**ST. PAUL PAROCHIAL SCHOOL**

**Child Care and Early Education-**

**COVID-19 Health and Safety Plan**

**(Latest Revision 10-12-20)**

**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: Amanda Davidson and Laurie McCarthy

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| **1.1** | **Require parents or caregivers to drop off or pick up children from program staff outside of the facility.**   * *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.* | |
| --- | --- | --- |
| **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:** | | |
| All parents and caregivers must wear face coverings when entering the school building and the daycare facility. There are marks outside the building indicating where to wait (with proper distance indicated). Check in is done at the front door of the school. We have masksd available in both children and adult sizes for those who need them. These procedures were put in place in August 2020, and have been implemented. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | | |
| **What information will you share with families about this part of your plan?** | | |
| We will share an update on how the pick up/drop off procedures are going, and thank the parents for their cooperation with the safety plan. | |
| **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:** | | |
| Hand sanitizing stations are placed immediately in the front door of the school building, as well as just outside the classroom doors. Frequent handwashing with soap and water is also encouraged. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | | |
| **What information will you share with families about this part of your plan?** | | |
| We have shared the expectations and routines of frequent handwashing throughout the day, as well as the locations of the hand sanitizing stations. | |
| **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 members will be in charge of checking the students in/out. Pens will be placed in an area of “to be sanitized” items. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | | |
| **What information will you share with families about this part of your plan?** | | |
| We have let families know that staff would be responsible for recording time in/out, and this part of the safety plan has been successfully implemented. | |

**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: Amanda Davidson  
 Laurie McCarthy

| **2.1** | **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.* |
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| **2.2** | **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.** |
| **2.3** | **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.](#Appendix) |
| **2.4** | **Staff members may self-screen and attest to their own health on a daily basis.** |
| **Plan to meet these requirements:** | |
| Our Early Learning Center will follow the same screening questionnaire as our elementary school. The questionnaire is completed daily by parents before drop-off. Health checks as well as temperature checks are conducted and recorded daily (as pass/fail) before the child enters the building. Children are kept in stable groups of 10 or less children. All contacts are recorded during the day and records maintained. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | |
| **What information will you share with families about this part of your plan?** | |
| Parents will be asked to complete the daily online screening before dropping off their children. The documents are run through an approved website (docusign) to allow for secure record keeping. | |
| **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:** | |
| Daily checks are completed each day as children enter the building. The checks are done by the assigned office staff, and are recorded each day (pass/fail). Records are maintained in secure location. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | |
| **What information will you share with families about this part of your plan?** | |
| Families are reminded to complete the questionnaire daily by email. A follow up phone call takes place if the questionnaire has not been received by the time the student arrives. | |
| **2.6** | * [Refer to Appendix for OCC Exclusion Chart while completing daily health checks.](#Appendix) |
| **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:** | |
| Face coverings (masks as well as shields) have been purchased and made available to all children and adults (parents and staff members). Gloves are also available to staff members. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | |
| **What information will you share with families about this part of your plan?** | |
| The OCC Exclusion Chart will be made available for both staff members and parents to review. | |

**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: Amanda Davidson  
 Laurie McCarthy

| **3.1** | **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.**   * *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.* |
| --- | --- |
| **3.2** | **Indicate required information in each daily log. Refer to Appendix for COVID Daily Attendance Log.** |
| **3.3** | **Daily logs must be retained for 2 years for all children (the usual amount of time per child care rules).** |
| **3.4** | **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.** |
| **Plan to meet these requirements:** | |
| All daily logs for attendance and contact with cohorts will be recorded daily and will be retained with our K-12 attendance records. | |
| **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: Click or tap here to enter text.  
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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:**   * 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:** | |
| Information will be provided to families in a timely and organized manner. Visits and meetings will be offered virtually, and if it is necessary to enter the facility, all physical distancing and face covering protocols will be followed. Outdoor spaces will be used if available, and meetings limited to one family at a time. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | |
| **What information will you share with families about this part of your plan?** | |
| Families will be informed of how to schedule meetings if they have questions or concerns. The drop off/pick up protocols will be posted and also discussed with each family. | |
| **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: Amanda Davidson  
 Laurie McCarthy

| **5.1** | **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.* |
| --- | --- |
| **5.2** | **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.** |
| **5.3** | **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.* |
| **5.4** | **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:**   * 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:** | |
| All children will be placed in stable groups with the same staff members assigned to their group. Additional adults may be allowed to enter a stable group only when necessary (to provide for ratios, special services, and to provide services that cannot take place outside program hours). All contacts made with cohorts will be recorded. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | |
| **What information will you share with families about this part of your plan?** | |
| Parents are informed that their children will only be with assigned adults unless necessary circumstances necessitate, and that all physical distancing protocol with those in other groups will be implemented. | |
| **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.**   * *For providers operating in counties in Phase 1 and Phase 2, see Requirements 5.9 through 5.12 of the Guidelines.* * *For providers operating in counties in Baseline, see Requirements 5.13 through 5.16 of the Guidelines.* |
| **5.9 – 5.16** | * [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.](https://oregonearlylearning.com/form_sets/health-and-safety-guidelines-for-child-care-and-early-education-operating-during-covid-19/) |

**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: Amanda Davidson  
 Laurie McCarthy

| **6.1** | **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.**   * 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:** | |
| All staff members, staff, visitors, etc who enter the school building and Early Childhood classroom are required to wear face coverings or shields that follow the CDC guidelines. The school and facility has face masks available to those who do not have them. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | |
| **What information will you share with families about this part of your plan?** | |
| All staff members, staff, visitors, etc who enter the school building and Early Childhood classroom are required to wear face coverings or shields that follow the CDC guidelines. The school and facility has face masks available to those who do not have them. | |
| **6.2** | **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.**   * 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:**   * 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** | **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:**   * 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. * *Children cannot be disciplined for the inability to safely wear a face shield or face covering.* |
| **Plan to meet these requirements:** | |
| All children who are kindergarten age and up will be required to wear face coverings. Staff members will help guide the children in correctly wearing them. If the child needs to remove the mask, staff will ensure that distance is maintained between that child and others, and will encourage children to re-engage in activity after they return to wearing their face covering. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | |
| **What information will you share with families about this part of your plan?** | |
| All children who are kindergarten age and up will be required to wear face coverings. Staff members will help guide the children in correctly wearing them. Masks are available at the school for those who need them. | |
| **6.6** | **Allow children in grades Kindergarten and up to *not* wear a face shield or face covering, if they:**   * 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** | **Ensure children under two years of age *never* wear a face shield or face covering.** |
| **6.8** | **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.**   * 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** | **Require face coverings to be washed daily or a new face covering to be worn daily.**   * After removal of a soiled face covering, the face covering should be put away into a secure place that is not accessible to others.   + For example, it could be placed into a plastic bag or plastic container that is inaccessible to children prior to being cleaned. |
| **6.10** | **A face shield must be wiped down with disinfectant at the end of the day after use.** |
| **Plan to meet these requirements:** | |
| The Early Learning Center and school have masks available to those who need them. The staff will ensure proper disinfecting is done when masks or shields are touched. We will have bags available to transport masks that need to be washed. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | |
| **What information will you share with families about this part of your plan?** | |
| The Early Learning Center and school have masks available to those who need them. The staff will ensure proper disinfecting is done when masks or shields are touched. We will have bags available to transport masks that need to be washed. | |
| **6.11** | **Require disposable face coverings or face shields to be worn only once.** |
| **6.12** | **Face coverings must be changed after a daily health check if the adult interacted with a sick child.** |
| **6.13** | **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.** |
| **Plan to meet these requirements:** | |
| Staff members will be provided with ample face masks to change as often as necessary. All PPE will be disinfected after use when interacting with a child displaying symptoms of illness. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | |
| **What information will you share with families about this part of your plan?** | |
| NA | |
| **6.14** | **Certified Centers and Recorded Programs only: 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:** | |
| Outer Layers (smocks or aprons) will be purchased and provided to those doing health and safety checks. If an adult needs to move between stable groups, they will be provided with a clean outer layer to wear. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | |
| **What information will you share with families about this part of your plan?** | |
| NA | |
| **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:** | |
| Outer Layers (smocks or aprons) will be purchased and provided to those who feed infants. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | |
| **What information will you share with families about this part of your plan?** | |
| 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:** | |
| Any child displaying Covid symptoms will be taken to a separate space designated as the health room, where staff can monitor but maintain six feet of distance. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | |
| **What information will you share with families about this part of your plan?** | |
| Families are informed of the planned space (health room area) for their child in the event they begin to show symptoms of illness. | |
| **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: Amanda Davidson  
 Laurie McCarthy

| **7.1** | | **No field trips are permitted unless they are conducted fully outdoors. Field trips to indoor venues are not permitted.**   * 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:   + 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. |
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| **7.2** | | **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.** |
| **Plan to meet this requirement:** | | |
| No field trips are planned or will occur until restrictions are lifted. Cribs in the ELC are spaced at least 36 inches apart and arranged so that the head of each child is not aligned with another child for naptime (we do not have overnight care). | | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | | |
| **7.3** | | **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.** |
| **Plan to meet this requirement:** | | |
| All children wash hands before and after an activity with any shared materials. Materials are not shared whenever possible. | | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | | |
| **What information will you share with families about this part of your plan?** | | |
| We have informed our families that we will be using individual supplies (not shared materials) as much as possible. When materials are shared, children will wash hands and the materials will be washed/sanitized. | | |
| **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.](https://oregonearlylearning.com/form_sets/health-and-safety-guidelines-for-child-care-and-early-education-operating-during-covid-19/) | |
| **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:** | | |
| Classroom materials are washed between uses. All materials are sanitized between cohorts. Common materials (such as the sensory table) have been removed from the classroom. | | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | | |
| **What information will you share with families about this part of your plan?** | | |
| NA | | |

**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: Amanda Davidson  
 Laurie McCarthy

| **8.1** | **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):**   * 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:** | | |
| Handwashing sink and soap are easily accessible for staff and students. Hand sanitizer is used when handwashing is not available, and before entry to the building and classrooms. It is kept out of reach of children in the classroom. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | | |
| **What information will you share with families about this part of your plan?** | | |
| Frequent handwashing and sanitizing will be part of the daily routine while in the school building. | |

**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: Amanda Davidson  
 Laurie McCarthy

| **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:** | | |
| All students/children currently bring own meals from home. Any snack provided is done by staff. Children are supervised so that sharing/touching food of others is prevented. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | | |
| **What information will you share with families about this part of your plan?** | | |
| All students/children currently bring own meals from home. Any snack provided is done by staff. Children are supervised so that sharing/touching food of others is prevented. | |
| **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:** | | |
| We have a space designated for breastfeeding that is private and away from others. Adults can enter the program for feeding purposes. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | | |
| **What information will you share with families about this part of your plan?** | | |
| We will let parents know that there is a separate area available for breastfeeding or feeding of children if necessary. | |
| **9.5** | **Discontinue use of drinking fountains except for filling other containers such as water bottles.** | |
| **Plan to meet this requirement:** | | |
| We do not currently use any drinking fountains. We have a bottled water service available for staff to fill water bottles for children as necessary. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | | |
| **What information will you share with families about this part of your plan?** | | |
| NA | |

**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: Amanda Davidson  
 Laurie McCarthy

| **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).](https://oregonearlylearning.com/form_sets/health-and-safety-guidelines-for-child-care-and-early-education-operating-during-covid-19/) | |
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| **Plan to meet these requirements:** | | |
| Our school and ELC have developed and implemented a cleaning schedule that is in compliance with the safety guidelines set for through the Office of Child Care and the Oregon Department of Education. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | | |
| **What information will you share with families about this part of your plan?** | | |
| Our school and ELC have developed and implemented a cleaning schedule that is in compliance with the safety guidelines set for through the Office of Child Care and the Oregon Department of Education. | |

**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: Amanda Davidson  
 Laurie McCarthy

| **11.2** | **Decisions about required closure will be made in conjunction with Early Learning Division staff and the local public health authority.** | |
| --- | --- | --- |
| **11.3** | **Have a plan for a child with particular health needs.**   * 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** | **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.**   * 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** | **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:**   * ERDC: [dpu.providerreporting@dhsoha.state.or.us](mailto: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](mailto: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 for 14 days.** | |
| **Plan to meet these requirements:** | | |
| No child will be excluded from 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 In the event of Covid exposure, our school and Early Learning Center will follow protocol for working with our local public health authority (Marion County Health and Human Service (503) 588-5357 and 24/7 Disease Reporting (503) 588-5621) in addition to contacting our licensing specialist and the OCC Central Office: (503) 947-1400 or (800) 556-6616. We will utilize our records to make sure that we can communicate information to everyone who needs to know about the exposure. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | | |
| **What information will you share with families about this part of your plan?** | | |
| In the event of Covid exposure, our school and Early Learning Center will follow protocol for working with our local public health authority (Marion County Health and Human Service (503) 588-5357 and 24/7 Disease Reporting (503) 588-5621) in addition to contacting our licensing specialist and the OCC Central Office: (503) 947-1400 or (800) 556-6616. We will utilize our records to make sure that we can communicate information to everyone who needs to know about the exposure. | |

**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: Amanda Davidson  
 Laurie McCarthy

| **12.1 – 12.16** | * [Refer to Appendix for OCC Transportation Plan Template.](#Appendix) |
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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: Amanda Davidson  
 Laurie McCarthy

| **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:** | | |
| All staff completed their renewal for First Aid and CPR training in September 2020. All professional development will be completed in accordance with child care licensing program requirements through online coursework. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | | |
| **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:** | | |
| Copies of the guidelines will be distributed to staff members to ensure they have access to the document. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | | |
| **What information will you share with families about this part of your plan?** | | |
| NA | |

**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: Amanda Davidson  
 Laurie McCarthy

| **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 post this plan in the classroom, as well as on our website so that it can be easily accessed by families. | |
| **Training needed?  No  Yes (*Note in Section 13. Professional Development*)** | | |
| **What information will you share with families about this part of your plan?** | | |
| We will post this plan in the classroom, as well as on our website so that it can be easily accessed by families. | |

| **Teal Checkmark** | ***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/>