



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

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. Utilizing this template is optional.

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 type="checkbox"/> Newsletter <input type="checkbox"/> Case management software <input checked="" type="checkbox"/> Mass email
<input type="checkbox"/> Virtual parent meeting (group) <input type="checkbox"/> Virtual parent meetings (individual) <input checked="" type="checkbox"/> Other
If “Other,” please explain: <i>Plan will be posted at our Front Desk by thermometers</i>

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ELD recognizes that many child care providers have already developed and are currently implementing their plans, whereas others are in the beginning phases of development. Programs already operating under COVID-19 Health and Safety Plans should review the updated *Guidelines* released August 14, 2020, and ensure that their program is in compliance.

Each child care facility must continue to monitor its COVID-19 Health and Safety Plan throughout the year and update the plan as needed. All revisions must be shared with all families and staff and posted in an easily visible area.

Three ways you can use this template:

1. **Save on your device and type into the template.** Boxes will expand automatically to fit your text.
2. **Print the template and write in by hand.**
3. **Modify the template in ways that work for your child care.**

Instructions

Identify a person or persons responsible for the overall implementation of this 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:
Jaime Snider, Director
Best way to contact this person:
Text or call at 541-621-1588 or email at jaime.snider@gmail.com

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).

COVID-19 Health and Safety Plan

For each section of the COVID-19 Health and Safety Plan:

- 1. Read the Requirements in the *Guidelines* and also consider the Recommendations. Plan and write what your child care facility will do to meet the requirements. Include any steps you need to take to prepare.**
 - In areas where you have a choice of how to implement a Requirement, write how you will do so. For example, in Section 1, Will you use hand sanitizer as people enter your facility or will you use a hand-washing station directly inside the door?
 - Consider whether a new policy or the modification of an existing policy is necessary to implement your plan effectively. For example, if you previously required families to attend an in-person parent-teacher conference in the fall, and will now require these to be virtual, what steps you will take if technology might be a barrier for some of your families?
- 2. Name the person at your facility responsible for overall implementation for the plan's steps and/or implementation.**
- 3. Consider professional development/training needs for you and any staff.** In order to implement this requirement effectively, will staff, children, families, or others require instruction or formal training? This includes providing detailed written instructions, offering demonstrations, watching videos, or attending online classes.

For support on completing your COVID-19 Health and Safety Plan, and finding training for you or your staff, please contact your local [Child Care Resource and Referral](#). You may also contact your licensing specialist with questions about how to meet the *Guidelines*.

SAMPLE COMPLETION (Sections 1 and 13):

The following two pages offer examples of how to write your plan.

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

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

Staff member(s) responsible: Juana Smith

1.1	<p>Require parents or caregivers to drop off or pick up children from program staff outside of the facility.</p> <p>→ <i>Registered Family (RF) or Certified Family (CF) providers only: When only one staff member is on site, parents or caregivers are allowed to enter but must wait for previous family to exit home before entering.</i></p>
1.2	<p>Require parents or caregivers to wear a face shield or face covering during drop-off or pick-up.</p>
1.3	<p>Require parents or caregivers during drop-off or pick-up to maintain physical distancing when not engaged in hand-off of children to staff.</p>
<p>Plan to meet these requirements:</p>	
<p>Need to inform parents that they have to wear a mask at drop-off/pick-up. Make chalk circles on the front sidewalk (6 ft. apart) to show parents where to wait, make sure they are distanced.</p> <p>Talk with the kids at Morning Meetings about the new drop-off and pick-up rules- for example, parents can't come inside anymore. Remind them they can still use the window to wave goodbye.</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>I will write this information in the weekly newsletter email. I will reassure families that we will have extra masks that they can use if they forget. I'll also suggest that they may want to make up a new drop off routine if their child has trouble saying goodbye in the morning.</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> <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>

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Plan to meet this requirement:	
Put hand sanitizer in a pump bottle inside the door. I will hang a basket for it from the bulletin board out of reach of children. Buy: Order more hand sanitizer and look for a basket.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
I will let parents know in the weekly newsletter that the children, and anyone coming in, will use hand sanitizer.	
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:	
Put out a jar of clean pens by the door every day. Make a "used pen" jar also. Remember to sanitize them at the end of the day. We will sign children in and out.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
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: Juana Smith

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

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Assistant Teacher Marie and I will use the new video app on our phones to meet in the evening and to learn how it works. We will try online classes with CCR&R for our licensing hours this year.

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

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

None.

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

I will make sure Marie has time to review the guidelines.

At our weekly meeting, we will review the plans for:

Drop-off and pick-up time distancing.

Hanging sanitizer and extra masks by the door.

Doing sign-in and out for parents, and not sharing pens.

Download video conference app to our phones.

(Continue listing any additional training needs from Sections 2-12 & 14.)

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

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

None.

- End of Sample Sections. -

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: Click or tap here to enter text. Brenda, Lisa F. Lillian, Jaime, Sara

1.1	<p>Require parents or caregivers to drop off or pick up children from program staff outside of the facility.</p> <p>→ <i>Registered Family (RF) or Certified Family (CF) providers only: When only one staff member is on site, parents or caregivers are allowed to enter but must wait for previous family to exit home before entering.</i></p>
1.2	<p>Require parents or caregivers to wear a face shield or face covering during drop-off or pick-up.</p>
1.3	<p>Require parents or caregivers during drop-off or pick-up to maintain physical distancing when not engaged in hand-off of children to staff.</p>
<p>Plan to meet these requirements:</p>	
<p>Director Jaime Snider emailed parents about new drop off procedures outside of facility, requirement for parents to wear face coverings during drop off and pick up and more on the updated guidelines on Sunday, August 30th. Subsequent email reminders will be sent if needed.</p> <p>We have posted signs on our playground gate, showing how to properly social distance and maintaining 6 feet apart from other families during drop off and pick up. Director Jaime Snider will remind parents that forget to wear masks via verbal message, text, or email. When needed, we can provide disposable masks.</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>Director Jaime Snider will write this information in email updates to parents. We have extra disposable masks on hand should a parent forget their mask. We have signs on our playground gate talking about social distancing.</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> <p>→ <i>If a sink with soap and water is not available, provide hand sanitizer between 60%-95%</i></p>

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	<p><i>alcohol at the entrance. Keep hand sanitizer out of children's reach and supervise use. → See Section 8 for detailed handwashing guidance and planning.</i></p>
Plan to meet this requirement:	
<p>We are using hand sanitizer versus hand washing at the door. Staff pump hand sanitizer into children's hands prior to admitting them in the front door. When staff arrive at work, they walk in front door about six feet to the front counter to use hand sanitizer themselves.</p> <p>Buy: We have purchased GALLONS of hand sanitizer for use at the front door.</p>	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
<p>Director Jaime Snider let parents know in an August 30th email that children's hands will be sanitized prior to entering the building. We also made a visual sign to act as a reminder that is hung on our front door.</p>	
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:	
<p>Our staff sign children in/out each day as to avoid multiple people using writing utensils</p>	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
<p>Director Jaime Snider emailed parents to let them know staff will be signing in and signing out children each day, as to avoid multiple people using writing utensils.</p>	

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: Brenda, Lisa F. Lillian, Jaime, Sara, ALL STAFF

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>All staff preform their own health checks upon entering the building each day. * By coming to work, staff are attesting they are cleared to perform their job duties, and are answering “no” to all health questions. Staff members responsible for outside health checks are listed above, and are staff who are to preform health checks on children and any other people who must enter the facility.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" 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 was sent via August 30th email about how our staff are preforming daily health checks on children and all who enter building, as well as self-attesting each morning. Required health questions were emailed on August 30th, so that parents knew what questions would be asked of them each day.</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>	

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<p>Jaime added a “health check” section to our Daily Sign-In Sheets, where a “pass or fail” for temperature checks on each child are recorded. Jaime added staff names and health check sections to sign in sheets and Visitor Log. Visitors are not allowed into the building during operational hours of 8:00-5:00. New Family Tours, maintenance, etc. are to be conducted outside of business hours. Parents may enter facility during operational hours with Director approval.</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>At the door, we will verbally tell each parent who must enter the facility that they will be checked for a temperature and that they too need to answer the health questions. Staff were trained at 8/13 & 8/14 Staff In-service in regards to not allowing visitors during operational hours, parents not entering without Director approval, new Health Check section on Sign-In Sheets, etc.</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>August 30th email to parents and staff clearly described that all adults must wear appropriate face coverings. Staff were verbally told at our August 13 & August 14 Staff In-Service that ALL must wear face masks beginning September 1st. Director Jaime Snider told all she has disposable face mask upon request, should someone (staff or parent) forget their personal mask.</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>August 30th email to parents and staff clearly described that all adults must wear appropriate face coverings.</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: Brenda, Lisa F., Lilian, Jaime, Sara and ALL STAFF

<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. → <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 or classroom has daily health checks and records kept on their daily sign in sheet. Staff names and health check (temperature & daily health questions) information are on daily sign in sheets. All sign in sheets are retained for at least 3 years, in Director’s Office or in storage room next door at First Presbyterian Church. We are not part of a K-12 school, so section 3.4 does not apply to our Center.</p>	
<p>Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)</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: **Jaime and ALL STAFF**

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:	
<p>Email parents to let them know COVID operating requirements, drop off and pick up procedures, nursing mother procedures, in English language as that is the language all of our families use to communicate best. Conduct tours for new families only before or after operational hours of 8:00-5:00 Monday-Friday.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" 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>Click or tap here to enter text. August 30th email, and personal conversations with our breastfeeding mothers by Director, outlined how nursing mothers may enter the facility but must maintain social distancing and must wear face coverings. Parents have been notified that if they need to enter the facility, we need prior notice, when at all possible. All our families communicate best in the English language, so there has been no need to translate emails and information for families. Any families who call for tours are told Jaime can conduct tours outside of operational hours of 8:00-5:00 Monday-Friday.</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: Click or tap here to enter text. [Jaime, Brenda, Heather](#)
(Director & Assistant Directors)

5.1	<p>Assign and keep children in stable groups with the same assigned adults. → <i>A new child may be added or moved to a different stable group if it is a permanent change.</i></p>
5.2	<p>Require staff to practice physical distancing (i.e., six feet) at all times within the facility with adults, as well as other staff who are not usually with the same stable group.</p>
5.3	<p>Require staff assigned to a stable group to practice physical distancing with children from other stable groups and take precautions to ensure children do the same. → <i>Staff and children are not required to physically distance from adults or children within their stable group.</i></p>
5.4	<p>Only staff assigned to a stable group may be inside classrooms with the following exceptions. Additional adults outside of the stable group may be allowed into the classroom in order to:</p> <ul style="list-style-type: none"> • Provide specialized services to children such as those associated with Early Intervention or Early Childhood Special Education. • Meet monitoring requirements of publicly funded or regulated programming. • Maintain ratios during staff breaks (e.g., floaters). • Provide service to the facility that cannot take place outside of program hours.

Whenever possible, we have the same staff in each stable group each day. We only allow contracted services to enter the facility during operational hours if their visits cannot be done outside of operational hours. We have floating staff (Brenda, Jaime & Lisa F.) who go into all classrooms to give AM & PM & lunch breaks. All staff were told about these requirements at our August 13th & August 14th Staff In-Service. Directors remind staff about social distancing when necessary.

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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Training for staff occurred at our Annual Staff In-Service, 8/13 & 8/14	
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	★ <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>

Plan to meet these requirements:
We have rearranged our playground schedule so that only one stable group uses the playground at a time. Teachers/Aides must sanitize playground equipment with bleach water spray between group use. A playground schedule is posted at our front desk, next to our daily staffing plan. We do not serve more than 60 children. We are back to using our regular rations of 4:1 for Infants/Toddlers and 10:1 for Preschool/Pre-K.
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)
What information will you share with families about this part of your plan?

Email to families will provide information on how we are only allowing one stable group at a time to use playground equipment, and how we are sanitizing equipment between uses.

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: Jaime, Brenda & Heather (Director & Assistant Directors)

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:	
<p>Click or tap here to enter text. All staff were told at August 13th & August 14th Staff In-Service that they are required to wear face coverings, and provide these for themselves, by September 1st. Exceptions can only be made with a Doctor’s note and with approval from Jaime PRIOR to September 1st. No staff are on an exception and thus ALL STAFF are required to wear face coverings each and every day. No adults shall be admitted into the facility (or allowed to drop off or pick up a child) without face coverings. Disposable face coverings are available upon request.</p>	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
<p>August 30th email to parents and staff indicated the requirements for wearing of face coverings.</p>	

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<p>6.2</p>	<p>Require all children who are in grades Kindergarten and up who are in the child care facility or the designated child care section of Registered Family (RF) or Certified Family (CF) program to wear a face shield or face covering.</p> <ul style="list-style-type: none"> ○ Face coverings and face shields must follow CDC guidelines: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html
<p>6.3</p>	<p>Adults and children who are Kindergarten age and up must wear a face shield or face covering when outside if six feet of physical distance cannot be maintained.</p>
<p>6.4</p>	<p>Allow a child between two years of age and Kindergarten to wear a face covering or face shield, if:</p> <ul style="list-style-type: none"> ○ requested by the parent/guardian, ○ the face covering or face shield fits the child’s face measurements, and ○ the child is able to remove the face covering or face shield themselves without assistance.
<p>6.5</p>	<p>If a child removes a face covering or face shield, or demonstrates a need to remove the face covering or face shield for a short-period of time, staff must:</p> <ul style="list-style-type: none"> ○ supervise the child to maintain six feet or more of physical distancing from all adults and children while the face shield or face covering is removed, ○ show the child how to effectively wear a face shield or face covering, if needed, and ○ guide the child to re-engage in safely wearing a face shield or face covering. <p>→ <i>Children cannot be disciplined for the inability to safely wear a face shield or face covering.</i></p>
<p>Plan to meet these requirements:</p>	
<p>Click or tap here to enter text. We do not have Kindergarten age children or older in our facility. Parent and staff have been made aware of the option for children ages 2 and older to wear face coverings, via email and at 8/13 & 8/14 Staff In-Service.</p>	
<p>Training needed? <input type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>Click or tap here to enter text. August 30th email to parents and staff included this information regarding no masks for children under 2, and masks are permitted for children over the age of 2 if a family wants child to wear mask and child is able to done mask independently.</p>	

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<p>6.6</p>	<p>Allow children in grades Kindergarten and up to <u>not</u> wear a face shield or face covering, if they:</p> <ul style="list-style-type: none"> ○ have a medical condition that makes it difficult for them to breathe with a face covering, as documented by their doctor’s order, ○ experience a disability that prevents them from wearing a face covering, as documented by their doctor’s order, or ○ are unable to remove the face shield or face covering independently, or ○ are sleeping.
<p>6.7</p>	<p>Ensure children under two years of age <u>never</u> wear a face shield or face covering.</p>
<p>6.8</p>	<p>Require staff or children to wash hands before putting on a face shield or face covering, after taking face shields and face coverings off, and anytime the face shield or face covering is touched.</p> <ul style="list-style-type: none"> ○ Hand-sanitizing products with 60-95% alcohol content may be used as an alternative to washing hands. ○ Children must be supervised when using hand sanitizer, and it must be stored out of reach of children when not in use.
<p>6.9</p>	<p>Require face coverings to be washed daily or a new face covering to be worn daily.</p> <ul style="list-style-type: none"> ○ After removal of a soiled face covering, the face covering should be put away into a secure place that is not accessible to others. <ul style="list-style-type: none"> ○ For example, it could be placed into a plastic bag or plastic container that is inaccessible to children prior to being cleaned.
<p>6.10</p>	<p>A face shield must be wiped down with disinfectant at the end of the day after use.</p>
<p>Plan to meet these requirements:</p>	
<p>August 30th email to parents and staff indicated mask wearing requirements, specifically about how disposable masks may not be reused, how reusable masks must be washed between uses, and how face shields must be sanitized between uses.</p>	
<p>Training needed? <input 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>All of the above sent in an email to families, plus visual aides are posted around the Center for reminders.</p>	

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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:	
Send email to staff on 9/30 regarding Face Shield Sanitization after health checks. Was also discussed at 10/5 Staff Meeting.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
We sanitize Face Shields after daily health checks and at the end of each day. Disposable face coverings can only be worn for a full day, and then must be discarded.	
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:	
Click or tap here to enter text. Jaime, Brenda, & Lisa F. are floating staff who this rule pertains to. All staff wear clean outer layers, smocks, or fresh t-shirts when entering different stable groups. Staff keep clean outer layers in their vehicles, staff bathroom or with their belongings. Staff are individually responsible for laundering their clean outer layers. This was discussed at 8/13 & 8/14 Staff In-service as well as 10/5 Staff Meeting.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	

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What information will you share with families about this part of your plan?	
Information regarding the changing of outer layers of clothing for Floating Staff will be shared in this document emailed to families.	
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:	
Click or tap here to enter text. Jaime, Brenda, & Lisa F. are floating staff who this rule pertains to. All staff wear clean outer layers, smocks, or fresh t-shirts when entering different stable groups. Staff keep clean outer layers in their vehicles, staff bathroom or with their belongings. Staff are individually responsible for laundering their clean outer layers. Staff with long hair are to pull hair back. This was discussed at 8/13 & 8/14 Staff In-Service.	
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?	
Information regarding the changing of outer layers of clothing for Floating Staff will be shared in this document emailed to families.	
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:	
Inform staff via email regarding this requirement. Verbal reminders may be used by Director or Assistant Directors.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	

6.17	Require clothing to be changed after being soiled by bodily fluids.
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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: [Jaime & Teachers](#)

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>We do not do Field Trips. Informed staff of 36 inches between mats at 8/13 & 8/14 Staff In-Service. We do not provide overnight care.</p>	
Training needed? <input checked="" 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:	

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<p>This new rule was shared with Staff at August In-Service. Teachers in classrooms have removed toys that lend themselves to lots of sharing.</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>We have limited frequently shared toys and materials and have opted for individual portions of some things where applicable (ex. Playdough is not shared as a class from one bag, but rather we made playdough for each individual child in classrooms so they can have their own personal portion).</p>	
<p>7.4</p>	<p>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.</p>
<p>7.5</p>	<p>Discontinue the use of classroom areas or materials where children must interact with common materials while engaging, such as shared sand and water tables, or outdoor sandboxes.</p>
<p>Plan to meet these requirements:</p>	
<p>We are cleaning and sanitizing CONSTANTLY, above and beyond our normal routines. We have had our entire Center sprayed TWICE to help prevent any COVID exposure that gets indoors from sticking to surfaces. We are prepared to have the Center sprayed again this Winter, if necessary. We have discontinued the use of dress up clothing, water/sand/sensory tables, and other group toys until further notice. We have made individual playdough bags for each child in our preschool classrooms, rather than have them share playdough out of a common container. We do not have a sandbox. We did not engage in our traditional “water play days” over the summer months.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p>What information will you share with families about this part of your plan?</p>	

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We talked about this heavily at Staff In-service, and brainstormed ideas (such as individual portion of playdough).

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**

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): <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:	
I have reviewed handwashing guidelines with staff at our October 5 th Staff Meeting. I have also sent in an email to all staff. Handwashing materials are accessible to all classrooms, are in two areas in our kitchen, and are in our staff bathroom. Hand sanitizer is stored out of the reach of children on our front counter, and in red classroom cabinets.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Note in Section 13. Professional Development)	
What information will you share with families about this part of your plan?	

None

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 STAFF**

Click or tap here to enter text.

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:	
We do not allow children to serve themselves from communal platters of snack foods. Adults serve children. We normally closely supervise all meal and snack times and do our best to prevent children from sharing and/or touching each other's food.	
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.	
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:	

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We normally allow breastfeeding parents into the Center for the purposes of feeding. We do allow parents to visit for other reasons, but we have discontinued that at this time due to current COVID restrictions.

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

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

We cannot allow parents to come and visit their child/children unless they are a breastfeeding Infant mother.

9.5 Discontinue use of drinking fountains except for filling other containers such as water bottles.

Plan to meet this requirement:

We do not have an operational drinking fountain. We do have one in our Preschool classroom, however, the water is turned off and it is not operational. We use sinks to fill water bottles.

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 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: ALL STAFF & First Presbyterian Church Buildings & Grounds Crew

<p>10.1 – 10.4</p>	<p>★ 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).</p>
<p>Plan to meet these requirements:</p>	
<p>Sanitation Recommendations and Cleaning Schedule reviewed at 8/13 & 8/14 Staff In-Service, as well as at 10/5 Staff Meeting. New Staff are trained on these policies and cleaning schedule. We have had the Center sprayed twice with an anti-COVID surface spray.</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>We are cleaning like crazy! Above and beyond what is required.</p>	

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: Jaime, Brenda & Heather (Director & Assistant Directors)

<p>11.2</p>	<p>Decisions about required closure will be made in conjunction with Early Learning Division staff and the local public health authority.</p>
<p>11.3</p>	<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

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	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@dhsoha.state.or.us or (800) 699-9074 • Baby Promise, Preschool Promise, or Oregon Pre-Kindergarten program: Angela.Stinson@ode.state.or.us or (971) 940-4198
11.9	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:	
We do not discriminate when enrolling children into our program. We have not had any positive COVID cases or positive COVID exposure cases, thank goodness. If we do, we will notify Jackson County Health Department, our Licensing Specialist with the Early Learning Division Office of Child Care, and we would also notify all parents of children in the Center.	
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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We will work with local health authorities and the Early Learning Division Office of Child Care if we have any COVID exposure or positive cases. We will only be required to shut down one or a few classrooms, not the entire Center, IF we have exposure or positive case and IF we have enough remaining staff to run the Center.

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 STAFF**

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:	
Our Center uses a local CPR/First Aid company who gives us a 4-hour online study component, followed by a 1-hour in-person mannequin and physical component. We are currently able to fully complete the CPR/First Aide requirement. Director Jaime Snider emails all staff with local CCRN newsletter, which contains access to training and professional development. Jaime also encourages staff to look at websites and find their own trainings. Jaime emails staff about Zoom trainings with Amy Russel, whom we used for a 3-hour training at In-Service.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)	

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What information will you share with families about this part of your plan?	
None.	
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:	
We reviewed guidelines as an entire staff at our In-Service in mid-August. Jaime uses these guidelines to train new employees as part of New Hire Orientation.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i>	
What information will you share with families about this part of your plan?	
All staff and parents are kept up to date on COVID Health & Safety Guidelines and are emailed when changes occur.	

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: Jaime

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:	
Jaime will email all staff and parents with any changes to this current COVID 19 Health & Safety Plan.	
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.	



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/