

CHILD CARE AND EARLY EDUCATION: COVID-19 HEALTH AND SAFETY PLAN ST. PAUL PARISH SCHOOL

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

NOTE: Making a COVID-19 Health and Safety Plan for your program or center is mandatory. Utilizing this template is optional.

This optional template for a COVID-19 Health and Safety Plan meets the requirements in the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” (*referred to as “Guidelines” throughout*):

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

Purpose

When completed, this template will:

- Help facility owners and leaders effectively plan and implement healthy and safe operations during COVID-19;
- Communicate new practices and procedures to staff in your facility; and
- Share new practices and procedures to families in your facility.

The COVID-19 Health and Safety Plan developed for each child care facility should be tailored to each facility’s unique needs and should be created in consultation with the *Guidelines*. Though using this particular template is optional, *providers should ensure that their COVID-19 Health and Safety Plan addresses all guidelines relevant to their program*. **Please note:** Only requirements that involve planning were addressed in this template.

Per Requirement 14.4, a child care facility’s COVID-19 Health and Safety Plan must be shared with all staff and posted in an easily visible area. Programs must also share this template or the information within it with families.

How will you share your completed plan and any updates with families?
<input checked="" 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: It is posted on the school website

ELD recognizes that many child care providers have already developed and are currently implementing their plans, whereas others are in the beginning phases of development. Programs

already operating under COVID-19 Health and Safety Plans should review the updated *Guidelines* released August 14, 2020, and ensure that their program is in compliance.

Each child care facility must continue to monitor its COVID-19 Health and Safety Plan throughout the year and update the plan as needed. All revisions must be shared with all families and staff and posted in an easily visible area.

Name and title of staff person responsible for overall implementation:
Kelli Braud – School Principal Ashleigh Caven – Early Childhood Director
Best way to contact this person:
By phone: 541-344-1401 or by email kbraud@saintpaul-school.org acaven@saintpaul-school.org

St. Paul Parish School will also be following guidelines developed by the Oregon Department of Education and as outlined in the *Ready Schools, Safe Learners* document.

Make a Plan to Meet Child Care Guidelines

Once your child care facility has established a person or persons to administer the COVID-19 Health and Safety Plan, you can use the template to create a plan. Be certain to refer to the Recommendations sections in the guidelines.



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

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

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

Staff member(s) responsible: Lauren Collins, Ashleigh Caven
Kelli Braud

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

Plan to meet these requirements:

- Students and staff are to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms, or if anyone in their home or community living spaces has COVID-19. COVID-19 symptoms are as follows:
 - ❖ **Primary symptoms of concern:**
 - cough,
 - fever (of greater than 100.4°F) or chills,
 - shortness of breath,
 - or difficulty breathing.
 - (Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19. More information about COVID-19 symptoms is available from CDC.)
- In addition to COVID-19 symptoms, students should stay home from school if they exhibit signs of other infectious diseases (i.e. strep throat, pink eye,)
- Visual screening of all students will take place daily and students will be questioned for symptoms
- Symptoms questionnaire will include the following:
 - *Does the student have a new or worsening cough?*
 - *Is the student experiencing shortness of breath or difficulty breathing?*
 - *Does anyone in their home or with whom they live have current symptoms of COVID-19?*
 - *Has anyone in their home or with whom they live been diagnosed with COVID-19 and not yet cleared to end isolation/quarantine?*
 - *Has the staff or student been in close contact of anyone diagnosed with COVID-19 and not yet cleared to end isolation/quarantine?*
- Temperature check of students will be taken during drop-off time (please see Drop-off procedures)
- Before entering the building, staff members can self-screen, attest to their own health,
- If a staff member exhibits any symptoms, he/she should immediately contact the assistant principal and/or principal and arrange for alternative plans for class coverage
- Staff will complete on-line daily log that will be reviewed daily by the principal
- In order to maintain records for contact tracing, daily logs will be kept in a confidential School Medical Binder and placed in a locked cabinet in the main office
- Upon entering the designated building and/or classroom, staff will use hand sanitizer available at the entry

Routines for morning drop-off are as follows:

- Students will be divided into groups and be dropped off during one of the specified times
- All members of the same family will have the same drop-off time
- Parents are required to wear a mask at drop-off/pick-up
- Physical distancing signs have been posted to show parents and students where to wait
- Parents will utilize the back parking lot (behind the church) to drop-off and pick-up their child during the assigned time
- Students in preschool and pre-kindergarten will meet in designated areas by parish hall. A parent or guardian will walk his/her child to the location. Classroom teacher will sign the student in.
- Designated staff will greet students at the door, complete a visual screening, a questionnaire, and take student temperature while the student and parent stay at the door.
- If a student doesn't have a temperature greater than 100.4, or exhibit symptoms, the child will be guided to his/her classroom.
- If a child has a temperature greater than 100.4, exhibits symptoms visually or through the questionnaire, the student will be taken home for 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?

Videos were sent home to parents modeling this information. Written communication with daily symptoms check was given to each family. On-going communication is shared with parents via weekly newsletters and emails.

- 1.4** **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.**
- *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.*
 - *See Section 8 for detailed handwashing guidance and planning.*

Plan to meet this requirement:

Parents will have access to this plan via our school website. Information will be shared with them about proper hygiene and hand washing procedures.

Each classroom will have a sink for students to wash hands upon entry to the classroom. Additionally, hand sanitizer will be located at the entrance of each door where students are dropped off.

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

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

Parents will have access to this plan via our school website. Information will be shared with them about proper hygiene and hand washing procedures.

- 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:

Designated staff members will sign each student in while the parent is present. The COVID screening test and drop-off information will also be input in the school's student information system.

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

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

Pick-up and Drop-off procedures will be shared with parents through email and written communication.

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: Lauren Collins, Ashleigh Caven
Kelli Braud

2.1	<p>Conduct a daily health check for all children, staff, or other persons (parents, maintenance, etc.) entering into the program. → See “Recordkeeping” section to document the health check.</p>
2.2	<p>Require designated staff to take temperature of all entering children and other individuals coming into contact with a stable group. If they have a temperature of 100.4 Fahrenheit or over, they must be excluded. Staff may self-screen and attest to their temperature on a daily basis.</p>
2.3	<p>Ask all entering adults and children (or, if the child is not able to reliably answer, the adult dropping them off) the required questions. ★ Refer to Appendix for OCC COVID-19 Daily Health Check and OCC COVID-19 Daily Attendance Log.</p>
2.4	<p>Staff members may self-screen and attest to their own health on a daily basis.</p>

Plan to meet these requirements:

- Students and staff are to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms, or if anyone in their home or community living spaces has COVID-19. COVID-19 symptoms are as follows:
 - ❖ **Primary symptoms of concern:**
 - cough,
 - fever (of greater than 100.4°F) or chills,
 - shortness of breath,
 - or difficulty breathing.
 - (Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID19. In addition to COVID-19 symptoms, students should stay home from school if they exhibit signs of other infectious diseases (i.e. strep throat, pink eye,))
- Visual screening of all students will take place daily and students will be questioned for symptoms
- Symptoms questionnaire will include the following:
 - *Does the student have a new or worsening cough?*
 - *Is the student experiencing shortness of breath or difficulty breathing?*
 - *Does anyone in their home or with whom they live have current symptoms of COVID19?*
 - *Has anyone in their home or with whom they live been diagnosed with COVID-19 and not yet cleared to end isolation/quarantine?*
 - *Has the staff or student been in close contact of anyone diagnosed with COVID-19 and not yet cleared to end isolation/quarantine?*
- Temperature check of students will be taken during drop-off time (please see Drop-off procedures)
- Before entering the building, staff members can self-screen, attest to their own health,

- If a staff member exhibits any symptoms, he/she should immediately contact the assistant principal and/or principal and arrange for alternative plans for class coverage
- Staff will complete on-line daily log via TeacherEase that will be reviewed daily by the principal
- In order to maintain records for contract tracing, daily logs will be kept in a confidential School Medical Binder and placed in a locked cabinet in the main office
- Upon entering the designated building and/or classroom, staff will use hand sanitizer available at the entry

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

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

Information will be shared with parents through email communication. A daily health screening checklist will be sent home to each family and also made available on the school website.

2.5 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.

Plan to meet this requirement:

- Teachers will complete a daily log to track student information. This information will then be input to the SIS. In order to maintain records for contract tracing, daily logs will be kept in a confidential School Medical Binder and placed in a locked cabinet in the director’s office.

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

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

Information will be shared in written communication with parents and be available on the school website. Excluision charts will be mailed home to parents.

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:

Face coverings are required in Oregon for everyone age 5 and older, in all indoor public spaces and also outdoors when you cannot keep 6 feet from others.

“ODE, OHA, schools, families and community organizations have important new roles in preparing families and care takers to prepare younger children to wear face coverings safely and effectively. This includes instruction on how to properly wear a face covering, desensitization support (getting used to wearing face coverings), recommended materials for homemade face coverings, proper care and cleaning, and how to allow for “face covering breaks” during instruction. Lack of access to a face covering cannot be a barrier to instruction; each school has a responsibility to ensure that students have access to usable face coverings.

- Face coverings for all staff, contractors, or other service providers, following CDC guidelines Face Coverings
- Face coverings or face shields for all students in grades Kindergarten through grade eight and once they reach the age of five following CDC guidelines for Face Coverings.
- If a student removes a face covering, or demonstrates a need to remove the face covering for a short-period of time, staff will implement the following:
 - Provide space away from peers while the face covering is removed; students should not be left alone or unsupervised;
 - Provide additional instructional support effectively wear a face covering;
 - Provide students adequate support to re-engage in safely wearing a face covering;
 - Students cannot be discriminated against or disciplined for an inability to safely wear a face covering during the school day.
- PPE will be provided for all faculty and staff (1-2 face shields and 2 masks)
- Disposable masks and gloves will be available as needed in the school office
- Plexiglass barriers will be utilized as needed for teachers when working 1-1 with students

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

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

Regular communication will be shared with families about expectations regarding face coverings. Information will be available on the school website.

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: Ashleigh Caven, Lauren Collins
Kelli Braud, Sam Kast

3.1	<p>Keep daily logs separated by or indicating each stable group (people in that group or people who came in contact with that group). In addition to the reasons for recordkeeping under child care rules, additional requirements support potential contact tracing.</p> <p>→ <i>Registered Family (RF) and Certified Family (CF) providers only: all visitors during program hours must be recorded and a log of residents kept. Residents of the home over the age of 12 do not need to be included in the daily child care attendance records – they are assumed to be present.</i></p>
3.2	<p>Indicate required information in each daily log. Refer to Appendix for COVID Daily Attendance Log.</p>
3.3	<p>Daily logs must be retained for 2 years for all children (the usual amount of time per child care rules).</p>
3.4	<p>If a program is part of a K-12 school, this information can be recorded and incorporated into the school’s records for contact tracing.</p>
<p>Plan to meet these requirements:</p>	
<ul style="list-style-type: none"> Teachers will complete a daily log to track student information. This information will then be input to the SIS. In order to maintain records for contract tracing, daily logs will be kept in a confidential School Medical Binder and placed in a locked cabinet in the director’s office. 	
<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: Ashleigh Caven, Lauren Collins

Kelli Braud

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:	
<ul style="list-style-type: none"> · Consistent communication with families via email, letters, newsletters, website, and social media · Zoom back to school night so the students can meet the teacher, see the classroom, families can ask questions etc... · Release of the reopening plan so families can discuss with their child what school will be like. · Parent/Teachers Conferences will be done via Zoom. · Offer training to parents on how to use our digital platforms to allow for seamless transition if need be. 	
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?	

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Located on the school website	
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: Click or tap here to enter text.

Click or tap here to enter text.

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:

Cohorting is a significant strategy to reduce the risk of COVID-19 spread. Cohorting refers to a consistent group of students that stays together for the duration of the school day.

- Cohorts will be assigned based on grade level
- Cohorts will be limited in size to accommodate the space available to provide 35 square feet per person, including staff
- The grade level teacher and one additional staff member will be assigned to each cohort
- Students will remain with their classmates at all times, including structured recess.
- Students are not to visit another classroom outside of their cohort
- Family drop-off and pick-up cohorts will be established
- Students can not be part of multiple cohorts that exceed a total of 100 people within the educational week
- Interaction between students in different stable cohorts will be minimized (i.e. After School Care)
- Cohorts will be assigned specific restrooms to use and common areas (i.e. hallways)
- Stable student cohorts will remain in one classroom environment and staff that teach specifi

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academic content areas (i.e. music, Spanish, MS math, etc.) will rotate to the classroom

- Staff who interact with multiple stable cohorts must wash/sanitize hands between interaction with different stable cohorts

Social distancing is an effective way to prevent the spread of potential infection. Supporting physical distancing in all daily activities and instruction, maintaining at least six feet between individuals to the maximum extent possible is expected.

- Employees, students, parents, and visitors are to practice staying the recommended distance of six feet from others and eliminating contact with others whenever possible.
- Traffic Flow Maps will be established
- Signage, floor marking with tape, or other identifying marks for standing will be used to direct students and staff throughout the campus
- Minimize standing in line with students and keep six feet of distance
- Specific doors will be identified for entry and exit to shared spaces
- A minimum of 35 square feet per person will be established in determining room capacity for each classroom, office space, staff lunchroom, mailbox room, supply room and meeting spaces
- Maximum enrollment per grade level has been limited to meet square footage requirements
- Current classrooms may be reassigned to accommodate class enrollment and meet square footage requirements
- Arrange student desks and other seat spaces so that staff and students' physical bodies are six feet apart to the maximum extent possible while also maintaining 35 square feet per person;
- Students are assigned seats and will stay in the same seat at all times
- Modifications to the schedule will be made to limit the number of students in the hallway, drop-off and pick-up times, lunch and recess times

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

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

Information will be posted on school website

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.

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5.7	No facility may serve more than 250 children.
5.8	Staff-to-child ratios and maximum group sizes must adhere to those specified in licensing rules by provider type, and by the provider’s license (which may be for fewer children). These group sizes and ratios, as well as any additional requirements, are contained in Requirements 5.9 through 5.16. → <i>For providers operating in counties in Phase 1 and Phase 2, see Requirements 5.9 through 5.12 of the Guidelines.</i> → <i>For providers operating in counties in Baseline, see Requirements 5.13 through 5.16 of the Guidelines.</i>
5.9 – 5.16	★ <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>

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: Kelli Braud, Ashleigh Caven

Lauren Collins

<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>	
<ul style="list-style-type: none"> ● Face coverings for all staff, contractors, or other service providers, following CDC guidelines Face Coverings ● PPE will be provided for all faculty and staff (1-2 face shields and 2 masks) ● Disposable masks and gloves will be available as needed in the school office ● Plexiglass barriers will be utilized as needed for teachers when working 1-1 with students 	
<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>This will be communicated with parents via availability of plan on school website</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>

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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>	
<ul style="list-style-type: none"> ● Face coverings for all students in grades Kindergarten through grade eight following CDC guidelines for Face Coverings ● Children aged three and four will not be required but allowed per parent request. Once a child turn age five it will be required for him/her to wear a face covering ● If a student removes a face covering, or demonstrates a need to remove the face covering for a short-period of time, staff will implement the following: <ul style="list-style-type: none"> ○ Provide space away from peers while the face covering is removed; students should not be left alone or unsupervised; ○ Provide additional instructional support effectively wear a face covering; ○ Provide students adequate support to re-engage in safely wearing a face covering; ○ Students cannot be discriminated against or disciplined for an inability to safely wear a face covering during the school day. 	
<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>Ongoing communication with parents via school newsletter and also made available for parents on website.</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

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	<p>face covering, as documented by their doctor’s order,</p> <ul style="list-style-type: none"> ○ 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.
6.7	Ensure children under two years of age <i>never</i> 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:	
See information outlined in previous section	
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?	
Ongoing communication with parents via school newsletter and also made available for parents on website.	
6.11	Require disposable face coverings or face shields to be worn only once.

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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.
Plan to meet these requirements:	
Staff will be given additional face masks to provide students with a mask if they did not change or wash their mask.	
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?	
Facemasks will be given to students as needed.	
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.
Plan to meet this requirement:	
Coverings have been purchased and will be given to staff to use as needed.	
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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None	
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.
Plan to meet this requirement:	
N/A	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
None	
6.16	Ensure any child care staff providing direct contact care and monitoring of children or other staff displaying COVID-19 symptoms, prior to their exclusion from the child care setting, maintain six feet of physical distancing and to wear a face shield or face covering.
Plan to meet this requirement:	
Students will be placed in an isolations room by the principal/director's office and additional PPE will be used by care taker. Six feet of distance will be maintained.	
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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None	
6.17	Require clothing to be changed after being soiled by bodily fluids.

Section 7. Requirements for Daily Activities

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

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

Click or tap here to enter text.

7.1	<p>No field trips are permitted unless they are conducted fully outdoors. Field trips to indoor venues are not permitted.</p> <ul style="list-style-type: none"> ○ No transportation is permitted for field trips unless there is no outdoor space available at the program or no outdoor space available within walking distance. ○ When going on outdoor field trips: <ul style="list-style-type: none"> ○ Adults and children must wash their hands or use hand sanitizer before and after. ○ Programs shall keep stable groups separated from each other and away from other children as much as possible.
7.2	<p>Maintain at least 36 inches between mats, beds, or cots and sleep head-to-toe (children are arranged so that the head of a person in one bed is at the opposite end of the head of the person in the next bed) during naptime and overnight care.</p>
Plan to meet this requirement:	
<ul style="list-style-type: none"> ● All assemblies, schoolwide events (i.e. Back to School Ice Cream Social) school sponsored athletic programs, special performances will be eliminated until deemed safe ● Monday Morning Muster, will be streamed into each classroom beginning at 8:45 on Monday mornings via a live streaming service. ● Monday Morning Muster will include a prayer service, special announcements, Catholic Identity and School Climate Theme, student birthdays, and other special recognition of students and staff ● As needed announcements will be made through the phone intercom ● Field trips are cancelled - classroom teachers are encouraged to incorporate digital field trips and virtual guest speakers until deemed safe to travel ● The gym and facilities will not be available for outside sports programs or other outside agencies for practices or meetings ● School-wide parent meetings (i.e. Curriculum Night, Parent/Teacher Conferences) will be modified to meet social distancing guidelines 	
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:	

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<p>Students will have individual boxes/containers to keep personal supplies such as crayons, scissors, etc... A rotation of play areas available to limit number of students in designated play area.</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>None</p>	
<p>7.4</p>	<p>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.</p>
<p>7.5</p>	<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>
<p>Plan to meet these requirements:</p>	
<p>Custodial staff will provide daily cleaning of any shared space and classroom materials.</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>Communicated in plan located on school website</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: Click or tap here to enter text.

Click or tap here to enter text.

8.1	<p>Require staff and children to wash hands for at least 20 seconds (hand sanitizer with alcohol content between 60-95% is allowed when an asterisk* appears):</p> <ul style="list-style-type: none"> ○ Before and after eating, preparing food, and or bottle preparation. ○ Before and after administering medication. ○ After toileting or assisting with toileting. ○ Before and after diapering. ○ After wiping a nose, coughing, or sneezing.* ○ After coming in from outside.* ○ Upon entering and leaving the child care facility.* ○ If staff are moving between stable groups.* ○ After sharing toys, learning materials, etc.*
8.2	Make handwashing materials easily accessible to each stable group.
8.3	Hand sanitizer must be stored out of reach of children when not in use.
Plan to meet these requirements:	
<ul style="list-style-type: none"> ● Students are encouraged to wash hands often with soap and water for at least 20 seconds and at least 3x per day ● Students will use hand sanitizer upon entry/exit from the building, classroom, bathroom and any other area they may be in ● Avoid touching eyes, nose and mouth 	
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?	
Information about procedures will be available on school website	

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: Click or tap here to enter text.

Click or tap here to enter text.

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:	
<p>The lunch program will operate as follows:</p> <ul style="list-style-type: none"> ● Student to bring their own lunches each day ● All students will wash hands before lunch ● Students will eat lunch in the classroom at assigned desk ● Each student in grade 5 - 8 will wipe down his/her desk before eating ● Students in grades preschool - 4 will have his/her desk wiped down by staff member ● Microwaves will not be available ● Hot lunch will not be available during the school year or until COVID restrictions are lifted ● Coordination of the Hot Lunch Program will be reviewed and evaluated with the local school district (currently St. Paul contracts with 4J School District to provide lunches) ● If a student does not have a lunch at school, one will be provided by the school ● Lunch may not be delivered from parent, restaurant or delivery service during the school day <p>Staff will not be allowed to each lunch in the staff lounge with other staff members from different cohorts and must maintain six feet of social distance</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?	
Included in documentation posted on school website	
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:	

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N/A	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
None	
9.5	Discontinue use of drinking fountains except for filling other containers such as water bottles.
Plan to meet this requirement:	
Students will be allowed to have a water bottle and have access to during the school day.	
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?	
Included in documentation on school website. Students will be encouraged to bring a water bottle.	

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: Click or tap here to enter text.

Click or tap here to enter text.

10.1 – 10.4	★ Refer to Sanitation Recommendations & Cleaning Schedule in the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” (published August 14, 2020).
Plan to meet these requirements:	
Regular cleaning routines will be developed by teaching staff and custodial staff to ensure proper sanitizing as outline in the guidelines established by ELD.	
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?	
Information is available for parents in documentation on school website	

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: Click or tap here to enter text.

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:	
Communication will happen with LCPH as outlined above. Additionally, the principal will keep documentation in school office to manage potential cases.	
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?	
The communication plan is outlined in the RSSL information and will be made available on the school website.	

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: Click or tap here to enter text.

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: Click or tap here to enter text.

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:	
Staff will be given information as to how to access online training through Red Cross.	
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?	
Information is included in the RSSL documentation posted on the school website.	
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:	
<p>June, July, and August: Principal attends bi-weekly (T,Th) training and information meetings hosted by LaneESD with LCPH to stay current on best practices and recommendations of ODE, OHA, and LCPH</p> <p>August: Principal, Assistant Principal, Administrative Assistant, and assigned staff will review best practices and training material available through Oregon School Nurses Association COVID-19 Toolkit</p> <p>August 28: All school employees will receive the most current copy of the Return to School Plan (They will also receive drafts throughout the writing process).</p> <p>August 31 - September 4 In-Service Week: Staff will:</p>	

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- Review, discuss and clarify the Return to School Plan

Training will be completed in the following areas:

- Sanitation and hygiene instruction
- Social distancing
- Health practices for self and students
- Use of flow charts and signage in building and classrooms
- Beginning of the day and end of the day procedures
- Restroom and recess routines
- Identifying COVID-19 related symptoms and proper temperature screening

Staff that work in the ELD programs at the school will also be trained in the Health and Safety Plan. Additional training will be provided to staff on a regular basis as protocol and procedures change.

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

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

Information is made available in the RSSL documentation available to parents on the school website.

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: Click or tap here to enter text.

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:	
The principal/director attends weekly meetings with Lane County Public Health and Oregon Department of Education. Time is dedicated to on a daily basis to review and read latest information shared from OHA. Information is shared regularly with staff and families. The Health and Safety Plan is updated as needed and made available to parents via the school website.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
Communication takes place on a regular basis each week via the school newsletter. The plan is updated based on guidance given from ELD, OED, LCPH, and OHA.	



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/