Rec Plus Preparedness Plan for COVID-19  
Updated 09/21/2020

Any employee or child in the Minneapolis Park and Recreation Board’s (MPRB) Rec Plus program with any signs of illness are required to stay home; including exposure to a confirmed positive COVID-19 case or household illness. If an employee has an exposure to a confirmed positive COVID-19 case, that employee must stay home from work and must contact the Manager of Child Development and Human Resources immediately. Parents/guardians of confirmed positive COVID-19 cases must keep their child home and contact the Rec Plus Child Care Specialist to let the Specialist know Human Resources will use the Minnesota Department of Health and Centers for Disease Control’s most current information to determine when the employee can return to work. The program manager will determine when the child can return to the program.

Maintaining the health and safety of the staff and children is of utmost importance. The following practices have been implemented under the guidance of the Centers for Disease Control and the Minnesota Department of Health. Practices will be updated as needed to reflect new recommendations from both organizations.

Health Screening and Tracking
Daily health screening at home is required for staff and children. The MN Department of Heath Checklist will be used for health screening and tracking:
https://www.health.state.mn.us/diseases/coronavirus/schools/homescreen.pdf

The COVID-19 daily health screening before arriving to the program includes the following questions for staff and children:
- What is the staff’s/your child’s temperature? A temperature between 97.7 to 99.5 F is considered normal.
- Does the staff/your child have a new onset or worsening cough?
- Does the staff/your child have shortness of breath, OR
- Does the staff/your child have at least 2 of the following symptoms? Fever of 100.4 F or higher, chills, muscle pain, sore throat, loss of taste or smell, gastrointestinal symptoms of diarrhea, vomiting, or nausea.

Do NOT come to work for the Rec Plus program and do not send your child if you answer YES to any of the following questions:
- Does the staff/my child have COVID-19 related symptoms as described above?
- Has the staff/my child had close contact with someone who was diagnosed or suspected to have COVID-19 within the last 14 days?
- Does the staff/my child feel sick or have they experienced any new symptoms in the last 10 days?

Employees and children with any symptoms of COVID-19 need to follow the MDH Decision Tree for People in Schools, Youth and Child Care Programs and act accordingly:
https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf

If the staff or child has had close contact with someone who has tested positive for COVID-19 or has COVID-19 symptoms, or any other signs of illness, they are to seek medical care as appropriate and report their absence. Employees and children are to stay home from work for up to 14 days, per the
current Minnesota Department of Health COVID-19 Exclusion Guidelines. The program manager will develop a plan for return for children, and Human Resources will develop a plan for return for employees.

Upon arrival to Rec Plus, staff and children entering the facility must wash or sanitize their hands. Parents/guardians are not allowed into the recreation center. The staff will talk to the children about traffic flow and appropriate spacing to support social distancing. Face masks are required for both children and staff inside the building, and face masks are required outside if social distancing of six feet can’t be easily maintained.

Staff will make a visual inspection of the children for signs of illness including:

- Does the child have flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness?

If the parent says yes to any symptoms of illness or the staff’s visual inspection reveals signs of illness, the parent/guardian will be informed that the child cannot attend Rec Plus. The Program Manager will be notified and will provide guidance for returning to Rec Plus.

Children Using School/Bus Transportation
If a child arrives with signs of illness, the child will be quarantined with a staff in the Health Room at the Recreation Center. The parent/guardian will be notified to pick the child up as soon as possible, and needs to pick the child up within one hour. If a child shows signs of illness during the day (fever, cough, fatigue, complaining of not feeling well, paleness, etc.) the parent/guardian will be contacted to pick up the child as soon as possible, within an hour. The child will be quarantined with a staff in the Health Room at the Recreation Center.

Confirmed Case of COVID-19
If there is a confirmed case of COVID-19 in the Rec Plus program, staff/families will be notified on a “need-to-know” basis as per the Minnesota Department of Health (MDH) current guidelines. “Need-to-know” may include close contacts for quarantine parameters to monitor the symptoms. COVID-19 is community-based, and even if a close contact wasn’t made, it is advised that people continue with preventive measures, including washing hands frequently, staying at home when ill, covering cough, frequent cleaning of surfaces, wearing face coverings, and monitoring symptoms.

The COVID-19 pandemic is an evolving situation and actions will be determined based on each individual situation. The program manager will work closely with the involved parties, the Minnesota Department of Health, and Minneapolis Park and Recreation Board administration to determine the next steps.

IMPORTANT NOTICE:
Privacy of children, families and staff is critical. In accordance with HIPAA (Health Insurance Portability and Accountability Act), names and information of those that have been identified as positive with COVID-19 or those that went home sick will not to be shared. Sharing of this information violates HIPAA and can result in discipline. The Minneapolis Park and Recreation Board cannot disclose or assume the health conditions of youth, staff or families.

For more information, visit Coronavirus Disease 2019 (COVID-19) (www.health.state.mn.us/diseases/coronavirus/index.html) or call the COVID-19 hotline at 651-201-3920 or 1-800-657-3903.

Hand Hygiene
- Staff and children entering the recreation center (parents/guardians may not enter) must wash their hands or sanitize them immediately.
- Children will be taught how to do proper handwashing.
- Hand washing will take place throughout the day, including:
  - Before and after entering new locations/rooms.
Before and after eating.
Before and after using program materials and supplies.
Before and after breaks and between activities.

**Face Coverings**
- Staff and youth are required to wear manufactured or homemade cloth face coverings during the program day as required by the Minnesota Executive Order 20-81 [https://mn.gov/governor/assets/EO%2020-81%20Final%20Filed_tcm1055-441323.pdf](https://mn.gov/governor/assets/EO%2020-81%20Final%20Filed_tcm1055-441323.pdf)
- Children must provide their own face coverings.
- All staff and children are required to comply with the executive order unless they provide a medical waiver stating that they have a health condition that prohibits them from wearing a mask.
- Hands need to be washed thoroughly before putting on the face covering.
- Staff and children are encouraged to maintain the cleanliness of their personal face coverings.
- Wearing cloth coverings does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing social distancing, which are the best tools to help prevent the spread of illness.

Note: Face shields (personal protective equipment) are not for source control use like a face covering.

**Single Use Gloves**
- The purpose of gloves is to provide a barrier between a person and bodily fluids of another person or between a person and the food served to others.
- Clean, non-sterile latex-free gloves are to be used when touching or coming in contact with blood, body fluids, secretions or excretions; when covering open cuts, sores, or cracked skin; and when cleaning.
- Hands must be thoroughly washed after disposing of the gloves.
- Food service gloves are used when preparing, serving, or working with food to be served to others.
- Hands must be washed before putting on the gloves, when changing to a new pair, and after the gloves have been disposed.

**Travel Protocol**
If staff have travel plans, notify a supervisor ahead of time to discuss a return to work plan per CDC current travel guidelines. As of 6/19/2020 those returning from international travel are to stay home from work for 14 days from the time returned home from international travel.

**Maintaining Safe Program and Activity Spaces**

**Meals/Snacks**
The information below describes meal and snack safety practices.
- All children and adults must wash hands prior to entering the eating area.
- All staff and students must wear masks except when eating.
- For the federal meal/snack program, all components will be served. Any food items that children do not want needs to be discarded. No food can be shared.
- Children who bring their own meals/snacks will be directed to get them from the storage area by the staff.
- Social distancing of 6 feet apart will be maintained.
- Only 14 children and 1 adult will be allowed in each eating area (or 13 children and 2 staff).
- Children will be excused by an adult, one at a time, when they are done eating, so they may go wash their hands.
- Meal/snack times will be scheduled in 15-minute increments to allow for proper sanitation between sets of children.
- Children are responsible for depositing their own trash in bins.
- Rec Plus staff will sanitize eating surfaces before and after meals/snacks.
• MPRB Maintenance staff will empty the trash and prepare the facility in the morning.
• MPRB Recreation staff will clean up large spills and clean up accidental incidents such as vomit or bowel movements that happen during Rec Plus program hours if maintenance is not on site. These incidents require immediate clean-up.

Pod Model
• Children will be assigned to a pod group.
• Group sizes are limited to a maximum of 14 children, with 1 adult.
• The majority of programming will take place within the set home pod; or outdoors.
• Children will have opportunities to rotate in and out of common spaces, including the playground and gym.
• Programming may also be brought to the individual pod rooms versus rotating children through a shared space that is not able to be cleaned between groups.
• Staff will maintain a 6-foot social distance between each other and, when possible, between staff and youth.

Arranging Program Spaces
• Desks or chairs will be turned to face the same direction rather than facing each other to reduce transmission caused from virus-containing droplets from talking, coughing or sneezing.
• Children from different pod groups will not interact in common areas whenever it is possible to prevent that. If they are in the same common area, the time in contact with each other will be 10 minutes or less with social distance practices required.
• Furniture in rooms will be arranged to maximize the space between children; and space between room activity areas will be increased.
• Visual aids (painter’s tape, stickers) are used to illustrate traffic flow and appropriate spacing to support social distancing.

Playgrounds/Outdoor Spaces
• Use of playgrounds and outdoor spaces is staggered by pods.
• Children are directed to wash their hands before and after playground and outdoor play.
• Children are directed to maintain six feet of space from other children as much as possible.
• High touch areas of the play structure are cleaned prior to the next pod’s use.
• Pod groups using playgrounds are limited to 14 children.

Field Trips and Events
• Field trips and family events are on hold until they can be safely done.
• Only Rec Plus children and Rec Plus staff are allowed into the buildings. Requests for entry of non-Rec Plus staff, such as for building inspections or reviews, are addressed during non-program hours whenever possible.
• Virtual formats are used for special programming.
• Pod groups are kept separate whenever possible.

Transitions for Children and Staff
• Visual aids are used to promote social distancing at handwashing stations and by the door where children line up. Children stand on marked spots, or with enough room to be able to extend their arms out and not touch the person in front, behind or next to them.
• Children and staff wash their hands before and after every transition.

Encourage and Reinforce Social Norms/Health Etiquette
• Appropriate cleaning supplies are available for cleaning high-touch surfaces.
• Hand sanitizer with at least 60% alcohol and tissues are readily available for use by children and staff.
• Frequent handwashing routines are reinforced. Staff and children wash their hands upon entering and leaving spaces, before and after meals/snacks, before and after applying sunscreen, and at every transition between activities.
• Children are educated on the importance of avoiding touching their faces during the day and washing their hands when they do.
• Children are educated on the importance of covering their mouth and nose with a tissue or face covering when coughing or sneezing, and if those items are not available, doing so into one’s arm or elbow.
• Children do not share water bottles, food or other items.
• Practices support children and staff staying home when sick.
• Schedules provide for a rotation of daily activities for each pod of children.
• Staff is provided with activity planning time prior to the start of the day/week.
• Ready-to-use activities are accessible for staff.

Workplace Ventilation
• Windows and doors are open for ventilation, when possible; and are monitored by staff.
• Fans are positioned so that they do not blow across children as much as possible.
• Activities are scheduled for outdoors whenever possible.

Communication and Training about the Plan
• The Preparedness Plan will be updated as new information is provided from the Minnesota Department of Health and the Centers for Disease Control.
• The Plan is posted at all Recreation Centers with the Rec Plus program.
• Families are notified of the Plan upon enrollment of their child in the program and the Plan is available to them upon request.
• Staff is trained on the practices and procedures outlined in the Plan and can implement them.

Resources:
Minnesota Department of Health website, www.health.state.mn.us
Minnesota Department of Health: What to Do if You Have Had Close Contact with a Person with COVID-19: https://www.health.state.mn.us/diseases/coronavirus/contact.pdf
Centers for Disease Control website, www.cdc.gov
Centers for Disease Control Information on COVID-19 and Children
Minnesota Department of Health and Centers for Disease Control Gloves and Covering Guidance: The Difference Between Alternative coverings and Surgical coverings for COVID-19
Centers for Disease Control: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19
○ How to Make Your own Face Covering (YouTube)
Posters/Signs:
○ CDC: Important Information About Your Cloth Face Covering
○ How to Safely Wear and Take Off a Cloth Face Covering