



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 updating our currently established COVID health protocol plan to align 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.

Updating all plans and ensuring that recommendations are followed has not been an easy task, but we feel confident in this plan going forward. This plan encompasses the work of our administrative team, with input from our Health Advisory Committee, Policy Council, Grantee Board, Mayville State University, staff, local public health units, and parents. This group reviewed recommendations from the Centers for Disease Control (CDC), and the North Dakota Department of Human Services (NDDHS).

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

Sincerely,

Jessi Hegg
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
- Approved outside visitors will be required to wear masks or face coverings
- Anyone who is sick is required to stay home
- Children will be kept together in similar groupings, when possible
- All non-essential visitors will require approval from the Health Manager and Program Director, including parents eating meals with their child
- Encourage outdoor activities as much as possible when the weather is appropriate
- In person meetings are available, however participants can request a virtual or hybrid option

COVID-19 Symptoms

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Symptoms of Coronavirus (COVID-19)

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


			
Cough, shortness of breath or difficulty breathing		Fever or chills	
			
Muscle or body aches		New loss of taste or smell	

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
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

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

CS-217142-4

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

**You are welcome to
enter the building!**

Daily Health Checks



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

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
North Dakota Department of Health www.health.nd.gov

Revised 3/21



Child Care Aware® 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 and is updated as new information becomes available.

COVID Response Committee

- Jessi Hegg – MSU CDP Director
- Dena Bergstrom – MSU CDP Health 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 Edenberg – RN for Sanford Hillsboro
- Carey Haugen – RN/Faculty for Mayville State University
- Chris McInnes – LPN/ Traill District Health Unit
- Amanda Jordan – MSU Campus Nurse/COVID-19 Liaison

COVID-19 Liaison

In a significant effort to help keep MSU's community safe, MSU has appointed a COVID liaison to serve for the University. This individual is the point of contact for anyone on campus who tests 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	All sites open for all program options HS/EHS/CCP/CC	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.	

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 leaving the lobby.
- All parents are required to wear masks before entering the building and continue to wear them during their time in the building.
- 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.
- 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 leave the lobby area. That person's temperature will be taken twice to verify an accurate reading.
 - Refer to the Exclusion of Sick Children Policy and Procedure

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 be at the discretion of the Health Manager and MSU CDP Director.
- 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.
- Parent/Child Activities are permitted as long as the following conditions are met:
 - Time limit of 15 minutes total
 - Masks must be worn by the visitor
 - Each child will be limited to one adult
 - One adult may be present at a time
 - Parent-child activities will have a sign up for time and date
- Failure to comply with these conditions will result in Parent-Child Activities being suspended.
- Volunteers and Parent-Child Activities will be reviewed at the Fall 2021 HSAC Meeting

Ill Staff/Children


MSU CDP is 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.

- 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.



North Dakota Health
Be Legendary.™

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** loss of taste and/or smell **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 and poor appetite. 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?	Has the person been clinically evaluated?	Has the person been clinically evaluated?	For a person NOT clinically evaluated who is monitoring symptoms at home
Tested Positive for COVID-19 ^{*c}	Clinically diagnosed (not tested) for COVID-19 ^{*c}	Alternate clinical diagnosis or laboratory confirmed condition (e.g., norovirus, hand/foot/mouth) ^{*d}	Fever (100.4°F or higher) OR loss of taste and/or smell OR two or more of the following symptoms: fatigue, muscle aches, cough, sore throat, runny nose, nausea, vomiting, diarrhea, abdominal pain. ^c
Stay home at least 10 calendar days from onset of External Guidance with no fever and improvement of symptoms – whichever is longer .	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 -If you receive a negative COVID-19 test you may return to childcare 24 hours after symptoms improve.	Follow provider directions/ recommended treatment/ return guidance & the Child Care and School Infectious Disease Guidance .	Other symptoms not consistent with COVID-19 ^{*d} Follow the Child Care and School Infectious Disease Guidance .

**Siblings & household contacts to a confirmed COVID-19 case will need to monitor themselves and quarantine during the case's infectious period (this is typically 10 days) AND for their designated quarantine periods. Quarantine will end 14, 10, or 7 days after the case's infectious period ends.*

-It is recommended that you quarantine for 14 days from your last exposure to someone who tested positive for COVID-19.

- o You may be released from quarantine AFTER DAY 10 if you remain symptom free.
- o You may be released from quarantine AFTER DAY 7 if you remain symptom free and test negative for COVID 19. (Please note, the PCR or antigen test must occur on day 5 or later.)

-Vaccinated individuals can be exempted from quarantine if they meet ALL the following criteria:

- o Are fully vaccinated (i.e. ≥ 2 weeks following receipt of the second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single-dose vaccine).
- o Have remained asymptomatic since the current COVID-19 exposure

-Those who are fully vaccinated for COVID-19 and remain symptom-free, do not need to quarantine or get tested for COVID-19 following their exposure.

Adapted from the Minnesota Department of Health
3/19/2021

www.health.nd.gov/diseases-conditions/coronavirus

^c (Red Box) = COVID-19
^d (Yellow box) = Other symptoms

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

MSU CDP is recommending all staff wear a face covering to contain potentially contaminated droplets while indoors. (*effective: June 1, 2021*)

- Any parent or visitor who walks into the facility is **required** to wear a mask or face covering.
- Preschool children have the option to wear a face covering if they or their family chooses.
- 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 as needed in the form of social stories and educational videos.

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.

Staffing

- Outside activities will be encouraged as often as possible, due to weather.
- 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
 - Teams
- 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.
- Electrostatic Disinfectors will be used to disinfect classrooms/hallways/offices and any other identified spaces at the end of each day.
 - In gross spaces, electrostatic disinfecting must occur between groups and the space must be vacated for a period of ten minutes after disinfecting is complete.
- Monthly deep cleaning utilizing checklist provided by health staff will take place on scheduled Professional Development days.
- During in-person meetings, if all members of the meeting agree to remove face coverings, meetings can take place without face coverings. Members can elect to allow others to remove face coverings, while continuing to wear their own, if desired.
 - If any member of the meeting disagrees, face coverings must be worn.

Meals

- All meals will be served in each child's designated classroom.
- 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

- Fire drills will resume as normal, with the entire site eligible to evacuate as a group.
- Site Coordinators are responsible for monitoring the completion for all classrooms at their site prior to the 20th 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.
- Whole site fire drills will be reviewed at the Fall 2021 HSAC Meeting.

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 20th 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.