



## **Parent Guide to the Lake Superior Zoo School Pandemic Preparedness Plan**

This document is used in conjunction with the full Lake Superior Zoo School Pandemic Preparedness Plan. At the Lake Superior Zoo School, we recognize and appreciate the community we are in and know that everyone has a part to keep each other safe. The purpose of this document is to clearly communicate with parents their role in helping to keep our Zoo School community safe. Please read through this document completely. If you have any questions or concerns, please contact the Preschool Director via phone [218.730.4500 ext. 219] or email [lbudnik@lszoo.org].

### **Drop-off and Pick-up Procedures:**

- Parents and siblings over 5 are required to wear a face covering when dropping off and picking up their children.
- Drop-off and pick-up will be flexible (7:30-8:30 AM and 3:00-5:30 PM) and will be held outside as much as possible.
- Families will maintain a distance of 6 feet between families during drop-off and pick-up.
- Whenever possible, drop-off and pick-up should occur outside. If outside check-in is not possible, only two families at a time are allowed to enter the building at a time and must go through screening procedures and wear a mask or face covering before entering.
- As much as possible, drop-offs and pick-ups will be staggered and direct contact between parents and staff will be limited.
- A hand sanitizer station will be located at the entrance of the facility so that children can clean their hands before entering. A hand sanitizer station will be located at the entrance of the facility so that children can clean their hands before entering. Staff will sign children in and out on the clipboard to reduce the need to pass the clipboard or share a pen.
- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

### *Stay Home if Child is Sick*

Persons who have a fever of 100.4° (38.0°C) or above or other signs of illness will not be admitted to the facility. Parents will be expected to be on alert for signs of illness in their children and to keep them home when they are sick.

Symptoms of COVID-19 include: new onset of cough or shortness of breath, fever (100.4°F or higher), chills, muscle pain, sore throat, fatigue, congestion, loss of sense of smell or taste, runny nose, or gastrointestinal symptoms of diarrhea, vomiting, or nausea.

Sick children should not return to the facility until they have met the criteria to discontinue home isolation. The criteria can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html> and will be available on our website.

### *Daily Screening Procedure*

Before children enter the space, parent will do a health screening to ensure those with symptoms are not attending.

- Use the Home Screening Tool for COVID-19 Symptoms (attached)

If parents are unable to complete the health screening at home, staff will do a health screening to ensure those with symptoms are not attending.

- Staff will make a visual inspection of the child for signs of illness.
- Child's temperature will be taken by staff upon arrival using a non-contact (temporal) thermometer.
  - If child's temperature is 100.4° (38.0°C) or above or other signs of illness, they will not be admitted to the facility.
  - If it is not possible to take temperature outside of facility, parents will be asked to take a temperature of their child before coming to the facility.
- After screening, children will use hand sanitizer before entering the facility.

### **Communication Plan**

- Parents will be given "Parent's Guide to Lake Superior Zoo School Pandemic Preparedness Plan" and will be given access to the full "Lake Superior Zoo School Pandemic Preparedness plan."
- In the event that a child, staff member, or volunteer has tested positive, Lake Superior Zoo School will:
  - Notify St. Louis County Public Health and follow their direction.
  - Notify MDH and follow their direction.
  - Notify parents, staff, and volunteers via email if after hours, or by phone if during operating hours.
  - Notify DHS.
  - Communicate to families any necessary information as soon as possible to provide time to plan.

- If anyone in the child's family tests positive for COVID-19, the parent/guardian must communicate immediately with Zoo School staff. Parents/Guardians will be asked to send a message via email. Confidentiality will be honored when communicating about a case or outbreak.

### **Financial Policies Relating to COVID-19 Closures: School Year Session**

Because we want to be responsive to changing circumstances and the needs of families, ongoing safety considerations, and the need to maintain organizational flexibility, the following financial policies will be in effect from January-June, and then re-evaluated. In the event the Lake Superior Zoo School determines the need to close because of ill students or staff, official public health requirements, or for other pandemic-related reasons during the School Year Session:

- Lake Superior Zoo School will issue refunds for any COVID-19 related closures at the prorated amount of \$45/day (\$40.50/day for discounted tuition) for a maximum cumulative total of fifteen school days between January-June. No refunds will be issued for closures in excess of this amount during the period of January-June.
- For accounting purposes, full tuition amounts will continue to be due on the 1st day of every month and will be deducted from your bank account on file accordingly. Any refunds or credits will be issued upon the school's re-opening following a closure.
- If an individual child misses preschool for quarantine or illness, Lake Superior Zoo School will not issue refunds.
- The 2020-2021 School Year Session deposit will remain non-refundable.
- You may choose to keep your child home at any point and continue paying tuition to hold their spot. We will continue to require 30 days written notification of withdrawal.
- We understand that COVID-19 has negatively impacted many families' financial situations and we welcome individual families to reach out about financial policies at any time.

### **Other measures the Zoo School is taking to keep your child safe:**

- Staff and volunteers will wear face coverings while inside and outside when within 6 feet of your children.
- Handwashing will take place throughout the day and proper techniques will be taught and reinforced.
- Children's naptime cots will be spaced apart as much as possible.
- Cleaning and disinfecting of high-touch surfaces and shared program materials and toys will take place routinely.
- Children will spend as much time outside as possible.