

CHILD CARE AND EARLY EDUCATION: COVID-19 HEALTH AND SAFETY PLAN

Section 1. Requirements for Drop-Off & Pick-Up

(See p. 15 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: Dorothy Read

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| 1.1 | <p>Require parents or caregivers to drop off or pick up children from program staff outside of the facility.</p> <p>→ <i>Registered Family (RF) or Certified Family (CF) providers only: When only one staff member is on site, parents or caregivers are allowed to enter but must wait for previous family to exit home before entering.</i></p> |
| 1.2 | <p>Require parents or caregivers to wear a face shield or face covering during drop-off or pick-up.</p> |
| 1.3 | <p>Require parents or caregivers during drop-off or pick-up to maintain physical distancing when not engaged in hand-off of children to staff.</p> |
| Plan to meet these requirements: | |
| <p>Drop off:</p> <p>Adults and anyone 5 years of age and older will wear masks. Family groups will stand 6 feet from each other when waiting to check in their preschoolers. Classes (cohorts) will line up and check in according to what class they are in. Families will be greeted by staff and asked information included on the OCC COVID-19 Daily Attendance Log, as well as take the child's temperature. If parents indicate the response "yes" to any question asked, or if the child has a temp of 100.4 F. or above, the family will be asked to take the child home and contact their doctor. Parents will come into the building, and maintain social distancing and wear a mask. Upon being checked in each child will be given hand sanitizer and taken into the waiting area. In the waiting area, students are divided by cohort and supervised until all students have been checked in. Staff members will self-screen as they enter the building daily.</p> <p>Pick up: At the end of the class time, students will come to the lobby in their cohort groups. They will wait in the lobby in separate areas by cohort group. As parents come to the door, they are documented, and the students are taken to the parent outside of the door.</p> | |
| Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>) | |

What information will you share with families about this part of your plan?

This information will be shared with parents through our schoolwide email system. Parents will also be given a copy of this form. Families are able to see their child being greeted by their teachers and see them through the glass doors to see that their children are ok. We do have extra masks that were made for our children in school. I will write this information in the monthly newsletter emailed to families and posted on our website. I will reassure families that we will have extra masks that they can use if they forget. I will also suggest that they may want to make up a new drop off routine if their child has trouble saying goodbye in the morning. We also recommend that parents stay in their cars waiting for the lines to get shorter if they wish to not wait in a line.

1.4 Provide hand hygiene stations at the entrance of the facility – outside or immediately inside – so that children and staff can clean their hands as they enter.

- *If a sink with soap and water is not available, provide hand sanitizer between 60%-95% alcohol at the entrance. Keep hand sanitizer out of children's reach and supervise use.*
- *See Section 8 for detailed handwashing guidance and planning.*

Plan to meet this requirement:

We have a monitored station where families are checking in. It has information for the health department, the symptoms we are checking for, the check in paperwork (filled in by the teacher) and hand sanitizer put on children by either the parent or the teacher checking in. Teachers in their classrooms have hand sanitizer with their tissues to ensure children are using it following tissue use. They supervise the use of the hand sanitizer and ensure it is out of the children's reach.

Training needed? No Yes *(Note in Section 13. Professional Development)*

What information will you share with families about this part of your plan?

The use of hand sanitizer is a regular part of our entry procedure, this plan will be shared through our monthly newsletter.

1.5 Sanitize or switch out writing utensils used for drop-off and pick-up between uses by different people.

Plan to meet this requirement:

Staff who are greeting families will be using the pens. Each person will have the sole responsibility of using one pen, and then sanitizing it after check in or

out. There are also pens that have been sanitized available to families, and we have a tub for the pens that have been used to be placed for sanitization following check in/out.

Training needed? No Yes (*Note in Section 13. Professional Development*)

What information will you share with families about this part of your plan?

This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website.

Section 2. Requirements for Daily Health Check

(See p. 17 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: Dorothy Read

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| 2.1 | <p>Conduct a daily health check for all children, staff, or other persons (parents, maintenance, etc.) entering into the program. → See “Recordkeeping” section to document the health check.</p> |
| 2.2 | <p>Require designated staff to take temperature of all entering children and other individuals coming into contact with a stable group. If they have a temperature of 100.4 Fahrenheit or over, they must be excluded. Staff may self-screen and attest to their temperature on a daily basis.</p> |
| 2.3 | <p>Ask all entering adults and children (or, if the child is not able to reliably answer, the adult dropping them off) the required questions. ★ Refer to Appendix for OCC COVID-19 Daily Health Check and OCC COVID-19 Daily Attendance Log.</p> |
| 2.4 | <p>Staff members may self-screen and attest to their own health on a daily basis.</p> |

Plan to meet these requirements:

Adults and anyone 5 years of age and older will wear masks. Family groups will stand 6 feet from each other when waiting to check in their preschoolers. Classes (cohorts) will line up and check in according to what class they are in. Families will be greeted by Preschool staff and asked information included on the OCC COVID-19 Daily Attendance Log, as well as take the child's temperature. If parents indicate the response “yes” to any question asked, or if the child has a temp of 100.4 F. or above, the family will be asked to take the child home and contact their doctor. Parents will not come into the building.

Upon being checked in each child will be given hand sanitizer and taken into the waiting area. In the waiting area, students are divided by cohort and supervised until all students have been checked in.

Staff members will self-screen as they enter the building daily.

Training needed? No Yes (*Note in Section 13. Professional Development*)

What information will you share with families about this part of your plan?

This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website.

2.5 Document that a daily health check was completed on every person entering and write down pass or fail only. Do not record symptoms or temperature in order to maintain privacy.

Plan to meet this requirement:

We will be using the OCC COVID-19 Daily Health Check and OCC COVID-19 Daily Attendance Log.

Training needed? No Yes (*Note in Section 13. Professional Development*)

What information will you share with families about this part of your plan?

This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website.

2.6 ★ [Refer to Appendix for OCC Exclusion Chart while completing daily health checks.](#)

2.7 **Wear appropriate face coverings and Personal Protective Equipment, as indicated in the Personal Protective Equipment for Children and Adults section of the Health & Safety Guidelines for COVID-19.**

Plan to meet this requirement:

Staff will wear appropriate face coverings and Personal Protective Equipment, as indicated in the Personal Protective Equipment for Children and Adults section of the Health & Safety Guidelines for COVID-19.

Training needed? No Yes (*Note in Section 13. Professional Development*)

What information will you share with families about this part of your plan?

This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website.

Section 3. Requirements for Recordkeeping

(See p. 21 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: Dorothy Read, Debbie Thorpe, Dora Ivanitsky

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| 3.1 | <p>Keep daily logs separated by or indicating each stable group (people in that group or people who came in contact with that group). In addition to the reasons for recordkeeping under child care rules, additional requirements support potential contact tracing.</p> <p>→ <i>Registered Family (RF) and Certified Family (CF) providers only: all visitors during program hours must be recorded and a log of residents kept. Residents of the home over the age of 12 do not need to be included in the daily child care attendance records – they are assumed to be present.</i></p> |
| 3.2 | <p>Indicate required information in each daily log. Refer to Appendix for COVID Daily Attendance Log.</p> |
| 3.3 | <p>Daily logs must be retained for 2 years for all children (the usual amount of time per child care rules).</p> |
| 3.4 | <p>If a program is part of a K-12 school, this information can be recorded and incorporated into the school’s records for contact tracing.</p> |
| <p>Plan to meet these requirements:</p> | |

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Each class (cohort) will keep a daily log of all people in the cohort group as well as anyone who came in contact with the group. These logs will be retained for 2 years. This day care program is a part of a preschool-5th grade school. At this time, our students in K-5th grade are receiving their education through the distance learning model until physically attending is allowed by the metrics.

Training needed? No Yes (*Note in Section 13. Professional Development*)

Section 4. Requirements for Family Engagement

(See p. 23 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: Dorothy Read

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| 4.1 | Inform families of the requirements for operating during COVID-19, how programs are operating differently during this time, and any other program policies specific to COVID-19. |
| 4.2 | Communicate requirements that families must follow, including drop-off and pick-up procedures. |
| 4.3 | Provide information related to the facility and COVID-19 to families in a manner that they can understand. |
| 4.4 | When engaging families in formal activities that are normally conducted in-person such as parent-teacher conferences, council meetings, or other typically in-person activities, conduct virtually or via telephone. |
| 4.5 | Conduct any visits to the home for services or other programmatic reasons virtually. |
| 4.6 | If families cannot engage in virtual or telephonic visits, or for parents who enter the program to breastfeed, programs must create and follow a protocol for in-person family engagement that, at minimum, requires: <ul style="list-style-type: none">○ following physical distancing requirements with staff and children not in their household;○ use of face shields or face coverings;○ use of outdoor space if appropriate and available;○ engagement with only one family unit and any other necessary individuals, such as translators, at a time; and○ pre-scheduling (when possible). |

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| Plan to meet these requirements: | |
| <p>This plan will be provided to families throughout newsletter, through being posted on our school website, and through email communication. We have distancing markers inside and outside of our building to remind everyone of the 6 foot social distancing requirement. Meetings normally conducted in person will be offered to be held over the phone, Zoom meetings, etc. We have a supply of face coverings to give to individuals coming into our building who may not have one.</p> | |
| Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>) | |
| What information will you share with families about this part of your plan? | |
| <p>This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website.</p> | |
| 4.7 | Allow family members to enter the facility if there is a concern for the health and safety of their child. Family members entering the facility must follow requirements for adults in the facility. |
| 4.8 | Ensure breastfeeding parents, or parents or caregivers whose children have special feeding needs and who choose to come to the program to feed their child, are provided an appropriate space where other children are not present. The space must be cleaned and sanitized between visits. |
| 4.9 | Permit families seeking enrollment to visit the facility only when children are not present. Only one family may visit the facility at a time; and the family must comply with daily health check and recordkeeping requirements, wear a face shield or face covering, and maintain physical distancing. |

Section 5. Requirements for Group Size & Stable Groups

(See p. 26 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: Dorothy Read

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| 5.1 | <p>Assign and keep children in stable groups with the same assigned adults. → <i>A new child may be added or moved to a different stable group if it is a permanent change.</i></p> |
| 5.2 | <p>Require staff to practice physical distancing (i.e., six feet) at all times within the facility with adults, as well as other staff who are not usually with the same stable group.</p> |
| 5.3 | <p>Require staff assigned to a stable group to practice physical distancing with children from other stable groups and take precautions to ensure children do the same. → <i>Staff and children are not required to physically distance from adults or children within their stable group.</i></p> |
| 5.4 | <p>Only staff assigned to a stable group may be inside classrooms with the following exceptions. Additional adults outside of the stable group may be allowed into the classroom in order to:</p> <ul style="list-style-type: none"> • Provide specialized services to children such as those associated with Early Intervention or Early Childhood Special Education. • Meet monitoring requirements of publicly funded or regulated programming. • Maintain ratios during staff breaks (e.g., floaters). • Provide service to the facility that cannot take place outside of program hours. |
| Plan to meet these requirements: | |
| <p>Our students are in stable cohorts by stable groups only. Outside of their stable group, the students practice physical distancing. Cohorts are not crossing the path of any other cohort. All required ratios are in effect. Floaters wear masks and PPE when relieving staff members for their breaks. Each floater changes PPE each time they enter a different cohort.</p> | |
| <p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p> | |
| <p>What information will you share with families about this part of your plan?</p> | |

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| <p>This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website.</p> | |
| 5.5 | When providing outdoor activities, there cannot be more than one stable group of children in one outside area at a time. Programs may have separate areas as long as stable groups are kept apart and there is at least 75 square feet per child in that area. |
| 5.6 | Recorded Programs may use a visual barrier to define the space used outside. |
| 5.7 | No facility may serve more than 250 children. |
| 5.8 | Staff-to-child ratios and maximum group sizes must adhere to those specified in licensing rules by provider type, and by the provider’s license (which may be for fewer children). These group sizes and ratios, as well as any additional requirements, are contained in Requirements 5.9 through 5.16. → <i>For providers operating in counties in Phase 1 and Phase 2, see Requirements 5.9 through 5.12 of the Guidelines.</i> → <i>For providers operating in counties in Baseline, see Requirements 5.13 through 5.16 of the Guidelines.</i> |
| 5.9 – 5.16 | ★ <u>Refer to the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” (published August 14, 2020) for the group ratio table.</u> |

Section 6. Requirements for Personal Protective Equipment (PPE) for Children and Adults

(See p. 32 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: Dorothy Read

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| <p>6.1</p> | <p>Require all staff, contractors, other service providers, or visitors or volunteers who are in the facility or in the designated child care section of the child care provider’s home, to wear a face shield or face covering.</p> <ul style="list-style-type: none"> ○ Face coverings and face shields must follow CDC guidelines: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html ○ Exceptions can be made only for providers and staff if they have a medical condition or disability, as documented by their doctor’s order, which prevents them from wearing a face covering. |
| <p>Plan to meet this requirement:</p> | |
| <p>All people ages 5 and above are required to wear masks in our building. If they are unable to wear a mask per issues listed above, they are directed to where they need to be through a path where there are no children. At this time visitors and volunteers are not allowed in the day care area.</p> | |
| <p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p> | |
| <p>What information will you share with families about this part of your plan?</p> | |
| <p>This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website.</p> | |
| <p>6.2</p> | <p>Require all children who are in grades Kindergarten and up who are in the child care facility or the designated child care section of Registered Family (RF) or Certified Family (CF) program to wear a face shield or face covering.</p> <ul style="list-style-type: none"> ○ Face coverings and face shields must follow CDC guidelines: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html |
| <p>6.3</p> | <p>Adults and children who are Kindergarten age and up must wear a face shield or face covering when outside if six feet of physical distance cannot be maintained.</p> |
| <p>6.4</p> | <p>Allow a child between two years of age and Kindergarten to wear a face covering</p> |

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| | <p>or face shield, if:</p> <ul style="list-style-type: none"> ○ requested by the parent/guardian, ○ the face covering or face shield fits the child’s face measurements, and ○ the child is able to remove the face covering or face shield themselves without assistance. |
| <p>6.5</p> | <p>If a child removes a face covering or face shield, or demonstrates a need to remove the face covering or face shield for a short-period of time, staff must:</p> <ul style="list-style-type: none"> ○ supervise the child to maintain six feet or more of physical distancing from all adults and children while the face shield or face covering is removed, ○ show the child how to effectively wear a face shield or face covering, if needed, and ○ guide the child to re-engage in safely wearing a face shield or face covering. <p>→ <i>Children cannot be disciplined for the inability to safely wear a face shield or face covering.</i></p> |
| <p>Plan to meet these requirements:</p> | |
| <p>All students age 5 and up wear masks/face coverings per our Blueprint to Reentry program posted on our website. When masks are removed for snack time and lunch, social distancing is enforced.</p> | |
| <p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p> | |
| <p>What information will you share with families about this part of your plan?</p> | |
| <p>This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website.</p> | |
| <p>6.6</p> | <p>Allow children in grades Kindergarten and up to <u>not</u> wear a face shield or face covering, if they:</p> <ul style="list-style-type: none"> ○ have a medical condition that makes it difficult for them to breathe with a face covering, as documented by their doctor’s order, ○ experience a disability that prevents them from wearing a face covering, as documented by their doctor’s order, or ○ are unable to remove the face shield or face covering independently, or ○ are sleeping. |
| <p>6.7</p> | <p>Ensure children under two years of age <u>never</u> wear a face shield or face covering.</p> |

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| <p>6.8</p> | <p>Require staff or children to wash hands before putting on a face shield or face covering, after taking face shields and face coverings off, and anytime the face shield or face covering is touched.</p> <ul style="list-style-type: none"> ○ Hand-sanitizing products with 60-95% alcohol content may be used as an alternative to washing hands. ○ Children must be supervised when using hand sanitizer, and it must be stored out of reach of children when not in use. |
| <p>6.9</p> | <p>Require face coverings to be washed daily or a new face covering to be worn daily.</p> <ul style="list-style-type: none"> ○ After removal of a soiled face covering, the face covering should be put away into a secure place that is not accessible to others. <ul style="list-style-type: none"> ○ For example, it could be placed into a plastic bag or plastic container that is inaccessible to children prior to being cleaned. |
| <p>6.10</p> | <p>A face shield must be wiped down with disinfectant at the end of the day after use.</p> |
| <p>Plan to meet these requirements:</p> | |
| <p>Our day care program has students who are 3-12 years of age. Children are instructed to wash their hands frequently and wear a mask for those who are required to. Our staff members are required to wash their hands and use hand sanitizer before putting on and after removing their masks. Face coverings are washed daily and stored safely.</p> | |
| <p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p> | |
| <p>What information will you share with families about this part of your plan?</p> | |
| <p>This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website.</p> | |
| <p>6.11</p> | <p>Require disposable face coverings or face shields to be worn only once.</p> |
| <p>6.12</p> | <p>Face coverings must be changed after a daily health check if the adult interacted with a sick child.</p> |
| <p>6.13</p> | <p>Face shields must be sanitized after the daily health check if the adult interacted with a sick child. For Certified Centers and Recorded Programs, face shields must be sanitized after the daily health checks are completed.</p> |
| <p>Plan to meet these requirements:</p> | |

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| <p>Disposable face coverings/shields are to only be worn once. If an employee interacts with a sick child, they will sanitize their hands and replace their face covering and PPE. Face shields/coverings will be replaced after daily health checks are completed. Face shields will be sanitized after each health check.</p> | |
| <p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p> | |
| <p>What information will you share with families about this part of your plan?</p> | |
| <p>This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website.</p> | |
| <p>6.14</p> | <p><u>Certified Centers and Recorded Programs only:</u> Require adults who engage in health and safety checks to wear a clean, outer layer of clothing (e.g., a larger size, long sleeve button-down shirt, a smock, or an apron) during the daily health checks. Require adults, such as floaters or early interventionists, interacting with multiple, stable groups to wear a clean, outer layer of clothing when moving to a new group.</p> |
| <p>Plan to meet this requirement:</p> | |
| <p>Our adults who do the health and safety checks will wear aprons. Those who travel between cohorts will wear a clean outer layer of clothing when moving to a new group.</p> | |
| <p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p> | |
| <p>What information will you share with families about this part of your plan?</p> | |
| <p>This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website.</p> | |
| <p>6.15</p> | <p>Require a clean outer layer of clothing (e.g., a larger size, long sleeve button-down shirt or a long-sleeved smock, or a sheet, blanket, etc.) to be worn by adults when feeding infants, and for hair to be tied back if necessary.</p> |
| <p>Plan to meet this requirement:</p> | |

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| <p>We will allow family members to enter the facility if there is a concern for the health and safety of their child. Family members entering the facility must follow requirements for adults in the facility.</p> | |
| <p>Training needed? <input type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p> | |
| <p>What information will you share with families about this part of your plan?</p> | |
| <p>This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website.</p> | |
| <p>6.16</p> | <p>Ensure any child care staff providing direct contact care and monitoring of children or other staff displaying COVID-19 symptoms, prior to their exclusion from the child care setting, maintain six feet of physical distancing and to wear a face shield or face covering.</p> |
| <p>Plan to meet this requirement:</p> | |
| <p>Any child displaying COVID-19 symptoms will wait for parents to be taken home in our isolation room. This room allows for supervision from more than 6 ft. We have an air purifier with UVC running, in visual sight supervision from a staff member wearing a medical grade mask. This area is not visible from the main building foot traffic.</p> | |
| <p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p> | |
| <p>What information will you share with families about this part of your plan?</p> | |
| <p>This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website.</p> | |
| <p>6.17</p> | <p>Require clothing to be changed after being soiled by bodily fluids.</p> |

Section 7. Requirements for Daily Activities

(See p. 36 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: Dorothy Read

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| 7.1 | <p>No field trips are permitted unless they are conducted fully outdoors. Field trips to indoor venues are not permitted.</p> <ul style="list-style-type: none"> ○ No transportation is permitted for field trips unless there is no outdoor space available at the program or no outdoor space available within walking distance. ○ When going on outdoor field trips: <ul style="list-style-type: none"> ○ Adults and children must wash their hands or use hand sanitizer before and after. ○ Programs shall keep stable groups separated from each other and away from other children as much as possible. |
| 7.2 | <p>Maintain at least 36 inches between mats, beds, or cots and sleep head-to-toe (children are arranged so that the head of a person in one bed is at the opposite end of the head of the person in the next bed) during naptime and overnight care.</p> |
| <p>Plan to meet this requirement:</p> | |
| <p>At this time, we do not have any field trips planned. If we do, transportation will be arranged by families, the trips will be scheduled to places where we will be outdoors, hands will be washed or sanitized frequently including prior to leaving and upon return. Cohorts will not be mixed, and social distancing will be required.</p> | |
| <p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i></p> | |
| 7.3 | <p>Limit sharing materials and toys between children during an activity. If sharing occurs, children must wash their hands with soap and water or use hand sanitizer at the end of the activity and prior to starting a new activity.</p> |
| <p>Plan to meet this requirement:</p> | |
| <p>Toys are sanitized each day. If children share toys, they will wash their hands with soap and water or use hand sanitizer at the end of the activity.</p> | |
| <p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i></p> | |
| <p>What information will you share with families about this part of your plan?</p> | |

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| <p>This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website.</p> | |
| <p>7.4</p> | <p>Clean and sanitize classroom materials between uses. ★ <u>Refer to the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” (published August 14, 2020) for the Sanitation Recommendations & Cleaning Schedule.</u></p> |
| <p>7.5</p> | <p>Discontinue the use of classroom areas or materials where children must interact with common materials while engaging, such as shared sand and water tables, or outdoor sandboxes.</p> |
| <p>Plan to meet these requirements:</p> | |
| <p>All classroom materials are sanitized at the end of each day. We eliminated all sensory activities including shared sand/water tables, or outdoor sandboxes.</p> | |
| <p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p> | |
| <p>What information will you share with families about this part of your plan?</p> | |
| <p>This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website.</p> | |

Section 8. Requirements for Handwashing & General Hygiene

(See p. 39 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: Dorothy Read

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| 8.1 | <p>Require staff and children to wash hands for at least 20 seconds (hand sanitizer with alcohol content between 60-95% is allowed when an asterisk* appears):</p> <ul style="list-style-type: none"> ○ Before and after eating, preparing food, and or bottle preparation. ○ Before and after administering medication. ○ After toileting or assisting with toileting. ○ Before and after diapering. ○ After wiping a nose, coughing, or sneezing.* ○ After coming in from outside.* ○ Upon entering and leaving the child care facility.* ○ If staff are moving between stable groups.* ○ After sharing toys, learning materials, etc.* |
| 8.2 | Make handwashing materials easily accessible to each stable group. |
| 8.3 | Hand sanitizer must be stored out of reach of children when not in use. |
| Plan to meet these requirements: | |
| <p>The above handwashing/cleaning processes are in place. Hand sanitizer is accessible for each cohort, and out of the reach of children. Each stable cohort has a handwashing station where children are supported in washing with soap and water. Children are instructed to wash following restroom use, wiping noses, coughing, and sneezing. Anyone moving between stable cohorts is to use hand sanitizer and change PPE between groups. After sharing toys and learning materials, students will wash hands with soap and water, or use hand sanitizer. Shared objects will be cleaned daily.</p> | |
| <p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Note in Section 13. Professional Development)</p> | |
| What information will you share with families about this part of your plan? | |
| <p>This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website.</p> | |

Section 9. Requirements for Food & Nutrition

(See p. 41 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: Dorothy Read

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| 9.1 | Eliminate children serving themselves from communal platters in the manner of family-style meals. Have one staff member serve everyone from communal dishes. |
| 9.3 | Closely supervise all meal times, including infant feeding and toddler meals, to prevent children from sharing and/or touching each other's food. |
| Plan to meet these requirements: | |
| Hot meals are not served by the school. Students bring their own meals and snacks from home. No food sharing or touching of other's food is allowed. Meal and snack times are supervised by cohort teachers. | |
| Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>) | |
| What information will you share with families about this part of your plan? | |
| This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website. | |
| 9.4 | Allow breastfeeding parents or those whose children have special feeding needs to enter the program for the purposes of feeding. |
| Plan to meet this requirement: | |
| Our program serves children who are 3-12 years old. No breastfeeding occurs at this site. | |
| Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>) | |
| What information will you share with families about this part of your plan? | |

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| <p>This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website.</p> | |
| 9.5 | <p>Discontinue use of drinking fountains except for filling other containers such as water bottles.</p> |
| <p>Plan to meet this requirement:</p> | |
| <p>All drinking fountains are closed and taped off.</p> | |
| <p>Training needed? <input type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p> | |
| <p>What information will you share with families about this part of your plan?</p> | |
| <p>This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website.</p> | |

Section 10. Requirements for Cleaning & Building Maintenance

(See p. 43 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: Dorothy Read

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| 10.1 – 10.4 | <p>★ <u>Refer to Sanitation Recommendations & Cleaning Schedule in the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” (published August 14, 2020).</u></p> |
| <p>Plan to meet these requirements:</p> | |
| <p>We will follow the requirements listed above. We have a sanitization system which involves ionized disinfectant being sprayed in classrooms when students are not present, as well as at the end of the day. Our playground equipment is also sprayed, as are the restrooms. We have air purifiers running in rooms where our students are, our building's ventilation system is always on. It has</p> | |

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| recently been cleaned completely and we have new filters. |
| Training needed? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i> |
| What information will you share with families about this part of your plan? |
| This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website. |

Section 11. Requirements for Responding to Possible and Confirmed Cases of COVID-19

(See p. 52 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: Dorothy Read

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| 11.2 | Decisions about required closure will be made in conjunction with Early Learning Division staff and the local public health authority. |
| 11.3 | <p>Have a plan for a child with particular health needs.</p> <ul style="list-style-type: none"> • If an enrolled child has particular health needs or susceptibility to disease, including COVID-19, the provider and parent must develop a care plan for the child. The provider must ensure all staff engaged with the child understand the plan. |
| 11.4 | In addition to Oregon laws prohibiting discrimination, a provider cannot refuse to enroll a child in the program based on a belief that the child is more susceptible to contracting COVID-19 due to the child’s or parent’s occupation, race, ethnicity, geographic location, disability, or pre-existing health condition. |
| 11.7 | <p>Notify the local public health authority and the Office of Child Care if anyone who has entered the facility, including household members within a family child care facility, is diagnosed with COVID-19. A program shall immediately contact their local public health authority and licensing specialist.</p> <ul style="list-style-type: none"> • Alternatively to contacting their licensing specialist, the program may call the OCC Central Office: (503) 947-1400 or (800) 556-6616 |

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| | <ul style="list-style-type: none"> To locate your local public health authority, visit: https://www.oregon.gov/oha/PH/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd.aspx |
| 11.8 | <p>Notify the appropriate program staff, in addition to the local public health authority and the Office of Child Care if you are a program that participates in:</p> <ul style="list-style-type: none"> ERDC: dpu.providerreporting@dhsoha.state.or.us or (800) 699-9074 Baby Promise, Preschool Promise, or Oregon Pre-Kindergarten program: Angela.Stinson@ode.state.or.us or (971) 940-4198 |
| 11.9 | <p>Communicate, in coordination with local public health authority, with all families and other individuals who have been in the facility in the past 14 days about the confirmed case.</p> |
| 11.10 | <p>Ensure, in the event of a confirmed case of COVID-19 in a facility, all children and staff in the stable cohort—and anyone who came in contact with the group—do not come to the program and are informed about the need to be quarantined at home for 14 days.</p> |

Plan to meet these requirements:

We will develop a care plan for any student who has a particular health need or susceptibility to disease, including COVID-19. This plan will be developed by our program in conjunction with the parent, using information from the child's physician. We will ensure all staff have been trained and that the child understands the plan as well.

We will not refuse to enroll a child in the program based on a belief that the child is more susceptible to contracting COVID-19 due to the child's or parent's occupation, race, ethnicity, geographic location, disability, or pre-existing health condition.

We will notify the local public health authority and the Office of Child Care immediately if anyone who has entered the facility, including household members within a family child care facility, is diagnosed with COVID-19.

We will communicate, in coordination with local public health authority, with all families and other individuals who have been in the facility in the past 14 days about a confirmed case of COVID-19.

We will ensure, in the event of a confirmed case of COVID-19 in a facility, all children and staff in the stable cohort—and anyone who came in contact with the group—do not come to the program and are informed about the need to be quarantined at home for 14 days.

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| Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i> |
| What information will you share with families about this part of your plan? |
| This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website. |

Section 12. Requirements for Transportation

(See p. 56 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: Dorothy Read

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| 12.1 – 12.16 | ★ Refer to Appendix for OCC Transportation Plan Template. Our students are brought to school by their families. We do not provide transportation at this time. |
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Section 13. Requirements for Professional Development

(See p. 59 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: Dorothy Read

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| 13.1 | Ensure all necessary staff have first aid and CPR training. Online-only training will be accepted through July 2021 for recertification. |
| 13.2 | Provide access to professional development that contributes to staff’s professional learning goals and to meet child care licensing or program requirements. |
| Plan to meet these requirements: | |

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Our staff have valid First Aid and CPR certification. Our school utilizes the Safe Schools training platform. All staff have been assigned professional development courses including: COVID-19 procedures, mandatory reporting, intruder training, integrated pest management, etc.

Training needed? No Yes (*Note in Section 13. Professional Development*)

What information will you share with families about this part of your plan?

This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website.

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| 13.5 | All staff must review these guidelines, “Health & Safety Guidelines for Child Care and Early Education Operating During COVID-19,” as well as any updates to the Guidelines that occur, prior to implementation, including new hires prior to first day of work or during employee orientation. |
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Plan to meet this requirement:

Our staff has had training on COVID-19 procedures as well as the Department of Education Blueprint to Reentry plan for school.

We have covered:

- All information covered in this plan,
- Drop-off and pick-up time distancing.
- Having sanitizer and extra masks by the door.
- Doing sign-in and out for parents, and not sharing pens.
- Safe Schools Training
- All will be trained on this plan.

Training needed? No Yes (*Note in Section 13. Professional Development*)

What information will you share with families about this part of your plan?

This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website.

Section 14. Requirements for COVID-19 Health and Safety Plan

(See p. 62 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: Dorothy Read

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| 14.5 | Each child care facility must continue to monitor its “COVID-19 Health and Safety Plan” throughout the year and update as needed. All revisions must be shared with all families and staff and posted in an easily visible area. |
| Plan to meet this requirement: | |
| We will continue to monitor our Covid-19 Health and Safety Plan throughout the year and update it as needed. Each update will be sent to parents and posted to our school website. | |
| Training needed? <input type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>) | |
| What information will you share with families about this part of your plan? | |
| This plan will be shared with families in our on-line newsletter, as well as will be posted on our school website. | |