



BOYS & GIRLS CLUBS
OF THE GREATER SANTIAM
Serving Lebanon & Sweet Home

BOYS & GIRLS CLUBS OF THE GREATER SANTIAM COVID-19 HEALTH AND SAFETY PLAN

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

Staff member(s) responsible: Elementary Coordinator/ Assistant Elementary Coordinator
Early Childhood Director/ Assistant Director

1.1	Require parents or caregivers to drop off or pick up children from program staff outside of the facility.
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:	
Communicate drop off/ pick up protocol within program handbook as well as text messaging alert system (Remind).	
Post signage in drop off/ pick up areas	
Use bright colored duct tape markers on ground to indicate proper social distancing	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
What information will you share with families about this part of your plan?	
Supervisors will communicate all expectations and requirements to parents through program handbooks, monthly newsletters, and Remind.	
Extra disposable face coverings will be kept on site at all times.	

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.
Plan to meet this requirement:	
Handwashing stations (provided by Buck’s Sanitation) are available outside all main facility entrances. Proper handwashing protocol is attached to handwashing stations for parents, staff, and children.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
What information will you share with families about this part of your plan?	
All individuals are required to wash their hands before entering the facility. If for any reason the handwashing stations are being serviced, or otherwise unavailable, hand sanitizer will be provided and children will be required to sanitize hands before entering facility.	
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:	
Staff will utilize electronic devices during drop-off and pick-up, eliminating the need for writing utensils.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
What information will you share with families about this part of your plan?	
Staff will be responsible for signing children in/ out of facility.	

Section 2. Requirements for Daily Health Check

Staff member(s) responsible: Elementary Coordinator/ Assistant Elementary Coordinator
Early Childhood Director/ Assistant Director

2.1	Conduct a daily health check for all children, staff, or other persons (parents, maintenance, etc.) entering into the program.
2.2	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.
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	Staff members may self-screen and attest to their own health on a daily basis.
Plan to meet these requirements:	
<p>Supervisors will conduct health checks for children at time of drop off. Results of health check (pass/fail) will be recorded on an electronic spreadsheet.</p> <p>Supervisors will take children’s temperature using infrared thermometer during health check at time of drop off. If a child has a temperature of 100.4 or above, the child will “fail” the health check for that day and be excluded from care.</p> <p>Supervisors will ask all adults / children the required health screening questions and record the results of “Pass” or “Fail” on spreadsheet.</p> <p>Staff will self-screen each day when reporting for work. Results will be recorded as a “Pass” or “Fail” on spreadsheet.</p>	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
What information will you share with families about this part of your plan?	
<p>Requirements for health screening (including questions) will first be communicated to parents through program handbook.</p> <p>Supervisors will walk parents through the health screening each day and be prepared to answer questions.</p>	

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:	
Results from health checks will be recorded on a spreadsheet (pass/fail only) each day.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
What information will you share with families about this part of your plan?	
Parents will be educated on health screening protocol / expectations for all children as well as staff.	
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:	
Staff will participate in workplace safety training related to PPE. Staff will be trained on a variety of areas surrounding face coverings, including: role in reducing transmission of COVID-19, approved types, and how to wear / properly remove. Staff will also be trained on when to wear gloves and protective outer layers, as well as how to remove and store.	
All PPE will be readily available to staff, including disposable gloves, masks, and protective outer layers.	
Staff will be trained on how to support children should they need assistance with their face coverings (verbal guidance).	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
What information will you share with families about this part of your plan?	
Parents will be made aware of protective measures staff are taking to keep children (and other staff) safe and healthy. This information will be made available through program handbooks and newsletters.	
Parents will also be made aware of requirements related to children and face coverings. This information will be communicated through program handbooks, signage, and newsletters.	

Section 3. Requirements for Recordkeeping

Staff member(s) responsible: Elementary Program Coordinator
Early Childhood Director

3.1	Keep daily logs separated by or indicating each stable group (people in that group or people who came in contact with that group). In addition to the reasons for recordkeeping under child care rules, additional requirements support potential contact tracing.
3.2	Indicate required information in each daily log. Refer to Appendix for COVID Daily Attendance Log.
3.3	Daily logs must be retained for 2 years for all children (the usual amount of time per child care rules).
3.4	If a program is part of a K-12 school, this information can be recorded and incorporated into the school's records for contact tracing.
Plan to meet these requirements:	
Supervisors will keep a daily log noting each person within a stable group. Log will be printed each day and given to the staff member responsible for each stable group. Log will contain names of all children and staff who had contact with the stable group that day. Log will be readily available to staff by being kept on clipboard with emergency procedures.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	

Section 4. Requirements for Family Engagement

Staff member(s) responsible: Program Operations Director, Elementary Coordinator
Early Childhood Director

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:

Communicate all expectations and program requirements to parents via program handbooks, newsletters, and messaging services.

Signage regarding drop-off/pick-up protocol will also be visible from the exterior of the building so parents and guardians can review.

COVID-19 operations for the facility will be communicated via program handbooks, newsletters, messaging services, and posted signage. Parents will be informed that should they like more information, staff are happy to answer questions or address concerns. Should the need arise for parents and staff to have a conversation that requires scheduling, a conference call will be used as the preferred method. If there is a technology issue that

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<p>prevents a parent from being able to meet over the phone, then an in-person meeting will be arranged. The in-person meeting will make sure to adhere to all appropriate guidelines, such as: social distancing, meeting outside (if possible), the use of face coverings, and pre-scheduling. Should an in-person meeting be necessary, staff will communicate guidelines to parents ahead of time.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>Parents will be advised that normal in-person parent engagement opportunities (such as holiday programs, parent orientation, etc.) will not be able to occur due to COVID-19. Instead, virtual opportunities will be offered. Should the need arise for parents and staff to have a scheduled conversation, parents will be advised that the conversation will need to take place virtually or over the phone. Should the parent express barriers to being able to participate remotely, staff will communicate next steps and proper protocol.</p>	
<p>4.7</p>	<p>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.</p>
<p>4.8</p>	<p>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.</p>
<p>4.9</p>	<p>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.</p>

Section 5. Requirements for Group Size & Stable Groups

Staff member(s) responsible: Elementary Program Coordinator/ Assistant Elementary Program Coordinator, Early Childhood Director / Assistant Early Childhood Director

5.1	Assign and keep children in stable groups with the same assigned adults.
5.2	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.
5.3	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.
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>Children will be assigned to a stable group at the time of program registration. Children will only be moved to another group if it is a permanent change. Outside of permanent staffing changes (i.e. termination), staff will stay with their assigned stable group. These groups will be established on attendance sheets which will be maintained by supervisors and distributed to staff daily.</p> <p>Duct tape markers will be used on the floor to indicate proper social distancing. Signage will be posted around the facility to remind staff about social distancing requirements. Staff will be trained on how to maintain proper social distance from other groups when moving about facility (i.e. restroom use, outside, etc.). Visual markers (tape), posted signage, and staff safety training will assist in supporting this.</p> <p>All staff will be trained / informed that they are not to enter program areas they have not been assigned to. Floaters will be included on daily attendance log to track which adults have had contact with stable group.</p>	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
What information will you share with families about this part of your plan?	

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<p>Parents will be informed on the requirements of maintaining stable cohort groups of children and staff. This will be communicated at time of program registration, as well as through program handbooks, newsletters, and messaging services. Parents will also be made aware of social distancing requirements.</p>	
5.5	<p>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.</p>
5.6	<p>Recorded Programs may use a visual barrier to define the space used outside.</p>
5.7	<p>No facility may serve more than 250 children.</p>
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>
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

Staff member(s) responsible: Program Operations Director, Director for Operations, Elementary Program Coordinator, Assistant Elementary Program Coordinator, Early Childhood Director, Assistant Early Childhood Director

<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>Staff will be trained during workplace safety training on the requirements / exceptions surrounding face coverings. Staff will be provided with various resources regarding face coverings, including: where to find CDC approved face coverings, how to properly wear face coverings, and how to remove/ store face coverings.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>Parents will be informed on the requirements surrounding face coverings for both staff and children via program handbooks, posted signage, newsletters, and messaging services.</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>Plan to meet these requirements:</p>	
<p>Supervisors will ensure each child is properly wearing a face covering at time of drop-off each day. If a child does not have a face covering, a disposable face covering will be provided.</p>	
<p>Staff will be trained on face covering protocol when outside and will know that all children and staff must continue to wear a face covering if six feet of distance cannot be maintained.</p>	
<p>Staff will be trained on how to keep themselves, children, and other staff safe in regards to face coverings. Staff will be made aware of the requirements of children when it comes to face coverings and will be trained on how to best support children during times where a child might need to remove a face covering and then re-engage.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>Parents will be informed of the rules and expectations of children and staff surrounding face coverings while attending the program. These expectations will be communicated through program handbooks, posted signage, newsletters, and messaging services. Supervisors will be prepared to address parent questions / concerns regarding face covering requirements.</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:

Should a parent present the facility with documentation from a medical provider noting that their child is unable to wear a face covering, a supervisor will make sure the information is handled appropriately and that the accommodation is made for the child.

Handwashing stations will be readily available for children and staff to use anytime a face covering is touched and training will be provided on handwashing is necessary. Should a handwashing station be unavailable for any reason, each staff member will have access to alcohol based hand sanitizer. Hand sanitizer will only be accessible to staff. Staff will make sure that children are supervised anytime that hand sanitizer is used.

Staff will be trained during workplace safety training on the requirements surrounding sanitizing / laundering face coverings each day. Staff will also be trained on the importance of securing soiled face coverings, both for themselves and children. Children will have plastic bags where they may store soiled face coverings during the day. The plastic bags will be clearly marked with child’s name and will be kept out of reach of other children until the child is picked up.

Training needed? No Yes

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

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<p>Parents will be informed of the rules and regulations surrounding children and face coverings, including the instance of a child being unable to wear a face covering due to medical reasons.</p>	
6.11	Require disposable face coverings or face shields to be worn only once.
6.12	Face coverings must be changed after a daily health check if the adult interacted with a sick child.
6.13	Face shields must be sanitized after the daily health check if the adult interacted with a sick child. For Certified Centers and Recorded Programs, face shields must be sanitized after the daily health checks are completed.
<p>Plan to meet these requirements:</p>	
<p>Staff will be trained on the requirements of maintaining and sanitizing their face coverings. Signage will also be posted around the facility noting requirements. If a staff member comes into contact with an ill child, the facility will have disposable face coverings on hand for staff to use.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>Parents will be informed that their child must wear a new (or freshly laundered) face covering each day.</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.
<p>Plan to meet this requirement:</p>	
<p>Staff members responsible for health checks, or who are floaters, have their own smocks available to them at the facility. Smocks are kept in accessible areas for staff and are clearly marked.</p>	

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Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
What information will you share with families about this part of your plan?	
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	
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:	
Staff will be trained on proper response protocol when interacting with a child who has become ill at the facility. Staff will know to maintain appropriate social distance and to make sure that they (and the child) continue to wear their face coverings while the child waits to be picked up.	
Staff will be made aware during workplace safety training that if they begin to display any COVID-19 symptoms while at the facility, they must continue to maintain appropriate social distancing requirements and continue to wear face covering until they leave the facility.	

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Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
What information will you share with families about this part of your plan?	
Parents will be informed of the program response protocol when a child becomes ill or displays any COVID-19 related symptoms.	
6.17	Require clothing to be changed after being soiled by bodily fluids.

Section 7. Requirements for Daily Activities

Staff member(s) responsible: Elementary Coordinator, Assistant Elementary Coordinator.
Early Childhood Director, Assistant Early Childhood Director

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>No field trips will be conducted while at the facility during COVID-19 pandemic.</p> <p>(Early Childhood Only) Staff will ensure that mats are arranged properly and appropriately distanced.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p>	
7.3	<p>Limit sharing materials and toys between children during an activity. If sharing occurs, children must wash their hands with soap and water or use hand sanitizer at the end of the activity and prior to starting a new activity.</p>
Plan to meet this requirement:	
<p>The use of small manipulatives will be discontinued during COVID-19 pandemic. If sharing of materials occurs (such as markers, scissors, etc.) then the items will be properly sanitized after the activity and children will be required to wash hands after participating.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p>	
What information will you share with families about this part of your plan?	

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Parents will be informed that staff will be following strict cleaning and sanitation schedules and that children will be expected to wash their hands after sharing any materials.	
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:	
(Early Childhood Only) the use of sensory tables and sand boxes will be discontinued during COVID-19 pandemic.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
What information will you share with families about this part of your plan?	
Parents will be informed that some activities might look different, or be eliminated, due to health and safety requirements during COVID-19 pandemic.	

Section 8. Requirements for Handwashing & General Hygiene

Staff member(s) responsible: Program Operations Director, Elementary Coordinator, Assistant Elementary Coordinator, Early Childhood Director, Assistant Early Childhood Director

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>Staff will be trained extensively on proper handwashing protocol. Additional handwashing stations will be installed at building entrances.</p> <p>Hand sanitizer will be accessible to staff at all times but kept out of reach of children (i.e. in locked containers or cabinets)</p>	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
What information will you share with families about this part of your plan?	
<p>Parents will be informed that staff will be taking additional steps to keep themselves and the children safe while in the facility, including additional / proper handwashing.</p> <p>Parents will also be oriented to the newly installed handwashing stations so that they assist their children with handwashing, if necessary.</p> <p>Additionally, parents will be informed that all health and sanitation products will be properly stored and remain only accessible to staff.</p>	

Section 9. Requirements for Food & Nutrition

Staff member(s) responsible: Nutrition Program staff, Elementary Coordinator, Assistant Elementary Coordinator, Early Childhood Director, Assistant Early Childhood Director, Teachers, and Aides

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:	
Nutrition Program staff will serve children their meals on individual and disposable plates. Program staff will closely supervise children to ensure that no sharing occurs.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
What information will you share with families about this part of your plan?	
Parents will be informed that children will not be able to share certain items due to health and safety reasons.	
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	
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:	
Staff will be trained on health and safety changes related to drinking fountains. Staff will be encouraged to bring their own water bottle.	
Signage will be posted at water fountains explaining health and safety restrictions for water fountain use.	
Disposable cups will be available to children and staff to ensure they are remaining hydrated while at the facility.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
What information will you share with families about this part of your plan?	
Parents will be informed that they should plan to send a water bottle (clearly marked with their child's name) to the facility each day.	

Section 10. Requirements for Cleaning & Building Maintenance

Staff member(s) responsible: Nutrition Program Staff, Elementary Coordinator, Assistant Elementary Coordinator, Early Childhood Director, Assistant Early Childhood Director, Teachers, and Aides

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>Staff will be trained on cleaning / sanitation requirements during workplace safety training. Cleaning schedules will be printed and available for staff at the beginning of each day. Staff will be trained on when / how they are supposed to complete their cleaning and sanitation duties. Supervisors will ensure checklists are being completed and that proper sanitation is taking place throughout the day.</p> <p>Staff will be trained on how to properly use cleaning products, as well as how to properly store / access them.</p> <p>Staff will be trained on proper protocol when wearing gloves, such as: when to wear them, how to avoid cross-contamination, and how to properly dispose of them.</p> <p>All cleaning products remain inaccessible to children by being kept locked and secured.</p>	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
What information will you share with families about this part of your plan?	
Parents will be informed that staff will be adhering to strict cleaning and sanitation protocol. Staff will be prepared to address any parents concerns related to cleaning and sanitation.	

Section 11. Requirements for Responding to Possible and Confirmed Cases of COVID-19

Staff member(s) responsible: Executive Director, Director for Operations, Program Operations Director, and Early Childhood Director

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@dhsosha.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 for 14 days.

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Plan to meet these requirements:

Should the situation arise where a child has certain medical conditions that make him/ her more susceptible to disease, and the facility is able to take additional safety measures for that child, then a program supervisor will work with the parent to develop a safety plan. If the facility is able to facilitate the items outlined in the safety plan, then a program supervisor will communicate details with pertinent staff.

Should the facility have to respond to a positive case of COVID-19, the local health authority will immediately be notified, as well as the OCC licensing specialist for the program.

Any children/ staff who may have come into contact with the confirmed case will be notified. Any children / staff who may have come into contact with the confirmed case will be excluded from the program for 14 days.

Training needed? No Yes

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

At time of registration, parents will be informed of the facility's protocol when responding to a situation where a child has had contact with a positive case of COVID-19. Should the facility have to respond to a positive case of COVID-19, parents will be informed as soon as possible. At that time, parents will be notified of any action they need to take and how long they can expect to be excluded from the program.

Section 12. Requirements for Transportation

Staff member(s) responsible: N/A

12.1 – 12.16	★ N/A
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Section 13. Requirements for Professional Development

Staff member(s) responsible: Director for Operations, Program Operations Director, Early Childhood Director, and Elementary Coordinator

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:	
Should it be necessary, staff will be provided with the opportunity to obtain their first aid and CPR training. A program supervisor will assist staff in coordinating their training.	
Staff will have access to ongoing professional development opportunities throughout the COVID-19 pandemic. Program supervisors will make sure all trainings are delivered in a safe way that abide by health and safety regulations.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
What information will you share with families about this part of your plan?	
Parents will be informed that all staff have participated in required health and safety trainings.	
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:	
Staff will review “Health & Safety Guidelines for Child Care and Early Education Operating During COVID-19” as well as any updates through their online employee account. New hires will review the guidelines during their employee orientation, which will also be conducted through their online employee account.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
What information will you share with families about this part of your plan?	
N/A	

Section 14. Requirements for COVID-19 Health and Safety Plan

Staff member(s) responsible: Executive Director, Director for Operations, Program Operations Director, and Early Childhood Director.

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:	
Senior level management will continue to monitor the “COVID-19 Health and Safety Plan” throughout the year and make updates as needed. All revisions will be shared with parents via email, and staff via posted signage as well as their online employee account.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
What information will you share with families about this part of your plan?	
None	

COVID-19 Health and Safety Plan