is on a need-to-know basis. Forms will be kept locked in the Program Support Specialist’s office. There will be no copies made of the employee forms.

In addition, the following policies must be followed regarding protecting staff health status and health information: LOWER SIOUX EOC, LSIC Employee Handbook, Confidentiality Policy.

Parent Drop-Off and Pick-Up

Parents are encouraged to use the Home Screening Tool
www.health.state.mn.us/diseases/coronavirus/schools/homescreen.pdf

Hand hygiene stations should be set up at the entrance of the facility, so that children can clean their hands upon entering. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets. Keep hand sanitizer out of children's reach and supervise use.

During arrival and drop off times, plan to limit direct physical contact with parents (as much as possible.) Children 2-5yrs can be encouraged to wear face coverings, as long they can wear properly.

Attendance and Child/Family Screening will be taken by and at Receptionist Area after family utilizes temporal scanner.

Each family will complete Child/Family screening questions.

A second/third station can be utilized to minimize gathering of people in front reception area.

Parents will walk children to their classroom.

At the end of the day, Parents will walk children from classroom back to their cars.

Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19. Families are encouraged to update any phone/contact changes and to let know if any changes to who will be allowed to pick-up/drop-off.

Car seats:

Families will take child's car seats with them at drop-off. Should the child need someone else to pick up their child, the car seat may stay at CWOO, but it will need to be bagged.

Health Screenings for Children/Families

Families are encouraged to self-monitor for signs and symptoms of COVID-19.

People with these symptoms may have COVID-19:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Congestion or runny nose
- Cough
- Fatigue
- Headache
- Sore throat
- Diarrhea

CWOO will follow the Minnesota Health Department's Most up to date COVID-19 Decision Tree for all children, students, and staff members, regardless of vaccination status, who have symptoms consistent with COVID-19. CWOO will have a copy of the COVID-19 Decision Tree at the Reception desk and on LSCWOO.com to ensure families have access to the most up to date document.

Attendance and Child/Family Screening will be taken by and at Receptionist Area after family utilizes temporal scanner.

Each family will complete Child/Family screening questions.

- Child Screenings include:
 - **Utilize temporal scanner or no touch thermometer, whenever possible.**
 - A temperature check – temperature should be below 100.4°. If non-contact thermometers are used, they must be cleaned with an alcohol wipe between each person. Screeners may re-use the same wipe if it remains wet.
 - A visual assessment of the child for signs of illness which could include:
 - Flushed cheeks;
 - Rapid breathing or difficulty breathing (without recent physical activity);
 - Fatigue; and/or
 - Extreme Fussiness.
 - **Child/Family Screening Questions will include;**
 - Have you or anyone in your household have any of the “more common” symptoms of Fever 100.4 or higher in the last 24 hours, Cough that is a new onset or worsening, Shortness of Breath that is a new onset or worsening, or Loss of Taste or Smell that is a new loss of these senses.
 - Have you or anyone in your household have any of the additional symptoms or “less common” symptoms of New Sore Throat, Nausea, Vomiting, Diarrhea, chills, muscle pain, extreme fatigue/feeling tired, new severe/very bad headache, new nasal congestion/stuff
 - Have you or anyone in your household had close contact with an individual diagnosed (lab or clinical) with COVID-19 in the past 14 days?
 - Have you given your child Tylenol/ Motrin in the last 24 hours? If so why.

If the temperature is below 100.4° AND the assessment shows no signs of illness, the child can enter the center.

If there is a failed screening, OR temp is above 100.4 that person (employee or child) WILL NOT BE ALLOWED to enter the center. Guidance from the COVID-19 Decision Tree will be followed for return to school date. Staff will give Failed Screener to the Health Coordinator and start a new screener form.

All completed screening forms should be given to the Health Coordinator and kept in a locked cabinet.

If children are sick

The symptoms of COVID-19 are similar in adults and children and can look like other common illnesses, like colds, strep throat, or allergies. The most common symptoms of COVID-19 in children are fever and cough, but children may have any of these signs or symptoms of COVID-19.

People with these symptoms may have COVID-19:

- | | |
|---|-------------|
| • Fever or chills | Cough |
| • Shortness of breath or difficulty breathing | Fatigue |
| • Muscle or body aches | Headache |
| • New loss of taste or smell | Sore throat |
| • Congestion or runny nose | Diarrhea |

CWOO will follow the Minnesota Health Department’s Most up to date COVID-19 Decision Tree for all children, students, and staff members, regardless of vaccination status, who have symptoms consistent with

COVID-19. CWOO will have a copy of the COVID-19 Decision Tree at the Reception desk and on LSCWOO.com to ensure families have access to the most up to date document.

If a child becomes sick during the day, the child NEEDS to be kept in a space away from other children while under the watch of one staff person that is in the room while waiting for parent/guardian to pick the child up.

For calling parent/family for pick-up:

When a child becomes sick with COVID Symptoms, Classroom teacher will notify their family advocate.

Teacher will fill out a symptom report. Teacher will give symptom report to family advocate upon pick up of child to the advocate/health coordinator/designated staff.

Child will be taken to the “sick room” (Conference Room)

The family advocate or designated staff will begin to call family contacts beginning with the primary guardian. If the primary guardian does not answer, the staff will then contact the secondary parent.

If both do not answer, the staff will begin to call the families emergency contacts. The parent or authorized person MUST pick up the child within 30 minutes.

If after 30 minutes and the parent has not made contact with the school, and 45 minutes have passed from the time the child has been sick, CWOO will then call Child Protective Services.

If the care provider/staff is wearing appropriate PPE (Isolation gown, mask, and face shield) and the child/student is wearing a mask (or can be kept separated by a table or chair across the room, the exposure is considered low risk. These persons would closely monitor for symptoms for 10 days and would not need to quarantine.

Any child sent home should be encouraged to contact their health care provider for further guidance.

If a child is diagnosed with COVID-19, CWOO managers must notify HR and the Health Services. Follow the Infectious disease Policy.



Prevention and Control of Infectious I

- Children should stay home, except to get medical care.
 - Separate as much as possible from other people. Monitor symptoms
 - Call ahead before visiting the doctor Cover coughs and sneezes
 - Clean hands often Avoid sharing personal items
 - Clean all “high touch: surfaces every day

CWOO will work with the LSIC EOC and Public Health Authority to conduct Contact Tracing.

Close contact/Exposure: Someone who is with/near a sick person more than 15 minutes AND less than 6 feet apart. As well as cumulative time with sick person during the day.

FULLY VACCINATED STAFF AND PEOPLE ARE NOT CONSIDERED EXPOSED. CONTINUE TO FOLLOW COVID GUIDANCE AND UPDATED RECOMMENDATIONS.

Note: A classroom of students who are together for most of the school day in a classroom could be considered close contacts, even if sitting 6 feet apart, because of the length of time spent together in a room doing many different activities. Please refer to our “classroom closing/center closing” section.

Handwashing

All employees are instructed to wash their hands or use sanitizer when a sink is not available. Employees are instructed to wash their hands for at least 20 seconds with soap and water at the beginning of their shift, frequently throughout the day, and after any of the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, and entering and leaving the building.

For Students: Reinforce handwashing during key times including but not limited to: arrival and dismissal; before, during, and after preparing or eating food; after using the bathroom; after blowing one’s nose, coughing, or sneezing; after touching objects with bare hands that have been handled by other people.

All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Visitors may be limited to those providing essential services and parents/guardians dropping off or picking up their children. Centers will have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene, as long as it is followed by handwashing once the individual can get to a sink)

FDA is warning consumers and health care providers that the agency has seen a sharp increase in hand sanitizer products with over 70% isopropyl causing skin issues! An isopropyl wipe can be used in lieu of hand sanitizer, if needed until hands can be washed.

Respiratory Etiquette: Cover cough or sneeze

Employees and visitors 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, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash 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 employees and visitors.

Reliance on Social Distancing

Screening at home will greatly assist keeping children and staff healthy.

www.health.state.mn.us/diseases/coronavirus/schools/homescreen.pdf

Social/Physical distancing is implemented in the workplace/center, will be demonstrated on posters in the center. Through the following engineering and administrative controls:

- Meetings and events that require close contact (Parent Conferences etc.) will recommend to be conducted via tele meets/Zoom meeting or electronic communication.
- Employees are to refrain from gathering in large groups and/or confined areas, whenever possible, staff should try to maintain six feet of distance between others.
- Classrooms student/staff capacities have been adjusted to limit exposure.

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- Staff will be provided with appropriate protective equipment supplies, which include masks, gloves, disinfectant, smocks, and other Personal protective gear as appropriate.
- Do not use other staff’s personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices whenever possible.
- Winter coats, boots, backpacks and other items for students attending in center, will be handled as usual.
- Arrange for administrative staff to telework from home, as needed.

Housekeeping

Regular cleaning and disinfecting practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, playground and areas in the work environment, including restrooms, break rooms, and other meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, star cases, copy machines and all other shared areas. Staff who perform cleaning will be trained in any COVID specific instructions.

Smocks from classrooms will be left at the center each day to be laundered.

The terms *cleaning*, *sanitizing* and *disinfecting* are sometimes used interchangeably which can lead to confusion and result in cleaning procedures that are not effective .

For example, if there is visible soil on a diaper changing or table surface, clean it with detergent and water before spraying the surface with a sanitizer or disinfectant. Using a sanitizer or disinfectant as this “first step” is not effective because the purpose of the solution is to either sanitize or disinfect. Each term has a specific purpose and there are many methods that may be used to achieve such purpose.

Task	Purpose
Clean	To remove dirt and debris by scrubbing and washing with a detergent solution and rinsing with water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.
Sanitize	To reduce germs on inanimate surfaces to levels considered safe by public health codes or regulations.
Disinfect	To destroy or inactivate most germs on any inanimate object, but not bacterial spores.

Note: The term “germs” refers to bacteria, viruses, fungi and molds that may cause infectious disease. Bacterial spores are dormant bacteria that have formed a protective shell, enabling them to survive extreme conditions for years. The spores reactivate after entry into a host (such as a person), where conditions are favorable for them to live and reproduce .

Only U.S. Environmental Protection Agency (EPA)-registered products that have an EPA registration number on the label can make public health claims that can be relied on for reducing or destroying germs. The EPA registration label will also describe the product as a *cleaner*, *sanitizer*, or *disinfectant*. In addition, some manufacturers of *cleaning* products have developed "green cleaning products". As new environmentally-friendly cleaning products appear in the market, check to see if they are 3rd party certified by Green Seal: <http://www.greenseal.org>, UL/EcoLogic: <http://www.ecologo.org>, and/or EPA’s Safer Choice: <http://www.epa.gov/saferchoice>. Use fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution (6). If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered (7). All products must be used according to manufacturer’s instructions. The following resource may be useful: [Green Cleaning, Sanitizing, and Disinfecting: A Toolkit for Early Care and Education](#).

Employers will provide staff with hazard information, including access to and review of the Safety Data Sheets (SDS) as required by the Occupational Safety and Health Administration (OSHA), about the presence of toxic substances such as, cleaning, sanitizing and disinfecting supplies in use in the facility. The SDS explain the risk of exposure to products so that appropriate precautions may be taken.

Toys/Toy cleaner (Zon0)

Toys that cannot be cleaned and sanitized completely **should not** be used during COVID.

Toys that children have placed in their mouths or that are otherwise contaminated by body secretion or excretion should be set aside until they are cleaned by hand with water and detergent, rinsed, sanitized, and air-dried or in a mechanical dishwasher that meets the requirements of Standard 4.9.0.11 through Standard 4.9.0.13. Play with plastic or play foods, play dishes and utensils, should be closely supervised to prevent shared mouthing of these toys.

Machine washable cloth toys should be used by one individual at a time. These toys should be laundered before being used by another child.

Indoor toys should not be shared between groups of infants or toddlers unless they are washed and sanitized before being moved from one group to the other.

Contamination of hands, toys and other objects in childcare areas has played a role in the transmission of diseases in center settings. All toys can spread disease when children put the toys in their mouths, touch the toys after putting their hands in their mouths during play or eating, or after toileting with inadequate hand hygiene. Using a mechanical dishwasher is an acceptable labor-saving approach for sanitizing plastic toys if the dishwasher can wash and sanitize the surfaces and dishes and cutlery are not washed at the same time.

A dish pan containing soapy water to begin removal of soil, THEN it can be put in a dry container used to bring the toys to a Toy cleaning machine area.

Small toys with hard surfaces can be set aside for cleaning by putting them into a labeled TOTE.

Having enough toys to rotate through cleaning makes this method of preferred cleaning possible.

Toy Cleaner instructions and Wash Machine Logs will be in the utility room in the cleaning binders.

Home-Based/Expectant Families

- Prior to conducting face-to-face home visits, a child/family screening must take place. The staff member must call the family and ask if anyone in the household is sick by going through the child/family screening questions.
- Visits for Home Based children/Expectant Families will be based on the comfort of the family and staff member. The priority is to connect with the family during their normally scheduled visit time. Home Visitors will assess with each family what will work best for them. Options include phone, virtual, packets sent home, or face-to-face contact - in home, outside the home (back yard), or outside in a community space. Visitors must wear masks whenever they are in close contact or working in contact with children/families.
- For Distance learning option, materials will be sent home as needed and will continue visits on Zoom.
- In-person visits scheduled (not mandatory to visit for entire time) curriculum and materials would be delivered on day of weekly visits. The Home Based Teacher/Expectant Families Specialist will need to comply with mask requirements and will change scrubs at each family visit.

Inhalers/Nebulizers

NO nebulizers will be utilized as COVID-19 can be carried in droplets and excess moisture of nebulizers can spread the virus. CWOO highly recommends all asthma and respiratory and breathing medical instructions be clear on process of administration. As included in Health history and special medication instructions. The

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inhalers can be utilized with proper personal protections and correct spacers for age-appropriate children. In designated room for best possible administration.



nebulization.pdf

Asthma/Medically Vulnerable

No child and Family should be excluded from school unless required to adhere to local public health mandates or because of unique medical needs. Pediatricians, families, and school leadership will partner together to collaboratively identify and develop accommodations, when needed.

According to the CDC, people with asthma should use inhalers with spacers (with or without a face mask, according to each student's personal treatment plan) instead of nebulizer treatments whenever possible during the COVID-19 pandemic. Based on limited data, the use of asthma inhalers (with or without spacers or face masks) does not appear to release coronavirus particles into the air. A spacer or valve holding chamber is recommended when using an MDI. It is best for students to have two spacers, one for home and one for school. If a student does not have their own spacer, consider using cardboard spacers, disposable mouthpieces. Review of Complex child Web resource is important www.complexchild.org

Toothbrushing

2021-2022 school year update- Toothbrushing in the classrooms will resume. Each room will have toothbrushes and a UV toothbrush cleaning container. Each student will have their own "labeled" toothbrush. Teachers will assist with toothbrushing as needed (handing out brushes and help with toothpaste) and will maintain mask wearing of a N95 mask and physically distancing as possible. To prevent cross-contamination of the toothpaste tube, ensure that a pea-sized amount of toothpaste is dispensed onto a separate area such as a wax paper before dispensing any onto the toothbrush from the tube. Encourage children to avoid placing toothbrushes directly on counter surfaces.

After children finish brushing, ensure that they rinse their toothbrushes thoroughly with water, allow them to air-dry, and store them in an upright position so they cannot contact those of other children. Ensure that children and staff wash hands with soap and water for at least 20 seconds after brushing teeth.

Naps/Rest time

During naptime, cots will be distanced as space allows. Whenever possible, cots will be placed few feet apart. If classroom space will be distanced as much as possible. Blankets and cot bedding being washed daily. Limiting blankets and stuffed toys from home/outside the center. If needed, item must be bagged and labeled with child's name.

Meals/Eating Style

2021-2022 school year update-CWOO will be utilizing family style (self-scooping or handling of food/dishes) in the classrooms during COVID. Teachers will be assisting as needed. Hand over hand scooping will be

encouraged to help guide learning. The guidance provided via CDC shows little occurrence of COVID transmission through food or food handling, as long as hand washing occurs before meals.

If COVID cases and protocols change and the need arises, due to high infection rates, CWOO is prepared to return to meals delivered to the rooms as follows:

Kitchen Staff will dish up each plate(component meals to meet CACFP) for the students/staff meals using gloved hands and utensils in the kitchen.

Covered plates will be delivered to the classrooms and handed to the teacher at the door. Glasses and milk will be provided to the room.

Sitting at the table, the children will be given their plate and milk from the teacher. Children will not be touching serving utensils. Teachers will hand out utensils.

The teacher(s) will eat with children. Maintaining physical distance as possible.

Upon completion all covers/plates and items will be placed in the hallway tub for pickup by kitchen staff, to be washed and sanitized. All other items will be disposed of properly.

Recruitment

Prior to conducting face-to-face visits, a family screening must take place. The staff must call the family and ask if anyone in the household is sick. If not face to face, contact can occur as long as social distancing is maintained. Applications will be sent to families and collected or returned to center.

If possible, a phone or virtual interview should take place first, then a home visit or visit to the center should follow in order to verify and obtain information.

Assess with each family what will work best for them, options include phone, virtual, or face to face contact-can be done at the center, outside or outside in a community space.

For displaying posters, and visiting agencies, practice social distancing as much as possible.

Enrollment

The registration process will be modified to support the health and safety of families and staff. Families must be scheduled for registration by appointment. Prior to conducting face-to-face visits, a family screening must take place. The staff must call the family and ask if anyone in the household is sick. Contact can occur as long as social distancing and mask wearing is maintained. Enrollment Packets will be sent to families and collected or returned to center.

Assess with each family what will work best for them, options include phone, virtual, or face to face contact-can be done at the center, outside or outside in a community space.

No child and Family should be excluded from school unless required in order to adhere to local public health mandates or because of unique medical needs. Pediatricians, families, and school leadership will partner together to collaboratively identify and develop accommodations, when needed.

Distance Learning/Education will only be utilized, **if local COVID** cases and protocols change and the need arises, due to high infection rates.

Education staff will put together materials/packets to send home. Including activities, worksheets, and food/nutritional information needs. Teacher will set up virtual communication, via Web visits, calls or other means of connection.

Health

Staff will continue put together health/activity suggestions for packets to send home and communication via Facebook posts, videos or various interactions. The Health History forms regarding the child and family.

CWOO will purchase thermometers for staff and CWOO families (as needed). The staff will also prepare COVID-19 Signs/Symptoms and Prevention materials.

Safety

CWOO will still conduct safety, fire, intruder and tornado drills. When possible maintain distance, but masks will be required (when required by health authorities/center procedure guidance.)

Nutrition

Staff will continue to put together health/meals, recipes suggestions for packets to send home and communication via Facebook posts, videos or various interactions. The Nutrition Assessment forms regarding the child and family food programs/summer food service program (CACFP) most information should be in enrollment/information packets.

When the family comes to the Center, the staff will:

Go over the data Policies and Forms.

Discuss and give out Parent Handbook, Nutrition (CACFP)packet and Policy, COVID-19 Preparedness Plan information. Finish all forms and obtain parent signatures.

All height/weight and vision screenings will be conducted as possible when children are in center. Distance learning heights and weights will be tracked as possible.

The goal to obtain Height/Weight/ and Vision evaluations as quickly as possible. While hearing assessments may need to be delayed until physical distance requirements are changed. Teachers will assist.

CWOO will work to “take actions that are feasible, reasonable and safe in terms of continuing to provide services and implementing management and oversight systems. Programs will not be held accountable to meet timeline requirements that are not possible or reasonable for them to achieve during the 2020-2021 program year.

CWOO will maintain records of services provided and those that were not provided. General disaster Recovery flexibilities IM from March 2019.

Indoor/Outdoor play and walks

Indoor/outdoor play equipment that is touched must be cleaned and disinfected between groups of children. Indoor/outdoor play equipment that cannot properly be cleaned and disinfected should not be utilized.

Cleaning: when surface are dirty, they should be cleaned, using a soap or detergent ad water solution, prior to disinfection. Indoor/outdoor play equipment should be sprayed with soapy water and wiped down. Follow the cleaning and sanitation policy

Disinfecting: after cleaning spray indoor/outdoor play equipment should be sprayed with soapy water and then wiped down. Follow the cleaning and sanitation policy.

A sprayer will be utilized for cleaning the playground equipment. Staff will have proper training on the solution and how to use.

Area will be sprayed upon students leaving the play area, the posted schedule should allow enough time between classes for disinfectant to work. (Approx. 5 minutes)

CWOO will create a playground schedule which includes times for cleaning/disinfecting and times that each group of children are able to play on with the indoor/outdoor play equipment. CWOO cleaning schedule and logs will be found at the Receptionist desk. Staff are to log when complete.

Buggies/Strollers:

Walks are not required daily, but still ok to do if children can be distanced in buggies. Not seated right next to each other. Buggies will be cleaned and sanitized after each use and before used by another child or class.

Classroom guidance

During COVID-19 policy

Staff will maintain the same small group of students. Leadership will review needs due to class size, staff available and students needs.

Class sizes will be maintained via size of the room, needed teaching staff and number of children for proper distancing. Until further review of COVID-19 situation allows/or requires change of class sizes/change in physical distancing guidance.

NOTE: A classroom of students who are together for most of the school day in a classroom could be considered close contacts, even if sitting 6 feet apart, because of the length of time spent together in a room doing many different activities.

Guidance about soft covered furniture in our classrooms:

Some classes have had small soft seats or soft chairs in their classrooms. Do they need to be removed? No need to fully remove the upholstered chairs. No need to remove furniture. Clean if soiled. Wash hands after use if shared with others.

Arrival/Departure: Staff will limit wait time for handwashing and bathrooms. Staff will take small groups of children to restroom and keep children distanced at cubbies, tables and other areas that are utilized while waiting for all children to arrive and or depart.

Choice time: Areas may only allow a limited number of students in the area at one time. Interest areas will be labeled with the number of students. The children will use nametags to identify the area in which they are choosing to play. Staff will monitor children's movement between the areas, and between each side of the classroom.

Water/sand tables and outdoor sandboxes will not be utilized during COVID.

Playdough/molding sand: If these materials are used, each child will have their own container, labeled with their name and used only in small group lesson so staff can ensure children are using only their materials.

Art Materials: All art materials will be stored in individual containers for each child, labeled with their name, and put away immediately after use.

Dramatic Play: Only washable items and dress up clothes will be available. Dress up items that are worn on the face (sunglasses, scarf or other) will not be used. Washable dress up items will be laundered daily.

Large group/circle time and group read aloud: activities and lessons previously occurring during large group time will instead occur in small groups or individually during choice time and or scheduled small group. Staff will keep children distance as much as possible during small group activities.

Wait time/lines: Staff will limit lines and wait times as much as possible for bathroom use, handwashing, and transitions to and from the playground and other areas. Other staff will be utilizing when possible to help keep children distanced during transitions and to help reduce wait times during meal prep/ arrival and or departure times.

Communications and Training

Preparedness Plan will be communicated to all employees via email, being available at the Receptionist Desk, and in the Staff Resource Room. Any continued necessary training will be planned and provided. Directors, managers, and supervisors are to monitor how effective the program has been implemented through continued communications.

All training materials are located on Shared Drive in COVID-19> 2021-2022 folder. Additional communication and training will be ongoing as needed.

All Staff will review and sign to acknowledge of receipt and approval of these protocols and procedures.

TRAVEL POLICY will follow Lower Sioux Tribal Council policy.

Parent Communications

The Preparedness Plan will be made available to all families by being uploaded to the LSCWOO.com website, by being made available at the Receptionist desk, and via text message.

All families will review and sign to acknowledge of receipt and approval of these protocols and procedures.

Temporary Telecommuting- will only be utilized, **IF local COVID** cases and protocols change and the need arises, due to high infection rates.

CWOO has developed a telecommunications policy for employees that can work from home, implemented flexible work hours, maintains six feet of distance between employees, provides signage or instructions for employees and visitors, supports communication plans to address employee concerns; etc. All employees have been provided recommended protective supplies, such as masks, gloves, disinfectant, shields, etc.

Telecommuting is a flexible work arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work (www.opm.gov). The Community Council has established a policy to approve telecommuting arrangements. A director recommends to Council if the option of telecommuting arrangements will work for essential employees whose job duties are conducive to working from home. However, an on-site essential employee is required to be physically present in the workplace. The director must meet with staff to determine whether each employee is essential and report their recommendations to Human Resources and Community Council. The Council will work with Human Resources to make the final decision if an employee is essential, and whether the employee can telecommute or work on-site. Contact Human Resources for the Temporary Telecommuting COVID-19 Policy.

The Department Director needs to make a request to the IT department by submitting a ticket via Kaseya icon or informationaltechnology@jackpotjunction.com if no access to Kaseya.

The Director must notify the EOC of the employees in the department that are telecommuting. Refer to LSIC policy Essential Employees Temporary Telecommuting COVID-19 (dated 03/24/2020).

Handling suspected or confirmed positive cases of COVID-19

One mitigation strategy alone will not eliminate the spread of COVID-19, but the thoughtful combination of multiple strategies taken together may substantially reduce the risk of transmission. All members of the school community, including staff, students, families, visitors, and others must be vigilant in monitoring for symptoms of illness and protect others by staying home when they are feeling ill and following COVID-19 specific exclusion and self-quarantine guidance when appropriate.

CWOO will designate a staff person(s), Health Coordinator who will be responsible for responding to COVID-19 concerns upon families request with Family Advocate. This will assist in coordination with local health authorities regarding positive COVID-19 cases.

Put systems in place to allow staff and families to self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or had a close exposure to someone with COVID-19 within the last 14 days in a manner that is consistent with applicable laws and privacy policies, including the Family Educational Rights and Privacy Act (FERPA).

KEEP separate waiting room for a staff/child who is sick.

- The person who is sick should stay separated from other people in the center (as much as possible).
- **A separate work/waiting room and bathroom:** Wear disposable gloves and only clean the area around the person who is sick when needed, such as when the area is soiled. This will help limit contact with the person who is sick.
- Caregivers can **provide personal cleaning supplies** to the person who is sick (if appropriate). Supplies include tissues, paper towels, cleaners. If they feel up to it, the person who is sick can clean their own space.

- **Shared bathrooms:** The person who is sick should clean and disinfect after each use. If this is not possible, the caregiver should wait as long as possible before cleaning and disinfecting.

Remember: Close contact/Exposure: Someone who is with/near a sick person more than 15 minutes AND less than 6 feet. (11-5-20 or a combination of time 15 min or more, within the closer than 6 feet)

CWOO Leadership will follow the MDH Decision Tree for People with COVID-19 Symptoms (www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf)

CWOO web of effect when someone is exposed to COVID or has COVID.



Closing Rooms/Center Policies

CWOO Leadership will notify all staff and families if the Center needs to shut down certain classrooms, due to exposure or positive cases of COVID-19. Leadership, along with Health Coordinator, Community health and EOC council will be reviewing when partial or full closure is necessary for the health of the staff and students.

Will be communicated via text, FB announcement, written letters and all forms of communication for family and staff safety.

CWOO would like to remain on the side of caution, as COVID-19 virus is serious, but many in depth discussions have formed and continue to shape, these policies.

Upon the need to close classrooms in center, the students that are able to continue to learn will be provided distance learning materials and support until the center classroom may reopen.

Upon the continue closer of classrooms or center closing, all students and families will continue to be provided with safe and appropriate distance-learning opportunities.

It is not required for students or staff members to have documentation of a negative viral test or a letter certifying release from isolation to return to school, but they must follow guidance regarding when to return to school.

www.health.state.mn.us/diseases/coronavirus/schools/clean.html

[Staff Return to work policy.](#)

Notify MDH of confirmed COVID-19 cases among students and staff (as required by Minnesota Rules, Chapter 4605.7050). An MDH inbox has been established for school COVID case reporting: health.schoolcc.followup@state.mn.us

Develop system for notifying staff, families, and the public as needed if a person with COVID-19 was on the school premises while infectious. Do this in coordination with local health officials while maintaining confidentiality in accordance with FERPA and all other state and federal laws.

Information from this plan was developed using:

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Centers for Disease Control and Prevention (CDC)
Minnesota Department of Health (MDH) guidelines for COVID-19
Federal Occupational Safety and Health Administration (OSHA) standards related to worker exposure to COVID-19.
Minnesota Department of Education (MDE) COVID updates
Indian Health Services
Lower Sioux Health Center
Lower Sioux Emergency Operations Council (EOC)
American Association of Pediatrics (AAP)

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

General

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

<https://complexschild.org>

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html