

**Template used by Bethlehem Lutheran Preschool to fulfill the requirement 14.6 of the Health & Safety Guidelines for Child Care and Early Education Operating During COVID-19**

**Director: Laiva Hoffman**

**Document dated and completed: 11/3/2020**

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

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.

<b>How will you share your completed plan and any updates with families?</b>
<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: <a href="#">Click or tap here to enter text.</a>

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.

### **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.

<b>Name and title of staff person responsible for overall implementation:</b>
Laiva Hoffman - Director
<b>Best way to contact this person:</b>
Call: 503-515-6855

### 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).**

## 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: Laiva Hoffman

Mary Heck

<b>1.1</b>	<b>Require parents or caregivers to drop off or pick up children from program staff outside of the facility.</b>
<b>1.2</b>	<b>Require parents or caregivers to wear a face shield or face covering during drop-off or pick-up.</b>
<b>1.3</b>	<b>Require parents or caregivers during drop-off or pick-up to maintain physical distancing when not engaged in hand-off of children to staff.</b>

### Plan to meet these requirements:

1.1 Parents and Caregivers were informed through our Parent Orientation video that drop off and pick-up will happen outside the classroom doors.

1.2 Parents and Caregivers were informed through our Parent Orientation video face coverings either face shield or face mask are required when picking up or dropping off their child.

1.3 We have attached social distancing markers outside on the concrete and asked parents to maintain physical distancing with each other and staff members while they are not engaged directly with staff when dropping off or picking up their child.

<b>Training needed?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes ( <i>Note in Section 13. Professional Development</i> )	
<b>What information will you share with families about this part of your plan?</b>	
Parents have already been informed about the previous requirements and will be notified of any changes that may need to be made.	
<b>1.4</b>	<b>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.</b> → <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> → <i>See Section 8 for detailed handwashing guidance and planning.</i>
<b>Plan to meet this requirement:</b>	
1.4 Hand sanitizer is at the door for staff and children to use upon entering the building either for arrival or when we come in from playing on the playground.	
<b>Training needed?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes ( <i>Note in Section 13. Professional Development</i> )	
<b>What information will you share with families about this part of your plan?</b>	
Parents have been notified in a Handout as to the frequency of hand hygiene this year and how hand sanitizer will be offered at the exterior doors as we don’t have a way to wash hands right at the door.	
<b>1.5</b>	<b>Sanitize or switch out writing utensils used for drop-off and pick-up between uses by different people.</b>
<b>Plan to meet this requirement:</b>	
Instead of having parents sign in and out their child, we have 1 staff member doing this process so only 1 pen has to be cleaned afterward.	
<b>Training needed?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes ( <i>Note in Section 13. Professional Development</i> )	
<b>What information will you share with families about this part of your plan?</b>	
Parents are already aware and staff have already started this process.	

## 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: Mary Heck

Laiva Hoffman

2.1	<p><b>Conduct a daily health check for all children, staff, or other persons (parents, maintenance, etc.) entering into the program.</b>          → See “Recordkeeping” section to document the health check.</p>
2.2	<p><b>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.</b></p>
2.3	<p><b>Ask all entering adults and children (or, if the child is not able to reliably answer, the adult dropping them off) the required questions.</b>          ★ <a href="#">Refer to Appendix for OCC COVID-19 Daily Health Check and OCC COVID-19 Daily Attendance Log.</a></p>
2.4	<p><b>Staff members may self-screen and attest to their own health on a daily basis.</b></p>
<p><b>Plan to meet these requirements:</b></p>	
<p>At the beginning of our day our staff members check their temperatures prior to coming in and attest to their health prior to entrance of the building.          A daily health check is done for all students and additional persons (maintenance, parents, photographer, ministers, etc.) prior to admittance to the building. Parents/Caregivers/Adults are asked questions required for screening then a temperature is taken of the individuals coming into the building.</p>	
<p><b>Training needed?</b>    <input type="checkbox"/> No    <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p><b>What information will you share with families about this part of your plan?</b></p>	
<p>Parents have been informed that anyone entering our building must pass a daily health check.</p>	
2.5	<p><b>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.</b></p>
<p><b>Plan to meet this requirement:</b></p>	

Miss Mary created a template for our record keeping which has all the students listed, all staff listed and additional lines for persons who are admitted into our building such as our ministers and our photographer. P for Pass and F for Fail are noted but we do not record symptoms or what the person's temperature was when taken.	
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?	
Parents were not specifically informed what his document looks like but have seen it in use.	
2.6	★ <a href="#">Refer to Appendix for OCC Exclusion Chart while completing daily health checks.</a>
2.7	<b>Wear appropriate face coverings and Personal Protective Equipment, as indicated in the Personal Protective Equipment for Children and Adults section of the Health &amp; Safety Guidelines for COVID-19.</b>
Plan to meet this requirement:	
Staff who performs daily health check will wear a face mask, face shield, a clean outer layer and gloves while performing daily health check.	
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?	
Families have seen staff in this type of PPE gear when performing daily health checks.	

### 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: Mary Heck  
Laiva Hoffman

3.1	<b>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.</b>
3.2	<b>Indicate required information in each daily log. Refer to Appendix for COVID Daily Attendance Log.</b>

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<b>3.3</b>	<b>Daily logs must be retained for 2 years for all children (the usual amount of time per child care rules).</b>
<b>3.4</b>	<b>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.</b>
<b>Plan to meet these requirements:</b>	
We are currently operating with only 1 stable group. Daily Attendance Log lists name of person, P/F Daily health check, time they come into our building, who drops them off, what time they are picked up and who picks them up. Records will be kept for 2 years as is required.	
<b>Training needed?    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (Note in Section 13. Professional Development)</b>	

**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: Laiva Hoffman  
Mary Heck

<b>4.1</b>	<b>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.</b>
<b>4.2</b>	<b>Communicate requirements that families must follow, including drop-off and pick-up procedures.</b>
<b>4.3</b>	<b>Provide information related to the facility and COVID-19 to families in a manner that they can understand.</b>
<b>4.4</b>	<b>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.</b>
<b>4.5</b>	<b>Conduct any visits to the home for services or other programmatic reasons virtually.</b>
<b>4.6</b>	<b>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:</b> <ul style="list-style-type: none"> <li>○ following physical distancing requirements with staff and children not in</li> </ul>

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	<ul style="list-style-type: none"> <li>their household;</li> <li>○ use of face shields or face coverings;</li> <li>○ use of outdoor space if appropriate and available;</li> <li>○ engagement with only one family unit and any other necessary individuals, such as translators, at a time; and</li> <li>○ pre-scheduling (when possible).</li> </ul>
<b>Plan to meet these requirements:</b>	
<p>We have written our families and made a Parent Orientation video describing the requirements we must comply with to operate during this time.</p>	
<b>Training needed?    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</b>	
<b>What information will you share with families about this part of your plan?</b>	
<p>As noted, we have described all the requirements we are under and need to comply with to operate during this time. We have emailed them this information as well as created a video for them to watch. We required them to watch the Parent Orientation video and sign off that they have watched said video.</p> <p>Regarding Parent-Teacher Meetings, etc. We have a plan in place where we will either meet through a Zoom meeting or meet in a meeting room separate to the preschool (if possible) with social distancing and face mask covering in place.</p> <p>If parents need to come into the building for health and safety reasons for their child, they will undergo a daily health screening, if they do not have a face covering, one will be provided for them.</p> <p>If families would like to tour our building, we will allow it outside of school hours for our students. Only one family at a time may enter, they must pass a daily health screening, wear a face covering and practice social distancing.</p>	
<b>4.7</b>	<p><b>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.</b></p>
<b>4.8</b>	<p><b>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.</b></p>
<b>4.9</b>	<p><b>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.</b></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: Laiva Hoffman

Mary Heck

5.1	<p><b>Assign and keep children in stable groups with the same assigned adults.</b>          → <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><b>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.</b></p>
5.3	<p><b>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.</b>          → <i>Staff and children are not required to physically distance from adults or children within their stable group.</i></p>
5.4	<p><b>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:</b></p> <ul style="list-style-type: none"> <li>• Provide specialized services to children such as those associated with Early Intervention or Early Childhood Special Education.</li> <li>• Meet monitoring requirements of publicly funded or regulated programming.</li> <li>• Maintain ratios during staff breaks (e.g., floaters).</li> <li>• Provide service to the facility that cannot take place outside of program hours.</li> </ul>

**Plan to meet these requirements:**

As of right now we only have 1 stable group in our building. Church staff may come in for Chapel but will use our Rainy Day Room which is separate from our classroom. They practice socially distancing and undergo the daily health check. Substitutes may come into contact with the stable group when they are help out.

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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<p>Families are aware that we currently have one stable group. They have also been informed that we will have Chapel with our pastor or youth minister in the Rainy Day Room.</p>	
5.5	<p><b>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.</b></p>
5.6	<p><b>Recorded Programs may use a visual barrier to define the space used outside.</b></p>
5.7	<p><b>No facility may serve more than 250 children.</b></p>
5.8	<p><b>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.</b></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	<p>★ <a href="#"><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></a></p>

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

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

Staff member(s) responsible: Laiva Hoffman

6.1	<p><b>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.</b></p> <ul style="list-style-type: none"> <li>○ Face coverings and face shields must follow CDC guidelines: <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html"><u>https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html</u></a></li> <li>○ 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.</li> </ul>
<p><b>Plan to meet this requirement:</b></p>	

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<p>Staff are required to wear some sort of face covering (Face shield or face mask) that follows CDC guidelines.</p>	
<p><b>Training needed?</b>    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p><b>What information will you share with families about this part of your plan?</b></p>	
<p>As per Parent Orientation Video parents were informed staff would be complying with this regulation.</p>	
<p><b>6.2</b></p>	<p><b>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.</b></p> <ul style="list-style-type: none"> <li>○ Face coverings and face shields must follow CDC guidelines:  <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html</a></li> </ul>
<p><b>6.3</b></p>	<p><b>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.</b></p>
<p><b>6.4</b></p>	<p><b>Allow a child between two years of age and Kindergarten to wear a face covering or face shield, if:</b></p> <ul style="list-style-type: none"> <li>○ requested by the parent/guardian,</li> <li>○ the face covering or face shield fits the child’s face measurements, and</li> <li>○ the child is able to remove the face covering or face shield themselves without assistance.</li> </ul>
<p><b>6.5</b></p>	<p><b>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:</b></p> <ul style="list-style-type: none"> <li>○ 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,</li> <li>○ show the child how to effectively wear a face shield or face covering, if needed, and</li> <li>○ guide the child to re-engage in safely wearing a face shield or face covering.</li> </ul> <p>→ <i>Children cannot be disciplined for the inability to safely wear a face shield or face covering.</i></p>
<p><b>Plan to meet these requirements:</b></p>	

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<p>Currently all students in our building are older than 2 and younger than the Kindergarten age cutoff. If children wear a face mask into the building, we have the child wear it throughout our day, except for when the child needs to eat or drink. If child remove mask or it falls down off their nose, staff guide the child to put the face mask back on. For snack we have children sit at a table where 6 feet social distancing can be observed until the child is done eating &amp; drinking.</p>	
<p>Training needed?    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p><b>What information will you share with families about this part of your plan?</b></p>	
<p>Parents are provided with this information through this format.</p>	
<p><b>6.6</b></p>	<p><b>Allow children in grades Kindergarten and up to <u>not</u> wear a face shield or face covering, if they:</b></p> <ul style="list-style-type: none"> <li>○ have a medical condition that makes it difficult for them to breathe with a face covering, as documented by their doctor’s order,</li> <li>○ experience a disability that prevents them from wearing a face covering, as documented by their doctor’s order, or</li> <li>○ are unable to remove the face shield or face covering independently, or</li> <li>○ are sleeping.</li> </ul>
<p><b>6.7</b></p>	<p><b>Ensure children under two years of age <u>never</u> wear a face shield or face covering.</b></p>
<p><b>6.8</b></p>	<p><b>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.</b></p> <ul style="list-style-type: none"> <li>○ Hand-sanitizing products with 60-95% alcohol content may be used as an alternative to washing hands.</li> <li>○ Children must be supervised when using hand sanitizer, and it must be stored out of reach of children when not in use.</li> </ul>
<p><b>6.9</b></p>	<p><b>Require face coverings to be washed daily or a new face covering to be worn daily.</b></p> <ul style="list-style-type: none"> <li>○ 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"> <li>○ For example, it could be placed into a plastic bag or plastic container that is inaccessible to children prior to being cleaned.</li> </ul> </li> </ul>
<p><b>6.10</b></p>	<p><b>A face shield must be wiped down with disinfectant at the end of the day after use.</b></p>
<p><b>Plan to meet these requirements:</b></p>	

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<p>Staff have been instructed to wash or sanitize their hands when putting on, taking off, or touching their face mask or face shield.                  Staff have been instructed that face masks must be washed (unless disposable) and changed daily.                  At the end of each day I check to make sure face shields that are used are wiped down with disinfectant.</p>	
<p><b>Training needed?</b>    <input type="checkbox"/> No    <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p><b>What information will you share with families about this part of your plan?</b></p>	
<p>Parents are provided with this information through this format.</p>	
<b>6.11</b>	<b>Require disposable face coverings or face shields to be worn only once.</b>
<b>6.12</b>	<b>Face coverings must be changed after a daily health check if the adult interacted with a sick child.</b>
<b>6.13</b>	<b>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.</b>
<p><b>Plan to meet these requirements:</b></p>	
<p>Staff have been instructed that if they use disposable face covers or shields they can only be worn once.                  Staff have been instructed that if they interact with a sick child they must change their face covering.                  Staff have been instructed that their face shield must be sanitized after the daily health checks are completed.</p>	
<p><b>Training needed?</b>    <input type="checkbox"/> No    <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p><b>What information will you share with families about this part of your plan?</b></p>	
<p>Parents are provided with this information through this format.</p>	
<b>6.14</b>	<b><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</b>

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	<b>new group.</b>
<b>Plan to meet this requirement:</b>	
Staff have been instructed to wear a clean, outer layer of clothing during health checks.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes ( <i>Note in Section 13. Professional Development</i> )	
<b>What information will you share with families about this part of your plan?</b>	
Parents are provided with this information through this format.	
<b>6.15</b>	<b>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.</b>
<b>Plan to meet this requirement:</b>	
We do not feed infants	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes ( <i>Note in Section 13. Professional Development</i> )	
<b>What information will you share with families about this part of your plan?</b>	
We do not feed infants	
<b>6.16</b>	<b>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.</b>
<b>Plan to meet this requirement:</b>	
Staff understand the necessity of maintaining social distancing and wearing face covering when providing direct care and monitoring of children (or other staff) if they are displaying COVID-19 symptoms.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes ( <i>Note in Section 13. Professional Development</i> )	
<b>What information will you share with families about this part of your plan?</b>	
Parents are provided with this information through this format.	

<b>6.17</b>	<b>Require clothing to be changed after being soiled by bodily fluids.</b>
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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: Laiva Hoffman

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<b>7.1</b>	<p><b>No field trips are permitted unless they are conducted fully outdoors. Field trips to indoor venues are not permitted.</b></p> <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ When going on outdoor field trips:             <ul style="list-style-type: none"> <li>○ Adults and children must wash their hands or use hand sanitizer before and after.</li> <li>○ Programs shall keep stable groups separated from each other and away from other children as much as possible.</li> </ul> </li> </ul>
<b>7.2</b>	<p><b>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.</b></p>
<b>Plan to meet this requirement:</b>	
No field trips or naps are taken at our school this year.	
<b>Training needed?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i>	
<b>7.3</b>	<p><b>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.</b></p>
<b>Plan to meet this requirement:</b>	
We have been trying to limit sharing of items whether materials or toys. When sharing does occur (often during our “free play time”) we encourage children to wash their hands. At the end of our “free play time” we give children a squirt of hand sanitizer after they help pick up all items that have been left out during this play time.	
<b>Training needed?</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i>	

## COVID-19 Health and Safety Plan

<b>What information will you share with families about this part of your plan?</b>	
Washing of hands after sharing an item was in our original plan to families. We have started instituting the hand sanitizer after our free play time as a safety measure recently to try to make sure everyone is germ free prior to moving on to carpet time.	
<b>7.4</b>	<b>Clean and sanitize classroom materials between uses.</b> ★ <a href="#">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 &amp; Cleaning Schedule.</a>
<b>7.5</b>	<b>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.</b>
<b>Plan to meet these requirements:</b>	
Classrooms, toys, shared materials, etc. are sanitized or disinfected as per State guidance every day we are in school. We are not using shared sensory bins etc. instead children have his/her own bin with materials provided. If children are doing a project where they need to use scissors, paint brushes, etc. they are provided with a pair (one) and then it is disinfected prior to the next child using it, or set aside until it is able to be disinfected at the end of the day.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes ( <i>Note in Section 13. Professional Development</i> )	
<b>What information will you share with families about this part of your plan?</b>	
Parents have been told most of this through the Parent Orientation video and are provided with this information through this format.	

## 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: Laiva Hoffman

Click or tap here to enter text.

**COVID-19 Health and Safety Plan**

<b>8.1</b>	<p><b>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):</b></p> <ul style="list-style-type: none"> <li>○ Before and after eating, preparing food, and or bottle preparation.</li> <li>○ Before and after administering medication.</li> <li>○ After toileting or assisting with toileting.</li> <li>○ Before and after diapering.</li> <li>○ After wiping a nose, coughing, or sneezing.*</li> <li>○ After coming in from outside.*</li> <li>○ Upon entering and leaving the child care facility.*</li> <li>○ If staff are moving between stable groups.*</li> <li>○ After sharing toys, learning materials, etc.*</li> </ul>
<b>8.2</b>	<b>Make handwashing materials easily accessible to each stable group.</b>
<b>8.3</b>	<b>Hand sanitizer must be stored out of reach of children when not in use.</b>
<b>Plan to meet these requirements:</b>	
<p>Children wash hands before and after eating snack.            Staff wash hands prior to handing out children’s snacks and/or pouring and handing out juice or treats.            Children and staff wash hands after using the bathroom or assisting children            Children and staff wash hands after wiping their nose, coughing or sneezing.            Children and staff use approved hand sanitizer when coming into the building after recess.            Children and staff use approved hand sanitizer or wash their hands when coming into the building.            Children wash their hands after craft time which is the last activity we have prior to pick up.            Children wash their hands or use hand sanitizer after sharing toys or learning materials.</p>	
<b>Training needed?    <input type="checkbox"/> No    <input checked="" type="checkbox"/> Yes (Note in Section 13. Professional Development)</b>	
<b>What information will you share with families about this part of your plan?</b>	
<p>Parents have been informed of this in our original Operational Plan and are again advised through this document.</p>	

**Section 9. Requirements for Food & Nutrition**

*(See p. 41 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)*

Staff member(s) responsible: Laiva Hoffman

[Click or tap here to enter text.](#)

**COVID-19 Health and Safety Plan**

<b>9.1</b>	<b>Eliminate children serving themselves from communal platters in the manner of family-style meals. Have one staff member serve everyone from communal dishes.</b>
<b>9.3</b>	<b>Closely supervise all meal times, including infant feeding and toddler meals, to prevent children from sharing and/or touching each other’s food.</b>
<b>Plan to meet these requirements:</b>	
<p>Children bring their own snacks daily. We allow children to bring treats to share as a special treat for birthdays, when we do this Staff serve children only. Children are provided water or juice during the day, again staff pour and hand out.                  Staff required to have Food Handlers card.                  Children are discouraged from sharing their snack. Children are separated either by a distance of 6 feet or have a plastic partition and have 2 feet between them to help discourage sharing of items.</p>	
<b>Training needed?    <input type="checkbox"/> No    <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</b>	
<b>What information will you share with families about this part of your plan?</b>	
<p>Parents were informed regarding snacks and birthday treats via our Parent Orientation video. Serving of Juice and water information was sent via email.                  Food Handler card requirement – parents will be informed through this document.                  Children being separated via dividers and table spacing – Parents were informed in our Parent Orientation video</p>	
<b>9.4</b>	<b>Allow breastfeeding parents or those whose children have special feeding needs to enter the program for the purposes of feeding.</b>
<b>Plan to meet this requirement:</b>	
n/a for this year	
<b>Training needed?    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</b>	
<b>What information will you share with families about this part of your plan?</b>	
n/a for this year.	
<b>9.5</b>	<b>Discontinue use of drinking fountains except for filling other containers such as water bottles.</b>
<b>Plan to meet this requirement:</b>	

## COVID-19 Health and Safety Plan

Staff are aware that we use the drinking fountains to fill up cups and water bottles this year and not to drink directly from.

The stool needed for children to reach the water fountain was taken away to discourage children from attempting to get water themselves.

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

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

Parents are provided with this information through this format.

## 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: Laiva Hoffman

Click or tap here to enter text.

10.1  
– 10.4

★ [Refer to Sanitation Recommendations & Cleaning Schedule in the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” \(published August 14, 2020\).](#)

Plan to meet these requirements:

Laiva Hoffman has been supervising staff when they do some of the cleaning of our building but has taken on the role of janitor to ensure all is taken care of as per State guidance. If she is not available to clean, Ms. Sarah has said she would be able to do it.

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

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

Parents are provided with this information through this format.

## 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: Laiva Hoffman, Jim Cullen

Mary Heck

11.2	<b>Decisions about required closure will be made in conjunction with Early Learning Division staff and the local public health authority.</b>
11.3	<p><b>Have a plan for a child with particular health needs.</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>
11.4	<b>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.</b>
11.7	<p><b>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.</b></p> <ul style="list-style-type: none"> <li>Alternatively to contacting their licensing specialist, the program may call the OCC Central Office: (503) 947-1400 or (800) 556-6616</li> <li>To locate your local public health authority, visit: <a href="https://www.oregon.gov/oha/PH/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd.aspx">https://www.oregon.gov/oha/PH/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd.aspx</a></li> </ul>
11.8	<p><b>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:</b></p> <ul style="list-style-type: none"> <li>ERDC: <a href="mailto:dpu.providerreporting@dhs.oha.state.or.us">dpu.providerreporting@dhs.oha.state.or.us</a> or (800) 699-9074</li> <li>Baby Promise, Preschool Promise, or Oregon Pre-Kindergarten program: <a href="mailto:Angela.Stinson@ode.state.or.us">Angela.Stinson@ode.state.or.us</a> or (971) 940-4198</li> </ul>
11.9	<b>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.</b>
11.10	<b>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</b>

## COVID-19 Health and Safety Plan

	<b>for 14 days.</b>
<b>Plan to meet these requirements:</b>	
<p>We know that decisions about a required closure will need to be made in with our local health authority and the ELD. We have gotten the phone number etc. that needs to be called if we have a someone with a confirmed case who has entered our building.</p> <p>We are ready and will to work with family if their child has particular health needs to develop a plan (no children currently in our facility meets this need at this time.)</p> <p>We do not discriminate families upon enrollment, nor will we start with the belief of susceptibility to COVID-19.</p> <p>If we have a confirmed case of COVID in the building, staff and families will be communicated with and any other persons entering such as our pastor, minister or people doing maintenance.</p> <p>If we have a confirmed case of COVID in the facility, all children and staff will not be permitted to come to the program and will be informed about the need to be quarantined at home for 14 days.</p>	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i>	
<b>What information will you share with families about this part of your plan?</b>	
<p>Families are aware of this plan through this document. They are also aware that if we are not able to meet in the building, we will be moving to an online format which they were informed about through our Parent Orientation video. This will also be explained in the email sent to them communicating about our closure.</p>	

## 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: Laiva Hoffman

Click or tap here to enter text.

<b>12.1 – 12.16</b>	★ <a href="#">Refer to Appendix for OCC Transportation Plan Template.</a>
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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: Laiva Hoffman

**COVID-19 Health and Safety Plan**

<b>13.1</b>	<b>Ensure all necessary staff have first aid and CPR training. Online-only training will be accepted through July 2021 for recertification.</b>
<b>13.2</b>	<b>Provide access to professional development that contributes to staff’s professional learning goals and to meet child care licensing or program requirements.</b>
<b>Plan to meet these requirements:</b>	
All Staff have first aid and CPR training – Director has documentation I have provided staff with all necessary training to meet program requirements and how we are doing things this year to comply with State requirements as listed in this document.	
<b>Training needed?</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes ( <i>Note in Section 13. Professional Development</i> )	
<b>What information will you share with families about this part of your plan?</b>	
Parents are informed through this document	
<b>13.5</b>	<b>All staff must review these guidelines, “Health &amp; 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.</b>
<b>Plan to meet this requirement:</b>	
Staff have already read the guidelines released by the State. If the State makes updates to the guidelines, staff will read those updates as we work on implementation.	
<b>Training needed?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes ( <i>Note in Section 13. Professional Development</i> )	
<b>What information will you share with families about this part of your plan?</b>	
Parents will be informed of this through this document.	

**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: Laiva Hoffman  
Mary Heck

COVID-19 Health and Safety Plan

14.5	<b>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.</b>
<b>Plan to meet this requirement:</b>	
Laiva & Mary will monitor the Health and Safety Plan throughout the school year and update families if any revisions are made. Families and staff will be notified via email as to the new plan. Plan must be posted in an easily visible area: We will post it on our website and have a printed copy for staff to access as families are not entering our building this year.	
<b>Training needed?    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</b>	
<b>What information will you share with families about this part of your plan?</b>	
Parents have been informed we will be sharing information with them through email.	



**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

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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/](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/](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/](https://oregonearlylearning.com/form_sets/daily-attendance-log-covid-19/)
- ★ Office of Child Care Exclusion Chart  
[https://oregonearlylearning.com/form\\_sets/exclusion-summary-diagram/](https://oregonearlylearning.com/form_sets/exclusion-summary-diagram/)
- ★ Emergency Child Care Guidance Staff Orientation  
[https://oregonearlylearning.com/form\\_sets/staff-covid-19-training-fillable/](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/](https://oregonearlylearning.com/form_sets/transportation-plan-fillable/)