



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

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

NOTE: Making a COVID-19 Health and Safety Plan for your program or center is mandatory. 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 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: Website

COVID-19 Health and Safety Plan

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.

Three ways you can use this template:

1. **Save on your device and type into the template.** Boxes will expand automatically to fit your text.
2. **Print the template and write in by hand.**
3. **Modify the template in ways that work for your child care.**

Instructions

Identify a person or persons responsible for the overall implementation of this plan.

Each child care facility should identify a person or persons responsible for health and safety preparedness and response planning during the COVID-19 pandemic. This person will be responsible for:

- Creating the plan, either alone or in collaboration with others;
- Monitoring the implementation of your COVID-19 Health and Safety Plan;
- Continued monitoring of local health data to assess implications for child care operations and potential adjustments to the plan; and
- Serving as the point person for communicating with families about your COVID-19 Health and Safety Plan.

Name and title of staff person responsible for overall implementation:
Mariana Hill, Principal
Best way to contact this person:
principal@shstl.org

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 \(per p. 62 of the Guidelines\).](#)

COVID-19 Health and Safety Plan

For each section of the COVID-19 Health and Safety Plan:

- 1. Read the Requirements in the *Guidelines* and also consider the Recommendations. Plan and write what your child care facility will do to meet the requirements. Include any steps you need to take to prepare.**
 - In areas where you have a choice of how to implement a Requirement, write how you will do so. For example, in Section 1, Will you use hand sanitizer as people enter your facility or will you use a hand-washing station directly inside the door?
 - Consider whether a new policy or the modification of an existing policy is necessary to implement your plan effectively. For example, if you previously required families to attend an in-person parent-teacher conference in the fall, and will now require these to be virtual, what steps you will take if technology might be a barrier for some of your families?
- 2. Name the person at your facility responsible for overall implementation for the plan's steps and/or implementation.**
- 3. Consider professional development/training needs for you and any staff.** In order to implement this requirement effectively, will staff, children, families, or others require instruction or formal training? This includes providing detailed written instructions, offering demonstrations, watching videos, or attending online classes.

For support on completing your COVID-19 Health and Safety Plan, and finding training for you or your staff, please contact your local [Child Care Resource and Referral](#). You may also contact your licensing specialist with questions about how to meet the *Guidelines*.

SAMPLE COMPLETION (Sections 1 and 13):

The following two pages offer examples of how to write your plan.

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: Juana Smith

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>Need to inform parents that they have to wear a mask at drop-off/pick-up. Make chalk circles on the front sidewalk (6 ft. apart) to show parents where to wait, make sure they are distanced.</p> <p>Talk with the kids at Morning Meetings about the new drop-off and pick-up rules- for example, parents can't come inside anymore. Remind them they can still use the window to wave goodbye.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i></p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>I will write this information in the weekly newsletter email. I will reassure families that we will have extra masks that they can use if they forget. I'll also suggest that they may want to make up a new drop off routine if their child has trouble saying goodbye in the morning.</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>

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Plan to meet this requirement:	
Put hand sanitizer in a pump bottle inside the door. I will hang a basket for it from the bulletin board out of reach of children. Buy: Order more hand sanitizer and look for a basket.	
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?	
I will let parents know in the weekly newsletter that the children, and anyone coming in, will use hand sanitizer.	
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:	
Put out a jar of clean pens by the door every day. Make a "used pen" jar also. Remember to sanitize them at the end of the day. We will sign children in and out.	
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?	
None.	

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: Juana Smith

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:	

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Assistant Teacher Marie and I will use the new video app on our phones to meet in the evening and to learn how it works. We will try online classes with CCR&R for our licensing hours this year.

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

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

None.

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.
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Plan to meet this requirement:

I will make sure Marie has time to review the guidelines.

At our weekly meeting, we will review the plans for:

Drop-off and pick-up time distancing.

Hanging sanitizer and extra masks by the door.

Doing sign-in and out for parents, and not sharing pens.

Download video conference app to our phones.

(Continue listing any additional training needs from Sections 2-12 & 14.)

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

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

None.

- End of Sample Sections. -

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: Mariana Hill

Cindy Schnurbusch

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 encouraged to remain in parking lot or vehicles when children are dropped off. There is tape on the sidewalk spaced at 6 feet apart for waiting families. Parents and children are required to wear face masks and/or face shields when entering the building.</p> <p>When parents come to pick up their child/ren they remain outside the building and/or call the school to pick up their child. Children remain with their cohort until called to leave and go home. Children go immediately to their appropriate vehicle to leave.</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>All parts of the above plan are shared with our families.</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>	

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Hand sanitizer stations of 60%-95% alcohol are available right inside the front doors of the building, as well as, all classrooms and work stations. Every classroom and work station is equip with a water, soap, and paper towels.

Appropriate hand washing etiquette is promoted and/or taught.

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

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

All parts of the above plan are shared with our families.

1.5	Sanitize or switch out writing utensils used for drop-off and pick-up between uses by different people.
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Plan to meet this requirement:

All children and adults must bring and utilize their own writing utensils. Writing utensils are provided with no expectation of return. Writing utensils that are used are wiped down using HOCl water, hand sanitizer, and/or Lysol spray or wipes.

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

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

All parts of the above plan are shared with our families.

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: Mariana Hill

Cindy Schnurbusch

2.1	<p>Conduct a daily health check for all children, staff, or other persons (parents, maintenance, etc.) entering into the program.</p> <p>→ 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.</p> <p>★ 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>The principal and administrative assistant are the designated staff to administer temperature checks. Staff submit to daily temperature checks and screening questions upon entering the building. Children and any visiting adult, are temperature checked and screened every morning upon entering the building and required to wear masks. Records are kept of all children adults as “pass” or “fail” only to protect privacy. Records will be kept for two years.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Note in Section 13. Professional Development)</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>All parts of the above plan are shared with our families.</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>	

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<p>All staff and children are documented as “pass” or “fail” to protect their privacy by the principal and administrative assistant.</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>All parts of the above plan are shared with our families.</p>	
<p>2.6</p>	<p>★ Refer to Appendix for OCC Exclusion Chart while completing daily health checks.</p>
<p>2.7</p>	<p>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.</p>
<p>Plan to meet this requirement:</p>	
<p>Face masks are required in the building and when social distancing cannot be maintained. Hand sanitizer is readily available at the front door, in each classroom, and all work areas.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>All parts of the above plan are shared with our families.</p>	

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: Mariana Hill

Cindy Schnurbusch

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>	
<p>Child cohort groups are marked by a “pass” or “fail” mark. Files are dated and kept for the two-year duration.</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: Mariana Hill

Cindy Schnurbusch

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:	
<p>Communications for program needs and requirements are: Wednesday envelope (English and Spanish), principal and staff emails, school website, parish bulletin, and school/parish councils.</p> <p>Due to restrictions of only essential personnel being allowed in the building, all meetings will be virtual or held in an area that can support social distancing (gym). If social distancing can be maintained, masked, scheduled, in-person meetings may ensue. Masks and/or face shields are required.</p>	

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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?	
All parts of the above plan are shared with our families.	
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: Mariana Hill

Cindy Schnurbusch

5.1	<p>Assign and keep children in stable groups with the same assigned adults. → <i>A new child may be added or moved to a different stable group if it is a permanent change.</i></p>
5.2	<p>Require staff to practice physical distancing (i.e., six feet) at all times within the facility with adults, as well as other staff who are not usually with the same stable group.</p>
5.3	<p>Require staff assigned to a stable group to practice physical distancing with children from other stable groups and take precautions to ensure children do the same. → <i>Staff and children are not required to physically distance from adults or children within their stable group.</i></p>
5.4	<p>Only staff assigned to a stable group may be inside classrooms with the following exceptions. Additional adults outside of the stable group may be allowed into the classroom in order to:</p> <ul style="list-style-type: none"> • Provide specialized services to children such as those associated with Early Intervention or Early Childhood Special Education. • Meet monitoring requirements of publicly funded or regulated programming. • Maintain ratios during staff breaks (e.g., floaters). • Provide service to the facility that cannot take place outside of program hours.
Plan to meet these requirements:	
<p>All children are in stable cohorts. Changes in cohort where a child moves to another cohort will not occur. Each cohort is led by two adults throughout the week. Children remain in their cohort groups throughout the day and the majority of their time is spent in their classroom/cohort space.</p> <p>All children are socially distanced in their rooms. Desks/tables are spaced out to accommodate 36 square feet of space and all are required to wear masks.</p> <p>Additional staff are assigned to a classroom when scheduled and provided permission.</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?	
All parts of the above plan are shared with our families.	
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: Mariana Hill

Cindy Schnurbusch

<p>6.1</p>	<p>Require all staff, contractors, other service providers, or visitors or volunteers who are in the facility or in the designated child care section of the child care provider’s home, to wear a face shield or face covering.</p> <ul style="list-style-type: none"> ○ Face coverings and face shields must follow CDC guidelines: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html ○ Exceptions can be made only for providers and staff if they have a medical condition or disability, as documented by their doctor’s order, which prevents them from wearing a face covering.
<p>Plan to meet this requirement:</p>	
<p>All children, staff, and visitors are required to wear masks while in the facility. Masks are readily available at the front door if a face mask is forgotten. Only if there is a doctor’s order may a person not wear a face mask or shield.</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>All parts of the above plan are shared with our families.</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>	
<p>All children, staff, and visitors are required to wear masks while in the facility. Masks are readily available at the front door if a face mask is forgotten. Only if there is a doctor’s order may a person not wear a face mask or shield.</p> <p>Children that are showing discomfort with wearing their mask will be provided the opportunity to remove it while they are seated at their table maintaining 6 feet of distance from the other children. No child will be disciplined for not being able to safely wear a face shield or face covering.</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>All parts of the above plan are shared with our families.</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

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	<ul style="list-style-type: none"> ○ 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:

Our facility accommodates children kindergarten and up, and are not forced to wear a mask if they sleep, cannot wear the mask or face shield independently, have doctor’s orders that indicate that should not wear a mask or face shield due to medical condition or special need.

Handwashing is promoted and practiced by all staff and children. If soap and water are not available, hand sanitizer is a suitable compromise. All children and staff are urged to wash their hands before handling their mask or face shield.

Face shields and masks are cleaned, replaced, and/or sent home every day to be sanitized.

Clean, new masks are available at the front office if any person needs a mask.

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

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

All parts of the above plan are shared with our families.

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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.
Plan to meet these requirements:	
<p>After daily health checks are completed and/or any interaction with a sick child face masks are cleaned and sanitized or masks are replaced with a new, clean mask.</p> <p>Soiled face masks are disposed of or bagged to be washed.</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>All parts of the above plan are shared with our families.</p>	
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:	
<p>Long sleeved outer garments and/or aprons are available during safety checks.</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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All parts of the above plan are shared with our families.	
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?	
N/A	
6.16	Ensure any child care staff providing direct contact care and monitoring of children or other staff displaying COVID-19 symptoms, prior to their exclusion from the child care setting, maintain six feet of physical distancing and to wear a face shield or face covering.
Plan to meet this requirement:	
Any staff and/or child who is ill will be isolated and excluded from daily activities and others until they are picked up and go home. All personnel will be masked and/or wear a face shield while in the vicinity of said ill individual.	
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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All parts of the above plan are shared with our families.

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: Mariana Hill

Cindy Schnurbusch

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>There will be no field trips during this state of emergency.</p> <p>There are no sleeping mats, beds, or cots utilized at our facility.</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>All toys and manipulatives are rotated and sanitized each week. Toys and manipulatives are also bagged and named for a child to use. No other child may use or handle a bag of toys or manipulatives that does not belong to them.</p> <p>Hand washing and sanitizing is practiced and promoted throughout the day.</p>	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i>	

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What information will you share with families about this part of your plan?	
All parts of the above plan are shared with our families.	
7.4	Clean and sanitize classroom materials between uses. ★ Refer to the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” (published August 14, 2020) for the Sanitation Recommendations & Cleaning Schedule.
7.5	Discontinue the use of classroom areas or materials where children must interact with common materials while engaging, such as shared sand and water tables, or outdoor sandboxes.
Plan to meet these requirements:	
All materials that use common materials that are shared have been placed in storage. Children have assigned bags and/or bins that are theirs to use for the week. At the end of the week materials are rotated, cleaned, and sanitized.	
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?	
All parts of the above plan are shared with our families.	

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: Mariana Hill

Cindy Schnurbusch

8.1	<p>Require staff and children to wash hands for at least 20 seconds (hand sanitizer with alcohol content between 60-95% is allowed when an asterisk* appears):</p> <ul style="list-style-type: none"> ○ Before and after eating, preparing food, and or bottle preparation. ○ Before and after administering medication. ○ After toileting or assisting with toileting. ○ Before and after diapering. ○ After wiping a nose, coughing, or sneezing.* ○ After coming in from outside.* ○ Upon entering and leaving the child care facility.* ○ If staff are moving between stable groups.* ○ After sharing toys, learning materials, etc.*
8.2	Make handwashing materials easily accessible to each stable group.
8.3	Hand sanitizer must be stored out of reach of children when not in use.
Plan to meet these requirements:	
<p>All classroom and work areas have a sink, soap dispenser, and touchless paper towel dispenser. All classroom and work areas have access to hand sanitizer. Students and staff are directed to wash their hands or sanitize upon leaving and entering their rooms. Children are discouraged from touching their faces, but are encouraged to wash their hands after doing so, including coughing and sneezing. Children and adults wash their hands before eating, after eating, before and after recess.</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>All parts of the above plan are shared with our families.</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: Mariana Hill

Cindy Schnurbusch

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:	
All children pack their own lunches and snacks. Children are not encouraged to share 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?	
All parts of the above plan are shared with our families.	
9.4	Allow breastfeeding parents or those whose children have special feeding needs to enter the program for the purposes of feeding.
Plan to meet this requirement:	
N/A	
Training needed? <input 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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N/A	
9.5	Discontinue use of drinking fountains except for filling other containers such as water bottles.
Plan to meet this requirement:	
All water fountains are out of commission except to refill water bottles. We provide cups if a child does not have a water bottle.	
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?	
All parts of the above plan are shared with our families.	

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: Mariana Hill

Cindy Schnurbusch

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:	
<p>We use HOCl water for mass disinfecting at the end of the day and large breaks (i.e. recess, special class). Lysol wipes and HOCl spray bottles are used to disinfect smaller areas.</p> <p>Every work area and classroom have windows. Windows are opened and the fan is utilized to increase air circulation.</p> <p>Toys are rotated weekly, assigned to specific children during the week, and sanitized.</p> <p>Soft surfaces (i.e. rugs, pillows, bean bag chairs, etc.) have been removed from all areas and placed in storage.</p> <p>All high traffic and touched surfaces are disinfected daily and/or multiple times a day.</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?	
All parts of the above plan are shared with our families.	

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: Mariana Hill

Cindy Schnurbusch

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:	
<p>In the event that there is a positive case of COVID-19 at our facility we will contact the Marion County Health and Human Services at 503-588-5357 or 503-588-5621 (disease reporting).</p> <p>All parents and caregivers will be notified by letter, email, and/or phone call that there has been a confirmed case of COVID-19 and the program will be closed for 14 days. All will be urged to stay home and quarantine for 14 days.</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>All parts of the above plan are shared with our families.</p>	

Section 12. Requirements for Transportation

(See p. 56 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: Mariana Hill

Cindy Schnurbusch

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: Mariana Hill

Cindy Schnurbusch

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:	
<p>All staff have been trained and certified in CPR and first-aid August 31, 2020. Staff are also trained in earthquake, fire drills and evacuation, and ALICE.</p> <p>An ongoing list is being developed for staff professional development provided through the Archdiocese of Portland. All listed options are free.</p> <p>Sacred Heart Catholic School teachers are part of PLC groups within region 6. We are working through a PLC Playbook and have meetings set throughout the year. Faith formation includes a book study of Pope Francis and -to be announced- credit opportunities.</p>	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
<p>All parts of the above plan are shared with our families.</p>	
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>Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19 is printed and in a binder for view of all new hires. It is emailed and will be emailed to all new hires. Any updates will be added to our binder and emailed to current staff and new hires.</p>	

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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?
All parts of the above plan are shared with our families.

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: Mariana Hill

Cindy Schnurbusch

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:	
Incoming updates are review and added to our plan as needed. Our plan, if modified, is posted on our website and printed, and added to the binder with the Health and Safety Guidelines manual.	
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?	
All parts of the above plan are shared with our families.	



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/