Guidance for Independent Trainers from Child Development Services
7/22/20 Update

We have been asked to update the trainer community as we navigate changing circumstances in this unprecedented time. Although there has been some additional in-person contact allowed, we strongly urge independent trainers approved through Achieve to follow the guidance given in the Governor's Stay Safe MN phased plan as it changes over time related to indoor events. **We require that DHS owned curriculum not be delivered in-person until further notice.**

Independent trainers can convert the courses they own to deliver as online training. If you would like to convert your approved classroom course content to offer as an online course, please follow the guide from Achieve: Online-Course-Submission-Guide. Feel free to also contact Achieve at nicky@mncpd.org or 855-378-3131 (option 4) with questions regarding the online trainer requirement or online course submission assistance.

Even when in-person training is safe to deliver, the training delivery environment will need to change in order to protect the health of our essential child care providers. The health experts have provided businesses and other environmental specific guidelines in regard to COVID-19 management. As you make a plan to deliver training in the future, please use the following resources and training delivery environment considerations to guide your training preparedness plan.

Training Delivery Environment Considerations

- Where will you hold training and how does it limit exposure?
- Who is responsible for cleaning, disinfecting and preparing the training site before and after?
- What is required prior to entering the training environment?
    - Thermometer, masks, hand washing and hand sanitizer: What is your procedure?
- How will you ensure social distancing and adequate room ventilation?
    - If outside: wind direction and social distancing
- How will sharing of any training materials be modified?
- How will the trainer manage their proximity to participants?
    - Trainer need a microphone? Mask? Remain stationary?
- How will you modify group activities to be socially distanced?
- There should be no classroom potlucks or food/serving utensil sharing or physical distribution of "training incentives".
- How will marketing inform participants before they commit to registration? Instructions needed for participants ahead of time regarding expectations: Masks, distance, temperature check, etc.
- Considerations for courses with contact: CPR/Car Seat/First Aid: How to demonstrate competency?

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV
Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus
State of Minnesota: COVID-19 response – https://mn.gov/covid19

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html
CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html
CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html
MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf
MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials
Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – https://mn.gov/deed/newscenter/covid/
Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates
Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html
CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html
MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html
Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html
MDH: www.health.state.mn.us/diseases/coronavirus/basics.html
MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf
MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf
State of Minnesota – https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp