



CHILD CARE AND EARLY EDUCATION: COVID-19 HEALTH AND SAFETY PLAN St. John Fisher School, 2020-21

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

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

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

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

Purpose

When completed, this template will:

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

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

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

How will you share your completed plan and any updates with families?
<input checked="" type="checkbox"/> Newsletter <input type="checkbox"/> Case management software <input checked="" type="checkbox"/> Mass email
<input type="checkbox"/> Virtual parent meeting (group) <input type="checkbox"/> Virtual parent meetings (individual) <input checked="" type="checkbox"/> Other
If “Other,” please explain: Post on School 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:
Merrit Holub, Principal
Best way to contact this person:
mholub@sifschool.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*.

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: Susan Robinson and Marge Meneghello

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>

Plan to meet these requirements:

General Guidelines

- Face covering (“mask” a cloth, paper, or disposable face covering that covers the nose and mouth; may or may not be medical grade) will be required for all faculty, staff and students
- During drop off/pick up, parents and/or caregivers are required to wear a face covering during drop off/pick up
- An extra supply of disposable masks will be available should a child (or person dropping off) not have a face covering.

Screening Protocols

- Parents are asked to screen their students each morning before sending to school using the [Parent Daily Symptom Checker Flowchart](#):
- Before entry, faculty, staff and students will be required to take their temperature reading and complete a self-screening COVID-19 symptoms survey regarding: cough, shortness of breath or difficult breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or measured temperature of 100.4 degrees Fahrenheit or greater, known close contact with a person who is lab-confirmed to have COVID-19
- Health checks will be completed while the child remains in the vehicle. Students will report immediately to the extended care room after the check is complete to maintain physical distancing. As extra precaution, large red “Please Keep Your Distance Wait Here” circles are placed on the floor of the extended care facility to encourage physical distancing when not engaged in hand-off of children to staff.
- Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

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

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What information will you share with families about this part of your plan?	
A comprehensive “Comprehensive Distance Learning with Limited In Person Instruction” summary that details our Requirements for Drop off & Pick Up were sent to all families via email, posted to our Intranet website (SchoolSpeak) and posted to our school website (sjfschool.org). Updates, as needed, will be communicated via email and posted to the Intranet website.	
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. → <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> → <i>See Section 8 for detailed handwashing guidance and planning.</i>
Plan to meet this requirement:	
<u>Cleaning and Hygiene Protocols</u> <ul style="list-style-type: none">• St. John Fisher School follows the published Communicable Disease Guidelines from the Oregon Department of Education, the Oregon Health Authority and Multnomah Education Service District.• Hand sanitizer and sign in stations are located at each entrance of the facility.• Hand sanitizer stations are also located outside the boys/girls restrooms.• Utilize hand sanitizer each time you are in/out of classrooms and/or bathrooms• Designated cleaning time in schedule to clean frequently used areas• Wash hands before/after lunch, as applicable• Handwashing posters from CDC are located in all bathrooms.	
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?	
A comprehensive “Comprehensive Distance Learning with Limited In Person Instruction” summary that details our Requirements for proper hygiene requirements were sent to all families via email, posted to our Intranet website (SchoolSpeak) and posted to our school website (sjfschool.org). Updates, as needed, will be communicated via email and posted to the Intranet website.	
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:	

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Extended care staff will be conducting all check in/out so there will be switching out of writing utensils for drop-off and pick-up. Additionally, there is a “clean” and “used” pen bin near the check in/out station should employees come in/out during the day. The “used” writing utensils will be cleaned each night with approved sanitizing agent each night.

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

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

N/A as parents will not be using writing utensils during drop-off and pick-up.

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: Susan Robinson and Marge Meneghello
Merrit Holub

2.1	Conduct a daily health check for all children, staff, or other persons (parents, maintenance, etc.) entering into the program. → See “Recordkeeping” section to document the health check.
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	Ask all entering adults and children (or, if the child is not able to reliably answer, the adult dropping them off) the required questions. ★ Refer to Appendix for OCC COVID-19 Daily Health Check and OCC COVID-19 Daily Attendance Log.
2.4	Staff members may self-screen and attest to their own health on a daily basis.
Plan to meet these requirements:	
<ul style="list-style-type: none"> • Parents are asked to screen their students each morning before sending to school using the Parent Symptom Screening Algorithm. • Parents will be advised on all clinical circumstances in which students should not attend school and when children will be excluded from school. • Before entry, faculty, staff and students will be required to take their temperature reading and complete a self-screening COVID-19 symptoms survey regarding: cough, shortness of breath or difficult breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or measured temperature of 100.4 degrees Fahrenheit or greater, known close contact with a person who is lab-confirmed to have COVID-19 <ul style="list-style-type: none"> ○ Faculty/Staff will identify via a Google Sheet each morning answering the question “Do you have a fever higher than 100.4 and/or exhibit the COVID-19 symptoms today (yes/no)?” If no-they are able to come to school If yes-instruct to call Michele for a sub ○ Students: At drop off/pick up extended care faculty other school faculty/staff designee takes temp before students enter the building, takes a visible symptom check and ask questions and document the data in the Class Medical Binder ○ MESD Communicable Disease Management Plan can be found in the school office and each classroom emergency binder. • Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. • All screening information will be kept confidential 	
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?	

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<p>Families will receive a copy of the Parent Symptom Screening Algorithm. Adults bringing the children to extended care will be familiar with the protocols as they will be involved with the process/questioning at drop off each day too. Finally, the screening protocols are clearly outlined in our Return to School plan on the school webpage and was distributed to all families via email.</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>	
<p>We will utilize the Oregon Child care and early education form titled “Daily Attendance Log – COVID-19” to write down all students daily health check during check in/out. Logs are kept in a confidential file with our extended care director and/or incorporated into the school records as applicable (during Limited In Person Instruction and/or when we move to hybrid).</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>Adults dropping off the children are involved with our check in/out process and procedure so they are aware of the daily health check being completed and see the extended care teacher record the student name, person dropping off and acknowledgement that the health check was complete.</p>	
2.6	<p>★ Refer to Appendix for OCC Exclusion Chart while completing daily health checks.</p>
2.7	<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>	
<ul style="list-style-type: none"> • Face covering (a cloth, paper, or disposable face covering that covers the nose and mouth; may or may not be medical grade) will be required for all faculty, staff and students • PPE will be provided for all faculty and staff (2 face coverings and 2 shields) • Disposable masks and gloves will be available in each classroom • Disposable masks and gloves will be available in the school office 	
<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>	

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Communication regarding face covering requirements have been outlined many times via email, website and through our Comprehensive Distance Learning with Limited In Person Instruction informational flyer. Additionally, at each entrance, there are disposable face masks should someone forget their mask.

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: Susan Robinson and Marge Meneghello
Merrit Holub

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>We will utilize the Oregon Child care and early education form titled “Daily Attendance Log – COVID-19” for our daily log. Each log identifies students name, date/time they arrived, who brought them to extended care, who picked them up, what time they left campus and identifies that a health check was complete. Logs are kept in a confidential drawer in our extended care office space. Daily logs will be retained for 2 years for all children.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" 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: Susan Robinson and Marge Meneghello
Merrit Holub

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

Plan to meet these requirements:

Our mission is to partner with the parent so maintaining family engagement is a high priority for St. John Fisher. We have frequently communicated all requirements related to operating during COVID-19 including weekly newsletters, detailed Comprehensive Distance Learning with Limited In Person Instruction document, Return to School plan published on school website and emailed to all families and frequent posts on social media. Additionally, the school principal hosted multiple parent “Zoom” meetings to review policies, procedures and opened the meeting for parent questions and answers. All parent conferences will be conducted via Google Meets or telephone. Should “live” conference be needed, we will conduct those following all protocols such as physical distancing and wearing face coverings.

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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?	
Frequent communication is done via weekly newsletter, school Intranet program SchoolSpeak, social media and email as needed.	
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: Susan Robinson and Marge Meneghello

Merrit Holub

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:

The purpose of a cohort is to be an established group of individuals to minimize the exposure for students and faculty/staff. Schedules and cohort groups were created in August and have been built into the faculty, staff and families routines. These groups will remain stable and unchanged. All faculty, staff and students will practice physical distancing at all times within the facility with adults. Only staff that work with the extended care program will be in the extended care facility.

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

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

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<p>Families will be notified of their cohort and the rules regarding physical distancing at all time. This communication will be shared via weekly newsletter, school intranet program SchoolSpeak, email and via social media as needed.</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> <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: Susan Robinson and Marge Meneghello

Merrit Holub

6.1	<p>Require all staff, contractors, other service providers, or visitors or volunteers who are in the facility or in the designated child care section of the child care provider’s home, to wear a face shield or face covering.</p> <ul style="list-style-type: none"> ○ Face coverings and face shields must follow CDC guidelines: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html ○ Exceptions can be made only for providers and staff if they have a medical condition or disability, as documented by their doctor’s order, which prevents them from wearing a face covering.
Plan to meet this requirement:	
<ul style="list-style-type: none"> • Face covering (a cloth, paper, or disposable face covering that covers the nose and mouth; may or may not be medical grade) will be required for all faculty, staff and students • PPE will be provided for all faculty and staff (2 face coverings and 2 shields) • Disposable masks and gloves will be available in each classroom • Disposable masks and gloves will be available in the school office 	
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>Clear guidelines requiring face coverings has been distributed to all families via the weekly newsletter, school intranet SchoolSpeak, posted on our school website in our Return to School plan and posted at all entrances of the school facility.</p>	
6.2	<p>Require all children who are in grades Kindergarten and up who are in the child care facility or the designated child care section of Registered Family (RF) or Certified Family (CF) program to wear a face shield or face covering.</p> <ul style="list-style-type: none"> ○ Face coverings and face shields must follow CDC guidelines: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html
6.3	<p>Adults and children who are Kindergarten age and up must wear a face shield or face covering when outside if six feet of physical distance cannot be maintained.</p>

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<p>6.4</p>	<p>Allow a child between two years of age and Kindergarten to wear a face covering or face shield, if:</p> <ul style="list-style-type: none"> ○ requested by the parent/guardian, ○ the face covering or face shield fits the child’s face measurements, and ○ the child is able to remove the face covering or face shield themselves without assistance.
<p>6.5</p>	<p>If a child removes a face covering or face shield, or demonstrates a need to remove the face covering or face shield for a short-period of time, staff must:</p> <ul style="list-style-type: none"> ○ supervise the child to maintain six feet or more of physical distancing from all adults and children while the face shield or face covering is removed, ○ show the child how to effectively wear a face shield or face covering, if needed, and ○ guide the child to re-engage in safely wearing a face shield or face covering. <p>→ <i>Children cannot be disciplined for the inability to safely wear a face shield or face covering.</i></p>
<p>Plan to meet these requirements:</p>	
<ul style="list-style-type: none"> • Face covering (a cloth, paper, or disposable face covering that covers the nose and mouth; may or may not be medical grade) will be required for all faculty, staff and students • PPE will be provided for all faculty and staff (2 face coverings and 2 shields) • Disposable masks and gloves will be available in each classroom • Disposable masks and gloves will be available in the school office 	
<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>Clear guidelines requiring face coverings has been distributed to all families via the weekly newsletter, school intranet SchoolSpeak, posted on our school website in our Return to School plan and posted at all entrances of the school facility.</p>	
<p>6.6</p>	<p>Allow children in grades Kindergarten and up to <u>not</u> wear a face shield or face covering, if they:</p> <ul style="list-style-type: none"> ○ have a medical condition that makes it difficult for them to breathe with a face covering, as documented by their doctor’s order, ○ experience a disability that prevents them from wearing a face covering, as documented by their doctor’s order, or ○ are unable to remove the face shield or face covering independently, or ○ are sleeping.

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6.7	Ensure children under two years of age <u>never</u> wear a face shield or face covering.
6.8	<p>Require staff or children to wash hands before putting on a face shield or face covering, after taking face shields and face coverings off, and anytime the face shield or face covering is touched.</p> <ul style="list-style-type: none"> ○ Hand-sanitizing products with 60-95% alcohol content may be used as an alternative to washing hands. ○ Children must be supervised when using hand sanitizer, and it must be stored out of reach of children when not in use.
6.9	<p>Require face coverings to be washed daily or a new face covering to be worn daily.</p> <ul style="list-style-type: none"> ○ After removal of a soiled face covering, the face covering should be put away into a secure place that is not accessible to others. <ul style="list-style-type: none"> ○ For example, it could be placed into a plastic bag or plastic container that is inaccessible to children prior to being cleaned.
6.10	A face shield must be wiped down with disinfectant at the end of the day after use.
Plan to meet these requirements:	
<p>At this time, given the age of the children attending our extended care, all will be required to wear masks and we do not have any children that need an exemption. During lunch when children will not wear their mask, we have strategically placed the seats ensuring proper social distancing. Frequent hand washing occurs before/after each meal and during transition times. Additionally, multiple hand sanitizer stations are set up in the extended care facility and at both the boys and girls restroom. Children are encouraged to bring 2 masks to school each day, 1 they wear and 1 for their backpack so if/when 1 get soiled, they can change their mask. We also have disposable masks available should anyone need a fresh mask. We are not using face shields at this time.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" 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>Clear guidelines requiring face coverings has been distributed to all families via the weekly newsletter, school intranet SchoolSpeak, posted on our school website in our Return to School plan and posted at all entrances of the school facility.</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.

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6.13	<p>Face shields must be sanitized after the daily health check if the adult interacted with a sick child. For Certified Centers and Recorded Programs, face shields must be sanitized after the daily health checks are completed.</p>
<p>Plan to meet these requirements:</p>	
<p>Disposable masks will be located at all entrances to allow families fresh masks each day should they forget their cloth mask at home. At this time, face shields are not allowed for use in the school facility. Should restrictions allow them in the future, we will sanitize them after each use.</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>Clear guidelines requiring face coverings has been distributed to all families via the weekly newsletter, school intranet SchoolSpeak, posted on our school website in our Return to School plan and posted at all entrances of the school facility.</p>	
6.14	<p><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>
<p>Plan to meet this requirement:</p>	
<p>N/A</p>	
<p>Training needed? <input 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>N/A</p>	

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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 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:	
<ul style="list-style-type: none"> • If COVID-19 symptoms are present, the student will be isolated in our health room until the parent, or their parents designee, arrives to pick them up • Adequate space and staff supervision and symptom monitoring by school staff will be provided till the student is able to go home • Staff supervising the ill child will wear a medical face covering and gown 	
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?	
Details regarding student illness protocols were distributed to families via our weekly newsletter, posted on our school website in our Return to School plan, emailed to all families and posted on our social media accounts.	
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: Susan Robinson and Marge Meneghello
Merrit Holub

7.1	<p>No field trips are permitted unless they are conducted fully outdoors. Field trips to indoor venues are not permitted.</p> <ul style="list-style-type: none"> ○ No transportation is permitted for field trips unless there is no outdoor space available at the program or no outdoor space available within walking distance. ○ When going on outdoor field trips: <ul style="list-style-type: none"> ○ Adults and children must wash their hands or use hand sanitizer before and after. ○ Programs shall keep stable groups separated from each other and away from other children as much as possible.
7.2	<p>Maintain at least 36 inches between mats, beds, or cots and sleep head-to-toe (children are arranged so that the head of a person in one bed is at the opposite end of the head of the person in the next bed) during naptime and overnight care.</p>
<p>Plan to meet this requirement:</p>	
<p>St. John Fisher School will not have any field trips at this time and given the age of our students, we do not have a naptime or overnight care.</p>	
<p>Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i></p>	
7.3	<p>Limit sharing materials and toys between children during an activity. If sharing occurs, children must wash their hands with soap and water or use hand sanitizer at the end of the activity and prior to starting a new activity.</p>
<p>Plan to meet this requirement:</p>	
<p>Students will have their individual materials in a ziplock or pencil pouch. Shared items, such as playground equipment and/or board games, will be cleaned after each use with MESD approved disinfectant. Staff and students will wash hands and/or use hand sanitizer after each transition.</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>	

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Families will supply the students materials and ziplock or pencil pouch.	
7.4	Clean and sanitize classroom materials between uses. ★ <u>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.</u>
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:	
Frequent cleaning occurs throughout the day by the staff of our extended care. Each evening we have a professional cleaning service come to do a thorough cleaning of the facility as well.	
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?	
Families are aware of our frequent cleaning and that a cleaning service comes each evening.	

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: Susan Robinson and Marge Meneghello
Merrit Holub

8.1	<p>Require staff and children to wash hands for at least 20 seconds (hand sanitizer with alcohol content between 60-95% is allowed when an asterisk* appears):</p> <ul style="list-style-type: none"> ○ Before and after eating, preparing food, and or bottle preparation. ○ Before and after administering medication. ○ After toileting or assisting with toileting. ○ Before and after diapering. ○ After wiping a nose, coughing, or sneezing.* ○ After coming in from outside.* ○ Upon entering and leaving the child care facility.* ○ If staff are moving between stable groups.* ○ After sharing toys, learning materials, etc.*
8.2	Make handwashing materials easily accessible to each stable group.
8.3	Hand sanitizer must be stored out of reach of children when not in use.
Plan to meet these requirements:	
<ul style="list-style-type: none"> • Staff and students will use hand sanitizer upon entry/exit from building and while moving around building (ie: bathroom) • Staff and students are encouraged to wash hands often with soap and water for at least 30 seconds. This will be mandatory before snack and lunch when applicable. • CDC directions for hand washing posters are located in all bathrooms • Avoid touching eyes, nose and mouth 	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i>	
What information will you share with families about this part of your plan?	
<p>Detailed cleaning protocols have been shared with all families via our weekly newsletter, post on website for our Return to School plan, emailed to families and posted on our social media accounts.</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: Susan Robinson and Marge Meneghello
Merrit Holub

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:	
Children will have the opportunity for a snack twice a day. The snack will be in individual containers and provided by the extended care program. Students will bring their own lunches to school and sharing of food is not allowed. There is at least 1 supervisor in the room while the students eat snack and/or lunch.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
Parents will be responsible for providing their child's lunch each day. Communication regarding this policy/procedure will be distributed via our weekly newsletter, posted on our school website in our Return to School plan, emailed to all families and posted on our social media accounts.	
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 drinking fountains has been disconnected and have large bags around them for a visual reminder as well.	
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?	
Students will bring their own water bottles	

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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: Susan Robinson and Marge Meneghello

Merrit Holub

10.1 – 10.4	★ <u>Refer to Sanitation Recommendations & Cleaning Schedule in the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” (published August 14, 2020).</u>
Plan to meet these requirements:	
St. John Fisher Extended care has read and follows the Sanitation Recommendations and Cleaning Schedule in the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” document.	
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?	
Detailed cleaning protocols have been shared with all families via our weekly newsletter, post on website for our Return to School plan, emailed to families and posted on our social media accounts.	

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: Susan Robinson and Marge Meneghello

Merrit Holub

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>Students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms.</p> <ul style="list-style-type: none">• St. John Fisher will following Multnomah County ESD advice on restricting from school any student or staff known to have been exposed (e.g. by a household member) to COVID-19 according to the “Planning for COVID-19 Scenarios in School”• If COVID-19 symptoms are present, the student will be isolated in our health room until the parent, or their parents designee, arrives to pick them up• Adequate space and staff supervision and symptom monitoring by school staff will be provided till the student is able to go home• Symptomatic staff or students should contact their regular health care provider or local health authority for advice and evaluation, perhaps to include COVID-19 testing• If they have a positive COVID-19 viral (PCR) test result, the person should remain home for at least 10 days after illness onset and 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.• If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 24 hours after fever is gone, without the use of fever reducing medicine, and other symptoms improving.• If a clear alternative diagnosis is identified as the cause of the person’s illness (e.g., a positive strep throat test), then usual disease-specific return-to-school guidance should be followed and the person should be fever-free for 24 hours, without use of fever reducing medicine. A physician note is required to return to school, to ensure that the person is not contagious.• If they do not undergo COVID-19 testing, the person should remain at home for 10 days and until 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.	
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?	
Detailed cleaning protocols have been shared with all families via our weekly newsletter, post on website for our Return to School plan, emailed to families and posted on our social media accounts.	

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: Susan Robinson and Marge Meneghello

Merrit Holub

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: Susan Robinson and Marge Meneghello
Merrit Holub

13.1	Ensure all necessary staff have first aid and CPR training. Online-only training will be accepted through July 2021 for recertification.
13.2	Provide access to professional development that contributes to staff’s professional learning goals and to meet child care licensing or program requirements.
Plan to meet these requirements:	
All staff for our extended care have First Aid, CPR and AED training. Professional development opportunities are shared with all staff as they are introduced and each staff member completes the required professional development requirements each year.	
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?	
After taking courses, we inform families via our weekly newsletter to demonstrate our life long learning.	
13.5	All staff must review these guidelines, “Health & Safety Guidelines for Child Care and Early Education Operating During COVID-19,” as well as any updates to the Guidelines that occur, prior to implementation, including new hires prior to first day of work or during employee orientation.
Plan to meet this requirement:	
All staff have read the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” document as well as our school Return to School plan as outlined by ODE.	
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

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: Susan Robinson and Marge Meneghello
Merrit Holub

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:	
In cooperation with Multnomah County Education Service District, we continue to monitor our “COVID-19 Health and Safety Plan” through the year and update as needed. It is posted on our school website and we have shared the information with all families via our school newsletter as well.	
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?	
All families have access to the “COVID-19 Health and Safety Plan” via our school website and have shared the information with all families via our school newsletter as well.	



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/