

# COVID-19 PREPAREDNESS AND RESPONSE PLAN FRASER SCHOOL

In response to the COVID-19 Pandemic and in compliance with state requirements, Fraser developed a Preparedness and Response Plan for each of our program areas. All policies and procedures herein for Fraser employees are also mandated for sub-contractor staff. This plan is subject to frequent changes as COVID-19 guidance is updated by the state. Downloading and Printing this manual is not recommended due to the ever-changing nature of the COVID-19 Pandemic. Any updates to this plan will be available for employees and clients on the Fraser webpage. A paper copy of this plan will be posted at each Fraser location and is available upon request.

# COVID-19 Preparedness Plan for Fraser School, a Licensed and Certified Child Care Program Deemed Critical Businesses During Peacetime Emergency

All critical businesses in Minnesota are required to have a COVID-19 preparedness plan that protects staff, children, families and the community we serve.

According to Executive Order 20-48, critical business, including providers licensed and certified to provide child care services, are required to follow guidance from the [Minnesota Department of Health \(MDH\)](#) and the [Centers for Disease Control and Prevention \(CDC\)](#) to mitigate the spread of COVID-19. MDH encourages providers to follow the [CDC Guidance for Child Care Programs that Remain Open](#). Updated guidance and helpful tools can be found on [mn.gov/childcare](http://mn.gov/childcare). Because there is currently no vaccine for this virus, you will need to operate your program for many months with the possibility that COVID-19 could be confirmed in your program. The MDH/CDC guidance is designed to prevent, and mitigate, or respond to the transmission of COVID-19 in your program setting.

[Executive Order 20-74](#), signed by Gov. Walz on June 5, 2020, requires all critical businesses to develop and implement a COVID-19 Preparedness Plan that outlines how you will implement MDH and CDC guidelines. In order to help you comply, DHS is providing this “Child Care COVID-19 Preparedness Plan” (“Plan”) as a resource for you to use in creating a plan, if you do not already have one. This template should be used with the [checklist guidelines for creating a child care COVID-19 Preparedness Plan](#). The use of this particular form is optional. You may create a Plan using your own form but your Plan must address, at a minimum, the eleven topics identified below.

The COVID-19 Preparedness Plan describes how Fraser School will implement, at a minimum, the following components, in compliance with MDH and CDC guidelines for child care programs:

1. frequent handwashing;
2. cleaning and disinfecting;
3. arrival and departure;
4. social distancing throughout the day;
5. plans for identifying and excluding sick staff, volunteers and children;
6. source control and cloth face coverings;
7. workplace ventilation
8. playground use
9. meals and snacks;
10. field trips and events, and
11. communication and training about the plan

**The Plan is posted at each entrance and the staff lounge. The Plan is posted on Fraser’s website and available upon request.**

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## 1. Frequent Handwashing

### POLICY #1: Hand Hygiene for Staff and Children

**DATE ADOPTED:** June 2020

**DATE REVISED:** 6/23/2020

#### Policy

This policy outlines hand hygiene expectations for staff and children throughout the day. Please also utilize staff handbook for full information and expectations

#### Procedure

- 1) Upon arrival to a Fraser location and classroom, staff and children are expected to wash their hands with soap and water for at least 20 seconds.
- 2) Staff and Children are also expected to wash hands at these times:
  - a. **Before** and **after** blowing nose, coughing, or sneezing
  - b. **After** using the bathroom
  - c. **After** coming in from outside and playground
- 3) Staff are also expected to wash hands in the following situations:
  - a. **Before** and **after** touching face
  - b. **Before, during, and after** distributing food and supporting snack and lunch routines
  - c. **Before** and **after** eating food
  - d. **After** touching garbage
- 4) If soap and water are not readily available, staff should use the hand sanitizer that is provided in the therapy spaces, by squirting enough sanitizer to cover all surfaces of the hands and rubbing hands together until they feel dry.
- 5) **Avoid touching your eyes, nose, and mouth** with unwashed hands.

CDC guidance on handwashing can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#HandHygiene>

## 2. Cleaning and disinfecting

Fraser School Staff Handbook has the full detail of cleaning and disinfecting expectations and formulas for cleaning and disinfecting solutions.

The following procedures apply to sanitize mouthed toys and food contact surfaces, including classroom tables. **Tables should be cleaned and disinfected before and after each incident of serving food (e.g. breakfast, morning snack, lunch, afternoon snack, cooking activity).**

#### 1. For stationary items:

- Clean surface with soap and water solution and paper towel.
- Discard paper towel in plastic-lined container.
- Spray the area thoroughly with **Bleach Solution 2**.
- Allow to air dry.

## 2. For Portable items (toys, eating utensils, and dishes) the manual method (three basin/sink method):

- **#1 sink or basin:** wash items in hot, soapy water.
- **#2 sink or basin:** rinse in clear water.
- **#3 sink or basin:** soak items in **Bleach Solution 2** for at least two minutes.
- Be sure items are submerged in solution rather than floating on top.
- Remove items, **do not rinse**, and place on rack or paper towel to air dry.
- Return items to classroom when dry.

### Toy Cleaning Guidelines:

Each classroom should have a bin for smaller toys that need to be cleaned. These are toys that have been mouthed. These toys should be brought to the kitchen daily for infant and toddler classrooms and weekly for preschool and prekindergarten classrooms. The kitchen staff will wash the toys and bin and place them on the kitchen counter. Classrooms are expected to retrieve the toys and bins within 1-2 days. For toys that have been contaminated in ways other than being mouthed by a child, please clean the toys as much as possible in the classroom using soap and water and scrubbing, if needed. Bring the toys to the kitchen and let the staff know that these toys need to be washed through the three-sink-method.

Bigger toys and toys that have not been contaminated should be sprayed with the Bleach 2 solution nightly and allowed to air dry. When possible – such as when going to gym or outside, once children leave the classroom, spray down the room with disinfectant. In addition, toys should be regularly sanitized using the three basin method.

### Dishwasher Use (mechanical method)

Dishwashers are acceptable for soaking, cleaning, sanitizing and disinfecting washable articles, if hot water or chemical (bleach) sanitizing is used. Dishwashers provide a dual process – cleaning with the detergent and agitation and sanitizing with heat and chemicals.

The procedure for cleaning items in the dishwasher is as follows:

- Only dishes and mouthed toys should be cleaned in the dishwasher. Items such as art supplies, soiled toys, and large equipment should not be washed in the dishwasher.
- Wash hands, wear gloves, and cover all hair when handling clean dishes.
- Rinse off food and loose particles using the sprayer.
- Load dirty dishware onto an appropriate tray.
- If loading small items (e.g. baby spoons), use a netted bag.
- If loading light items (e.g. children's cups), put a tray over the top to prevent the items from falling into the dishwasher bottom.
- Slide the tray into the dishwasher and close the doors.
- Ensure that the temperature during the rinse cycle reaches at least 180 degrees F by monitoring the external temperature gauge.
- After the rinse cycle has been completed, open door, and slide tray out to cool on the counter. Items will be very hot.
- Close the dishwasher door again to retain heat.
- Once the items on the counter are cooled, put entire tray on metal drying rack.
- Allow items to air dry.
- At the end of each day, drain the dishwasher and spray with an anti-liming cleaner.
- Wash and sanitize the countertops around the dishwasher.

### **Washing Machines and Dryers**

(For cleaning of washable items such as blankets, towels, and bedding and washable face masks):

The washing machines and dryers are located in the laundry room. Linens, towels, bedding, and any soft toys are to be cleaned at least once a week. If mouthed or soiled, should be removed and washed same day. Guidelines for use of the washers and dryers can be found in the staff handbook and posted in the laundry room.

The washing machine has a disinfecting cycle each morning, completed by kitchen staff.

## **POLICY #2:                   Cleaning Commonly Touched Surfaces**

**DATE ADOPTED:**       June 2020

**DATE REVISED:**      6/19/2020

### **Policy**

This policy outlines individual expectations of cleaning and disinfecting commonly touched surfaces to prevent the spread of COVID-19.

### **Procedure**

**A checklist of cleaning is available and used in classrooms and common spaces, marking when cleaning and disinfecting is completed.**

Each classroom has cleaning and disinfecting spray bottles. Instructions on solution mixture is available in the staff handbook and on the labels.

- 1) Staff are expected to clean and disinfect their classrooms daily. This includes phones, keyboards, drawer handles, chair armrests, etc.
  - 2) Staff must clean and disinfect shared spaces, such as staff lounge, before and after each use.
  - 3) Staff are expected to use a clean, new paper towel each time when touching items commonly accessed by others, e.g. microwaves, refrigerators, vending machines, etc.
- Follow MDH and CDC guidance for frequent cleaning and disinfecting in the program:
    - <https://www.health.state.mn.us/diseases/coronavirus/schools/clean.pdf>
    - <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

### **3. Arrival and Departure**

- Pick-up and drop-off occurs in the entrance area. Seating areas are spread out to promote social distancing.
- Upon arrival, children are screened with a temp check and health questions to ensure those with symptoms are not attending.
- Fraser School staff escort children to and from classrooms to minimize persons throughout the building.
- Hand Sanitizer is available at the door area.
  - Screening process for children: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren>

**POLICY #3: Non-Fraser Staff Wearing Masks**

**DATE ADOPTED:** June 2020

**DATE REVISED:** 6/23/2020

**Policy**

This policy outlines when non-Fraser staff in the building are required to wear masks.

**Procedure**

- 1) All individuals dropping off and picking up children are required to wear masks.
- 2) All individuals entering the building for deliveries or any other reason are required to wear a mask.

## 4. Plans for sick children, staff, and volunteers

### **POLICY #4: Wellness Screening for Staff**

**DATE ADOPTED:** May 2020

**DATE REVISED:** 6/23/2020

#### Policy

This policy outlines how Fraser staff should screen for COVID-19 symptoms before starting a shift and what to do if they have symptoms when working from a Fraser location.

#### Procedure

- 1) All Fraser staff must complete the online [Daily Wellness Screening](#) prior to reporting to work or immediately upon arrival.
- 2) If staff members do not have access to a thermometer at home, they must use thermometers located in Fraser Bloomington's wellness station, ensuring they disinfect the thermometer before and after use as directed.
- 3) Supervisors must assure all staff who work at a Fraser location submit their Wellness Screening before they start their work day.
- 4) Staff who have any signs or symptoms of illness, exposure to COVID-19 in their household or answer "Yes" to any of the questions on the Daily Wellness Screening must not report to work or leave as soon as possible.
- 5) Staff who identify symptoms upon arrival or develops symptoms during their shift should return home immediately.
  - a. The Supervisor and [AskHR@fraser.org](mailto:AskHR@fraser.org) will collaborate with the staff regarding return to work expectations.
- 6) If an employee has COVID-19 like symptoms due to a chronic condition or an alternative illness diagnosed by a healthcare professional, staff must consult with [AskHR@Fraser.org](mailto:AskHR@Fraser.org) before reporting to work.
  - a. If approved to work, HR will notify the employee and their Supervisor on how they should complete the Daily Wellness Screening.

#### Resources:

- Follow exclusion guidance and ensure children, staff, and volunteers stay home when sick: <http://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>
- Use CDC guidance to develop a plan for what you will do if someone becomes sick with COVID-like symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#General>
- If a child, staff member, or volunteer is diagnosed with COVID-19 or if you have questions about a child, staff member, or volunteer who is exhibiting symptoms, reach out to MDH at [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us) and follow their direction.

- Using the MDH and CDC resources above, create a communication plan for how and when you will notify parents, staff, and volunteers if a child, staff member, volunteer or household member for family child care programs has been exposed, is exhibiting symptoms, or has tested positive.
  - Contact MDH if you have questions (at the email address above)
  - Ensure the parent or guardian contact information in each child's record is up-to-date.

## **POLICY #5: Staff Exclusion from Work due to Illness or Exposure**

**DATE ADOPTED:** June 2020

**DATE REVISED:** 6/15/2020

### **Policy**

This policy outlines when staff must not work due to illness or exposure until they meet the Fraser [Return to Work](#) guidelines.

### **Procedure**

- 1) Staff who show signs of illness can be excluded from work, even if their Wellness Screening did not indicate any illness. Illness can include any flu-like symptoms such as fever, respiratory issues, body chills, muscle aches, headaches, sore throat, new loss of taste or smell, gastrointestinal problems, and fatigue. The definitions below define symptoms staff can refer to when making decisions on exclusion:
  - More common symptoms of COVID 19 include: fever greater than 100.4F, new onset/worsening cough, difficulty breathing, and new loss of taste or smell. Less common symptoms of COVID 19 include: sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of severe headache, new onset of nasal congestion/runny nose.
  - These symptoms may appear 2-14 days after you are exposed to the virus that causes COVID-19.
  - Not everyone with COVID-19 has all of these symptoms, and some people may not have any symptoms.
- 2) Staff who have presumptive or confirmed COVID-19 diagnosed by a healthcare professional, regardless of their symptoms, are not allowed to work.
- 3) Staff who have had direct exposure to a person with presumed or confirmed COVID-19 may not report to work. Direct exposure is defined as:
  - a. Face-to-face contact with less than 6 feet of social distancing for 15 minutes or longer within 24 hours to a person with a confirmed or presumptive COVID-19 diagnosis.
  - b. Staff who have someone in their household with a confirmed COVID-19 diagnosis or presumptive COVID-19 symptoms are considered to have direct exposure and are excluded from work.
  - c. Staff who care for a friend, family member or others with a confirmed or presumptive COVID-19 diagnosis, regardless of where the person lives, are considered to have had direct exposure and are excluded from work.
- 4) All illnesses and exposures must be immediately reported to the Supervisor and [AskHR@fraser.org](mailto:AskHR@fraser.org) to confirm when staff can expect to return to Fraser sites and community locations used for work purposes.
- 5) During the exclusion from work timeframe, staff who can perform work activities remotely, may be able work from home under the guidance of their supervisor.
- 6) Staff are excluded from work until they meet the Fraser [Return to Work](#) guidelines as defined in Policy #3.
- 7) During the COVID-19 pandemic Fraser is not prohibiting staff from engaging in

particular activities, but the Leadership Team does ask each employee to consider whether your actions will put you at increased risk of contracting or potentially spreading COVID-19 to your co-workers or clients.

- 8) If you choose to engage in high-risk activities and then develop symptoms of COVID-19, Fraser reserves the right to ask you to stay home and self-quarantine consistent with guidelines from the Centers for Disease Control and Minnesota Department of Health.
- 9) If you know that you engaged in a high-risk activity or you have reason to believe that you were exposed to COVID-19, Fraser asks that you to make your leadership team aware of the exposure.
  - a) High-risk activities include situations with people outside of your immediate household:
    - ✓ Where social distancing of 6 feet or more cannot be maintained;
    - ✓ Masks are not consistently worn by the people who are present;
    - ✓ Bodily fluids such as saliva or mucus are present in the air;
    - ✓ Groups of 10 or more people are gathered inside for more than 10 minutes;
    - ✓ Groups of more than 25 people are gathered outside; or
    - ✓ The situation is unpredictable.
  - b) Examples of high-risk activities include:
    - ✓ Athletic activities like basketball games or martial arts
    - ✓ Traveling on a crowded plane or train,
    - ✓ A backyard barbeque with more than 25 people that lasts several hours or more
    - ✓ Attending a wedding with 200 guests where participants are singing and not wearing masks
  - c) Low risk activities include situations where people outside of your immediate household:
    - ✓ Are able to maintain at least six feet of distance from each other;
    - ✓ Masks are worn by the people who are present;
    - ✓ Bodily fluids such as saliva or mucus are NOT present;
    - ✓ The interaction occurs outdoors with fewer than 25 people;
    - ✓ The interaction occurs indoors with fewer than 10 people for less than an hour; or
    - ✓ The situation is relatively predictable.
  - d) Examples of low risk activities include:
    - ✓ Going for a run on an uncrowded trail;
    - ✓ Having a picnic at the park with friends with more than six feet between households;
    - ✓ Driving to a cabin and staying with only your immediate household members for the weekend;
    - ✓ Attending a wedding with 10 or fewer people present.

## **POLICY #6: Return to Work after Illness or Exposure**

**DATE ADOPTED:** June 2020

**DATE REVISED:** 10/9/2020

### **Policy**

Staff who meet any of the exclusion criteria listed in Policy #2 and are unable to report to any Fraser site or community location for work purposes as a result can return to those sites after meeting certain guidelines.

### **Procedure**

- 1) Staff who are excluded due to illness can return to any Fraser site or community locations for work purposes after meeting the following [MDH guidelines](#):
  - a. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications

**AND**

- b. Improvement in all symptoms

**AND**

- c. At least 10 days have passed since symptoms first appeared
- 2) Staff who have an illness with a confirmed alternate diagnosis (e.g., strep throat, tested positive for influenza) will have return-to-work criteria based on that diagnosis. All alternate diagnosis must also be reported to the Supervisor [AskHR@fraser.org](mailto:AskHR@fraser.org).
- 3) Staff who are excluded from working due to exposure to a confirmed or presumptive COVID-19 diagnosis can return to work after meeting the following criteria:
  - a. At least 14 days have passed since the last day of exposure

**AND**

  - b. They have no symptoms
- 4) If staff develop symptoms during their quarantine due to an exposure, they can return to work after meeting return-to-work guidelines for illness ([See bullet 1 in this policy](#)).

## **POLICY #7:**

## **Wellness Screening for Fraser School Attendance**

**DATE ADOPTED:** June 2020

**DATE REVISED:** 10/9/2020

### **Policy**

Fraser School children will be subject to a [Daily Wellness Screening](#) to minimize the risk of exposure and impact on others in the program.

### **Procedure**

- 1) Families are required to complete an online wellness check prior to attending. This will flag anyone who needs to wait and have a follow up for potential exclusion.
  - If this is not completed prior to arrival, families will complete the wellness check at the door prior to attendance.
- 2) Children are dropped off at the Fraser School entrance with an adult and a temp check is completed.
- 3) If child temp check is normal and there are no health concerns, children are escorted to their room by a Fraser staff member.
- 4) Parents are to email [school.attendance@fraser.org](mailto:school.attendance@fraser.org) if there have been any illnesses or symptoms by the child or family member prior to coming in for a well check.
  - Fraser staff will follow up with family to determine child attendance or any exclusion requirements.
- 5) Children are monitored throughout the day for any illness symptoms.

## **POLICY #8: Exclusion of Individuals Served from Face-to-Face Services due to Illness or Exposure**

**DATE ADOPTED:** June 2020

**DATE REVISED:** 10/9/2020

### **Policy**

This policy outlines when individuals served are excluded from face-to-face services due to illness or exposure and what requirements they must meet under [Resume Services](#) guidelines.

### **Procedure**

- 1) Individuals served who show signs of illness can be excluded from face-to-face services, even if their Wellness Screening did not indicate any illness. Illness can include any flu-like symptoms such as congestion, fever, respiratory issues, body chills, sore throat, headache, muscle aches, gastrointestinal problems, fatigue, and new loss of taste and smell.
- 2) The definitions below define symptoms staff can refer to when making decisions on exclusion:  
COVID-19 Symptoms updated to identify common symptoms and less common symptoms:  
More common symptoms of COVID 19 include: fever greater than 100.4F, new onset and/or worsening cough, difficulty breathing, new loss of taste or smell. Less common symptoms of COVID 19 include: sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of severe headache, new onset of nasal congestion/runny nose.
  - a. These symptoms may appear 2-14 days after you are exposed to the virus that causes COVID-19.
  - b. Not everyone with COVID-19 has all of these symptoms, and some people may not have any symptoms.
- 3) Individuals served who have someone in their household reporting illness are excluded from face-to-face services.
- 4) Individuals served who have a known exposure to someone with a confirmed or presumptive COVID-19 diagnosis are excluded from face-to-face services.
- 5) All exclusions of individuals served due to illness or exposure must be reported to the Director and Health Services Coordinator to confirm next steps.

## POLICY #9: Resuming Face-to-Face Services after Illness or Exposure

**DATE ADOPTED:** June 2020

**DATE REVISED:** 10/9/2020

### Policy

Individuals served who do not pass the Wellness Screening or meet criteria listed in [Policy #9 Exclusion from Services](#) are unable to proceed with face-to-face services. This policy outlines when individuals can expect to resume face-to-face services.

### Procedure

Children who are excluded due to illness can resume Fraser School attendance after meeting the following [MDH guidelines](#):

- a. At least 1 days (24 hours) have passed since resolution of fever without the use of fever- reducing medications  
**AND**
  - b. Improvement in all symptoms  
**AND**
  - c. At least 10 days have passed since symptoms first appeared
- 2) Children and family members who have an illness with a confirmed alternate diagnosis (e.g., strep throat, tested positive for influenza) can resume face-to-face services based on that diagnosis.
  - 3) Children and family members who are excluded due to exposure to someone with a confirmed or presumptive COVID-19 diagnosis can resume face-to-face services after meeting the following requirements:
    - a. At least 14 days have passed since the last day of exposure  
**AND**
    - b. They have no symptoms

## **POLICY #10:**

## **Social Distancing for Staff and Children**

**DATE ADOPTED:** June 2020

**DATE REVISED:** 6/24/2020

### **Policy**

Staff and children shall distance from others whenever possible.

### **Procedure:**

- 1) Fraser School will keep group sizes at 10, including staff, whenever possible, except for out on the playground or gym where two groups can gather and distance, this includes staff wearing a cloth mask.
- 2) When using a shared space, such as offices or staff lounge, be aware of others. Try to spread out in the room to create 6 feet of physical distance between yourself and other staff.
- 3) When using commonly accessed tools like the copier and the microwave, be aware of others. Take turns to maintain 6 feet of physical distance between yourself and others.
- 4) At nap time, ensure that children's naptime cots are spaced out as much as possible. When possible, place children head to toe in order to further reduce the potential for viral spread.

## **POLICY #11: Mask Wearing Requirements for Fraser School Staff**

**DATE ADOPTED:** April 2020

**DATE REVISED:** 10/9/2020

### **5. Policy**

This policy outlines staff requirements for wearing masks, masks available for staff use and re-usage guidelines for masks.

### **6. Procedure**

- 1) All staff are required to wear a mask when at Fraser School.
- 2) When staff must remove their mask while eating or drinking during their shift, they should stay 6 feet or more away from others.
- 3) Fraser has a supply of handmade masks and/or surgical masks provided to staff. Handmade masks were donated by various resources. There are a variety of styles so staff can determine which fits them best. Masks need to cover nose and mouth.
- 4) Fraser provides two types of masks for staff:
  - a. **Handmade masks:** Handmade masks are washed on site following CDC guidelines so a clean mask will be ready for staff each day at the designated locations in each building. At the end of the day, they will drop the used mask in the soiled mask bin.
    - i. All staff are also provided nosepieces and ear savers; Nosepieces can be reused until they no longer function however be aware that they are a choking hazard if the fall off and get into a child's hands.
  - b. If staff have chronic conditions that could make it unsafe for them to wear masks for prolonged time or could cause breathing problems, staff must contact their supervisor and [AskHR@fraser.org](mailto:AskHR@fraser.org) immediately.
  - c. **Surgical masks:** Fraser has a supply of surgical masks. Surgical masks are meant for single use; however, due to limited supplies, the CDC has issued guidelines on how to reuse masks. If handmade masks are not an alternative for staff, they can use surgical masks instead.

### **7. Source control and cloth face coverings**

- Cloth face coverings are an important piece for mitigating the spread of the virus but are most effective if it can stay in place without being pulled on or touched by the person wearing it or others. Within this context, the provider, staff members, and volunteers are required to wear cloth face coverings during the work day as much as possible, recognizing the development needs of the children in their care.
- Children should not wear cloth face coverings unless they can reliably wear, remove, and handle the cloth face covering throughout the day. Cloth face coverings should NOT be put on infants or children younger than 2 because of the danger of suffocation.
- Face covering guidance is available here:  
<https://www.health.state.mn.us/diseases/coronavirus/schools/masks.html#child>  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## **POLICY #12: Fraser School general topic areas**

**DATE ADOPTED: March 2020**

**DATE REVISED: June 29, 2020**

### **Policy**

Fraser School has group activities and spaces that require additional oversight and practice. As a team, all staff need to support these areas to assure health and safety guidelines are met.

### **Playground use**

- Classroom groups are staggered throughout the day. Children and staff are dispersed around the playground. Groups on the playground are typically 20 and under, including staff.
- Playground health and safety inspections are completed weekly and as observed by staff daily.
- Water on the playground for drinking is in a cooler prepped in the kitchen and paper disposable cups are available for drinking use.

### **Meals and snacks**

Snacks and milk are prepped in the Commercial kitchen and delivered in individual servings to the classrooms. Meals and Snacks are in the classrooms. Staff are to wear food service gloves when assisting children with their food.

Children and Staff wash hands before and after a meal or snack.

### **Field trips and events**

- Fraser School does not have any planned field trips. Walks in the community are permitted, however use of other playgrounds is not permitted.
- At this time Family Fun Nights are on hold.

## **POLICY #13: Mitigation of Presumptive or Confirmed COVID-19 Diagnosis**

**DATE ADOPTED:** June 2020

**DATE REVISED:** 6/12/2020

### **Policy**

This policy outlines the procedures for a staff or individual served who receives a presumptive or confirmed diagnosis of COVID-19.

### **Procedure**

- 1) Staff or individuals served who have signs of illness or have had direct exposure to someone with COVID-19 are not allowed to provide or receive face-to-face services. If staff or individuals served are present at a Fraser location at the time of receiving the diagnosis, they must immediately be isolated and sent home.
- 2) If an employee receives a presumptive diagnosis of COVID-19, their supervisor must inform the [ClinicalHealthandSafety@Fraser.org](mailto:ClinicalHealthandSafety@Fraser.org) immediately. The employee will be directed to receive testing to confirm their diagnosis. While waiting for test results, the appropriate guidelines will be followed.
- 3) If testing results come back negative:
  - a. Employee can return to Fraser sites or community locations used for work purposes when they are able and have no illness symptoms.
  - b. Other staff and/or individuals served who might have been considered at risk of exposure and as result have been isolated, can return when able and have no illness symptoms.
- 4) If testing comes back positive, the employee will be isolated until they meet the [Return to Work](#) guidelines.
- 5) **Cleaning Steps:** Cleaning will be arranged with key people based on the situation. When cleaning, the following need to be applied:
  - a. **Open Workspaces:** Close off any areas used by the individual who is sick. Wait 24 hours, if possible, to disinfect the employee's desk to prevent others from touching infected surfaces.
  - b. **Individual Offices:** Close the doors. Disinfect the space after 24 hours.
  - c. Immediately clean and disinfect all areas used by the person who is sick, including bathrooms, common areas, and shared electronic equipment like phones, copiers, touch screens, and keyboards.
  - d. If **more than 7 days** have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- 6) Interview the sick employee to find out which staff and individuals served or support team members they were in close contact with 48 hours prior to receiving their diagnosis. Close contact is defined as face-to-face interaction for more than 10 minutes and less than 6 feet apart.

- a. Employees who have been at high risk of exposure with the sick person must self-quarantine for 14 days from the last day of exposure.
- b. Individuals served and their support team members who have been in close contact with the sick employee must be informed immediately. Individuals served and their support team members should self-quarantine for at least 14 days from the day of last exposure.
- c. Employees and individuals served can all resume face-to-face meetings after 14 days from the last exposure, as long as they do not develop any symptoms during that time. If they do develop symptoms, the return date must be reevaluated based on the [Return to Work](#) and [Resume Services](#) policies.

## Policy #14: WORKPLACE BUILDING AND VENTILATION PROTOCOLS

**Date Adopted: June 2020**

**Policy:** Fraser will work to allow for the maximum amount of fresh air to be brought in (including opening windows if possible), limit air recirculation and properly use and maintain ventilation systems. We will take steps to minimize air flow blowing across people, including repositioning seating and fans. Fraser Facilities team is making system adjustments to the HVAC systems in all facilities to maximize fresh air intake and minimize recycled air while still maintaining humidity control and indoor temperatures.

**Procedures:** Fraser continually works to implement, where possible, the following practices and protocols:

- Maximize fresh-air into the workplace and work to eliminate or minimize air recirculation. HVAC units are being adjusted wherever possible and will be reviewed as employees return to the workplace.
- Maintain relative humidity levels of RH 40-60% HVAC units are being adjusted wherever possible with the operating range of the equipment.
- Keep systems running longer hours to enhance the ability to filter contaminants out of the air. HVAC units are being adjusted wherever possible to for extended hours.
- Add a flush cycle to the controls of the HVAC system, and run HVAC systems for 2-hours before and after occupancy, if possible. HVAC units are being adjusted wherever possible and setback points are being updated to lengthen fresh air introduction and filtering.
- Check and rebalance the HVAC system to provide negative air-pressure, if possible. Building pressures are being monitored and adjusted wherever possible within the operating range of the HVAC systems.
- Supplement ventilation-system with the use of portable HEPA filter units, if possible. High use areas will be reviewed for the possibility of adding additional filtering as more employees return to the workplace.
- Minimize air-flow from blowing across people. Seat assignment will be reviewed as employees return to the Facilities and modified as possible to minimize airflow across work stations.

## Communications and Training

- The plan is available to the Commissioner and is offered to families.
- The plan is posted in entrances on the bulletin boards and staff lounge.
- Training is provided to ensure everyone is following the plan. Individuals are updated on any changes to the plan.
- Staff with concerns about their employer's COVID-19 Preparedness Plan or questions about their rights should contact MNOSHA Compliance at [osha.compliance@state.mn.us](mailto:osha.compliance@state.mn.us), 651-284-5050 or 877-470-6742.