

COVID-19 Preparedness Plan for Anew Dimension Child Enrichment Center

Anew Dimension is committed to providing a safe and healthy workplace for all our staff and customers. Our center has remained open since the beginning of the COVID-19 outbreak. Staff have been informed about the best and most up to date practices from the MN Department of Health (MDH) and Centers for Disease Control and Prevention (CDC) via circulation of pertinent handouts. There are also posters present and available throughout the center (some in the home languages of staff who speak Amharic, Nepali, Oromo and Somali). To ensure that we continue our commitment to a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Administrators and staff are all responsible for *implementing* this plan. Our goal is to mitigate the potential transmission of COVID-19 in our community, that requires the full cooperation among our administrators, staff and customers. Only through this cooperative effort can we maintain the safety and health of our workplace.

Administrators and staff are responsible for *complying* with all aspects of this COVID-19 Preparedness Plan. Anew Dimension supervisors have full support in enforcing the provisions of this policy.

Our staff are our most important assets. We are serious about safety, health and keeping our staff working at Anew Dimension. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by inviting and allowing all staff to share any concerns and provide suggestions and feedback. Our COVID-19 Preparedness Plan follows MDH and CDC guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and staff; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being used to assess workers' and customers health status prior to entering the building and for staff to report when they are sick or experiencing symptoms.

When staff, families and children arrive, they are reminded by signs on the entry doors not to enter if they are sick or showing any symptoms (fever, cough, shortness of breath). All will have their temperatures taken upon arrival, either on their own or by front desk staff. They are asked if they have any exposure or illness. If anyone has a fever or develops symptoms during the day, they will be isolated in an empty office, sent home as soon as possible and be requested to be tested by their medical provider for Covid-19.

If staff develop symptoms during non-working hours, they should remain at home and call the center at **(612) 339-2333** and leave a message on the voicemail or talk to a front desk staff person indicating they will not be coming in. They should follow up with their medical provider to see about being tested of COVID-19.

Anew Dimension has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a

member of their household. Anew Dimension staff have PTO (sick/safe, personal and vacation) that can be used for time they are out. There is also the Family Medical Leave Act (FMLA) time that can be used for extended sick time or to care for sick family members. Staff may also request a leave of absence. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Any person who is advised by their medical source not to come to the center will be excused from work until they may safely return. They may use the time off coverage listed above or apply for unemployment.

Anew Dimension also has a policy for informing workers if they have been exposed to a person with COVID-19 at work and are required to quarantine and for how long. If a case COVID-19 is confirmed at our center, MDH will be notified and we will adhere to the procedures recommended. Any exposed staff, children or family member will be told in person or by phone about the exposure and advised as to next steps.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. No personal information will be shared regarding a staff person's COVID-19 status.

Handwashing and Source Control

Basic infection prevention measures have been in place at our workplace for a long time. Now staff are reminded and instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Any visitors that come to the center for other reasons than a fast child drop off will be required to wash their hands upon entering the facility. Our center has hand-sanitizer (of greater than 60% alcohol) available that can be used for hand hygiene in place of soap and water as long as hands are not visibly soiled, but handwashing at a sink with running water is the preferred practice.

Staff are required to wash their hands as directed upon arrival, whenever they enter a new room or space, or come in from outside, and then as usual, whenever they assist children with diapering or toileting, whenever they wipe a nose, or perform other duties that require them to touch a child, before and after serving food, before and after administering medications. To facilitate handwashing, sinks with running water, soap and towels are available in all the classrooms, bathrooms and in the staff lounge. Staff in the gym may use the sink in the staff lounge or the hand sanitizer in the storage closet.

Staff are encouraged to wear non-medical cloth masks (when needed, we have some on hand and resources to have more made). It is also recommended that staff wear supplied gloves when ever they need to touch a child. Payments may be placed in the box on the front desk as long as staff are at least 6 feet away from payer. Cash payments can be made and will be handled by a gloved front desk staff person. Staff will wash hands after handling payments. It is also prohibited for staff to make and share food with one another in the breakroom. Only meals for the children may be prepared in the kitchen.

Respiratory etiquette: Cover your cough or sneeze

Staff, children and visitors are requested to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing. Everyone should also 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 staff and visitors. We will display informative posters and as needed teach everyone (especially the children) how to follow and practice these respiratory etiquette techniques that will lessen the spread of illness.

Social distancing

Social distancing is being implemented in the workplace through the following administrative control: Anew Dimension already has staggered shifts in place so staff are not all arriving or departing at the same time; whether in the classroom, gym, theater, playgrounds, hallways, offices or break rooms, staff are to maintain six feet of distance between themselves and other workers, adult family members or other visitors (we understand this may not be possible with children); posters are provided to remind staff and visitors to maintain 6 feet of separation; discouragement of riding in or sharing of vehicles; Anew Dimension supports communications plans to address employee concerns; etc. Staff are reminded that there should be groups of no more than 10 people (children and staff) in an inside area. On the playground there may be up to 28 children and the staff who care for them. Family members may drop off their child to the classroom or group but then are expected to leave the premises after a quick check-in. Staff, family members and visitors are prohibited from gathering in groups or in confined areas. Deliveries will be conducted to ensure social distancing.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment and areas in the work environment. This includes but is not limited to: restrooms, the break room, meeting areas, and the lobby. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, door handles, copy machines, light switches, etc. The center is thoroughly cleaned and disinfected by our janitor prior to each business day. It will also be cleaned and disinfected by staff (Floaters and other available Teachers) regularly throughout the day. Areas cleaned and disinfected will include classrooms and their bathrooms/changing areas, common spaces such as the gym, theater, playgrounds, and front lobby. Also, staff only places, such as the kitchen, staff lounge and adult restrooms. Staff will use spray bottles with soap and water and single use paper towels to clean. They will then use spray bottles with a bleach and water mixture to disinfect. (Bleach mixture will be sprayed on and allowed to air dry.) The other product acceptable for cleaning and disinfecting are commercially prepared disinfectant wipes; we will purchase these as they are available. If there is a confirmed case of COVID-19 at our center, we will follow the MN Department of Health recommendations for decontamination.

Communications and training

This Preparedness Plan was communicated by discussion and a request for feedback and concerns to all staff starting 5/7/2020. Each staff person was given a copy of the plan and it was reviewed in small groups starting 5/11/2020. Any requested clarifications or necessary training was provided. Additional communication and training will be ongoing through reminders, training sessions and/or documents. It will also be provided to staff who did not receive the initial training. Administrators are to monitor how effective the program has been implemented by making sure the policies are adhered to and keeping track of any exposure or disease transmission that occurs. Administrators and staff are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Anew Dimension management and was presented to the Board of Directors 5/20/2020. It was disseminated throughout the workplace 5/11/2020 and posted in the staff lounge 5/12/2020. It will be updated as necessary.

Certified by:

Katie Sewell

Executive Director