



COVID – 19 Preparedness Plan

Annandale Community Education

6/3/2021

Annandale Community Education is committed to providing a safe and healthy workplace for all our workers, students and customers. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, students and customers. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our facilities.

These practices were created under the guidance of the [Centers for Disease Control](#) and [Minnesota Department of Health](#) and will continue to be updated and revised based on their guidance.

Health Screening / Well Check

To ensure the health and safety of all children, families, and staff, we are asking all participants and staff to do a quick health screen check at home before attending. The well check consists of checking for temperature or cough as well as asking routine questions as suggested by the Minnesota Department of Health and CDC.

If the child, staff or participant has any new onset coughing or shortness of breath, fever, muscle pain, chills, sore throat, headache or new loss or taste or sense of smell, vomiting, nausea or diarrhea please stay home. Additional health screens may be conducted throughout the day by staff as needed.

- Well Check reminder signs will be posted at every entrance
- Staff and students may be screened by a staff member upon arrival
- [Exclusion Guidelines](#) per the Minnesota Department of Health will be followed
- For the safety of students and staff, anyone who has symptoms or does not pass the screening should not enter the building and will be asked to return home
 - If an ill student has a sibling, the sibling will also be sent home for observation.

Facial Coverings

- Face coverings are recommended but not required for staff and children.

Social Distancing

It is extremely important to us to keep all children and staff safe; therefore, we are putting social distancing protocols into place suggested by CDC and MDH. Children will be asked to keep some distance between each other throughout the day.

- Social distancing guidance is a 3-foot radius around each student, resulting in a 6-foot total distance between any two students
- Staff will maintain a 6-foot social distance between each other
- Pod groups in large group areas (gym, cafeteria) are limited per for reduction in large group interaction which will be done through visual or physical barriers in larger spaces.
- Group size and space limitations
- For the safety of students and staff, anyone who has symptoms or does not pass the screening should not enter the building and will be asked to return home

Hygiene and Source Controls

Hygiene and source controls are being implemented at our workplace at all times. Hygiene and source controls will be achieved through a variety of means. Washing hands is a critical component to public health. All adults and children are required to wash or sanitize hands upon arrival and often during the day by the following methods:

- Staff and students will follow proper handwashing procedures.
 - Soap and water for at least 20 seconds
 - Alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Hand sanitizers are located at every entrance.
- Handwashing takes place at the following times:
 - Upon staff and students arrival and departure
 - Before and after preparing or eating food or drinks
 - Before and after administering medication or sunscreen
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - Before and after playing outdoors
 - Before and after transitioning to a new space

Cleaning and Disinfecting

We are following the Annandale School District and CDC guidelines for cleaning and disinfecting throughout the day and after we close for the day.

- All areas of the building being used (classrooms, gyms, cafeteria, common areas, etc.) are equipped with sanitizing supplies & gloves.
- Staff and instructors will routinely clean and sanitize rooms and surfaces and objects that are frequently touched. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, desks, chairs, and playground structures.
- Toys and equipment will be cleaned and sanitized prior to being used by a new group of children.
- After toys and equipment have been used, they are to be set aside until they are cleaned and sanitized.

Sick Procedures

- If staff or a participant has been directly in contact with a person in the program that is either diagnosed or presumed for COVID-19 we will follow the [Exclusion Guidelines](#)
- This action will not be taken until the person is either diagnosed or is presumed positive for COVID-19.

Ill Students or Staff

To ensure the health and safety of other children, families, and staff in accordance with the state and federal agencies and the CDC, children who are sick are asked to stay home. Also, if *anyone* in the household is showing signs of illness we ask you to keep children home and notify us. If a child becomes sick throughout the day they will be sent home pending symptoms; siblings will also need to be picked up immediately and will be separated from other children until they are picked up. To ensure everyone's health, we will require all sick children to be picked up within 30 minutes of a phone call. If the person picking up is not listed on file as an approved pick up, please indicate that in the phone call. Please make sure emergency contact information is all up to date. Bring a driver's license just in case we have not met you before!

Arrival and Departure:

Participants will be given an arrival time for class. To avoid intermingling of groups do not arrive earlier than expected. Participants will be expected to be picked up and depart as soon as camp or programs are over via the entrance/exit. Students do not need to be checked into camps by guardians. We encourage no spectators indoors due to capacities and social distancing restrictions. Please use the drop off and pick up option for camps. You can however come watch your student participate outside anytime as this allows for more space to social distance. Unregistered children are not allowed to be unsupervised during camps. If participating in childcare drop off and pick up will be through the drop off line.

Additional Resources:

[Hand Hygiene](#)

[MN Dept of Health Exposure Guidance](#)

[If you are sick or caring for someone who is sick](#)

[MN Dept of Health](#)

[What to do if you are waiting test results](#)

[MDH Exclusion Guidance](#)

[MDH What to do if you are waiting test results](#)

[MDH Exposure Guidance](#)

[CDC If you are sick or caring for someone who is sick](#)

[CDC criteria to discontinue home isolation](#)

[CDC guidance for home isolation](#)

Please call or email Community Education with additional questions you may have. We can be reached at 320.274.3058.

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