



## **Bloomington Community Education**

COVID-19 Preparedness Plan  
Policies and Procedures

### **General Program Questions:**

Contact Michelle Glynn at [mglynn@isd271.org](mailto:mglynn@isd271.org) or call 952-681-6108

**Registration:** [bloomington.ce.eleyo.com](http://bloomington.ce.eleyo.com) or call 952-681-6132

**Additional information can be found on our website:** [bloomingtonschools.org](http://bloomingtonschools.org)

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## 1. Welcome

We are excited to serve your family and our community this fall as we approach the start of our onsite fall camps and classes. This manual will provide the blueprint for our operations throughout the fall as we continue adhering to the most up-to-date policies and procedures associated with COVID-19 transmission prevention strategies per the CDC and the MN Department of Health (MDH). As we move through the fall, this manual is subject to change as updated guidelines are released. Any changes made to this manual will be communicated to families in a timely manner via email. This manual will be posted to our website at [bloomingtonschools.org](http://bloomingtonschools.org).

## 2. Protocols

Bloomington Community Education has established the following requirements for each onsite adult and youth enrichment class.

- Classes may be held indoors or outdoors. Some locations have changed as a result of decisions made by Bloomington Public Schools to accommodate cleaning and sanitizing schedules. Please check the registration website often to see class changes.
- Social distancing of 6 feet between participants, coaches/instructors, and parents will be maintained at all times.
- A ratio of 14 students to 1 coach/instructor will be maintained for any classes held indoors. A ratio of 24 students to 1 coach/instructor will be maintained for any classes held outdoors.
- All students over the age of 2 will be required to wear masks when indoors. All adults, age 18 and older, will be required to wear masks indoors and outdoors. This includes BCE staff, coaches, instructors, and parents.
- Circumstances where mandatory face coverings may be temporarily removed:
  - When participating in organized sports in an indoor business or indoor public space while the level of exertion makes it difficult to wear a face covering.
  - When exercising in an indoor business or public indoor space such as a gym or fitness center, while the level of exertion makes it difficult to wear a face covering, provided that social distancing is always maintained.
- We ask that all participants in classes ask themselves the pre-class health screenings questions. Parents, please ask your children the pre-class health screening questions.
- If parents wish to observe an outdoor class or are required to attend due to the age of class participants, only 1 parent may attend. Parents on the sidelines watching activities must social distance from one another and wear a mask.
- Observers are not permitted for any classes held indoors. Please wait in your car for your child to finish their class. You can bring them to their classroom, but will need to leave once attendance is taken. Some exceptions may be made based upon the age of the child. If an exception is made, observers will need to wear a mask and maintain a social distance of 6 feet.

- We ask that all instructors bring separate materials for each participant. In the case that this cannot be done, instructors/students should sanitize equipment between users.
- All participants are requested to bring their own mask and hand sanitizer to class.
- There will be limited access to any school facility. Please use the designated entrance areas if your class is held indoors. If your class is held outside, you will not be able to come into the school buildings.

### 3. Pre-Class Symptom Check

As part of our program to keep everyone safe, participants are asked to answer a series of health questions before you or your child may attend class.

- On the day of your class, please take your (or your child's) temperature. If the temperature is over 100.4, please stay home from class.
- Please ask your child or yourself the following questions:
  - Do you feel well?
  - Do you have a cough?
  - Do you have a fever of 100.4 or over?
  - Do you have a sudden loss of taste or smell?
 If you answer yes to any of these questions, you/your child will not be able to attend class.

The Minnesota Department of Health has provided the following chart to determine if you may have COVID-19 symptoms. In addition to the questions above, we ask that you refer to the chart to determine if you/your child should attend class.



## Visitor and Employee Health Screening Checklist

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer "Yes" or "No" to each question. Do you have:

- Fever (100.4°F or higher), or feeling feverish?**
- Chills?**
- A new cough?**
- Shortness of breath?**
- A new sore throat?**
- New muscle aches?**
- New headache?**
- New loss of smell or taste?**

If you/your child has any illness symptoms that are sustaining, do not come to class. Please notify BCE staff if you/your child cannot come to class due to illness.

If, at any point during class you/your child starts displaying any symptoms consistent with COVID-19, you/your child must notify the instructor and leave the class. You are then required to notify Bloomington Community Education.

#### **4. Sign in Sheet**

All instructors will be given a sign in sheet for their classes. For every class that is held at a Bloomington school facility, participants are asked to sign in for their class and provide their contact information. This information will be used in the event of a COVID-19 Exposure.

#### **5. Communication in Event of a COVID-19 Exposure**

If an instructor, adult or child is identified as having a confirmed case of COVID-19, we will communicate with you/your family about the exposure per the COVID-19 MDH exposure guidelines. Assessing and informing those with potential exposure is a fundamental control strategy for minimizing spread within a group. The CDC defines close contact as interactions within 6 feet for more than 15 minutes. Contact tracing will be carried out by trained staff at the local and/or state level, however, our staff will also utilize the general principles of contact tracing at Bloomington Community Education and will closely monitor any potentially exposed individuals.

We ask that you/your family partners with us in safety by informing the program of any potential exposure you or your child may have had to COVID-19. We will make every effort to protect the privacy of any/all individual(s) and/or family(s) involved in a COVID-19 exposure and will not disclose your name/the child or family names .

#### **6. Thank you**

Bloomington Community Education would like to thank you for signing up for our fall programming. We are looking forward to seeing you/your child in our classes. We are working hard to make this a safe environment for you/your child. If you have any questions, please contact [mglynn@isd271.org](mailto:mglynn@isd271.org) or call 952-681-6108.

