



BETHLEHEM LUTHERAN PRESCHOOL COVID-19 HEALTH AND SAFETY PLAN

Each child care facility is required by the State of Oregon to create a written COVID-19 Health and Safety Plan to ensure safe operations and help reduce the transmission of COVID-19.

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: Tess Adams, Director
Martina Galaev, Secretary

1.1	<p>Require parents or caregivers to drop off or pick up children from program staff outside of the facility.</p> <p>→ <i>Registered Family (RF) or Certified Family (CF) providers only: When only one staff member is on site, parents or caregivers are allowed to enter but must wait for previous family to exit home before entering.</i></p>
1.2	<p>Require parents or caregivers to wear a face shield or face covering during drop-off or pick-up.</p>
1.3	<p>Require parents or caregivers during drop-off or pick-up to maintain physical distancing when not engaged in hand-off of children to staff.</p>
<p>Plan to meet these requirements:</p>	
<p>Parents will socially distance at our red doors per the markers on the sidewalk. Prior to arriving, parents will fill out the TempTracker App with screening questions for COVID-19 symptoms, including their child’s temperature, before coming to our building. Parents will be required to wear masks during drop off and pick up. Once children have passed the health check, they will use hand sanitizer and will be welcomed into the building. Parents will remain outside and will leave their child at the door and exit the area using a different sidewalk to maintain social distancing. Children will be walked to their classroom. PRE K teacher will deliver children to her class. Three year teacher will greet parent and remain at the top of the ramp while the parent delivers child from the bottom of the ramp. Each child will wash their hands with soap and water for 20 seconds as they enter the classroom and before beginning play.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>Parents have been informed via email, newsletter, letters home, and the handbook that they are required to answer the screening questions on the TempTracker App prior to bringing their child to school. They have also been informed that they will be required to socially distance, wear a face covering, and drop off their child at the door.</p>	
1.4	<p>Provide hand hygiene stations at the entrance of the facility – outside or immediately inside – so that children and staff can clean their hands as they enter.</p> <p>→ <i>If a sink with soap and water is not available, provide hand sanitizer between 60%-95%</i></p>

*alcohol at the entrance. Keep hand sanitizer out of children's reach and supervise use.
→ See Section 8 for detailed handwashing guidance and planning.*

Plan to meet this requirement:

Hand sanitizer stations are located at each building entrance, as well as at each classroom entrance. These are out of reach of children and supervised. Upon arrival in the classroom, students will wash their hands with soap and water for 20 seconds.

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

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

Parents have been informed via email, newsletter, letters home, and the handbook that there are hand sanitizer stations, and that their child will wash their hands upon arrival to the classroom.

1.5 **Sanitize or switch out writing utensils used for drop-off and pick-up between uses by different people.**

Plan to meet this requirement:

The health check process is touchless, but the touchless thermometer will be sanitized between each cohort. Once a child has passed the health check, they will be given a spoon to deliver to their classroom to inform the staff that the child has passed the health check. These will be sanitized between each cohort's use. If the TempTracker App is not working, we will have paper copies of the screening questions for parents to complete. The pens used for this will be sanitized between each cohort.

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

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

Parents have been informed via email, newsletter, letters home, and the handbook that the health check will be touchless and that the spoons and pens used during drop-off will be sanitized.

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: Tess Adams, Director
Martina Galaev, Secretary

2.1	<p>Conduct a daily health check for all children, staff, or other persons (parents, maintenance, etc.) entering into the program. → See “Recordkeeping” section to document the health check.</p>
2.2	<p>Require designated staff to take temperature of all entering children and other individuals coming into contact with a stable group. If they have a temperature of 100.4 Fahrenheit or over, they must be excluded. Staff may self-screen and attest to their temperature on a daily basis.</p>
2.3	<p>Ask all entering adults and children (or, if the child is not able to reliably answer, the adult dropping them off) the required questions. ★ Refer to Appendix for OCC COVID-19 Daily Health Check and OCC COVID-19 Daily Attendance Log.</p>
2.4	<p>Staff members may self-screen and attest to their own health on a daily basis.</p>
<p>Plan to meet these requirements:</p>	
<p>Parents will be required to complete the screening questions on the TempTracker App prior to arrival. Upon arrival, Martina will check the screening questions and take the child’s temperature. Any child with a temperature of 100 degrees or higher will be sent home and will not enter the building. All staff will check their temperature at home and fill out the screening questions on the TempTracker App. Upon arrival to the building, staff will self-check their temperature. Any staff member with a fever or symptoms of COVID-19 will not come to the building.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>Parents have been informed via email, newsletter, letters home, and the handbook of the requirement of the screening questions and that their child’s temperature will be checked each day. Parents were also informed that staff will complete the same health check.</p>	
2.5	<p>Document that a daily health check was completed on every person entering and write down pass or fail only. Do not record symptoms or temperature in order to maintain privacy.</p>

Plan to meet this requirement:

Martina will do the daily health check for each student upon arrival to the building. She will review the information in the TempTracker App and take the child's temperature. She will write a "P" for pass and an "F" for fail next to each students' name. If a student fails the health check, they will be sent home.

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

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

Parents have been informed via email, newsletter, letters home, and the handbook that a daily record will be kept of the health checks done upon arrival for contact tracing purposes.

2.6

★ [Refer to Appendix for OCC Exclusion Chart while completing daily health checks.](#)

2.7

Wear appropriate face coverings and Personal Protective Equipment, as indicated in the Personal Protective Equipment for Children and Adults section of the Health & Safety Guidelines for COVID-19.

Plan to meet this requirement:

Martina will wear a face covering and an overshirt that will be changed between each cohort's drop-off. Between cohorts, she will change these items and sanitize or discard any equipment used (ie: thermometer, clothing, face shield, face masks, spoons, etc.).

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

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

Parents have been informed via email, newsletter, letters home, and the handbook that all staff will use PPE and sanitize equipment between cohorts.

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: Tess Adams, Director

Martina Galaev, Secretary

3.1	Keep daily logs separated by or indicating each stable group (people in that group or people who came in contact with that group). In addition to the reasons for recordkeeping under child care rules, additional requirements support potential contact tracing. → <i>Registered Family (RF) and Certified Family (CF) providers only: all visitors during program hours must be recorded and a log of residents kept. Residents of the home over the age of 12 do not need to be included in the daily child care attendance records – they are assumed to be present.</i>
3.2	Indicate required information in each daily log. Refer to Appendix for COVID Daily Attendance Log.
3.3	Daily logs must be retained for 2 years for all children (the usual amount of time per child care rules).
3.4	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.
Plan to meet these requirements:	
Each day, a daily log of each cohort is filled out with the results of the daily health check. This includes the screening questions completed by parents in the TempTracker App, as well as the Pass and Fail list. We will record the individual's name, results of the required COVID-19 screening questions, "P" or "F" for results, and all other required information. This will be kept confidentially for at least two years.	
Training needed? <input type="checkbox"/> No <input checked="" 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: Tess Adams, Director and Pre-K Teacher
 Tammy Mallon, 3-Year Teacher

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

Plan to meet these requirements:

Parents have been informed via email, newsletter, letters home, an orientation video, and the handbook of all relevant changes to the program due to COVID-19 requirements, including drop-off procedures, sanitization protocols, and parent responsibilities. Parents have been informed of detailed procedures for drop-off and pick-up procedures. This information was provided in written form, as well as in a video modeling the procedure prior to school starting. No formal activities are conducted at this time; parent-teacher conferences will be conducted virtually if that is still required at the time these are done. No visits are required for programmatic reasons. Teachers will communicate with parents via the Seesaw App to keep them informed of what is happening in the classroom. When parents

cannot communicate via electronics, we will meet with them one-on-one with proper face coverings and social distancing. We will limit in-person contact to one family at a time and will schedule these meetings to ensure social distancing and gathering requirements are met.

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

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

Parents have been informed via email, newsletter, letters home, and the handbook of the login information for the Seesaw App. We will communicate with each parent individually on an as-needed basis for in-person communication.

4.7	Allow family members to enter the facility if there is a concern for the health and safety of their child. Family members entering the facility must follow requirements for adults in the facility.
4.8	Ensure breastfeeding parents, or parents or caregivers whose children have special feeding needs and who choose to come to the program to feed their child, are provided an appropriate space where other children are not present. The space must be cleaned and sanitized between visits.
4.9	Permit families seeking enrollment to visit the facility only when children are not present. Only one family may visit the facility at a time; and the family must comply with daily health check and recordkeeping requirements, wear a face shield or face covering, and maintain physical distancing.

Section 5. Requirements for Group Size & Stable Groups

(See p. 26 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: Tess Adams, Director and Pre-K Teacher
 Tammy Mallon, 3-Year Teacher

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

Plan to meet these requirements:

Only staff assigned to each cohort will be allowed inside the classroom. During Chapel or visits, anyone who needs to enter will be required to keep a distance of 6 feet, wear a face covering, and pass the health check before entering. Only substitutes that have been background checked by the state of Oregon and have followed all social distancing and face covering rules will be allowed to enter our classroom.

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

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

Parents have been informed via email, newsletter, letters home, and the handbook that no visitors are allowed in the classroom. If there is a need for a substitute, the teacher will communicate with the families. They will be informed that all substitutes meet all health check and state requirements.

5.5	When providing outdoor activities, there cannot be more than one stable group of children in one outside area at a time. Programs may have separate areas as long as stable groups are kept apart and there is at least 75 square feet per child in that area.
5.6	Recorded Programs may use a visual barrier to define the space used outside.
5.7	No facility may serve more than 250 children.
5.8	<p>Staff-to-child ratios and maximum group sizes must adhere to those specified in licensing rules by provider type, and by the provider’s license (which may be for fewer children). These group sizes and ratios, as well as any additional requirements, are contained in Requirements 5.9 through 5.16.</p> <p>→ <i>For providers operating in counties in Phase 1 and Phase 2, see Requirements 5.9 through 5.12 of the Guidelines.</i></p> <p>→ <i>For providers operating in counties in Baseline, see Requirements 5.13 through 5.16 of the Guidelines.</i></p>
5.9 – 5.16	<p>★ <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></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: Tess Adams, Director and Pre-K Teacher

Tammy Mallon, 3-Year Teacher

<p>6.1</p>	<p>Require all staff, contractors, other service providers, or visitors or volunteers who are in the facility or in the designated child care section of the child care provider’s home, to wear a face shield or face covering.</p> <ul style="list-style-type: none"> ○ Face coverings and face shields must follow CDC guidelines: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html ○ Exceptions can be made only for providers and staff if they have a medical condition or disability, as documented by their doctor’s order, which prevents them from wearing a face covering.
<p>Plan to meet this requirement:</p>	
<p>All staff and anyone entering the building will be required to wear a face covering. We provide disposable masks for anyone who does not have one with them. We also provide face shields for all of our employees each day.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>Parents have been informed via email, newsletter, letters home, and the handbook that face coverings are required for all staff and anyone entering the building.</p>	
<p>6.2</p>	<p>Require all children who are in grades Kindergarten and up who are in the child care facility or the designated child care section of Registered Family (RF) or Certified Family (CF) program to wear a face shield or face covering.</p> <ul style="list-style-type: none"> ○ Face coverings and face shields must follow CDC guidelines: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html
<p>6.3</p>	<p>Adults and children who are Kindergarten age and up must wear a face shield or face covering when outside if six feet of physical distance cannot be maintained.</p>

<p>6.4</p>	<p>Allow a child between two years of age and Kindergarten to wear a face covering or face shield, if:</p> <ul style="list-style-type: none"> ○ requested by the parent/guardian, ○ the face covering or face shield fits the child’s face measurements, and ○ the child is able to remove the face covering or face shield themselves without assistance.
<p>6.5</p>	<p>If a child removes a face covering or face shield, or demonstrates a need to remove the face covering or face shield for a short-period of time, staff must:</p> <ul style="list-style-type: none"> ○ supervise the child to maintain six feet or more of physical distancing from all adults and children while the face shield or face covering is removed, ○ show the child how to effectively wear a face shield or face covering, if needed, and ○ guide the child to re-engage in safely wearing a face shield or face covering. <p>→ <i>Children cannot be disciplined for the inability to safely wear a face shield or face covering.</i></p>
<p>Plan to meet these requirements:</p>	
<p>We will allow a child to wear a face covering if the parent requests it. If they remove the face covering, staff will maintain social distancing while the face covering is removed and instruct the child in how to properly wear the face covering.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>Parents have been informed via email, newsletter, letters home, and the handbook that their child may wear a face covering if the parent prefers this, but they are not required by state guidelines or program rules to wear one in the classrooms.</p>	
<p>6.6</p>	<p>Allow children in grades Kindergarten and up to <u>not</u> wear a face shield or face covering, if they:</p> <ul style="list-style-type: none"> ○ have a medical condition that makes it difficult for them to breathe with a face covering, as documented by their doctor’s order, ○ experience a disability that prevents them from wearing a face covering, as documented by their doctor’s order, or ○ are unable to remove the face shield or face covering independently, or ○ are sleeping.
<p>6.7</p>	<p>Ensure children under two years of age <u>never</u> wear a face shield or face covering.</p>

COVID-19 Health and Safety Plan

<p>6.8</p>	<p>Require staff or children to wash hands before putting on a face shield or face covering, after taking face shields and face coverings off, and anytime the face shield or face covering is touched.</p> <ul style="list-style-type: none"> ○ Hand-sanitizing products with 60-95% alcohol content may be used as an alternative to washing hands. ○ Children must be supervised when using hand sanitizer, and it must be stored out of reach of children when not in use.
<p>6.9</p>	<p>Require face coverings to be washed daily or a new face covering to be worn daily.</p> <ul style="list-style-type: none"> ○ After removal of a soiled face covering, the face covering should be put away into a secure place that is not accessible to others. <ul style="list-style-type: none"> ○ For example, it could be placed into a plastic bag or plastic container that is inaccessible to children prior to being cleaned.
<p>6.10</p>	<p>A face shield must be wiped down with disinfectant at the end of the day after use.</p>
<p>Plan to meet these requirements:</p>	
<p>All children in our program are ages three and above. All staff must wash their hands upon entering the building. They must also wash their hands before they put on their face covering, after taking their face covering off, and any time they touch their face covering. Staff will be required to disinfect their face shield or change out their face mask each day.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>Parents have been informed via email, newsletter, letters home, and the handbook that staff are required to wash their hands before putting on their face covering, and that face shields will be disinfected each day.</p>	
<p>6.11</p>	<p>Require disposable face coverings or face shields to be worn only once.</p>
<p>6.12</p>	<p>Face coverings must be changed after a daily health check if the adult interacted with a sick child.</p>
<p>6.13</p>	<p>Face shields must be sanitized after the daily health check if the adult interacted with a sick child. For Certified Centers and Recorded Programs, face shields must be sanitized after the daily health checks are completed.</p>
<p>Plan to meet these requirements:</p>	

If a staff member is wearing a disposable face covering, they will be required to discard it after use. Face shields will be sanitized each day. If a staff member interacts with a sick child, they must replace their face covering or disinfect their face shield.

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

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

Parents have been informed via email, newsletter, letters home, and the handbook that staff will disinfect their face shields each day and will change out their face masks regularly.

6.14	Certified Centers and Recorded Programs only: 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.
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Plan to meet this requirement:

Martina will wear a face shield and an overshirt during daily health checks. She will change these between cohorts.

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

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

Parents have been informed via email, newsletter, letters home, and the handbook of our policy to have an outer layer of clothing and face coverings changed out between cohorts.

6.15	Require a clean outer layer of clothing (e.g., a larger size, long sleeve button-down shirt or a long-sleeved smock, or a sheet, blanket, etc.) to be worn by adults when feeding infants, and for hair to be tied back if necessary.
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Plan to meet this requirement:

COVID-19 Health and Safety Plan

All children in our program are ages three and above.	
Training needed? <input type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
N/A	
6.16	Ensure any child care staff providing direct contact care and monitoring of children or other staff displaying COVID-19 symptoms, prior to their exclusion from the child care setting, maintain six feet of physical distancing and to wear a face shield or face covering.
Plan to meet this requirement:	
If a child exhibits symptoms of COVID-19, they will sit in a designated space in the classroom, where supervision will be maintained until they can be picked up. All students and staff will maintain six feet of physical distancing and wear a face covering.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
Parents have been informed via email, newsletter, letters home, and the handbook that if their child is sick, they will be supervised and kept socially distanced from staff and students until they can be picked up.	
6.17	Require clothing to be changed after being soiled by bodily fluids.

Section 7. Requirements for Daily Activities

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

Staff member(s) responsible: Tess Adams, Director and Pre-K Teacher
 Tammy Mallon, 3-Year Teacher

7.1	<p>No field trips are permitted unless they are conducted fully outdoors. Field trips to indoor venues are not permitted.</p> <ul style="list-style-type: none"> ○ No transportation is permitted for field trips unless there is no outdoor space available at the program or no outdoor space available within walking distance. ○ When going on outdoor field trips: <ul style="list-style-type: none"> ○ Adults and children must wash their hands or use hand sanitizer before and after. ○ Programs shall keep stable groups separated from each other and away from other children as much as possible.
7.2	<p>Maintain at least 36 inches between mats, beds, or cots and sleep head-to-toe (children are arranged so that the head of a person in one bed is at the opposite end of the head of the person in the next bed) during naptime and overnight care.</p>
<p>Plan to meet this requirement:</p>	
<p>Field trips have been cancelled. Children do not nap at school, and we keep children 36 inches apart during story time activities.</p>	
<p>Training needed? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i></p>	
7.3	<p>Limit sharing materials and toys between children during an activity. If sharing occurs, children must wash their hands with soap and water or use hand sanitizer at the end of the activity and prior to starting a new activity.</p>
<p>Plan to meet this requirement:</p>	
<p>Children wash their hands with soap and water upon entering the classroom. They also use hand sanitizer after doing a project where some items are shared. They use hand sanitizer between free time and story time. They wash their hands at bathroom turns before snack time. After snack time, they hand sanitize and go to outside time. When they come in from outside time, they hand sanitize before they go home.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i></p>	

COVID-19 Health and Safety Plan

What information will you share with families about this part of your plan?	
Parents have been informed via email, newsletter, letters home, and the handbook that students and staff will regularly hand sanitize or wash their hands throughout the school day.	
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:	
We have discontinued the use of water and sand tables at this time. Every item in the classroom is sanitized between each cohort. Children are directed to wash their hands or hand sanitize after using group activity items, and are reminded to wash before and after snack, as well as throughout the day.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
Parents have been informed via email, newsletter, letters home, and the handbook that students and staff will regularly hand sanitize or wash their hands throughout the school day. They have also been informed that the sandbox and water table are not in use at this time, and that all toys and items are sanitized between cohorts.	

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: Tess Adams, Director and Pre-K Teacher
 Tammy Mallon, 3-Year Teacher

8.1	<p>Require staff and children to wash hands for at least 20 seconds (hand sanitizer with alcohol content between 60-95% is allowed when an asterisk* appears):</p> <ul style="list-style-type: none"> ○ Before and after eating, preparing food, and or bottle preparation. ○ Before and after administering medication. ○ After toileting or assisting with toileting. ○ Before and after diapering. ○ After wiping a nose, coughing, or sneezing.* ○ After coming in from outside.* ○ Upon entering and leaving the child care facility.* ○ If staff are moving between stable groups.* ○ After sharing toys, learning materials, etc.*
8.2	Make handwashing materials easily accessible to each stable group.
8.3	Hand sanitizer must be stored out of reach of children when not in use.
Plan to meet these requirements:	
<p>All students hand sanitize and wash their hands with soap and water for 20 seconds upon entry to the classroom, before and after snack, after using the restroom, after wiping their nose, after coming in from outside, and after sharing items. All staff are required to hand sanitize or wash their hands with soap and water for 20 seconds during all the times listed above, as well as before preparing food and any time as needed. Each cohort has access to several sinks with soap, as well as hand sanitizer, which is out of reach of children.</p>	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i>	
What information will you share with families about this part of your plan?	
<p>Parents have been informed via email, newsletter, letters home, and the handbook of our sanitation plan.</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: Sarah Ganvoa, Assistant
Amytie Gillson, Assistant

9.1	Eliminate children serving themselves from communal platters in the manner of family-style meals. Have one staff member serve everyone from communal dishes.
9.3	Closely supervise all meal times, including infant feeding and toddler meals, to prevent children from sharing and/or touching each other's food.
Plan to meet these requirements:	
Prior to preparing snack, staff wash their hands. Children are served a plated snack and they do not share food or serve themselves. Staff wash their hands prior to serving snack and use tongs or gloves.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
Parents have been informed via email, newsletter, letters home, and the handbook that our staff prep snack ahead of class time with sanitized hands.	
9.4	Allow breastfeeding parents or those whose children have special feeding needs to enter the program for the purposes of feeding.
Plan to meet this requirement:	
N/A	
Training needed? <input type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	

N/A

9.5

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

Plan to meet this requirement:

Drinking fountains have never been in use in our program.

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

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

N/A

COVID-19 Health and Safety Plan

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: Tess Adams, Director and Pre-K Teacher
Tammy Mallon, 3-Year Teacher

10.1 – 10.4	★ <u>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).</u>
Plan to meet these requirements:	
We follow all cleaning and sanitation recommendations and the cleaning schedule in the "Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19." We have a cleaning protocol posted in all areas of our facility, and the staff member who is cleaning follows and checks off the date and time that these protocols are completed.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i>	
What information will you share with families about this part of your plan?	
Parents have been informed via email, newsletter, letters home, and the handbook that we have cleaning protocols that meet Oregon guidelines.	

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: Tess Adams, Director and Pre-K Teacher

Tammy Mallon, 3-Year Teacher

11.2	Decisions about required closure will be made in conjunction with Early Learning Division staff and the local public health authority.
11.3	<p>Have a plan for a child with particular health needs.</p> <ul style="list-style-type: none"> • If an enrolled child has particular health needs or susceptibility to disease, including COVID-19, the provider and parent must develop a care plan for the child. The provider must ensure all staff engaged with the child understand the plan.
11.4	In addition to Oregon laws prohibiting discrimination, a provider cannot refuse to enroll a child in the program based on a belief that the child is more susceptible to contracting COVID-19 due to the child’s or parent’s occupation, race, ethnicity, geographic location, disability, or pre-existing health condition.
11.7	<p>Notify the local public health authority and the Office of Child Care if anyone who has entered the facility, including household members within a family child care facility, is diagnosed with COVID-19. A program shall immediately contact their local public health authority and licensing specialist.</p> <ul style="list-style-type: none"> • Alternatively to contacting their licensing specialist, the program may call the OCC Central Office: (503) 947-1400 or (800) 556-6616 • To locate your local public health authority, visit: https://www.oregon.gov/oha/PH/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd.aspx
11.8	<p>Notify the appropriate program staff, in addition to the local public health authority and the Office of Child Care if you are a program that participates in:</p> <ul style="list-style-type: none"> • ERDC: dpu.providerreporting@dhs.oha.state.or.us or (800) 699-9074 • Baby Promise, Preschool Promise, or Oregon Pre-Kindergarten program: Angela.Stinson@ode.state.or.us or (971) 940-4198
11.9	Communicate, in coordination with local public health authority, with all families and other individuals who have been in the facility in the past 14 days about the confirmed case.
11.10	Ensure, in the event of a confirmed case of COVID-19 in a facility, all children and staff in the stable cohort—and anyone who came in contact with the group—do not come to the program and are informed about the need to be quarantined at home

COVID-19 Health and Safety Plan

	for 14 days.
Plan to meet these requirements:	
<p>In the event of a possible or confirmed case of COVID-19 within our program, we will notify the Umatilla County Health Department and the Office of Child Care. We will then consult with and follow all recommendations of the Umatilla County Health Department. If an enrolled student has particular health needs, an individual plan will be developed with the parent and staff involved. Students will not be turned down from enrollment based on a belief that they are more susceptible to COVID-19. If there is a confirmed case of COVID-19, we will communicate via email and mass letter sent home to all families and other individuals who have been in the facility in the past 14 days, and they will be informed of the need to quarantine at home for 14 days if they are in the affected cohort.</p>	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i>	
What information will you share with families about this part of your plan?	
<p>Parents have been informed via email, newsletter, letters home, and the handbook that we will communicate via email and letter home of a confirmed case of COVID-19. In the event a parent does not have an email address, we will make individual phone calls. In the event that the cohort or program cannot meet in person, we are prepared to provide distance learning until cleared to return to the building.</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: N/A

N/A

12.1 – 12.16	★ Refer to Appendix for OCC Transportation Plan Template.
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Section 13. Requirements for Professional Development

(See p. 59 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: Tess Adams, Director and Pre-K Teacher
 Tammy Mallon, 3-Year Teacher

13.1	Ensure all necessary staff have first aid and CPR training. Online-only training will be accepted through July 2021 for recertification.
13.2	Provide access to professional development that contributes to staff’s professional learning goals and to meet child care licensing or program requirements.
Plan to meet these requirements:	
All staff have current certifications in First Aid and CPR. They have also been trained in cleaning protocols, as well as what to do if a child presents symptoms of any communicable disease. Professional Development to train staff in COVID-19 specific protocols was provided prior to the program starting.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
Parents have been informed via email, newsletter, letters home, and the handbook that children with symptoms of a communicable disease will be sent home, and that we will require a doctor’s note for the child to return if necessary.	
13.5	All staff must review these guidelines, “Health & Safety Guidelines for Child Care and Early Education Operating During COVID-19,” as well as any updates to the Guidelines that occur, prior to implementation, including new hires prior to first day of work or during employee orientation.
Plan to meet this requirement:	
All staff have been trained in the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” during Professional Development prior to the program’s start. They will be informed of any updates prior to implementation.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	

Parents have been informed via email, newsletter, letters home, and the handbook that all staff have been trained and informed of health and safety guidelines for early learning and will follow all necessary protocols.

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: Tess Adams, Director and Pre-K Teacher

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14.5	Each child care facility must continue to monitor its “COVID-19 Health and Safety Plan” throughout the year and update as needed. All revisions must be shared with all families and staff and posted in an easily visible area.
Plan to meet this requirement:	
When a revision is presented, the Director will update the staff with training and any changes that need to be made to follow all of the updated guidelines.	
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 have been informed via email, newsletter, letters home, and the handbook that the staff are monitoring and updating protocols and procedures to adhere to updated state guidelines. Parents will be informed via a letter home and email of any changes to policies or procedures to adhere to these 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).

