



CHILDCARE / AGUILA ACADEMY 2020-2021

PREPAREDNESS PLAN

Our Childcare Program / Aguila Academy will be held in the Ramona Center of ACC and will operate during the hours of 7:15am-3:15pm Monday through Thursday. In accordance with MDH and CDC guidelines, our program will operate with a maximum of 15 individuals per group or room for indoor programs and up to 25 individuals per group for outdoor activities. Wherever possible, activities will be held outside and children will be encouraged to spread out.

Our program will be overseen by ACC's school Monitors, Magaly Munoz, Rocio Nochez, and Alejandra Zaragoza, as well as teachers Michael Amend and Abe Garcia to assist with students' Distance Learning requirements.

ACC will provide age appropriate activities/games along with individual Distance Learning assistance for each child. For children that don't attend our school, please ensure that you have your child's schedule and password / login information so that staff can help them complete their distance learning requirements.

Arrival / Dismissal:

Each staff member/parent is expected to screen/self assess themselves and their child for the following COVID-19 symptoms prior to coming to work.

- FEVER OR FEELING FEVERISH
- CHILLS
- A NEW COUGH
- SHORTNESS OF BREATH
- A NEW SORE THROAT
- NEW MUSCLE ACHES
- NEW HEADACHE
- NEW LOSS OF TASTE OR SMELL
- NAUSEA OR VOMITING

If your child(ren) has any of these symptoms, please stay home, stay away from other people, and notify Mardi Dominguez at 651.294.4643 and/or Rachel Westmoreland at 651.280.6186, or via email. If you have a new symptom with no other diagnosis to explain it, please contact your healthcare provider about testing for COVID-19. Please use the [MDH Decision Tree](#) (attached) for exclusion guidance.

Staggered arrival and dismissal times will be scheduled to minimize crowding. Please contact Ms. Dominguez to determine a time that will work best for your family, we will be scheduling arrival times in 15 minute increments.

Temperature checks of both the child and parent/guardian will be conducted by childcare monitors upon arrival, and will be recorded in a daily log-in sheet (recorded for child only).

Social Distancing:

Social distancing guidance will support a 3-foot radius around each participant, resulting in a 6-foot distance between any two people. Siblings / same household will be an exception to this guideline.

Visual aids will be used to illustrate spacing and traffic flow throughout the school building (e.g. designated hallways or entrances as one-way, and posting directional reminders on the walls and/or floors).

Common areas will be reconfigured by spacing out furniture to minimize crowding.

Physical Education and Music classes will be held outside whenever possible and students will be encouraged to spread out.

Face Coverings:

All students, staff, and other people present in school buildings are required to wear a face covering, per [Gov Walz Executive Order](#) (attached). We are asking families to supply their children with clean masks to be worn daily. We recommend that children have a couple of “back-up masks” in their backpack should one become soiled or lost. We have a limited supply of disposable masks available in the event your child’s mask is left at home.

Types of allowable face coverings include:

- Paper or disposable mask
- Cloth face mask
- Scarf
- Neck Gaiter
- Bandanna
- Religious face covering

The covering should cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. A face covering is not meant to substitute for social distancing, but is especially important in situations when maintaining a 6-foot distance is not possible. Face coverings will not be placed on anyone who has trouble breathing or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.

Face Shields:

A face shield allows visibility of facial expressions and lip movements for speech perception and many be used as an alternative to a face covering in the following situations:

- Among students in Kindergarten through Grade 8, when wearing a face covering is problematic.
- For staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.

For optimal protection, the face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shields headpiece.

Children may temporarily remove their face coverings or face shield in the following situations:

- Face coverings may be temporarily removed when engaging in indoor physical activity (e.g. during recess, or when exercising in a gym) where the level of exertion makes wearing a face covering difficult, and during classes or activities held outdoors. Children participating in these activities should maintain 6 ft of distance while doing so to the extent feasible.
- Face coverings may be temporarily removed to eat or drink, but care should be taken to maintain as much space as possible between people, recognizing it is not always feasible to maintain 6 feet of distance from others.

Monitoring and Excluding for Illness:

Regular temperature checks and wellness screening for symptoms will occur upon arrival (as outlined above) and throughout the day at scheduled times. Any and all staff entering the designated childcare/academy space will require a temperature check at the door (one time). This includes teachers, tutors, any staff working with or assisting students, and staff working in the Ramona Center and Health Office space, . Temperature checks will be conducted by the childcare monitors (all have received training).

If a child displays COVID-19 symptoms during their time in childcare:

- Mardi Dominguez, Program Supervisor, and Rachel Westmoreland, Health Office/COVID program coordinator will be notified and will proceed with the next steps, as guided by MDH.
- The parent/guardian will be notified for immediate pick-up.
- The child will be moved to a designated area (CRC space) with supervision and 6 ft social distancing while they are waiting to be picked up.
- Families will be notified immediately if a child (or parent) with COVID-19 was in close contact while infectious.
- MDH guidance will help us navigate through any/or each individual circumstance
- Confidentiality and privacy will be upheld in all instances.

If your child is displaying COVID-like symptoms at home and will not be attending childcare, please contact your healthcare provider and strongly consider having them tested.

If your child has tested positive for COVID:

- Please notify Mardi Domiguez and Rachel Westmoreland
- You will be asked for the following information:
 - First date of symptoms
 - Date the test was taken

- The last date your child was in childcare

Existing Health Concerns / Medications:

Please notify Rachel Westmoreland if your child has any medical concerns that may require attention. Parents are required to complete a Health Information form for each child attending the program, [Student Health Form](#) (attached). Any medications that are taken during the day will require a Physician's medical order/RX and completed ACC Medication Administration form to be on record, unless the medication is delivered directly by parent/guardian.

Meals:

Breakfast and lunch will be provided daily to all of the children in the program. Meals brought in from home are allowed, if you prefer. Meals will be eaten in the cafeteria (except for Mondays due to food pick up) and social distancing guidelines and/or seating charts will be followed. Masks may be removed during meal times.

Hygiene Practices:

ACC Childcare will build routines of hand hygiene into the daily schedule for all students and staff, including handwashing and sanitation breaks during or between activities. We will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol by staff and older students.

- Supervise the use of hand sanitizer by students.
- Ensure that children and staff with sensitivity or skin reactions to hand sanitizer can use soap and water.
- Reinforce handwashing during the 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.

Cleaning and Disinfecting:

A daily cleaning schedule for routine environmental cleaning and disinfection of high touch surfaces (e.g. individual desks, recently used toys, shared equipment) has been implemented in all childcare spaces. Scheduled routine environmental cleaning will occur when students are not in the space and products will be securely stored away from students.

Program Contacts:

Mardi Dominguez

Rachel Westmoreland

Family and Community Director

Health Office / COVID Program Coordinator

651.294.4643 (Direct Office)

651.280.6186 (Direct Office)

ADMINISTRATIVE ACTION PLAN when informed of a positive case in childcare:

1. Mardi Dominguez and/or Rachel Westmoreland will be contacted first (either by parent, monitors, or MDH)
2. Mardi and Rachel to connect to determine close contacts
3. Determine dates for Quarantine
4. Mardi to contact Monitors
5. Rachel to contact Heads of School
6. Schedule Parent Zoom Call Immediately - set up by Rachel or Andy (use childcare attendee list)
7. Rachel or Mardi to call parents of children who are employed outside of ACC
8. Mardi or Rachel to contact Engineer Team for cleaning instructions
9. Mardi or Rachel to notify Food Program of days not in service
10. Rachel to send out All School Community Communication
11. Rachel to send out Classroom Close-Contact Communication (to childcare parents and childcare staff)
12. Rachel to submit/file with MDH for follow-up case investigation (only if/when confirmed positive)