



Make a plan Minnesota!

STAY SAFE MN

Make a Plan Minnesota! Plan. Prepare. Share.

Developing an emergency plan can help you and your family be prepared for whatever comes your way. It is never too early to develop a plan for your family. It is also a good idea to revisit and update existing plans. This is especially true during the COVID-19 pandemic, which is requiring us to plan in different ways than other emergencies. One important plan to have in place is what to do if a parent or guardian becomes sick or hospitalized due to the virus.

We encourage you to develop a plan for how you, your family, and caregivers will respond to a potential illness or hospitalization. Having a plan can help reduce stress in the event of an emergency and help everyone transition. Start by having a conversation with everyone involved and use this as a guide.



Step 1: Plan



Step 2: Prepare



Step 3: Share



Step 1: Plan

Every family's needs are different. You know your family's strengths, situation, and children best. Now is the time to talk with your family and engage your support systems who can help. Together, you can determine how to ensure the safety and care of your children and set caregivers up for success. Below are questions to consider.

Choosing other caregivers



- ✓ If you are not able to care for your child due to illness or hospitalization, who are the adults (age 18 and older) who are willing to care for them? Think broadly of neighbors, friends, and other people you trust and who your children know.
- ✓ Where will an alternate caregiver care for your children? In your home or theirs?
- ✓ Does your child or alternate caregiver have any underlying health conditions? Make sure the people you ask to care for your child understand the health risks if they agree to take care of your child.

- ✓ Is your caregiver able to care for your child for at least 14 days and maybe more? Critical COVID-19 cases may last longer.
- ✓ Do you have a back-up alternate caregiver? You may need more than one.
- ✓ What will alternate caregivers need while watching your child? Think about food, housing, cleaning supplies and money. Can this person cover costs or can you set money aside for them?
- ✓ Do you want an alternate caregiver to be able to follow [CDC cleaning and disinfecting guidelines](#)?



Comfort items and routines

- ✓ Does your child have an item that makes them feel calm or secure? Examples may include a blanket, shirt, toy, stuffed animal, book, or electronic device. For all children, comfort items are very important in times of transition or crisis.
- ✓ Does your child have wake-up or bedtime routines?



Medical and other special needs

- ✓ Does your child have a primary care clinic? What is the contact information for that clinic?
- ✓ Does your child have medical needs? Do they have allergies or asthma? Do they have any physical limitations? Do they take medication? Make sure that you have an adequate supply of any prescriptions.
- ✓ Does your child have any other special needs? Make sure others are equipped and comfortable with addressing your child's needs.



Child care and school

- ✓ Does your child participate in distance learning or attend child care? Be sure to include the name and contact information of the school or child care.
- ✓ Are there any electronic devices, applications, digital codes or passwords that your child will need?
- ✓ Do you need to change drop off or pick up information for an alternate caregiver?



Spiritual, faith-based, and other important community contacts

- ✓ Does your family have any spiritual or faith-based activities that are important to continue in your absence?
- ✓ Does your family or child have any other contacts that you want to share with an alternate caregiver? Include the names and contact information of school friends, teachers, grandparents, or others.



Legal matters

- ✓ Does your family have any legal documents that you want to make available to your child's alternate caregiver? Some examples include a Delegation of Parental Authority (DOPA) document, which assigns parental duties to another individual. Learn more about DOPAs and how to create one.
- ✓ Do you have any custody information, advanced directives, orders of protection, or a will and testament? Gather these documents in one spot or inform your child's alternate caregiver where they can find them, if needed.



Step 2: Prepare

Once you have discussed your family's emergency plan, it's time to put it on paper. To make this easier, we have developed a voluntary [COVID-19 Family Planning and Information Kit](#). The kit gathers all the important information we talked about above and keeps it in one easy location. The kit is based on the Minnesota Department of Health and Federal Emergency Management Agency's recommendations. We have also included ideas from parents and other caregivers.

Get started on writing your family's emergency plan using the voluntary [COVID-19 Family Planning and Information Kit](#). You can complete the kit online and save it or print it out to add your information.



Step 3: Share

The final step in creating your plan is critical. Let people know that you have an emergency plan created for your family. Email, text, or tell your family, neighbors, teachers or child care providers, faith-based communities, and health care professionals. Make sure to review essential information with any alternate caregivers.

Make sure your plan is readily available. If you used the [COVID-19 Family Planning and Information Kit](#) to write your plan, you can email electronic copies to your child's caregiver. You may also want to have some printed copies on hand or have a copy travel with your child. It is important to do this now, before an emergency happens.

Depending on the age of your child, you may also want to review the plan with them. Some families have inquired about how to talk to their children about emergency preparedness and COVID-19. Read [child, parent, and family, resources](#) that can help you with these conversations.

More help

There are resources to help if you need help creating a plan or do not have someone who can care for your child. Please call the MDH COVID-19 hotline at 1-800-657-3903 for assistance and to learn about resources and alternate care options.



Below are additional resources to support parents and caregivers:

- ✓ [Ready.gov](#)
- ✓ [National Parent Helpline](#)
- ✓ [Postpartum Support International Helpline](#)
- ✓ [MDH Child and Family Resources About COVID-19](#)
- ✓ [Minnesota Communities Caring for Children Resources for Adaptation and Resiliency During the Coronavirus \(COVID-19\) Outbreak.](#)
- ✓ [Help Me Grow website](#)



Prevent COVID-19:

For the latest information on COVID-19, please visit the [Minnesota Department of Health](#) website or call the MDH COVID-19 hotlines between 7 a.m. to 7 p.m. (interpreters available).

- ✓ **Health questions:** 651-201-3920 or 1-800-657-3903
- ✓ **Schools and child care questions:** 651-297-1304 or 1-800-657-3504

Health information is available in [other languages](#), including [how to wash your hands](#). Additionally, the CDC has [guidance on what to do if you are sick](#) or caring for a loved one.



Additional COVID-19 Hotlines

- ✓ [Health Questions Hotline](#): 651-201-3920 or 1-800-657-3903
- ✓ [State Emergency Operations Center \(SEOC\) Hotline](#): 651-297-1304 or 1-800-657-3504