

## Leonardo's Basement COVID-19 Safety and Operational Plan

The mission of Leonardo's Basement is to help people develop skills to become curious lifelong learners and successful human beings. Since 1998 it has helped young people develop crucially important personal and technical skills to support success in school, work, and life. Learner-directed project building is the most efficient and effective way to develop these skills. Leonardo's Basement provides unique social and physical environments for imaginative young people to design and build engineering, art, and technology projects. This is best accomplished in an intentionally open and unencumbered work and learning environment.

The COVID-19 pandemic has compelled Leonardo's Basement to review all aspects of its programming to ensure a safe and healthy workspace for all students and workers. This COVID-19 Safety and Operational Plan was developed to provide guidance for families and for administrative staff and workers responsible for implementing the plan. The goal is to mitigate the potential transmission of COVID-19 in the workspace and in our communities. This requires full cooperation among students, their families, and workers. Only by working together can safety and health be maintained.

Leonardo's Basement is authorized to operate following guidelines set forth under MN Executive Order 20-56 (May 13, 2020) which is based upon guidelines from the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH), and federal OSHA standards related to COVID-19.

**NOTE: As of May 26, Minneapolis requires “everyone over age 2 to wear a mask or face covering in indoor public spaces.”**

The plan will evolve based upon changes in government guidelines and input from student families and workers. It addresses:

- Health checks for students and workers;
- Personal hygiene;
- Engineering and administrative controls for physical distancing;
- Cleaning and disinfecting the workshop;
- Communications, training and instruction for students, families, and workers, and
- Management and supervision necessary to ensure effective implementation of the plan.

## HEALTH CHECKS FOR STUDENTS AND WORKERS

Leonardo's Basement will implement daily health screening for COVID-19 symptoms for all students and workers. Specific information about COVID-19 in children is limited, but the information that is available suggests that children generally have no or mild symptoms. However, children are known to carry the virus with a very small percentage reported with the illness.

Because efforts to confront COVID-19 vary across the United States, and throughout the world, Leonardo's Basement will limit participation during summer programming to students and workers living in Minnesota. If your family has been traveling, please follow the CDC quarantine guidelines before attending classes.

**Parents and caregivers will:**

- Provide information about health care plans for underlying health conditions of students, such as asthma, prior to classes.
- Share information about children with physical and cognitive disabilities or other special needs to ensure that they receive the support that they need.
- Observe students' general health, including possible symptoms, and take temperature daily.

- Keep children at home if they are sick.
- Remain in vehicle during drop-off and pick-up times.
- Wear masks during drop-off and pick-up.
- Inform Leonardo's Basement immediately if they or their child develops symptoms or comes in contact with a person testing positive for COVID-19.
- Respond immediately by arranging transportation home if a student feels sick while at Leonardo's Basement and needs to go home.
- Communicate with their child/ren about the need for following COVID-19 procedures, including physical distancing and mask wearing.
- Provide child/ren with a mask that they can put on and take off. If needed, practice the correct way to wear the mask before coming to Leonardo's Basement.

### **Daily health check procedure**

When students arrive at Leonardo's Basement they will stay in their vehicle and be greeted by a worker who will maintain a distance of 6 feet. Parents or caregivers will remain in the vehicle during the entire check-in process. The worker will:

- Ask parents/caregivers if they have taken their child's temperature and record the most recent value. The students' temperature will be taken if necessary.
- Ask the parent/caregiver to confirm that the child does not have fever, shortness of breath, cough, or other COVID-19 symptoms.
- Make a visual inspection of the child for signs of illness which could include fatigue, flushed cheeks, rapid breathing, or difficulty breathing (without recent physical activity).
- Make notations regarding health on a registration form that is forwarded to administrative staff;
- Students with a fever of 100.4°F (38.0°C) or above, or other signs of illness, will not be admitted to the workshop.
- Parents/caregivers will be reminded to watch for COVID-19 symptoms and to keep students home if they become sick.

**NOTE:** Students with underlying medical conditions that may increase the risk of COVID-19 should not participate, including children with chronic lung disease, asthma, or serious heart disease.

#### **Students will:**

- Notify their caregiver or Leonardo's Basement workers if they feel sick with fever, flushed cheeks, fatigue, rapid breathing or difficulty breathing (without recent physical activity).
- Stay home if they are sick.

#### **Workers will:**

- Self-monitor their health status continually and notify administrative staff when they are sick or are experiencing symptoms of COVID-19 at work or at home;
- Stay home if they are symptomatic or sick.
- Take their temperature daily after entering the workshop with a touch-free thermometer and will not be allowed to work if they have a fever of 100.4°F (38.0°C) or above, or other signs of illness.

#### **Leonardo's Basement will:**

- Require and manage routine health checks for all students and workers.
- Provide for, and isolate, students and workers if they become sick while at the workshop.

### **Sickness at the workshop**

Students and workers who come to the workshop sick, or become sick with possible COVID-19 symptoms, will be sent home as soon as possible. Administrative staff will:

- Isolate the student or worker until they go home, get tested, and notify Leonardo's Basement with the results.
  - If a test is positive the workshop will close for 14 days, be thoroughly cleaned, and

- Leonardo's Basement will contact public health officials and assist with contact tracing.
- Sick students and workers will not return until they have met the criteria to discontinue home isolation. Leonardo's Basement will use the MN Department of Health "Decision Tree for Symptomatic People in Schools & Child Care Programs" tool for managing isolation of symptomatic people to stay home when they are sick. Read more at: [www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf](http://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf).
- Notify parents or caregivers of students immediately and make arrangements for pick-up as quickly as possible.
- Maintain two separate locations within the workshop for students or workers receiving first aid or demonstrating COVID-19 symptoms.
  - The space for symptomatic persons will provide isolation from others while they wait to be picked up or are able to leave on their own.
  - Hygiene supplies - including a cloth mask, facial tissues, garbage container, and alcohol-based hand sanitizer – will be available in this space.
- Close off areas used by the person who is sick;
- Open outside doors and windows to increase air circulation in the areas and use the Make-Up Air system overnight, and
- Quickly clean and disinfect the workshop, including:
  - Surfaces in the isolation area after the sick person has gone home;
  - All areas used by the sick person including workshop spaces, lobby, bathrooms, and common areas.

### **Notifications of positive COVID-19 test**

Leonardo's Basement will inform students' families and workers if they have been exposed to a person with COVID-19 at the workshop and require them to quarantine for 14 days. If a student or worker is diagnosed with COVID-19 Leonardo's Basement will contact the MN Department of Health and the Minneapolis Health Department and request further direction, following guidelines to protect the privacy of the worker or student's health status.

## **PERSONAL HYGIENE**

Leonardo's Basement will educate, promote and enforce expectations for assiduous hygiene care by students and workers. In addition to the measures listed below, students and workers will be continually reminded to avoid touching faces throughout the day.

### **Face Masks**

**NOTE: The following procedures for mask use will be implemented when the Minneapolis regulation requiring all people ages 2+ to wear masks in public places is removed.**

Assuming that COVID-19 continues to be a public health risk, the following procedures for mask use will be implemented. Masks are used to reduce the likelihood that the wearer will transmit the COVID-19 to other students and workers. Students or workers who are sick must stay home.

- All workers will wear face coverings during the work day.
- Teens will bring and wear masks as much as possible but especially where physical distancing measures are difficult to maintain (e.g., computer room).
- Students may bring and wear a face mask. The Minnesota Department of Health recommends face coverings for students only if they can reliably wear, remove, and handle the covering throughout the day. Administrative staff will work with parents/caregivers to determine the best course of action for young students for whom the wearing of a mask might be difficult.
- Students and workers will be reminded to:
  - Not to touch eyes, nose, and mouth while wearing cloth masks to prevent potential contamination.

- Remove the mask carefully if for some reason they must, and wash hands thoroughly after removing/replacing.
- Appreciate that wearing a mask does not replace the need to continue frequent handwashing and practicing physical distancing.

Finally, students, parents and caregivers, and workers should understand that masks do not provide adequate protection if other students or workers have symptoms compatible with COVID-19.

### **Handwashing**

Routine handwashing will be implemented at Leonardo's Basement. Handwashing instructions and reminder posters will be installed throughout the workshop. Students and workers are instructed to wash their hands frequently throughout the day with soap and water for at least 20 seconds, especially:

- At the beginning and end of each work session;
- Prior to and after lunch or eating a snack;
- After using the toilet;
- Before putting on and after removing face masks;
- After blowing their nose, coughing, or sneezing, and
- Upon reentering the workshop after being outside.

Soap and water is the preferred handwashing technique. If soap and water is not readily available, hand sanitizer containing at least 60% alcohol may be used. Supplies for handwashing, including soap, paper towels, and sanitizer, will be monitored daily and replaced as needed.

### **Respiratory etiquette: Covering coughs and sneezes**

Students and workers are expected to cover their mouth and nose with a tissue when they cough or sneeze. Used tissues must be thrown immediately in the trash. If a tissue is not available, people should cough or sneeze into their arm or elbow. Everyone will be encouraged to avoid touching their face, in particular their mouth, nose and eyes, with their hands after coughing or sneezing. They will, or be reminded to, wash or sanitize their hands immediately.

Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all students and workers throughout the workshop.

### **Sharing personal items**

There is conflicting research about how long the COVID-19 virus can survive on soft and hard surfaces. The main way that COVID-19 spreads is through person-to-person contact. Students and workers will:

- Not use other people's phones, desks, or offices equipment;
- Limit the number of shared tools and equipment in work areas (and clean them after each work session), and
- Not share water bottles, food, or other personal items.
- Personal items will be stored on a shelf in the students' work area.

## **PHYSICAL DISTANCING**

The term physical distancing, also called "social distancing," refers to measures taken to restrict where and when people can gather in order to stop or slow the spread of infectious diseases. Leonardo's Basement prefers "physical" rather than "social" to help young people better understand the idea that they should maintain a physical distance from others, and not socially isolate from people. Talking is good, but from a distance!



Physical distancing of six (6) feet between students and workers will be implemented and maintained through a number of administrative and engineering strategies.

- Total occupancy of the workshop will be no more than 40% of allowed fire code capacity to maintain a safe working and learning environment for students and workers.
- Non-essential visitors will not be allowed indoors. This includes parents, caregivers, and siblings.
- Physical distancing rules and expectations will be routinely promoted to workers, students, and their families, indoors and out.
- Students and workers will refrain from using handshakes, hugs or high-fives when greeting others. “Keep your hands to yourself.”

**NOTE:** Families of children who have never been to Leonardo's Basement can request a tour of the workshop prior to their first session to better understand the environmental context for project building and measures employed to maintain physical distancing.

### **Modified drop-off and pick-up process**

Parents, siblings and caregivers will not be allowed in the workshop. This will require a very specific outdoor drop-off and pick-up procedure with adults remaining in their vehicles.

**NOTE:** To help speed this process, families will make a sign with their child's first name and last initial PLUS the name of their class(s) to display in the windshield.

#### Drop-off:

- Check in procedures will begin at 9:15AM (morning session) or 12:20PM (afternoon session).
- Caregivers will stay in their vehicle and show their sign with the child's name and title of class.
- Drop-off will be in front of the Leonardo's Basement building (north side of 60th Street). Cars will form a line beginning at the Leonardo's Basement driveway, (west side of building near the Adventure Playground) continuing in front of the building.
- Students and caregivers must have masks on before they can be checked-in.
- Workers will greet students in their cars as they arrive, verify their registration, and conduct health safety checks every day.
- Upon check-in, workers will escort students into the workshop where they will put their lunches away if they have them, wash their hands, and proceed to their class location.
- If there are problems with registration the intake worker will ask families to pull their vehicle ahead and contact administrative staff who will call the parent/caregiver to resolve issues before students are able to enter the workshop.
- Caregivers and their child who arrive late for classes will stay in their vehicle, call 612-824-4394, and wait for a worker to greet their child.

#### Pick-up:

- The same procedure used for drop-off will be used for pick-up. Pull ahead to the driveway.
- Parents/caregivers will remain in the vehicle and display their sign with the student's name and class from which they are being picked-up.
- Workers will retrieve them from inside the workshop.
- Students will gather water bottles, lunch boxes and projects before exiting to the vehicle.

#### Other

- Parents or caregivers of students (ages 12+ only) who plan to walk or ride their bike to the workshop must notify administrative staff 48 hours before the workshop week begins. Students will check-in and check-out with a worker at an outdoor entrance upon arrival and departure.
- Leonardo's Basement might determine the need to designate staggered arrival and dismissal times for families to drop-off and/or pick-up students to minimize crowding.
- Workers will park on the south side of 60th Street only.

## **Small group sizes**

- Small groups, with 8 or fewer students per adult, will promote physical distancing and personal hygiene care.
- Consistent class groups will be maintained within each AM and/or PM session. This will facilitate physical distancing and allow workers to monitor symptoms.

## **Class group interactions**

- Whenever possible, Leonardo's Basement will organize programming to minimize intermixing of class groups including lunch time.
- Areas that attract students to congregate, including the spaceship climbing tower, Millennium Falcon, lighthouse, and TARDIS, will be closed.

## **Lunch**

- Students participating in both AM and PM classes during a given week will bring lunches from home. (Please put child's name on lunch container.) Food will not be shared with others or prepared/stored in the kitchen.
- Full day students will dine with their AM class group at the same tables each day, near their work area.
- Tables, chairs, and common surfaces will be cleaned and sanitized after lunch.

## **Outdoor breaks and classes**

- The Adventure Playground area – except amenities where physical distancing is problematic and closed (e.g. Millennium Falcon, lighthouse, Jurassic Park car, etc.) - will be open with the following safeguards in place:
  - Use will be staggered to avoid multiple classes playing together;
  - Physical distancing will be maintained, and
  - High touch surface areas will be cleaned and sanitized between groups.

## **Engineered environment**

Normally, Leonardo's Basement is an intentionally open work and learning environment to encourage students to exercise considerable freedom to locate materials, procure tools, and determine workspaces for project building. A number of changes will be made to the physical layout as part of this plan.

- Arrange class work areas to minimize class group intermixing.
- Students will maintain physical distancing at worktables.
- Students will not be allowed to gather in groups in common or confined areas.
- Signs and visual aids (e.g., painter's tape, stickers) will be used to illustrate traffic flow and appropriate physical spacing while working, eating and other activities.

# **CLEANING AND DISINFECTION**

In addition to promoting handwashing and other personal hygiene methods, Leonardo's Basement will intensify its normal cleaning procedures by cleaning the workshop more often and disinfecting high-touch surfaces using recommended cleaning materials.

## **Broad access to cleaning supplies**

- Hand hygiene products (soap, paper towel, hand sanitizer, disinfectant wipes, and tissues) for students and workers will be located throughout the workshop.
- Handwashing is preferred over hand sanitizer and will be encouraged throughout the day.
- Hand sanitizer will be available if handwashing is not an option.
- Cleaning supply inventories will be replenished routinely.

## Cleaning and disinfection plan

Routine cleaning and disinfecting is key to maintaining a safe environment for students and workers.

- Shared items - tools, equipment, etc. – will be reduced in number and their use will be limited to single class groups. Shared items will be removed from the work area after each class session and then cleaned and sanitized at the end of the day.
- High-touch items will be cleaned and disinfected throughout the day. High-touch surfaces include door handles, doorknobs, light switches, mailbox, stair rails, counters, sinks and faucet, toilet handles, telephone, keyboards, lunch tables, microwave, refrigerator, kitchen countertops, worktables, program equipment, and other items.
- Heavily-used work areas of the workshop will be cleaned and disinfected daily.
- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
- Leonardo's Basement will use EPA-registered household disinfectants recommended by the CDC. Supplies of cleaning products will be maintained and used in accordance with product labels, safety data sheets, and manufacturer specifications for the product.

**NOTE: Drinking fountains will not be available for use.** Students and workers are encouraged to bring refillable water bottles. Please write the child's name on their water bottle. Disposable water cups will be available if a student forgets their water bottle.

## Ventilation

Leonardo's Basement will continually introduce fresh air into the workshop. Open windows and portable fans will exhaust indoor air. In addition, fresh air will be introduced to, and exhausted from, the building with a mechanical ventilation system that is properly used and maintained.

## COVID-19 present

If a student or worker tests positive for COVID-19, all programming will close for 14 days and the workshop will be thoroughly cleaned and disinfected.

# COMMUNICATION AND TRAINING

Communication with families and workers about policies and procedures is critically important. Training students and workers about new procedures and expectations, along with personal hygiene, is fundamental to ensuring the success of this plan.

## Communicate with families and workers

Leonardo's Basement will communicate with families and workers prior to the beginning of each session to set expectations for participation including specific strategies outlined in this plan that will be implemented to mitigate the risk of COVID-19 exposure.

- Families will learn what actions they need to take, including monitoring students daily for symptoms, providing a mask each day, reminding students of expectations, and to keep them home if symptoms of illness are present.
- Workers will monitor their health and receive training about the safety procedures in the plan and enforcement.
- Leonardo's Basement will post signs throughout the workshop to remind people about physical distancing and personal hygiene.
- Administrative staff will use newsletters, email, and social media to distribute information about COVID-19 symptoms, health etiquette expectations, and answer questions from students, caregivers and workers.

## Worker training

This plan will be discussed thoroughly during training sessions with all workers prior to programming in virtual or in-person sessions in a large enough space to accommodate physical distancing.

## **Train students – new habits**

Young people are very adaptive to different rules in different environments. At the beginning of new classes students will review the highlights of this plan with workers and be given clear expectations for their behavior.

Students have a lot of freedoms at Leonardo's Basement and along with that freedom comes increased personal responsibility. Some students will require more support than others to follow personal hygiene and physical distancing rules. Students who are unable, or unwilling, to follow COVID-19 safety protocols will not be able to participate

## **EVALUATION**

This COVID-19 Safety and Operational Plan will be communicated electronically to all student families and workers. Administrative staff and workers will monitor the effectiveness of this program and work together to update communication and training to ensure effective implementation of the plan.

## **FOR MORE INFORMATION**

Contact Steve Jevning, Executive Director, with questions about the content of the plan.

[stevej@leonardosbasement.org](mailto:stevej@leonardosbasement.org) 612-220-3171

Contact Tracy Nielsen, Program and Operations Director, with questions about the implementation and enforcement of the plan.

[tracy@leonardosbasement.org](mailto:tracy@leonardosbasement.org) 612-824-4394

### **Resources**

Guidance for Social Distancing in Youth and Student Programs, MN Department of Health,  
<https://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf>

Schools and Child Care: Coronavirus Disease 2019 (COVID-19), MN Department of Health  
[www.health.state.mn.us/diseases/coronavirus/schools/index.html](http://www.health.state.mn.us/diseases/coronavirus/schools/index.html)

Centers for Disease Control and Prevention's Guidance for Schools and Child Care Programs  
[www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html)