



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

Each child care facility is required to create a written COVID-19 Health and Safety Plan to ensure safe operations and help reduce the transmission of COVID-19.

NOTE: Making a COVID-19 Health and Safety Plan for your program or center is mandatory.

This optional template for a COVID-19 Health and Safety Plan meets the requirements in the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” (referred to as “Guidelines” throughout):

https://oregonearlylearning.com/form_sets/health-and-safety-guidelines-for-child-care-and-early-education-operating-during-covid-19/

Purpose

When completed, this template will:

- Help facility owners and leaders effectively plan and implement healthy and safe operations during COVID-19;
- Communicate new practices and procedures to staff in your facility; and
- Share new practices and procedures to families in your facility.

The COVID-19 Health and Safety Plan developed for each child care facility should be tailored to each facility’s unique needs and should be created in consultation with the *Guidelines*. Though using this particular template is optional, *providers should ensure that their COVID-19 Health and Safety Plan addresses all guidelines relevant to their program.* **Please note:** Only requirements that involve planning were addressed in this template.

Per Requirement 14.4, a child care facility’s COVID-19 Health and Safety Plan must be shared with all staff and posted in an easily visible area. Programs must also share this template or the information within it with families.

How will you share your completed plan and any updates with families?
<input checked="" type="checkbox"/> Newsletter <input type="checkbox"/> Case management software <input type="checkbox"/> Mass email
<input type="checkbox"/> Virtual parent meeting (group) <input type="checkbox"/> Virtual parent meetings (individual) <input type="checkbox"/> Other
If “Other,” please explain: <input type="text"/> Click or tap here to enter text.

COVID-19 Health and Safety Plan

Each child care facility should identify a person or persons responsible for health and safety preparedness and response planning during the COVID-19 pandemic. This person will be responsible for:

- Creating the plan, either alone or in collaboration with others;
- Monitoring the implementation of your COVID-19 Health and Safety Plan;
- Continued monitoring of local health data to assess implications for child care operations and potential adjustments to the plan; and
- Serving as the point person for communicating with families about your COVID-19 Health and Safety Plan.

Name and title of staff person responsible for overall implementation:
Directors & Providers: Dina Raigoza & Santiago Raigoza
Best way to contact this person:
Email roguevalleymontessori@gmail.com or call 541-531-1993

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: Each Lead Teacher Responsible for his/her Class
 Toddler- Maria Coyotl, Preschool- Crystal Sogar & Kindergarten- Santiago Raigoza

1.1	<p>Require parents or caregivers to drop off or pick up children from program staff outside of the facility.</p> <ul style="list-style-type: none"> 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	<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>
<p>Plan to meet these requirements:</p>	
<p>Parents notified in advance (emailed/newsletter) of drop-off procedures. Face mask and social distancing rules posted and implemented. Lead Teacher opens door and invites child in. Logins electronically by Teacher and documented on Daily Attendance Sheets, temperatures taken, child directed to place items away, child sent to wash hands.</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 informed that they must wear a face mask and keep socially distanced in advance and on a case by case as needed.</p>	
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> <ul style="list-style-type: none"> 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.
<p>Plan to meet this requirement:</p>	

COVID-19 Health and Safety Plan

1.1	Require parents or caregivers to drop off or pick up children from program staff outside of the facility. <ul style="list-style-type: none">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.
Hand hygiene station near door for any adults entering. Children directed to hand-washing sink in class rest room immediately upon entering. Teachers implement a 20+ seconds hand-washing song and supervise to ensure this task is done correctly.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)	
What information will you share with families about this part of your plan?	
Families are aware that they must wait outdoor after knocking for their teacher to bring their child to the door. Each parent waits their turn, one-on-one time given, short report given to parents upon existing.	
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:	
No writing utensils given to parents Teacher responsible for electronically signing each child in (TimeStation) which is emailed to parents and manually keeping Daily Logs/Check updated.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)	
What information will you share with families about this part of your plan?	
Adults made are aware that they must allow the teacher to sign-in and sign-out their child each time. Teachers use a four digit code for each child.	

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: Each Lead Teacher Responsible for his/her Class

Toddler- Maria Coyotl, Preschool- Crystal Sogar & Kindergarten- Santiago Raigoza

2.1	<p>Conduct a daily health check for all children, staff, or other persons (parents, maintenance, etc.) entering into the program.</p> <ul style="list-style-type: none"> • See “Recordkeeping” section to document the health check.
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.</p> <p>★ 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:

Teachers use a hand thermometer to take temperatures and record them in Daily Attendance Sheets. A “pass” or “fail” is marked upon entering. Any “fails” will be excluded immediately. All adults aware of temperature requirements. Questions about exposure to COVID asked upon answering door.

Training needed? No Yes (Note in Section 13. Professional Development) **A new Teacher is shown these procedures upon employment Orientation**

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

Parents are aware that new COVID questions will be asked upon entering, and that temperatures are logged in each day. Newsletter containing this information sent at beginning of school year and will be sent again every other month to remind them.

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>
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Plan to meet this requirement:

COVID-19 Health and Safety Plan

2.1	<p>Conduct a daily health check for all children, staff, or other persons (parents, maintenance, etc.) entering into the program.</p> <ul style="list-style-type: none"> • See “Recordkeeping” section to document the health check.
<p>All daily health records manually written by Lead Teacher in Daily Attendance Sheets. Each child has a 4 digit code. These records are to be turned into the Director at the end of each month for record keeping purposes.</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 aware of the Teacher responsibility.</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>Face mask required of all adults upon entering and of all children 5 years plus. Disposable masks provided by Center, reusable masks provided by each individual. Protective equipment must cover nose and mouth.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Note in Section 13. Professional Development) Only if masks are not worn inappropriately</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>Parents informed during initial enrollment process that all adults and children over 5 years old must wear protective face mask, signs to remind them are also posted near the doors.</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: Each Lead Teacher Responsible for his/her Class

Toddler- Maria Coyotl, Preschool- Crystal Sogar & Kindergarten- Santiago Raigoza

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> <ul style="list-style-type: none"> • <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>
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>

Plan to meet these requirements:

Attendance Checklist Sheets kept on a clipboard by Lead Teacher. They are responsible to write in each child's information upon entering and existing. Sheets are renewed each month. Teacher give sheets to Director to keep in office.

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: Directors: Dina & Santiago Raigoza

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:

Families are kept informed with electronic newsletters that are subscribed to upon enrolling. Mail-chimp service used to keep records of newsletters, who views the newsletter, and who is engaged. Newsletters sent at minimum once a month or as needed.

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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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.
Electronic newsletters via Mailchimp email subscription.	
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: Each Lead Teacher Responsible for his/her Class

Toddler- Maria Coyotl, Preschool- Crystal Sogar & Kindergarten- Santiago Raigoza

5.1	<p>Assign and keep children in stable groups with the same assigned adults.</p> <ul style="list-style-type: none"> A new child may be added or moved to a different stable group if it is a permanent change.
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.</p> <ul style="list-style-type: none"> Staff and children are not required to physically distance from adults or children within their stable group.
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:

Stable groups are kept in each classroom. Classroom Student List kept updated. Two adults kept per stable group. No floaters used. If substitute is needed the Director will be used only in the necessary classroom that day. Social distancing applied during classroom time with the use of individual yoga work mats per each child.

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

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

Families understand that their child is kept in the same stable group of children/classmates. Caregivers introduced at first to the Required Staff/Teachers for their students stable group.

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5.1	<p>Assign and keep children in stable groups with the same assigned adults.</p> <ul style="list-style-type: none"> • <i>A new child may be added or moved to a different stable group if it is a permanent change.</i>
5.5	<p>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.</p>
5.6	<p>Recorded Programs may use a visual barrier to define the space used outside.</p>
5.7	<p>No facility may serve more than 250 children.</p>
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> <ul style="list-style-type: none"> • <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	<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: All Teacher/adults responsible for this task

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.
<p>Plan to meet this requirement:</p>	
<p>Adults aware that they must put on a face mask before entering facility. Extras protective coverings provided by Center. Face shields allowed for child with special cases.</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>Newsletters mentions the essential tasks required of adults at this time. Face masks/ face shields are a requirement for service to be provided.</p>	
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	<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>

COVID-19 Health and Safety Plan

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.
6.4	<p>Allow a child between two years of age and Kindergarten to wear a face covering 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.
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. <ul style="list-style-type: none"> ● <i>Children cannot be disciplined for the inability to safely wear a face shield or face covering.</i>

Plan to meet these requirements:

Children in Kindergarteners (5 years and up) required to wear face masks upon entering and throughout the day. When meals are served and protective gear is to be removed children are sat at an adequate distance. Younger children are allowed to wear a face shield masks if the adult prefers.

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

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

Adults notified via emailed newsletter of the face mask/shield requirement and verbally told on a case by case.

COVID-19 Health and Safety Plan

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.
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> <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>

Plan to meet these requirements:

Child sized face masks provided by the Center for those that need them. Face shields allowed for children that need them in place of a face mask. No children under 2 wear face masks. Children wash hands upon entering and after handling protective equipment.

COVID-19 Health and Safety Plan

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.
<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>Visitors limited and given a face masks if they are not wearing one already. Visitors asked to come during after-school hours.</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>Caregivers are notified that they are responsible to provided a clean face shield or masks each day. Disposable child sized masked also provided by the Center near the door.</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>Information on face mask requirement sent via newsletter subscription and implemented by each Lead Teacher in their classroom.</p>	

COVID-19 Health and Safety Plan

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.
6.14	<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>Teachers provided with an apron that they must wear during the morning health checks.</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>None.</p>	
6.15	<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>	
<p>No infants served.</p>	
<p>Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)</p>	

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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.
<p>What information will you share with families about this part of your plan?</p>	
<p>Again families are aware of this requirement in advance to enrollment. Implemented daily by staff.</p>	
6.16	<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>Protective equipment (disposable masks) provided by Center. Facility is arranged so that children have a separate work area, adequate space for themselves, and their own cubby for the belongings.</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>Face shield or mask requirement posted outside facility, implemented by staff, and adults are notified in advance to enrollment.</p>	
6.17	<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: Click or tap here to enter text.
 Click or tap here to enter text.

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>
Plan to meet this requirement:	
<p>Field trips not done. Cots for sleeping placed at appropriate distance before nap-times.</p>	
Training needed? <input type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)	
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>
Plan to meet this requirement:	
<p>Hand-Sanitizer used when sharing if needed, otherwise hand-washing will be implemented.</p>	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)	
What information will you share with families about this part of your plan?	

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7.1	No field trips are permitted unless they are conducted fully outdoors. Field trips to indoor venues are not permitted. <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.
Parents aware of daily schedule and enforcement of hand-washing procedures.	
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:	
Sandboxes and water-tables no longer in use.	
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?	
Explanations given as needed, if adults asks about these daily activities.	

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: All staff members responsible for implementation of this.

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	<p>Make handwashing materials easily accessible to each stable group.</p>
8.3	<p>Hand sanitizer must be stored out of reach of children when not in use.</p>
<p>Plan to meet these requirements:</p>	
<p>Hand-sanitizer stored in Sanitation Sanitation out of reach of children. Hand-washing supervised by adults present. A poster posted up for child to see the steps.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Note in Section 13. Professional Development) Children will need constant reminder of the 20 seconds, a hand-washing song can implemented and supervision needed</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>Explanations given as needed, if adults asks about these daily activities. All entering adults directed to Sanitation Station.</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: All Adults responsible for this task.

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:	
An adult serves snack after hand-washing. Each child is served individually and seated spaced apart to avoid sharing.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Note in Section 13. Professional Development) Food Handlers done prior to handling food by staff	
What information will you share with families about this part of your plan?	
Explanations given as needed, if adults asks about these daily activities.	
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:	
No infants served. Breastfeeding currently not required.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)	
What information will you share with families about this part of your plan?	

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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.
Yes, staff members aware of this responsibility. They wash hands, wear gloves, and manage the food tray themselves.	
9.5	Discontinue use of drinking fountains except for filling other containers such as water bottles.
Plan to meet this requirement:	
Water Tanks used to fill up individual water bottles bought home for each child. Staff and older children responsible to fill up as needed.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)	
What information will you share with families about this part of your plan?	
Explanations given as needed, if adults asks about these daily activities.	

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: Click or tap here to enter text.
 Click or tap here to enter text.

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:	
Each Teacher responsible to Sanitize items upon use, during nap-time/down-time and at the end of the day.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Note in Section 13. Professional Development) Discussed during annual meeting	
What information will you share with families about this part of your plan?	
Explanations given as needed, if adults asks about these daily activities.	

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: Dina & Santiago Raigoza

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@dhsoba.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.

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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.
11.10	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:	
Directors will communicate with local public health authorities if needed. The appropriate staff and classroom members will be notified electronically or in person dependent on what the situation calls for. We will ensure that an confirmed cases of COVID in a stable group will be quarantined as required by Child Care and public health authorities.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)	
What information will you share with families about this part of your plan?	
All above information shared with adults via newsletters.	

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: Click or tap here to enter text.
 Click or tap here to enter text.

12.1 - 12.16	★ Refer to Appendix for OCC Transportation Plan Template.
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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: All Teachers responsible for their own professional development and communicating/uploading to ORO and to providing to the Director.

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:	
Trainings sent electronically to those that needed it out and kept on file. Licensing specialist provided appropriate trainings opportunities via email.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Note in Section 13. Professional Development) Director has discussed with employees this progress and shown those that needed additional help with ORO	
What information will you share with families about this part of your plan?	
Explanations given as needed, if adults asks about these daily activities.	
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:	
This form will be emailed and each staff members will be asked to respond once they are reviewed it.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)	
What information will you share with families about this part of your plan?	

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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.
Explanations given as needed, if adults asks about these daily activities.	

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: Dina & Santiago Raigoza

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:	
Directors will update plan as needed.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)	
What information will you share with families about this part of your plan?	
All COVID information and updates are emailed to a minimum of two guardians (per family) and is continuously emailed to keep parents aware of the new state rules.	

 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/