



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

**CENTRAL VALLEY CHRISTIAN SCHOOL  
CHILDCARE/ PRESCHOOL**

**Revised: 2/22/21**

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

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

Staff member(s) responsible: Heather Cox, Director

Mamatha Meesarapu, Teacher

<b>1.1</b>	<p><b>Require parents or caregivers to drop off or pick up children from program staff outside of the facility.</b></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>
<b>1.2</b>	<p><b>Require parents or caregivers to wear a face shield or face covering during drop-off or pick-up.</b></p>
<b>1.3</b>	<p><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></p>
<p><b>Plan to meet these requirements:</b></p>	
<p><u>Drop off procedures</u></p> <p>Parents must wear a mask when handing child off to childcare staff.</p> <p>Upon arrival, vehicles will form a drop off line parallel to the school building where a staff member will conduct a health screening of the child. Upon approval the child will be signed into the childcare and will enter the school building.</p> <p>Logs of health screening will be kept for a minimum of 4 weeks.</p> <p><u>Pick up procedures:</u></p> <p>Parents must wear a mask when childcare staff are handing their child off to them.</p> <p>Childcare staff will sign child out of program.</p>	
<p><b>Training needed?    <input type="checkbox"/> No    <input type="checkbox"/> Yes (Note in Section 13. Professional Development)</b></p>	
<p><b>What information will you share with families about this part of your plan?</b></p>	
<p>Plan will be emailed to all families.</p>	

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<b>1.4</b>	<p><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></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>
<b>Plan to meet this requirement:</b>	
A hand sanitization station will be available at the entrance of the facility, child and staff will be required to sanitize upon entry.	
Training needed? <input 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><b>Sanitize or switch out writing utensils used for drop-off and pick-up between uses by different people.</b></p>
<b>Plan to meet this requirement:</b>	
Childcare staff will sign child into childcare program. There will be a writing utensil station with an area with clean pens and an area to put used pens. Used pens will be sanitized or switched out before next use.	
Training needed? <input 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>	
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**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: Heather Cox  
Mamatha Meesarapu

<b>2.1</b>	<p><b>Conduct a daily health check for all children, staff, or other persons (parents, maintenance, etc.) entering into the program.</b></p> <p>→ <i>See “Recordkeeping” section to document the health check.</i></p>
<b>2.2</b>	<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</b></p>

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	<b>to their temperature on a daily basis.</b>
<b>2.3</b>	<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></p> <p>★ <a href="#">Refer to Appendix for OCC COVID-19 Daily Health Check and OCC COVID-19 Daily Attendance Log.</a></p>
<b>2.4</b>	<b>Staff members may self-screen and attest to their own health on a daily basis.</b>
<b>Plan to meet these requirements:</b>	
<p>Daily Health Check Steps:</p> <ol style="list-style-type: none"> <li>1. Students will be screened (temperature checked) upon arrival and parents asked a series of COVID questions when cleared by a childcare staff member, student will be allowed to enter the school building. When a screening indicates that a student may be symptomatic, with a temperature about 99.0 they will be encouraged to go home, in the event they stay at school they will be monitored throughout the day and if the temperature reaches 100.4 their parent or guardian will be called, and the student will be required to go home.</li> <li>2. After the child is screened, they will sanitize and head to their classroom (cohort).</li> <li>3. Staff members will self-screen and attest to their own health.</li> </ol>	
<p><b>Training needed?</b>    <input type="checkbox"/> No    <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<b>What information will you share with families about this part of your plan?</b>	
<b>2.5</b>	<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>
<b>Plan to meet this requirement:</b>	
<p>After child has been screened the childcare staff member will document their arrival time as well as if they passed or failed the Daily Health Check.</p>	
<p><b>Training needed?</b>    <input type="checkbox"/> No    <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<b>What information will you share with families about this part of your plan?</b>	

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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>
<b>Plan to meet this requirement:</b>	
All adults entering the school building will be required to wear an appropriate face covering. Students in preschool will not be required to wear a face covering.  <i>Amendment: As of 2/8/21 – Student in Preschool will be suggested not required to wear a face covering while at school. We will be leaving this up to parents/guardians of the child in the program.</i>	
Training needed? <input 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>	
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## 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: Heather Cox

Mamatha Meesarapu

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> → <i>Registered Family (RF) and Certified Family (CF) providers only: all visitors during program hours must be recorded and a log of residents kept. Residents of the home over the age of 12 do not need to be included in the daily child care attendance records – they are assumed to be present.</i>
3.2	<b>Indicate required information in each daily log. Refer to Appendix for COVID Daily Attendance Log.</b>
3.3	<b>Daily logs must be retained for 2 years for all children (the usual amount of time per child care rules).</b>

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<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>	
<p>Daily Health Log:</p> <ol style="list-style-type: none"> <li>1. Child name</li> <li>2. Adult name(s) completing drop off and pick-up</li> <li>3. Arrival and departure time</li> <li>4. Name of any staff or person coming in contact with a stable group, arrival and departure date and times.</li> <li>5. Document daily health check of all children, staff and any person coming into the facility. Documented with a pass or fail.</li> </ol> <p>Logs will be maintained for 2 years.</p>	
<b>Training needed?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i>	

## 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: Heather Cox  
Mamatha Meesarapu

<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>	<p><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></p> <ul style="list-style-type: none"> <li>○ following physical distancing requirements with staff and children not in</li> </ul>

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	<p>their household;</p> <ul style="list-style-type: none"> <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>	
<ul style="list-style-type: none"> <li>● Each family will receive a copy of this Safety Plan.</li> <li>● Weekly newsletters will be sent out when updates to this plan is made.</li> <li>● Parent/Teacher conferences will be conducted via ZOOM, teacher will provide meeting information.</li> <li>● When families come to tour the facility:             <ul style="list-style-type: none"> <li>○ Social distancing will be required</li> <li>○ Daily Health Check will be required</li> <li>○ Use of face shields or face coverings will be required</li> <li>○ Engage with one family at a time, with time to sanitize in between.</li> </ul> </li> </ul>	
<b>Training needed?</b> <input 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>	
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<b>4.7</b>	<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>
<b>4.8</b>	<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>
<b>4.9</b>	<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>

## 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: Heather Cox

Mamatha Meesarapu

5.1	<p><b>Assign and keep children in stable groups with the same assigned adults.</b>          → A new child may be added or moved to a different stable group if it is a permanent change.</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>          → Staff and children are not required to physically distance from adults or children within their stable group.</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>
<p><b>Plan to meet these requirements:</b></p>	
<ul style="list-style-type: none"> <li>• Staff will practice social distancing at all times within the facility with adults, as well as other staff who are not usually with the same stable cohort.</li> <li>• Staff will remain with their stable cohort.</li> <li>• Only staff assigned to a stable group may be inside classrooms with the following exceptions.             <ul style="list-style-type: none"> <li>○ Provide specialized services.</li> <li>○ Maintain ratios during staff breaks</li> <li>○ Provide service to the facility that cannot take place outside of the program hours.</li> </ul> </li> </ul>	
<p><b>Training needed?</b>    <input type="checkbox"/> No    <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	



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What information will you share with families about this part of your plan?	
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5.5	<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>
5.6	<b>Recorded Programs may use a visual barrier to define the space used outside.</b>
5.7	<b>No facility may serve more than 250 children.</b>
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	★ <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>

## 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: Heather Cox

Mamatha Meesarapu

<b>6.1</b>	<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">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html</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>
<b>Plan to meet this requirement:</b>	
All entering into the school facility must wear a face shield or face covering.	
<b>Training needed?</b> <input 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>	
Click or tap here to enter text.	
<b>6.2</b>	<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>
<b>6.3</b>	<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>
<b>6.4</b>	<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>

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<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>	
<ul style="list-style-type: none"> <li>• Require all children who are in grades Kindergarten and up who are in the child care facility to wear a face shield or face covering.</li> <li>• 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.</li> <li>• A child between three years of age and Kindergarten to wear a face covering or face shield, if:             <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> </li> <li>• If a child removes a face covering or face shield, or shows a need to do so, a staff member will provide a safe place to do so, 6 ft away from other children or adults.</li> </ul>	
<p><b>Training needed?</b>    <input 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>Click or tap here to enter text.</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</b></p>

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	<p><b>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>
<b>6.9</b>	<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>
<b>6.10</b>	<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>	
<ul style="list-style-type: none"> <li>• Children in Kindergarten and up do not have to wear a face covering or shield if they have a medical condition that makes it difficult for them to breath, or is documented by a doctor’s order. Experience a disability that prevents them from wearing a face covering or are unable to remove the face cover independently.</li> <li>• Staff and students to wash hands or sanitize (if washing is not available) prior to putting on face covering.</li> <li>• Students will be supervised while using sanitizer and will be put out of reach when not in use.</li> <li>• Face covering to be taken home each day with a new one worn the next day. Childcare facility will have disposable masks on hand for those who need them each day.</li> </ul>	
<p>Training needed?    <input 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>Click or tap here to enter text.</p>	
<b>6.11</b>	<p><b>Require disposable face coverings or face shields to be worn only once.</b></p>
<b>6.12</b>	<p><b>Face coverings must be changed after a daily health check if the adult interacted with a sick child.</b></p>
<b>6.13</b>	<p><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>

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<b>Plan to meet these requirements:</b>	
<ul style="list-style-type: none"><li>• Disposable face coverings can only be worn once.</li><li>• If adults interact with a sick child, old face covering will be replaced with a new one.</li><li>• Face shields must be sanitized all daily health checks.</li></ul>	
Training needed? <input 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>	
Click or tap here to enter text.	
<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 new group.</b>
<b>Plan to meet this requirement:</b>	
Staff who engage with daily health checks will be required to wash hands or sanitize prior to moving on and entering into a stable cohort.	
Training needed? <input 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>	
Click or tap here to enter text.	
<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>	
Click or tap here to enter text.	
Training needed? <input 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>	
Click or tap here to enter text.	

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<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>	
Students who have symptoms of COVID-19 will go to designated sick area beside the school office where they will be required to wear a face mask. Staff member will maintain 6 feet of physical distancing and must wear a face shield or face covering.	
Training needed? <input 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>	
Click or tap here to enter text.	
<b>6.17</b>	<b>Require clothing to be changed after being soiled by bodily fluids.</b>

**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: Heather Cox  
Mamatha Meesarapu

<b>7.1</b>	<b>No field trips are permitted unless they are conducted fully outdoors. Field trips to indoor venues are not permitted.</b> <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>	<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>
<b>Plan to meet this requirement:</b>	

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- No field trips are planned for the 2020-21 school year.
- Required to have 36 inches between mats and children will sleep head-to-toe during naptime.

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

**7.3**      **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.**

**Plan to meet this requirement:**

When sharing of toys children will wash hands with soap and water at the end of the activity and prior to starting a new activity.

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

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

Click or tap here to enter text.

**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:**

Discontinued use of common play materials such as sand tables, water tables and sand boxes have been removed from the classroom and playground.

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

## 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: Heather Cox

Mamatha Meesarapu

<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>Staff and children must 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"> <li>● Before and after eating</li> <li>● Before and after administering medication.</li> <li>● After toileting</li> <li>● After wiping a nose, coughing, or sneezing *</li> <li>● After coming in from outside *</li> <li>● Upon entering or leaving the child care facility *</li> <li>● If staff are moving between stable cohorts *</li> <li>● After sharing toys, learning materials, etc. *</li> </ul>	
<b>Training needed?</b> <input 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>	
Click or tap here to enter text.	



## 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: Heather Cox

Mamatha Meesarapu

<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>	
Teacher to serve food to students, and monitor meal times.	
Training needed? <input 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>	
Click or tap here to enter text.	
<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>	
Click or tap here to enter text.	
Training needed? <input 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>	
Click or tap here to enter text.	
<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>	
Touch free drinking fountains used to fill water bottles to be used only. In the Preschool classroom a pitcher will be filled daily with fresh water used to refill students water bottles.	
Training needed? <input 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>	

**COVID-19 Health and Safety 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: Heather Cox

Mamatha Meesarapu

<b>10.1 – 10.4</b>	★ <a href="#">Refer to Sanitation Recommendations &amp; Cleaning Schedule in the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” (published August 14, 2020).</a>
<b>Plan to meet these requirements:</b>	
<ul style="list-style-type: none"><li>• Increase circulation of outdoor air as much as possible by opening windows and doors and by the use of fans.</li><li>• Wear disposable gloves when cleaning and disinfecting surfaces.</li><li>• Wash hands with soap and water upon removal of gloves.</li><li>• All disinfectants will be kept in a locked area out of reach of children.</li><li>• Dirty surfaces cleaned with soap and water prior to disinfection.</li><li>• Toy disinfected daily.</li><li>• Rooms cleaned, vacuumed and disinfected and or sanitized daily.</li><li>• Blankets brought from home for nap time will be taken home at the end of each week for cleaning.</li></ul>	
<b>Training needed?</b> <input 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>	
Click or tap here to enter text.	

## 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: Heather Cox

Mamatha Meesarapu

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**

	for 14 days.
<b>Plan to meet these requirements:</b>	
<ul style="list-style-type: none"> <li>• Report any confirmed case Linn County Public Health and Office of Childcare             <ul style="list-style-type: none"> <li>○ Marissa Mayeda: 541-619-7089, <a href="mailto:mmayeda@co.linn.or.us">mmayeda@co.linn.or.us</a></li> </ul> </li> <li>• Childcare Specialist             <ul style="list-style-type: none"> <li>○ Melanie Martin: 971-718-4323, <a href="mailto:melanie.martin@ode.state.or.us">melanie.martin@ode.state.or.us</a></li> </ul> </li> <li>• Notify childcare families.</li> <li>• If child has a confirmed case, cohort will quarantine for 10 days.</li> </ul>	
Training needed? <input 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>	
Click or tap here to enter text.	

**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: Heather Cox

Click or tap here to enter text.

<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 current with CPR and First Aid.	
Training needed? <input 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>	
Click or tap here to enter text.	
<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>	

## COVID-19 Health and Safety Plan

- Each staff member will receive a copy of the Health and Safety Guidelines.
- When updates happen, staff will be notified and updates will be discussed at their bi-monthly staff meetings.

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

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

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: Heather Cox

Click or tap here to enter text.

<b>14.5</b>	<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>
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**Plan to meet this requirement:**

Each updated plan will be updated on our website with parents notified and sent a copy via email.

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

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

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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/)