



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.

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: School Website

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.

COVID-19 Health and Safety Plan



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Name and title of staff person responsible for overall implementation:
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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: Mikel Rathmann, Elvira Mercado, Teresa Sanders, Sarah Taber

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"> <input type="checkbox"/> <i>AM Care: Families will stay in vehicles or walk students to the gym door, but will not be allowed to enter.</i> <input type="checkbox"/> <i>PM Care: Teachers will pick up students from classrooms. Parent pick up will occur at the back middle school door. No parents allowed inside the facility.</i>
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 who depart their vehicles for drop off and/or pick up must do so wearing a face mask or face shield. Parents waiting for drop off or pick up may do so on one of the social distancing markers on the ground.</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>All plan information will be shared in the weekly Family Email and on the school website.</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"> <input type="checkbox"/> <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> <input type="checkbox"/> <i>See Section 8 for detailed handwashing guidance and planning.</i>
<p>Plan to meet this requirement:</p>	

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Hand Sanitizer is available at each entrance. Teachers will ensure children sanitize. Hand washing stations are also available in the extended care rooms.

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

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

All plan information will be shared in the weekly Family Email and on the school website.

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:

Individual staff members are responsible for carrying his or her own writing utensil. Staff members will sign out students with parental/guardian verbal and visual approval.

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

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

All plan information will be shared in the weekly Family Email and on the school website.

Section 2. Requirements for Daily Health Check

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

Staff member(s) responsible: Click or tap here to enter text.

Click or tap here to enter text.

2.1	<p>Conduct a daily health check for all children, staff, or other persons (parents, maintenance, etc.) entering into the program.</p> <p><i>☐ See “Recordkeeping” section to document the health check.</i></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.</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>
<p>Plan to meet these requirements:</p>	
<p>Teacher training on health check questions. Sanitizer and thermometer in the possession of staff.</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>All plan information will be shared in the weekly Family Email and on the school website.</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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Each extended care staff member has a clipboard with the health check documentation. The health check is completed by staff as each individual child enters care.

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

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

All plan information will be shared in the weekly Family Email and on the school website.

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|-----|---|
| 2.6 | ★ Refer to Appendix for OCC Exclusion Chart while completing daily health checks. |
| 2.7 | Wear appropriate face coverings and Personal Protective Equipment, as indicated in the Personal Protective Equipment for Children and Adults section of the Health & Safety Guidelines for COVID-19. |

Plan to meet this requirement:

All staff wash or sanitize hands at the beginning of a shift. They also take their own temperature and complete a self health check. If a staff member enters another cohort, an apron will be donned and hands will be washed or sanitized upon entry. All staff wear face masks. Gloves are available for food service and any other time they are necessary.

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

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

All plan information will be shared in the weekly Family Email and on the school website.

Section 3. Requirements for Recordkeeping

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

Staff member(s) responsible: Teresa Sanders, Elvira Mercado, Mikel Rathmann, Sarah Taber

<p>3.1</p>	<p>Keep daily logs separated by or indicating each stable group (people in that group or people who came in contact with that group). In addition to the reasons for recordkeeping under child care rules, additional requirements support potential contact tracing.</p> <p><input type="checkbox"/> <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>Visitors are not allowed in the building at this time. Parent/guardian pick up occurs at the main door. Student attendance is tracked each day at billing. We are running only one cohort in the morning and one cohort after school.</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: Teresa Sanders, Elvira Mercado, Mikel Rathmann, Sarah Taber

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

Plan to meet these requirements:

We will follow all CTK school COVID-19 policies and procedures for family engagement. This section is not a concern, as we are a school based extended care program. Our Return to School Plan is available on our school website: www.ckweb.org

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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All plan information will be shared in the weekly Family Email and on the school website.	
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: Teresa Sanders, Elvira Mercado, Mikel Rathmann, Sarah Taber

5.1	<p>Assign and keep children in stable groups with the same assigned adults.</p> <p><input type="checkbox"/> A new child may be added or moved to a different stable group if it is a permanent change.</p>
5.2	<p>Require staff to practice physical distancing (i.e., six feet) at all times within the facility with adults, as well as other staff who are not usually with the same stable group.</p>
5.3	<p>Require staff assigned to a stable group to practice physical distancing with children from other stable groups and take precautions to ensure children do the same.</p> <p><input type="checkbox"/> Staff and children are not required to physically distance from adults or children within their stable group.</p>
5.4	<p>Only staff assigned to a stable group may be inside classrooms with the following exceptions. Additional adults outside of the stable group may be allowed into the classroom in order to:</p> <ul style="list-style-type: none"> ● Provide specialized services to children such as those associated with Early Intervention or Early Childhood Special Education. ● Meet monitoring requirements of publicly funded or regulated programming. ● Maintain ratios during staff breaks (e.g., floaters). ● Provide service to the facility that cannot take place outside of program hours.
Plan to meet these requirements:	
<p>We have daily, single stable cohorts: one in the morning and one in the afternoon. There is no need for floaters or additional staff at this time.</p>	
<p>Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i></p>	
What information will you share with families about this part of your plan?	
<p>All plan information will be shared in the weekly Family Email and on the school website.</p>	

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

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

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

Staff member(s) responsible: Teresa Sanders, Elvira Mercado, Mikel Rathmann, Sarah Taber

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

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	<ul style="list-style-type: none"> ○ requested by the parent/guardian, ○ the face covering or face shield fits the child’s face measurements, and ○ the child is able to remove the face covering or face shield themselves without assistance.
6.5	<p>If a child removes a face covering or face shield, or demonstrates a need to remove the face covering or face shield for a short-period of time, staff must:</p> <ul style="list-style-type: none"> ○ supervise the child to maintain six feet or more of physical distancing from all adults and children while the face shield or face covering is removed, ○ show the child how to effectively wear a face shield or face covering, if needed, and ○ guide the child to re-engage in safely wearing a face shield or face covering. <p>☐ <i>Children cannot be disciplined for the inability to safely wear a face shield or face covering.</i></p>
Plan to meet these requirements:	
<p>All children in the program are required to wear a face covering. Face masks are highly encouraged over face shields. Students may take a “smile break” if they are outside, supervised and socially distanced from other students. Students will remove their face coverings while eating.</p>	
<p>Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i></p>	
What information will you share with families about this part of your plan?	
<p>All plan information will be shared in the weekly Family Email and on the school website.</p>	
6.6	<p>Allow children in grades Kindergarten and up to <u>not</u> wear a face shield or face covering, if they:</p> <ul style="list-style-type: none"> ○ have a medical condition that makes it difficult for them to breathe with a face covering, as documented by their doctor’s order, ○ experience a disability that prevents them from wearing a face covering, as documented by their doctor’s order, or ○ are unable to remove the face shield or face covering independently, or ○ are sleeping.
6.7	<p>Ensure children under two years of age <u>never</u> wear a face shield or face covering.</p>
6.8	<p>Require staff or children to wash hands before putting on a face shield or face</p>

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	<p>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>
<p>Plan to meet these requirements:</p>	
<p>Staff and students wash or sanitize hands upon entry, after outside play and before meals. Students and staff will sanitize hands before putting on face coverings. Students and staff bring their own, clean face coverings each day.</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>All plan information will be shared in the weekly Family Email and on the school website.</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>	

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<p>Staff will change PPE if they interact with a student who does not pass the health check. Disposable masks will be worn only once.</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>All plan information will be shared in the weekly Family Email and on the school website.</p>	
<p>6.14</p>	<p><u>Certified Centers and Recorded Programs only:</u> Require adults who engage in health and safety checks to wear a clean, outer layer of clothing (e.g., a larger size, long sleeve button-down shirt, a smock, or an apron) during the daily health checks. Require adults, such as floaters or early interventionists, interacting with multiple, stable groups to wear a clean, outer layer of clothing when moving to a new group.</p>
<p>Plan to meet this requirement:</p>	
<p>N/A</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>All plan information will be shared in the weekly Family Email and on the school website.</p>	
<p>6.15</p>	<p>Require a clean outer layer of clothing (e.g., a larger size, long sleeve button-down shirt or a long-sleeved smock, or a sheet, blanket, etc.) to be worn by adults when feeding infants, and for hair to be tied back if necessary.</p>
<p>Plan to meet this requirement:</p>	

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N/A	
Training needed? <input type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
All plan information will be shared in the weekly Family Email and on the school website.	
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:	
Masked staff will assist students to the sick room and supervise from a 6 foot distance.	
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 plan information will be shared in the weekly Family Email and on the school website.	
6.17	Require clothing to be changed after being soiled by bodily fluids.

Section 7. Requirements for Daily Activities

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

Staff member(s) responsible: Teresa Sanders, Elvira Mercado, Mikel Rathmann, Sarah Taber

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:	
N/A	
Training needed? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i>	
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:	
Students are not sharing toys. Items/toys are being used by single students and are sanitized after use. Students wash hands before and after use.	
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?	

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All plan information will be shared in the weekly Family Email and on the school website.	
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:	
No common materials are 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?	
All plan information will be shared in the weekly Family Email and on the school website.	

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: Teresa Sanders, Elvira Mercado, Mikel Rathmann, Sarah Taber

8.1	<p>Require staff and children to wash hands for at least 20 seconds (hand sanitizer with alcohol content between 60-95% is allowed when an asterisk* appears):</p> <ul style="list-style-type: none"> ○ Before and after eating, preparing food, and or bottle preparation. ○ Before and after administering medication. ○ After toileting or assisting with toileting. ○ Before and after diapering. ○ After wiping a nose, coughing, or sneezing.* ○ After coming in from outside.* ○ Upon entering and leaving the child care facility.* ○ If staff are moving between stable groups.* ○ After sharing toys, learning materials, etc.*
8.2	Make handwashing materials easily accessible to each stable group.
8.3	Hand sanitizer must be stored out of reach of children when not in use.
Plan to meet these requirements:	
Hand washing signage and stations are available, as well as hand sanitizer. Hand sanitizer is stored out of the reach of students when not in use.	
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 plan information will be shared in the weekly Family Email and on the school website.	

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: Teresa Sanders, Elvira Mercado, Mikel Rathmann, Sarah Taber

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:	
Single serve, pre-packaged snacks provided. Hands and spaces sanitized before eating.	
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 plan information will be shared in the weekly Family Email and on the school website.	
9.4	Allow breastfeeding parents or those whose children have special feeding needs to enter the program for the purposes of feeding.
Plan to meet this requirement:	
N/A	
Training needed? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i>	
What information will you share with families about this part of your plan?	
All plan information will be shared in the weekly Family Email and on the school website.	

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9.5	Discontinue use of drinking fountains except for filling other containers such as water bottles.
Plan to meet this requirement:	
Drinking fountains have been covered and labeled “out of order.” Fillable water fountain available in the mail lobby.	
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?	
All plan information will be shared in the weekly Family Email and on the school website.	

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: Teresa Sanders, Elvira Mercado, Mikel Rathmann, Sarah Taber

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:	
Classroom spaces and restrooms are cleaned and sanitized before and after use. Janitorial staff also cleans classrooms and restrooms after the program ends at 6pm.	
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 plan information will be shared in the weekly Family Email and on the school website.	

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

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

Staff member(s) responsible: Teresa Sanders, Elvira Mercado, Mikel Rathmann, Sarah Taber

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@dhs.oha.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.

COVID-19 Health and Safety Plan

Plan to meet these requirements:

In the case of a confirmed COVID-19 case, we will immediately contact the LPHA and follow the guidance for quarantine and cancellation of the cohort.

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

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

All plan information will be shared in the weekly Family Email and on the school website.

Section 12. Requirements for Transportation

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

Staff member(s) responsible: Teresa Sanders, Elvira Mercado, Mikel Rathmann, Sarah Taber

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: Teresa Sanders, Elvira Mercado, Mikel Rathmann, Sarah Taber

13.1	Ensure all necessary staff have first aid and CPR training. Online-only training will be accepted through July 2021 for recertification.
13.2	Provide access to professional development that contributes to staff’s professional learning goals and to meet child care licensing or program requirements.
Plan to meet these requirements:	
All staff have current First Aid/CPR training. Staff professional development is available.	
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?	
All plan information will be shared in the weekly Family Email and on the school website.	
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:	
Guidelines to be reviewed during employee orientation.	
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?	

COVID-19 Health and Safety Plan

All plan information will be shared in the weekly Family Email and on the school website.

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

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

Staff member(s) responsible: Teresa Sanders, Elvira Mercado, Mikel Rathmann, Sarah Taber

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:	
Families will be notified in the FE and on the school website if/when updates are made to this 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?	
All plan information will be shared in the weekly Family Email and on the school website.	



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/