



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 type="checkbox"/> Other
If “Other,” please explain: Click or tap here to enter text.

COVID-19 Health and Safety Plan

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:
Robbin Stevenson, Corin Swartwood
Best way to contact this person:
admin@therobinsnestchildcare.com OR robinsfledglings.info@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*.

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.

Click or tap here to enter text.

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>Parents have been informed that they must wear a mask at drop-off/pick-up. X's taped on the sidewalks (6 ft. apart) to show parents where to wait, make sure they are distanced. Parents will be greeted each morning and afternoon by a "check-in/check-out" staff person at the gate (wobbler and toddler/pre classes) and the infant class door. Health screening and hand off will happen here. Staff will escort children to classrooms.</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 have written this information in an email and advised parents in person. 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>
<p>Plan to meet this requirement:</p>	

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Hand sanitizer is offered to wobblers and toddlers/pre after drop off and before they enter their classrooms.

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

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

Parents have been informed 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:

Sign in and out will take place through the LifeCubby app and parents will no longer sign their children in and out. Staff will also keep a weekly in/out sheet for each classroom just as we have always done which indicates arrival and departure of all students and staff in each classroom.

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 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. → 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>

Plan to meet these requirements:

Health screenings are completed prior to entry into each classroom for staff, children, and visitors.

Screenings include:

Using the OCC COVID-19 daily health check to complete daily questionnaire

Taking temperature with touchless thermometer.

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

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

Parents will be sent a copy of the OCC COVID-19 daily health check screening questionnaire via email. Parents will be made aware via email of the new check-in procedure.

2.5	<p>Document that a daily health check was completed on every person entering and write down pass or fail only. Do not record symptoms or temperature in order to maintain privacy.</p>
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Plan to meet this requirement:

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Daily record will indicate a P or F by each name. Those with F will not be permitted to enter building.	
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	
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:	
<p>All staff shall at all times while inside the building wear a face covering and an approved/provided PPE t-shirt. Color-coded PEE shirts will be passed out to staff and labeled with their names. Shirts are not to be worn in the car or at home. Staff are encouraged to carry their clean PPE shirts in a plastic bag. If PPE shirts are soiled with bodily fluids such as spit-up, the soiled shirt will be removed and staff shall put on a clean “extra” PPE shirt from the staff room. If masks cause infants to be frightened, staff may remove their masks. While outside on the playground, staff may remove their masks as long as they are able to observe social distancing measures. Disposable gloves must be worn while preparing or serving food, cleaning, diapering or assisting with toileting. Check in staff will wear a separate PPE shirt and will change after all children have arrived. All staff will sign a notice indicating our PPE guidelines upon hire or after PPE training. Signed notices will be held in staff files.</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?	

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Families will be informed of our new PPE guidelines via mass email.

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: Click or tap here to enter text.

Click or tap here to enter text.

3.1	<p>Keep daily logs separated by or indicating each stable group (people in that group or people who came in contact with that group). In addition to the reasons for recordkeeping under child care rules, additional requirements support potential contact tracing.</p> <p>→ <i>Registered Family (RF) and Certified Family (CF) providers only: all visitors during program hours must be recorded and a log of residents kept. Residents of the home over the age of 12 do not need to be included in the daily child care attendance records – they are assumed to be present.</i></p>
3.2	<p>Indicate required information in each daily log. Refer to Appendix for COVID Daily Attendance Log.</p>
3.3	<p>Daily logs must be retained for 2 years for all children (the usual amount of time per child care rules).</p>
3.4	<p>If a program is part of a K-12 school, this information can be recorded and incorporated into the school’s records for contact tracing.</p>

Plan to meet these requirements:

A written weekly sign in sheet will be maintained for each classroom (stable group) which indicates the arrival and departure of all staff, children and visitors. Weekly logs will be stored in the director’s office. Additional records will be kept via the LifeCubby app. These procedures align with procedures we have always had in place.

In addition to arrival and departure times and dates for each child, staff, and visitor, the log will indicate the classroom name, and the result of daily health checks with a P or F next to each sign-in.

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

Section 4. Requirements for Family Engagement

(See p. 23 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: Robbin Stevenson
Corin Swartwood

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:

4.1-4.3 Communication and dissemination of information will be done through email and take-home flyers. Addition communication can happen outside during pick up and drop off.
4.4 & 4.5 Family meetings and conferences are conducted virtually using google meet.
4.6 all precautions indicated above are used. For breastfeeding parents, a mask and sanitizer is required. Then a rocking chair is placed in an isolated location within the infant classroom but more than 6 feet away from anyone within the classroom for the duration of the visit (near exit door).

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

What information will you share with families about this part of your plan?	
All information is already shared in this way. All requests for in-person visits are discussed at length on a case-by-case basis.	
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.
	<p>Plan to meet these requirements: 4.7 Concerned family who are on the child’s enrollment form are permitted to enter at any time if a request to observe is made. All visitors must wear a mask, do a health check, sanitize, and sign to visitor’s log.</p> <p>4.8 As indicated in 4.6 rocking chair is sanitized after use.</p> <p>4.9 After a potential family has done a virtual meeting, they shall schedule an in-person walk through prior to full enrollment. In-person walk throughs are conducted after 5:30pm on weekdays, after the classrooms have been cleaned. Families are asked to remove their shoes and we request that they not touch anything. Handwashing and/or sanitizing is required along with a health check, and an adequate face mask, prior to entrance. If the family does not have adequate face masks, we shall provide disposable face masks.</p>

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: Robbin Stevenson

Corin Swartwood

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

Plan to meet these requirements:

Stable groups are assigned and each stable group has 4 dedicated staff to cover all necessary shifts. Staff and children from stable groups do not interact with the other stable groups and maintain social distance at all times.

One staff person is assigned to provide clean dishes and food to all three stable groups. This staff person wears PPE including gloves and mask, at all times. No more than three staff are dedicated as floaters who provide lunch breaks to other staff. Two of these staff are the director and the assistant director who also provide ongoing real-time training to staff and developmental assessments and classroom observations as necessary. As such the director and assistant director are already travelling between classes (floating). All three floaters wear and change PPE shirts as they travel from one class to the next as well as wear masks at all times and washing hands between classrooms.

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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?	
This plan in detail will be shared with parents via email.	
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	★ 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.

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

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

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

Click or tap here to enter text.

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:	
All who enter the center are required to wear appropriate PPE, complete a health check prior to admittance, and sing 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?	
Click or tap here to enter text.	
6.2	<p>Require all children who are in grades Kindergarten and up who are in the child care facility or the designated child care section of Registered Family (RF) or Certified Family (CF) program to wear a face shield or face covering.</p> <ul style="list-style-type: none"> ○ Face coverings and face shields must follow CDC guidelines: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html
6.3	Adults and children who are Kindergarten age and up must wear a face shield or face covering when outside if six feet of physical distance cannot be maintained.

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<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>6.3 All staff are permitted to remove their face masks if they are 1. Not conversing with other adults or 2. At least 6 feet away from all people. If a staff person wants to pick up a child or sit with children in their stable group, they must put on their mask. All children in the Bluebird classroom are permitted to wear a face covering if they bring one. If the face covering is soiled or if it is used in an unsafe or inappropriate way, the face covering will be placed with the child’s belongings and sent home.</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>On a case by case basis</p>	
<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.

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6.7	Ensure children under two years of age <u>never</u> wear a face shield or face covering.
6.8	<p>Require staff or children to wash hands before putting on a face shield or face covering, after taking face shields and face coverings off, and anytime the face shield or face covering is touched.</p> <ul style="list-style-type: none"> ○ Hand-sanitizing products with 60-95% alcohol content may be used as an alternative to washing hands. ○ Children must be supervised when using hand sanitizer, and it must be stored out of reach of children when not in use.
6.9	<p>Require face coverings to be washed daily or a new face covering to be worn daily.</p> <ul style="list-style-type: none"> ○ After removal of a soiled face covering, the face covering should be put away into a secure place that is not accessible to others. <ul style="list-style-type: none"> ○ For example, it could be placed into a plastic bag or plastic container that is inaccessible to children prior to being cleaned.
6.10	A face shield must be wiped down with disinfectant at the end of the day after use.

Plan to meet these requirements:

6.8 Hand sanitizer or soap and running water is made available in each classroom. Staff have been instructed to wash their hands after touching their face masks.
6.9 Staff have been trained to bring a clean face mask and a clean PPE shirt to work every day.
6.10 Face shields are not permitted in our center.

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

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

This form.

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.

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Plan to meet these requirements:	
<p>6.11 Disposable face coverings may be worn all day. If the face covering is removed from a person’s body, the face covering must be thrown away and replaced with a new one.</p> <p>6.12 If staff interact with a sick child, the staff must change their face covering and their PPE shirt. Clean PPE shirts and disposable face coverings can be found in the office.</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>This form</p>	
6.14	<p><u>Certified Centers and Recorded Programs only:</u> Require adults who engage in health and safety checks to wear a clean, outer layer of clothing (e.g., a larger size, long sleeve button-down shirt, a smock, or an apron) during the daily health checks. Require adults, such as floaters or early interventionists, interacting with multiple, stable groups to wear a clean, outer layer of clothing when moving to a new group.</p>
Plan to meet this requirement:	
<p>6.14 All staff shall wear a PPE t-shirt over their regular clothes. The PPE t-shirt should be changed between stable groups and after check-in (for check-in staff).</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>Staff shall wear a PPE t-shirt in classrooms</p>	
6.15	<p>Require a clean outer layer of clothing (e.g., a larger size, long sleeve button-down shirt or a long-sleeved smock, or a sheet, blanket, etc.) to be worn by adults when feeding infants, and for hair to be tied back if necessary.</p>

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Plan to meet this requirement:	
Same PPE t-shirts to be worn all day. Feeding takes place in the classroom and in such a way that does not require the changing of PPE shirts by staff at meal times.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
none	
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.
	6.17 Whenever PPE is soiled by a child’s bodily fluids, the PPE should be changed.
Plan to meet this requirement:	
Staff tending to ill child shall stay in the isolation room with ill child until the parent arrives. Once child is removed from facility, the tending staff person shall change their PPE shirt, wash hands, and change masks.	
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?	
Above noted	
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: Click or tap here to enter text.

Click or tap here to enter text.

7.1	<p>No field trips are permitted unless they are conducted fully outdoors. Field trips to indoor venues are not permitted.</p> <ul style="list-style-type: none"> ○ No transportation is permitted for field trips unless there is no outdoor space available at the program or no outdoor space available within walking distance. ○ When going on outdoor field trips: <ul style="list-style-type: none"> ○ Adults and children must wash their hands or use hand sanitizer before and after. ○ Programs shall keep stable groups separated from each other and away from other children as much as possible.
7.2	<p>Maintain at least 36 inches between mats, beds, or cots and sleep head-to-toe (children are arranged so that the head of a person in one bed is at the opposite end of the head of the person in the next bed) during naptime and overnight care.</p>
Plan to meet this requirement:	
<p>7.1 Children too young for field trips 7.2 Above mandate exercised to its fullest using a measuring device when necessary</p>	
Training needed? <input type="checkbox"/> No <input checked="" 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:	
<p>Does not apply to most class activities, art supplies are not shared and are to be done in small groups or intervals.</p>	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i>	
What information will you share with families about this part of your plan?	

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Not Necessary	
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:	
7.4 all materials are properly sanitized using bleach or quaternary disinfectant at the end of each day in accordance with CDC recommendations. 7.5 Sensory bins and water table have been discontinued.	
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?	
This document	

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: Robbin Stevenson

Click or tap here to enter text.

8.1	<p>Require staff and children to wash hands for at least 20 seconds (hand sanitizer with alcohol content between 60-95% is allowed when an asterisk* appears):</p> <ul style="list-style-type: none"> ○ Before and after eating, preparing food, and or bottle preparation. ○ Before and after administering medication. ○ After toileting or assisting with toileting. ○ Before and after diapering. ○ After wiping a nose, coughing, or sneezing.* ○ After coming in from outside.* ○ Upon entering and leaving the child care facility.* ○ If staff are moving between stable groups.* ○ After sharing toys, learning materials, etc.*
8.2	Make handwashing materials easily accessible to each stable group.
8.3	Hand sanitizer must be stored out of reach of children when not in use.
Plan to meet these requirements:	
<p>8.1 handwashing required as outlined above. 8.2 & 8.3 Each classroom has a dedicated sink, soap, and paper towels for handwashing and sanitizer is placed on an upper shelf in each classroom.</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?	
Text above	

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: Robbin Stevenson

All classroom lead teachers

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:	
9.1 Family style meals were never practiced in our center. Additional staff on hand during meals to increase overall supervision and cleanliness during meal times	
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?	
This document	
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:	
Has always been allowed. See breastfeeding notes for procedural guidance	
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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This document	
9.5	Discontinue use of drinking fountains except for filling other containers such as water bottles.
Plan to meet this requirement:	
No drinking fountains on premises	
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?	
Click or tap here to enter text.	

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: Robbin Stevenson

Delaney Aleshire

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:	
Strict cleaning procedures in place according to CDC recommendations, daily and weekly.	
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	

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: Robbin Stevenson

Corin Swartwood

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

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	for 14 days.
Plan to meet these requirements:	
As stated above.	
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?	
Above information provided to all parents	

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: parents only

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: Robbin Stevenson
Corin Swartwood

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:	
Regular reviews of staff files will assist in indicating what training is necessary for each staff. Director will occasionally provide links to online training opportunities.	
13.1 CPR and first aid training will be made available to staff at regular intervals for those who are in need of certification or recertification.	
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?	
Click or tap here to enter text.	
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:	
Provide printed version of these guidelines to all staff and to each new hire. Link to this document will be placed on our website.	
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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Click or tap here to enter text.

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: Robbin Stevenson

Corin Swartwood

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:	
Director shall review health and safety plan quarterly	
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?	
Click or tap here to enter text.	



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/