2020-2021 School year J-Care COVID plan

Drop off and Pick up Procedures

Drop off and Pick up:

- St. John's School is a secured building. To find J-Care, go to the west side of the building, next to the playground, and enter using door #4. Inside of door 4 there is an interior door with a pin pad. Each family will be issued a family code to access the pin pad door after you have attend 3 times. If you do not have a code, please contact the J-Care Director Alison Wacek at 651.633.1522 x1127 for a code. ***This code is for adult use only, please do not share it with your child or anyone else. It is intended for parents and emergency contacts only.***
- Only students and staff will be allowed in the cafeteria.
- Drop off:
    - When you arrive at the parent table inside of door #5 for drop off, call the J-Care phone (651.261.9113), a staff member will meet you at the bottom of the stair well. The J-Care staff will take your child's temperature check and ask a series of health question.
    - When the J-Care staff member takes your child's temperature, asks the series of health questions, they will then record it on the health sheet. If your child should have a fever of 100.4 or more or answer yes to any questions listed below we ask that you take your child home.
    - The questions are:
        - Do you have a cough?
        - Do you have a sore throat?
        - Do you have shortness of breath?
- Pick up:
    - Again, call the J-Care cell phone and a staff member will bring your child and their things up to you at the parent table.

Please allow extra time, each day, at drop off and pick up. No child, no matter what their age is will be allowed to come into J-Care by themselves due to the seriousness of Covid.

Please put the J-Care cell phone number (651.261.9113) and your family code in your cell phone.

This year, due to Covid, in order to bill accurately J-Care will be taking an additional measure to insure you are charged the appropriate amount. Staff will sign your child in and out on an iPad. Along with asking you to initial by your child's name on the sign in and out sheet, located on the parent table inside door #5, and mark the time of dropped off or picked up.

Signing in and out on the iPad is J-Care's way of billing families. In order to bill accurately you must sign in and out each day and failure to do so will automatically result in a full day rate.

Cleaning Procedures

- St. John's staff is trained to follow the cleaning and disinfecting guidance from the MN Department of Health.

- Staff will use soap and water and a bleach solution for cleaning, sanitizing and disinfecting.
- Eating areas will be cleaned and sanitized before and after snacks and meals
- Common areas, toys, door handles, bathrooms, stair rails, countertops, light switches, rock wall, community supplies and all high-touch items will be disinfected regularly.
- St. John's playground is designated for students in our program only. The playground equipment will be disinfected before and after use.
- High touch surfaces and supplies will be cleaned before J-Care starts in the morning, mid-day and after J-Care.

Food Safety Procedures

- Staff will wear gloves when serving snacks and assisting children with their lunches.
- Staff will serve snack. Family-style meals, snack and self-serve drinks will not be used.
- Water bottles will be allowed at school. Children will not drink from the school drinking fountains. We will use disposable cups for water and milk. Children will have access to water at all times.

Hand Washing

- Children and staff will be required to wash their hands with soap and water many times throughout the day for at least 20 seconds. Children and staff will wash their hands upon entering the classroom, before snack and lunch, after snack and lunch, after bathroom use, after coughing sneezing or blowing their nose, and after coming in from playing outside. Hand Sanitizer with at least 60% alcohol will be available when soap and water are not available.

Safe Program Environment

- Our program will adapt to allow for physical distancing whenever possible.
- Children and staff will be split into groups whenever possible.
- Staff and children will remain in the same groupings as often a possible.
- Whenever possible, activities will be held outdoors and children and staff will be encouraged to spread out.
- Cafeteria set up and toys will be arranged to practice social distancing.
- Staff members and student MUST wear a cloth face covering.
- Children are allowed to bring a backpack to school with extra clothes in it. Children are not allowed to bring any additional personal items into J-Care for example toys, stuffed animals, blankets, etc.
- Staff members and children will be encouraged and asked to use health etiquette; i.e. cover your mouth and nose with a tissue when you cough or sneeze, throw used tissues in the trash. If you don't have a tissue, cough or sneeze into your arm or elbow. Then, wash your hands. Avoid touching your face.

When a student or staff member becomes ill while at school

When a student or staff member develops any symptoms of illness consistent with COVID-19 (e.g., new onset or worsening cough OR shortness of breath OR at least two of the following symptoms: fever of 100.4, chills, muscle ache, headache, sore throat, loss of taste or smell) in our school or child care setting the following procedures will take place:

- Isolate the person in a separate room while they wait to be picked up. Ensure that they have hygiene supplies available, including a mask, facial tissues, and alcohol based hand rub.
- Practice social distancing, but continue to monitor the child or staff person.
- Close the space used for isolation until after the ill person leaves. Open it after proper cleaning and disinfecting.
- Clean and disinfect the space used for isolation after the ill person leaves.
- Clean and disinfect the high touch surfaces, focusing on the areas where the person is known to have been and items they may have touched.
- Wear gloves when cleaning, and wash hands after removing gloves.

When a student or staff member is suspected to have or has a positive case of COVID-19

- Staff members or children with **any** symptoms will be denied entry or sent home. Symptoms consistent with COVID-19 include: new onset or worsening cough OR shortness of breath OR at least two of the following symptoms: fever (100.4 or higher), chills, muscle pain, headache, sore throat, new loss of taste or smell.
- If a staff member or child has received a positive laboratory test for COVID-19, MDH will provide instructions to the person and household contacts about when it is safe to return to work/school. MDH will be contacted by the center director for further direction for the school.
- If a staff member or child has received a negative laboratory test for COVID-19: Stay home until the fever has resolved, other symptoms have improved AND 10 days have passed since symptoms first appeared.
- If a staff member or child has received a COVID-19 diagnosis without a lab test: the person must stay home until fever has been gone for three days AND improvement of other symptoms AND at least 10 days has passed since symptoms first appeared. Siblings and household members should also stay home for 14 days.
- Staff members and Parents must inform the program director if you, someone in your immediate family or your child has been symptomatic or exposed to COVID-19.

Please know that this is our first time implementing this plan and some of these procedures. Please bear with us and be as patient and understanding as possible. If you have a concern feel free to tell a staff member or contact the Program Director Alison Wacek at waceka@stjohnnyb.org.