

Student COVID-19 Preparedness Plan

CREATED BY THE HIHCM COVID-19 RESPONSE TEAM

2021-2022 School Year: CENTRAL, SOUTH & WEST

Student COVID-19 Preparedness Plan

Intent

The main efforts of our preparedness plan are to implement layered prevention strategies that reduce exposure risk to communicable diseases and enhance the traceability of COVID-19. This plan aims to do so by creating classroom cohorts of students, recommending protocols for known/suspected exposures, potential timeframes quarantine/isolation, promoting health screening, and maintaining robust cleaning practices.

Health Screening

Guardians, on behalf of their children, and staff will be required to complete a daily health screening before being admitted into the school building. These screenings will be digital for all of the SOUTH & CENTRAL and for staff at WEST. Screenings will be randomly checked. Student's at WEST will have non-digital screening and a temperature check upon entry into the building.

For 1 or more **Common Symptom(s)**--

- Fever (chills, sweats) -- 100.4°F is the technical definition; if child is warmer than his/her normal baseline and is behaving differently, child should remain at home
- New or worsening of a previous cough
- Shortness of breath
- Loss of sense of smell or taste

For 2 or more **Less Common Symptoms**--

- New Sore throat
- Headache
- Muscle aches
- New or worsening nasal congestion or runny nose
- Hoarse voice
- Diarrhea
- Nausea or vomiting
- Unusual fatigue

If students or staff answer "yes" to any of the above, they should not attend Hand in Hand.

Please note that students who have vomited within the past 24 hours are asked to stay home under the umbrella of general health practices at HIHCM.

A child with chronic stable cough, sneeze, runny nose or nasal congestion that is unchanged and clearly linked to a known medical condition such as asthma or allergies may still enter the building. Changing or worsening of chronic symptoms requires input of a health care provider.

Drop Off & Pick Up Procedures—Central Campus

Morning Curb Side Drop Off and Classroom Entry

Morning arrival times for CH, Elementary and CREO will be from 8:30am – 8:45am. After 8:45am, please see *late arrivals* procedure.

There will be three drop off locations. One for Children’s House (door #1), one for Elementary (door #5) and one for CREO (door #3). Each car will be greeted by a staff member who may verify that a health screening was completed before drop off. If the health screening has been completed, children will be received by that staff member to enter the building. If the health screening has not been completed, guardians will be asked to pull into the parking lot to complete the brief screening questionnaire. Children should stay in the car until the staff member has confirmed receipt of the health screening. Children will wash their hands upon entering the classroom after they have put all personal belongings away.

NIDO drop-off

Guardians of NIDO children should park in designated NIDO spots, ring the NIDO bell to notify staff of their arrival and enter through the door #1 where they should wait to be greeted by NIDO staff in the lobby.

Guardian will hand off car seat, food and belongings to staff in the lobby.

Late arrivals for Elementary & CREO

Guardians can call or buzz the main office from door #3. A staff member will check them in and the child will be directed or escorted to their classroom.

Late arrivals for CH

Guardians can buzz the NIDO lobby from door #1. A staff member will check them in and the child will be escorted to their classroom.

Difficult drop-offs

We recognize that there are a variety of needs and situations that can occur. Some difficulty in drop off is normal for the first few weeks. Should it be determined that more engagement is needed, we will have guardians and the child’s teacher determine what is best for the child on a case by case basis.

Guardian/Parent entry into the environment

See below under *Parent Visitors* for specific guidelines.

Supervision/Escort to classrooms

Infants and Toddlers will be taken directly to their classrooms. Children’s House students will remain under supervision of staff at all times after curbside drop-off. Staff will be stationed in the hallways to help assist Elementary & CREO students in getting to their classroom.

Entering the classroom – beginning the day (Elementary)

Elementary children will put away belongings in their assigned spaces, put on their classroom shoes and prepare for their school day before entering the classroom. Children will remain with their cohorts in the hallways until they are received by their teacher at 8:45am.

Pick-Ups – Mid-Day and After School

Each family with students in CH & Elementary will be given three numerical identification cards that will need to visibly placed in a vehicle window or shown to a staff member during pick up for whomever is picking up. Each child will receive a matching number tag to be attached to their personal items (i.e. diaper bag, backpack, etc). If someone without the child's assigned numerical identification card is picking up children, a staff member will do a curb side verification that the person has been approved for pick up and the individual picking up will need to present identification before any child will be released to them.

CH & Elementary pick-up

All CH and Elementary children will be picked up outside at the end of the day. Each class will have an assigned line. Guardians will drive through the line and children will be released in a manner consistent with our parent policy guidelines.

NIDO pick-ups

Guardians of NIDO children should park in designated NIDO spots, ring the NIDO bell to notify staff of their arrival and enter through the door #1 where they should wait to be greeted by NIDO staff in the lobby.

Staff will hand off the child and their belongings to the family in the lobby.

Mid-day pick-ups

Guardian for CREO and Elementary student should call or buzz the office to have their child brought to the main entrance (door #3). Guardians for CH and NIDO students should pick-up their child at door #1.

Mid-day pick-ups due to illness

If a child becomes ill with potential COVID-19 symptoms during the school day the following steps will be taken:

- Child will be isolated from other children and be given a comfortable place to rest in the health office or Handle with Care where they will be directly supervised by a staff member
- Guardian will be notified and can call the office upon arrival to meet their child at NIDO/CH entrance (door #1) or main entrance (door #3)

Non-guardian parties pick-ups

Anyone picking up students will be required to have their name on our approved pick up list. This list can be updated at any time via a quick email to office@hihcm.org.

Parking lot etiquette

As a reminder, Guardians are asked to fill out the health screening for their child/ren before arriving at school via the link provided. If the health screening is forgotten, guardians will be asked to pull out of the drop off line to fill out the form before dropping off their student/s.

Drop Off & Pick Up Procedures—South Campus

Morning Curb Side Drop Off and Classroom Entry

Morning arrival times for CH and Elementary will be from 8:30-8:45am.

After 8:45am, please see *late arrivals* procedure.

There is one drop off location. Each car will be greeted by a staff member who may verify that a digital health screening was completed before drop off. If the health screening has been completed, children will be received by that staff member to enter the building. If the health screening has not been completed, guardians will be asked to pull into the parking lot to complete the brief screening questionnaire. Children should stay in the car until the staff member has confirmed receipt of the health screening. Children will wash their hands upon entering the classroom after they have put all personal belongings away.

Late arrivals

Guardians can call the main office from door C. A staff member will check them in and the child will be directed or escorted to their classroom.

Difficult drop-offs

We recognize that there are a variety of needs and situations that can occur. Some difficulty in drop off is normal for the first few weeks. Should it be determined that more engagement is needed, we will have guardians and the child's teacher determine what is best for the child on a case by case basis.

Guardian/Parent entry into the environment

See below under *Parent Visitors* for specific guidelines.

Supervision/Escort to classrooms

Children's House students will remain under supervision of staff at all times after curbside drop-off. Staff will be stationed in the hallways to help assist Elementary students in getting to their classroom.

Entering the classroom – beginning the day (all students)

Children will put away belongings in their assigned spaces, put on their classroom shoes and prepare for their school day before entering the classroom. Children will then go right to their designated classrooms. There will be no waiting in the hallway.

Parking lot etiquette

As a reminder, Guardians are asked to fill out the health screening for their child/ren before arriving at school via the link provided. If the health screening is forgotten, guardians will be asked to pull out of the drop off line to fill out the form before dropping off their student/s.

Pick-Ups – Mid-Day and After School

CH & Elementary pick-up

All CH and Elementary children will be picked up outside at the end of the day. Each class will have an assigned line. Guardians will drive through the line and children will be released in a manner consistent with our parent policy guidelines.

Mid-day pick-ups

Guardian for Elementary student should call the office to have their child brought to the main entrance (door C). Guardians for CH students should pick-up their child at door C.

Mid-day pick-ups due to illness

If a child becomes ill with potential COVID-19 symptoms during the school day the following steps will be taken:

- Child will be isolated from other children and be given a comfortable place to rest in the health office where they will be directly supervised by a staff member
- Guardian will be notified and can call the office upon arrival to meet their child at main entrance (door C).

Non-guardian parties pick-ups

Anyone picking up students will be required to have their name on our approved pick up list. This list can be updated at any time via a quick email to Rachel Wyatt.

Drop Off & Pick Up Procedures—West Campus

Morning Curb Side Drop Off and Classroom Entry

There is one drop off location. Parents park in the parking garage and walk their child to the main door. Each family will be greeted by a staff member who will check the student's temperature before entry. Symptoms (see Health Screening section) will be posted on or near the entry door also for review before entry. Children will wash their hands upon entering the classroom after they have put all personal belongings away.

Difficult drop-offs

We recognize that there are a variety of needs and situations that can occur. Some difficulty in drop off is normal for the first few weeks. Should it be determined that more engagement

is needed, we will have guardians and the child's teacher determine what is best for the child on a case by case basis.

Guardian/Parent entry into the environment

See below under *Parent Visitors* for specific guidelines.

Pick-Ups – Mid-Day and After School

NIDO, Casa, & Piccolo pick-up

Guardian for student should ring the doorbell and show their family number. The office staff will bring your child to the breeze way.

Piccolo children who are enrolled in the school day program will be brought to the main entrance at 3:30 to be picked-up by their guardian.

Mid-day pick-ups

Guardian for student should ring the doorbell and show their family number. The office staff will bring your child to the breeze way.

Mid-day pick-ups due to illness

If a child becomes ill with potential COVID-19 symptoms during the school day the following steps will be taken:

- Child will be isolated from other children and be given a comfortable place to rest where they will be directly supervised by a staff member
- Guardian will be notified and can ring the doorbell upon arrival to meet their child at the main entrance.

Non-guardian parties pick-ups

Anyone picking up students will be required to have their name on our approved pick-up list. This list can be updated at any time via a quick email to info@hihcm.org. Please email the approved pick-up person's first and last name and provide them with your family number.

School Events and Activities

All extra-curricular events and activities, that would require interactions outside of cohorts, will be evaluated on a case by case basis. More information will be sent regarding the interventions and preventing disease transmission at these gatherings.

Each attendant of a school event or activity that is held on a Hand In Hand campus must complete digital health screening before entering the building to help keep our campus symptom free.

Belongings Management

Each child will need to bring some things with them each day, but our goal is to minimize the number of things going back and forth between home and school.

Belonging management to/from car to class

All personal items will have a place to be stored during the day.

Back and forth vs leave at school by age level

NIDO

Will be given guidelines during intake interview

Children House

Back and forth

- Backpack
- Lunch box, if not using hot lunch program
- Winter clothing tote– when applicable
- Water bottle

Left at school

- Classroom shoes/slippers
- Extra set of clothes
- Napping bags (intermittently returned home for laundering)
- Any napping “loveys” (stuffed animal) will need to remain at school in the napping bag
- Personal school supplies –(shared-vs-personal supplies will be determined by each classroom)

Elementary-CREO

Back and forth

- Backpack/tote bag
- Lunch box
- Water bottle
- Computers (CREO only)
- Winter clothing bag – when applicable

Left at School

- Classroom shoes
- Personal school supplies –(shared-vs-personal supplies will be determined by each classroom)

Health Practices

Staying home when sick

Students, teachers, and staff who have symptoms of infectious illness must stay home and will be referred to their health care provider for care.

Cohorts for indoor activities

We are being intentional about daily classroom schedules to limit exposure risk while students are indoors. Each cohort of classroom students will remain together from the time they enter the classroom until picked up by parents with minimal indoor interaction between students and staff from other classrooms during the day. This includes, but is not limited to, indoor class activities being more specific to classroom involvement and fewer sustained interactions between classrooms.

Using the cohort model and specific work stations provided within the Montessori classroom, children will be free to move about and interact with their cohort peers. While in the lunch room students will sit in a section designated for their cohort.

Cough and sneeze etiquette

These guidelines will be taught and practiced in the classroom and we ask families to reinforce them at home --

- Children and staff will practice covering coughs and sneezes with a tissue. The used tissues will be thrown in the garbage and hands will be washed or individual will use an alcohol-based hand rub immediately.
- If a tissue is not available, we will practice coughing and sneezing into elbows, not hands.
- Children will be coached to avoid touching eyes, nose and mouth. If a child needs to touch their face, wash hands before and after.

Handwashing and sanitizing

Children will be using the classroom or bathrooms sinks for hand washing for at least 20 seconds during the following times.

- When entering or exiting the classroom
- Before and after food preparation
- Before and after eating
- After using the bathroom
- After coughing, sneezing, or using a tissue
- After handling garbage
- At other regularly scheduled intervals depending on the needs of the classroom

If handwashing is not possible at certain times, then hand sanitizer that contains at least 60% alcohol may be used.

We recognize that skin integrity is also critical to a child's health. Families can reach out to the school nurse or classroom teacher if the student has sensitivities or concerns related to the handwashing or sanitizing products provided by the school.

Masks and shields

Individual/family needs will be honored regarding face coverings. If a new government mask mandate is enacted, we will create a procedure for you to follow if your child needs an exemption.

HIHCM will have masks available for CREO students to wear if they need to do so while they are riding school transportation.

Cleaning, sanitizing and disinfecting

- Cleaning refers to the removal of visible dirt, grime and impurities. Cleaning does not kill germs but helps remove them from the surface.
- Sanitizing kills some germs and can be performed on porous surfaces such as carpets and upholstery.
- Disinfecting refers to using a product to kill germs on non-permeable surfaces. Sanitizing and disinfecting are most effective after surfaces are already cleaned.

HIHCM uses non-toxic disinfecting products which are on the U.S. Environmental Protection Agency COVID-19 list. HIHCM's Environmental Health & Safety Team is committed to using safe and effective products that help our school and our children flourish. Guardians, upon request, may see our Material Data Safety Sheets which provide the specifications of the products we use.

Room-specific cleaning/sanitizing/disinfecting protocols will be kept in each classroom's health binder and followed daily.

Surfaces and objects touched most frequently will be sanitized/disinfected at least once a day and between each use on surfaces used for dining.

An additional episode of cleaning/sanitizing/disinfecting will occur if a staff or child has been identified to be possibly contagious with COVID-19 while on campus.

Air-outs

Ventilation helps to remove or dilute *indoor* airborne pollutants coming *from indoor* sources. This includes COVID-19, contaminants, particles resuspended during cleaning and other airborne viruses.

We will encourage windows to be open and the use of child-safe fans for whenever this can safely and comfortably be done during the school day.

HIHCM classrooms and workspaces have scheduled air outs:

- during cleaning
- before each school day for 10 minutes
- after each school day for 10 minutes

We will not perform ventilation with outdoor air when outdoor air pollution is high and will not open windows and doors if doing so poses a safety or health risk to students.

School lunches

Strict cleaning, health and food safety protocols are followed for the kitchen on a regular basis throughout the day and by all kitchen staff. Students will remain with their cohorts.

CENTRAL CAMPUS

E1/E2/CREO: Eating in lunch room at staggered intervals with their cohort and served their food by kitchen staff who are gloved and behind a shield.

- Eating outside if supervision is available and weather is appropriate

CH: Eating lunch in their wing gathering/lunch room

NIDO: Eating lunch in their classroom

WEST CAMPUS

All School: Eating lunch in the classroom with food served by cohort teachers who are gloved.

SOUTH CAMPUS

All School: Eating lunch in the classroom with food served by gloved college students or gloved cohort teachers.

Food work

- Food work will occur within cohorts.
- Hand hygiene will be performed before and after food work.

Snacks

- Snacks will be served within each cohort.
- Cleaning and disinfecting table surfaces will occur between each use of a snack area.
- Hand hygiene will be performed before and after snack.

Drinking fountains & water dispensers

Disposable cups will be available for children throughout the day. The water dispenser will be cleaned regularly to limit germ spread. Drinking fountain use will not be permitted at this time.

Immunity Building

We promote optimizing immunity within our school community. We do this by encouraging hydration throughout the day, eating whole food and nutritionally balanced meals, encouraging rest time for appropriate age groups, getting outside as much as possible, promoting physical activity and engaging in encouraging, calm conversation.

Parent visitors

We ask that guardians/parents stay home when sick. Parents must complete a health screening if in the building longer than 10 minutes or entering a classroom area during the school day. A QR code to scan or health screening link will be posted on entry doors.

Volunteers

We ask that volunteers stay home when sick. Volunteers must complete a health screening if in the building longer than 10 minutes or entering a classroom area during the school day. A QR code to scan or health screening link will be posted on entry doors.

Presentation of Illness in the Classroom (including symptoms of COVID-19)

Students

With the presentation of 1 “more common” or 2 or more “less common” symptoms of COVID-19 (or any symptom, like vomiting, that would already preclude child from the classroom with our general health policies), the child will be removed from the classroom and guardians will be contacted. A staff person will stay with an unwell child, away from other children and staff in the health office, main office or Handle With Care. Children will remain under the supervision of staff until their parents pick them up.

Parents and guardians should be aware that they will need to pick up their child promptly. We will recommend that you follow up with your health care provider. Your next steps may be influenced by your health and immunity status and the status of those in your family. Please email healthoffice@hihcm.org to communicate the health care provider’s advice with the health office.

A decision tree for guidance about navigating COVID in schools is offered by the MN Dept of Health and can be accessed [here](#).

Staff

Staff will not work while experiencing 1 “more common” or 2 “less common” symptoms of COVID-19. If a staff member becomes ill at school, they will remove themselves from the classroom. We will recommend that they follow up with their health care provider and

finalize their plan in collaboration with the Human Resources Director. Next steps may be influenced by their health and immunity status and the status of those in their family.

Known or Suspected Exposure Protocols

Exposure OUTSIDE the Household

If there is a known exposure to COVID-19 that occurred outside the household, and you are concerned about acquiring or transmitting an infection, we recommend that you follow up with your health care provider. If you are concerned, next steps may be influenced by your health and immunity status and the status of those in your family.

Families may also reach out to the Health Office for guidance on next steps for returning to the classroom, and staff should contact the Human Resources Director.

For those without immunity these two pathways are commonly recommended:

- With a test, staff/students isolate, and then get a test in the 5–7-day window after the exposure. Staff/students return to the classroom with negative results after 7 days. With a positive result, staff/students continue to isolate for an additional 10 days starting from the day of the test or the development of symptoms.
- If opting not to test, staff/students isolate for 10 days. If NO symptoms appear, the student returns to the classroom. If any (even just one less common) COVID-19 symptom appears during the 14-days after exposure, staff/students isolate an additional 10 days from start of symptoms.

Exposure WITHIN the Household

Confirmed diagnosis

If there is a known exposure to COVID-19 within the household, family members should reach out to their health care provider. Your next steps may be influenced by your health and immunity status and the status of those in your family. You are welcome to reach out to the Health Office for guidance on next steps for returning to the classroom, and staff should contact the Human Resources Director. Each scenario will be engaged on a case-by-case basis.

Please Note: *If a staff or student has a pre-existing condition which worsens, they should consult their health care provider to determine next steps.*

Outbreak Management

Parents should reach out via phone or email to the health office staff (healthoffice@hihcm.org) if their child has tested positive for COVID-19. The identity of an individual staff or child with a positive COVID-19 test will remain confidential among the staff receiving the information and the Response Team member(s) who are responsible for taking the next steps. Next steps may include, but are not limited to:

- Contact tracing, which involves identifying contacts of a positive case and contacting those individuals
- Collaborating with state & local health departments
- Health notices (See **Communication Plans**)
- Ventilating the classroom
- Enhanced cleaning/sanitizing/disinfecting of the classroom and other relevant areas

Communication Plans

After HIHCM has performed contact tracing of students and staff who have had close and cohort contact with a positive case, families and staff of those exposed will be notified via email as soon as possible. The identity of the COVID-19 positive individual will remain confidential.

Exposure notices

In the event that an individual with potentially contagious COVID-19 is in contact with your child's cohort, you will receive the most applicable notice.

- **Notice of Potential Exposure (COVID-19):** This notice indicates that the criteria outlining the current definition of a close contact exposure was not determined to have been met; however, the definition of close contact is not an infallible formula and if there is any known/identified increase in risk (such as momentarily being within 6ft of someone who is contagious or being on the other side of the room for a while) there is a benefit to engaging our community and encouraging continued vigilance with health practices.

or

- **Close Contact Exposure (COVID-19):** This notice indicates that the criteria for close contact exposure has been met and your child should follow the Known or Suspected Exposure Protocols for exposure outside the household or follow up with your healthcare provider to determine their recommendations.

Vulnerable Populations

If your child or household member of your child is considered at higher risk for COVID-19 complications, reach out to your health care provider to discern whether in-person learning is a wise choice for your family. While we have layered prevention strategies to reduce the potential of spread of COVID-19, we cannot eliminate the risk.

Short-Term Intervals of Closure

If traceably related cases of COVID-19 have occurred in a cohort or there was a potential of wide-spread onsite exposure, it may be determined that a closure will be performed to break the chain of disease transmission. The length of the closure would be calculated based on the timeline related to the exposure. The classrooms involved in the closure will be determined on a case-by-case basis. Contracts will not be eligible for suspension related to a short-term interval of closure and each student will receive access to a virtual library or alternative methods of education.

Reopening a Building After Closure

Each HIHCM campus has a protocol for reopening. There are risks of bacterial exposure via the water system and mold in any building that is closed or unoccupied. At each campus, we will initiate the following procedures:

- The HVAC system will be running for 48-72 hours prior to students returning to the classroom for a "flush out period," if the HVAC did not remain active during the closure.
- Staff will flush water through all points of use (e.g. showers, sink faucets, etc.) prior to reopening the building.
- Staff will inspect and disinfect water fountains and hand washing sinks in the bathrooms and classrooms prior to student and staff use.

Federal/State/Local Regulations

HIHCM's *Student COVID-19 Preparedness Plan* adds several COVID-19 specific health policies to our standard program practices while also highlighting existing HIHCM's general health policies that are relevant to the COVID-19 pandemic. In addition to this plan we recommend that you review our policy handbook that includes additional health related interventions that are in compliance with federal, state and local guidelines and regulations.

COVID-19 Preparedness Plan Reviews & Edits

This plan was created in collaboration with the Health Consultant, School Nurse, Human Resources Director, Campus Directors and Head of School with review by the Board of Directors and Legal Counsel as necessary for each program. Health and policy staff will review public health recommendations weekly and update this plan and policies as information becomes available. Discretion will be used in selecting strategies that do not interfere with our model of learning. Policies and procedures are intended to facilitate healthy, safe learning that balances the well-being of the whole child and will be evaluated on that basis. Should a policy or procedure become overly intrusive or limit learning in such a way that students and staff are unable to thrive, the policy will undergo review. While our policies are designed to reduce the risk of exposure to COVID-19, while recognizing that these policies and practices cannot eliminate that risk.

Direct training, review and policy implementation are shared responsibilities of the Human Resources Director, Health Consultant, School Nurse and Head of School.

This plan and policies are subject to change. HIHCM has the right to change this plan and policies and procedures at any point in the school year as determined necessary.