

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

Queen of Peace School

Name and title of staff person responsible for overall implementation:
Carl Mucken – Principal/Director
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Make a Plan to Meet Child Care Guidelines

Once your child care facility has established a person or persons to administer the COVID-19 Health and Safety Plan, you can use the template to create a plan. Be certain to refer to the Recommendations sections in the guidelines.



The COVID-19 Health and Safety Plan must be completed within 45 days of ELD's issuance of this template on September 25 (per p. 62 of the Guidelines).

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:

1.1	Require parents or caregivers to drop off or pick up children from program staff outside of the facility. → <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>
1.2	Require parents or caregivers to wear a face shield or face covering during drop-off or pick-up.
1.3	Require parents or caregivers during drop-off or pick-up to maintain physical distancing when not engaged in hand-off of children to staff.
Plan to meet these requirements:	
Parents will be allowed to walk children to the exterior door of the classrooms for drop off. Parents ring the bell and wait outside for pick up, children are brought to them. Everyone on campus wears a mask	

All parents wait in physically distanced lines when waiting for health screening	
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?	
Parents are emailed directions for pick up and drop off and reminded in newsletters.	
1.4	<p>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.</p> <p>→ <i>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.</i></p> <p>→ <i>See Section 8 for detailed handwashing guidance and planning.</i></p>
Plan to meet this requirement:	
Classrooms with sinks will require soap and water cleaning at arrival Classrooms without sinks will use hand sanitizer when children enter.	
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?	
Parents have seen the schoolwide “re-entry” plan which outlines this expectation	
1.5	<p>Sanitize or switch out writing utensils used for drop-off and pick-up between uses by different people.</p>
Plan to meet this requirement:	
Only teaching staff writes using pens and pencils and utensils are sanitized with the room spray daily.	
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?	

None

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: Mark, Susan, Maddy, Jacki, Sarah, Meredith

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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>
<p>Plan to meet these requirements:</p>	
<p>Folders are at every location where check in occurs. Folders are maintained by office staff to stay current and ready Teachers know the routine and everyone is checked in using the daily health check</p>	
<p>Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>Parents are present for the health check and they know the temperature exclusion because it was shared in the school “re-entry” plan and in back to school emails/newsletters.</p>	
2.5	<p>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.</p>
<p>Plan to meet this requirement:</p>	
<p>Inform staff of the plan to not record temperature, only pass or fail.</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>If asked, we will explain.</p>	
2.6	<p>★ Refer to Appendix for OCC Exclusion Chart while completing daily health checks.</p>
2.7	<p>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.</p>
<p>Plan to meet this requirement:</p>	
<p>All people on campus wear a mask. If someone forgets, we have more at the office.</p>	
<p>Training needed? <input checked="" 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 expectation has been shared and is being followed.</p>	

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: Maddy, Jacki, Mark, Susan, Meredith

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<p>3.1</p>	<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>
<p>3.2</p>	<p>Indicate required information in each daily log. Refer to Appendix for COVID Daily Attendance Log.</p>
<p>3.3</p>	<p>Daily logs must be retained for 2 years for all children (the usual amount of time per child care rules).</p>
<p>3.4</p>	<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>	
<p>Each stable group has its own folder where logs are kept for a week at a time. Logs stay in folders and when filed they will be kept to reflect stable group.</p>	
<p>Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i></p>	

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: Maddy, Jacki, Susan, Meredith, Sarah, Carl

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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	<p>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:</p> <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).

Plan to meet these requirements:

Parents are communicated with regularly via email.
 Engaging in formal activities, normally conducted in person will be done via phone or email.
 No home visits will be done
 If a family cannot engage in a virtual or phone visit, the expectations of 4.6 will be followed.
 None of our families have a breastfed child.

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

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

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<p>The parents already expect correspondence to be on the phone or email. If meetings are required, the rules in 4.6 will be shared in writing for those families.</p> <p>Parents will be notified of 4.7 in an email during the week of November 5th.</p> <p>Any parent needing access for feeding needs will be allowed and the space will be cleaned between parents.</p> <p>All tours will be done when children are not present on campus, face masks will be required and health screenings will be done.</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: Carl, Jacki

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5.1	<p>Assign and keep children in stable groups with the same assigned adults. → A new child may be added or moved to a different stable group if it is a permanent change.</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. → Staff and children are not required to physically distance from adults or children within their stable group.</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:

Children are assigned to stable groups and adults are constant
 All adults physical distance with each other
 All ratios are maintained at all times. Meredith floats for lunch coverage and the after school club on days they exceed 15.
 Playground times are scheduled and cleaning routines are in place between each playground turn.
 Two playgrounds are shared between three groups
 Our total enrollment is under 250
 Two of our groups are 10 and one group is 15, every day
 One group fluctuates daily between 10 and 17 and on days above 15, Meredith

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Training needed?	No	Yes (<i>Note in Section 13. Professional Development</i>)
What information will you share with families about this part of your plan?		
If any of the parents are interested in can be found in our school “re-entry” plan which is on the website and has been shared in emails.		
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	<p>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.</p> <p>→ <i>For providers operating in counties in Phase 1 and Phase 2, see Requirements 5.9 through 5.12 of the Guidelines.</i></p> <p>→ <i>For providers operating in counties in Baseline, see Requirements 5.13 through 5.16 of the Guidelines.</i></p>	
5.9 – 5.16	<p>★ <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></p>	

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: Click or tap here to enter text.

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6.1	<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.
Plan to meet this requirement:	
Everyone on campus is wearing a mask, delivery people and WESD workers know our routines and are stopped at the door if they forget.	
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?	
None	
6.2	<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
6.3	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.
6.4	Allow a child between two years of age and Kindergarten to wear a face covering or face shield, if:

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	<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.
6.5	<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>
Plan to meet these requirements:	
<p>Our children only go down to 3 years old. 3 and 4 year olds wear a mask unless eating. Children who need a “mask break” are allowed and physical distanced.</p>	
<p>Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
What information will you share with families about this part of your plan?	
<p>Parents have been told about mask requirements.</p>	
6.6	<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.
6.7	<p>Ensure children under two years of age <u>never</u> wear a face shield or face covering.</p>
6.8	<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>

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	<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.
6.9	<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.
6.10	<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>Hand sanitizers are in every room. Re-entry plan calls for all children seen touching their face will sanitize or wash in the sink. Face masks go home daily and parents manage cleaning routines.</p>	
<p>Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>Parents will be reminded to clean/replace masks daily in newsletters and emails</p>	
6.11	<p>Require disposable face coverings or face shields to be worn only once.</p>
6.12	<p>Face coverings must be changed after a daily health check if the adult interacted with a sick child.</p>
6.13	<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>	
<p>If a disposable face mask is seen being used more than once, a replacement will be provided and an email follow-up will be sent to parents. If a child fails a health check, the adult doing the check will dispose/change their mask Teaching staff will not use face shields.</p>	

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Training needed? No Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
None	
6.14	<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.
Plan to meet this requirement:	
Aprons are worn by all staff doing health checks Meredith will wear a different apron for each group she covers lunches for and do the apron laundry on campus weekly.	
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?	
None	
6.15	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.
Plan to meet this requirement:	
This does not apply to our setting	
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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NA	
6.16	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.
Plan to meet this requirement:	
<p>Any child or staff displaying symptoms will be quarantined and supervised in a quarantine room.</p> <p>Meredith or Carl will stay with the sick person, maintaining physical distancing and wearing a face mask.</p> <p>Soiled clothing will be changed using the extra clothes sent by parents, the uniform depot or a phone call will be made to parents.</p>	
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?	
The parents know we have a sick room and uniform depot.	
6.17	Require clothing to be changed after being soiled by bodily fluids.

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: Carl, Maddy, Susan, Meredith, Sarah

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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>There are currently no field trips planned. Each daycare group only has one child young enough to nap and there is no overnight care. Children on mats or resting, will be arranged at least 36 inches from other children.</p>	
<p>Training needed? <input checked="" type="checkbox"/> No <input 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>Children playing with shared toys/manipulatives will wash or sanitize before and after.</p>	
<p>Training needed? <input checked="" 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>	

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In re-entry plan	
7.4	Clean and sanitize classroom materials between uses. ★ 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.
7.5	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.
Plan to meet these requirements:	
There is a three bucket system in each room. Materials touched during the day will be put in the sanitize bucket with the bleach solution. At the end of the day, staff washes and rinses and leaves items to dry over night. Each room also has a spray bottle of disinfectant. Things that cannot be put in the bucket system, are either wiped with Clorox wipes or sprayed with the disinfectant. No water tables or shared sand tables during this time.	
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?	
In re-entry plan	

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: Maddy, Jacki, Susan, Sarah, Meredith

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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>Children and staff wash at the sink or hand sanitize for all situations listed under 8.1 Sinks and soap are accessible for three of 4 groups. The library group will use sanitizer and the sink in the bathroom, sport/games club will use sanitizer and the sinks in the bathroom. Music and portable will use the sink in the rooms and sanitizer. Hand sanitizing stations will be in teacher sight at all times to monitor appropriate use.</p>	
<p>Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i></p>	
What information will you share with families about this part of your plan?	
<p>In re-entry plan</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: Maddy, Jacki, Meredith, Susan, Sarah

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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:	
No family-style meals No parties that include food All food is brought by children Children are spaced away from each other to avoid touching and sharing issues during eating times.	
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?	
Parents have been told that food parties are on hold and that children bring all their own food.	
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:	
NA	
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?	
NA	

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9.5	Discontinue use of drinking fountains except for filling other containers such as water bottles.
Plan to meet this requirement:	
Water Fountains are off limits. Students use Culligan, water dispensers in each classroom for drinking water	
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?	
Families are encouraged to send refillable water bottles to class daily	

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: Carl, Mark, Irene, Eduardo

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10.1 – 10.4	★ 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).
Plan to meet these requirements:	
Rooms and hallways are mopped and vacuumed daily Surfaces are sprayed with disinfectant or wiped with disinfectant wipes multiple times daily Door knobs/handles, switches are disinfected twice daily Tables and chairs are sprayed with disinfectant before each day begins Bathroom use is scheduled and cleaned/sanitized between groups. In between groups, an individual bathroom is available and sanitized between children.	
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?	
Cleaning routines and schedules are in a binder that can be shared if a parent wanted these details.	

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: Click or tap here to enter text.

Click or tap here to enter text.

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 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@dhsosha.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	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.
11.10	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

COVID-19 Health and Safety Plan

	for 14 days.
Plan to meet these requirements:	
<p>Public Health Authority and ODE will be contacted if there is a confirmed case of Covid-19 Children with direct contact to a confirmed case will be quarantined for 14 days. Stable cohort members with direct contact to a confirmed case will be quarantined for 14 days, including the teacher. If a child had specific medical needs there would be a plan built for them.</p>	
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?	
<p>The parents have read and signed the parent handbook, which outlines these plans, in the case of infection.</p>	

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: Carl

Click or tap here to enter text.

12.1 – 12.16	★ Refer to Appendix for OCC Transportation Plan Template.
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Plan to meet these requirements:

No field trips are planned at this time.

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

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

None

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: Click or tap here to enter text.

Click or tap here to enter text.

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:	
First Aid and CPR training were offered to all staff needing recertification in August. Teachers have been accessing on line PD, to meet their licensing goals and requirement. Teachers are responsible for putting their certificates in ORO upon completion.	
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?	
NA	
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.
Plan to meet this requirement:	
Staff were given these guidelines and will be presented with them again when this plan is shared in October.	
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?	
NA	

COVID-19 Health and Safety Plan



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: Carl

Click or tap here to enter text.

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:	
Carl will update this plan as changes develop and share it out with families whenever needed.	
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?	
A copy of this document will be shared with parents in October and then ongoing when changes are made.	



The COVID-19 Health and Safety Plan must be completed within 45 days of ELD's issuance of this template on September 25 (per p. 62 of the Guidelines).

COVID-19 Health and Safety Plan Toolkit - Appendix

This Appendix contains hyperlinks to documents, other templates, and additional resources, and is intended to assist in developing and completing your COVID-19 Health and Safety Plan.

- ★ Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19 (published August 14, 2020)
https://oregonearlylearning.com/form_sets/health-and-safety-guidelines-for-child-care-and-early-education-operating-during-covid-19/
- ★ Office of Child Care COVID-19 Daily Health Check
http://oregonearlylearning.com/form_sets/daily-health-check-fillable/
- ★ Office of Child Care COVID-19 Daily Attendance Log
https://oregonearlylearning.com/form_sets/daily-attendance-log-covid-19/
- ★ Office of Child Care Exclusion Chart
https://oregonearlylearning.com/form_sets/exclusion-summary-diagram/
- ★ Emergency Child Care Guidance Staff Orientation
https://oregonearlylearning.com/form_sets/staff-covid-19-training-fillable/
- ★ Office of Child Care Transportation Plan Template
https://oregonearlylearning.com/form_sets/transportation-plan-fillable/