

MAC Preschool & Childcare
2300 Century Lane
West Linn, OR 97068
503-656-5705

COVID-19 HEALTH AND SAFETY PLAN

October 2020

This COVID-19 Health and Safety Plan meets the requirements in the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” (referred to as “Guidelines” throughout): https://oregonearlylearning.com/form_sets/health-and-safety-guidelines-for-child-care-and-early-education-operating-during-covid-19/

How will you share your completed plan and any updates with families?
<input type="checkbox"/> Newsletter <input type="checkbox"/> Case management software <input checked="" type="checkbox"/> Mass email
<input type="checkbox"/> Virtual parent meeting (group) <input type="checkbox"/> Virtual parent meetings (individual) <input checked="" type="checkbox"/> Other
If “Other,” please explain: Have it available for download on our website: www.macpreschool.com

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.

Name and title of staff person responsible for overall implementation:
Michelle Kuepker, Owner & Director
Best way to contact this person:
School: 503-656-5705 Cell: 503-804-9317

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: Michelle Kuepker

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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 and caregivers will be required to wear face masks while dropping off and picking up children outside the building, under the quick shade. During pm pickup, when only one teacher is with the group, they are allowed to enter with a face mask and after using hand sanitizer and required to maintain social distance from all others except their own child.</p>	
<p>Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>We included an explanation of these requirements in their entirety, in the original registration paperwork before their children began school at our center.</p>	
1.4	<p>Provide hand hygiene stations at the entrance of the facility – outside or immediately inside – so that children and staff can clean their hands as they enter.</p> <p>→ <i>If a sink with soap and water is not available, provide hand sanitizer between 60%-95% alcohol at the entrance. Keep hand sanitizer out of children’s reach and supervise use.</i></p> <p>→ <i>See Section 8 for detailed handwashing guidance and planning.</i></p>
<p>Plan to meet this requirement:</p>	
<p>On the sign in/out desk located outside, we provide two different hand sanitizers as well as sanitizing wipes. If a child prefers, they can come in and go directly to the bathroom and wash, after passing the health check.</p>	
<p>Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	

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

All required hand hygiene regulations are outlined on our registration paperwork before a child begins our program and are reiterated verbally on a daily basis.

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:

On the sign in/out desk located outside, we provide a “new” pen holder and a “used” pen holder. We sanitize the used pens with bleach solution at the end of the day.

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

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

Parents and caregivers will see for themselves the two pen holders, but we will also remind them verbally to use a fresh pen every time they write in the sign in/out book.

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: Michelle Kuepker

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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>After the child has used the hand sanitizer located outside the building, and while we are taking their temperature, we will ask the parent or caregiver the required safety questions. Teachers will self-screen and we will take the temperature and ask the health questions to all who enter the building. Anyone with a temp 100.4 or over, or who fail any of the safety questions will not be allowed to enter.</p>	
<p>Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>In our registration packet sent to parents before their child begins our program, the health and safety screening requirements are explained in detail so they understand what to expect at drop off before their child starts our program.</p>	
2.5	<p>Document that a daily health check was completed on every person entering and write down pass or fail only. Do not record symptoms or temperature in order to maintain privacy.</p>
<p>Plan to meet this requirement:</p>	

We administer the health check questions and temperature taking to all staff, children, and anyone else entering the building and document results using a pass/fail method to maintain privacy.

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

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

Parents and caregivers know, prior to their child starting our program, that we will be conducting a health check before their child, or anyone, may enter the school. This health check process is explained in detail in their child's registration paperwork.

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:

Our staff always wear face masks, including when they are outside with the children. The only time they will not have one on is while eating or drinking.

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

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

We will inform families that staff will have face masks on the entire time they are with children, even outside. We will let them know the only exception will be when they are eating or drinking.

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: Michelle Kuepker

<p>3.1</p>	<p>Keep daily logs separated by or indicating each stable group (people in that group or people who came in contact with that group). In addition to the reasons for recordkeeping under child care rules, additional requirements support potential contact tracing.</p> <p>→ <i>Registered Family (RF) and Certified Family (CF) providers only: all visitors during program hours must be recorded and a log of residents kept. Residents of the home over the age of 12 do not need to be included in the daily child care attendance records – they are assumed to be present.</i></p>
<p>3.2</p>	<p>Indicate required information in each daily log. Refer to Appendix for COVID Daily Attendance Log.</p>
<p>3.3</p>	<p>Daily logs must be retained for 2 years for all children (the usual amount of time per child care rules).</p>
<p>3.4</p>	<p>If a program is part of a K-12 school, this information can be recorded and incorporated into the school’s records for contact tracing.</p>
<p>Plan to meet these requirements:</p>	
<p>We will keep a daily log, using the COVID Daily Attendance Log format, for all three of our classes separately, including anyone who came in contact with each group. The completed logs will go into a large binder and will be kept for 2 years.</p>	
<p>Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)</p>	

Section 4. Requirements for Family Engagement

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

Staff member(s) responsible: Michelle Kuepker

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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:

Our registration paperwork includes extensive and detailed information on how our business is running during COVID19 as well as detailed information about policies and procedures during this time. We added a general “COVID19 Addendum” as well as a “COVID19 Tuition Addendum” that explain families’ financial responsibility in the event of an outbreak. We have stopped all activities which have normally been conducted in person, such as family field trips and open houses.

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

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What information will you share with families about this part of your plan?	
Parents are required to read the registration paperwork carefully and sign the two COVID19 addendums, so they have a full understanding on how our center is running differently during this time. Since we have never had parent-teacher conferences, we have not needed to figure out an alternative.	
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: Michelle Kuepker

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

Plan to meet these requirements:

We have two stable groups in the school at one time and they are completely separated. Our school is a ranch style house and we have separated it into two entirely different spaces with no crossover. Staff stay 6 feet apart most of the time with few exceptions. Only one person, myself, (Michelle Kuepker) goes between groups and I wear a special outer cover when going into a different group as well as change my facemask, to provide each of the two teachers a break.

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>In our registration paperwork, we explain to parents that each class has only one teacher and that I, Michelle Kuepker, will be providing teachers breaks while wearing different outer garments and changing masks between classes. This only occurs about two times a day and for about 10 minutes each time.</p>	
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: Michelle Kuepker

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6.1	<p>Require all staff, contractors, other service providers, or visitors or volunteers who are in the facility or in the designated child care section of the child care provider’s home, to wear a face shield or face covering.</p> <ul style="list-style-type: none"> ○ Face coverings and face shields must follow CDC guidelines: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html ○ Exceptions can be made only for providers and staff if they have a medical condition or disability, as documented by their doctor’s order, which prevents them from wearing a face covering.
Plan to meet this requirement:	
<p>We simply do not have more than one stable outside at a time which eliminates the need for a barrier. We spray the outside equipment with bleach solution in between stable groups and make sure there is at least 15 minutes between classes. We have 27 families on our entire roster. Any school tours will be conducted on the weekends when no children are present.</p>	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)	
What information will you share with families about this part of your plan?	
<p>In our registration paperwork, we explain that only one teacher will be with the stable group for the entire day, including outside time, and that, at no time, will two groups be in a space, inside or outside, at the same time. We have signs up outside, reminding EVERYONE, to maintain social distance and wear face masks, even outside.</p>	
6.2	<p>Require all children who are in grades Kindergarten and up who are in the child care facility or the designated child care section of Registered Family (RF) or Certified Family (CF) program to wear a face shield or face covering.</p> <ul style="list-style-type: none"> ○ Face coverings and face shields must follow CDC guidelines: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html
6.3	<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>

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<p>6.4</p>	<p>Allow a child between two years of age and Kindergarten to wear a face covering or face shield, if:</p> <ul style="list-style-type: none"> ○ requested by the parent/guardian, ○ the face covering or face shield fits the child’s face measurements, and ○ the child is able to remove the face covering or face shield themselves without assistance.
<p>6.5</p>	<p>If a child removes a face covering or face shield, or demonstrates a need to remove the face covering or face shield for a short-period of time, staff must:</p> <ul style="list-style-type: none"> ○ supervise the child to maintain six feet or more of physical distancing from all adults and children while the face shield or face covering is removed, ○ show the child how to effectively wear a face shield or face covering, if needed, and ○ guide the child to re-engage in safely wearing a face shield or face covering. <p>→ <i>Children cannot be disciplined for the inability to safely wear a face shield or face covering.</i></p>
<p>Plan to meet these requirements:</p>	
<p>All children in our after-school program wear masks while inside and outside is 6 feet distance cannot be maintained. If they want a mask break, they are required to be surrounded by a tabletop sneeze shield on all three sides or be at least 6 feet from peers. Mask breaks inside may only last 10 minutes and then the child is required to put their face mask back on.</p>	
<p>Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>School aged children parents read in the paperwork that their child will always be required to wear a facemask (except when eating) while inside and outside when 6 feet of space cannot be maintained. One exception would be allowing a “mask break”.</p>	
<p>6.6</p>	<p>Allow children in grades Kindergarten and up to <u>not</u> wear a face shield or face covering, if they:</p> <ul style="list-style-type: none"> ○ have a medical condition that makes it difficult for them to breathe with a face covering, as documented by their doctor’s order, ○ experience a disability that prevents them from wearing a face covering, as documented by their doctor’s order, or ○ are unable to remove the face shield or face covering independently, or ○ are sleeping.

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6.7	Ensure children under two years of age <u>never</u> wear a face shield or face covering.
6.8	<p>Require staff or children to wash hands before putting on a face shield or face covering, after taking face shields and face coverings off, and anytime the face shield or face covering is touched.</p> <ul style="list-style-type: none"> ○ Hand-sanitizing products with 60-95% alcohol content may be used as an alternative to washing hands. ○ Children must be supervised when using hand sanitizer, and it must be stored out of reach of children when not in use.
6.9	<p>Require face coverings to be washed daily or a new face covering to be worn daily.</p> <ul style="list-style-type: none"> ○ After removal of a soiled face covering, the face covering should be put away into a secure place that is not accessible to others. <ul style="list-style-type: none"> ○ For example, it could be placed into a plastic bag or plastic container that is inaccessible to children prior to being cleaned.
6.10	A face shield must be wiped down with disinfectant at the end of the day after use.
Plan to meet these requirements:	
<p>We will not require children to wear a facemask during rest time or if they have a medical condition. Staff will wash hands or use hand sanitizer before and after helping a child with their facemask. Hand sanitizer will be stored out of reach of children and children will be supervised when using it. Each child has their own cubby and coat locker that keep their belongings from touching others’.</p>	
<p>Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
What information will you share with families about this part of your plan?	
<p>We let it be known in our registration paperwork, that face masks are required for all children 5 and over, with certain exceptions and that all children, 2 and up are strongly encouraged to wear a face mask. Parents are asked to bring extra face masks in the event a mask gets soiled at which time we would put it in a plastic bag to take home. We have disposable facemasks for staff and children if need be.</p>	
6.11	Require disposable face coverings or face shields to be worn only once.
6.12	Face coverings must be changed after a daily health check if the adult interacted with a sick child.
6.13	Face shields must be sanitized after the daily health check if the adult interacted with a sick child. For Certified Centers and Recorded Programs, face shields must be sanitized after the daily health checks are completed.

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Plan to meet these requirements:	
Staff will make sure disposable face masks are worn only once and that they are changed after the daily health check if an adult interacted with a sick child. We don't use face shields at our center.	
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?	
We will make sure parents know that disposable face masks will not be allowed to be worn more than once and that we will change a child's mask if it becomes soiled.	
6.14	<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.
Plan to meet this requirement:	
As the floater, I have had a special robe I wear when I enter the other classroom when I provide the teacher with a break. I also wear a different face mask than I do with the other group.	
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 are informed in the registration paperwork that I will be wearing a special robe when entering a different stable group, as well as wearing a different face mask.	
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:	
We do not have infants at our center.	
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?	
NA	
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:	
We require all staff to maintain six feet of physical distance and to wear a facemask at all times expect when eating or drinking.	
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 are asked to sign the COVID19 addendum which states that all staff to maintain six feet of physical distance and to wear a facemask at all times expect when eating or drinking.	
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: Michelle Kuepker

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7.1	<p>No field trips are permitted unless they are conducted fully outdoors. Field trips to indoor venues are not permitted.</p> <ul style="list-style-type: none"> ○ No transportation is permitted for field trips unless there is no outdoor space available at the program or no outdoor space available within walking distance. ○ When going on outdoor field trips: <ul style="list-style-type: none"> ○ Adults and children must wash their hands or use hand sanitizer before and after. ○ Programs shall keep stable groups separated from each other and away from other children as much as possible.
7.2	<p>Maintain at least 36 inches between mats, beds, or cots and sleep head-to-toe (children are arranged so that the head of a person in one bed is at the opposite end of the head of the person in the next bed) during naptime and overnight care.</p>
Plan to meet this requirement:	
<p>We are not having any family field trips at this time. All sleep mats will be placed at least 36 inches apart and children are asked to lay head-to-toe during rest time. We don't have any "sleepers" this year so children usually get up after 30 minutes of resting time.</p>	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i>	
7.3	<p>Limit sharing materials and toys between children during an activity. If sharing occurs, children must wash their hands with soap and water or use hand sanitizer at the end of the activity and prior to starting a new activity.</p>
Plan to meet this requirement:	
<p>Teachers have provided each child with their own touch/sensory bin. Each child also has their own materials caddy that is theirs alone. We have children use hand sanitizer or wash their hands after sharing toys with peers.</p>	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i>	
What information will you share with families about this part of your plan?	

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<p>In our registration paperwork parents are informed about their child’s individual caddy and sensory bin, as well as our new coat locker which keeps their coats and belongings from touching other friends’ items.</p>	
7.4	<p>Clean and sanitize classroom materials between uses.</p> <p>★ 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.</p>
7.5	<p>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.</p>
Plan to meet these requirements:	
<p>We clean and sanitize toys and any shared materials between uses with a properly mixed bleach solution. We have also closed the sand boxes and touch tables for now.</p>	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
<p>In our registration paperwork parents are informed about their child’s individual caddy and sensory bin, as well as our new coat locker which keeps their coats and belongings from touching another friends’. We also explain, in the paperwork, about that new cleaning protocols.</p>	

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: Michelle Kuepker

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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>We will provide an ample amount of hand sanitizer, safely stored out of children’s reach in each room as well as have a new sink put in the back room to allow staff another hand-washing location. We will make sure all staff understand when they should wash hands or use hand sanitizer.</p>	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)	
What information will you share with families about this part of your plan?	
<p>In our COVID19 addendum we explain to parents all the new handwashing requirements for staff and students.</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: Michelle Kuepker

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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:	
We have never had family style meals. Staff, holding current food handler's license, serve all meals and snacks and sit with the group to make sure they don't touch each other's food.	
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?	
In our parent handbook, we explain how staff serves children and we do not offer a family style lunch.	
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:	
We do not have infants on our program or preschoolers who are currently breastfeeding and require nursing during school hours.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	

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NA	
9.5	Discontinue use of drinking fountains except for filling other containers such as water bottles.
Plan to meet this requirement:	
We have decommissioned the drinking fountain.	
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?	
We have decommissioned the drinking fountain and have parents bring their child a water bottle each day that is kept in their individual cubby.	

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: Michelle Kuepker

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:	
We follow, to the very best of our ability, the sanitation recommendations and cleaning schedule set forth in the Safety Guidelines for Child Cares and Early Education Programs Operating During COVID19.	
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?	
In our registration paperwork, we tell parents that our goal is to follow, to the very best of our ability, the sanitation recommendations and cleaning schedule set forth in the Safety Guidelines for Child Cares and Early Education Programs Operating During COVID19.	

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: Michelle Kuepker

Click or tap here to enter text.

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

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	for 14 days.
Plan to meet these requirements:	
Should a possible and confirmed COVID19 case arise, we will refer to the protocol outlined our COVID-19 Health and Safety Plan.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
We will inform parents in a mass email that should a possible and confirmed COVID19 case arise, we will refer to the protocol outlined our COVID-19 Health and Safety Plan and provide them a copy to read.	

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: Michelle Kuepker

Click or tap here to enter text.

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

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

Staff member(s) responsible: Michelle Kuepker

Click or tap here to enter text.

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:	
We will make sure all staff is current with their first aid/CPR training and provide online access to professional development as always.	
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?	
Our website states that all teachers are certified though the state and current first aid/CPR and food handlers.	
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 received a copy of the Health & Safety Guidelines for Child Care and Early Education Operating During COVID-19,” will be required to read this Safety Plan.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	

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We have let parents know, through email, that all staff are staying current with the latest guidelines related to COVID19 operation and changes and updates as they occur.

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: Michelle Kuepker

Click or tap here to enter text.

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:	
We will review any and all emails sent by the Early Childhood Division pertaining to updates and revisions to this document.	
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?	
Via email, we will let parents know this is fluid document and will be updated and revised as the year progresses.	



The COVID-19 Health and Safety Plan must be completed within 45 days of ELD's issuance of this template on September 25 (per p. 62 of the Guidelines).

COVID-19 Health and Safety Plan Toolkit - Appendix

This Appendix contains hyperlinks to documents, other templates, and additional resources, and is intended to assist in developing and completing your COVID-19 Health and Safety Plan.

- ★ Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19 (published August 14, 2020)

https://oregonearlylearning.com/form_sets/health-and-safety-guidelines-for-child-care-and-early-education-operating-during-covid-19/

- ★ Office of Child Care COVID-19 Daily Health Check

http://oregonearlylearning.com/form_sets/daily-health-check-fillable/

- ★ Office of Child Care COVID-19 Daily Attendance Log

https://oregonearlylearning.com/form_sets/daily-attendance-log-covid-19/

- ★ Office of Child Care Exclusion Chart

https://oregonearlylearning.com/form_sets/exclusion-summary-diagram/

- ★ Emergency Child Care Guidance Staff Orientation

https://oregonearlylearning.com/form_sets/staff-covid-19-training-fillable/

- ★ Office of Child Care Transportation Plan Template

https://oregonearlylearning.com/form_sets/transportation-plan-fillable/